

## **INTRODUCTION**

The purpose of this handbook is to acquaint the parents of the Delaware Community Schools' students with the schools' services, curriculum, and policies. Through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered in the various phases of school life for growth and development, a firm understanding will be established among the school administration, faculty, parents, and students.

The handbook is not meant to be all-inclusive; you will probably have questions it does not answer. If you need additional information, we will welcome your personal inquiry and the opportunity to help you. We suggest that the best place to start your inquiry is at your school with your teacher or principal.

## **STATEMENT OF PHILOSOPHY THE DELAWARE COMMUNITY SCHOOL CORPORATION**

Although many institutions within society contribute to the development of an educated person, it is the school which is the only agency that is specifically charged with a formal and legal responsibility for the education of each student. In fulfilling these responsibilities, the schools within the Delaware Community School Corporation shall function under a basic philosophy which recognizes that education is a continuous process which provides for the optimum mental, physical, emotional, social, moral, and ethical growth of each student. The concept of large group, small group, and individualized instruction shall be a basis for all instruction. Emphasis shall be placed upon the acquisition of knowledge, concepts, skills, and values.

The focus of the school effort shall be the interaction of the student and the teacher in the learning process; recognizing parental involvement is an essential element in our education process and programs. The Board of School Trustees recognizes that the optimum educational growth of the students will be directly influenced by the ability of the Delaware Community School Corporation to provide and maintain the highest caliber of professional and nonprofessional personnel, facilities, equipment, and materials which may be legally and financially feasible.

The rapidly changing world in which we live and the continual expansion of the learning process make it imperative that an environment be promoted which assures the professional staff the freedom to develop and maintain a vital curriculum and the opportunity to grow professionally.

## **OUR VISION STATEMENT THE DELAWARE COMMUNITY SCHOOL CORPORATION**

TO CREATE AN EXEMPLARY SCHOOL DISTRICT WHICH IS ACKNOWLEDGED FOR THE CALIBER OF ITS GRADUATES, THE QUALITY OF ITS FACULTY, STAFF, AND ADMINISTRATION, AND THE DIVERSITY OF ITS PROGRAMS.

## **OUR MISSION STATEMENT**

THE MISSION OF THE DELAWARE COMMUNITY SCHOOL CORPORATION IS TO PROVIDE OPTIMAL EDUCATION OPPORTUNITIES FOR EVERY STUDENT AND TO PROMOTE A SAFE ENVIRONMENT FOR EVERY STUDENT.

## **OUR EDUCATIONAL OBJECTIVES**

1. To develop competence in the basic skills.
2. To develop intellectual, technical, and vocational competence.
3. To develop respect for moral, spiritual, and ethical values.
4. To develop rational processes.
5. To develop an understanding of basic concepts and generalizations undergirding the total curriculum.
6. To broaden the basic interests and aspirations of each student.
7. To motivate students toward self-directed behavior.
8. To assist students to develop essentially positive views of self.

## **THE ELEMENTARY CURRICULUM**

The program of the elementary school builds basic foundations for understanding in the ever-expanding environment of each child, as well as a carefully planned developmental program of the tool subjects. Organized areas of subject matter are drawn upon as convenient references for the orderly development of skills and ready selection of material for solving problems. Instruction in the various subject matter areas includes (1) language arts comprised of listening and observing, speaking, English, reading, writing, and spelling; (2) social studies comprised of history, geography, and civics; (3) arithmetic; (4) science; (5) health; (6) music; (7) arts and crafts; and (8) physical fitness. The teaching of thrift, conservation, citizenship, character, morality, and responsibility is also included in the elementary program.

## **SCHOOL POLICIES**

**ATTENDANCE:** The Indiana law states that all children between the ages of seven and sixteen inclusive must attend school during the school year unless physically unfit or incorrigible. 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 (must be fever free for 48 hours without fever reducing medication).
2. Eyes are swollen, red, or draining.
3. Uncontrollable cough.
4. Head colds of any consequence.
5. Throat is sore or inflamed.
6. Ears are draining.
7. There is evidence of impetigo or persistent skin disorders.
8. Undiagnosed rash.
9. Vomiting and/or diarrhea in the last 48 hours.

In cases of communicable diseases or an extended illness of five days or longer, a pupil is expected to bring a health permit from his/her doctor indicating that he/she is not contagious or is well enough to return to school.

Parents or legal guardians are responsible that their child is in school daily. State statute requires parents to take responsibility for their child's attendance. Students are required to be in attendance every day unless the appropriate certification for excuse is submitted. Students must also learn to accept the responsibility of attending school and classes. Regular attendance and punctuality are expected and essential for success in school.

Absences are classified as being either Exempt, Excused or Unexcused.

**EXEMPT ABSENCES:** The following situations constitute an absence as being classified as Exempt.

1. Serving as a Page or Honoree of the General Assembly.
2. Serving as an election worker.
3. Testifying in court under a subpoena.

In each of the circumstances, the student is considered exempt from school, will **not** be recorded as absent, and will **not** be penalized in any way by the school.

