



DARIEN HIGH SCHOOL

STUDENT HANDBOOK 2021 - 2022

DARIEN HIGH SCHOOL HANDBOOK

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INTRODUCTION

This handbook represents the school's efforts to help develop a mutual understanding and working partnership with Darien High School students and their parents. In it you will find general information, rules, and procedures that have been developed to assist in the daily routines that are a part of our school. You will also find Board of Education Policies regarding important issues.

The handbook is available online on the DHS website under the Student Life and Parents tabs.

For those of you who are new to Darien High School, this handbook will be an important reference as you become oriented to our school. To search for information in the handbook:

1. View the [Table of Contents](#).
2. Select "View Document Outline" under the View menu in Google Docs.
3. Use the Find feature in your internet browser, which is typically a menu option or found by clicking CTRL + F.

THIS HANDBOOK IS REVISED EVERY SCHOOL YEAR.

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DARIEN PUBLIC SCHOOLS VISION OF THE GRADUATE

In March of 2020, the Darien Public Schools assembled a coalition of stakeholders—students, parents, teachers, administrators, community leaders, and Board of Education members—with the purpose of defining a Vision of the Graduate, a statement of what it means to our community to prepare students from prekindergarten through high school graduation for a successful future. Two aspirations emerged from community input: That all students would have the confidence and capacity to be self-directed, independent adults who live purposeful, happy, fulfilling lives, and that they would become citizens who contribute collaboratively and innovatively to their local and global communities.

In an era of rapid change to education and to the workforce, the Darien Public Schools recognized the need to identify through this Vision the skills and dispositions required to raise compassionate, resilient problem-solvers and leaders: Communication, Creativity, Curiosity, Empathy, Independence, and Integrity.

The Darien Public Schools is committed to giving all of our students multiple opportunities to master these competencies and to acquire these dispositions, throughout their experiences in our schools and their engagement with our curriculum, from kindergarten through to graduation. As a result, we believe we will graduate individuals who have a strong academic foundation and are prepared to use the knowledge and skills they have acquired to cast and fulfill a purposeful vision for themselves, their community, and the world.

Darien Public Schools

The Vision of the Graduate

We believe our graduates will be forever shaped by the learning environments we provide within our school district. From these environments, our graduates will take with them an understanding that the successful pursuit of meaningful ideas requires:

Communication	Creativity	Curiosity	Empathy	Independence	Integrity
Effective collaboration will depend on your ability to listen with a discerning ear and express your ideas with clarity and passion. Communication is a two-way exchange. Listen before you speak. Hear what is behind the words. Craft your communication with purpose and choose your words carefully - they hold great power. Know that your actions also tell your story. Find your own voice and dare to use it to build your community and change your world. <i>Seek to understand and be understood</i>	Pursuing new ideas will inspire you and others. Connect all that you have learned in order to generate novel thinking, design solutions, and innovate. Embrace the trial and error process. See mistakes as opportunities. Problems are solved by thinking about what can be rather than what has been. Seek and appreciate the beauty within each discipline. Believe in your vision and give form to your ideas. <i>Dream, imagine, and invent</i>	Approaching the world with childlike amazement will lead you to new questions and inspire learning for life. Pursue knowledge as it provides the bedrock for thinking. Turn your mind to inquiry while pursuing your passions. Engage with others' thinking and question with persistence to deepen your understanding. Commit to fearless exploration of the unknown because it will open doors to new possibilities. <i>Wonder and ask why</i>	Understanding other people's experiences will enable you to form meaningful relationships and empower you. Open your heart and mind to the ideas and feelings of others and, as a result, learn more about yourself. Radiate kindness. Act with compassion. Embrace diversity and stand up for others and for inclusion. Honor the humanity of each person and contribute to a community that provides all with a sense of belonging. <i>Grow in the light of human connection</i>	The life you build for yourself will be founded on how much you trust and rely on your unique talents and thinking. Self-reliance frees you to become who you are meant to be. Persist when you encounter obstacles and know that you can seek guidance to help you grow. Set goals and work hard to reach them. Diligence has its own rewards. Confidently choose what's best for you, balancing life's demands. <i>Forge your own path</i>	Those who earn the respect of others conduct themselves honestly and adhere to principles in the face of adversity and social pressures. Tell the truth no matter how difficult. Accepting responsibility earns trust and reveals strength of character. Advocate for justice. Lead by example. Know who you are and let your actions speak for you. Develop your moral compass and demonstrate the courage to honor it. <i>Do what is right, even when no one is watching</i>

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The Vision of the Graduate Learner Outcomes

The Darien Public Schools Vision of the Graduate Learner Outcomes reflect a scaffolding between acquiring a skill or competency through utilizing that attribute to make a positive impact. We recognize and value that this growth requires students to overcome obstacles, ask questions, collaborate with others, think critically, reflect on the development of their identities, and extend fundamental academic skills.

	Communication	Creativity	Curiosity	Empathy	Independence	Integrity
<i>Demonstrating Attribute Acquisition</i>	I communicate effectively by actively listening to and speaking with teachers and peers.	I find opportunities to formulate ideas across all disciplines and in diverse forms.	I demonstrate my scholarship through active questioning and research across disciplines.	I seek to understand the experiences of others, and treat others with dignity and respect.	I rely on my own skills, knowledge, and talents to set and achieve goals.	I demonstrate my character through my words, actions, and decisions.
<i>Overcoming Obstacles</i>	I engage in reflection and revision to achieve clarity of expression.	I take academic risks, without fear of making “mistakes” in front of peers.	I fearlessly reveal my passions and wonderings and persist towards my goals when I face failure.	I courageously seek to move beyond personal bias and social constructs and see individuals for who they are.	I respond resiliently to obstacles and setbacks, drawing inspiration from within.	I adhere confidently to my principles, even in the face of social pressures.
<i>Asking Questions</i>	I formulate questions to effectively gather and evaluate information for accuracy.	I identify opportunities and develop questions that require innovative solutions.	I respond to newly presented facts, developments, and ideas with follow up questions and by asking, “Why?”	I respond to new people, places, and situations with the question, “What more do I need to learn for a better understanding?”	I accurately self-assess by asking, “What am I doing well?” and “Where can I grow?”	I respectfully question and stand up to those who speak or act in ways that are unjust, unfair or unkind.
<i>Collaborating with Others</i>	I collaborate with peers to interpret meaning and present our shared learning.	I collaborate with peers in order to solve problems, improve outcomes and give form to my ideas.	I engage respectfully with individuals and groups whose thinking is different from my own.	I seek out alternative perspectives in order to challenge and improve my thinking, and to develop as an ally.	I identify and appropriately advocate for resources that support my academic, social, and emotional goals.	I lead by example and celebrate the contributions of others when working in groups.

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	Communication	Creativity	Curiosity	Empathy	Independence	Integrity
<i>Thinking Critically</i>	I present my ideas clearly and confidently to audiences to inform and persuade.	I approach tasks with flexibility and adaptability.	I investigate the connections across disciplines to uncover what weaves them together for a deeper understanding.	I use perspective-taking, inquiry, and synthesis skills to better understand others.	I analyze my experiences and synthesize my learning to formulate my own ideas and questions.	I evaluate information, situations, and ideas to determine what is truthful.
<i>Developing Your Identity</i>	I reflect on my communication with others in order to develop a deeper understanding of myself.	I see the formation of my identity as a creative process.	I explore interests outside of my comfort zone to develop a more well-rounded self.	I reflect on what I learn about others to develop a deeper understanding of myself.	I am confident in my talents, skills, and thinking and understand that hard work brings reward.	I act in ways that demonstrate my character and reflect the strength of my convictions.
<i>Extending Fundamental Academic Skills</i>	I craft pieces of academic writing and presentations for varied audiences and purposes.	I apply knowledge to novel academic situations and contexts to generate new thinking and perspectives.	I approach new tasks and subjects with an enthusiastic spirit, resulting in better motivation and outcomes for academic learning.	I develop healthy, kind, and meaningful relationships within and outside my school community.	I create and manage my own schedule of tasks, activities, and events while prioritizing self-care.	I earn respect for my academic ideas by citing and showing respect for others' work.
<i>Positively Influencing Our Community and World</i>	I use my speaking and listening skills to engage in meaningful dialogue about real-world topics.	I boldly imagine creative and innovative solutions to real-world problems.	My curiosity inspires thinking in others and engages them in solving problems in our community and world.	I compassionately advocate for an inclusive, equitable community and a just world.	I recognize my ability to bring about positive changes in our community and in our world.	I serve as a leader and role model in my community and advocate for social justice.

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ACCREDITATION STATEMENT

Darien High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
3 Burlington Woods Drive, Ste. 100
Burlington, MA 01803-4514
(781) 425-7700

NON-DISCRIMINATION STATEMENTS

EQUAL OPPORTUNITY IN SCHOOL PROGRAMS AND PRACTICES

Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal non-discrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Specific complaints about the conduct of the school may originate with school personnel, students, parents, or other citizens. Such complaints should be made in writing to the building administrator in charge. It will be investigated and resolved expeditiously. Should this process not resolve a complaint that concerns practices in the school system that may be discriminatory, the complaint should be directed as follows:

Marjorie Cion, Director of Human Resources, mcion@darienps.org, 203-655-7400.

SEX DISCRIMINATION AND SEXUAL HARASSMENT

It is the policy of the Darien Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. Victims of sex discrimination or sexual harassment should promptly report such claims to the principal unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinators listed above. **(See also: [BOE Policy 5275 Sex Discrimination and Sexual Harassment \(Students\)](#))**

CONTACT INFORMATION

Darien High School
80 High School Lane
Darien, CT 06820
203-655-3981

<https://hs.darienps.org/>

Principal	Ellen Dunn	Ext. 2252
Assistant Principal	Kate Dimoulas	Ext. 2328
Assistant Principal	Paul Ribeiro	Ext. 2323
Assistant Principal	Mark Mazzone	Ext. 2235
Admin. Assistant and Volunteer Coordinator	Maria Farren	Ext. 2353
Administration Secretary	Linda Cambareri	Ext. 2218
Attendance Secretary	Jim Smith	Ext. 2361
Bursar	TBD	Ext. 2318
Director of Guidance	Meghan Emanuelson	Ext. 2306
Guidance Secretary	Laura Hyatt	Ext. 2226
Guidance Secretary	Leslie Lajoie	Ext. 2249
School Resource Officer	Bryan Wallman	Ext. 2376
Director of School Health Services	Alicia Casucci, APRN	Ext. 2304
School Nurses	Kathy Alpeter, RN	Ext. 2311
	Molly LeFevre, RN	Ext. 2477
	Colleen Plank, RN	Ext. 2371
Special Education Department Chair	Cristina Bras Taylor	Ext. 2285
School Psychologists	Jenna Kluft	Ext. 2333
	Clorinda Bulfamante	
	Eileen Whalen	Ext. 2354
	Kathleen Williamson	Ext. 2327
School Social Worker	Samuel Parton	Ext. 2557
English Dept. Chairperson	Francis Janosco	Ext. 2203
History/Social Studies Dept. Chairperson	Keith Keeler	Ext. 2262
Mathematics Dept. Chairperson	Felicia Bellows	Ext. 2207
Music Dept. Chairperson	Colleen Thompson	Ext. 2329
Science Dept. Chairperson	Christian Dockum	Ext. 2349
World Language Dept. Chairperson	Christina Mauricio	Ext. 2344
Director of Athletics	Chris Manfredonia	Ext. 2263
Assistant Director of Athletics	Curt Field	Ext. 2390
Board of Education Office		203-656-7400
Welcome Center		Ext. 2362
College and Career Center		Ext. 2363
School Hours	7:40 am - 2:20 pm	
School Closings	Snow emergency- See p. 15	
Library Hours	7:00 am – 3:00 pm	
	7:00 am- 12:18 pm (1/2 days)	

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Check [website](#) for the listing of faculty and staff email addresses.

DARIEN HIGH SCHOOL

STUDENT LEADERSHIP FOR 2021-2022

Elections will be held in the first weeks of school. All students are invited to join the GoogleClassroom for Community Council (boxpark), where interested students can find details on the elections process.



Community Council Officers	
President	Matthew Reynolds
Vice President	Quinlan Daly
Communications Director	Sophie Xu
Executive Secretary	Keziah Gyimah-Padmore
Faculty Advisors	Matt Buchta Keith McGivney

Class Officers		Class Advisors
Class of 2022	Colby Dineen Kiran Ebrahimi Lachlan McLaren Cole Murphy	Marc Power Christiana Provenzano
Class of 2023	Ruthie Miller Anusha Narang Scout Pinto Shafay Salman	Christina Donigian Ellen Ruberry
Class of 2024	Jack Calve Ryan Hoffman Kiara Luciano Charlotte Volz	Leslie Bradshaw Eva Gach
Class of 2025	Gardiner Ely John Fay Pippa Morgan Rajif Pujara Edward Smosky	Lauren Golden Janet Keeler

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DARIEN HIGH SCHOOL PARENTS ASSOCIATION

<https://dhspa.net/>

EXECUTIVE COMMUNITY 2021-2022

Co-Chairs:	Lelia Buckjune & Antoinette Cowles
Communications Chair:	Carolina McGoey
Secretary:	Susie Flaherty
Treasurer:	Cathy Pond
Assistant Treasurer:	Liz Houchin
Fundraising Chairs:	Liane Zelinsky & Amy Zerbe
Nominating:	Allison Melich & Denise Runco
Programs:	Sarah Neumann & Melissa Williams
Student Life Chairs:	Shannon Silsby & Ellen Volz
Student Wear:	Kelly Scallon & Sara Young
College & Career Center:	Susan Massey & Lori Olson
Fair Chair:	Millyn Gaaserud
Extracurricular Liaison:	Theresa Vogt

2021-2022 DHSPA MEETINGS (location tba)

Tuesday, October 5, 2021, 9:30am - Senior/Junior Class Coffee

Thursday, November 4, 2021, 9:30am - Sophomore/Freshman Coffee

Tuesday, March 15, 2022, 9:30am - Junior Coffee

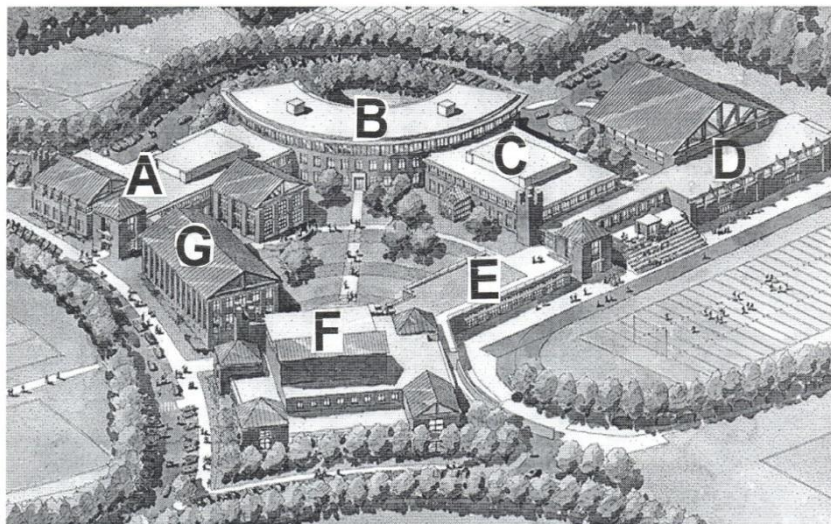
Tuesday May 3, 2022, 9:30am - Senior coffee

DHS OPEN HOUSE 2021

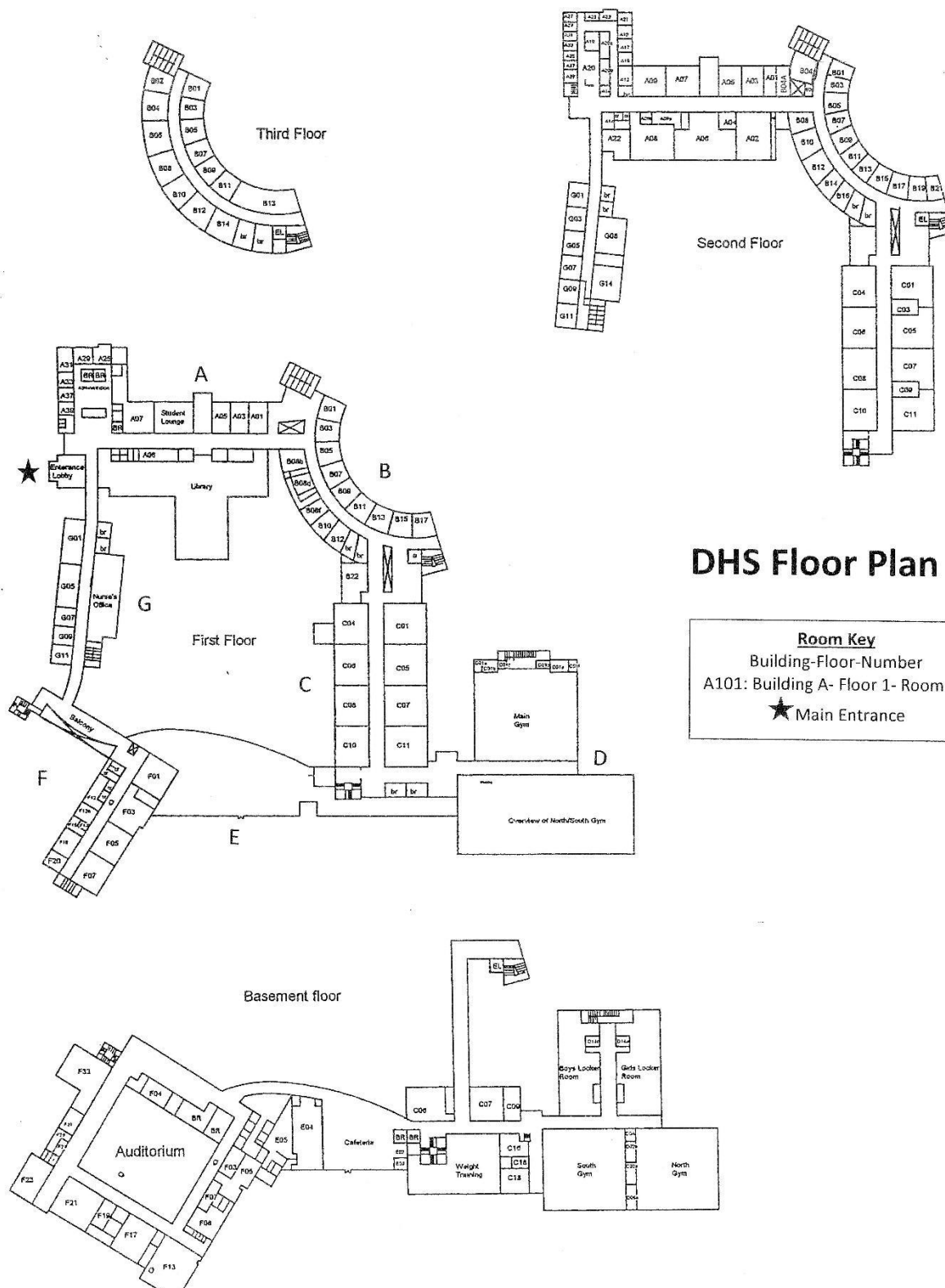
SEPTEMBER 23, 7:00 p.m.

