



# DARBY SCHOOL DISTRICT

## 8-12 STUDENT HANDBOOK



# 2022-2023

**High School Office:** (406) 821-3252

**Website:** [www.darby.k12.mt.us](http://www.darby.k12.mt.us)

**Facebook:** <https://www.facebook.com/Darbyschooldistrict/>

## CONTENTS

TO STUDENTS AND PARENTS.....	3
SUPERINTENDENT’S MESSAGE .....	3
BOARD OF TRUSTEES .....	3
NOTICE OF NON-DISCRIMINATION .....	4
ACTIVITIES .....	5
ADMISSION REQUIREMENTS .....	12
ATTENDANCE .....	12
BELL SCHEDULES .....	17
BULLYING/HARASSMENT/INTIMIDATION/HAZING .....	18
CELL PHONES .....	18
COMMUNICABLE DISEASES .....	20
COMPLAINTS BY STUDENTS AND PARENTS .....	20
COMPUTER RESOURCES .....	21
CONDUCT .....	21
CORPORAL PUNISHMENT .....	27
COUNSELING .....	27
DISCIPLINE AND DUE PROCESS .....	27
DISTRIBUTION OF MATERIAL .....	28
DRESS AND GROOMING .....	28
DRIVING TO SCHOOL .....	30
ENROLLMENT .....	31
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	33
FEES .....	33
FOOD SERVICE .....	34
FUNDRAISING .....	35
GRADE CLASSIFICATION .....	35
GRADUATION .....	38
HOMEWORK .....	40
ILLNESS .....	40
ILLEGAL SUBSTANCES .....	40
LUNCH – OPEN VS CLOSED CAMPUS .....	41
MEDICINE AT SCHOOL .....	42
PROTECTION OF STUDENTS RIGHTS .....	42
RELEASE OF STUDENTS FROM SCHOOL .....	43
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES .....	44
SAFETY .....	44
SEARCHES AND SEIZURES .....	45
SEXUAL HARASSMENT/ SEXUAL DISCRIMINATION .....	47
STUDENT GOVERNMENT .....	47
STUDENT RECORDS .....	48
STUDENT SCHEDULES .....	48
TEXTBOOKS .....	49
TRANSPORTATION .....	49
VIDEOTAPING OF STUDENTS .....	52
VISITORS .....	53
WEAPONS .....	53

### **TO STUDENTS AND PARENTS:**

The Darby School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic for all general applicable policies. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Board Policy Manual is available on the District website at [www.darby.k12.mt.us](http://www.darby.k12.mt.us) In the event that any provision of this Handbook and the District’s Board Policy conflict, the Board Policy will control.

### **SUPERINTENDENT’S MESSAGE**

Welcome to the Darby School District.

Students – you and your parents/guardians will need to read over this handbook and sign off on the final page that you have read and understand the policies within. The handbook is designed to provide you with knowledge of the organization, policies and procedures of the Darby School District. The rules governing our District are a collaboration of efforts of the Board of Trustees, administration, faculty, students and community. We hope that each of you will find your own personal success this year and always ..... it’s a GREAT day to be a TIGER!

Tony Biesiot  
Superintendent  
#TheTigerWay

### **BOARD OF TRUSTEES**

The Board of Trustees for the 2022-2023 academic school year are:

Kristie Heiland – Board Chairperson  
Ashley Christopherson – Vice - Chairperson  
Pete Ehmann  
Dale Flux  
Bubba Townsend

More information on the Board of Trustees and the Board meeting schedule can be found at [www.darby.k12.mt.us](http://www.darby.k12.mt.us)

### **NOTICE OF NON-DISCRIMINATION**

Darby School District does not discriminate on the basis of race, color, national or ethnic origin, religion, marital status, sex, disability, or age in its programs and activities. All programs offered by the school within the School District will be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs or activities will be based on the performance of each student. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Kurt Kohn (406) 821-3252

Inquiries may also be directed to the Assistant Secretary of the US Department of Education.

### **MISSION STATEMENT**

**Every student that graduates from Darby Public Schools is college, career and community ready.**

### **WE BELIEVE**

**EDUCATION IS OUR TOP PRIORITY.** Darby High School envisions a future where school and community are intricately woven. Students, parents, teachers, and citizens value and share in each other's success.

The High School serves as a positive civic force, the hub of a concerned, thinking, active **COMMUNITY**; a community recognizing that as the school succeeds, we all succeed.

Darby High School **STUDENTS** take an active part in a powerful learning process.

Darby High School **TEACHERS**, equipped with the necessary tools and support, act as leaders, guides, and models, whose responsibility is to stimulate the imagination of every student.

**PARENTS** are committed to the paramount importance of education by responding to the needs of their children and supporting the total education program in which their children is engaged.

**BUSINESS** recognizes its vital role in the education of our youth.

At **DARBY HIGH SCHOOL**, all students are given an opportunity to succeed and fulfill their dreams as a result of the mutual determination and effort of a united community.

### **ACTIVITIES & FIELD TRIPS**

Darby High School offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

***Extra-curricular, co-curricular, field trips, and school endorsed activities are a privilege, not a given.*** Students earn the right to participate by:

1. Demonstrating acceptable behavior and attitudes in representing Darby High School.
2. Remaining in good standing with Darby School District attendance policy.
3. Currently in academic good standing.
4. Having good academic habits: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams before he/she leaves.
5. Being a "team participant"
6. Accepting the responsibility of being a role model for youth in the community.
7. Displaying good sportsmanship at all times.
8. Final decisions are up to the administration.

### **ACTIVITIES PROGRAMS**

Any student interested in participating may contact the High School office for information and to obtain required paperwork. Starting dates for High School athletics are as follows:

Football, Cross Country, Volleyball	August 12 <sup>th</sup>
Wrestling, Boys & Girls Basketball	November 17 <sup>th</sup>
Tennis, Track, Softball, Golf	March 13 <sup>th</sup>

### **ACTIVITIES – NATIONAL HONOR SOCIETY**

Qualifications for membership in the National Honor Society are based on the student's grade point average, and upon the student's demonstration of the qualities of character, service and leadership. To be considered for membership, a student must have a minimum grade point average of 3.0. A student must be enrolled full time and on track to graduate. A student must also have sophomore or higher status and has been at DHS at least one semester. Eligible students are evaluated by the entire faculty, and a faculty council makes the final selection according to guidelines in the National Honor Society Handbook. Selection will take place after the first semester grading period.

### ACTIVITIES – SCHOOL CLUBS

All students are encouraged to choose a school-sponsored club and get involved in school and community activities. Students seeking and holding class and club office must not have any failing grades during the semester in which they are elected. Grades will be checked for candidates and sitting officers by the class/club sponsor, who will certify their eligibility.

Clubs and sponsors for the 2022-2023 school year are as follows:

Skills USA .....	Mrs. Bennett
National Honor Society .....	Mr. McCrossin
Greenhouse Club .....	Mr. Shulstad
Student Leadership .....	Mr. Kohn
Adventure Club .....	Mr. Shulstad
Model United Nations .....	Mr. Gideon
Youth Legislature .....	Mr. Gideon
Book Club .....	Mr. Gideon

### ACTIVITIES – FUND RAISING

All fund-raising activities by any teams, clubs or other school sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal. Students who are involved with the selling of products for clubs, etc. are not to sell during class time.

Tickets for activities can be sold during the students lunch period.

- Only school district-sponsored fund raising activities will be allowed on the Darby High School campus.
- Organizations must have a fund-raising application approved by the Principal before ordering any materials for a fund-raising project/event.
- Upon completion of the fund-raising project/event, the financial report should be turned into the District Clerk.

### ACTIVITIES – OTHER IMPORTANT INFORMATION

**ACTIVITY CARDS:** At registration, students may pay an activity fee of \$40.00 for Middle School athletics and \$60 for High School athletics, which entitles them to attend all home DHS activities throughout the year (This does not include any post-season playoff games or tournaments). Fees will be assessed one (1) time per year, when the participant joins their first sport/group/activity. Parents can purchase the family rate for Activity Cards for \$200. This covers the DHS student's parents, and his/her siblings as well as the activity fee for their child's sport. **Students who do not purchase an activity card will pay the regular admittance fee to all activities.**

Middle School - \$40.00    High School - \$60.00    Family Cap on Pay-To-Play Per Year - \$200

**PHYSICAL:** Students involved in athletics must have a certified physical after the last day of the previous school year. The cost of the physical exam is the responsibility of the student athlete and his/her family. The physical must be turned into the athletic director prior to practicing.

**INSURANCE:** Students in the any athletic activities must be covered with a basic insurance policy with a “catastrophic” insurance policy included. Students who have their own insurance must provide the school district with proof of insurance prior to first practice. Insurance options are available through the High School Office.

**TRAVEL TO CONTESTS:** All students are expected to ride school district transportation on school-sponsored trips. Students will not be allowed to participate if they arrive at a contest in transportation other than transportation provided by the school district. Exceptions are made only with prior approval of the activities director or administration. Under no circumstances is a student allowed to drive himself/herself to a contest.

**RETURN FROM CONTESTS:** Students may request to ride home after events with *their* parents and/or guardians only. A release form must be signed by the parent/guardian in the presence of the head coach/sponsor prior to taking the student. Parents/guardians may ask to have an adult other than themselves transport their son/daughter with prior written approval from the administration.

**ROOM ASSIGNMENTS:** It is the responsibility of the coach or sponsor to make room assignments. Students will not be allowed to choose their own roommates.

**MEAL POLICY:** Team meals will be provided for post season competition (excluding District Tournaments). All meals will be purchased according to School District Purchasing Policy. Rates per meal will be in accordance with the School District per diem policies. The District will not provide meals for regular season games, meets or District Tournaments. The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a “cooler clause”.

**Meal Allowances:** When the District provides meals, the following meal allowance will be adhered to: \$7.00 per student

**NOTE:** Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and dessert. Any purchases beyond the per diem allowed will be the student’s responsibility.

