

**STUDENT HANDBOOK 2022-2023**

**DAILY SCHEDULE**

1 <sup>st</sup> PERIOD	8:40 TO 9:30
2 <sup>nd</sup> PERIOD	9:34 TO 10:19
3 <sup>rd</sup> PERIOD	10:23 TO 11:08
<b>6<sup>TH</sup> GRADE</b>	
A LUNCH	11:08 TO 11:38
EN	11:42 TO 12:13
4th	12:17 TO 1:02
<b>7<sup>TH</sup> GRADE</b>	
4 <sup>TH</sup> PERIOD	11:12 TO 11:57
B LUNCH	11:57 TO 12:27
EN	12:31-1:02
<b>8<sup>TH</sup> GRADE</b>	
4 <sup>TH</sup> PERIOD	11:12 TO 11:57
EN	12:01 TO 12:32
C LUNCH	12:32 TO 1:02
5 <sup>TH</sup> PERIOD	1:06 TO 1:51
6 <sup>TH</sup> PERIOD	1:55 TO 2:40
7 <sup>TH</sup> PERIOD	2:44 TO 3:30

**2-HOUR DELAY SCHEDULE**

1 <sup>ST</sup> PERIOD	10:40 TO 11:16
2 <sup>ND</sup> PERIOD	11:20 TO 11:53
<b>6<sup>TH</sup> GRADE</b>	
A LUNCH	11:53 TO 12:23
3 <sup>RD</sup> PERIOD	12:27 TO 1:00
4 <sup>th</sup> PERIOD	1:04 TO 1:37
<b>7<sup>TH</sup> GRADE</b>	
3 <sup>RD</sup> PERIOD	11:57 TO 12:30
4 <sup>th</sup> PERIOD	12:34 TO 1:07
C LUNCH	1:07 TO 1:37
<b>8<sup>TH</sup> GRADE</b>	
3 <sup>RD</sup> PERIOD	11:57 TO 12:30
B LUNCH	12:30 TO 1:00
4 <sup>TH</sup> PERIOD	1:04 TO 1:37
5 <sup>TH</sup> PERIOD	1:41 TO 2:14
6 <sup>TH</sup> PERIOD	2:18 TO 2:51
7 <sup>TH</sup> PERIOD	2:55 TO 3:30

Classes begin at 8:40 a.m. and end at 3:30 p.m. Students must remain in the assigned morning area until dismissed at 8:30 to report to lockers and first period class. Doors open at 8:10 a.m. Students are not to be in the building without proper supervision beyond times noted.

**Vision Statement**

To prepare our students to be successful citizens by providing a challenging, dynamic, and comprehensive educational experience.

**Mission Statement**

Every Eagle, Every Day

**A STATEMENT FROM THE STUDENTS OF DELTA MIDDLE SCHOOL**

The students at **Delta Middle School** believe that **RESPECT** is important for school success because it helps to create a safe environment where learning can take place and students have the opportunity to grow and develop into responsible young adults.

Students at Delta Middle School will strive to show respect for **themselves** by:

Taking care to dress appropriately and practice good hygiene, Working hard and doing their personal best, and Making good choices, especially choosing to stay drug free.

Students at Delta Middle School will strive to show respect for their **peers** by:

Helping others when asked and offering encouragement when they see someone in need, Respecting the property and belongings of others, Standing up for others by refusing to gossip and spread rumors, and Simply treating others, as they would want to be treated themselves.

Students at Delta Middle School will strive to show respect for **teachers and adults** at school by:

Being honest, listening and following directions, Exhibiting a good attitude, Using manners, especially by properly addressing adults as Mr./Mrs./Miss/Ms. and using please and thank you, and doing what is both asked and expected of them.

**DEFINING THE IDEAL STUDENT DEVELOPED BY THE DELTA MIDDLE SCHOOL STUDENT BODY:**

- is respectful.
- is prepared for class.
- does assignments and turns them in.
- is responsible.
- pays attention.
- follows classroom and school rules.
- does their best.
- is hardworking.
- comes to school every day.

**STATEMENT TO PARENTS REGARDING SCHOOL’S ABILITY TO MAKE DECISIONS GOVERNING THE CHILD**

(Source: Dave Emmert, General Counsel, Indiana School Boards Association)

When the parent chooses to send his or her child to a public school, Indiana’s laws and courts recognize that school officials and teachers “take the place of the parent” with regard to decisions pertaining to the child during the time of the school’s supervision of the child. This concept is often referred to as “in loco parentis” and is expressed by the Indiana Legislature in the Education Code pertaining to student discipline as follows:

I.C. 20-33-8-8. Duty and powers of the school corporation to supervise and discipline students

Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- 1) A school corporation; and
- 2) The students of a school corporation.
- b) In all matters relating to the discipline and conduct of students, school corporation personnel;
  - 1) stand in relation of parents to the students of the school corporation; and
  - 2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- 3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.
- c) Students must:
  - 1) follow responsible directions of school personnel in all educational settings; and
  - 2) refrain from disruptive behavior that interferes with the educational environment

**TABLE OF CONTENTS**

**Attendance Policy**.....Pages 3-4  
Attendance Procedure, Make-up Work, Tardy Policy, Truancy

**Corporation Policies**.....Pages 5-14  
Nondiscrimination/Anti-Harassment Policy, FERPA, , School Health Policy, Medical Needs at School, Immunization Policy, Outside Information Policy, Reasonable Accommodations for Persons with Disabilities, Students with Special Needs/Accommodations, Discipline Policy for Students with Disabilities, Special Education, Search and Seizure, Seclusion and Restraint of Students, Criminal/Gang Organization, Due Process Procedures, Acceptable Use Policy

**Code of Conduct**.....Pages 14-21  
School Discipline, Student Conduct, Discipline Code of Violations and Procedures, Student Discipline Policy, Suspension/Expulsion, Grounds for Suspension or Expulsion, Suspension Procedures, Program Alternative for Student Success (PASS), Expulsion Procedures, Dress and Grooming

**General Information**.....Pages 22-25  
Visitors, Emergency School Dismissal, Dismissal, Campus Boundaries, Student Rental and Charges, School Wellness Policy, Cafeteria, Check and Money Policy, Insurance, Lockers, Lost and Found, Parties, Language Speech Hearing, Guidance Services, Media Center, Bus Guidelines, Personal Communication Devices (PCDs), Threat (Act of Violence) (Safety Risk) Concern, Pesticide Use

**Academic/Student Services**.....Pages 26-27  
Eligibility of Students for Enrollment, Withdrawing from School, Student Privacy, Parental Access to Information, and Inspection of Material, Testing, Grade Cards/Mid-Term Reports, Promotion and Retention Policy, Telephones

**Student Activities**.....Pages 28-29  
School-Sponsored Activities, Behavior at School Activities, Athletic Information

## ATTENDANCE

### ATTENDANCE POLICY

Presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e-learning days or as part of a continuous learning program). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

Attendance shall be required of all students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with [IDOE guidance](#) and formatting/submission requirements.

Content may be delivered in two contexts during the academic school year. One context is onsite, not separated by time or space, where all students are learning, applying, and practicing content at the same time. Another context is off-site learning where students may be learning, applying, and practicing content at different times in different spaces.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The School Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

At a minimum, the School Corporation considers the following for excused absences:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note, email, or phone call from the parent. (Only 5 absences in this category will be excused per semester. Additional absences in this category will be considered unexcused unless sufficient certification is received from a licensed health care provider.)
- H. Illness verified by a note from a physician
- I. Recovery from accident
- J. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- K. Death in the immediate family or of a relative
- L. Observation or celebration of a bona fide religious holiday
- M. Maternity
- N. Military connected families' absences related to deployment and return
- O. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place or in the manner in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

**Guidelines/Consequences for an Unexcused Absence**

All other absences shall count towards the five (5) day limit. The principal or his designee will periodically review student attendance throughout the semester. Chronic medical concerns may be addressed at the time of the administrative review. A letter will be sent to the parent/guardian upon the fifth (5) uncertified absence. The principal or his designee reserves the right to require students to make up time missed due to uncertified absences in the following manner:

- a) Sixth (6th) uncertified absence –Thursday School
- b) Eighth (8th) uncertified absence- Thursday School
- c) Tenth (10th) uncertified absence-Three (3) days of ISS
- d) Twelfth (12th) uncertified absence-Three (3) days OSS/PASS and parent conference
- e) Fifteenth (15th) uncertified absence-Ten (10) days suspension and recommendation for expulsion. Juvenile probation may also be contacted at this time, or at a previous time.

**ATTENDANCE PROCEDURE**

Parents are to telephone or email the school by 9:00 a.m. the day of absence. **Physician statements and other necessary documentation are to be turned in within two days of returning to school in order for the day’s absence to be certified.**

A student may be denied participation on a field trip or school sponsored trip due to excessive absences and/or behavioral or academic concerns.

**MAKE-UP WORK**

The student shall be responsible for making arrangements with teachers for make-up work. A student will be given one day for each day absent to complete all make-up work (maximum of 5 days), unless given an extension of time by the teacher concerned. Students participating in school sponsored field trips will have all work completed on their return to school the following day. Requests for homework need to go through the office after a student has been absent for three (3) consecutive days.