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CAMPUS MAP



<u>Building A</u>	<u>Building C</u>	<u>Building F</u>
First Floor	Basement Level	Basement Level
Administration	Athletic Office	Tech Ed
Library	Fitness Center	Music
Special Education	First Floor	Auditorium
Second Floor	Physics	Little Theatre
Guidance	Biology	First Floor
English	Second Floor	Art
History/Social Studies	Biology	
	Chemistry	
<u>Building B</u>	<u>Building D</u>	<u>Building G</u>
First Floor	Basement Level	First Floor
Math	North Gym	CORE
TV Studio	South Gym	EXCEL
Video Production	Locker Rooms	Health Office
Second Floor	First Floor	Second Floor
English	Main Gym	Business & Computers
Journalism		History/Social Studies
NEIRAD	<u>Building E</u>	
Testing Center	Cafeteria	
Third Floor		
World Language		



SCHOOL DAY SCHEDULES

Click on text to open links

Schedules for the 2021-2022 school year:

[2021-22 Bell Schedule](#)

[2021-22 Bell Schedule with mini periods](#)

[2021-22 Two-Hour Delay Learning Schedule](#)

[2021-22 Early Dismissal Learning Schedule](#)

[Fitch Academy Learning Schedule](#)

WEATHER OR EMERGENCY EARLY DISMISSAL: Should the Superintendent of Schools deem it necessary to close school early due to inclement weather or an emergency situation, Darien High School will usually close at 10:30 a.m. Buses will leave school at 10:35.

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UPDATES SPECIFIC TO THE 2021-2022 SCHOOL YEAR AND COVID-RELATED PROCEDURES

LUNCH

For the beginning of the 2021-2022 school year, students will be assigned to the following designated spaces to eat:

- Seniors and Juniors in the cafeteria
- Sophomores in the South Gym
- Freshmen in the North Gym

Weather permitting, all students are welcome to eat outdoors.

MASKS

Expectations

Effective Monday, February 28, 2022, Darien Public Schools has transitioned to optional mask wearing, except where indicated by health guidelines for individuals returning to school following Covid isolation.

REMOTE LEARNING EXPECTATIONS for Hybrid and/or Full eLearning

In the event that Darien High School moves into a hybrid or full elearning schedule, students are expected to adhere to the following norms for remote learning:

1. Be on time and ready to learn.
2. Find or create a designated appropriate learning space in your home, limiting distractions.
3. Turn on your camera, and talk to your teacher or school counselor in advance if you need to keep your camera off for some reason.
4. Alternate Zoom backgrounds are allowed, but they should not be disruptive to the learning environment.
5. Log in using your DPS school email account and keep your name visible. Your teacher will not let unrecognized names/devices into Zoom.

SCHOOL ACTIVITIES 2021-2022

Athletics

Darien High School is closely following the recommendations from local health officials, Central Services, and the CIAC in making all determinations regarding sports. Sign offs must be completed in Family ID in order to participate, and each student athlete must have a physical on file dated within the last 13 months.

Field Trips

Off-campus field trips will be running in accordance with health and safety guidance. Students attending field trips are responsible for making up work for missed classes, though such absences will not count towards the attendance policy.

Participation Workshops

We look forward to the opportunity to join as a community each fall to engage with students and families in conversations about student wellbeing and about substance use and prevention through our Extracurricular Participation meetings. Students and families will be required to attend workshops during the 2021-2022 school year; the schedules will be communicated following the opening of school. All students are required to adhere to the [Standards of Behavior Governing Participation in Extracurricular and Athletic Activities at Darien High School](#).

SCHOOL RULES AND REGULATIONS

ACADEMIC INTEGRITY

Members of the Darien High School community act with integrity when they assume responsibility for their work and their learning. Academic integrity demands that all ideas in our learning environment be original or credited to another and that established norms for the production of academic work be followed. Our community holds scholarly pursuit and personal ethics in the highest regard, and opposes and discourages any form of cheating or academic dishonesty.

Examples of Academic Dishonesty

- **Aiding** another student's academic dishonesty
- **Cheating** by using unauthorized materials, giving or receiving information, copying from another student, using electronic devices, or being dishonest in any way
- **Collaborating** by working with another (student, parent, tutor, etc.) when independent work is required
- **Destroying or altering** another student's work in an attempt to discredit it
- **Falsifying** citations, sources and/or results
- **Plagiarizing** as defined by Webster's Dictionary: "the unauthorized use of language and thoughts of another author and the representation of them as one's own."
- **Submitting** the same work for different assignments
- **Using unauthorized** examinations, tests or quizzes
- **Avoiding a test or quiz by falsifying an excused absence.**

Procedure

When a teacher suspects a violation of the Academic Integrity Code, the following steps will be taken:

1. The teacher will share the observation with the student.
2. The teacher will inform the department chair and the assistant principal.
3. The department chair, assistant principal, and teacher will review the incident.
4. If they concur that academic dishonesty has occurred, the teacher will notify the parents.
5. For an initial violation, the department chair and teacher will meet with the student to explain the consequence. For subsequent violations, the department chair, assistant principal, and teacher will meet with the student to explain the consequences. Parents are not required to attend this meeting but will be invited and may choose to attend.
6. An Academic Integrity Code Violation form will be completed, and copies placed in the student's disciplinary file. The form will be retained in the file until the student's graduation.

Consequences for Academic Dishonesty

1. Once it has been determined by the assistant principal, department chair, and teacher that academic dishonesty has occurred, the teacher will impose a penalty, which may result in a grade of zero (0) for the assignment. Individual departments may impose

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additional penalties with the written notification of such penalties being distributed to each student during the first week of classes.

2. Subsequent to an initial violation of the Academic Integrity Code, if a student is found guilty of academic dishonesty in the same or any other course during his enrollment at Darien High School, the student may receive either an F or loss of credit for the quarter in which the incident occurred.
3. Academic integrity violations may result in detention, suspension, loss of privileges, and also jeopardize future eligibility for honors societies, leadership opportunities, ability to participate in athletic or extracurricular activities.

Providing or Receiving Academic Help

Students are encouraged to seek assistance in understanding academic work and ideas from teachers, fellow students, tutors, parents, and other family members. However, students and those giving assistance must ensure that work submitted for credit in the name of the student represents the student's *ideas and expression*. If in the judgment of the teacher, this is not the case, the above procedures will be followed.

ATTENDANCE

Regular school attendance is a strong predictor of academic success, and all DHS students are expected to be in school and ready to learn every day. Legislation mandates regular school attendance; therefore, excessive absence from class will result in the withholding of credit and possible disciplinary action. Parents are asked to work with the school in implementing the policy provisions outlined below.

The school day at Darien High School begins at 7:40 a.m. and ends at 2:20 p.m. Upon arriving at school, students are to report to their first class. If students do not have a class in the first time slot, they are expected to use their time appropriately and constructively (see [Student Use of Non-Scheduled Time](#)).

ATTENDANCE POLICY

Students are required to attend all scheduled classes, and course credit will be withheld due to excessive absences, as defined below. All absences are likely to impact continuity of student learning, and in any absence, students are responsible for communicating with their teachers and making up missed work as appropriate.

Credit will be withheld when a student's total absences in a semester **reaches** the limits below:

Courses meeting 4 times in the 8 day rotation. 8 absences

Science courses with labs (meeting 6 times per rotation). 12 absences

Both excused and unexcused absences count towards this policy. The only absences that do not count towards the withholding of credit are School Absences (see [Types of Absences](#)). All students are expected to continue attending class and completing coursework if they have surpassed the threshold for loss of credit.

Students with extenuating circumstances will be eligible to appeal the loss of credit (see [Attendance Appeals](#)) if they have earned a passing grade and met all academic requirements for the course.

When a student loses credit in a course, they will still earn a grade for that course, which will appear on their transcript and count toward their GPA. The loss of credit is indicated on the student's transcript by a 0.0 credit listed next to that grade. Credits for graduation requirements must be recovered even if the student has earned a passing grade in the course. Loss of credit before the 2019-2020 school year is indicated by X on a student's transcript.

Attendance requirements will be prorated as appropriate when students transfer into the school or into a new course. Students changing courses mid-semester (level changes or schedule changes in the same course) will continue their attendance record from the previous course into the new course.

For seniors participating in internship, credit will be withheld when a student's total absences in second semester **reaches** the limits below:

Courses meeting 4 times in the 8 day rotation. 7 absences
Science courses with labs (meeting 6 times per rotation). 10 absences

TYPES OF ABSENCES

Excused Absences (AE) are absences due to personal illness and doctor's visits, religious holidays, court appearances, and/or funerals/death in the family. Prior to the student's tenth cumulative absence in the school year, absences for special activities or emergencies will be excused with parental consent.

School Absences (DHS) are excused absences that are required by the school, such as field trips, exams, discipline, planned early dismissal for athletic events, school required events, or other administrator-approved school activities. School absences are the only absences that do not count towards the withholding of credit.

Unexcused Absences (A) include any absences that do not fall under the categories above. Unexcused absences that are class cuts can result in detention or other disciplinary consequences, and students will not be able to make up work or credit lost during cuts.

Tardy-Absences (T-A) occur when a student misses 20 or more consecutive minutes of a class period without permission or for an excused reason as described above. Tardy-Absences count toward a student's total number of absences in the Attendance Policy.

If a student is required to quarantine, their attendance will be coded as follows:

- **Virtually Present (VP)** signifies that a student who is participating in Remote Learning due to quarantine is present virtually from a given class period.
- **Absences - Virtual Absence (A VA)** signifies that a student who is participating in Remote Learning due to quarantine is absent virtually from a given class period.

Doctor and/or dental appointments should be scheduled for after-school hours or periods when a student is not scheduled for classes. If such arrangements are impossible, such absences will be excused only if an appropriate appointment notice or doctor's letter is brought to the

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attendance secretary. Ongoing medical appointments during the school day require prior administrative approval.

REPORTING ABSENCES

If a student is going to be absent for all or part of the day, it is the responsibility of the parent to call the attendance secretary (203-655-3981, option 3, or ext. 2361) to report the absence. The parent must leave a message that includes the student's I.D. number, the date, and the reason for the absence. We do not accept absence-reporting calls from students. **All absences must be reported during the same school day of the absence.**

If students are absent for a partial day because of a medical appointment, they must bring an appointment notice or doctor's letter to the Attendance Secretary; students must sign out and sign in at the Attendance Desk. If a student is planning to miss two or more consecutive school days for any reason, a [Notification of Extended Absence Form](#) must be submitted in advance.

Students who are marked absent by teachers for two or more class periods in a day will automatically be marked absent in their daily record.

TARDINESS & LATE ARRIVAL TO SCHOOL

Students who arrive late to school must sign in with the attendance secretary before proceeding to class. Teachers will not allow late students into class without a late pass.

A warning bell is sounded at 7:35 each morning. Any student who arrives after 7:40 a.m. will be marked tardy to school. Throughout the school day, any student arriving to a class after the bell will be marked tardy for the class. Excessive tardies will result in detention or other disciplinary consequences, including a meeting with the student's assistant principal; a student's record of tardiness will be considered in any Attendance Appeals process.

EARLY DISMISSAL

Any student who needs to be dismissed during the day must bring proper notification from their parents to the attendance secretary by 9:00 AM on the day for which it is requested. Parents can also call (203-655-3981, option 3, or ext. 2361) to report the dismissal. Students may not go home for illness or injury during the school day without being dismissed from the Health Office.

ATTENDANCE APPEALS

Course credit will be withheld when a student's total absences in a semester exceed the absence limits (see [Attendance Policy](#)). The only absences that do not count towards the withholding of credit are school absences (see [Types of Absences](#)). Through the attendance appeal process, course credit may be reinstated for students who demonstrate extenuating circumstances that prevented them from full course attendance. To be eligible for appeal, students must have attended the class faithfully, earned a passing grade, and have fulfilled all academic requirements in the course.

The fall 2021 attendance appeals form will be available at the end of the semester. Forms will be sent by DHS e-mail to students and parents who have lost credit due to absences.

Committee members will include, but are not limited to, an administrator, a teacher, and a member of the support staff. To request an appeal, students must follow the procedures below:

1. An appeals application must be submitted by 9 AM on the last day of the semester. The application will require a written explanation for the absences and appeal and may include teacher feedback and/or documentation of the absences as appropriate.
2. The Committee will meet to review the appeal application, which will result in one of three possible outcomes: credit reinstated; credit lost; or a hearing request.
 - a. The Committee will consider the written application and provided documentation, teacher feedback, attendance history (including cuts, tardy-absences, and excessive tardiness), and other factors as appropriate.
 - b. The Committee may request a hearing to provide the student an opportunity to further advocate for their appeal. If a hearing is requested, the student is required to attend and should be prepared to discuss the absences and answer questions from the committee. Parents are also invited to the hearing. Students may also request a hearing if their written appeal is denied by the Committee.
 - c. The Committee may offer credit recovery options, such as online programs, tutoring, summer school, or alternative coursework in coordination with the classroom teacher and administration.
 - d. The Committee's work and deliberation is confidential.

As an educational institution, DHS values a student's ability to demonstrate improved personal responsibility and decision-making, and to advocate for themselves and their learning throughout the appeals process.

When credit is withheld, the student's transcript will report the earned grade with no credit for the semester; the earned grade will count towards a student's GPA. To discuss changes in course scheduling or credit recovery based on a loss of credit, students should contact their school counselors.

MONITORING STUDENT ATTENDANCE

DHS administration, together with teachers, counselors, and other faculty members, will work to monitor and communicate feedback about student attendance as appropriate. Teachers will record attendance each school day and will address and communicate concerns about classroom attendance or tardiness. Teachers will also notify parents when attendance issues are impacting a student's academic progress or jeopardizing credit. Additionally, the school administration will address and communicate concerns about the loss of credit due to absences and about late school arrival.

Student attendance will be communicated regularly through phone and e-mail. An automated phone call and email are generated daily for each unexcused absence. Automated letters are

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mailed to parents periodically throughout the semester summarizing a student's class absences. Students and parents are encouraged to check attendance records for accuracy and to contact the teacher directly whenever there are questions or concerns about attendance.

The Aspen Student and Family portal provides immediate, 24/7 access to attendance and grades. Each student can log into Aspen (<https://aspen.darienps.org/aspen/logon.do>) using their network username and password. Parents can sign up for an Aspen Family portal account by visiting www.darienps.org/boe/portal.php. Questions for the student and family portals can be emailed to aspen@darienps.org.

ABSENCES AND PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

Any student who is absent from school or not in school (in person or remotely) by 10:00 a.m. will NOT be permitted to participate in an extracurricular activity (athletic practice, game, rehearsal, meeting, or performance) that day. Students who arrive by 10:00 a.m. are expected to remain in school and attend all classes for the rest of the day in order to participate in extracurricular activities. Students who leave school early due to illness or for appointments are not allowed to participate in any extracurricular activities that day. Any exceptions to this policy require administrative approval. Students who are serving a suspension may not participate in or attend extracurricular or other school activities.

NOTIFICATION OF EXTENDED ABSENCES

When students are planning an extended absence of **more than two school days**, they are required to complete a **Notification of Extended Absence Form**. This form can be obtained from the Attendance Secretary or online. This form requires students to communicate with teachers in order to plan to meet their academic requirements despite missing school. The form should be turned in to the student's Assistant Principal at least one week before the absence.

Family vacations and other extended absences should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education. Teachers are not required to provide special work for students who will be absent for reasons such as a family vacation and are not obligated to provide extra help or tutoring upon the student's return. Absences accrued due to extended vacations will count towards a loss of credit due to absences.

See also: BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism

See also: Open Campus Privilege - Grade 12

See also: Open Ends Privilege - Grades 9, 10, and 11

BEHAVIOR EXPECTATIONS AND STUDENT DISCIPLINE

The policies of the Board of Education are meant to foster a respectful and appropriate school environment such that all students can participate meaningfully in their learning through

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classroom, social, and extracurricular and athletic experiences. Fortunately, in the Darien Public Schools the vast majority of students are well behaved, care about others, and respect school rules.

In instances when student behavior is unacceptable, the Darien High School administration will approach discipline through a balance of counseling support, learning opportunities, and consequences commensurate with the behavior. Consequences range from loss of privileges, detention, suspension, and in rare cases, expulsion.

Any school suspension within 1 calendar year of applying for captaincy or other student leadership position for clubs and activities will make that candidate ineligible for consideration.

See also: [BOE Policy 5220 Student Discipline](#) and [BOE Policy 5215: Standards of Conduct](#)

ALCOHOL AND DRUGS

Any student using, consuming, possessing, being under the influence of, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. (**See also:** [BOE Policy 5225 Drug and Alcohol Use By Students](#)).

Typical penalties for consumption or possession of alcoholic beverages, drugs, and/or paraphernalia are as follows, provided that the administration reserves the right to propose more severe disciplinary action including expulsion depending on the circumstances of the case:

First Offense	Second Offense
1. Notification of parents 2. Notification of police and/or appropriate agencies 3. Suspension of up to 10 school days 4. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement 5. Referral to the Connections Counselor 6. Referral to Student Assistance Team	1. Notification of parents 2. Notification of police and/or appropriate agencies 3. Suspension for 10 school days 4. Suspension from school activities per Darien High School Athletic and Extracurricular Participation Agreement 5. Referral to the Connections Counselor 6. Referral to Student Assistance Team 7. Student must seek and complete assessment by a physician and/or a community agency, after which (s)he must demonstrate compliance with the treatment programs as recommended by the medical professional.

BREATHALYZER GUIDELINES

School Sponsored Dances

All students and their guests attending school sponsored dances will be required to use the Breathalyzer prior to entrance into the dance with the following possible outcomes:

1. The Breathalyzer **does not** detect the presence of alcohol, and students are allowed immediate entrance into the dance.
2. The Breathalyzer **does** detect the presence of alcohol, the student is not admitted into the dance, and consequences are administered as outlined in the student handbook. A parent or guardian will be contacted to come and get his/her child.
3. The student arrives at a school sponsored dance and refuses to take the Breathalyzer test, the student will not be admitted to the dance and will be asked to leave. If, however, in an administrator's judgment, that student has been drinking, then the procedure for **Breathalyzer: Other School Sponsored Activities** (below) will be followed.

If, in an administrator's judgment, a student has been drinking while at a school sponsored dance, then the procedure for **Breathalyzer: Other School Sponsored Activities** (below) will be followed.

School Day and Other School Sponsored Activities

If, in an administrator's judgment, a student has been drinking while at school or at a school sponsored activity, then one of three decisions is made concerning the possible use of the Breathalyzer.