**LETTERING POLICY:** A varsity lettering policy will be determined by the head coach of each sport and presented to the student/athletes at the beginning of the season. If a student/athlete does not finish the season in good standing, he/she will not earn a letter.

**MAKEUP WORK:** All work is due the day the student leaves, unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments from the teacher **BEFORE** he/she leaves.

**TRUANCY/SUSPENSION:** Any student who is truant or suspended (OSS or ISS) from school will not compete in any practice or activity until after the first school day the student is in attendance following the suspension. A student suspended from school on a Friday will not be allowed to compete that weekend.

#### **ACTIVITIES – EXTRA AND CO-CURRICULAR ATTENDANCE RULES**

In the event that a co-curricular and an extra-curricular activity conflict on the same day(s), the activity which is considered a qualifying or an advancement event will take precedence.

EXAMPLE: Students involved in the District Music Festival will attend that function rather than any scheduled event that does not involve advancement to a higher level.

#### **ACTIVITIES – SCHOOL ATTENDANCE REQUIREMENTS**

**RULE:** Students must be attendance for ½ the school day in order to practice or participate in an activity that day; in order to participate over a weekend, one must be in attendance ½ the day on the day prior to the event. The only exceptions to this rule are:

- A student attending a doctor's appointment during the course of the day. A doctor's note must be presented to the attendance office upon returning to school.
- A death in the immediate family.
- Personal reasons or illnesses that are cleared by the administration.
- Students facing discipline action (suspension) are not allowed to participate that day

#### **ACTIVITIES – EXTRA AND CO-CURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS**

Extra and co-curricular activities include: athletics; school clubs; academic competitions; and musical activities other than those required for classroom work.

To attain and maintain academic eligibility in extra and/or co-curricular activities a student at Darby High School must:

- In accordance with the Montana High School Association (MHSA) requirements Article II, Section 2, be enrolled and in regular attendance at DHS in a minimum of four classes and must have passed and received credit in a minimum of four classes the previous semester. This rule does not apply to incoming 9<sup>th</sup> grade students.
- Maintain a 2.00 grade point average (GPA) as determined at each grade check. This requirement will begin with the start of each new school year. Grade checks will be conducted by the athletic director at each Mid-Term and Quarter grading period.



**Consequences:**

- MHSА compliance – if a student is not passing a minimum of four classes at the end of a semester, he/she is ineligible for participation at any level in any MHSА sanctioned activity during the subsequent semester.
- Darby High School compliance – a student must be passing ALL his classes for that grading period with a 60% or higher. Academic eligibility will be determined at each grading period (Mid-Term, Quarter, and Semester). Ineligibility students will not be able to participate until they are passing all classes at a grading period. Students who continue to be ineligible may be dropped from an activity depending upon the length of the season. This decision rests with the administration with input from the coach/sponsor.

**ACTIVITIES – BULLYING/HARASSMENT (DHS POLICY 3226)**

“Harassment, intimidation, hazing, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- Physically harming a student or damaging a student’s property.
- Knowingly placing a student in reasonable fear of physical harm to the student or to the student’s property
- Creating a hostile educational environment; and/or
- Causing emotional stress due to ongoing derogatory comments and name calling with the purpose to belittle another person.

This policy includes “cyberbullying”. Cyberbullying is the act of harassment, intimidation, hazing or bullying using an electronic communication device.

Students who feel they have been bullied, subjected to harassment or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint.

**ACTIVITIES – MHSА/DHS PARTICIPANTS - USE/POSSESSION OF ALCOHOL OR DRUGS  
OUTSIDE OF SCHOOL**

Students participating in extra and co-curricular activities sponsored by the MHSА will not associate with, use or possess tobacco, alcohol or illicit drugs during the school year. These rules are in effect 24 hours a day.

**USE:** the consumption of illegal drugs, alcohol or tobacco, or nicotine delivery devices such as vapor pens.

**POSSESSION:** to possess, or to be in the possession of illegal drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens

**ASSOCIATION:** to be present with others illegally consuming drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens.

Example: if you are at a party where someone is illegally consuming alcohol, drugs or tobacco, you only have two choices:

- Leave the party immediately and notify a parent or guardian
- Accept the consequences of ASSOCIATION

**PUBLIC EVENTS:** Attendance at concerts, tailgate parties, receptions, and other public events where consumption of alcohol or tobacco is likely to legally occur will not be subject to the association rule if the student-athlete is under the supervision of a parent/guardian and the student-athlete does not violate the use or possession rule.

### **ACTIVITIES – SUBSTANCE ABUSE POLICY – MINIMUM CONSEQUENCES**

**FIRST OFFENSE:** Suspension from the activity for 21 calendar days. The suspension will begin the day the infraction is reported to the Activities Director. The student will:

- Not be part of any competition
- Not travel to any event with the team, and
- Attend all practices during the suspension.

**SELF-REPORTING:** A student-athlete who realizes he or she has violated Darby High School training policy may self-report the incident to his or her coach and the DHS administration and reduce the activity suspension from 21 days to 14 days. Self-reporting is an indicator of a student's personal accountability and is limited to one incident per individual during his or her athletic career at Darby High School. If a student has received a ticket from law enforcement, they are required to report this to the athletic director. Students who are ticketed will not receive the benefits of self-reporting procedure.

**SECOND OFFENSE:** Suspension from participating in any athletic activity and/or extra-curricular activity for not less than forty-five (45) calendar days. The suspension will carry over to the next season if need be. Prior to reinstatement the student must show drug and alcohol treatment program completion results of which the financial obligation of this program is the sole responsibility of the individual student. The participant must also produce a test demonstrating a level of abstinence prior to returning to full participation.

**THIRD OFFENSE:** Automatic and immediate suspension from all activity programs, field trips, and activities for the remainder of the students time with Darby Schools. Extra-curricular suspension is a school board action and will require a school board disciplinary hearing.

**\*\* A record of drug/alcohol violations will be kept on file with the District until the student graduates.**

### **ACTIVITIES – CONSEQUENCES FOR TRAVEL RULE VIOLATIONS**

All school rules are in effect 24 hours a day while students are traveling with a DHS team or group. Students have a special obligation to represent their school in an appropriate manner and conduct themselves appropriately while on the bus. Students who violate the rules concerning drugs, alcohol, tobacco, theft or coach's curfew while traveling will be disciplined. Students can expect any or all of the following:

- The parent will be contacted, and the parent will have the responsibility to provide transportation back to Darby.
- To be turned over to local authorities if possession or use of alcohol, drugs, or tobacco, or theft is involved.
- To forfeit all awards, letter, etc. earned during the current season for that activity.
- Disciplinary action in accordance with the school disciplinary policy.

### **ACTIVITIES – FIELD TRIPS & CO-CURRICULAR EVENTS**

Field trips are designed to enrich student learning, provide opportunities for participation in curriculum related activities and assist students in reaching educational goals. During such trips, students represent Darby Schools and will act accordingly. Students will follow school rules and the directions of the teacher/chaperones. It will be the responsibility of the student to makeup all work missed due to field trips and/or co-curricular events.

### **ACTIVITIES – SCHOOL DANCE REGULATIONS**

Every effort will be made to insure that students may enjoy school dances in a safe environment. The following regulations will be enforced at DHS dances:

- All DHS students in grade 9-12 are invited.
- Students may bring a date that is not enrolled in Darby High School if a visitor's pass has been issued by the High School Principal three (3) days prior to the dance. Students 20 years or older or below the 9<sup>th</sup> grade will not be allowed to attend.
- All music selections will be approved by the sponsors prior to the dances.
- Students will dance in a manner appropriate for a school environment. Students will refrain from "grinding", "moshing", or inappropriate public displays of affection.
- Dress shall be school-appropriate for both formal and non-formal dances.
- Ticket sales and admission to the dance will end 1 hour 30 minutes after the dance starts.
- All school rules will be in effect during the dance.
- Any student who uses, possesses, or is under the influence of drugs or alcohol will be sent home with a law enforcement officer and will be subject to the school disciplinary policy.
- If a student leaves the dance, he/she will not be readmitted.

### **ADMISSION REQUIREMENTS**

Please come to the High School Office for registration. You will need your child's:

- 1) Birth certificate and social security card if registering for the first time.
- 2) Documentation of your child's immunization records.
- 3) Brief description of the location of your home.
- 4) Name and telephone number of your doctor.
- 5) Two telephone numbers, in case of an emergency. Please update if numbers should change.

\*Your child's legal name must be used on all school documents and records.

\*You must fill out an individualized health care plan for any special medical concerns your child may have.

### **ATTENDANCE**

At Darby High School, we believe that there is a direct relationship between school attendance and student achievement. Parents have the primary responsibility for the attendance of their students as required by Montana state law (MCA 20-5-103).

Prompt and regular attendance in school is a key to academic success and is the beginning of dependability in adult business, personal, and social life. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on the tests and be reflected in an academic grade. Furthermore, it's impossible to replicate the rich experiences, interactions, and insights students gain by being in class. Students learn to work successfully with their peers through cooperative learning, service learning, and the use of technology. Additionally, hands-on activities allow students to apply the information they learn as a result of highly qualified teacher instruction. We believe the general welfare of all students is best served by regular attendance. Learning that is lost due to absence can never be adequately replaced.

#### **Absence Verification:**

- Parents/Guardians are responsible for notifying the school whenever their child is absent. Parents are to call the school the day of the absence, or they may send a note with the student when the student returns to school. The absence of a phone call and/or note to the school will result in the school making an attempt to phone a parent/guardian at home or work.
- Daily, the automated dialer will call the home phone number of all students who have been reported absent from one or more class periods to determine whether the parent, guardian or custodian is aware of the child's absence from school.
- Parents are encouraged to make medical and dental appointments for students either after school hours, or on those days when school is not in session. If doctor or

dental appointments must be made during school hours, the student must sign out at the High School office prior to leaving school. **Medically excused absences will be granted for class periods affected by medical appointments when prior notification is given.**

- Absences must be verified within 48 hours of the absence to be considered excused. If not, the absence will be considered unexcused, depending upon the circumstances of the absence.