**TARDY POLICY**

Tardy to School and/or class: Students are expected to get to class on time. Students are expected to be in the assigned classroom, prepared to learn, at the time the tardy bell sounds. Students more than 5 minutes late to class may be considered truant/out of area rather than tardy. Students who are tardy to school and/or class face the following discipline consequences per class period:

<b>1st, 2nd, &amp; 3rd</b>	<b>Warning by teacher</b>
<b>4th</b>	<b>Two (2) Lunch Detentions</b>
<b>5th</b>	<b>Thursday School</b>
<b>6th</b>	<b>One (1) day ISS</b>
<b>7th</b>	<b>Two (2) days of ISS</b>
<b>8th</b>	<b>Three (3) days ISS/Parent Meeting</b>
<b>10th</b>	<b>Three (3) days PASS</b>
<b>12th</b>	<b>Five (5) days PASS and Expulsion</b>

**\*\*\*TARDIES START OVER EACH SEMESTER\*\*\***

**TRUANCY**

Truancy is defined as the willful non-attendance of a student from school or class without permission of the parent. Truancy includes, but is not limited to, the following:

- 1. Leaving school building or grounds without permission.
- 2. Not attending school when able to do so.
- 3. Staying home without an excusable reason.
- 4. Not reporting to an assigned class or area.
- 5. Skipping or cutting a class.
- 6. Leaving class without permission from the teacher or supervisor.
- 7. Not reporting to the nurse or to where your permission from staff was granted.

The definition of a child who is designated as habitual truant is a student who is chronically absent, having unexcused absences from school for more than (10) days of school in one (1) year. An accumulation of three truanancies for a school year may constitute recommendation for suspension and/or expulsion and due process.

## CORPORATION POLICIES

### NONDISCRIMINATION/ANTI-HARASSMENT

The Delaware Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

#### **Title VI Coordinator**

(Race, color, national origin)

Assistant Superintendent  
dgullion@delcomschools.org  
9750 N CR 200 E  
Muncie, IN 47303  
765-284-5074

#### **Title IX Coordinator**

(Sex, including sexual harassment/sexual assault, gender discrimination)

Assistant Superintendent  
dgullion@delcomschools.org  
9750 N CR 200 E  
Muncie, IN 47303  
765-284-5074

#### **Section 504 Coordinator**

(Disability)

Director or Special Education  
alarrabee@delcomschools.org  
9800 North CR 200 East  
Muncie, IN 47303  
765-747-0869

#### **Non-discrimination Coordinator**

(All other forms)

Assistant Superintendent  
dgullion@delcomschools.org  
9750 N CR 200 E  
Muncie, IN 47303  
765-284-5074

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website, <http://www.delcomschools.org/>. Hard copies can be obtained in the Delta Middle School office upon request.

### **ANTI-BULLYING**

Bullying is **prohibited** by the Delaware Community School Corporation ("Corporation"). Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

#### **Definition**

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that results in one or more of the following:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance;
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;

- c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; and
- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

"Bullying," as defined by this policy and state law, does **not** include actions involving employees.

#### **Applicability**

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

#### **Education**

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

#### **Reporting**

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

#### **Investigation**

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

#### **Intervention/Responses**

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

#### **Parental Involvement**

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

#### **Reporting to IDOE**

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Student records maintained by the Delaware Community School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C., 20202-4605

**Directory Information:** The School Corporation designates the following items as Directory Information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1 of each school year. Delta Middle School will comply with the requirements of the federal law in providing information to military recruiters upon request. This information includes students' names, addresses, and telephone numbers. This information will be released unless the student or the parent of the student has requested in writing, using a provided form with a stated reason, that this information not be released.

The School Corporation will forward, upon request, disciplinary records and copies of all other permanent student records to any elementary or secondary school for any student who is enrolled or seeks to enroll in the school. This is a requirement of federal law.

**Student Records:** The Family Education Rights and Privacy Act provides parents' access to their children's student records, provides for a hearing in which parents may challenge the contents of such records, and spells out who may have access to records without parental permission, and when parental permission is required.

The School Corporation collects and records data concerning the student. The Corporation recognizes that the collection, maintenance and limited dissemination of such data is essential in school operations, but also that right of privacy and the right to correct erroneous information is also essential. The Corporation has adopted a policy to comply with the provisions of the Family Educational Rights and Privacy Act. For more information, ask to review Corporation policy.

### **SCHOOL HEALTH POLICY**

Students are being sent to school ill or **are returning to school too soon after being ill**. Please be reminded that **according to school policy**, a child is considered ill and should not be in school if any of the following conditions exist:

1. Temperature of 100.4 degrees or over. Your child must be fever-free for 24 hours before returning to school.
2. Eyes are swollen, red, or draining.
3. Uncontrollable cough.
4. Throat is sore or inflamed.
5. Ears are draining.
6. There is evidence of impetigo or persistent skin disorders.
7. Undiagnosed rash.
8. Vomiting and/or diarrhea in the past 24 hours

By following these guidelines, we can hopefully decrease the spread of illnesses in our school.

### **Nurse:**

Students are tested for vision in the eighth grade. If it is necessary for students to take medication during the school day, written permission from the parents must accompany the medication ("medication" shall include all medicines, including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies), including dosage and time the medication is to be given. All medication must be in the original container. All medications are to be maintained in the nurse's office. No medication can be sent to school or home with the student.

## **MEDICAL NEEDS AT SCHOOL**

### **Emergency Medical Authorization**

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

### **Student Emergencies and Accidents**

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, the Board directs Corporation employees to take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

### **Administering Medicine at School**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
  - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
  - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

### **Chronic Disease or Medical Condition**

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time



when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

#### **Transportation of Medications by Students**

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
  2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication;
- or

#### **Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms**

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

#### **Student Concussions and Sudden Cardiac Arrest**

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. The Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the Corporation for use by employees with proper training.

#### **Communicable Diseases**

The Corporation will collaborate with and follow regulations from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy A325 Communicable Disease*.

#### **IMMUNIZATIONS**

Consistent with state law, the School Board requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians at the beginning of each school year.

The Corporation shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

#### **Mental Health Treatment Notification**

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring student to a provider of mental health services.

## **Meningococcal Disease**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old.

Please talk with your child’s health care provider about meningococcal disease and vaccination.

## **OUTSIDE INFORMATION POLICY**

As part of its educational mission, Delta Middle School desires to create an environment in which students may be exposed to a wide variety of view and a broad spectrum of knowledge. To this end, the School has for many years maintained a policy under which citizens, organizations, and groups are permitted limited access within the School to provide students with appropriate information and literature.

The following policy sets forth the guidelines under which citizens, organizations, and groups may provide information and literature to Delta Middle School students. Questions concerning this policy or its application should be directed to the Principal.

### **Flyers on Bulletin Boards**

1. Citizens, organizations and outside groups may request permission to post age-appropriate informational flyers on Delta Middle School bulletin boards concerning upcoming events, occasions, or opportunities that may be of interest to students.
2. Before being posted, the flyers must be submitted to and approved by the Principal, who shall only review them to insure: compliance with this policy; (b) correct syntax and grammar; and (c) that the flyer does not contain inappropriate content that is not constitutionally protected, such as content that:
  - a. creates a substantial threat of disruption in the school;
  - b. incites imminent lawless action or a breach of the peace
  - c. threatens violence;
  - d. contains false statements of fact;
  - e. is obscene, vulgar, lewd, indecent, or plainly offensive;
  - f. promotes illegal conduct; or
  - g. is inconsistent with the school’s legitimate educational interests.
3. In reviewing and approving tendered flyers, the Principal shall not unlawfully withhold permission or censor flyers based on the identity of the speaker or the viewpoint being expressed.
4. Approved flyers shall be affixed to School bulletin boards either by a Delta Middle School student or, if no student is interested and available, by a member of the Delta Middle School administration. Delta Middle School administration members shall affix approved citizen, organization, or group flyers only during non-instructional time outside of regular school hours, when students are normally not present.
5. Flyers may not be larger than 8 ½ x 11 inches.
6. Flyers must contain the date on which the flyer is to be placed on School bulletin boards, and no flyer shall remain on the bulletin boards longer than three (3) weeks after the date it is posted.
7. Flyers must prominently contain the following disclaimer on the bottom, in at least 10 point non-condensed font: *This flyer is neither sponsored nor endorsed by Delta Middle School, its agents, or its employees. The views and information contained on this flyer do not reflect the approval or disapproval of Delta Middle School or its administration.*

### **Tables in Common Area during Non-Instructional Time**

1. Citizens, organizations, and groups may request permission to make information and/or literature freely available to interested students during non-instructional time on a table located in a common area designated by the Principal. Such requests may be made either orally or in writing, but must be made to the Principal with sufficient advance notice so as not to disrupt the administrative and logistical needs of the School.
2. If the citizen, organization, or group desires to make printed information or literature available to students, then a copy of all such printed information or literature (or a detailed description thereof) shall be submitted to the Principal or the Principal’s designee at least twenty-four (24) hours before the date and time on which the citizen, organization, or group desires to come onto campus to offer its printed information or literature.
3. The Principal shall not unlawfully deny such request based on the identity the citizen, group, or organization or the viewpoint expressed in the information or literature; rather, the Principal shall deny such requests only if: (a) the request is not made and/or the printed information/literature is not provided with sufficient advance notice as required by this policy; or (b) if the information/literature contains inappropriate content that is not constitutionally protected, such as content that:
  - a. creates a substantial threat of disruption in the school;
  - b. incites imminent lawless action or a breach of the peace
  - c. threatens violence;
  - d. contains false statements of fact;
  - e. is obscene, vulgar, lewd, indecent, or plainly offensive;
  - f. promotes illegal conduct; or
  - g. is inconsistent with the school’s legitimate educational interests.
4. Other than a School custodian placing a table in a common-area location designated by the Principal for use by the citizen, organization, or group, no School employee or agent shall: (a) assist in offering the literature or information to students; (b) mention or promote the citizen, organization, or group (or their literature/information) to students; or (c) encourage or discourage students from engaging in conversation with

the citizen, organization, or group and/or take the information or literature being offered.