1. Student confirms administrator's judgment. Then:
 - a. No Breathalyzer is used.
 - b. Consequences are administered as outlined in the student handbook and the [Darlen High School Athletic and Extracurricular Participation Agreement](#)
2. Student denies having consumed any alcohol and **opts** to use the breathalyzer to establish innocence. Then:
 - a. A reading of the breathalyzer is done.
 - b. The result of this reading is accepted by both parties. If the reading establishes the presence of alcohol, then consequences are administered; otherwise no consequences are administered.
3. Student denies having consumed any alcohol and **opts not** to use the breathalyzer. Then:
 - a. Administrator's judgment is upheld.
 - b. Consequences are administered.
4. If a student or group of students refuses to cooperate with the administrator in charge who is investigating possible violation of these rules, the individual or group of individuals will automatically be subject to disciplinary action for such failure to cooperate. In addition, such individual or group of individuals may be subject to discipline for violating the prohibitions against alcoholic beverages and drugs on school property or at school sponsored events.

ASSEMBLIES

Assemblies take several forms. Mandatory assemblies are those at which attendance of the entire school is expected. Invitational assemblies are offered that may be of interest to certain students and teachers. If they elect to attend, in courtesy to the participants, they must remain for the duration of the assembly. Invitational assemblies are announced well in advance so that students may plan to attend or teachers who intend to bring their classes may plan accordingly. No student may miss another class to attend an invitational assembly without prior permission from the teacher.

BULLYING

The Darien Board of Education is committed to creating and maintaining a safe educational environment free from bullying, harassment, and discrimination. The Board has developed a Safe School Climate Plan that represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. Students, parents, and staff members [may file written or anonymous reports of bullying](#) with any building administrator and/or the Safe School Climate Specialist. All reports will be forwarded to the Safe School Climate Specialist for review and actions consistent with the Plan. An Assistant Principal at each school is the Safe School Climate Specialist. **(See also: [BOE Policy 5175: Bullying Prevention and Intervention](#))**

CAMPUS MONITORS

Campus monitors, along with faculty and staff, are responsible for monitoring student behavior in accordance with rules and regulations of Darien High School. They are members of the DHS staff and deserve the cooperation and respect due any member of the faculty. The monitors are deputized by the Darien Police Department, giving them authorization to ticket automobiles. They report directly to the administration. Disrespect or disregard of the monitors will result in detention and/or suspension and/or loss of parking privileges.

CONDUCT IN HALLS

Students are expected to maintain an appropriate academic environment at Darien High School. Standards for behavior in hallways include no food, no profanity, and no loitering. To promote safe and efficient movement in hallways, students are not to sit in the corridors. Displays of affection beyond handholding are not appropriate for school.

DANCES

DHS dances are only for Darien students and their guests. Each DHS student may only invite one guest per dance and must complete a guest form found in the main office. Once admitted to the dance, students are not permitted to return to their cars unless they plan to leave the campus. If a student leaves a dance, he/she is no longer the school's responsibility. Parents and/or guardians of Darien High School students and their guests are solely responsible for the safety and welfare of such students and guests after they depart from the dance, including, but not limited to, their safe transportation to and from the dance. Consumption or possession of

alcohol or drugs is absolutely forbidden at any DHS dance; a breathalyzer will be used to test all students at dances and will be used in accordance with the [DHS Breathalyzer Guidelines](#). Students violating this school rule will be subject to school penalties, which include suspension and loss of extracurricular participation privileges. **(See also: [DHS Athletic and Extracurricular Participation Agreement](#))**

No student will be admitted after the announced cut-off time. Students may be required to remain at a school dance until a certain time. This time will be publicized to students and parents prior to the event. Both faculty and parent volunteers chaperone school dances to promote student safety and to participate in positive DHS community experiences. Mutual respect and courtesy is expected so that students and chaperones can enjoy a social evening together.

NOTE: The regulations apply to all Darien High School's activities, regardless of their location. The administration cooperates with police personnel, who are provided at these activities to ensure participants' safety and enjoyment.

DETENTION

Administrative Detention is held in an administrator's office or in Room B103 from 2:25 p.m. to 3:25 p.m. 24-hour notice will be given to the student. Work, athletic practice or games, or extracurricular activities are not acceptable excuses for not meeting the detention assignment. The 24-hour notice is given to assist students in arranging their schedules to meet the obligation at school.

Teachers and administrators may assign after school Administrative Detention. Administrators may also assign Saturday Detentions for more serious offenses.

Expectations for Saturday Detention:

- Saturday detention is held at DHS. It will begin at 8:00 a.m. and end at 11:00 noon.
- Students must serve the entire three hours to receive credit for having served Saturday detention.
- Students are responsible for transportation to and from Saturday detention.
- Students arriving more than 10 minutes late for Saturday detention will be considered unexcused and will be assigned an in school suspension.
- Absences from Saturday detention due to illness should be reported by a parent to the appropriate assistant principal via email before 8:00am on the day of the assigned detention. Students will be assigned the next available Saturday detention.
- Students who leave detention due to illness or any other unexpected reason will be re-assigned to the next available Saturday detention.
- Students who cut or refuse to attend Saturday detention will receive a one day in school suspension.
- Uncooperative or noncompliant behavior in Saturday detention will result in the student being dismissed from detention and assigned a suspension.
- Students are expected to engage in academic work or silent reading. Students are expected to bring their own books and materials. No access to lockers will be granted.
- No talking, radios, phones or other electronic devices will be allowed.
- Students may not sleep.
- Food and drink (with the exception of water) will be prohibited.

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- Lack of transportation, oversleeping, working, extracurricular & athletic competition, community service or recreational activities are NOT legitimate excuses for missing Saturday detention.

FIELD TRIPS

Field trips are an extension of the school classroom and school rules to another location. In those cases where the student's absence will jeopardize his/her success in a class he/she will miss, the teacher of the class to be missed may deny permission to participate in the field trip. Before deciding to participate, the student should balance the educational value of the trip with other academic responsibilities and attendance requirements. Parents are required to sign permission slips for each off-campus trip. Students are allowed and encouraged to bring cellular phones on field trips to communicate with parents in case of an emergency or delay.

LEAVING SCHOOL WITHOUT PERMISSION

Any student who leaves school without permission will be subject to the following consequences:

First offense: Saturday detention, Loss of Open Ends/Open Campus Privilege for two weeks, and/or loss of parking privileges for two weeks.

Subsequent offense: Suspension, loss of Open Ends/Campus Privilege, and/or loss of parking privileges for a period to be determined by the administration.

Athletes should not expect permission to go home during the school day for equipment or uniforms. If athletes have forgotten necessary items, they will have to miss the activity or call parents to bring their uniforms or equipment.

[See also: Open Campus Privilege - Grade 12](#)

[See also: Open Ends Privilege - Grades 9, 10, and 11](#)

MISCONDUCT RELATED TO VOLUNTARY SCHOOL ORGANIZATIONS AND ACTIVITIES

Student membership on athletic teams, membership in extracurricular organizations, and participation in school activities is a privilege that carries with it the obligation for students to act responsibly. Therefore, all student participants in voluntary extracurricular and athletic opportunities shall abide by a code of conduct that will earn them the learning, the honor, and the respect that participation in school-sponsored programs affords. Specifically, the Board of Education, acting through the Superintendent, reserves the right to limit or revoke this privilege of participation, including the opportunity for leadership positions, if the student engages in misconduct as determined by the Superintendent or his/her designee. Misconduct shall mean any violation of publicized rules for the activity, school rules, Board of Education Policies, or local, state, and federal laws. These requirements apply to conduct on- or off-campus, and also extend to participation in any affiliated local, regional, or national organizations or the honors related to the school activity. Students who choose to participate on teams, in organizations, or in activities voluntarily accept these requirements, and shall signify such acceptance by acknowledging in

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writing their receipt of this policy. In appropriate cases, any such misconduct may also result in separate disciplinary action taken by the principal in consultation with those having supervisory responsibility for activities, including suspension or expulsion from school. **(See also: [BOE Policy 5250 Misconduct Related to Voluntary School Organizations and Activities](#))**

PARKING/AUTOMOBILES

DRIVING HOME SAFELY – DHS

In cooperation with the Darien Police Department and the school community, and in the interest of student safety, we have adopted the policy Driving Home Safely. **Students who are found to have a moving violation (ticket) within a one mile radius of Darien High School during morning arrival, while school is in session, or during afternoon dismissal, will lose their parking privileges for a period of two weeks for the first offense and for a full academic quarter for any additional violations.**

RULES REGARDING STUDENT DRIVING AND USE OF PARKING FACILITIES

1. Parking permits are available to seniors for a fee of \$110. All Destiny fines must be paid, and all PE credits must be up to date before the permit is issued. Only students with valid parking permits are allowed to park on school grounds. A permit is valid for one academic year, and the sticker must be attached to windshield. Only one permit will be issued to each student.
2. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of parking/driving regulations occur. (1st offense - loss of parking for one week / 2nd offense - loss of privilege for two weeks / 3rd offense - loss of privilege for rest of year.)
3. Any students other than seniors who drive to school during the regular school day may be ticketed and face disciplinary consequences; they will have their driving privileges delayed when they become seniors or if they apply for early parking in the spring of their junior year.
4. Obey all traffic and parking signs. The speed limit in the parking lot is 5 mph and 15 mph on High School Lane. Do not park in handicapped spaces.
5. Students may park ONLY in designated student parking spots during regular school hours and during after school activities/sports. Illegally parked cars will be ticketed by parking lot monitors. Fines are payable to the Darien Police Department. If fines are not paid in the allotted time, the DPD doubles the fines and may "boot" or tow the car.
6. Students are not to leave campus during the school day unless signed out with the Attendance Desk. This includes Seniors approved for Open Ends.
7. There is to be NO LOITERING OR SMOKING in the parking lots. Students may not sit in cars or play music before, during, or after school. Students are not allowed to go to their cars during the school day without prior permission from the administration or campus monitors.
8. Cars must be locked at all times. The school is not responsible for any automobile or its contents.
9. Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle or if a vehicle is illegally parked.
10. Students are not to loan their cars to others.

11. If driving a car other than the registered car with a sticker, students must report to the Main Office before 8 am to receive a temporary pass. Otherwise students will be ticketed.
12. Students are to respond to parking lot monitors in a respectful and cooperative manner.

Any violation of the above rules may result in loss of driving privileges and/or school suspension.

SPECTATOR BEHAVIOR AT DHS ATHLETIC EVENTS

Good sportsmanship is expected of all spectators at any athletic contest involving a Darien High School athletic team. Good sportsmanship at a high school athletic contest means supporting our teams in a positive manner, respecting our opponents and not making negative comments about them or their performance. Being a good sport means not being confrontational with the fans of the other team. Being a good sport means accepting the decisions of the officials.

Attendance at athletic contests is a privilege that can be revoked by school administrators or the athletic director. Spectators who do not demonstrate positive sportsmanship will be removed from the facility by supervisors or police and **will** lose their privilege to attend future athletic events for the remainder of the season. Spectators whose behavior is particularly offensive may be subject to arrest and prosecution.

This regulation applies to all contests both home and away involving Darien High School athletic teams.

STUDENT USE OF NON-SCHEDULED TIME

Schedules for freshmen provide for a fully scheduled day. Sophomores, juniors, and seniors will be given the opportunity to make acceptable choices regarding use of their non-scheduled time. Students may spend their non-scheduled time in the cafeteria, Chill Zone, Library Learning Commons, Learning Connections areas, or Courtyard (weather permitting), provided they make appropriate, productive choices in those spaces.

For example, students may:

1. Study or use resources for research or recreational reading in the library. The library may not be used for socializing.
2. Work or seek additional help in the Learning Connections rooms.
3. Complete individual or course work utilizing computers.
4. Work on ongoing projects in the Art and Technology & Engineering classrooms (with teacher's permission).
5. Practice in the music practice rooms (with teacher's permission).
6. Work on projects in the photography lab (with teacher's permission).
7. Consult resources concerning colleges and careers in the College and Career Center.
8. Confer with teachers who have an open period at the same time. (Conferences can be initiated by teachers or students.)
9. Become involved in activities such as the yearbook, newspaper, and student government.
10. Serve as a student volunteer within the school (when projects are available which require extra assistance).

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11. Seek extra help in the Academic Support Center.
12. Make up a test or quiz in the Test Center.

OPEN CAMPUS - GRADE 12 (SENIOR PRIVILEGE)

For the 2021-2022 academic school year, Darien High School will allow seniors who have parent/guardian permission to apply for the privilege to arrive on time to campus for their first class of the day campus when they do not have any scheduled class during the first timeslot; leave campus when they have the third time-slot (lunch period) free; and to leave campus early if they do not have class scheduled during the last timeslot of any school day. The Administration will determine in its sole discretion whether students will be approved for the Open Campus privilege. The Administration may remove the privilege from any student at any time. This decision is not subject to review. Students who are approved to participate in Open Campus will have an Open Campus sticker affixed to their Student ID Card, and the Open Campus Privilege will begin on Monday, August 30 for all seniors who have completed the application process by Friday, August 27 AND have Open Campus approval stickers on their IDs. Delayed submission of the permission form or failure to bring student ID will result in delayed start to the Open Campus privilege.

It is the parent's/guardian's responsibility to arrange safe transportation for their student.

Logistics:

Parents must designate permission for their student to participate in Open Campus and complete the written informed consent form by turning in the [Open Campus permission form](#) to the Main Office. Students must also sign off the form to indicate that they will adhere to all expectations set forth herein governing participation in Open Campus. Following submission of this form, DHS will review applications and will issue each approved student Open Campus sticker to affix to their student ID, which the student must show in order to sign out of the building under the Open Campus privilege.

The permission form must be submitted by 3:00 on August 27 in order to receive an Open Campus sticker and begin participating in the Open Campus on the first day of school. Students must have their ID Card in order to receive their sticker. Delayed submission of the permission form or failure to bring student ID will result in delayed start to the Open Campus privilege.

Seniors who are arriving to school on time for their first scheduled class may enter into the building at any entrance (no need to scan at one of the three designated stations). Students who are late to their first scheduled class should enter through the Welcome Center and sign in at the attendance desk for a pass. At all other times during the school day, seniors who are approved for Open Campus Privileges **must sign out at the Library Door (A wing), Main Entrance, or Cafeteria when leaving early and show their Open Campus ID Sticker to any campus monitor, administrator, or other staff member upon request.** In order to sign out of the building at one of these locations, a student MUST have their ID with appropriate sticker. Students who do not show a valid ID and Open Campus Sticker will be declined permission to exit campus until the end of the school day, even if they are approved for the Open Campus privilege. Staff members can detain a student until receiving confirmation that they are permitted to leave campus early. Students *returning* to the building during the

school day must use their ID card to swipe back into the building at one of those three locations; if they are tardy to their scheduled class, they should enter through the Welcome Center and sign in at the attendance desk for a pass. Students must follow all school rules while leaving and entering the building.

Seniors with Open Campus privileges are not excused from attending classes that meet earlier or later than usual due to special schedules, nor are they exempt from participation in class or community meetings, assemblies, or other mandatory co-curricular events scheduled during the school day.

In order to ensure the safety of students in our building, the administration and campus monitors will be checking IDs and Open Campus permission for students leaving campus. The following abuses of the privilege will result in disciplinary consequences, including loss of Open Campus and/or Parking Privileges:

- Leaving campus if a student is not approved for the Open Campus Privilege
- Leaving campus during a period in which the privilege does not exist for a student (such as third time-slot lunch period if the student does not have the entire period free)
- Leaving campus and not scanning out at one of the three scan locations
- Driving a student who is not approved for Open Ends or Open Campus at that time period
- Failing to scan back in at one of the three scan locations when returning to campus
- Arriving late to class when returning to campus
- Other actions that in the judgment of the administration may hinder the academic environment or hinder our ability to keep students safe

The administration may revoke the Open Campus privilege individually or en masse at any time. The decision of the administration is not subject to review. A parent may revoke permission for Open Campus at any time; notification that a parent has revoked this permission must be made in writing/via email to their student's assistant principal.

[See also: Leaving School without Permission](#)

[See also: BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism](#)

[See also: BOE Policy 5215: Standards of Conduct](#)

OPEN ENDS - GRADES 9-11

During the 2021-2022 academic school year, Darien High School will allow freshmen, sophomores, juniors, and seniors who have parental permission to apply for the permission to arrive for their first class and leave after their last when they do not have scheduled classes in the first or last time-slot of a given school day ("Open Ends").

The Administration will determine in its sole discretion whether students will be approved for the Open Ends privilege. The Administration may remove the privilege from any student at any time. This decision is not subject to review. Students who are approved to participate in Open Ends Privilege will receive a sticker to affix to their Student ID Card. Incoming freshmen who have completed the Open Ends Sign Off by Friday, August 20 will receive their IDs with Open

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Ends Stickers affixed Orientation. Sophomores and Juniors who have completed the sign offs in Aspen by Wednesday, 8/25 will be able to pick up their stickers during lunch on the first and second day of school, provided they have their ID cards. The Open Ends Privilege will begin on the first day of school for students who have received their stickers.

All students are expected to make productive use of their time outside the classroom by utilizing resources found at home or outside the school. It is the parent's/guardian's responsibility to provide safe transportation for their child. Students and parents/guardians must accept all responsibility for student behavior when the student leaves campus.

Logistics:

Parents must designate permission for their student to participate in Open Ends and provide written informed consent through Aspen. Students must also sign off in Aspen to indicate that they will adhere to all expectations set forth herein governing participation in Open Ends. Following submission of this form, DHS will review student applications for Open Ends. Students who are approved will be issued the Open Ends sticker to affix to their student ID, which the student must show in order to sign out of the building under the Open Ends privilege. Aspen sign offs must be completed by dates outlined above in order to be considered for Open Ends prior to the start of school and receive an ID sticker in time to begin participating in the Open Ends Privilege on the first day. Delayed sign offs will result in delayed start to the Open Ends privilege.

Students who are approved for these privileges must scan out ("swipe out") using the ID card digital scanner at the Library Door (A wing), Main Entrance, or Cafeteria when leaving early and show their Open Ends Pass to any campus monitor, administrator, or other staff member upon request. In order to sign out of the building at one of these locations, a student MUST have their ID with appropriate sticker. Students who do not show a valid ID and Open Ends Sticker will be declined permission to exit campus until the end of the school day, even if they are approved for the Open Ends privilege. Staff members can detain a student until receiving confirmation that they are permitted to leave campus early. Students will use their ID card to swipe into the building at any entrance; if they are tardy to their first scheduled class of the day, they should enter through the Welcome Center and sign in at the attendance desk for a pass to class. Students must follow all school rules when entering and leaving the school building.

Any student who leaves campus during the last time-slot may not return for extracurricular activities until the end of the school day (2:20). The Open Ends Privileges do not allow students to be off campus during the second or third time-slot.

Open Ends does not excuse students from attending classes that meet earlier or later than usual due to special schedules, nor are they exempt from participation in class or community meetings, assemblies, or other mandatory co-curricular events scheduled during the school day.