### **ATTENDANCE – TYPES OF STUDENT ABSENCES**

All absences fall into one of two categories – Excused or Unexcused

**Excused Absence (EA)** as authorized by parent/guardian within 48 hours of the absence:

- Illness, injury, or having medical or dental services rendered (with note from doctor or dentist)
- Legal quarantine
- Funeral, memorial service, and/or bereavement
- Serious illness or death in the immediate family
- Court appearance or Religious holidays
- Participation in a school approved activity
- Emergency conditions approved by the administration
- Chronic health condition
- Counselor/CSCT absence – when the student is involved in school counseling activities. Normally, the counselor will clear this absence in advance with the student’s teacher. (Note: Waiting in the counselor/CSCT office is not an excused absence)

**Unexcused Absence (UA):**

- Truancy/Skipping – absence without prior authorization by parent/guardian and/or by the school.
- Failure to sign out of the building during the school day.
- Leaving school without prior notification to the High School secretary by a parent or guardian.
- Failure of parent/guardian to clear an absence by phone or note within 48 hours of absence.
- Leaving a classroom without the teacher’s permission.
- Absence Suspension – an unexcused absence resulting from failure to be in class when the bell rings at the end of the passing time allowed between classes.

**Students attempting to clear an absence by impersonating their parent/guardian, or someone else’s parent/guardian, either by phone or note, shall be subject to disciplinary action.**

**Pre-Arranged Absence:** A pre-arranged absence form should be completed for any scheduled absences. The pre-arranged absence form is the proper way for students to miss school for any reason other than those listed as excused. The pre-arranged absence allows the student to get assignments in advance. A pre-arranged absence form can be obtained from the High School office. Pre-arranged absence forms must be signed by the student's teachers and returned to the High School Office **one week prior to the absence**. For example, if a student is going to miss Friday, the signed pre-arranged form needs to be returned to the High School office by the previous Friday. All assignments are must be completed and turned into the teacher within two days of the students return to school in order to receive full credit.

**Post-secondary Visitations:** Students classified as a Junior or a Senior are allowed either **two college visits or a total of five (5) school days** over the course of two years for post-secondary visits. Attendance at college fairs count towards these totals. All students are to complete pre-arranged absence forms for college visits and clear these visits with the High School Office prior to taking the trip. College visits are discouraged during semester exam days.

**School-Related Absence (SR)** is when the student is absent when involved in school-sponsored extra or co-curricular activities (ex: field trip, club competition, athletic event, student government, etc.). A teacher, coach, or sponsor will supply each teacher with a list of those students who are excused to attend at least two days prior to the event. It is the student's responsibility to check with each teacher and formulate a plan to make up his/her work in a timely manner.

#### **ATTENDANCE – CONSEQUENCES FOR EXCESSIVE ABSENCES**

**Students who have excessive absences (excused or unexcused combined, but not including school-related absences) in a given class period per semester may see an adverse effect on their grade.** It is important to note that attendance is a major factor that influences whether or not a student stays on track academically and does not fall behind their peers. Students with excessive levels of absenteeism may find themselves enrolled in courses in which they do not have the appropriate skills to be successful. Ensuring your student comes to school consistently is one factor that can help improve their chances for success in and out of the classroom. Students with excessive absences may be asked to participate in attendance committee meetings with their parents/guardians and the appropriate school personnel in order to construct attendance contracts or plans.

Parents/guardians will be notified in writing when their student has accumulated five (5), and ten (10) absences in any one class. Excessive absences are defined as 10 or more unexcused absences per semester. Excessive absences may result in:

- An attendance contract
- Notification of excessive absences to the Child Welfare Services for educational neglect.
- Welfare check by law enforcement or school personnel
- Other justified action as deemed appropriate by school administration

The administration reserves the right to waive this policy in extenuating circumstances on an individual basis.

### **ATTENDANCE – ON TIME BEHAVIOR**

Being on time for class is not only an important life skill; it is also respectful behavior that promotes increased instructional time for teachers and students. **Students are to be in the classroom and prepared for class when the bell rings.**

#### **“NO TARDY” Policy & Procedure**

Adequate passing time is allowed between classes. This time has been allotted in order that students may take care of personal needs (restroom, locker, socialize, etc). When the bell rings to start class, the teacher will take roll. **Students are strongly encouraged to limit trips to lockers and bathroom breaks for emergency purposes only during the first 30 minutes of class.**

Students who are late to class must come to the High School office to receive a pass from the secretary BEFORE going to class. The secretary will note how many times they have been tardy that semester and assign consequences per the chart below.

<b>Number of Tardies</b>	<b>Consequences</b>
1 or 2	Student is given a pass to class
3 to 5	Student is assigned a lunch detention
6 or more	Student is assigned an after school detention.
	A parent conference may be scheduled with the Principal

Students with excessive in a semester may be assigned progressive disciplinary consequences. Teachers or staff who recognizes students with tardy issues will alert administration. Administration will review the students’ attendance logs. Students with tardies will be assigned progressive consequences starting with lunch detention.

### **ATTENDANCE – CHECKING OUT OF SCHOOL**

It is important that the administration knows when a student leaves school grounds because of legal requirements. If it becomes necessary for a student to leave school, he/she must check out through the office with parental permission BEFORE leaving school grounds. Failure to check out will be considered truancy. A student will not be allowed to leave the building unless parent contact is made prior to their departure.

### **ATTENDANCE – LUNCH TIME RELEASE**

**8<sup>th</sup> grade students: Darby High School is a closed campus**

- 8<sup>th</sup> Grade students are not allowed to leave campus during lunch.
- Parents must be in attendance to check students out to take them to lunch

**9<sup>th</sup>-12<sup>th</sup> grade students are allowed to leave campus at lunchtime**

- Students that bring a signed note from their parents that allow them to leave campus during lunch will be allowed to leave campus as long as they do not violate school attendance policies.
- Misbehavior during off campus lunch will result in this privilege being revoked for the student for the period of time determined by the Principal.

### **ATTENDANCE – MAKE-UP WORK FOLLOWING AN ABSENCE**

For Excused Absences: students will be allowed two school days for each day missed to make up their assignments, unless other arrangements have been made with the teacher. Assignments with set due dates must be turned in at the beginning of the next scheduled class upon the student's return to school.

For Pre-Arranged and/or School-Sponsored Absence: It is the student's responsibility to obtain future assignments and schedule make-up exams and due dates **BEFORE** he/she leaves.

### **ATTENDANCE – TRUANCY**

A student will be considered truant if:

- He/she is out of school without the knowledge of his/her parent/guardian
- He/she leaves campus without checking out (except during lunch periods)
- He/she checks out without a note or phone call from a parent/guardian prior to leaving
- He/she forges or falsifies a note for attendance purposes
- Other circumstances as justified by the principal or administration



A student, who if found to be truant, will be subject to the following disciplinary action:

- **First three offenses:** Phone call to the parent/guardian. Student will lose credit for all work assigned during the time of the truancy. Further disciplinary may occur – including but not limited to detention, suspension or loss of extracurricular privileges.
- **4<sup>th</sup> and subsequent offenses:** a conference shall be held among the parent/guardian, student, and principal. An attendance contract will be considered. This may mean adjusting the student’s program, eligibility for extracurricular participation, or family counseling.
- If the above action fails to correct the truancy problem, the student shall be declared a habitual truant offender. The Principal shall meet with the student and his/her family to prescribe corrective action, which may include suspension for the current semester, expulsion, and/or filing a complaint against the parent/guardian in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

#### **BELL SCHEDULE**

##### **Every Day but Wednesday**

Period 1:	8:10-9:00
Period 2:	9:05-9:55
Mentor:	10:00-10:25
Period 3:	10:30-11:20
Period 4:	11:25-12:15
Lunch:	12:15-12:50
Period 5:	12:50-1:40
Period 6:	1:45-2:35
Period 7:	2:40-3:25

##### **Wednesday (Early Out)**

Period 1:	8:10-8:45
Period 2:	8:50-9:25
Period 3:	9:30-10:05
Period 4:	10:10-10:45
Period 5:	10:50-11:25
Period 6:	11:30-12:10
Lunch:	12:10-12:45
Mentor:	12:50-1:00
Period 7:	Rotates

##### **Wednesday Early Out**

Students will be released at 2:25 p.m. every Wednesday so that the teaching staff has time to complete necessary tasks and work on Strategic Planning goals. After school bus routes will be one hour earlier on Wednesdays.

Every Wednesday, 7<sup>th</sup> period will replace a different class in the schedule.

### **BACKPACKS/LOCKERS**

Students may be assigned a locker. Lockers are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to, scratching, writing or attaching adhesive stickers. Any item to be placed on the outside of the locker must first be approved by the administration or it will be removed. Lockers are the property of Darby Schools and are subject to inspection by authorized personnel. The school is not responsible for items that have been stolen. For security of items in your locker, do not disclose your locker combination.

### **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

Darby School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying is any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- Causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- Substantially and materially disrupts the orderly operations of the school.

Students who feel they have been bullied, subjected to harassment, or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint. All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

For incidents of sexual harassment, please refer to the Sexual Harassment section.

### **CELL PHONE POLICY/OTHER ELECTRONIC EQUIPMENT**

Darby High School has a school wide cell phone procedure. Each classroom is equipped with cell phone caddies. When students enter the classroom they are expected to place their phones in the caddies. The cell phones must remain in the caddies until the conclusion of the class period. Students who wish to leave the room are not allowed to take their phones with them. Students may elect to leave their phones in their lockers, cars, or at home if they do not want to utilize the caddies. Students who elect not to use the caddies may have their phones confiscated if the phone is in plain view of a staff member. Phones in the caddies should be placed on silent or turned off. Students who ignore the caddy rule will have their phones confiscated. Phone use is limited to the following guidelines:

- Students may use cellular phones, and other electronic signaling devices on campus before school, during passing times, during the lunch period, and after school.
- These devices may be used on extra and co-curricular trips at the discretion of the supervising coach/staff member.
- The school will not be responsible if these items are damaged, lost or stolen.