5. The citizen, organization, or group shall display two separate signs on the table, in at least 16 point non-condensed font, that read as follows:

***Please feel free to take a copy of these materials.***

***The information provided here is neither sponsored nor endorsed by Delta Middle School, its agents, or its employees. The views and information expressed do not reflect the approval or disapproval of Delta Middle School or its administration.***

If no written information or literature is being offered, then only the second of the two signs need be displayed.

6. The citizen, organization, or group may choose one of two passive methods of providing their information or literature to students: (a) place the written materials/literature on the table and exit the School premises; or (b) remain at the table, provided that those persons at the table:

a. do not exceed three (3) in number;

b. stay behind the table at all times;

c. do not engage or initiate conversation with students, but rather only speak to students who initiate conversation with or address them first; and

d. do not hand out, distribute, present, or in any way actively provide literature or written materials to students; rather, the literature or written materials must remain on the table for interested students to take on their own initiative if they so desire.

7. The citizen, organization, or group must remove all remaining information and materials from School property by the time specified by the Principal, and failure to do so may be grounds for refusing future requests to provide literature or information to students.

#### **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

The Delaware Community School Corporation provides reasonable accommodations to persons with disabilities attending school activities. If you or a guest plan to attend an event at one of our schools and require special accommodations, please call the school at least 48 hours in advance so the school may have a reasonable opportunity to provide an accommodation.

#### **STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS**

It is the responsibility and intent of the Delaware Community School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities he or she may have.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

#### **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees. A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than 10 school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. Delaware Community School Corporation will follow all applicable procedural safeguards under the law for students with disabilities.

#### **SPECIAL EDUCATION**

A continuous appraisal shall be made in an attempt to determine the number of children who would benefit from special education. The Corporation shall provide special education as mandated by state and federal statute that are warranted by the needs of the school population. The Corporation is committed to collaborating with parents of students with disabilities to ensure they are educated consistent with applicable federal and state law. A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure, a parent should contact the school at 747-0869.

#### **MCKINNEY VENTO RESIDENCY AND EDUCATIONAL RIGHTS**

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

#### **STUDENT SEARCH AND SEIZURE POLICY**

Searches of students pursuant to School Corporation Student Search and Seizure Policy (C550) shall be permitted in all situations in which the student is subject to school disciplinary rules pursuant to I.C. 20-33-8-14 including:

- 1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- 2) off school grounds at a school activity, function, or event; or
- 3) traveling to or from school or a school activity, function, or event.

## **RESTRAINT OR SECLUSION OF STUDENTS**

The Delaware Community School Corporation has in place a plan for using restraint or seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is available in the main office and online at [http://www.delcomschools.org/for\\_students/school\\_board\\_policies](http://www.delcomschools.org/for_students/school_board_policies).

## **CRIMINAL ORGANIZATION (“GANG”) ACTIVITY**

### **Prohibited Conduct**

The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

### **Definitions**

**“Criminal Organization”**: a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

**“Criminal Organization activity”**: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

### **Procedures for Reporting and Investigating**

Corporation employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Each school within the Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

### **Consequences**

A confirmed act of criminal organization activity is a violation of the Corporation’s code of conduct. The principal or the principal’s designee shall respond to criminal organization activity, according to the parameters described in the Corporation’s code of student conduct and policy.

### **Intervention Services**

The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

### **Criminal Organization Prevention and Education**

The Corporation shall establish an evidence-based educational criminal organization awareness program for students, school employees, and parents. The Corporation shall implement school employee development program to provide training to school employees in the implementation of its criminal organization policy.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the Corporation’s website.

## **DUE PROCESS PROCEDURES**

A breach of the student code of conduct may result in a verbal reprimand, temporary dismissal from the classroom, after school detention, referral to special personnel in school, parent conferences, in school suspension, out of school suspension, expulsion, or such other appropriate discipline determined by the principal or his or her designee.

Indiana law and Delaware Community School Corporation code of conduct provide for “due process” protections for students facing certain disciplinary consequences. Students may be suspended or expelled for student misconduct or substantial disobedience for any behavior that occurs:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event. (I.C. 20-33-8-14)

More information regarding specific grounds for suspension and/or expulsion can be found in the Code of Conduct and School Corporation Policy A200

## **Delaware Community School Corporation-1:1 Student Handbook**

### **Philosophy:**

Delaware Community School Corporation exists to facilitate students’ academic achievement, academic growth, and to increase their engagement in learning. We view technology as integral to these pursuits and believe its importance will only continue to grow. Today, access to modern technological resources is as necessary to students’ learning as books and pencils have been historically.

A wide variety of digital devices and Internet-based technologies support teaching, learning, and assessing across the curriculum at all levels in our school district. Many traditional resources are now available only online and the State of Indiana requires our school district teach technology standards, computer science standards, and digital citizenship. Consequently, the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment at Delaware Community School Corporation.

Students need to be producers and evaluators of knowledge, not just consumers. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are:

- Digitally literate
- Innovative and critical thinkers
- Successful problem-solvers
- Creative decision makers
- Effective communicators and collaborators
- Intellectually curious and persistent
- Self-regulators
- Connected to the world around them
- Contributors to their communities

**General Information:**

Delaware Community School Corporation exercises its right to monitor any activity on school devices and accounts both on and off school grounds. Although the Corporation doesn't guarantee monitoring will occur for any given activity, students should remember that all school rules apply at all times when using school devices and accounts.

This Handbook is in addition to the Delaware Community School Corporation's Responsible Use of Technology and Internet Use Policy. Students and Parents should read both policies for a complete understanding of their rights and responsibilities.

**Receiving Devices:**

Parents and students must sign the 1:1 Handbook and the Responsible Use of Technology and Internet Use Policy, A300, before students receive their assigned device.

**Returning Devices:**

Student devices, chargers, and any other provided accessories will be collected at the end of the school year.

Any student who transfers out of Delaware Community Schools will be required to return his or her device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full. Property not returned will be reported to the prosecutor's office.

**Standards for Proper Chromebook Care:**

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the guidelines below may result in full financial responsibility.

Your Responsibilities: DelCom 1:1 Handbook Student Pledge

- I will use my device in ways that are appropriate for education, as defined by the 1:1 Handbook and the Corporation's Acceptable Use and Safety Policy.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I am responsible for any use of my Chromebook. I will not loan my device to other individuals.
- I will bring my Chromebook to school each day and charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs. I will only use school-provided cleaners, as others can cause damage to the touch screen. I will report any damage or problems to the school.
- I will protect my device by always carrying it in a secure manner to avoid damage. This includes keeping the lid down when walking, not stacking textbooks or other heavy materials on top of the Chromebook, and carefully placing it in a backpack.
- I understand the device I am issued is subject to inspection at any time without notice and remains the property of Delaware Community School Corporation.
- I understand that Delaware Community School Corporation will monitor the device using a variety of methods to assure compliance with DelCom's Acceptable Use Policy. All aspects of Delaware Community School Corporation's Acceptable Use Policy remain in effect while using school devices and accounts both on and off school property. DelCom will provide content filtering inside and outside of our network. However, Delaware Community School Corporation does not have full control of the information on the Internet. Parents will need to monitor and be responsible for the content being accessed while students are at home.
- I will file a police report in case of theft outside of school.
- I will be responsible for all damage or loss caused by misuse, abuse, or neglect including dropping the device and will pay replacement costs.
- I agree to return the device, power cord/charger, and any other issued accessories in good working condition at the end of each school year or when transferring out of the Delaware Community School Corporation.

**Using Your Device at School:**

The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the device. Students must be responsible for bringing their device to all classes unless specifically advised otherwise by their teacher.

**Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive or they may save to an external memory device such as mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and monitor saved files.

**Originally Installed Software:**

The software originally installed on the device must remain on the device in usable condition and easily accessible at all times.