Failure to sign out of the building at one of the designated exits will result in loss of Open Ends Privileges for a period of time to be determined by administration and may be treated as leaving school without permission.

Failure to attend classes on time may result in the loss of Open Ends privileges.

The administration may revoke this privilege individually or en masse at any time. The decision

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of the administration is not subject to review. A parent may revoke permission for Open Ends at any time; notification that a parent has revoked this permission must be made in writing/via email to their student's assistant principal.

[See also: Leaving School without Permission](#)

[See also: BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism](#)

[See also: BOE Policy 5215: Standards of Conduct](#)

BUILDING ACCESS AND SAFETY

AUTHORIZED AREAS

During the school day students are allowed in the building, in the center courtyard, and in the area just outside the main cafeteria by the picnic tables. Students are not allowed in parking lots or any area outside the perimeter of the building without permission. Students are not allowed to loiter in corridors, lavatories, locker rooms, stairwells, empty unsupervised classrooms, or any remote area of the building. Violations will result in school disciplinary actions, and/or loss of school privileges.

Access to the building is only authorized through specific entrances. Students will be able to enter the building at these entrances by using their student IDs. Other entrances may have restricted access during the school day or be designated for emergency exit only.

CAFETERIA

The cafeteria is located in "E" Building. The cafeteria is for use by all students in grades 9-12 during their assigned lunch wave and may be used by students in grades 10 – 12 during free periods. The cafeteria is a space for students to socialize, eat lunch, and spend non-scheduled time at school; all students are required to act in a manner that creates a safe, supportive, respectful, and inclusive school environment.

Rules for students using the cafeteria are as follows:

1. Students are expected to act appropriately and respectfully in the cafeteria by keeping the cafeteria clean, being kind to all community members, and avoiding disruptive behavior.
2. Students are not to sit on the tables nor put their feet on tables or chairs.
3. Students will cooperate respectfully with any requests from all faculty and staff members to keep the cafeteria clean and orderly.
4. There shall be no food throwing in the cafeteria.
5. Waste material from lunch is to be placed in trash cans, which are located throughout the cafeteria.

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ELEVATORS

Elevators in the building are to assist students with documented medical needs or injuries and to move heavy objects. Students who need to use an elevator must obtain a pass from the school nurse or permission from administration. Elevator use is restricted at all times, including before and after school. Students using an elevator in an unauthorized manner will be subject to school disciplinary consequences.

EMERGENCY RESPONSE PLAN

Students and parents should be aware of the fact that Darien High School has plans in place to deal with a variety of emergency situations including, but not limited to, bomb threats, intruders on campus, hazardous materials, and weather emergencies. The specifics of these plans are shared with students and staff at the beginning of the new school year and reviewed periodically. These plans have been developed with the active cooperation and assistance of the local law enforcement officials.

Specific actions will depend on the immediacy and seriousness of the situation. Emergency drills will be announced via the public address system rather than by using the bell system.

A lockdown of the building may be used to ensure the safety of students and staff during an unexpected incident whereby it is determined that keeping everyone inside is safer than proceeding with an evacuation. The following is a list of procedures for students in the event of an announced lockdown of the building:

- Students should move to the interior walls of the nearest classroom out of direct sight from the windows and halls.
- Students should remain in the locked, darkened classroom and sit silently on the floor of the room with shades drawn.
- Students should remain silent until Police open door and signal all clear, indicating that the lockdown is over.
- Students will be given clear and concise instructions by their teacher, and these should be followed.

During a lock out, all exterior doors will be locked, and no one is allowed into or out of the building. The Darien Police assist, and streets into DHS may be blocked. Teachers and students continue with their normal routine.

FIRE DRILLS

Fire drills will be held on a regular basis. At the sound of the fire alarm, all students are to follow the exit procedures posted in the classroom. Students should stand away from the building to allow a fire lane. The all-clear signal is the ringing of the school bell. At that signal, students and teachers should return to class. Remember, when the fire alarm sounds, leave the building immediately. This includes a drill held during lunch.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT TAMPER WITH OR PULL A FIRE ALARM BOX AS A PRANK — IF APPREHENDED THE STUDENT IS REFERRED TO THE POLICE FOR POLICE ACTION. THE COURTS VIEW SUCH PRANKS AS SERIOUS VIOLATIONS AS THEY REQUIRE FIRE DEPARTMENT PERSONNEL TO BE AWAY FROM VALID FIRE CALLS.

LOCKERS

Lockers are available by request at the beginning of the school year, and priority in assigning lockers will be given to freshmen. Students are not to change locker numbers without the permission of administration. The school cannot assume responsibility for articles taken from lockers, so **students should keep them locked when not in use**. Students are advised not to share their locker combination with any other student. The school does not have insurance covering lost or stolen articles. If your locker is broken, please see an administrator or a secretary in the main office. If you leave personal belongings in any locker without locking it, you leave yourself open to risk of having it taken. **The school cannot take responsibility for carelessness in protecting one's property**. Students are responsible for emptying out their lockers at the end of each year for custodial cleaning during the summer. Any items left in lockers over the summer months will be discarded. With reason, the administration may open any student lockers, under the guidelines established by Supreme Court ruling. **(See also: [BOE Policy 5255 Search and Seizure](#))**

LOST AND FOUND

Articles that are found should be brought to the main office. Do not delay in reporting lost items. Suspected thefts should be reported to Officer Wallman using the [Theft Incident Report Form](#).

Putting your name in or on all items (jackets, calculators, books, etc.) is your best insurance in having lost items returned. Do not bring unnecessary valuables or money with you to school.

Lock all valuables in your locker and/or P.E. locker to avoid theft.

STUDENT IDS

All students are required to carry their DHS Student IDs at all times. The IDs will be necessary to enter the building. They will also be used for copies, buying lunch, and attendance. Please see Jim at the attendance desk if you lose your ID or have any questions.

VISITORS

There are limited opportunities for students to visit DHS during the school day. Any prospective enrollee should contact the Guidance Office to schedule an appointment. All visits must be requested and approved at least 48 hours prior to the requested visitation date and may not occur during exam periods, CT state testing, or immediately before or after school vacations. Alumni are allowed to visit teachers and administrators at the end of the school day or by appointment during the school day. Visitors must sign in at the Welcome Center to receive a visitor's pass and be met by the staff member they are visiting. Visitors should park their cars in the "visitor" spaces to avoid being ticketed.

WELCOME CENTER

The DHS Welcome Center, staffed by DHS Monitors, is designed to provide a central communications center for DHS visitors and callers. All visitors will be buzzed in at the main entrance and will be asked to provide a driver's license in order to be cleared for entry and will receive a visitor name badge which will be worn while in the building. Visitors without a valid driver's license will not be granted entry. Visitors to DHS must wait for a host to accompany

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them through the building. Visitors are not allowed into classroom areas without proper authorization from the Main Office.

Parents may drop off materials for their child's academic classes to the Welcome Center if needed. Arrangements to pick up academic materials should be made in advance by the parent and the student. The school monitors will not call students to the Welcome Center to pick up these items.

Items that cannot be dropped off at the Welcome Center:

- **Student medication of any kind (over the counter or prescription).** See [BOE Policy 5050 Administration of Medication in the Schools](#) for procedures concerning student medication in schools.
- Parents and guardians **may not drop off sports equipment** during the school day. Students should use their athletic lockers. In the event of an urgent, extenuating circumstance, such as a student forgetting a uniform or equipment on a game day, a parent or guardian may come to the Welcome Center to gain access to the building as a visitor in order to drop off the items in the Gym Lobby
- Student lunches

COMMUNICATIONS and TECHNOLOGY

(See also: [District Communication Chain](#))

ANNOUNCEMENTS AND INTERCOM GUIDELINES

Student use of the intercom and plasma screens are limited to those students who have been authorized by the administration to read the daily morning announcements or to those who have special announcements to make to promote school activities. Student organizations may submit announcements for administrative approval to Administrative Assistant Maria Farren in the main office (mfarren@darienps.org) It is the students' responsibility to listen to announcements and to get in the habit of checking the DHS website and reading the posted bulletins as well.

BULLETIN BOARDS/POSTERS

Bulletin Boards may be used by school clubs, teachers, and students for school-related announcements; **all posters and announcements must be approved and stamped beforehand by an Assistant Principal or the Athletic Director.** No personal posters (birthdays, band gigs, etc.) or posters for outside agencies are allowed.

- Announcements, posters, signs, etc. may only be hung on corridor walls using blue painters tape. At no time are postings to be placed on doors or exterior building windows as this will damage and scratch the surface when removed.
- Any sport, club, activity, or individual that hangs a poster must take responsibility for removing it once the activity is completed. Failure to do so may result in losing the opportunity to post future materials.

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- Sexual innuendos, obscene and/or inappropriate language, references to drugs/alcohol, or statements or images which glorify their use will result in removal of the material and disciplinary action.

COMPUTER AND TECHNOLOGY RESPONSIBILITY

Students are expected to use the computers and technology resources at the high school in a responsible manner. Copying software and sabotaging equipment or information is illegal and may be reported to the proper law enforcement agency. Misuse of passwords or unauthorized entry into any system will be considered theft and subject to the school rules regarding theft and vandalism. For privacy purposes students are not allowed to record discussions or lessons without prior permission. Students may lose their access to school computer systems and/or receive disciplinary consequences for not adhering to these standards. **(See also: [BOE Policy 5300 Computer Responsibility](#))**

COPY MACHINE

Copiers are available in the Library Learning Commons and throughout the building for student use. All students need their Student IDs to access the copy machines.

DESTINY

Students are responsible for all books, locks, library materials, and other school property assigned to them during the school year. A fine is entered in Destiny when the student has not met an obligation to return or replace school property.

All students can check their obligations by accessing their Destiny account. This account will show all materials the student is responsible for including library books, textbooks, fines, athletic equipment, etc. Instructions on accessing Destiny are available on the DHS website. If you are unable to access your account or have any questions, please contact the DHS Library staff.

iPADS and WiFi

All students in grades 9-12 are required to bring their charged DHS-issued iPad every day.

District-issued devices will authenticate to the network, while students' personal devices may have limited access to the Wifi. Chromebooks and devices that have been issued through individualized learning plans will also authenticate to the network and access the Wifi. Students are encouraged to also bring their charger and headphones.

Students who need help with their iPad can use the Support Desk icon or put in a helpdesk ticket at <http://support.darienps.net> or can visit our librarians for assistance in the Library Learning Commons.

NO SCHOOL (Storm Days or Emergency Situations)

When it is necessary to close schools due to inclement weather, please check the DHS website: <https://www.darienps.org/> or check for announcements which will be made on TV, cable, and local radio stations as early in the morning as possible, usually after 6:00 a.m.

Darien Public Schools subscribes to an emergency notification service that allows parents and staff to receive emails and text messages about urgent information from the Office of the Darien Superintendent of Schools, School Messenger. This service relies on information stored in Aspen, our student information system, for contact information. Parents and guardians have the ability to update all of their personal information within Aspen, including phone number, cell phone number, and email address. (Use Aspen link to logon.)

The school district itself, except in unusual circumstances, will remain open until the usual closing time.

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

CT General Statute 17a-101 requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed in imminent risk of serious harm, to report such suspicions to the Commissioner of Children and Families or the local law enforcement agency. (See also: [BOE Policy 4025 Reports of Suspected Abuse or Neglect of Children](#))

REPORTING TO PARENTS

Darien High School reports students' progress in a variety of ways, including all of the following:

Aspen Student/Family Portal

The Aspen Student and Family portals provide immediate access to attendance and grades. Each student can log into [Aspen](#) using their network username and password. Parents can sign up for an Aspen Family portal account [here](#). Questions for the student and family portals can be emailed to aspen@darienps.org.

Attendance

Teachers record absences electronically each day, and an automated phone call is generated for each unexcused absence. In addition, letters are mailed to parents when a student is in danger of losing credit in a class due to absences. It is recommended that students and parents contact the teacher as soon as concerns are raised about a students' attendance in class. (See also: [DHS Attendance Policy](#))

Report Cards

Teachers record a letter grade at the end of each quarter. Report cards will be made available quarterly via Aspen family portal. An email notification will alert parent contacts to availability. Parents requiring a paper copy should contact their child's school counselor. Parents are urged to communicate with the teacher if they have questions regarding grades or absences, or with the guidance counselor concerning the implications of their student's caliber of work or attendance.

School Messenger

[SchoolMessenger](#) is a service which provides e-mail, voice, and text communication to the community.

You will be contacted by SchoolMessenger by email and phone using the information provided by you in your Aspen account; you can [log onto Aspen](#) and update your information with the "contact and medical emergency information" workflow.

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To receive text messaging from SchoolMessenger, **you must opt in for this service** and indicate your willingness to receive text messages. The process is simple and only takes a few seconds to complete: Simply text any one of the following words to the number 68453: "subscribe," "optin," or "yes." You will receive a confirmation text message.

**You will need to repeat the opt-in process for ALL wireless numbers that you wish to include.*

**To opt out of all text messages from SchoolMessenger, reply with STOP to the opt-in message or visit www.schoolmessenger.com/tm.*

Telephone Calls and Email

Teachers, counselors, or administrators may choose this option to alert parents of student progress. Parents are also encouraged to initiate calls to teachers and counselors; the faculty directory can be viewed on the [DHS website](#). Please direct questions first to the classroom teacher, who is best able to provide an informed response about a student's progress in a course; if your concerns are not addressed, please then contact the department chair or building administrator. **(See also: [Darrien Public Schools Chain of Communication](#))**. Do not begin with an administrator - your answer may be delayed because the administrator must check with teachers to get the answers required.

WHEN A TEACHER IS LATE TO CLASS

Teachers are expected to be in their classrooms ready for class when the bell rings. If an emergency should occur and the teacher is late, the following procedures are to be followed:

1. All students are to remain in class.
2. The class should select one student to go to the departmental office to inquire as to the teacher's whereabouts.
3. The department chair, in cooperation with the administration, will then make a determination about holding the class.

HEALTH SERVICES DEPARTMENT

SERVICES

The school nurses at the High School are available for assessment of acute illnesses and injuries, as well as professional nursing care in the event of an emergency. The high school nurses provide health counseling and are a resource for health education materials. Wellness programs are conducted during the year, which provide information to students about making healthy choices. Any student wishing to have a vision, hearing, or blood pressure screening may request the service in the Health Office.

All students are required to have a pass from their classroom teacher before going to the Health Room. Students must report to their classroom teacher before reporting to the Health Room in cases other than extreme emergencies. The Health Office is not a place for socializing, and all students reporting to the Health Office should be seeking help with medical needs or concerns.

SPORTS INJURIES

DHS sports injuries should be reported to the athletic trainers and health office as soon as possible (no later than 90 days after the injury). Sports related injuries *may* be eligible for supplemental coverage.

PHYSICAL EDUCATION

In the event the student is unable to participate in physical education classes due to illness or injury for more than 3 classes per quarter, the student must submit written documentation from their health care provider. The physician's note should include: the reason for exclusion from physical activity, the specific physical activities the student is restricted from, and the start date of the physical activity restriction. Further, the student's health care provider must also provide written documentation stating the date a student is medically cleared to resume all athletic activities. Students who are unable to participate in Physical Education classes will also be restricted from participating in high school athletic activities. Students must meet with their P.E. teachers to arrange for appropriate use of class time in the event of an extended absence from P.E.

The student's health care provider should document the medical exclusion from physical activities on the Physical Activity Restriction form. (The form is available in the DHS health office or on the DPS website through this [link](#).) In the event the student's physical activity restrictions extend into a new school quarter the Physical Activity Restriction form must be completed again each quarter that the student is restricted. **(See also: [Physical Education Standards](#))**

HEALTH STATUS/ILLNESS

Parents are asked to contact the school nurse if a medical condition is present which may affect the child's access to education (i.e., chronic illnesses such as diabetes, inflammatory bowel diseases such as Crohn's disease and ulcerative colitis, surgical procedures, extended illnesses/hospitalizations). Students who are absent due to an illness or a health-related reason for three (3) days or longer must provide a note from a medical provider stating the reason for an expected duration of the absence. Nurses may request permission to speak with a student's medical provider in the instance of protracted acute illnesses and chronic health conditions in order to determine the potential need for and development of appropriate accommodation plans.

Students advised to use crutches or a wheelchair in school must obtain a note from their health care provider (doctor, physician's assistant, or nurse practitioner) stating the medical diagnosis and the need for crutches/wheelchair. Students are required to provide their own crutches/wheelchair. Also, students must report to the Health Office upon their return to school to review the proper technique for using crutches or a wheelchair safely in the school setting. The student will also be given access to the elevator at this time. Students are only allowed to use crutches or a wheelchair when they are prescribed by a health care provider.

Please be aware that school nurses are not available to provide health services before or after the regularly scheduled school day. Emergency medication is not available beyond the regular school day, except as otherwise determined by a student's emergency care plan. If your child has a significant health issue, or if your child has a life threatening allergy which warrants, or may warrant, medication administration and he/she will be participating in an extracurricular

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athletic event before or after school, please contact the school nurse so appropriate accommodations and an individual medication plan can be arranged.

For programs that are held in public schools but are not sponsored by the Board of Education, please contact the organizers of the program to arrange for appropriate health accommodations.

PHYSICAL EXAMINATIONS

- ALL NINTH GRADE STUDENTS must submit documentation of complete immunization update and physical exam PRIOR TO ENTRY INTO TENTH GRADE. This health assessment must be completed in the year prior to the start of tenth grade (generally from June 1 - July 30 of ninth grade year). The physical examination/health assessment should be documented on the State of Connecticut Department of Education Health Assessment Record (HAR-3 REV 4/2018) or its equivalent.
- Student athletes participating in an interscholastic sport must, in accordance with CIAC rules and the Darien Board of Education, have an annual Physical Examination / Health Assessment which certifies the athlete may participate in athletic activities and competitive sports. **This Physical Examination / Health Assessment must be current within 13 months of the beginning of tryouts, practice, and competitive play, and be kept updated and on file with the school nurse.** At no time shall an athlete be allowed to practice or compete if the date since the Physical Examination/Health Assessment exceeds 13 months. If during the season the Physical Examination/Health Assessment expires (more than 13 months old), the athlete will not be allowed to continue to practice or play until an updated Physical Examination/Health Assessment is on file with the school nurse. The physical examination/health assessment should be documented on the [State of Connecticut Department of Education Health Assessment Record](#) (HAR-3 REV 4/2018) (4 pages)
- A student entering Darien High School whether transferring from a private school in the U.S. (including CT) or transferring from any public or private school outside of the US, must submit a physical examination/health assessment completed within the year prior to entry and dated no earlier than 365 days prior to entry into DPS. All out-of-state physical examinations/health assessments must be signed by a medical doctor (MD). We do not accept physical examinations/health assessments from foreign medical providers (medical providers who practice outside the US).
- A student entering Darien High School from any U.S. public school (including CT) may submit a physical examination/health assessment done within the year prior to entry and dated no earlier than 365 prior to entry into DPS.
- All new students entering Kindergarten through 12th Grade must submit documentation of complete up-to-date immunization records in accordance with Section 10-204a and the State of CT Department of Public Health Immunization Requirements for Newly Enrolled Students at the time of entry into the Darien Public School System.