**Classroom Procedures:**

- These devices must be placed in the cell phone caddy upon entry into the classroom. Once attendance has been taken, teachers may allow students to access their cell phones for educational purposes only. **This access is strictly limited to teacher discretion AND prior approval from administration.**
- Students will be asked to leave their cell phone in the caddy when using a hall pass if they wish to leave the classroom.
- At no time will any student operate a cell phone or other electronic device with video capabilities in a classroom, locker room, restroom, or other location where such operation may violate the privacy right of another person.

**Consequences for unauthorized and/or misuse:**

- Unauthorized use is grounds for confiscation of the device by school officials, including teachers and support staff. A confiscated device will be turned into the office at the teacher/staff members' earliest convenience.
- **1<sup>st</sup> Offense:** Student will receive a minor referral. The device will be returned to the student by the school administrator at the end of the day.
- **2<sup>nd</sup> Offense:** Student will receive a minor referral. The device will be returned to the student's parent/guardian.
- **Repeated offenses** will result in disciplinary action by the administration and the device will be returned to the parent or guardian. Students who have excessive cell phone violations may be required to turn their device in to the office at the beginning of each school day. In cases like these, the phone will be kept in the office all day, and returned to the student at the conclusion of the day.
- Refusal to turn a device in to a staff member will result in administrative intervention and disciplinary action. Refusal to turn in a device to an administrator will result in a parent intervention and may result in loss of privilege and/or suspension.
- Misuse of these devices such as, but not limited to, cheating or unauthorized pictures, will result in disciplinary action by the administration. Texting used to threaten, intimidate, or harass others and "sexting" will result in disciplinary action and/or Law Enforcement depending on the content and quantity of messages.  
Consequences are cumulative over the course of the year.

More severe disciplinary measures may be used depending upon the severity of the violation.

### **CHAIN OF COMMAND**

When resolving disagreements, students and adults are encouraged to follow these steps:

**Step 1** – Talk with the person you are in disagreement with

**Step 2** – Talk with the teacher or Para in charge (students)

**Step 3** – Talk with the building principal

**Step 4** – Talk with the superintendent

**Step 5** – Bring your disagreement to the School Board

### **COMMUNICABLE DISEASES**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with communicable or contagious disease should phone the High School Principal or school counselor to report the condition.

These diseases include, but are not limited to:

- Amebiasis
- Chicken Pox
- Gastroenteritis
- Influenza
- Meningitis
- Mumps
- Ringworm
- Scabies
- Measles
- Covid-19
- Campylobacteriosis
- Diphtheria
- Hepatitis
- Streptococcal disease
- Whooping Cough (Pertusis)
- Pinkeye
- Rubella
- Shigellosis
- Tuberculosis

### **COMPLAINTS BY STUDENTS AND PARENTS**

Usually, student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Grievance Procedure policy for most complaints with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with the District Principal under the applicable grievance procedure. If still unresolved, the matter generally is referred to the Superintendent. Under some circumstances, the District may provide for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Copies of Title IX and/or Section 504 Grievance Procedures can be obtained from the District Office.

### **COMPUTER RESOURCES**

Computer resources, including the District's electronic network, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources.

Chromebooks will be checked out to students for use during the school day and returned to the appropriate place before leaving school. Students are responsible for replacing any Chromebooks that are lost, stolen, or otherwise rendered useless, regardless of the reason for loss or damage.

### **CONDUCT – STUDENT CONDUCT CODE**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Attend all classes, regularly and on time. Tardiness and/or truancy are not acceptable.
- Remain in the building, except at lunch or during approved leave times.
- Prepare for each class; take appropriate materials and assignments to class.
- Demonstrate courtesy – even when others do not.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Refrain from disrupting a class or the school, and refrain from possessing or using items which may cause a disruption including, but not limited to: tobacco products, vapes, lighters, alcohol, drugs, drug paraphernalia, weapons, knives of any kind, laser pointers, fireworks, explosives, stink bombs, mace, pepper spray, obscene material, water balloons, squirt guns, snowballs, video games, etc.
- Respect the property of others, including District property and facilities.
- Meet District standards of grooming and dress.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Use appropriate language. Avoid the use of profanity, derogatory comments regarding race, religion, sexual orientation, etc.
- Refrain from public displays of affection.
- Refrain from indecent exposure and/or activities that are sexual in nature.
- Refrain from fighting, harassing, threatening, or hateful acts.
- Refrain from gang activities of any kind.
- Drive and park at the school in a safe and prudent manner.
- Refrain from bringing food or drink into classroom with the exception of water in a clear bottle.
- Remain in the classroom unless given a hall pass by the teacher.

### **CONDUCT – CLASSROOM RULES**

Individual classroom teachers will develop additional rules for students that clearly relate to the school wide behavior expectations.

### **CONDUCT – ASSEMBLIES AND CONCERTS**

Assemblies scheduled during the school day have educational value; therefore attendance at assemblies is REQUIRED. Students attending assemblies or concerts at Darby High School will conduct themselves in a way that reflects respect for speakers and/or performers, as well as themselves and DHS. Students will be attentive and respectful by showing their appreciation with applauding appropriately. Those without appropriate behavior will be removed and will face disciplinary action.

### **CONDUCT – INTERNET POLICY**

The District provides electronic information, services, and networks for educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include, but may not be limited to the following:

- Access is a privilege, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (ex: no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, defamatory, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, defame or bully anyone.
- Students are responsible for all activity under their electronic accounts. Students will not share passwords with other users or log in as someone other than themselves. Students will never use or attempt to use a teachers login information to gain access to a computer workstation or to log through the Districts internet filter. Students will log off of devices and/or websites when finished.
- Students will use school district-provided devices, networks, and Internet access for educational purposes only. Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regards to political activities agendas must be in compliance with state law and Board policy.
- Students will protect the privacy of self and others. Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, and other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.

- The District reserves the right to monitor, inspect, backup, review, and store at any time and without prior notice any and all usage of the school district network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district network or local electronic devices. All such information files shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information.
- While the District maintains an internet filtering appliance and makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material. Inappropriate material is defined as material that violates generally acceptable social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters through software or internet browser extensions/add-ons.
- It is every student's responsibility to adhere to the copyright laws of the United States that delineate those laws regarding software, authorship, and copying information.
- It is every student's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment.

### **CONDUCT – DISCIPLINE PROCEDURES**

Disciplinary referrals that are sent to the office will be assessed by the Principal and determined to be a Tracking Referral, Minor Referral, or Major Referral. Listed are the probable consequences for each referral. The administrator may choose from the options listed. The administrator has the responsibility to determine the best way to bring desired change in student behavior and may, in special cases, select an option not listed. The student can also expect that:

- The parent/guardian will be informed by phone or other means;
- Where several options are listed, the administrator may choose any or all of the items;
- The student will be moved up on the discipline ladder for future infractions;
- At the discretion of the administration, students may, through appropriate behavior for an extended period of time, move down the discipline ladder.

**Tracking Referral:** Involves a minor infraction which the teacher or supervisor warrants a warning be issued but does not require being sent to the office or other disciplinary action. Repeat tracking referrals for the same offenses will result in the behavior moving up the disciplinary ladder.

**Minor Referral:** Involves a minor infraction which the teacher or supervisor determines warrants some disciplinary action but does not require the student to be sent to the office. Disciplinary action for minor referrals will include detention assigned by the classroom teacher or supervisor. Failure to show up for detention will result in another referral and further disciplinary action. **Three minor referrals will be treated as a major referral.**

**Major Referral:** Involves repeat violations of minor rules or behaviors that threaten the safety and well-being of the students, staff, and school property. A major referral during the school year is sent to the High School Principal and subject to but not limited to the following procedures. Steps may be skipped, depending on the severity of the infraction.

These consequences are subject to administrative discretion:

<u>LEVEL</u>	<u>INFRACTION</u>	
1	1st Major Referral	Conference with student Parent/Guardian contact Loss of Privilege or Detention
2	2nd Major Referral	Conference with student Parent/Guardian contact Loss of Privilege or Detention In-School Suspension for 1-3 days
3	3rd Major Referral	Conference with student Parent/Guardian contact In-School Suspension for 1-4 days Referred to School MBI Team
4	4th Major Referral	Conference with Parent/Guardian Parent/Guardian contact Out of School Suspension for 1-3 days Behavior Contract
5	5th Major Referral	Conference with Parent/Guardian Out of School Suspension for 1-5 days School Board disciplinary hearing



### **CONDUCT – STUDENT DUE PROCESS RIGHTS**

When a student's misconduct is serious enough to consider an out of school suspension or expulsion, the student will be afforded the following minimum due process procedures:

- The student will be given written notice of the violation
- The evidence against the student will be explained to the student.
- The student will be given an opportunity to present his/her own version of the facts concerning the charges.
- The parent/guardian will be contacted by the administrator and, upon request, a conference will be held to discuss the alleged violation and the consequences of the misconduct.

### **CONDUCT – IN SCHOOL SUSPENSION**

Students will be assigned to In School Suspension (ISS) as a consequence for inappropriate behavior. When assigned to ISS, students will report to the High School Office. A student in ISS is counted in regular attendance at school and is allowed to do his/her work. Students assigned to ISS are expected to adhere to rules specific to the Suspension Rooms. **STUDENTS WILL BE ASSIGNED OUT-OF-SCHOOL SUSPENSION FOR NON-COMPLIANCE IN ISS.**

### **CONDUCT – OUT OF SCHOOL SUSPENSION**

Students will be assigned Out of School Suspension (OSS) as a consequence for a more severe inappropriate behavior or a pattern of inappropriate behaviors. Students assigned to OSS are to stay home from school for the duration of that out of school suspension. Students are not allowed to participate in or attend any extracurricular or co-curricular activities during their OSS – this includes practices. Students are not allowed on any Darby School District property for any reason during the duration of their OSS. Students are expected to return to DHS the next regular school day after their suspension is complete. Students are allowed to makeup assignments and/or tests upon their return. **It is the responsibility of the student to arrange with their teachers to makeup assignments and/or decide deadlines for completion.**

### **CONDUCT – BOARD OF TRUSTEES DISCIPLINE HEARING**

A Board of Trustees hearing will review the appropriate school records of the student and consider the seriousness of the infraction. Options for discipline action, up to and including expulsion, will be determined by the Board of Trustees.