**Additional Software:**

Students are able to install software and apps which have been approved and enabled by Delaware Community Schools.

**Google Apps:**

Delaware Community Schools makes a variety of Google Apps for Education for students, teachers, and staff including but not limited to:

- Mail- a unique email account for school use managed by Delaware Community Schools
  - All students, grades 5-12, will be assigned a [username@delcomschools.org](mailto:username@delcomschools.org) email account which enables them the ability to email their classmates and DelCom faculty exclusively. This account will be considered the student’s official Delaware Community Schools email address until such time as the student is no longer enrolled at Delaware Community Schools.
- Calendar- a unique calendar allowing the organization of schedules, daily activities, and assignments
- Drive- word processing, spreadsheet, drawing, and presentation tool set that is very similar to Microsoft Office

Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer and accessed by assigned user names and passwords.

**Device Identification:**

Devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels.

Students may put school-appropriate stickers (removable vinyl like) on their devices so long as they can be easily removed and do not cover any school labels. Students may choose to provide their own case for their Chromebook, which may require additional school labeling.

**Devices undergoing repair:**

Loaner devices may be issued to a student when he or she leaves a device at the school for repair.

**Chromebook Repair Charges:**

All Delaware Community School Corporation students are responsible for damages that are the result of misuse, abuse, or neglect incurred on their devices. When a device is damaged, they should bring the device to a teacher. One of our staff members will assess the device and consult with the technology team as needed for repairs.

Any repairs that are needed for the device will be charged to the student and a bill will be mailed home to the parent/guardian on file. The list of repair charges below is not all-inclusive, but provides a general listing of the typical damages and cost for repair or replacement.

Chromebook Repair & Replacement Charges	
Chromebook Replacement	Not to exceed \$300
Screen Replacement	Not to exceed \$250
Keyboard Replacement	Not to exceed \$90
Charger Replacement	Not to exceed \$60

**CODE OF CONDUCT**

**SCHOOL DISCIPLINE**

Behavior standards and discipline are enforced:

- to protect the physical safety of all persons and prevent damage to property
- to maintain an environment in which the educational objectives of the school can be achieved
- to enforce and instill the core values of the Delaware Community School Corporation and its school community

School discipline is a simple matter of courtesy, manners, and attitudes on the part of the students. Insubordination shall not be permitted. Students are expected to do what is asked of them while under jurisdiction of any staff member. If they believe they have been unjustly disciplined, the problem may be discussed later with the teacher or principal. Teachers are employed to teach, not to police, and students are expected to be in school to learn, follow the rules and conduct themselves accordingly.

Ultimately, disciplinary decisions rest with the school administration. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident. Corporation and school behavioral standards are applicable to students on school property at any time, during and immediately before and after any school activity at any location, and traveling to and from school or to a school activity.

The school reserves the right to perform searches, as it deems necessary as long as they conform to the guidelines established in State Statute and Board Policy.

## **STUDENT CONDUCT**

**Each student shall be expected to follow two basic goals: Treat People Right and Do the Right Thing.**

Rules of conduct are essential to the successful operation of the school. There are fundamental rules of conduct that must be followed:

1. Follow instructions given by all staff members of Delta Middle School throughout the entire school time.
2. Be courteous to other students and staff.
3. Within the classroom, adhere to all rules established by individual teachers.
4. Respect school property and share in the responsibility of keeping the school clean.
5. During convocations, athletic events, and extracurricular activities, be a positive representative of Delta Middle School.
6. Passing periods are to gather materials to prepare for future classes, and take care of necessary tasks such as restroom, drink, or delivering required items to the office. Students should remain on appropriate path to their next classes and report to the next assigned area without delay. Locker visits may be limited throughout the school day by administration.
7. Personal electronic devices and/or games must be placed in the student's locker at the beginning of the school day (8:30). All personal electronic devices and/or games may not be removed from the locker or used during the school day. Delta Middle School is not responsible for lost or stolen articles.
8. Students shall not sell items at school unless Delta Middle School approves the fundraiser.
9. Students are not permitted to drive motor vehicles to school or bring other modes of transportation such as skateboards and scooters.
10. Open containers are not to be brought into the school or stored in lockers (including in the AM before class dismissal). This includes any liquid type items. Any approved drink for lunch must be in its original packaging (sealed/unopened). No beverage containers are allowed. All drinks must be consumed at lunch/cafeteria and may not return to lockers or be consumed at other locations in the school. If a student has a note from a physician, the student may be required to keep the approved drink in the school clinic. The only exception to this is that water may be transferred to classes/lunch in a CLEAR plastic bottle with a pop-up lid or clear original bottled water.
11. Remain in authorized areas before and after school and during school functions. Remain in assigned areas during school.
12. Students should maintain their agenda book for organization and for teacher granted passes.
13. Backpacks, bags, purses, athletic bags, PE bags, and coats/jackets must remain in students' assigned lockers.
14. To ensure a safe environment, let's walk; especially in the hallways, sidewalks, and cafeteria. Refrain from horseplay throughout the day.
15. Restrooms are for washing hands and taking care of personal needs only.
16. If an electronic device has been approved for class use such as a Kindle or Nook, a student must register the device with the Delta Middle School office.

This list of rules of conduct is not intended to be the only rules followed. Students are expected to follow all of the rules in the Delta Middle School Student Handbook and the laws of the State of Indiana.

## **DISCIPLINE CODE OF VIOLATIONS AND PROCEDURES**

Delta Middle School feels it is important that students and parents be informed of discipline procedures and penalties. We encourage parents to review this section with their son and/or daughter. Teachers have classroom rules and regulations in addition to these procedures and penalties. We encourage parents and students to communicate directly with the faculty by either personal conference, email, or telephone conference. We suggest parents call and make an appointment to talk to the teacher before school, after school, or during the teacher's preparation period.

### **Violations and Penalties:**

1. The administration reserves the right to determine the extent of the discipline to be used.
2. Violations and Penalties shall cover any school function going to and from school.
3. O.S.S. means Out-of-School Suspension. Students suspended out of school shall make up their work. The work shall be complete when the student returns to school, and the student shall take all tests that were given during their absence the day they return to school. I.S.S. means In-School Suspension.
4. Although three offenses are indicated for each violation, a student's discipline record shall be considered and a request for expulsion may result.
5. Thursday School is after school on a specific Thursday or a designated day from 3:35 p.m. to 5:00 p.m. Parent/guardian must provide transportation from Thursday School. Transportation will not be provided by the district. Student will be expected to bring schoolwork and appropriate study materials for the time assigned.
6. Students who do not report to assigned detentions (lunch, morning, ISS, or Thursday School) or do not follow the procedures during the time served may be assigned additional detentions or suspension. Behavioral referrals will be communicated to the parents either by mail or email.
7. Students who promote and/or incite criminal organization (gang) activity shall be disciplined according to state statute and/or Delta Middle School Code of Violations and Procedures.
8. Students who are suspended out of school for a multiple-day period will be assigned to P.A.S.S. at administrative discretion.
9. Additional informal discipline may be issued such as change of seating or location, school service, parent conference, being excluded from school activities (including but not limited to : participation in field trips, dances, and extra-curricular activities)
10. Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.
11. Damage or breakage that is the result of careless, malicious, or wrongful use of equipment/property belonging to the school shall result in adequate enumeration from the student to either repair or replace the item.

## **STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with provisions of I.C. 20-33-8 and Delaware Community School Corporation's Student Discipline Policy and Procedure (A350 and A350-R), administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER**  
A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of one school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL**  
A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
3. **EXPULSION** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

## **SUSPENSION/EXPULSION**

In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. An expulsion is defined as a disciplinary action whereby a student is separated for the balance of the current semester or current year, or suffers some other penalty which automatically prevents completion of the overall course of study in the normal length of time in the school corporation. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension. Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion. For more information on suspension and expulsion, please refer to Delaware Community School Corporation's Suspension and Expulsion of Students policy (C375).

## **GROUND FORSUSPENSION OR EXPULSION**

Grounds for expulsion or suspension apply when a student is on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group. Further, they apply when the student is off school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event such as when a middle school student is attending an event at the high school (I.C. 20-33-8-14). The following types of activities constitute grounds for expulsion or suspension:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
6.
  - 6a. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #12 below.
  - 6b. Possessing a deadly weapon.
    - a. No student shall possess, handle or transmit any deadly weapon on school grounds.
    - b. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8 (but are not a firearm as defined in rule #12 below):
      - A weapon, laser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
      - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    - c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.



- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
7. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    - a. engaging in sexual behavior on school property;
    - b. disobedience of administrative authority;
    - c. willful absence or tardiness of students;
    - d. possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
    - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
    - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purpose.
    - g. Engaging in criminal organization (gang) activity or behavior including, but not limited to, displaying of signs, wearing colors, etc.
  12. Possessing a Firearm or Destructive Device
    - a. No student shall possess, handle, or transmit any firearm as defined in IC 35-47-1-5 or destructive device as defined in IC 35-47.5-2-4 on school property.
    - b. A "firearm" as defined in IC 35-47-1-5 means:
      - any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.
      - the frame or receiver of any weapon described above
      - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
      - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
      - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
      - an antique firearm
      - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
    - c. A "destructive device" as defined in IC 35-47.5-2-4 means:
      - an explosion, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
      - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half-inch, or
      - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device does not include, for purpose of this policy, a device that is neither designed nor redesigned for use as a weapon, or a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
    - d. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the Superintendent on a case-by-case basis if the circumstances warrant such a reduction.
    - e. The Superintendent or his designee shall notify law enforcement authorities when a student is expelled under this rule, and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.
  13. A student knowingly possessing, using, transmitting, or being under the influence of any look alike drug will be subject to expulsion and due process.
  14. Any student knowingly possessing, transmitting, or providing to any person any item (pipes, rolling papers, clips, or other drug paraphernalia) used or designed primarily for the storage, processing, delivery, or consumption of an illegal drug will be subject to expulsion and due process.
  15. Any student knowingly dealing in counterfeit of look-alike drugs, etc., will be subject to expulsion and due process.
  16. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or

the students' removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. (I.C. 20-33-8-15)

**An infractions table is presented. These infractions and penalties are general guidelines. They are not meant to be all-inclusive, and the administration reserves the right to deviate based on the unique circumstances of an incident. Any violation of state statute will result in filing appropriate forms with the proper authorities/legal agencies.**

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Assault/Battery/Physical Attack	Up to 10 days OSS to Expulsion Referral to appropriate legal agency	10 days OSS and Expulsion	
Bus referral	Warning Up to 1-3 days Suspension	3-5 days suspension	Up to 10 days suspension off bus Expulsion from riding bus
Cafeteria disruption/General Horseplay	Lunch detention, TNS, ISS	Multiple lunch detentions and/or TNS	Up to 5 days ISS/OSS
Cheating/Plagiarism per class	Automatic "0" on assignment Parent notified	Automatic 50% off 9-weeks grades. Parent notified	Automatic 50% off semester grades. Parent notified
Conduct unbecoming a Delta Middle School student	Warning 1-3 Thursday School(s) or Suspension	Up to 3 days suspension	Up to 10 days suspension/Expulsion
Exploding firecrackers, projectiles, Gear/emergency paracord type items or other devices	Suspension to Expulsion	Suspension to Expulsion Probation Referral	Up to 10 days suspension Expulsion
False Informing(claims/statements)/Failure to report	Warning Thursday School(s) Up to 3 days suspension	Up to 5 days suspension	Up to 10 days suspension Expulsion
Fighting/Involvement in Fight	Up to 5 days suspension ISS or PASS	3-5 days suspension PASS/Expulsion Probation Referral	Up to 10 days suspension PASS Expulsion
Forged Notes	Thursday Night School/ISS	ISS/Suspension	Suspension
Gang Activity or Engaging in such a Manner	Up to 10 days OSS/Expulsion	Expulsion	
Gum, Candy, Food, Drink	Lunch Detention/May be confiscated	Lunch Detention/May be confiscated	Up to 3 Thursday Schools/Confiscated
Habitual Offender	Thursday Night School/ISS (6 referrals)	5 days PASS (12 referrals)	Up to 10 days PASS/OSS Expulsion(18 referrals)
Improper attire	Warning and Change/Fix Refusal = Insubordination	Change/Fix 1 day suspension ISS	Change/Fix 3 days suspension ISS
Improper Computer/Internet Use	Warning up to OSS and/or Computer Restrictions	Computer Restrictions ISS/OSS	Computer Restrictions/Loss of Computer Usage ISS/OSS
Insubordination-failure to follow teacher's instructions, defiant attitude, disrupting class, misbehavior, disrespectful, sleeping	Conference with Administrator Up to Suspension	Thursday School(s) or Up to 3 days suspension	Suspension ISS or PASS Expulsion
Material unsuitable for school purposes (may include toys, games, laser lights, speakers, and additional materials)	Confiscated 1-3 Thursday School(s) or Suspension ISS	Confiscated 1-3 Thursday School(s) Up to 5 days suspension	Confiscated Up to 10 days suspension ISS or PASS Expulsion
Misbehavior in ISS	3 days PASS/OSS	5 days PASS/OSS	Up to 10 days PASS/OSS Expulsion
Misuse of school issued technology	Thursday Night School	3 days ISS	up to 10 days suspension pending expulsion
Obscenity	Warning Thursday School(s) Up to 3 days suspension	Up to 3 days suspension	Up to 10 days suspension Expulsion
Out of Area/Leaving Class w/out Permission	Conference with Admin/TNS/ISS	3 Days ISS	ISS/OSS/Expulsion

Physical Altercation with Another Student	Up to 5 days suspension/ISS or PASS	3-5 days suspension/PASS and Probation Referral	Up to 10 days suspension PASS Expulsion
Possession/use of controlled substance, alcohol, illegal drugs, or drug paraphernalia, intoxicating substances, look-alike	Up to 10 days suspension PASS Expulsion	Expulsion	Expulsion
Possession of firearms, blades, and deadly weapon	Up to expulsion	Expulsion	Expulsion
Profanity	Warning up to Suspension	Up to 3 days suspension	Up to 5 days suspension
Public Display Affection	Parent contact Warning Thursday Night School	Thursday Night Schools ISS	3 days suspension and Parent conference
Retaliation	Up to 10 days suspension/expulsion/Referral to appropriate legal agency		
Sale of drug or substance/sale of any item (including distributing, delivering, or trading)	Up to 10 days suspension PASS Expulsion	Expulsion	Expulsion
Sex Offense	Up to 10 days OSS Expulsion Referral to appropriate legal agency	Expulsion	Expulsion
Theft	Up to 10 days suspension Restitution	Restitution and up to expulsion	Restitution and up to expulsion
Threats, harassment, discrimination, bullying, or intimidation	Conference with Administration Up to Suspension/Expulsion	Suspension to Expulsion	Up to 10 days Suspension Expulsion
Truancy	TNS/ISS	3 days suspension ISS	3-5 days suspension PASS/Expulsion
Unlawful activity on/off school grounds	OSS and/or expulsion	OSS and/or expulsion	OSS and/or expulsion
Under the influence of alcohol or drug	Up to 10 days OSS/PASS Expulsion	Expulsion	Expulsion
Use of electronic devices such as: cellular phones, MP3 players, iPods, tablet PC's, smartwatches, digital cameras, headphones, without permission during the school day	Confiscated and parent must pick up & Thursday Night School Refusal=Insubordination	Confiscated and parent must pick up & Up to 3 days ISS	Confiscated and parent must pick up & Up to 5 days PASS
Use of PCD's to capture, record or transmit	3 ISS Suspension	5 days Suspension	Up to 10 Suspension and Expulsion
Use or possession of tobacco products and/or e-cigarettes/vape and/or nicotine delivering items or look-alikes such as Smarties candy	3 days OSS/PASS and Ticket	5 days OSS/PASS and Ticket	10 Days OSS/PASS Expulsion and Ticket
Vandalism/Destruction of School Property	Up to 10 days suspension, Up to expulsion Restitution	5-10 days suspension, Up to expulsion. Restitution	10 days suspension Expulsion. Restitution
Verbal Altercation With Another Student	1-3 Days ISS	3-5 Days ISS or 3 Days OSS/PASS	Up to 10 days Suspension Expulsion

### SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed in accordance with Delaware Community School Corporation's Suspension and Expulsion of Students policy (C375):

1. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.
4. Students who are suspended out of school will be assigned to PASS at administrative discretion.
5. Students who are suspended out of school pending expulsion will be assigned to PASS at administrative discretion.

### **PROGRAM ALTERNATIVE FOR STUDENT SUCCESS (PASS)**

Students who are suspended out of school for a multiple-day period will be assigned to the PASS at administrative discretion. Students who are suspended out of school pending expulsion will be assigned to PASS at administrative discretion.

1. When a student receives the first multiple-day suspension, the student and parent(s) will be advised of the procedures for assignment to PASS. Parent provides transportation to PASS.
2. For any succeeding multiple-day suspensions, the student will be assigned to PASS, it will be the responsibility of the parent/guardian to provide transportation to and from PASS. Additionally, the student may be reported to probation.
3. Any student that refuses to attend PASS will be recommended for expulsion. An expulsion may be held in abeyance if PASS offers a program for students recommended for expulsion.
4. Any student who is absent during the time he/she is assigned to attend PASS for a suspension would be required to make that day up at PASS before returning to the regular school setting

### **EXPULSION PROCEDURES**

1. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from the school, the following procedures will be followed in accordance with Delaware Community School Corporation's Suspension and Expulsion of Students policy (C375):  
The superintendent (or designee) may conduct an expulsion meeting if requested by required date, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting and recommend to the superintendent of schools (if the superintendent of schools is not chairing the expulsion meeting) any action found to be appropriate. (If the superintendent of schools is conducting the expulsion meeting, he/she will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. Upon receipt of the recommendation from the person conducting the hearing, the superintendent of schools shall review the recommendation and accept or reduce the actions as made by the person conducting the hearing. Notice shall be given to the student and the student's parent.