No student will be admitted to Darien High School until a school nurse has reviewed the new entrant's completed health assessment and immunization records.

Exceptions to the school entrance immunization requirements:

1. Certificate from your physician stating the medical reason an immunization is contraindicated for the child and approval from the Connecticut Department of Public

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2. Connecticut law previously contained an exemption from the immunization requirements for students who, through a parent or guardian, determined that the immunizations were contrary to the religious beliefs of the parents/guardians. The basis for the exemption on religious grounds must be that the immunization is contrary to the religious beliefs of the child or the parents/guardian of the child. To be eligible for such an exemption, a student: (1) must have been enrolled in school in Grades K-12 on or before the law's effective date (that is, by midnight April 28, 2021); and (2) must have submitted a valid religious exemption prior to that effective date (that is, by midnight April 27, 2021). Students must meet both conditions in order to be eligible for a religious exemption.

EMERGENCY FORMS

Please see [Aspen Family Portal](#) for electronic submission of the Emergency Form.

If students wish to participate in an interscholastic sport, please complete the Athletic Online Registration process through the Family ID Portal prior to the registration deadline for each season. Additionally, students must have a valid physical on file with the DHS nurses dated within 13 months to be eligible to participate.

TRANSPORTATION OF ILL/INJURED STUDENTS

1. EMERGENCY: The school nurse will notify the parent and contact EMS for transportation to the medical facility indicated on the student's Emergency form.
2. NON-EMERGENCY: Transportation home or to a medical provider's office is the responsibility of the parent. The nurse will notify the parent, or in the parent's absence, the person designated as the student's Emergency Contact to assume responsibility. A student may drive him/herself home from the High School with parental/guardian permission, and if, in the judgment of the school nurse, the student is well enough to do so safely.
3. Students are not permitted to walk home from school if they are ill. Students are not permitted to use a ride-sharing service, such as Uber or Lyft.

ACADEMICS

ACADEMIC COURSES

GRADUATION REQUIREMENTS POLICY

Classes of 2022

English	4	Must include: English 9, English 10, American Lit, Senior Lit (.5), Capstone (.5)
Math	3	3 years of math
Science	2	Must include: Biology Earth Science or Chemistry
History	3.5	Must include: Western Civ, World Studies, US History, Law & Government (.5)
Fine/Practical Art	1.0	
PE/Health	1.0	.25 credits each year
Electives	7.5	
Total	22	

In addition to meeting the coursework and credit graduation requirements to graduate high school, each student in all graduating classes must demonstrate proficiency in the basic skills in reading, writing and mathematics:

Evidence-Based Reading & Writing

Proficiency is measured by meeting the “college readiness benchmark” score (480) on the School Day SAT Assessment in Reading and Writing.

Mathematics

Proficiency is measured by reaching the “college readiness benchmark” score on the School Day SAT (530) Assessment in mathematics.

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Basic Skills Equivalent Tasks

Students who do not meet this standard on the School Day SAT Assessment may also demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

- Earning a passing grade in the grade 11 English course, American Literature.
- Earning a passing grade in Algebra 2 or College Math Topics.

Class of 2023 and Beyond

Humanities (English, History, Arts) Must include 4 credits in English, 3.5 credits of History, 1.0 credit Fine/Practical Arts English classes must include English 9, English 10, American Literature, Senior Lit (.5), Capstone (.5) History classes must include: Western Civ, World Studies, US History, Law & Government (.5)	9
STEM (Science, Math, Tech Ed, Computers) Must include 3 credits of Math and 3 credits of Science Science classes must include: Biology, Earth Science or Chemistry	9
World Language	1
Health/Safety	1
PE/Wellness	1
Mastery Based Diploma Assessment	1
Additional three credits from any area	3
Total	25

In addition to meeting the coursework and credit graduation requirements to graduate high school, each student in all graduating classes must demonstrate proficiency in the basic skills in reading, writing and mathematics:

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Evidence-Based Reading & Writing

Proficiency is measured by meeting the “college readiness benchmark” score (480) on the School Day SAT Assessment in Reading and Writing.

Mathematics

Proficiency is measured by reaching the “college readiness benchmark” score on the School Day SAT (530) Assessment in mathematics.

Basic Skills Equivalent Tasks

Students who do not meet this standard on the School Day SAT Assessment may also demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

- Earning a passing grade in the grade 11 English course, American Literature.
- Earning a passing grade in Algebra 2 or College Math Topics.

ENROLLMENT

The Darien Public Schools provide a free public school education to all resident students in accordance with state law. (**See also: [BOE Policy 5150 Admission of Resident, Non-Resident, and Exchange Students](#)**).

CHANGE OF ADDRESS

Any student whose permanent address changes during the course of the year for any reason should notify the main office, health office, and the guidance department as soon as the new address is known. The Aspen account should be updated as well. Individual Aspen accounts can be accessed through the DHS website.

SELECTIVE SERVICE

The Darien Public School System, in cooperation with the Selective Service System, reminds all male students of their legal obligation to register with the Selective Service when they reach 18 years of age. Failure to register is a federal criminal offense carrying penalties of up to \$250,000 and five years in jail. New federal laws will prevent male students from obtaining student aid and/or federal employment until they register. Since we do not want any young man to suffer any adverse consequences, we urge full compliance with this registration requirement. Each year the Darien Public Schools is obligated to share student contact information with the Armed Services. Students have the option to exclude their information from this list; if you choose to do so, please contact your school counselor.

WITHDRAWAL FROM DHS

If a student must withdraw from school during the year, he/she is required to complete a withdrawal form and obtain all necessary signatures. This form is available in the guidance or

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administrative offices. All books, materials, athletic and other equipment lent by the school must be returned or paid for. No transcripts or any other records will be sent to another school or employer until all financial obligations have been met.

COURSES AND REGISTRATION

CREDITS

The following are the policies on awarding credits toward graduation:

1. One full credit is equivalent to one Carnegie Unit.

One credit is awarded for the successful completion of a course which meets full time for a year. Half credit is given for a one-semester course which meets full time. Courses which meet part time for a semester are given a quarter credit.

High school credit begins to accrue with the successful completion of high school level courses taken in high school. High school level or college level courses taken prior to enrollment in high school will, if pertinent and district approved, may be used to satisfy prerequisites to courses offered at DHS, but they will not be used in computing credit toward a DHS diploma.

2. Courses are offered on a one or two-semester basis, and credits are earned on a semester basis. Even in cumulative subjects such as foreign languages and mathematics, "final" grades are awarded at the end of each semester. These are determined by the average of the two quarter grades and the exam grade.
3. The passing grade in all courses is D- (60) or P (Pass). A grade of "F" represents academic failure.
4. Students who lose credit due to absences will have 0.0 credit listed next to their earned letter grade. **(See also: [DHS Attendance Policy](#)).**

COURSE LOAD

All students are required to carry a minimum of six full time subjects in addition to Physical Education and Health, each semester except for seniors who are taking three or more 400 level courses who may take a minimum of five courses per semester. The majority of students have historically carried six or more subjects each semester. Independent Study courses do not count toward the six credit requirement though they are credit bearing.

COURSE REGISTRATION

In February students meet with their teachers to discuss appropriate levels for courses. Students are required to meet with their school counselor to review all recommendations and course selections. Parents are asked to review the course selections and take the opportunity to provide feedback for the proposed courses. In some situations, students have an opportunity to qualify for courses through the spring semester and during the summer, with consultation from

their teacher and school counselor. Final course selections are posted as a report in Aspen in late June and parents are notified of its posting.

Changes from **continuing courses** (year-long courses) must be completed before the second semester begins and require approval by the department chair and the Director of Guidance and are contingent upon the course withdrawal policy, as stated below. These restrictions are necessary to provide balanced class sizes and equitable teacher loads.

COURSE WITHDRAWAL POLICY

1. It is the policy of the school that students in Grades 9-12 take a minimum of six courses plus PE/Health **except for seniors who are taking three or more 400 level courses who may take five courses plus PE/Health.**
2. Students must remain enrolled in the minimum required number of courses:
 - a. Students wishing to drop an "extra course" (the 7th course) may do so within the first 20 school days of the course with no recording on the transcript. Students who drop the extra course after the first 20 days of a course will have a WP or WF on the transcript.
 - b. After 20 school days of a course, students will not be allowed to add a different course or swap courses as the student will have missed substantial instructional time.

Students wishing to change levels within the same full year course, have two opportunities to do so:

1. Students may move down before the end of the first 20 days of school. The level change will not be reflected on the transcript. After this time, the student is required to remain in the course until the end of the quarter.
2. Students may request to level down at the conclusion of the quarter (Q1 or Q3), pending approval and seat availability. The quarter grade will be adjusted appropriately and included in the semester grade. No other changes will be approved until the end of the semester.

Students who are considering withdrawing from a course must meet first with their teacher and school counselor to discuss the student's concerns and the withdrawal process, and to request the withdrawal form which is subject to approval by ad.

ELECTIVES

An elective is any subject which you may choose to take to satisfy the elective requirements for graduation or in addition to the minimum number required in a particular department. You are encouraged to take elective courses based on personal interests and talents, and to take advantage of opportunities to explore new areas. Parents will need to approve the program chosen and your counselor will advise you about the appropriateness of your choices.

PREREQUISITES

Following each course description in the Course Catalog is a statement of prerequisites, if any, which must be met before taking the course. The Course Catalog can be viewed on the [DHS Guidance Department website](#).

GRADING AND REPORTING

The following system is used for grade and GPA calculations at DHS:

Letter Grade	Numerical Equivalent Grade	Grade Point Equivalent by Course Level	
		300	400
A	93 through 100	4.0	4.5
A-	90 through 92	3.7	4.2
B+	87 through 89	3.3	3.8
B	83 through 86	3.0	3.5
B-	80 through 82	2.7	3.2
C+	77 through 79	2.3	2.8
C	73 through 76	2.0	2.5
C-	70 through 72	1.7	2.2
D+	67 through 69	1.3	1.8
D	63 through 66	1.0	1.5
D-	60 through 62	.7	1.2
F <i>Academic Failure</i>	Below 60	.0	.0
P <i>Pass</i>	60 through 100	Not Applicable	Not Applicable
NC <i>No Credit</i>	Below 60	Not Applicable	Not Applicable
I <i>Incomplete</i>	Incomplete	A Temporary Grade	A Temporary Grade
W <i>Withdrawal</i>	Not Applicable	Not Applicable	Not Applicable

GRADE POINT AVERAGE

The Grade Point Average (GPA) is computed at the end of each semester and is cumulative. Physical Education courses are not included in the GPA. Summer enrichment and after school enrichment courses are not included in the GPA.

NOTE: Students are not ranked at DHS.

All final grades, whether they are received during the regular school year, from summer school, or from a tutor, are recorded on the student's permanent record and included in the GPA. Note: When repeating a course, both grades appear on the transcript and are used in computing the GPA, though credit is only awarded once. All grades, except PE/Health and those listed above, are used in computing the GPA.

PASS/NO CREDIT

The purpose of this option is to encourage students to explore other areas of knowledge without anxiety over the grade. A student may want to take a course beyond the required credits per term, but fears that if he does not get the marks he is accustomed to, he will be penalized. In these instances, the pass / no credit option may be appropriate. A student may take any course, with the exception of Honors and AP Honors Courses, which is not being taken to meet graduation requirements for pass/no credit.

A student must declare to the teacher his/her interest in taking a course for pass/no credit and seek the teacher's and school counselor's advice on the matter. The student will receive full credit toward graduation for a grade of "Pass" in a Pass / No credit course, but it will not be used in computing the Grade Point Average. The student, their parents, their counselor and subject department coordinator must all approve the student taking a course with this option.

Under a letter system any grade of D- or better is given credit. Under the PASS/NC system, only a PASS (P) is given credit. However, if a student is taking a required course on a Pass/No Credit basis (such as English as a Second Language) and fails, the failure is counted in computing Grade Point Average.

VALEDICTORIAN / SALUTATORIAN

The determination of Valedictorian (#1 in the graduating class) and Salutatorian (#2 in the class) is determined at the end of the seventh semester—the end of the first semester of the senior year. Every course except P.E./Health is considered in the computation. Valedictorian and Salutatorian must be continuously enrolled at Darien High School for the final four semesters.

MID-YEAR GRADUATION

Students who anticipate completing all of their graduation requirements by the end of the first semester of the senior year have the option of graduating at the end of that term. This is done with parent, counselor and administration approval.

Mid-year graduates may participate in the year-end graduation ceremony and senior activities as well.

EXAMINATIONS

The last week of each semester is set aside for final examinations. Two exams of two hours each are scheduled each day of the week. Also scheduled on the last day of exam week are make-up exam periods, during which any student who was ill for an earlier exam, and who made arrangements with the given teacher, can take a make-up exam. A student missing an exam will be given a zero for the exam grade; the zero is averaged into the semester academic grade.

STUDENTS WHO MUST LEAVE SCHOOL PRIOR TO EXAMS

- Must bring to their school counselor a letter from the program sponsor which supports the need for attendance before school ends.
- Complete an extended absence form if the absence will be three or more school days.
- Decisions will be made by the administration on a case-by-case basis.
- Teachers will be advised of the decision, and alternate arrangements will be made.

HOMEWORK

At the beginning of each course, each teacher is required to submit to the department chair and the students an outline of the homework requirements for every course. In academic courses, students should expect 2 1/2 - 5 hours/week for each course.

Parents and students are advised that they may request homework assignments when students are ill or miss class by contacting their classroom teachers.

MAKE-UP WORK

If a student, because of illness or other excused reasons is absent, he or she is allowed to make up the work within a reasonable time as designated by the teacher. It is the responsibility of the student to take the initiative in contacting the teacher prior to, during, or immediately following the absence, in order to make up missed work. If the absences are unexcused due to cutting, truancy, etc., the teacher is under no obligation to offer make-up work, tests, or quizzes.

INCOMPLETE

Students may be given a mark of I (Incomplete) at the end of a marking period by approval of the teacher and with the endorsement of the assistant principal. Incomplete work at the end of a marking period that is not completed within 10 school days results in an F. In extreme cases, the administrator may authorize an extended make-up deadline.

TEACHER/COURSE EVALUATION

At the end of each semester, but not during the exam period, students will be provided with an opportunity to answer the teacher-initiated course evaluation. The purpose of this evaluation is to allow teachers to use student input as a means of improving their instruction and course content. Students should use this opportunity constructively. We respect the students' rights to anonymity in submitting their evaluations.

DHS PROGRAMS

ADVISORY

Students will be assigned to the same advisory group for their four years at Darien High School. Students are required to attend all advisory periods. The schedule for advisory sessions can be found [here](#). The advisory program will strive to uphold the mission of Darien High School: an environment that is safe, supportive, respectful, and intellectually challenging for all students, one that promotes personal excellence through active, collaborative, and creative thinking; individual growth; and development of the skills and integrity necessary to become productive members of society.

AUTHENTIC SCIENCE RESEARCH (ASR)

ASR is a three year program beginning in the sophomore year through which students pursue independent research projects with the support of a mentor; students meet regularly in a seminar throughout the three years. Over the three years, they complete a literature review, data collection, and project presentation. They have the opportunity to earn credit through the University of Albany's High School Program and must continue the traditional DHS science program for graduation requirements. For more information, see the Course Catalog on the [Guidance Department website](#).

CHINA EXCHANGE PROGRAM

Note: The China Exchange Program will not run during the 2021-2022 school year.

The China Exchange Program is an elective course in the History Department. Students are selected through an application and interview process. Participants study Chinese culture and history as they prepare to travel to China, where they live with families and attend high school for a period of approximately three weeks. Likewise, Chinese students and teachers come to Darien and live with families in the community while attending Darien High School. For more information, see the Course Catalog on the [Guidance Department website](#).

FRESHMAN STUDY HALL

All freshmen who are not scheduled into classes during the second and third time-slots are assigned to a supervised study hall. Freshman study halls will be held in classrooms. When a classroom teacher wishes to see a student during a study hall period, the teacher will write a pass that must be presented to the study hall supervisor, who will record the request after taking attendance; the student may then be excused from the study hall period. Students may, with a pass, go to other areas such as the Library Learning Commons, Learning Connections, or Homework Center when it is a study period, following the same procedure listed above.

INDEPENDENT STUDY

Independent Study, open to 10th graders during the second semester and to 11th and 12th graders either semester, gives the student an opportunity to select and study a topic that interests him/her at a self-directed pace and receive academic credit for their work. Every Independent Study student must have a faculty advisor, who supports and evaluates the student's process.

Students interested in this program should contact their school counselor for additional information. A completed application is reviewed by the student, teacher, school counselor,

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parent, and subject area department coordinator. Independent Study courses do not count toward the requirement that students enroll in a minimum of six credits. Independent Study courses counts as elective credit; each project earns credit, and earns a grade of "P". Graduation requirements cannot be completed through Independent Study.

IDEA: THE GIFTED PROGRAM

Freshmen students who participate in the gifted program meet on a scheduled basis. Students are selected at the middle school level on the basis of established criteria. They include the IDEA class on their schedules and are expected to complete assignments and projects.

SENIOR INTERNSHIP PROGRAM

The Senior Internship Program is designed to provide students with workplace experience, opportunity for career exploration, and transition from high school.

Note: The Senior Internship Program's policies and procedures may be revisited as further health and safety guidance is presented to the school.

- The Senior Internship Program will begin in mid-May and run the last 4-6 weeks of the academic year (after AP exams).
- All seniors are welcome to participate, but their academic, attendance, and disciplinary record must be reviewed for good standing in order to be approved by the SIP committee to participate.
- The Internship is an unpaid working experience consisting of at least thirty (30) hours per week at a pre-approved work site with a site supervisor (the site supervisor cannot be a family member - parent, aunt, uncle, grandparent, cousin, sibling, etc.)
- All internship sites must be local within the Metro North area, and all sites must be approved by the SIP committee.
- Students are responsible for finding a DHS faculty member, who will serve as an in school mentor in addition to the site supervisor.
- Student interns can participate in sports or other after-school extracurricular activities since internships will generally occur during school hours.
- Students who are selected for the Senior Internship Program will make individual arrangements with teachers to complete required work before beginning the internship.
- Interns will record their hours on the Senior Internship Program website on a weekly basis and their site supervisor will sign off on these hours through the SIP website.
- Interns will keep a weekly journal on the SIP website, which their faculty mentor will have access to for review.
- Interns must attend all required informational and orientation meetings. Additionally, to be successful in the program, interns must adhere to all program dates and deadlines.
- Interns will participate in the Senior Internship Symposium where they will present their internship experience in 5-10 minute presentations to small audiences. The format will be similar to an academic conference or "Ted Talk."
- Students who successfully complete their internship experience and all required work will be noted on their transcript as Pass with Distinction or Pass. Students who do not successfully complete the internship experience will receive a failing mark on their transcript and may be required to return to the regular school setting for the duration of the school year.
- Students participating in the Senior Internship program should not be on school grounds during the school day unless given permission by the administration.