**Administrative Action:** The student will immediately be suspended by the principal; parent/guardians will be notified and the appropriate law enforcement agency will be informed when necessary. The principal will recommend to the Board of Trustees expulsion for the student for a set amount of time. If the student is expelled, the Board of Trustees must approve readmission before the student may re-enroll at DHS.

### **CONDUCT – EXPULSION**

Expulsion is the removal from school by formal action of the Board of Trustees. The Board of Trustees has the power to remove a student from school for any period of time. The steps for expulsion are:

- A recommendation by the school administration
- A hearing before the Board of Trustees
- After the hearing, the Board can remove the student from school or take any other action they decide is appropriate. The student may appeal the decision through the court system.

### **CONDUCT – STUDENT GRIEVANCE PROCEDURE**

Students and parents are encouraged to meet directly with the staff member with whom they have a disagreement. We hope the majority of problems can be solved at this informal level. The student may also meet with the principal to attempt to resolve the problem through informal discussion. If a solution to the problem cannot be found, the student may initiate the following procedure:

#### **STEP #1: Building Principal**

- Within ten (10) school days following knowledge of the act or condition which is the basis of the complaint, the student must present the grievance in writing to the principal.
- The principal will arrange for a meeting to take place within five (5) school days after receipt of the grievance. The student and the principal will be present for the meeting.
- The principal will provide the student with a written decision on the grievance within five (5) school days of the meeting.

#### **STEP #2: Superintendent**

- If, within five (5) school days, the student is not satisfied with the decision reached in Step 1, the grievance may be appealed in writing to the Superintendent.
- The Superintendent will arrange for a hearing with the student to take place within five (5) school days of the receipt of the appeal.
- Upon conclusion of the hearing, the superintendent will have five (5) school days to provide written decision to the student.

#### **STEP #3: School Board**

- If, within five (5) school days, the student is not satisfied with the decision reached in Step 2, then the grievance may be appealed in writing to the Board of Education.
- The Chairman of the Board of Education will arrange for a hearing with the student to take place no later than the next regularly scheduled board meeting.
- The decision of the Board of Education will be final.

## **CORPORAL PUNISHMENT**

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

## **DISCIPLINE AND DUE PROCESS**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts. Specific guidelines for the

suspension and/or expulsion of special education students can be found in the Special Education Program Narrative for Darby, Section 18.2.

### **DISTRIBUTION OF MATERIAL**

Non-school materials, written materials, hand bills, photographs, pictures, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

### **DRESS CODE AND GROOMING**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or comprise reasonable standards of health, safety, and decency. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

#### **Allowable Dress & Grooming**

- Students must wear clothing including both a top and bottom, or the equivalent, and shoes that is neat, clean, properly fitting and meet common standards of decency.
- Tops must have a) fabric in the front and on the sides and b) straps or sleeves at least ½ inch wide.
- Clothing must cover undergarments.
- All private parts must be covered by fabric and fabric covering private parts must not be see-through.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the requirements of the dress code.
- Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist. Students are to change into clean clothes before leaving physical education class.
- Specialized courses may require specialized attire, such as sports uniforms and safety gear.

### Non-Allowable Dress & Grooming

- Hoods may not be worn inside the school building unless permitted for religious, medical or other reasons by school administration.
- Head coverings, including, but not limited to hats, hoodies, bandanas, and caps are not to be worn within the classroom.
- Clothing must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing must not depict pornography, nudity, or sexual acts.
- Clothing must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Strapless, spaghetti strap, bare midriff clothing, immodestly low cut necklines, off the shoulder or bare backs are prohibited.
- Clothing and grooming must not threaten the health or safety of any other person.
- Skirts, dresses or shorts which are excessively tight or short are prohibited. The tip of the student's middle finger must reach the bottom of the garment while standing with arms stretched straight down to the sides of the body in order to meet this requirement.
- Clothing, accessories, and grooming must not cause actual distraction from or disturbance in, any school activity, or actually interfere with the participation of a student in any school activity.

### Enforcement of the Dress Code

- Violation of the dress code will result in students being sent to the office to change or appropriate plans to change. A minor referral will be issued and the parents will be notified. If the student does not have a change of clothes – one will be provided. Non-compliance will result in further disciplinary action.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or other grooming violation should be consistent with discipline policies for similar violations.

Nothing in this policy shall prohibit garments (including head coverings) worn: a) as part of a student's religious practice or belief; or b) to accommodate a student's disability or medical condition.

## DRILLS

The District conducts regularly scheduled emergency drills. Students are to move quietly, quickly and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their classroom teacher or school administrator. Students are to follow safety protocols and emergency evacuation procedures. Students must not stand in the street. In addition to fire drills, shelter-in-place (lock down), evacuation and earthquake drills may also be practiced.

## DRIVERS EDUCATION

Darby High School offers Drivers Education subject to the requirements of Montana Law. Sessions are usually conducted in the summer. Interested students should inquire at the High School office for specific information.

## DRIVING TO SCHOOL & PARKING

Students choosing to drive to school must use the student parking lot provided by the school. **All students must obey all parking and driving laws, including, but not limited to, parking within the designated spaces.** Careless driving on and around school property will be considered a major disciplinary violation. Students may access their cars during lunch and after school ONLY, unless otherwise granted permission by school personnel. Contraband dogs may search vehicles in the parking lot at any time.

Parking on District property is a privilege for all students. Students may not use, transport, carry or possess alcohol, illegal drugs or any weapons in their vehicles on school property. Vehicles may be inspected at any time by administration, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. In the even the school has reason to believe illegal substances or weapons are present, including by alert-trained dogs, the student's vehicle will be searched. The student expressly consents to such a search by parking on District property.

Refusal to consent to a search will be deemed as having illegal substances or weapons, and will result in parent and law enforcement notification. The vehicle may be towed off school grounds at the owner's expense. The student will be removed from school until the next scheduled disciplinary hearing.

**Parking Permits: Parking permits will be required to park on campus during scheduled school hours.** Permits are linked to the person, not the vehicle. If you drive a vehicle other than the one usually brought to school, take the permit from one vehicle and place it in the other vehicle.

**\*\*Students must complete an application that includes driver's license number, proof of insurance, proof of registration, and license plate number of the car usually brought to school. Information provided will be reviewed and enforced by the administration. Students have the**

first week of school to secure their parking permits. Failure to have a parking permit will result in school consequences ranging from fines to loss of parking privileges. Students must park in the student parking lot and may not park in visitor, staff, or unauthorized spots. Fines must be paid prior to final checkout.

### **ENROLLMENT – STUDENT POLICY**

**Seniors:** DHS Seniors who have written parental permission may opt for “senior release” and leave campus during their open periods. At the end of any grading period, should a senior on “senior release” be failing a class required for graduation, he/she will be required to enroll in a study hall until the end of the next grading period. Any abuse of “senior release” time (ex: loitering on campus, violation of the DHS School-Wide Expectations, etc.) will result in the loss of this privilege for that senior.

**Juniors/Sophomores/Freshman:** DHS underclassmen must enroll in a minimum of seven (7) classes for credit.

**Juniors:** With an available period may be enrolled in:

- **Teachers Assistant** - if he/she has a cumulative 2.00 GPA
- **Work Release** if he/she has a cumulative 2.00 GPA, completed required paperwork, and has a job to go to.
- **Honor Pass** if he/she has a 3.00 GPA, six (6) hours of community service, and no failing grades for the previous quarter.

**\*\*NOTE: Senior Release, TA Position, Work Release, and Honor Pass privileges all require an application process.**

Any student wishing to check out of school must be signed out by their parent/guardian. Any student who has checked out of school must leave campus.

### **ENROLLMENT – REPEATING CLASSES**

If a student fails a class, he/she may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, or assigned to a credit recovery class using Montana Digital Academy.

### **ENROLLMENT – TRANSFER & NEW STUDENTS**

Any student moving into the District who, for any reason, is under suspension or expulsion from another school, shall not be admitted until this term of suspension has ended, or he/she has been exonerated by the suspending district and his/her case been carefully reviewed by DHS administration.

A student who transfers into the Darby School System will have a probationary period, not to exceed 60 days, at the grade level determined by transcripts. At the end of the probation period, it is determined that the student has been placed at an incorrect grade level, he/she will be placed at the correct grade level.

Transfer students from other Ravalli County Schools will need to produce a transfer form prior to their enrollment. For all transfer students, attendance records from the previous school will apply towards the student's absence record at Darby.

All new students enrolling at Darby for the first time must have their parents/guardian present. Within forty (40) days parent/guardian must present proof of identity, or if records are not received within 60 days of enrollment, the law enforcement office will be notified that no proof of identity has been presented.

### **ENROLLMENT – OUT-OF-DISTRICT REQUESTS**

The Darby School Board believes the first priority for participation in the district's education programs must be the students who reside within the district boundaries. School policy states that nonresident student attendance and grades shall be considered when determining allowing enrollment. Transportation is the responsibility of the parent.

### **ENROLLMENT – FIFTH YEAR STUDENTS**

Students who are under 20 years of age and need some additional time to graduate can appeal to the School Board for permission to enroll for a fifth year of High School. Students would not be eligible to participate in athletics.

### **ENROLLMENT – FEES**

**CLASS FEES:** Due to the added expense of materials to complete projects in certain classes, there may be fees assessed to take the class. This will be on a class-by-class basis. Shop and Art classes, along with the STEAM Lab are examples of classes that may have a fee attached.



**EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students’ development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

**FEES AND FINES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to the student. A student, however, is expected to provide his or her own pencils, paper, erasers, notebooks, and miscellaneous supplies and may be required to pay certain other fees or deposits.