The student or parent has the right to appeal the decision of the superintendent of schools to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must be considered the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Students with disabilities under IDEA or Section 504 are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules following the proper suspension and expulsion procedures for disabled students.

## **DRESS AND GROOMING**

There is a definite relationship between appropriate dress habits and proper school behavior. Students should use common sense in their attire. The maintenance of common decency and classroom order requires adequate coverage of the person. We expect students to maintain an appearance that is not distracting to teachers or other students or to the detriment of the educational process. While fashion changes, the reason for being at school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that is not consistent with community standards and expectations or presents a safety risk will not be permitted, including body piercing and body writing. Students who are representing Delta Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, band and other such groups. Here are some guidelines:

1. Shoes are to be worn at all times without metal cleats, taps, or wheels. Slippers/house shoes are prohibited.
2. Wearing apparel that is unclean, unhealthy, or unsafe is not permitted, that includes clothing that is excessively formfitting or too large to wear, (i.e. oversized pants and shirts, chains, and/or spikes).
3. Students shall be fully clothed, meaning bare midriffs and other improperly exposed skin are prohibited.
  - Halter-tops and crop tops are prohibited;
  - Tank tops/sleeveless tops or any top must have finished armholes (not to reveal midriff area);
  - Undergarments (bra straps, boxer shorts, etc.) should never be visible (sitting, walking, raising one's hand or arm, etc.);
  - Shoulder straps less than 2" are prohibited;
  - See-through clothing and mesh tops must have a compliant garment worn underneath them;
  - Racer-back tops are prohibited;
  - Shorts, skirts, and dresses must be no more than 4" above the top of the knee;
  - If leggings, biker shorts, tights (any other such undergarment) are worn, they must be accompanied by a mid-thigh top/shirt or dress/skirt that also meets dress code requirements.
  - Tops that expose cleavage, back, or midriff are prohibited;
  - Tops should be "tuckable";
  - Jeans/pants/shorts/etc. with any holes 5" or above the knee must have tights, leggings, or shorts worn underneath to cover exposed skin;
  - Pants and shorts should be worn at the waistline (Students are obligated to provide for the adjustment of pants or similar clothing by the wearing of a belt or use of drawstring or elastic waistband.);
  - No pajamas
  - Gauges must be solid;
  - Facial piercings are not permitted if a safety concern
4. The students are not allowed to display pictures or printing on clothing which supports or advertises tobacco, alcoholic beverages, drugs, criminal organizations (gangs) and symbols that are illegal, immoral, and socially objectionable such as violence, blood, killing, death, degrades integrity of individual groups, or sex. Clothing that advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school are not permitted.
5. Students are not permitted to wear hats, caps, bandanas, hoods, other head coverings, sunglasses (unless prescribed by a physician), or headbands without specific administrative approval. Accommodations will be provided for sincerely-held religious beliefs.
6. Students are not to wear coats, jackets (outerwear), or poncho type clothing to classrooms without the teacher's permission for that specific class period.
7. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate and will be treated as a disciplinary matter.

The above guidelines are meant to give a starting point for acceptable dress. In no way is the list a comprehensive list of all the items that a student might wear that would be in poor taste. The administration reserves the right to ask a student to change the item of clothing if it is deemed offensive to others.

## GENERAL INFORMATION

### VISITORS

The Corporation welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the Principal and instructor.

Parents and guardians are welcome to visit the school. In order to properly monitor the safety of students and staff, each visitor must be identified and allowed access into the building and is to report to the office upon entering the school to sign in. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school unless there is an emergency, in order to prevent any inconvenience. Student visitors are not permitted. All other visitors must have the approval of the principal or his designee.

The Delaware Community School Corporation provides reasonable accommodations to persons with disabilities attending school activities. If you or a guest plans to attend an event at one of our schools and require special accommodations, please call the school at least 48 hours in advance, so the school may have reasonable opportunity to provide an accommodation. See School Corporation Policy H100 School Visitors and Parent-Family Engagement for more information on visitor procedures.

### EMERGENCY SCHOOL DISMISSAL

There may be instances, especially in the winter, when it is necessary to either begin school late or close school early or for an entire day. In the event of heavy snow, severe fog, etc., parents may receive information by listening to or viewing WMDH, WLBC FM, Channel 6, 8, or 13 News. An automated School Messenger notification will also be sent to families. An announcement shall be made only when schools are closed, dismissing early, or beginning late. If there are no announcements, then school shall be in session as normal. Please do not call the school office or the television/radio stations.

### DISMISSAL FROM SCHOOL

Requests to release students from school present a serious problem to school administrators and teachers. The general attitude of the school is that the school is responsible for the students, and responsible to their parents, and that the brief hours in school are of such importance to the growth and development of the students that these hours should be guarded from interruption. It is recommended that doctor and dental appointments be made after school hours if at all possible. The following are general rules for early dismissal:

1. Students shall sign in and out in the main office before leaving.
2. Students are dismissed early from school, only to their parents or to persons authorized by their parents, and the students are to be picked up in the office.
3. Students are responsible for making up any schoolwork missed within one day of early dismissal.
4. All other circumstances for early dismissal must be cleared through the office.
5. Before and after school, parents who are bringing students or picking them up should use the horseshoe entrance/gym entrance. For safety reasons, no student is permitted to walk through the line of buses to leave school; therefore, please follow this procedure.

### CAMPUS BOUNDARIES

Delta Middle School students are restricted to the middle school grounds unless excused through the office. No one is allowed on Delta High School property without a pass from a Delta Middle School Administrator.

### STUDENT RENTALS AND CHARGES

Textbooks and/or Chromebooks are distributed on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books and/or Chromebooks should exercise great care so that the least possible damage and loss may occur. The student is held responsible for unnecessary marking, damage and loss of rental books and/or Chromebooks. Ordinary wear only is expected. When a book and/or Chromebook becomes torn, broken, or in need of repair, it should be brought to the attention of the teacher. Workbooks, lab fees, and other expendable items (including Chromebook chargers) are sold or charged for at the same time textbook rental is collected.

During the time that students are confined to their homes with a contagious disease, they should not request rental books to be taken home. This precaution is taken in the interest of the health and welfare of all students.

There shall be no refunds on expendable items. If a replacement expendable item (including Chromebook chargers) would need to be issued there may be an additional fee issued. If a schedule change would occur for a student there may be additional fees for the new course/class.

### SCHOOL WELLNESS POLICY

Delaware Community School Corporation has in place a school wellness policy that includes methods to promote student wellness, prevent and reduce childhood obesity, and comply with legal requirements for school meals and other food and beverages made available at school. Wellness policy is available online under Board Policy A275.

### CAFETERIA

Cafeteria facilities will be available to all students at all buildings. Each building will serve breakfast and lunch daily that meet standards and regulations set by the U.S. Department of Education and the Indiana Department of Education.

- Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- The school prefers visitors to purchase a school lunch rather than bringing outside food into the cafeteria. If a parent or guardian would need to eat with his/her child, they would be asked to eat in the office and not in the cafeteria.
- No student is permitted to leave the school grounds for lunch.
- No food shall be taken from the cafeteria.
- Any approved drink for lunch must be in its original packaging (sealed/unopened). No beverage containers are allowed. All drinks must be consumed at lunch/cafeteria and may not return to lockers or be consumed at other locations in the school.
- Food items purchased from restaurants may not be consumed in the cafeteria.

#### Delaware Community School Corporation Lunch Charging Procedures

We strongly discourage meal charges, but understand that an occasional emergency may make it necessary. The school district procedure is as follows:

- A student may charge up to \$10.00 on their lunch account.
- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items may be charged
- Once a student has charged up to \$10.00, the student will be served an alternate lunch at a reduced price.

If steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges may be stopped. The food service manager will monitor the student at meal periods to ensure the student is receiving a lunch provided by the parent. The principal and the director of food services, may contact the Department of Child Protective Services in the event any student is not being provided a lunch by the parent/guardian.

\*It is strongly encouraged that payments be made in advance. However, for student convenience, lunch money will be accepted through the lunch line. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on <https://family.titank12.com/>. You may view your student's lunch account, and set up a lunch account balance reminder as well. You may contact the food service department for assistance. Unpaid meal balances may be turned over to collections after 30 days.

This institution is an equal opportunity provider.

For more information about the food service department or meal charges, please view the corporation website: [www.delcomschools.org](http://www.delcomschools.org) and select policies G325 and A275. .

#### **FREE AND REDUCED-PRICE MEALS**

Students whose families meet requirements for the free and reduced price meals may obtain an application from the office.

The Board shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the Director of Food Services to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall follow the current Federal and State statutes and regulations governing school lunch programs, including but not limited to those governing the application process, accounting standards, and audit requirements of the Free and Reduced Lunch Program. All employees responsible for the collection and processing or auditing of free and reduced price lunch applications shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements.