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- Students may delay their start of internship and attend all academic classes if they are eligible to make up work and improve their grades. Once a senior begins internship, their semester grade is final and the teacher is under no obligation to accept work or alter grades.

WORK STUDY

Students who would like to explore working while going to school and earning credit for the experience should discuss this possibility with their school counselor. The program requires written journals, on-site monitoring, and regular meetings with the coordinator and academic requirements. Students who neglect to meet the prescribed requirements will be dropped from the program. Students who participate in the work component segment of the program may leave after 1:28 p.m., if they have a free period.

ADMISSION: The program is available to all students who are 16 years old and who have an approved job that involves at least 10 hours of work per week. During pre-registration the student registers for the program with the school counselor. In September the student fills out a registration/information form with the work-study coordinator.

REQUIREMENTS: The student is required to write a report on his/her experience every two weeks; to meet with the coordinator every two weeks; and to write a summary report at the end of each marking period.

SUPERVISION: The coordinator visits the work site of each student at least once each marking period to discuss the student's performance with the employer. The coordinator meets with each student every two weeks to discuss the work experience.

CREDIT: The student who has met the requirements of the program receives 1/4 credit each marking period.

Students participate in biweekly meetings with the coordinator. These short meetings - a valuable time for both the student and the coordinator - are opportunities for them to discuss the student's experiences on-the-job, to counsel the student if there is a problem, to provide feedback to the student on the previous week's report and to provide direction to the student in terms of goal setting - educational goals or future job opportunities.

If the student becomes unemployed or changes jobs, he is to notify the coordinator within one week's time. If this change in status results in the student not working, he will receive NO CREDIT for the quarter. A student could be dropped from the program, and receive NO CREDIT, for not fulfilling the requirements of the course - not handing in biweekly reports, not handing in the final summary report, not attending work, etc.

At the end of each quarter students receive PASS or NO CREDIT based on the following criteria: coordinator's contact with the employer, student biweekly reports, final summary report, student contact with the coordinator and general attitude toward his/her commitment to work and to school.

GUIDANCE DEPARTMENT AND GUIDANCE SEMINAR

Getting to know students individually is an important step counselors take to help them guide students through Darien High School. Our primary goal is to help students understand themselves so they will make informed decisions regarding their present and their future. In addition to meeting with students individually, the school counselors are also using a seminar model to meet with grade levels of students. The department will focus on one grade level per quarter and lead students through a series of lessons that will help enhance their experience at DHS. These meetings are incorporated into students' schedules, occurring once in the eight-day rotating cycle during a students' study hall or free (five times throughout the entire quarter), and will consist of a variety of topics (goal setting, career/post-secondary planning, etc). Even though there will not be a grade issued, attendance is mandatory. The annual order of the seminars is as follows:

- 1st quarter=Seniors
- 2nd quarter=Freshmen
- 3rd quarter=Juniors
- 4th quarter=Sophomores

GRADE 8: INTRODUCTION TO DARIEN HIGH SCHOOL

- Orientation seminars
- Registration presentations

GRADE 9: EXPLORING DARIEN HIGH SCHOOL

Individual Services

- Provide personal and academic counseling
- Adjust schedules (fall and spring semesters)
- Hold small group Freshman meetings:
 - -Explain counseling services, appointment procedures and confidentiality.
 - -Acquaint students with academic and personal school resources and services: DHS website, Student Handbook, Course Catalog, School Psychologists, Social Worker, Connections Counselor, etc.
 - -Familiarize Students with semester exam process.
 - -Discuss importance of high school transcript.
 - -Encourage students to join activities and get involved in DHS community.
- Monitor mid-quarter progress reports
- Review report cards at end of each quarter
- Assist in course selection for Sophomore Year
- Notify parents of student's classes for Sophomore year

Group Programs

- Guidance Seminar and workshops
 - Transition, Reflection, Goal Setting, Stress Management, Creating a four year academic plan, career exploration.

GRADE 10: EXPLORING THE FUTURE

Individual Services

- Provide personal and academic counseling
- Adjust schedules (fall and spring semesters)
- Monitor mid-quarter progress reports
- Review report cards at end of each quarter
- Assist in course selection for Junior year
- Review credits for graduation
- Notify parents of student's classes for Junior year
- Explain PSAT testing
- Explain PSAT results

Group Programs

- Guidance Seminar and workshops
 - Self-exploration, career and interest inventories, identifying areas of interest/strength and connection to careers, goal setting and modification to four year academic plan.

GRADE 11: DEVELOPING A PLAN

Individual Services

- Provide personal and academic counseling
- Adjust schedules (fall and spring semesters)
- Monitor mid-quarter progress reports
- Assist in course selection for Senior Year
- Notify parents of student's classes for Senior year
- Review credits and requirements for graduation
- Review transcript and school records
- Review report cards at end of each quarter
- Meet with each Junior and parents to discuss post-high school plans and Junior Packet Information.
- Discuss PSAT/SAT/ACT registration
- Discuss PSAT Results

Group Programs

- Guidance Seminar and workshops
 - Importance of standardized testing and strategies, development of strengths and weakness, development of plan to achieve post-secondary goals, implementation of plan, stress management
- College admission counselor evening events
 - Exploration of post-secondary options, general information to navigate the application process
- College admission counselor small group meetings
 - Opportunity for students to meet with admission representatives in smaller setting, learn more about individual schools
- Junior Planning Night
 - General overview of college application process and post-high school options, role of the counselor/parent/student, review of resources
- Financial Aid Night

- General overview of the financial assistance process in regard to pursuing a post-secondary education

GRADE 12: PREPARING FOR GRADUATION AND BEYOND

Individual Services

- Provide personal and academic counseling
- Adjust schedules (fall and spring semesters)
- Monitor mid-quarter progress reports
- Review report cards at end of each quarter
- Prepare letters of recommendation
- Process applications
- Conduct senior meetings
- Meet with college bound students to refine list
- Meet with non-college bound students to discuss/finalize post-high school plans.
- Send mid-year and final report transcripts to colleges

Group Programs

- Guidance Seminar and workshops
 - Review application procedures, interview skills, resume building, essay writing, further implementation of post-secondary plan, further development of self-advocacy skills
- Financial Aid Night
 - General overview of the financial assistance process of pursuing post-secondary education
- College admission counselor evening events
 - Exploration of post-secondary options, general information to navigate the application process
- College admission counselor small group meetings
 - Opportunity for students to meet with admission representatives in smaller setting, learn more about individual schools
- "How it is" DHS Alumni panel presentation
 - Opportunity to hear from alumni about their experiences in college
- Senior Internship Program
 - Students are able to explore potential career interests by completing an internship at the end of their senior year

PHYSICAL EDUCATION STANDARDS

Dress Requirements

Students are expected to wear clothes and shoes appropriate to the activity. Shorts, T shirts and sneakers are required as well as a sweat suit or warm-up suit for outdoor activities in the late fall and/or early spring.

Physical Education Attendance Policy

Students in grades 9-12 cannot graduate from high school unless they have received credit for 8 semesters of Physical Education/Health and are required to attend classes in accordance with the [Attendance Policy](#).

Leaving Class Early

Students leaving class without the permission of the teacher will be assigned a detention and may be referred to the Assistant Principal for appropriate disciplinary action.

Medical Excuses

A student with an illness or injury requiring exclusion from physical education classes for more than 3 classes must:

- Present to the school nurse for her approval the written documentation from his/her health care provider documenting the reason for exclusion from physical activity, the physical activities the student is restricted from participating in and the start date of the physical activity restriction.
- The school nurse will then issue the student a pass to be excluded from physical education as directed by his/her health care provider. The school nurse will notify the physical education teacher of the activity restrictions as directed by student's health care provider.
- The student will report to his/her assigned physical education class with a physical education exclusion pass he/she received from the school nurse.

The assigned physical education teacher will:

- Keep the student for modified participation in the physical education class if authorized per direction of his/her health care provider.

OR

- Send student to his or her school counselor.
 - o If possible the school counselor will assign the student to a health class for that quarter. or
 - o Student will meet with their physical education teacher to develop an alternative to class participation (such as an independent study project) for which they can be graded and receive credit.

It is the student's responsibility to meet with the physical education teacher to develop an alternative to class. Parent and student must confirm this is their understanding of the student's responsibility on the [Physical Activity restriction form](#) if illness/injury restriction exceeds 3 classes.

In the event the student's physical activity restrictions extend into a new school quarter [Physical Activity restriction form](#) must be completed again each quarter that the student is restricted. The student must request school nurse for a continuation of Physical education exclusion pass for the new quarter as directed by his/her health care provider. The student must give the Physical Education Exclusion Pass from the school nurse to the new quarter's physical

education teacher. The student must meet with the new quarter's physical education teacher as directed above in order to receive physical education credit.

Unsatisfactory Progress: Teachers will notify parents via phone if student progress falls below standard expectations.

SUPPLEMENTAL INSTRUCTIONAL RESOURCES

DARIEN SUMMER SCHOOL

Darien Summer School offers opportunities for students to take classes for remedial or advanced preparation purposes.

Darien High School grants credit for courses failed during any school year, if repeated and passed in summer school. All courses taken for credit must be taken for 2 hours a day for 5 days a week for 5 weeks and will allow students to earn back credit for one semester (.5 credit). Therefore, a student who fails both semesters of a yearlong course and wishes to make up the entire year in summer school must make alternate arrangements.

The course catalog will be posted on [Darien Summer School's website](#) by January and classes that are able to be taken for credit will have an indication in the course description. Students should discuss any summer school plans with their school counselor.

Summer school grades do not "replace" the previous grade earned during the regular school year. Both grades will be displayed on the student's transcript and both grades contribute to the overall Grade Point Average calculation.

Students who elect to attend summer school through an accredited off-campus program must obtain the approval of the DHS department chair in the course area if they wish to obtain credit for the course. The department chair will need to see the course prospectus and/or a telephone number where course information may be reliably obtained.

SAT/ACT PREPARATION

Both Mathematics and English faculty offer special preparation courses for the ACT and the SAT which are open to all interested students. There is a fee for the courses, which meet in the evenings. See the Guidance page on the DHS website for more information.

TUTORING POLICY

A teacher who is currently teaching a student may not tutor that student, regardless of subject area, privately or for the purposes described by this policy.

A student may be tutored in some subjects for a variety of reasons:

- to qualify for enrollment in a more advanced level course
- to improve a grade in a course previously completed
- to receive credit in a course that he / she failed

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The following conditions must be met for all courses. (The Math Department has some additional guidelines that must be met as well. The department chair must be contacted beforehand for approval.)

1. The course was originally taken during the regular school year, and the student received a final letter grade.
2. The department chair in the subject agrees in advance to the substance of the material to be covered by the tutor.
3. The tutor is approved in advance by the guidance department in consultation with the department chair.
4. An application form, signed by the counselor, subject area department chair, student, parent, and tutor is on file in the guidance office before the tutoring begins. If the request is made in the summer, an administrator may grant the approval.
5. The student, parent, and tutor agree to the conditions outlined by the department chair, including the school's right to administer a final examination and to decide the final grade based on that recommended by the tutor and the results of the examination.
6. The tutoring is for a minimum of 18 hours for a semester's work, or 36 hours for a full year's credit.
7. The tutor is state certified in the subject field. The school reserves the right to make that determination.
8. A teacher who taught the student the subject may not be the tutor.
9. The tutor is not a relative.
10. The tutoring is done on a one-to-one basis.
11. A grade earned through tutoring does not "replace" the original grade. Both grades will be displayed on the transcript, and both grades contribute to the overall Grade Point Average calculation.
12. Grades earned with a tutor are not recorded on a student's transcript until the tutor has signed a form indicating that the student has met all the necessary obligations.
13. Private tutoring must be conducted outside Darien Public Schools.

NOTE: There are some subjects which do not lend themselves to tutoring, and these will not be approved. They include laboratory sciences and subjects that normally rely heavily on group involvement.

It is the student's responsibility to know all the conditions required by a particular department before beginning the tutoring and, if credit or a grade is to be entered on his / her permanent record, to have fulfilled those requirements.

STUDENT RESOURCES AND SERVICES

BUILDING RESOURCES

BUS TRANSPORTATION

Darien High School students living over two miles from school are entitled to bus transportation at no cost. Bus pickup at Darien High is in the designated bus area in the front of the school. Any student found guilty of misconduct on a bus will be denied the right to ride a bus.

LEARNING CONNECTIONS/DEPARTMENTAL OFFICES

Among the options open to students when not attending formal classes are the Learning Connections rooms. These opportunities are available to all students, and present an opportunity to work independently or with help from an “on-duty” teacher. Students are encouraged to use the connections rooms such as the foreign language labs, computer labs, or writing center during their open periods.

Academic Success Center (B221)

The Academic Support Center is located in B221; students are scheduled for support in the ASC through the [student intervention team](#). The Reading and Study Skills teacher offers students support in reading, study skills, writing, organization, time management, etc. Please reach out to your school counselor for more information.

English/Social Studies Learning Connections Room (A206)

The Learning Connections Center is located on the 2nd floor of “A” building and is open every period of the day. The Learning Connections room is a place to work on academic projects, have small group student conferences, use laptops for school-related assignments, meet with teachers, work on interdisciplinary projects, etc. This center is designed to provide a facility for students and teachers to have flexible workspace outside the regular classroom. Teachers are available to help on an individual basis. Students may make appointments or drop in if the teacher is available.

Mathematics/Science Learning Connections Room (B115)

Teachers are available in the Math/Science Learning Connections room to provide extra help. Students may make appointments or drop in if the teacher is available.

World Language Learning Connections Room (B317)

Students are urged to supplement their foreign language classroom work by making use of the Foreign Language Resource Center. Carrels provide a quiet place to study or to listen to tapes. At times, the classroom teachers will require students to go to the Learning Connections room to listen to a tape, practice speaking, or get extra help.

Test Center (B208)

The Test Center can be accessed by students during regular school hours to make up missed assessments and to access accommodations such as extended time or alternative test setting.

LIBRARY LEARNING COMMONS

The DHS Library Learning Commons (LLC) is committed to serving and supporting the educational needs of the students and the staff. The LLC has a specialized collection of materials and resources designed to meet students' needs as they complete short and long term assignments. These resources include an excellent reference and general book collection, audio books, Nooks, DVDs, and magazines, as well as access to online databases and eBooks. Remote access to our online databases and eBooks is available [here](#). Access to all materials in the LLC is through the computerized public access catalog (Destiny) where all materials are indexed. The staff of the LLC is especially trained to help students find materials in the LLC and other area resources. All materials in the LLC may be checked out for various lengths of time. Encyclopedias and other reference works, magazines, and reserved books can all be borrowed overnight. These materials must be returned before the start of classes the next day of school. Cameras and other equipment may be borrowed if the student has his/her parent's permission and the required form assuming responsibility is completed.

Computers are available in the LLC for students working on school-related activities on a first-come, first-served basis during regular hours. Individual use of the computer may be limited when required by classes utilizing the LLC. Computers must be used in accordance with the school's Computer Use Agreement. Any improper use of any of the computers may result in loss of computer privileges. The playing of computer games may result in the loss of computer privileges.

The LLC is open to all students who have work to do during their unassigned periods except freshmen who need a pass from study hall. It is not to be used as a place to socialize. In the open areas, students may work quietly together. The Reading Room is designated a silent study area for students who wish to study alone and study rooms are available for group work. During times of heaviest use (lunch periods and multiple classes) LLC entrance may be limited to the first five minutes of the period and students who leave will not be readmitted. The general rule for LLC behavior is consideration of others and the promotion of an environment conducive to learning. Water is allowed in the LLC but not at the computers. No other drinks or food are allowed in the LLC. Failure to follow any of the policies may result in loss of LLC privileges for a period of time.

FACULTY AND STAFF

ADMINISTRATION

The principal is responsible for the coordination and supervision of the entire educational and extracurricular program at Darien High School. You are welcome to discuss with the principal any problems at all, especially any which you believe other staff members cannot resolve or have not satisfactorily resolved. The assistant principals share responsibilities in the total operation of the school as extensions of the principal. In the day-to-day administration of Darien High School, there is cooperation among the administrators in handling the needs of students, staff, and parents. A list of the specific responsibilities of each administrator may be obtained from the office.

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Assistant Principal student assignments are by the first letter of a student's last name:

Paul Ribeiro (pribeiro@darienps.org, 203-655-3981 ext. 2323): A through Go

Kate Dimoulas (kdimoulas@darienps.org, 203-655-3981 ext. 2328): Gp through O'

Mark Mazzone (mmazzone@darienps.org, 203-655-3981 ext. 2235): O through Z

CONNECTIONS COUNSELOR

The Connections Counselor at Darien High School is Joyce Sixsmith (jsixsmith@darienps.org 203-655-3981 ext. 2526); she is available to students and parents as a resource when struggles with substances emerge. The Connections Counselor meets with students who have been referred or who seek out her assistance on their own, and is also a member of the **Student Assistance Team**.

GUIDANCE DEPARTMENT

The Guidance Department offers individual and group counseling, workshops, and a variety of programs. School counselors meet regularly with parents, teachers, administrators, college representatives, and other key resource people who assist students in their education and development. A student's counselor is assigned to them at the beginning of ninth grade and follows the student's progress for all four years of high school. If for some reason it becomes necessary to change school counselors, requests are initiated by parents and are directed to the Guidance Director.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is a Darien police officer who is a valuable member of the school community and works in collaboration with school administrators, faculty, and staff to provide a safe and welcoming environment at DHS. The SRO meets with student groups, attends student activities and sporting events, visits classrooms, gives presentations and in general, works to create a positive relationship with a member of the law enforcement community. The SRO is also a member of the **Student Assistance Team**. Officer Bryan Wallman can be reached at 203-655-3981 ext. 2376 or bwallman@darienps.org.

SCHOOL PSYCHOLOGISTS

School psychologists at the high school work with students experiencing problems that may interfere with achievement of educational or personal goals. School psychologists are available to meet with students regarding situational problems or when help is needed managing crises. Students or concerned parents may make an appointment directly with the psychologists or through the guidance department. A member of the professional staff may also refer a student. Following referral, the school psychologist schedules one or more meetings with the student to examine the difficulties and explore with the student possible solutions. Referrals to outside agencies or professionals and to various teams (SIT, SAT) within the building may take place. Psycho-educational evaluation through individual testing may be warranted in making a determination of the student's needs. In such cases, prior signed permission from the parent (or student, if age 18 or over) must be obtained. Referrals for such testing are processed by the Special Education Department. The psychologists at Darien High School are Eileen Whalen (ewhalen@darienps.org; 203-655-3981 ext. 2354), Dr. Jenna Kluft (jkluft@darienps.org;

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203-655-3981 ext. 2333), Dr. Kate Williamson (kwilliamson@darienps.org; 203-655-3981 ext. 2327), and Clorinda Bulfamante (cbulfamante@darienps.org).