Fines for lost, damaged, or overdue school books will be assessed if necessary. Fines will need to be paid prior to final checkout. A damaged book is one with writing or other damage. The damaged book MUST BE USEABLE. If the book is UNUSABLE, the student will be charged the Lost or Destroyed rate. The following will be a guideline that teachers may use to assess fines:

<b>HARDBACK TEXTBOOK</b>		<b>PAPERBACK TEXTBOOK</b>	
Lost or Destroyed .....	\$60.00	Lost or Destroyed .....	\$30.00
Damaged New Book .....	\$40.00	Damaged New Book .....	\$20.00
Damaged Old Book .....	\$20.00	Damaged Old Book .....	\$10.00
<b>SPECIALIZED TEXTBOOKS .....</b>		Cost of Replacement	

<b>PAPERBACK NOVEL</b>	
Lost or Destroyed .....	\$15.00
Damaged New Book .....	\$10.00
Damaged Old Book .....	\$5.00

## FOOD SERVICE

**Lunch and Breakfast meals are no longer FREE.** Free and reduced meal prices are available to all qualifying families who fill out and return the form which is available at the office.

### Student Lunch \$3.50 - Adult Lunch \$5.00

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Please contact the District Office to apply for free and reduced meals.

A school breakfast and lunch program are provided for students. Each student will have an individual PIN and it may be obtained in the main office. Charging of meals is discouraged and money must be put on one's account BEFORE 10:30 AM in order to eat that day. **ALL parents/guardians are encouraged to turn in completed free or reduced lunch forms to the office.**

**Meal Charges:** The District permits students to charge up to \$10 each to a meal account. Once the maximum dollar amount charged on the meal account has been reached, the parents/guardians must submit payment for the meal account balance. If a student has reached the maximum meal account balance and no payment has been received, the student must have cash or a meal from home. For students eligible to receive meals at a reduced rate, the District permits students to charge up to \$10 each to a meal account. Once the maximum dollar amount charged on the meal account has been reached, the parents/guardians must submit payment for the meal account balance. If a student has reached the maximum meal account balance and no payment has been received, the student must cash or a meal from home. High School students must pre-pay for any meals or a la carte items. The school will not provide an alternate meal.

**Payment on Meal Account:** The District's food department will maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances OR parents/guardians may check a student meal account balance online on Infinite Campus. Parents/guardians must submit payment for meal accounts either online in Infinite Campus Portal, in person at school cafeteria, or by mail. Payment may be submitted at any time OR upon receiving notice. If the District has not received payment within 30 days at the end of the semester, the payment is considered overdue and is a delinquent debt. The District will use reasonable efforts and as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

### **FUNDRAISING**

Any teams, clubs or other school-sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal for any fund-raising activities. Students who are involved in selling the products for clubs, etc., are not to sell during class time. Tickets for activities may be sold during the lunch period at such times and location approved by the school administration.

- Only school district-sponsored, or Board approved, fund-raising activities will be allowed on the Darby School campus.
- Organizations must have a fund-raising application approved by the Superintendent, or Board, as appropriate, before ordering any materials for a fund-raising project.
- Upon completion of the fund-raising project, the financial report should be turned in to the District Office.

### **GRADING – GRADING SYSTEM**

The grading system at Darby High School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

A = 90-100%   B = 80-89%   C = 70-79%   D = 60-69%   F = 59% and below

The grades represent the average grade for the quarter. To insure consistency, semester and quarter grade averages will be calculated to two decimal places and then rounded to the nearest whole number. For example: an 83.52% would round up to 84%; however 83.39% would not be rounded up. A **PASS/NO PASS** grading system may be used in some classes.

### **GRADING – SEMESTER GRADES AND STUDENT TRANSCRIPTS**

An example of how Semester grades are calculated:

First Quarter	45%
Second Quarter	45%
Semester Exam	10%

A semester test that is weighed more than 10% must be approved by the principal and explained to the students at the beginning of the semester. Teachers who wish to weight their semester exam less than 10% are free to do so.

**Credit is awarded on the basis of SEMESTER grades.** The only grade that is recorded on the permanent record is the SEMESTER grade. GPA's and Class Rank are determined on the basis of SEMESTER grades. Should a student choose to repeat a class in residence at DHS, the higher grade earned will be the one recorded on the student's transcript. The principal must approve any Montana Digital Academy original credit courses to be used to meet graduation standards. Only full-time students in line for a DHS diploma will be calculated into the class rank.

**To be considered for valedictorian or salutatorian honors:**

- Students must complete the Rigorous Core Requirements set forth by the Montana University System.
- Students must earn a minimum of 24 credits with an additional credits in mathematics and science
- Students with the highest GPA's will receive the valedictorian & salutatorian honors. If two or more students have the same GPA when carried out three decimal places, those students will share Valedictorian honors.
- Students must have attended Darby High School for at least 160 days of their final academic year.

**GRADING – HONOR ROLL REQUIREMENTS**

DHS publishes a listing of students who have achieved scholastic honors for the prior quarter. Students must meet the following standards to be listed on the honor roll:

**PRINCIPAL'S HONOR ROLL: 3.50 GPA with NO D, F, I or NG grades**

**MERIT LIST: 3.00 GPA with NO D, F, I or NG grades**

**GRADING – TRANSCRIPTS**

Every Senior will receive an unofficial transcript to assist them in filling out college applications,. To request an official transcript, contact the High School office at least two weeks prior to the application deadline and fill out a transcript request form.

**GRADUATION AND PROMOTION REQUIREMENTS AND SENIOR ACTIVITIES**

**Darby High School Graduation Requirements:**

<b>Subject Area</b>	<b>DHS Diploma</b>	<b>Rigorous Core Diploma</b>	<b>Rigorous Core Information</b>
English	4 Credits	4 Credits	Including College Writing
Mathematics	3 Credits	4 Credits	Including Pre-Calc or higher
Science	2 Credits	3 Credits	Including Chemistry or Physics
World History	1 Credit	1 Credit	
US History	1 Credit	1 Credit	
Government	1 Credit	1 Credit	
Physical Education	2 Credits	2 Credits	
Career & Tech Ed	2 Credits	2 Credits	
Fine Arts	1 Credit	1 Credit	
World Language		2 Credits	
Elective Credits	7 Credits	3 Credits	
<b>Total Credits</b>	<b>24 Credits</b>	<b>24 Credits</b>	

**\*\*Seniors are required to complete 20 volunteer hours by the Monday before graduation. Darby High School defines service hours as the pursuit of voluntary activities – without pay or academic credit – that aid an independent party.**

Exceptions:

1. Students transferring to DHS after 9<sup>th</sup> grade will need to complete 5 hours for each remaining year of High School.
2. A student may appeal their service hour requirement to the School Board no later than 2 months before the graduation date.
3. Obstacles due to the Covid Pandemic will be considered.

### **Darby Middle School 8<sup>th</sup> Grade Promotion Requirements**

The 8<sup>th</sup> Grade promotion ceremony is a privilege not a right. It is at the discretion of the administration who may participate in the promotion exercise. In order to participate, student's must:

- Be academically eligible by having passing grades in all coursework including electives. These classes include: English, Math, Social Studies, Health, PE, Science, and electives.
- Students must also be regularly enrolled and attending all scheduled classes
- Students can have no more than 5 unexcused absences and 10 or fewer unexcused tardies during the 4<sup>th</sup> quarter, in order to participate.
- Students cannot have a significant number of office referrals and be free of any major rule violations during the 4<sup>th</sup> quarter.

The final decision is at the discretion of the administration.

### **Darby High School Senior Activities**

**SENIOR TRIP:** A senior trip itinerary, which will not exceed the distance of 450 miles one way from Darby, will be presented to the Superintendent and Principal by the senior class advisor. The school will provide a bus and one bus driver. The trip itinerary, which must include all stops, mileage, costs, chaperones, and activities, must be presented to the Principal no later than March 1 of the current school year. If the trips destination is out of state, it will be placed on a regularly scheduled March Board Meeting for board approval. At a minimum, the Senior Class advisors will accompany the trip. Students who do not take part are expected to be in school.

Seniors must be passing **ALL** subjects and on-line to graduate in order to participate and must travel with the class. All school rules apply on the excursion – see the ACTIVITIES section of this handbook for more specific details.

**SENIOR CHECK OUT:** Check out sheets will be issued to Seniors and will need all appropriate signatures. Final check out will be done with each teacher upon completion of the final exam for that class. Prior to final check out, all classes must have been completed and final grades posted (no Incomplete grades). All fees and/or fines must be cleared before you will be allowed to participate in the graduation exercises. Completed check-out sheets are to be returned to the High School Office.

**SENIOR HONOR PASS:** A pass given to a senior who has a 3.0 GPA, two or fewer absences, no more than one major referral in the prior semester, and administrative and parent approval. *Eligible students may take one period off during each semester of their senior year.*

**GRADUATION:** Commencement exercises will be held at the DHS gymnasium. Participation in this ceremony is reserved for those members of the graduating class who have completed the requirements by the date of the commencement exercises and are free of disciplinary issues that would restrict their participation. Those who have not completed all the graduation requirements will not be allowed to participate in the commencement exercises, but will have until October of that year to be considered a graduate of their class and receive a diploma. The privilege of participating in graduation exercises may be taken away as a consequence of misconduct.

Students will be dressed appropriately and refrain from bringing air horns/noise makers or silly string to the graduation exercises.

#### **GRADUATION – EARLY GRADUATION**

Students will be considered for early graduation if they have attended school for seven semesters and earned the required credits as outlined in this handbook. Students must present a written request to the principal during the first semester of their senior year.

#### **GUIDANCE AND COUSELING**

Counselors are available to assist students with their educational needs. Students and parents are encouraged to meet with a counselor for academic and personal assistance. Students who need to see a counselor should sign up between class periods. The counselor will send a pass to them at the appropriate time.

**Note on Confidentiality:** most information that a student tells a counselor is held in confidence. However, if a student shares information about a situation that could be harmful to the student, to other students, or to property, the counselor is required to contact the student's parents and/or other appropriate officials. Examples of information that must be shared with a parent are pregnancy of a minor, serious illness, drug abuse, talk of suicide, etc.