#### **CHECK AND MONEY POLICY**

All checks should be written payable to Delta Middle School. Any checks or monies being turned in should be placed in a sealed envelope with the student's name and purpose on the outside. If any checks are returned from the bank marked "Insufficient Funds", the school shall not accept any more checks from the payee.

#### **INSURANCE**

The Delaware Community School Corporation does not carry accident insurance coverage for students during athletic participation, extracurricular activities, or school activities. Parents are responsible for any medical treatment received for any student.

#### **LOCKERS**

Students are assigned a locker with a combination lock. The locker should be kept clean and free of things such as food, drinks, tape, and markers and locked at all times. These lockers are made available for storing school supplies and personal items that are necessary for use at school, not for items that cause, or can reasonably be foreseen to cause, an interference with school purposes, or which are forbidden by law. Students shall not change or use other lockers not assigned to them without the permission of an administrator. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The lockers are the property of the school and are subject to inspection by authorized personnel (I.C. 20-33-8-32). The school corporation retains the right to inspect the locker and its contents. The school is not responsible for stolen items. Backpacks or other school bags including purses must be kept in students' assigned lockers along with coats/jackets. The Delaware Community School Corporation may periodically conduct drug searches. The administrative team, along with local or state law enforcement agencies, may utilize drug dogs in conducting these searches.

### **LOST AND FOUND**

A lost and found department is maintained by the main office so that articles may be returned to their rightful owners. Students are urged to make an early effort to locate lost articles, as unclaimed articles are eventually given away to someone who can use them or are destroyed. Students are responsible for the care of their own personal property. The school will not be responsible for lost, damaged, or stolen personal property including money. Students should only bring required materials to school.

### **PARTIES**

Private parties are not allowed in the classroom. No drinks or food are to be in the classroom, unless they are related to class instruction.

### **LANGUAGE, SPEECH, HEARING**

A language, speech and hearing program is maintained in the school, designed to meet the language, speech and hearing needs of the student. Audiometric (hearing) screening examinations are given to students in grade 7, new students, and any other student the teacher suspects of having a hearing problem.

### **GUIDANCE SERVICES**

Guidance counselors are available to students for individual counseling, career counseling, and schedule counseling. Students may be referred for counseling services by parents, teachers or principal. The counselor may also administer group tests and coordinate individual educational evaluations in cooperation with the corporation psychologist.

### **MEDIA CENTER**

The Media Center is available for checkout or renewal of library books each morning from 8:15 to 8:40 a.m. and during Eagles Nest unless there is a scheduled meeting in the Media Center. Students also report to the Media Center with their English class on scheduled days. Students enter their student number on the keypad to checkout materials. Books and periodicals may be checked out for two weeks. Students that report to the Media Center for Chromebook issues or during Eagles Nest must sign-in and sign-out on the sheet at the service desk with the librarian. Students should have a signed pass from their agenda when entering the Media Center at that time. Lost or damaged books are charged for replacement cost.

Students are not to use the Media Center as a walkway to the other hallway. Please do not cut through as a shortcut. School discipline may be issued if not following this procedure.

### **BUS GUIDELINES**

School bus drivers are to have control of all students between the homes of the students and the school. The driver shall keep order, maintain discipline among the students while in the bus or along the route, shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his charge, and shall assure that the following regulations are observed by all student passengers:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors shall be opened or closed except by permission of the bus driver.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student should be waiting at his/her boarding station when the school bus arrives.
8. Upon recommendation of the bus driver, school authorities shall deny the privilege of riding on the school bus to any students who refuse to conduct themselves in a courteous manner on the bus.

### **PROCEDURES FOR BUS DISCIPLINE:**

1. When a student misbehaves, a bus conduct form shall be turned into a building administrator from the bus driver.
2. A building administrator conferences with the reported student. A disciplinary decision is made after investigation. Parents are contacted and informed a future offense shall result in the student being suspended from the bus.
3. In instances involving serious offenses, as determined by the building administrator, suspension of bus privileges can take place immediately.

Each student is required to ride his/her assigned bus. If circumstances should occur which would require a student to ride a bus other than his/her assigned bus, a parent note must be submitted for approval by the school office.

To ensure a safe and timely dismissal, students should immediately get materials for home, exit proper doors, and report directly to assigned bus.

### **PERSONAL COMMUNICATION DEVICES (PCDs)**

Student cell phones and/or personal communication devices should remain in assigned lockers and powered off from 8:30 to 3:30 if brought to school.

Students may use personal communication devices (PCDs) before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.



Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy C200 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy C550 Student Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may be directed to delete information after the investigation is complete and the consequences have been issued in the presence of the parent/guardian, also.

Any student that does not comply with the request of placing a personal communication device in the school's possession at the time of suspected or confirmed violation of the policy is subject to suspension.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

#### **THREAT (ACT OF VIOLENCE) (SAFETY RISK) CONCERN**

Any student, staff member, parent/guardian upon receiving information that a person is threatening to commit an act of violence, shall:

- Assume the threat is serious
- Immediately report the threat to a parent, guardian, school staff, administrator or a law enforcement officer.

This would include reporting any knowledge of a person having any materials/items that may pose a threat.

#### **PESTICIDE USE**

On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Buildings and Grounds at 765-284-5074.

#### **INDOOR AIR QUALITY (IAQ)**

In accordance with School Board policy, the Superintendent has appointed Director of Buildings and Grounds to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator may be contacted at [tstebbins@delcomschools.org](mailto:tstebbins@delcomschools.org) and 765-284-5074.

#### **Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Assistant Superintendent.

## ACADEMIC/STUDENT SERVICES

### ELIGIBILITY OF STUDENTS FOR ENROLLMENT

The Board of School Trustees recognizes that a child must be a legal resident of the School District in order to attend school without the payment of tuition. The Board further recognizes that extenuating circumstances often arise and it is for those borderline cases that the following standards have been established.

1. Any child whose parent(s) or legal guardian(s) are legal residents of the Delaware Community School Corporation and are maintaining a home for said child may attend the schools of our district without payment of tuition.
2. All transfer students must present proof of residence upon application for admission.
3. A child who is a ward of a legal guardian who is a resident of Delaware Community School Corporation may attend our schools without paying tuition, providing it is a bona fide guardianship and not for the purpose of merely avoiding the payment of tuition. The guardian shall be responsible for the care, maintenance and conduct of said child as if said guardian were the parent. Every guardian shall have on file with the school district, an affidavit stating that he or she does assume responsibility for said child concerning school matters, as well as provide necessary evidence of legal guardianship.
4. If a parent/guardian does not enroll a child in an accredited school, the parent/guardian shall inform the Superintendent. The Superintendent shall inform the parents that later enrollment of the child in any of the Corporation's schools will be in accordance with Board Policy 5160. Credits and placement from nonaccredited schools and the administrative guidelines associated with that policy. The Board shall not allow a resident student who is being educated at nonaccredited or home school to participate in any of the Corporation's co-curricular or extracurricular activities.
5. A child who is transferred to this community by Order of the Court shall have his tuition paid by the County of origin wherever said child has legal residence at the time of the Order. This shall also apply to children who are made wards of the Court.
6. A resident student may enroll in one or more academic courses with the approval of the Superintendent. Such enrollments will be submitted to the state for funding purposes.
7. Any student who has completed the junior year as a resident in the Delaware Community School Corporation may complete the senior year tuition free.
8. Any case not covered by the foregoing will be referred to the Board for determination.

Refer to Policy C125 Admission to the Corporation (Legal Settlement) for more details.

### WITHDRAWING FROM SCHOOL

Any student who is anticipating withdrawing from school should have his/her guardian contact the office. At that time the student/parent will be given a Withdraw Form that describes the procedures necessary to properly withdraw from attendance at Delta Middle School. When a student withdraws from school, textbook/Chromebook rental refunds will be pro-rated by the number of days a student has been enrolled. No refunds will be issued for lab fees or consumables (workbooks, folder, etc.) that have been issued. All textbooks, Chromebook, Chromebook charger, library books, sports uniform, and any other school item that belongs to the school must be returned at the time of withdrawal to avoid restitution fees. For more information, please refer to Policy C600 Withdrawal from School.

### STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND INSPECTION OF MATERIALS

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

**Parent’s Right to Know**

Upon a parent’s request, the School Corporation will provide information regarding the professional qualifications of their student’s classroom teachers, including whether the student’s teacher (a) has met Indiana’s qualification and licensing criteria for the teacher’s grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher’s license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

**TESTING**

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana’s testing requirements is available at: <http://www.doe.in.gov/assessment>, and the School Corporation’s testing security and integrity policy may be found at <http://www.delcomschools.org/>.

**GRADE CARDS /MID-TERM REPORTS**

Report cards are the basis for the school to report the progress of the students to parents. Parents are encouraged to contact the teachers for a conference whenever necessary.

Teachers monitor and evaluate student performance. When an individual does less than satisfactory work, the teachers try to communicate with the parents. Parents are encouraged to contact the school about their child’s academic performance if they have concerns. Midterms are issued each grading period as to help notify parents/guardians and students with the student progress. Parents/guardians may also sign up in PowerSchool to monitor their child’s progress.