SOCIAL WORKER

The school social worker is available for consultation regarding personal, family, or school problems and when appropriate will facilitate referral to other community resources. The social worker meets with students both individually and in small groups to address personal issues as they relate to educational success. The school social worker makes home visits to improve a student's attendance, offers support to parents to resolve conflicts, and is available for consultations regarding links to other agencies.

STUDENT SUPPORT SERVICES

SECTION 504

It is the policy of the Darien Board of Education to identify, evaluate, and provide appropriate educational services for students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973. Due process rights of handicapped students and their parents under Section 504 will be enforced. Inquiries or complaints about Section 504 should be directed to one of the Assistant Principals. If issues are not resolved, the complaint should be directed to Shirley Klein, Assistant Superintendent of Special Education and Student Services at (203) 656-7474. **(See also: [BOE Policy 5125 Section 504 of the Rehabilitation Act of 1973](#))**

SPECIAL EDUCATION SERVICES

Students bring many unique abilities, strengths, and learning styles to our school community. When a student is having difficulty, teachers, parents, or even the student are encouraged to share their concerns with school staff, so that supports and/or interventions are explored and, if needed, implemented. In some cases, a referral to a Planning and Placement Team (PPT) to begin the special education evaluation process may be appropriate.

Eligibility for special education is determined by the Planning and Placement Team (PPT), which consists of professional staff members, the student, and the student's parent(s) or guardian(s). Any parent, teacher, or student who believes that a student is having difficulty in school should notify an administrator, teacher, school counselor, or school psychologist, who will begin the referral process. In order to be eligible for services, a child must be identified by the PPT as a student with a disability, with an educational impact, who requires specialized instruction.

When a student is determined to be eligible for special education services, the PPT will develop an Individual Education Plan (IEP) that outlines the services the student needs. Common supports that a student may receive as part of their IEP include specially designed instruction through a Learning Center or co-taught classes, and counseling.

[The Darien Public Schools Special Education Standard Operating Procedures Manual \(SOPM\)](#) and the **[Parent's Guide to Special Education Services](#)** in the Darien Public School outline the special education process and related policies in greater detail. These resources may also be found on the **[Special Education Department website](#)**.

STUDENT ASSISTANCE TEAM (SAT)

The objective of the Student Assistance Team (SAT) is to reach out to “at risk” students who are exhibiting “behaviors of concern” (attendance issues, eating disorder/health issues, substance use/abuse issues, psychological concerns, family concerns), and develop a plan of action for overcoming the difficulties that are interfering with their ability to achieve their academic potential. This team identifies, provides assessment, and recommends assistance to students whose problems are impacting on their school performance, attendance and/or behavior. The core team is made up of the following individuals:

Principal	School Psychologist
Assistant Principals	School Social Worker
School Counselors	School Resource Officer
SAT Coordinator	Connections Counselor
School Nurse	

Referrals can be made to any faculty or staff member who will then contact the SAT Coordinator, the student’s guidance counselor, or other member of the SAT team. This will initiate the process for review. All referrals and reviews are CONFIDENTIAL. For more information, please contact SAT Coordinator, Jenna Klaft (jklaft@darienps.org or 203-655-3981 ext. 2354).

STUDENT INTERVENTION TEAM

The Student Intervention Team meets weekly to review student academic concerns. Students are referred to the SIT by parents, faculty, or self-referral. The team, which consists of a school psychologist, school counselor, assistant principal, Director of Guidance, and a teacher, meets to discuss the reason for referral and to develop an action plan to assist the student with the academic issue. The team recommends specific interventions for that particular student, which often includes SRBI supports. The SIT regularly reviews progress made and may suggest additional interventions such as Homework Center or referral to special education if appropriate. Referrals to the SIT can be made by contacting your child’s school counselor.

TUTORING

Students who need help with their coursework are always encouraged to first reach out to their classroom teacher. Students or parents who believe that a student would benefit from tutoring are asked to see their school counselor, who will be able to assist either by recommending a certified tutor in the subject area or other assistance. Students are encouraged to seek such aid. Tutors who are tutoring a student in a course needed for high school credit are required to meet certain established guidelines which are available in the guidance office.

Note: To ensure there is no conflict of interest, a student’s teacher may not be hired to tutor the student, although other members of the department may do so. Please see [DHS Tutoring Policy](#).

FINANCIAL RESOURCES

SCHOLARSHIPS FOR STUDENT ACTIVITIES

If a student is interested in participating in a school-sponsored activity and is experiencing a financial hardship that would otherwise limit their participation, he or she should see their school counselor to obtain an application for an activity scholarship.

SCHOLARSHIPS

Many local scholarships are awarded upon the basis of the desire to further one's education, financial need and / or service to the school and community. Scholarship information, which is available in the guidance office, explains each scholarship in greater detail and gives application deadline. Available scholarships are posted in the guidance office, in the College/Career Center and in Naviance. Students must take the responsibility for completing forms, meeting deadlines, etc.

STUDENT EMPLOYMENT (JOBS OFFICE)

The DHSPA JOBS Office serves as a communications link between prospective area employers and teens. The JOBS Office is completely online and administered by DHSPA volunteers. Potential employers post their jobs, and students enter the site using passwords and contact employers. Any student seeking employment should visit the [**JOBS Office website**](#).

STUDENT INSURANCE

Students may purchase insurance for a nominal fee at the beginning of each school year. If parents wish to have this insurance they should sign the insurance form and return it with the nominal fee. This form is available on the Darien Public Schools website under [**Health Services**](#).

WORKING PAPERS

Students 15 years or older who wish to work in Connecticut must obtain working papers from the Guidance Office. Students must have a written promise to employ from the employer and proof of age is required. Please note, per State of Connecticut law, the restrictions to such employment.

ATHLETICS

Athletics at DHS are considered an integral part of the school's educational program. Whether on the intramural, interscholastic, or class level, participants have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. Athletics prepare one to meet challenges, make decisions, and accept criticism. DHS is committed to providing opportunities for organized athletic participation at all levels of ability and interest. Please refer to the [Student Athletic Handbook](#) for more information.

ATTENDANCE AND INTERSCHOLASTIC PARTICIPATION

Any student athlete who has not reported to school by 10:00 a.m. or is dismissed early, will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered *only if the player's parent calls an administrator*, prior to 10:00 a.m., to explain the unusual circumstance.

Athletes should not request permission to go home for equipment or uniforms. If they have forgotten them, they will have to miss the activity or call parents to bring uniforms or equipment.

ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

1. A student must receive passing grades in at least four major subjects for which the student has not received previous credit.
2. Marking period grades (not semester grades) are used to determine academic eligibility.
3. Scholastic deficiencies cannot be made up until the next report period.
4. No student shall participate in athletics for more than eight semesters.
5. Students may not have turned twenty years of age during his or her sports season.
6. A student shall not participate in, or represent his/her school in, more than one sport during any one season.
7. A student who is a member of the school team after the first scheduled practice shall not participate with any outside team in that sport.

REGULATIONS CONCERNING MANDATORY YEARLY PHYSICALS FOR INTERSCHOLASTIC SPORTS

STATE OF CT HEALTH ASSESSMENT RECORD

Student athletes participating in an interscholastic sport must, in accordance with CIAC rules and the Darien Board of Education, have an annual Physical Examination / Health Assessment which certifies the athlete may participate in athletic activities and competitive sports. This Physical Examination / Health Assessment must be current within 13 months of the beginning of tryouts,

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practice and competitive play, and be kept updated and on file with the school nurse. At no time shall an athlete be allowed to practice or compete if the date since the Physical Examination / Health Assessment exceeds 13 months. Even if the Physical Examination / Health Assessment was accepted at the beginning of the season, if during the season it becomes more than 13 months old, the athlete will not be allowed to continue to practice or play until a new Physical Examination / Health Assessment is on file with the school nurse. The physical examination/health assessment should be documented on the **(See also: [State of Connecticut Department of Education Health Assessment Record \(HAR-3 REV 4/2018\)](#))**

Further information is available at the Darien Public Schools website at: <http://www.darienps.org> as well as at the High School from the main office, health office, and coaches.

ONLINE REGISTRATION FOR ATHLETIC TEAMS

Darien Athletics now uses Family ID for all sport registrations. Please log onto your Family ID account to begin the registration process. Directions on how to sign your student up for a sport can be found [here](#). Up to date physicals with school nurses are still required within 13 months to participate.

ADDITIONAL CIAC REQUIRED DOCUMENTS

Through Family ID, both parents and students must sign off on the CIAC mandated Concussion Awareness form as well as the Sudden Cardiac Arrest Awareness form. Once parent and student have initiated this through Family ID, they do not need to initial again for that school year.

POLICY REGARDING "CUTS" FROM TEAMS

In order to offer a competitive interscholastic athletic program, it will sometimes be necessary to cut students in some sports. The decision to limit squad size may be caused by one or more of the following factors:

1. Safety - considering the space available and the player/coach ratio.
2. Time Limitations - considering the schedule and time restrictions and whether there is a reasonable opportunity for active participation in practice or games.
3. Budget Limitations - considering the costs of transportation and equipment.
4. Coaches will explain the selection criteria and tryout format and will establish a "recall" procedure for players cut in the event an opening becomes available during the season.

HAZING

Darien High School does not condone hazing. All DHS students have a right to participate in our programs without having to endure hazing. Any action or activity resembling hazing is generally defined as forcing or intimidating a student or group of students (in the form of initiation) to do ridiculous, unwanted, inappropriate or humiliating things. Activities resembling

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hazing should be reported immediately to the Principal (655-3981 ext. 2252) or the Athletic Director (655-3981, ext. 2263). (See also: [BOE Policy 5240 Hazing](#))

ATHLETICS BY SEASON

(Consult [Athletic Website](#) for Practice Dates)

FALL SPORTS

Cheerleading: Darien fields Varsity Cheerleading. Practices are held at Middlesex Middle School. Some players attend summer camps, but this is not a requirement for participation.

Cross Country: Darien fields separate girls and boys Varsity and J.V. level teams. All meets are run as away meets.

Field Hockey: Darien fields girls Varsity, J.V. and freshman squads. Some players attend summer camps, but this is not a requirement for participation.

Football: This team is open to both girls and boys. Mandatory conditioning practices begin in August. DHS will field teams at the Varsity, J.V. and freshman levels if there are sufficient numbers of interested players.

Soccer: Darien offers separate girls and boys Varsity and J.V. level teams. Players are placed on a level commensurate with their ability. Freshman teams will be established if there are sufficient numbers of interested candidates.

Swim and Dive: This team is for girls. Swimmers train at the Darien YMCA and divers training at the New Canaan YMCA. Practices may include "before school" sessions as well as after practice weight training session back at DHS. (Note: Swimming for boys is a winter sport.)

Volleyball: This team is open to girls. Freshman teams will be established if there are sufficient numbers of interested candidates. (Note: Volleyball for boys is a spring sport.)

WINTER SPORTS

Basketball: Darien offers separate teams for girls and boys at the Varsity, J.V. and freshman level. Practices and games may be scheduled during school vacation periods.

Cheerleading: Darien offers Varsity Cheerleading. Practices are held at Middlesex Middle School.

Gymnastics: This team is open to girls. Practices will be held at the Darien YMCA gymnastic facility. Practices and meets may be scheduled during school vacation periods.

Ice Hockey: Darien offers separate teams for both girls and boys. Girls Ice Hockey fields a varsity team. Boys Ice Hockey fields both a varsity and JV team. Team practices are held at one of the local ice rinks. Practices may include "before school" sessions in order to acquire sufficient ice time. Students can expect to incur a fee to offset the cost of ice time rental. Practices and games may be scheduled during school vacation periods.

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Indoor Track: Darien fields separate girls and boys Varsity level teams that compete on weekends at the Wilton or Staples Field Houses. Practices may include indoor or outdoor workouts as well as running on local streets. Practices and meets may be scheduled during school vacation periods.

Ski Team: Darien offers separate teams for girls and boys. DHS Ski Teams are partially funded by the Board of Education. Students can expect to incur a fee to offset expenses associated with this sport. Practices and races are held at Powder Ridge and Mount Southington.

Squash: Coed team. Squash has both a Varsity and a JV team. Coed team. Squash has both a Varsity and a JV team. Students can expect to incur a fee to offset court rental expenses associated with this sport.

Swimming: This team is open to boys and any girl who did not compete in fall swimming at DHS. Practices may include "before school" sessions and may be scheduled during vacation periods.

Wrestling: This team is open to both girls and boys in grades 9 through 12. Weight classes are 103, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215 and 275. Practices and meets may be scheduled during school vacation periods.

SPRING SPORTS

Baseball: This team is open to both girls and boys. Varsity, J.V., and Freshman squads are chosen after a tryout period.

Golf: Darien will field separate boys and girls teams which will practice and play home matches at Wee Burn Country Club, the Country Club of Darien and Woodway Country Club. Team membership is limited.

Lacrosse: Darien offers separate girls and boys teams. DHS will field Varsity, J.V. and freshman teams if there are sufficient numbers of interested players.

Rugby: This team is open to students in grades 9-12

Sailing: The DHS Sailing Team is open to boys and girls. Practices are held at the Noroton Yacht Club. Regattas are held on weekends at sites throughout New England. Students can expect to incur a fee to offset costs associated with the program.

Softball: This team is open to girls. Darien High School will field Varsity and J.V. Softball teams.

Tennis: Darien offers separate girls and boys teams. Positions on these teams are determined by placement on a ladder system. Members challenge other members on the ladder and move up or down accordingly.

Track: Darien offers separate girls and boys teams. Practices may include running on local streets.

Volleyball: This team is open to boys in grades 9-12.

TITLE IX

The regulations for Title IX of the Education Amendments of 1972, and specifically 34 C.F.R. Section 106.41, prohibit discrimination on the basis of sex in athletic programs. Under Title IX, school districts may establish separate teams for boys and girls which reflect selections based on competitive skills or where the activity is a contact sport such as football. However, the Title IX regulations also recognize that school districts must allow all persons to try-out for teams otherwise restricted to members of one sex where the other sex has previously historically had limited athletic opportunities.

In addition, the CIAC regulations prohibit boys from participating on historically girls' teams due to previously limited opportunities for girls. Also, under CIAC regulations, girls may participate on any boys' team including contact sports.

CLUBS & ACTIVITIES

Clubs & activities are an integral part of Student Life at Darien High School. These organizations provide opportunities to meet new friends, to find hidden talents and interests, and to serve others. We encourage all DHS students to seek at least one extracurricular activity. Many activities meet before or after school, while others meet in the evenings when necessary. The DHS Clubs & Activities Directory is updated annually and can be found on the [Clubs & Activities section of the DHS website](#).

BALANCE

While we encourage students to become active in our extracurricular program, we also encourage them to exercise caution regarding the extent of their involvement so that their academic program can receive the priority it merits. When deciding upon the activities in which they wish to participate, careful thought should be given to the following:

1. Club/Activity Advisors in consultation with the principal have discretionary powers in determining whether or not a student who holds a major office or duty in one activity should also have a leadership position in a second. (We do not encourage a student holding major offices in two activities, such as an editorship or presidency of a large activity and a position as Class or Student Government officer at the same time).
2. Student leaders who are placed on academic probation will have their activity program reviewed to determine whether or not the leadership responsibility is a factor in the student's academic performance. If it is, the student may be asked to withdraw from his / her leadership position either permanently or for a specific period.

CLUBS & ACTIVITIES

The Darien High School Community has a wide range of clubs and activities. In order to get approved as a DHS Student Organization and to maintain active status:

- Develop a mission for their club, which cannot overlap with another club or activity and must involve more than fundraising. While new clubs may take their inspiration or review guidance from outside organizations, new proposals must be for independent Student Organizations unique to DHS.
- Submit the [Club Registration Form](#) (for existing clubs) or the [New Club Proposal Form](#) to Assistant Principal Kate Dimoulas for approval
- Club Student Leaders and the Club Faculty Advisor will be invited to meet with Mrs. Dimoulas to review their proposal, as well as school rules such as making announcements, reserving rooms, hanging up posters, taking attendance, and planning events, and to address specific issues related to the club

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- Have an advisor who is a Darien Public Schools employee and willing to volunteer their time to supervise and attend all club meetings and events
- Hold meetings and activities on the DHS campus, with the exception of approved off site, school-sponsored events
- Maintain a roster of at least 10 involved students
- Regularly report on club attendance and activities; a template will be shared with club leaders
- Abide by all [Responsibilities of Student Organizations](#) as listed below

The Community Council can provide preliminary funding for new clubs. Contact the Community Council to obtain a funding request form.

PARTICIPATION

All students participating in extracurricular activities must uphold the [Standards of Behavior Governing Participation in Extracurricular and Athletic Activities](#). **See also:** [Behavior Expectations and Student Discipline](#).

STUDENT LEADERSHIP

Each organization may determine the leadership structure which best meets the needs of its mission and membership. Students who are elected to or assigned leadership positions within student organizations, clubs, and activities are expected to adhere to the highest standards of community participation; therefore, beginning in the 2021-2022 school year, any student who is suspended twelve months proceeding elections for the 2022-2023 school year will not be eligible for club leadership roles, and any student leader who is suspended during the 2021-2022 school year will forfeit their position.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

COMMUNICATIONS

Organizations must follow all existing school policies and practices in communicating about their club through posters and announcements at DHS. Find more information in the [Communications](#) section.

CLUB & ACTIVITY EVENTS

Classes, student government, and school organizations are required to consult with Assistant Principal Kate Dimoulas (kdimoulas@darienps.org) about all activities that are proposed as "school sponsored" before they can be officially considered school sponsored and advertised throughout the school.

After having discussed the proposed activity with advisors and completing the [Event Proposal Form](#), student representatives must request a meeting with Mrs. Dimoulas at least two weeks

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before the proposed event date. Student groups are welcome to request a meeting with Mrs. Dimoulas and their faculty advisor during the event planning stages, particularly if the advisors feel that the activity “has possibilities but needs talking over with the Principal first.”

Note: Any events or activities proposed to take place off campus require the completion of the F1 field trip form and health forms, and must follow district policies regarding transportation.

All proposals for activities and programs must be approved by advisors and administration before:

- the building can be reserved
- money can be expended (advisors must sign money dispersal forms)
- announcements concerning the activity may be made (advisors and administration must approve all announcements)
- posters can be approved and hung

FINANCES & COLLECTING MONEY

All fundraising must be approved by administration and must be related directly to an approved club or activity. Student Organizations must submit [the Fundraising and Goods Collection Request for Approval form](#); Part 1 of 2 is due two weeks before the proposed start date; part 2 of 2 is due one week after the fundraiser or collection has concluded. Failure to

Any student responsible for collecting or distributing money for a school organization must do this through the Bursar. No money may be deposited in a non-school account. Funds should be deposited on a daily basis. (See also: [BOE Policy 3150 School Activities Funds](#))

GUEST SPEAKERS

Any time a club or DHS organization wishes to bring in an outside speaker or adult volunteer, the group must complete the Guest Speaker proposal form and submit it to the principal for approval. The form can be obtained in the Main Office.