### **GUIDANCE – CAREER CENTER AND SCHOOL-TO-CAREER**

The School-to-Career system at Darby High School is an opportunity for students to participate in classes and activities that will help them better understand and prepare for their future careers. School-to-Career is an opportunity for career awareness, career exploration and career preparation. Interested students will have the opportunity to research future career possibilities, including; educational requirements, potential earnings, and the future outlook for those careers. Students have the opportunity to take career interest inventories and skill tests, perform career searches on the computers and learn about “jobs of the future”. School-to-Career internships and job shadowing will also be administered here.

### **GUIDANCE – CAREER PATHWAYS**

Students are given an interest inventory at the end of their 8<sup>th</sup> grade year. This inventory gives students an idea of their likes, dislikes, strengths, and weaknesses. The inventories also show the student a “Career Pathway” that can be used in scheduling classes, choosing electives, researching future educational choices and career possibilities. Career Pathways is a proven tool for students to use in achieving their future goals and desires. The following are the career paths available to the students: <https://www.mus.edu/mcp/>

### **HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way. The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the view of the child taken into consideration. The District shall immediately enroll the homeless child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation. Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services, educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students

with limited English proficiency; vocational and technical programs; and school meals programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

### **HOMEWORK / MAKE-UP WORK FOLLOWING AN ABSENCE**

For Excused Absences: students will be allowed two school days for each day missed to make up their assignments, unless other arrangements have been made with the teacher.

Assignments with set due dates must be turned in at the beginning of the next scheduled class upon the student's return to school.

For Pre-Arranged and/or School-Sponsored Absence: It is the student's responsibility to obtain future assignments and schedule make-up exams and due dates **BEFORE** he/she leaves.

Students who foresee being absent five (5) or more days will want to talk with their teachers and follow their class assignments on Google Classroom. All assignments are due within two days of being back in school.

Darby High School does not run a home-school program, so it is important to gain prior approval for the pre-arranged absence so your student avoids being dropped from enrollment or contacted by law enforcement for excessive absences.

### **ILLNESS**

If your child is ill, please help support the health of students and staff by keeping your child at home until they are over their illness. Any student who stays home or is sent home due to a fever, needs to be fever free without medication for 24 hours before returning to school.

If a child is well enough to attend school, they are expected to participate in regularly scheduled physical activity such as physical education and recess. Please contact the school if there are any special circumstances regarding medical conditions that require an accommodation. A doctor's excuse indicating the reasons and length of time the student needs to be excused from physical activity will be required upon return.

### **ILLEGAL SUBSTANCES**

**Possession/Use/Transfer of Illegal Substances or Paraphernalia:** Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school sponsored activity. This includes ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS (other than aspirin, ibuprofen, etc.), PRESCRIPTION DRUGS (including medicinal marijuana) prescribed to the student, and E-CIGARETTES, VAPOR PENS, AND OTHER INHALENT DEVICES.



**Possession Defined:** A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not limited to, on the students' person, clothing, book bags, locker, or automobile parked on or off the school grounds.

**Use Defined:** A student either consumes the prohibited substance or is under the influence of the prohibited substance.

**Transfer Defined:** A student sells, gives, offers to sell or give a prohibited substance, or what is reported to be a prohibited substance, to another person.

**Dispensing of prescription medication by a student to another student will be considered distribution of dangerous drugs. Law enforcement agencies will be notified!**

### **INSURANCE**

Darby High School does not carry accident insurance on students. Such coverage is the responsibility of parents/guardians.

### **LUNCH / CLOSED-OPEN CAMPUS**

**Grades K-8:** Students in grades K-8 are required to remain in the building or on school grounds during school hours. Once a student arrives on campus, leaving is only permitted if signed out at the High School Office and escorted off campus by the parent/guardian.

Students leaving campus during lunch hours will be considered truant. Students may not order-out or order delivery for lunch

**Grades 9-12:** The privilege of open campus will be available to all students in grades 9-12. Students are expected to return to be back on campus on time to start their next class.

**Violation of the open campus rule will result in ten (10) days of lunch detention. Repeat violators will lose their privilege to leave campus.**

Students who remain on campus are expected to follow the following procedures:

**Be Safe:** demonstrate appropriate physical behavior, use chairs and tables appropriately, and report safety issues and spills

**Be Responsible:** clean up after lunch, leave area in good condition, and finish food in the cafeteria or outside.

**Be Respectful:** use manners, keep noise level reasonable, and push chairs in.

### **MEDICINE AT SCHOOL**

A student who must take medicine (prescription or over-the-counter) during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the High School Office. The High School secretary will either give the medicine at the proper times or give the student permission to take the medication as directed. **All medication MUST be kept in the main office.**

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an Epi-Pen or asthma inhaler. The written order and written authorization must be provided annually.

A parent may choose to personally dispense medication to their child at school. **Dispensing of prescription medication by one student to another student will be considered distribution of dangerous drugs.**

### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance will be recited at the beginning of the first class of each school day in kindergarten through 12<sup>th</sup> grade pursuant to MCA 20-7-133. Students and teachers have the right not to participate in the recitation of the pledge. A student or teacher who declines to participate in the recitation of the pledge may engage in another form of conduct, however, that conduct may not materially or substantially disrupt the work or discipline of the school.

### **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

#### **Instructional Materials:**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The District will not administer or distribute to students any survey or other instrument for the purpose of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior
- Criticism of other individuals with whom the student or the student's family has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

### **RELEASE OF STUDENT FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or parent/guardian and according to the building sign-out procedure. Failure to check out will be truancy. A student will not be allowed to leave the building unless parent contact is made prior to their departure.

When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

### **REPEATING CLASSES**

If a Darby High School student fails a class, they may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, or assigned to a credit recovery class using Montana Digital Academy, or other online platform to be determined at the at the administration's discretion.

### **REPORT CARDS AND CONFERENCES**

Report cards will be provided at the end of each grading period. Parents are encouraged to regularly access his/her student's grades by using Infinite Campus. Please contact the High School Office for directions and your PIN number.

One of the priorities of Darby High School is keeping parents informed of their children's progress and needs. The school district schedules two Parent-Teacher conferences per year. In addition, if parents wish to talk with their child's teacher at other times, they should call the High School to schedule a conference with that teacher. The conference will take place before or after school or during the teacher's preparation period.

### **RIGHT TO ASSEMBLE**

Students have the right to assemble at school as long as that assembly does not interrupt nor disrupt the educational process of the school, violate any laws, and is done with the administration's knowledge and approval.

### **SAFETY**

#### **Accident Prevention:**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct this is likely to put the student or other students at risk
- Follow the behavioral standards in this Handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

#### **Emergency School-Closing Information:**

The District may close the school in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information may be communicated through Infinite Campus, local media, or otherwise. We will inform you of the situation once it has been deemed safe to do so.

Your cooperation is vital in any emergency. In the event an emergency arises – please:

- Avoid calling the school. Telephone lines will be needed for emergency communication.
- Avoid driving to school. Streets should be open to emergency vehicles.
- Avoid calling your student on their cell phone. Once it is safe to do so, we will have them notify you.
- Announcement of school closures and emergency information will be made through the following radio and television stations: KDXT–(XT93), 93.3 FM, KYSS-94.9 FM, KUFM-

89.1 FM, KMSO-102.5, KECI-TV, KPAX-TV. Information and instructions for picking up students during or after an emergency will be given over the radio.

In the event our school is evacuated – your child will be transported to a pre-determined safety area. Specific information will be broadcast on the local radio stations. Your child will contact you as soon as they are safe.

All students are required to participate in emergency drills. Failure to participate will be treated as open defiance and will result in disciplinary action. See Emergency Procedure Handbook at the District Office for more information.

**Personal Protective Equipment:**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirements for PPE as permitted by law and on a case-by-case basis.

**SCHOOL-PARENT COMPACT**

**School Responsibilities & Expectations:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards. This will be done through interesting and challenging classes in a safe and respectful learning environment.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. These conferences will be held in the Fall and Spring.
- Provide parents with frequent access to their children’s progress through Infinite Campus, Midterm and quarterly report cards.
- Provide parents reasonable access to staff. Parents are welcome to schedule appointments to meet with teachers, and/or communicate with them via telephone or email.
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.

**Parent Responsibilities & Expectations:**

- Support your child’s learning
- Monitor attendance.
- Monitoring my child’s academic progress, including homework completion and Infinite Campus.
- Promoting positive, appropriate behavior from my child.
- Staying informed about my child’s education and communicating with the school.

**Student Responsibilities & Expectations:**

- Be in consistent attendance for all classes, as well as be on time and be prepared.
- Work at each of our classes with due diligence.
- Communicate effectively with all of the school staff, including asking for help when needed.
- Abide by the school wide expectations to be safe, responsible, and be respectful.

**SEARCH AND SEIZURES**

Desks, lockers and other equipment belong to the District. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein is illegal, stolen, potentially harmful to the safety of the student or other students, and/or disruptive to the overall climate of the school. This includes the search of students themselves. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. Any items which are prohibited by law or by policy may be impounded by school officials.

Darby High School contracts with a Canine Detection Agency to help preserve a safe and drug free environment. During a canine contraband search of hallways, parking lots and other school property, teachers will be asked to keep their students in their classrooms; should the dog “alert” on a student’s locker, car or other belongings, the student will be called out of class, informed of the items that the dog has alerted on, and be present for the search. Should an illegal substance be found, the student will be subject to regular school discipline procedures and law enforcement will be contacted. During searches of classrooms, students will exit the classroom prior to the canine, handler, and administrator’s entry and will remain under the supervision of their teacher during the search.

Students who refuse to consent to a search of their vehicle or property, if the canine alerts to the presence of contraband odors or weapons, will be considered in violation of school policies and subject to one or more of the following procedures:

- Law enforcement and parents will be notified.
- Student will be removed from school until the next scheduled School Board meeting where he/she will be recommended for expulsion.
- Lose their privilege of parking on school property indefinitely,
- Evidence produced by a search may be used in a disciplinary and criminal proceeding against the student. All evidence discovered may be impounded by school authorities.