A teacher may deviate from the grading policy in specific instances after a parent-teacher conference and with approval from the principal or in accordance with the decision of a case conference committee.

The grading scale is:

A+	100-98	B+	89-87	C+	79-77	D+	69-67
A	97-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60

**PROMOTION AND RETENTION POLICY**

At the end of the first semester, students receiving failing grades in two or more subjects may be called in for a conference with the teachers. Parents shall be notified by letter that the student is in danger of failing and a conference with the classroom teachers is needed.

For the conference, information shall be gathered from teachers, counselors, administrators and other staff members. This conference shall be held with the parents. At this conference, recommendations shall be made for students to improve their classroom performance.

During the last grading period, a promotion/retention staffing may be held regarding those students who are failing in two or more subjects. The teachers, counselors, principal and any other auxiliary personnel necessary shall meet to review the student’s performance and a recommendation for promotion, retention, or assignment shall be made to the principal or his designee.

Grades are not the sole determining factor for retention. Other factors that are considered are social, emotional and physical development. Although the parents are consulted, it is the responsibility of the principal, or his designee, to make the final decision regarding promotion, retention, or assignment.

**TELEPHONES**

The office phone shall not be used by students unless students are given permission from the front office staff. Students are not to use cell phones during school hours to place or receive calls and/or text messages. Student cell phones and/or personal communication devices should remain in assigned lockers and turned off if brought to school from 8:30 to 3:30. Please make arrangements prior to school hours to avoid calls for messages to students during the school day unless there is an emergency.

## STUDENT ACTIVITIES

### SCHOOL-SPONSORED ACTIVITIES

A student must be in attendance from at least 9:30 a.m. and remain in attendance for the days of the events, activities, and/or practice. The principal or his designee, for special circumstances, may grant exceptions.

During participation in extracurricular activities (including things such as dances and other activities or events), students are expected to follow the rules and regulations of the school. They must conduct themselves in a manner which will reflect positively on Delta Middle School. School discipline may be issued accordingly. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school, excessive absences, and/or does not meet grade requirements.

#### **Honor Society:**

Students may be selected for the Delta Junior Honor Society at the completion of their third semester in attendance at DMS or completion of one semester for a seventh or eighth grade student. They must have a minimum of an A- average in regular education classes. Candidates shall then be evaluated on the basis of service, leadership, character and citizenship. The selection of each member to the chapter shall be a majority vote of the faculty council.

#### **Student Council:**

Students may be eligible to run for Student Council if they meet the Extra-Curricular grade standards. Since it is expected that all council members display appropriate standards of behavior, no student may apply for candidacy if he/she has two or more school suspensions in the current school year.

Delta Middle School is proud of its school and the activities offered during the school year. We want as many boys and girls as possible to participate in the extracurricular activities program. In order to be an active participant at Delta Middle School athletic events and clubs, a student must maintain appropriate grades and exhibit proper behavior. The following is a list of these opportunities:

#### **Activities:**

Football	7,8	Swimming/Diving	6,7,8	Swinging Sounds	6,7,8	Delta Jr. Honor Society	7,8
Soccer	6,7,8	Golf	6,7,8	Yearbook	6,7,8	Technology Club	6,7,8
Softball	6,7,8	Baseball	7,8	Student Council	6,7,8	Academic Teams	6,7,8
Cross Country	6,7,8	Basketball	6,7,8	Math Counts	7, 8	Intramural Basketball	6,7,8
Wrestling	6,7,8	Cheerleaders	6,7,8	Robotics Club	6,7,8	FCCLA	6,7,8
Track & Field	6,7,8	Volleyball	6,7,8	Tennis	6,7,8		

### BEHAVIOR AT SCHOOL ACTIVITIES

At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, booing and talking during a convocation.

We encourage all students to attend extracurricular activities. Following is a list of regulations, which shall help everyone to be able to enjoy the activities more:

1. Students, parents, etc. shall sit in the stands and watch the activity.
2. The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the school recommends that all students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The school will not be responsible for students if they attend without an adult chaperone.
3. Some school activities such as dances, club meetings, and practices only permit DMS students and/or DMS student members and approved chaperones to attend.
4. Students are not permitted to leave the school grounds and then return to an activity once they have been admitted to an activity such as at a dance.
5. Immediately following an activity, students are to have their parents pick them up promptly. Students should not have to use the phone except in case of emergency. An approximate time the activity shall be over may be announced so students can have parents pick them up at that time.
6. The student discipline would be in accordance to the State of Indiana due process policy 20-33-8 and the Delta Middle School Discipline Code of Violations and Penalties.
7. Students are to follow these rules and regulations while attending school events throughout Delaware Community Schools. Example: If a Delta Middle School student is attending a football game at Delta High School and he is caught smoking, he may be suspended from Delta Middle School for three days.
8. A student who is in ISS or OSS (includes PASS) will not be eligible for participation in and attendance at school events including club meetings or dances, practice, games or contests on all of these days. This would include weekend participation if the student's discipline ran from a Friday into a Monday.

Non-Corporation-Sponsored Student Clubs and Activities must follow School Corporation Policy G375 Use of School Facilities.

## **ATHLETIC GUIDELINES (Eligibility)**

### **Medical**

1. Before a student can try-out or participate in an inter-school sport, they must have a physical examination completed by a physician on file with the school nurse dated after April 1<sup>st</sup>. They must also have a Heads Up Concussion Release completed and on file.
2. An athlete must complete 10 practices before participating in the first event. This is actively practicing, not watching if out with an injury.
3. Any athlete who has been placed on medical leave by a physician must have a written release from a physician before they may participate in practice or a contest.
4. An athlete is not allowed to participate in any contests until a Medical Information and Release Consent form has been completed and given to the coach.
5. An athlete who has missed more than four days of practice must complete one practice session before participating in a contest.
6. A student must be in attendance from at least 9:30 a.m. and remain in attendance for the days of the events, activities, and/or practice. The principal or his designee, for special circumstances, may grant exceptions. However, a student leaving during the school day due to illness will not be allowed to attend or participate in events that evening.

### **Academic**

1. A student must pass all of his/her classes.
  - a. Eligibility time is from grade card distribution to grade card distribution. (9 weeks)
  - b. Any student that receives a "F" on their most recent report card (9 week) is eligible to try out and practice for a sport or extracurricular activity but may not attend away events, dress in uniform, or participate in contests until all grades are passing. The student will be on probation for a period of 10 school days from the start of the current season/activity at which time his/her grades will be reviewed. If the student still has failing grades at the end of the 10 day period of time, the student will be ineligible for the remainder of that extracurricular activity or season.
  - c. If a student becomes ineligible during a season due to grades, they will have 10 school days from the 9 week grade to get all grades to a passing status
  - d. The previous years' fourth nine weeks grades carry over to the next school year to determine eligibility in the fall.

### **Age**

Age eligibility for athletes for athletic contests must be within the following guidelines:

6<sup>th</sup> Grade – A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport.

7<sup>th</sup> Grade - A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport.

8<sup>th</sup> Grade - A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport.

### **Discipline**

1. A student who is in ISS or OSS (includes PASS) will not be eligible for practice, games or contests on all of these days. This would include weekend participation if the student's discipline ran from a Friday into a Monday. The athlete cannot participate in any team activities on these days. This includes sitting on the bench or riding the bus to away contests.

### **Drugs, Alcohol, and Tobacco**

Any athlete, cheerleader, or manager in season or out of season on school grounds or off school grounds that uses/abuses, possesses or transmits drugs, alcohol or tobacco products will be assessed the following penalties:

1. **FIRST OFFENSE:** The athlete will be suspended by the coach for 25 percent of the season. The athlete will be allowed to practice with the team.  
This offense will remain on record during the athlete's career at Delta Middle School or until such time a second offense occurs.
2. **SECOND OFFENSE:** The athlete will be suspended by the coach for the entire season. The athlete WILL NOT be allowed to practice with the team. If an athlete commits his/her second offense, he/she will be suspended for a total of 365 days from ALL athletics. If after the 365 days the athlete has eligibility remaining he/she will be reinstated with full athletic privileges.
3. **THIRD OFFENSE:** An athlete found in violation of a third offense will lose athletic privileges for the remainder of his/her Delta Middle School career.

These rules shall be enforced uniformly by the Delta Middle School Council of Extracurricular Activities. The Athletic Director shall serve as chairman of this committee and will act as the hearing committee chair for appeals.

For the first offense, the athlete may attend along with his/her custodial parents, and is entitled to receive a written or oral statement of charges, a summary of the evidence and an opportunity to explain his/her conduct. The council shall deliberate and shall propose findings to the principal. The principal shall notify the athlete in writing of the findings.

For the second and third offenses, the athlete may request a hearing. Such request must be made in writing to the Athletic Director within 7 calendar days of the notice to the athlete by the coach of his/her suspension. The procedure for the hearing will be the same as set forth in IND. CODE 20-8.2-5-8, 9 AND 10. The use by an athlete of drugs by a licensed physician will not be considered a violation.

**Any athlete who completes the season will receive a certificate.**