COMMUNITY COUNCIL

CONSTITUTION



Darien High School Community Council Constitution

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Article I: Mission

The Darien High School Community Council (hereinafter Community Council) is an organization that consists of representatives from the student body, faculty, staff, and administration (hereafter referred to as the **entire school community**). Its mission is to represent all members of the entire school community and foster a positive school climate and culture by addressing community needs as identified by the Community Council.

Article II: Organization

The Darien High School Community Council is comprised of:

A. Membership (All voting)

- a. Executive Officers
 - i. One Student Body President
 - ii. One Student Body Vice President
 - iii. One Communications Director
 - iv. One Executive Secretary
- b. Student Representatives
 - i. Four Representatives from each class
- c. Faculty Membership
 - i. Two Community Council Advisors
 - ii. Eight Class Advisors (two for each class)
- d. One Representative of the Administration of Darien High School
- e. One Member of the Darien High School Parents Association

B. Ex-Officio Membership (Non-voting)

- a. Board of Education Student Representatives
- b. The Darien High School Administrative Assistant
- c. School Resource Officer
- d. Custodian

Article III: Faculty Advisors

The Faculty Advisors on Community Council will advise and assist the student members. Advisors and students will work together to coordinate events and assist with fundraising throughout the year.

- A. **Community Council Advisors** - Community Council Advisors will advise the entire Community Council. The Community Council Advisors will attend Community Council meetings, sponsored events and participate as needed. They will also serve as the liaison between the Community Council and the Administration and Faculty. Any faculty member at Darien High School can serve as a Community Council Advisor. There is no term limit on the role as Community Council Advisor.
- B. **Class Advisors** - Any faculty member at Darien High School can serve as a Class Advisor. The Class Advisors will attend Community Council meetings, sponsored events and participate as needed. Class Advisors will advise the same class throughout their

years (until graduation) as advisors. However, there is no limit on the number of years Advisors can serve in this role.

Article IV: Executive Officers

- A. **President-** Serves as the voice of the entire school community and serves as the liaison between the student body and administration. Actively promotes school community and inclusion of the entire student body.
 - a. The President will preside over Full Community Council and Executive Board meetings.
 - b. When appropriate, the President will speak at gatherings during the academic year.
 - c. The President will support classes in their endeavors.
 - d. The President will help plan, organize, and attend all Community Council sponsored events.
 - e. Other duties as assigned by the Community Council Advisors
- B. **Vice President** - The Vice President will assume all duties of the President in his or her absence and serve as the liaison between the clubs and Community Council.
 - a. The Vice President will assume all duties of the president in his or her absence.
 - b. The Vice President will coordinate and attend all Community Council events, volunteer opportunities and fundraising.
 - c. The Vice President will also work with the President and serve as a liaison to the classes in assisting in their endeavors.
 - d. The Vice President will assist in the orientation of incoming students
 - e. Other duties as assigned by the Community Council Advisors
- C. **Communications Director** - Serve as a direct contact for all communication between the Community Council and the entire school community.
 - a. The Communications Director will handle the delivery of information between the Council and the Community.
 - b. The Communications Director will be in charge of overseeing the community council social media accounts
 - c. The Communications Director will help plan, organize, and attend all Community Council sponsored events.
 - d. Other duties as assigned by the Community Council Advisors
- D. **Executive Secretary** - The Executive Secretary will record minutes and votes of each Community Council and Executive meetings.
 - a. The Executive Secretary will take attendance at all Community Council events and make attendance records public to all Community Council members.
 - b. The Executive Secretary will ...
 - i. Be responsible for delivery of all internal communication.
 - ii. Take detailed meeting notes at all meetings
 - iii. Keep organized records of attendance
 - iv. Provide minutes of the meetings
 - v. Record votes on legislations and proposals

- c. The Executive Secretary will help plan, organize, and attend all Community Council sponsored events.
- d. The Executive Secretary will be in charge of collecting grade level surveys, vetting them with advisors and helping promote them
- e. Other duties as assigned by the Community Council Advisors

Article V: Student Representatives

- A. **Student Representatives** - Each class shall have four Student Representatives, filled by members of that class, elected by that class only.
 - a. Meet as a class with your Faculty Advisors on a regular schedule. Record minutes to be submitted to the Executive Secretary.
 - b. Attend all Community Council meetings and events.
 - c. Work with the executive board to plan, organize, and carry out all Community Council sponsored events.
 - d. Participate in Committees.
 - e. Plan one fundraiser per year. All proceeds will go to the class. Raised money can be used for prom, class activities or Community Council planned trips within Darien.
 - f. Plan one volunteer or community outreach event per year.
 - g. Facilitate class gatherings and record minutes to be submitted to the Executive Secretary.
 - h. If you are not able to make a meeting or event, each member must speak to or email the Executive secretary at least 24 hours in advance of the event.
 - i. Create grade specific surveys to collect student feedback at least once per quarter
 - j. Other duties as assigned by the Community Council Advisors or Class Advisors
 - k. **Junior and Senior Representatives** will work with the School Administration and Faculty Advisors to plan prom.
- B. **Board of Education Student Representatives** - Chosen by application according to Darien Board of Education Policy 9280
 - a. Attend all Community Council meetings and events.
 - b. Work with the Executive Board to plan, organize, and carry out all Community Council sponsored events.
 - c. Convey information to the Board of Education, particularly as identified by Community Council action.
 - d. Apprise Community Council of Board of Education action and discussions, particularly for impact at the high school level.
 - e. If you are not able to make a meeting or event, each member must speak to or email the Executive secretary at least 24 hours in advance of the event.
 - f. Other duties as assigned by the Community Council Advisors.

Article VI: Meetings

The Community Council will meet on a regular schedule to be determined at the start of the academic year. Types of meetings will include the following:

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- A. **Full Community Council Meetings** - Full meetings will be held at least once a month. The President will preside over these meetings. Full meetings will be called by the Community Council Advisors with at least 48 hours notice.
- B. **Class Representative Meetings** - Class representative meetings will be held by each class on a regular basis and in response to additional need.
- C. **Class Gathering** - A class gathering will be held on a regular basis set by the Community Council. A class gathering is an opportunity for Class Representatives to meet with their fellow class members to discuss ideas, concerns, and events happening in the school community.
- D. **Committee Meetings** - Committee meetings will be held as needed.
- E. **Faculty Advisor Meetings** - Faculty Advisor meetings will be held as needed with at least 48 hours notice.

Article VII: Executive Board

The Community Council Executive Board will consist of the following:

- A. Community Council Advisors
- B. The President, the Vice President, Communications Director, and the Executive Secretary.

Duties of the Executive board include the following:

- A. The Executive Board prepares the agenda for Community Council meetings.
- B. The Executive Board will receive and review proposed legislation.
- C. The Executive Board is also responsible for formulating a response to any community issue that may arise.

Article VIII: Committees

Ad-Hoc Committees may be formed throughout the year in response to community needs or Community Council plans. Ad-Hoc committees will be chaired by an Executive Board member. Committees will be composed of Executive Officers, Student Representatives, and members of the entire school community.

Article IX: Legislative Process

Any member of the school community may submit a proposal for consideration by the Community Council.

The proposal steps are as follows:

- A. The proposal must first be given to the Community Council Advisors who will then distribute it to the Executive Board.
- B. Proposals must pass the Executive Board with a majority before being passed on to discussion by the entire Community Council.

- C. The President will place the proposal on the agenda for discussion at the next Community Council meeting.
- D. Community Council must have a majority of students and a majority of Faculty Advisors present in order to vote on a proposal.
- E. After discussion of the proposal, the Community Council members will vote to support or reject it.
- F. The proposal must receive a majority of votes in the affirmative from members present to pass.
- G. Approved legislation will then be sent to the Principal for review.
- H. The legislation proposed will be enacted the week following the vote unless an alternate date is agreed upon by the Community Council.

Article X: Elections

The elections are to occur annually and as needed for vacancies. Elections will be coordinated by the Community Council Advisors with election policies and guidelines. All terms on the Community Council will begin on the graduation date of the school year in which they are elected and will end on the graduation date the following school year.

- A. **President** – To be filled by a senior elected by the entire school community. In order to run for president the candidate must have served on Community Council for at least one year.
- B. **Vice President** - To be filled by a junior or senior elected by the entire school community.
- C. **Communications Director** - To be filled by a junior or senior elected by the entire school community.
- D. **Executive Secretary** - To be filled by a junior or senior elected by the entire school community.
- E. **Student Representative** - Four positions per class to be filled by a member of that class, elected by that class only.

Article XI: Disciplinary Action

If a member of the Community Council is not fulfilling obligations or upholding the standards of the office as outlined in this document, any member of the Community Council may present to the Community Council Advisors a formal complaint stating the reasons for removal. The Community Council Advisors in conjunction with the Class Advisors will meet, discuss, vote on what actions should be taken

If such a proposal is presented:

- A. Based on the majority vote, the member may or may not be removed from the Council.
- B. If a voting member is removed, a special election will take place.
- C. If the member of concern is the Board of Education Student Representative and found to not be in fulfillment of their obligations on Community Council, the decision will be shared with the Principal and Superintendent.

Article XII: Finances

- A. Finances will be monitored by Faculty Advisors in the following instances:
 - a. Community Council Advisors will work closely with Administration to control and monitor funds in and out of the main Community Council account.
 - b. Faculty Advisors will work closely with Administration to control money in and out of individual class accounts.
- B. **Guidelines and Application for Requesting Funds from Community Council.**
 Community Council can help fund other clubs and organizations, but an application needs to be submitted using the below guidelines:
 - a. Funds may only be requested by recognized Darien High School Clubs or Organizations.
 - b. The funds must be used in a way that would benefit the school community.
 - c. Funds must be used by the end of the school year in which the funds were requested.
 - d. Criteria for requesting loans from the Community Council:
 - i. Groups may request loans for the purposes of fundraising.
 - ii. Total loan amount cannot be greater than \$500.
 - iii. The loan must be paid back before the end of the school year in which it was made.
 - iv. Loans not paid will result in the group being excluded from fund requests until it is paid off.
 - e. Application Process for funds or loans:
 - i. Write a proposal and explanation for the money needed. Complete the application form.
 - ii. Turn the request into the Community Council Executive Secretary. The request will be voted on at the next full Community Council meeting.
 - iii. A student from the applying organization must present the request at a Community Council Meeting.
 - f. Approval Process for funds or loans:
 - i. The motion for funds or loans must pass by a two-thirds vote of the Community Council at a Community Council Meeting.

Article XIII: Ratification and Amendment of this Constitution

- A. A two-thirds vote by those in Community Council shall be deemed sufficient for the establishment of this Constitution for the Darien High School Community Council.
- B. Amendments to this Constitution may be proposed by any member of the entire school community by submitting a proposal at any Community Council Meeting. A vote on the proposed amendment will occur at the following Community Council meeting and must attain a two-thirds vote by those in the Community Council in the affirmative to take effect.

Application for Requesting Funding from Community Council

Club Name: _____

Advisor Name/ Email: _____

Amount Requested: _____

Please attach an additional sheet that explains your proposal.

Treasurer's Signature: _____

Results of the vote: yeas _____ nays _____

Signature of the Community Council President: Date:

SELECTED DARIEN PUBLIC SCHOOL POLICIES

Many District policies relevant to Darien High School and its students are found here. The complete listing of Darien Public Schools policies can be accessed on the [Darien Public School Website](#) under the heading Board of Ed and clicking Policies on the drop-down menu ([Board of Education Policies](#)).

[BOE Policy 1100 Pesticide Application on School Property](#)

[BOE Policy 3150 School Activities Funds](#)

[BOE Policy 4025 Reports of Suspected Abuse or Neglect of Children](#)

[BOE Policy 5025 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease](#)

[BOE Policy 5050 Administration of Medication in the Schools](#)

[BOE Policy 5125 Section 504 of the Rehabilitation Act of 1973](#)

[BOE Policy 5130 Student Attendance, Truancy and Chronic Absenteeism](#)

[BOE Policy 5150 Admission of Resident, Non-Resident, and Exchange Students](#)

[BOE Policy 5175 Bullying Prevention and Intervention](#)

[BOE Policy 5200 Homeless Children and Youth](#)

[BOE Policy 5215 Standards of Conduct](#)

[BOE Policy 5220 Student Discipline](#)

[BOE Policy 5225 Drug and Alcohol Use By Students](#)

[BOE Policy 5240 Hazing](#)

[BOE Policy 5250 Misconduct Related to Voluntary School Organizations and Activities](#)

[BOE Policy 5255 Search and Seizure](#)

[BOE Policy 5265 Confidentiality and Access to Education Records](#)

[BOE Policy 5280 Dress Code](#)

[BOE Policy 5325 Student Privacy](#)

[BOE Policy 5340 Physical Examinations/Screenings](#)

[BOE Policy 5375 Suicide Prevention and Intervention](#)

[BOE Policy 5710 Non-Discrimination of Students](#)

[BOE Policy 5275 Sex Discrimination and Sexual Harassment \(Students\)](#)

[BOE Policy 5300 Computer Responsibility](#)

[BOE Policy 6610 Instructional Materials - Selection and Adoption](#)

[BOE Policy 6840 Graduation Requirements](#)

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***Darien Public Schools NOTIFICATION
CONCERNING ASBESTOS MANAGEMENT PLANS***

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Darien Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

Legal Reference:

Federal Law:

40 CFR 763.93

***Darien Public Schools POLICY
CIVILITY AND DECORUM***

JD1

Standard of Civility

All schools should be places where mutual respect is practiced and reinforced. It is the policy of the Darien Public Schools to promote an environment in which all members of the school community treat each other civilly, that is, with courtesy and respect in all contacts, whether direct or indirect.

The District does not intend this policy to deprive any person of his or her First Amendment right to freedom of speech or expression. Rather, it seeks to maintain an environment in which people can feel safe, secure, and mutually respected.

Expected Behavior

The Board of Education expects a standard of civility in words and actions whereby all administrative, professional and classified staff, all students, parents, board members, visitors and other members of the school community interact in a courteous, respectful manner. The Board recognizes that disagreements may occur, and members of the school community remain free to express their views. Rather, this expectation relates to the manner in which people communicate and interact with each other. Disrespectful, rude, abusive, or intolerant behavior

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or language erodes education, is unacceptable, and such behavior shall be addressed when it occurs.

Unacceptable Behavior

Unacceptable behavior includes, but is not limited to, disruptive, demeaning, or antagonistic behavior at school, at school-related meetings, or at a school-sponsored event that interferes with school events or the participation at such events by others, including administrative, professional and classified staff, students, parents, Board members, visitors, and other members of the school community. Such behavior includes but is not limited to:

- Using loud, and/or offensive language, displays of temper, or speaking in an insulting or demeaning manner, either through personal actions, spoken words, graphic representations, or in writing.
- Threatening or intimidating administrative, professional and classified staff, students, parents, Board members, visitors, and other members of the school community.
- Behaving in a physically or verbally intimidating manner.
- Damaging or destroying school property.
- Sending abusive, threatening, or obscene letters, e-mails or voice mail messages.

CIVILITY AND DECORUM - ADMINISTRATIVE REGULATIONS

Role of School Personnel to Respond to Inappropriate Behavior and Communications

If any student, parent or other member of the public uses offensive language, displays temper and/or speaks in a loud, insulting, or demeaning manner at school or at a school-sponsored event, the employee(s) to whom the remarks are directed or who hear such speech or witness such conduct shall calmly and politely advise the speaker to communicate civilly. If the inappropriate conduct continues, such employee(s) may, after giving appropriate notice to the speaker, ask the speaker to leave the meeting or may terminate the meeting or telephone conversation or other interaction.

If any district employee receives a letter, e-mail, or voice mail message that is disrespectful, abusive, threatening, or obscene, the employee should save the letter, email, or voice message and contact the immediate administrative supervisor. The employee and the supervisor shall then decide whether and how to respond, and whether to report such message to police authorities.

Any individual who exhibits behavior as described above may be directed to leave the school, school activity or school premises by administrators or their designees.

Role of Students, Parents or the Public to Respond to Inappropriate Behavior and Communications

If any school employee uses offensive language, displays temper and/or speaks in a loud, insulting, or demeaning manner, the individual to whom the remarks are directed shall calmly and politely advise the speaker to communicate civilly. If the inappropriate conduct continues, the individual to whom the remarks are directed may, after giving appropriate notice to the

speaker, ask the speaker to leave the meeting or may terminate the meeting or telephone conversation or other interaction.

If any student, parent, or member of the public receives an e-mail or voice mail message that is disrespectful, abusive, threatening, or obscene, the individual should save the message and contact the immediate administrative supervisor of the school employee who generated the email or phone call, so that the matter may be investigated and, where appropriate, disciplinary action may be taken.

Board of Education Approval: September 11, 2007

INSTRUCTIONAL MATERIAL:

Board Policy Public Complaints

It is the policy of the Board to provide educational materials and equipment that support and enrich the curriculum and further the achievement of the district's instructional goals.

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of the persons who select the materials.

While no parent has the right to determine the reading matter for students other than his or her own child, the Board recognizes the right of any parent to request that his child not be assigned a particular book, provided a written request for a substitute book is made to the building administrator.

The Superintendent shall provide administrative procedures, including the establishment of a Review Committee, to deal with complaints about instructional materials.

The complainant shall be advised of his/her right to appeal the decision of the Review Committee first to the Superintendent and then to the Board.

The final decision on the materials shall rest with the Board.

See Also:

JE1, School-Community Relations (Special Interest Materials)
HJ1.1, Instruction (Instructional Materials, Selection & Adoption)

Approved by the Board of Education on September 14, 1999

Darien Public Schools POLICY
SEARCH AND SEIZURE

Series 5200

Rights and Responsibilities

Policy 5255

1. Search of a Student and His/Her Effects
 - A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

2. Search of a Locker, Desk and Other Storage Area
 - A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

 - B. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student

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or others, it has the right to open and examine the storage area and to seize any such items that are found.

- C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.
3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of Education to prescribe rules

Section 54-33n, Searches

New Jersey v. T.L.O.; 469 U.S. 325 (1985)

ADOPTED: June 9, 2009

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

- 1. Search of a Student and His/Her Effects
 - A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
 - B. A search of a student's handbag, gym bag or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also

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subject to the same rule. Effects may include motor vehicles located on school property.

- C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Both metal detectors and breathalyzers may be used to conduct searches to the extent authorized by Board policy.
- D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct that places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.
- E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

- A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
- B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.

- C. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.
- D. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5145, Section 2(A).
- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

Connecticut General Statutes:

Section 10-221, Boards of education to prescribe rules

Section 54-33n, Searches

New Jersey v. T.L.O., 469 U.S. 325 (1985)

ADOPTED: June 9, 2009