## **SEXUAL HARASSMENT**

The District encourages parental and student support in its effort to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activities; or
- "Sexual assault" as defined in 20 USC 1092 (f)(6)(A)(v), "dating violence" as defined in 34 USC 12291 (a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291 (a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

## **STUDENT LEADERSHIP**

The purpose of the DHS Student Leadership Council is to represent and serve the student body, govern the student body and its individual organizations as a representative democracy, and provide a positive connection between students, staff, and administration. Furthermore, the members of student leadership promote good citizenship, provide positive direction for the student body, and assist faculty and administration in developing and revising student policy as stated in this handbook. DHS Student Leadership Council operates under the supervision of the High School MTSS team.

Any student holding a leadership position, either elected or honorary, must demonstrate a good attitude, and set a good example for other students in proper school spirit and self-discipline in and out of school. These students should establish a cooperative relationship with faculty and administration. Failure in this respect will authorize the sponsor, with approval from the principal, to remove a student from a position of leadership.

### **STUDENTS IN FOSTER CARE**

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

### **SPECIAL EDUCATION**

Darby School District supports and encourages the education of exceptional children. An individual education plan (IEP), designed to provide the least-restrictive learning environment, is developed for each special education student.

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

### **STUDENT SCHEDULES**

We understand that the courses taken by a student will have a dramatic effect on the future opportunities available to that student. The following policy is designed to ensure that course changes are made for sound educational purposes only:

- The student academic plan will be a major focus of registration. The student will register for courses, selected in his/her four year plan.



- A student may not drop or add a class after the first week of school or after the first week of the second semester, without permission of the parent, the counselor, the administrator and both teachers involved in the transfer.
- Students will not be allowed to move from a small class to a larger one.
- Students are not allowed to drop a class for convenience or to avoid a low grade. **A student who drops a class after the first week of the semester will receive an “F” in that class and will have a change of schedule.**
- Any drops after the first week of a semester must be initiated by the staff and approved by a parent, a counselor, and an administrator.

### **TEXTBOOKS & CHROMEBOOKS**

Board-approved textbooks and chromebooks are loaned to the student by Darby Schools. Rules require the student to be responsible for the care of their chromebook/textbook and to return it with only reasonable wear.

Students are responsible for replacing all chromebooks/textbooks that are lost, stolen or otherwise rendered useless, regardless of the reason for loss or damage. At the time it is issued, the student should check for wear. If the chromebook/textbook is otherwise damaged, the student should discuss this with the teacher, so that he/she will not be charged with the damage. It is suggested that a written record be given to the teacher on damages found. Any student failing to return a chromebook/textbook issued by the school or damaging a chromebook/textbook issued by the school may be charged to replace the item. (Refer to: Fees & Fines)

### **TITLE IX GRIEVANCE PROCEDURE**

Any complaint will be presented in writing to the Title IX Coordinator and must include specific information on which the complaint is based. The complaint must be signed and dated in order for a reply to be made. The Title IX Coordinator will then act accordingly based upon the complaint. A file containing pertinent information will be established for any documentation pertaining to each complaint. Appeals on decisions may be made to the Superintendent and subsequently to the Board of Trustees.

### **TRANSPORTATION**

#### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents – before the scheduled trip – a written request that the student be permitted to ride with an adult designated by the parent. Both requests must be in writing and submitted to the principal prior to leaving on the school-sponsored trip.

### **Buses and Other School Vehicles**

The Darby School District will provide bus transportation to and from Darby Schools for students living three or more miles from the High School. This is a privilege and not a right. Students who abuse the privilege will lose it. Students living closer than three miles from school or who reside outside the District, and are enrolled as such, may be allowed to ride the bus if space is available.

#### **Bus Expectations:**

1. Students will conduct themselves in a safe and orderly manner for the environment
  - a. Keep head, hands, and feet inside the bus.
  - b. Emergency door is used only in case of obvious emergency.
  - c. Objects of any type are not to be thrown into or out the window.
  - d. Fighting, wrestling or boisterous activity is prohibited on the bus. Students must keep hands and feet to themselves.
  - e. Students shall not open windows more than halfway down and will never extend any part of their body through the window.
2. Students will utilize only designated areas
  - a. Shall remain seated at all times in a forward facing position. The aisle must be clear at all times.
  - b. Bus drivers are authorized to assign seats.
3. Students will demonstrate respect for themselves and others
  - a. Be courteous to the driver, to fellow passengers and to passers-by.
  - b. Smoking, vaping, or use of any illegal drugs is strictly prohibited
  - c. Damage caused by a rider shall be the riders responsibility to reimburse
  - d. Students shall not move, remove or deface any sign on the bus.
4. Students will follow the supervisor's instructions
  - a. Students are not permitted to eat, drink or chew gum on the bus.
  - b. Students shall keep the bus clean and must refrain from damaging it.
  - c. Students who refuse to promptly obey the directions of the driver, or refuse to obey regulations may forfeit their privilege to ride on the buses.
5. Students **MUST** have a note from the parent/guardian initiated by a school authority, to ride a different route, ride with a friend or be dropped off at a different location than their address.
  - a. Students shall have written permission from their parent/guardian or the school to leave the bus other than at school or their designated bus stop. Permission slips are to be signed by the High School Secretary or Administration prior.

- b. Students must make other arrangements to transport the following items to and from school: skis, snowboards, sleds, shovels, animals and insects, large band instruments and fragile class projects.
6. Students shall be on time for the bus, allowing five minutes before their scheduled stop in the morning.
  - a. Stay away from moving buses. Never chase for a bus, on foot or in a vehicle.
  - b. When necessary to cross the road, students shall wait to cross until motioned by the driver, and will always cross 10 feet in the front of the bus. Students not needing to cross the road shall wait to approach the bus until the bus is stopped and the loading door is opened.
7. Matches, lighters, lasers, toy/replica guns, firearms/weapons, or any other potentially hazardous material, including spray type or aerosol and glass containers, are not allowed on the bus.
  - a. Pens and pencils are not allowed out of students' backpacks.
8. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.

#### **TRANSPORTATION - DISCIPLINE POLICY**

**First Offense** – Verbal warning.

**Second Offense** – Student is to sit up front for 3 days. They are in “time out” and not to talk to anyone. A discipline form is filled out, and a copy will be sent to the school principal and to the parents.

**Third Offense** – Referral to the principal with notation of previous interventions + notification to parents indicating potential loss of bus riding privileges for one (1) school day

**Fourth Offense** – Referral to the principal with notation of previous interventions + loss of bus riding privileges for five (5) school days + meeting with parents before being allowed back on any school bus.

**Fifth Offense** – Referral to the principal with notation from previous interventions + loss of bus riding privileges + parent meeting with the school board and/or principal prior to riding again.

***\*\*Serious offenses, as defined in the major discipline portion of this handbook, will result in placement on the consequence step where administration deem appropriate.***

### **TRANSPORTATION – SECURITY VIDEO**

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior, but also protects students and school bus drivers from being wrongly accused of participating in illegal or unacceptable behavior.

The following will have access to the recording:

- Darby School District Administration.
- Parent/guardian under the supervision of an authorized adult may view the recorded activity of his or her own student as part of a specific investigation or disciplinary action. The viewed segment may be as short as one second in length.
- Student under the supervision of an authorized adult, as part of a specific investigation or disciplinary action.
- Investigative agencies when evidence of criminal activity exists.
- Individuals designated by the Darby School District to assist in an investigation or identification of a student(s).

A recording may be kept:

- Until the disciplinary action or investigation has been resolved satisfactorily.
- Permanent if requested or deemed necessary by an administrator of DHS.

### **VIDEOTAPING OF STUDENTS**

The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras may be used as a security measure in the District. Video cameras will also be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The administration is responsible for the implementation of safety and security measures and the proper use of video surveillance monitoring systems. No staff member may use video surveillance without permission of the Principal or Superintendent. Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. The video surveillance will not include audio recordings, except on busses, unless specific notice is given as required by law.

## **VISITORS**

The District has the discretion to permit visitors and encourages parents to visit the school. For the safety of those within the school, all visitors must first report to the High School Office and wear a visitor's badge while in the building. Failure to check in properly with the front office could result in trespassing charges. Unauthorized persons on District property may be subject to Montana trespass law.

Visitors to individual classrooms during instructional time are permitted only with approval of the principal and teacher as so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not permitted to bring friends to visit classes. Friends are welcome at all athletic events and/or extra-curricular activities that are otherwise open to the public.

## **WEAPONS**

### **Gun-Free School**

Any student, who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered, or looks like a firearm, shall be expelled for the definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis.

The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to expulsion shall be entitled to a hearing before the Board, in accordance with MCA 20-5-202.

### **Possession of a Weapon or Look-A-Like Weapon on School Property**

Any person who possesses carries, or stores a weapon on school grounds, except as provided below, shall be referred to law enforcement for immediate prosecution. In addition, a parent or guardian of any minor violating this policy may be referred for possible prosecution on the grounds of allowing the minor to possess, carry or store a weapon on school grounds.

For the purpose of this section only, the following terms are defined:

**School Grounds** shall be defined as all buildings and property owned or leased by the Darby School District that are for instruction or for student activities

**Weapon** means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace or other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (ex: lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

**Administrative Action:**

If it is determined by the administrator that this policy has been violated, the student will immediately be suspended by the administration; parent/guardians will be notified and the appropriate law enforcement agency will be informed. The principal may recommend to the Board of Trustees expulsion for the student for the remainder of the school year. If the student is expelled, the Board of Trustees must approve readmission before the student may come back the following year.

When a student violating this policy is identified as disabled, either under IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

**SCHOOL INFORMATION**

District website: [www.darby.k12.mt.us](http://www.darby.k12.mt.us)

Facebook page: <https://www.facebook.com/Darbyschooldistrict/>

**RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS**

I have received a copy of the Darby High School Student Handbook for 2022-2023 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal within ten (10) days following the first day of the school year.

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Name of Student (Print Clearly)

Grade in School

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Signature of Student

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Signature of Parent/Guardian

**PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE  
WITHIN THE FIRST WEEK OF SCHOOL**