**EXCUSED ABSENCES:** The following absences will be classified as excused (with proper documentation.)

1. Visit to a physician/dentist office or other medical facility. (**Doctor's slip must be presented within 2 days.**)
2. Death in the family.
3. A phone call from the parent/guardian stating the reason for the absence by 8:30 a.m. on the day of the absence. **NO MORE THAN 5 PER SEMESTER WILL BE COUNTED AS EXCUSED.**
4. Out-of-school suspension.
5. Student sent home from school for medical reasons.
6. Certain educational may be excused. Parents must contact their building principal prior to the absence for approval. (i.e. participation at Indiana State Fair) This does not include family vacations.

**UNEXCUSED ABSENCES:** If a student is absent from school for all or any part of the day, and the absence does not qualify as an Exempt or Excused Absence from approved list above, it shall be considered Unexcused.

**eLEARNING:** All eLearning Days will be conducted by the policies and procedures as set forth by the school corporation. Parents/Guardians do not have the authority to choose to have a child stay home to participate in an eLearning Day.

**TARDY/EARLY DISMISSAL POLICY:** A child is considered tardy when he/she is not present in his/her classroom at 7:50 a.m., which is when the elementary school day begins. A child is also considered tardy if he/she leaves school for less than 90 minutes at any point during the school day. A child who arrives to school 90 minutes late, misses 90 minutes during the school day, or leaves school 90 minutes early will be recorded as a half day absence. Children will be released to their parent/guardian or to persons authorized.

Any student who is tardy must report to the school office prior to reporting to his/her classroom. A note of explanation for the tardiness should accompany the child. Tardiness is recorded and indicated on the child's report card at each grading period.

**ATTENDANCE NOTIFICATIONS/CONSEQUENCES:**

- At 6 absences (excused or unexcused) per semester or 6 unexcused tardies per semester, a Parent/Guardian will receive a letter warning them of their child's absences or tardiness.
- At 8 absences (excused or unexcused) per semester or 8 unexcused tardies per semester, a conference will take place with the principal and parent/guardian.
- At 10 absences (excused or unexcused) per semester or 10 tardies per semester, the student/guardian will be subject to further interventions by the school or outside agencies such as the Department of Child Services.

**PERFECT ATTENDANCE:** To be eligible for a Perfect Attendance Award at the end of the school year, a student must not have been absent or tardy to school throughout the course of the school year, except for an Exempt Absence, which is not recorded as an absence.

**EXCELLENT ATTENDANCE:** To be eligible for an "Excellent Attendance Award" at the end of the school year, a student must have been at school at least part of every day. A student may miss only **part** of a school day due to those instances listed as excused absences above, and still qualify. Excessive tardies to school or early dismissals from school (six or more per semester) will count against the awarding of an excellent attendance award.

**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 should listen to one of the local radio stations, or one of the Indianapolis television stations. Announcements will be made only when schools are closed, dismissing early, or beginning late. If there is no announcement, then school will be in session as normal. Please do not call the school office or the radio station. These calls only tie up telephone lines which need to be kept open in order to handle the emergency. The Delaware Community

Schools also offers a notification system known as School Messenger. Within minutes of a school emergency, school officials can deliver a single, clear message to students' parents or guardians by telephone, cell phone, email, pager, or PDA. Contact your child's school office for more information about this service. Please note that Morning Latchkey will not be in session on mornings with a delay, and there will be no Afternoon Latchkey in the event of an early dismissal.

**CHECK AND MONEY POLICY:** Checks written for lunch money and/or milk should be written payable to S/L Delaware Community School Corp. Our elementary schools also offer the "Meals Plus" program, which is an online service for maintaining the student's lunch account. Contact your child's elementary school for more information. With the exception of checks written for lunch money and/or kindergarten milk money, please write all checks payable to your child's elementary school. A note of explanation should accompany all monies sent to the school. Both the note and money should be enclosed in a sealed envelope with the student's name written on the outside.

It is also our policy that once we receive a check from the bank marked "Insufficient Funds" we will not accept any more checks because this makes double bookkeeping and causes our accounts to fluctuate so much that we are unable to have as accurate accounts as we like.

**GIFTS AND PARTIES:** The schools may sponsor parties for Halloween, Christmas, and Valentine's Day. The schools may sponsor instructional interruptions as permitted by guidelines established by the State Department of Education.

With the exception of Christmas gifts, our schools are not in favor of student gift exchanges or the giving of presents by students to staff members.

Birthday parties are to be held at times that do not interfere with scheduled class time. Any birthday party for a child should be approved by the teacher well in advance, so that a number of parties may be observed at once. Parents should feel no obligation whatsoever in providing refreshments. The schools prefer that food furnished for birthday parties be either store packaged or bakery items rather than homemade. This precaution is taken to prevent the spread of a communicable disease. We realize that this is somewhat inconvenient for some parents, but the health and safety of your child is of prime concern.

**SUPERVISION:** Students are under the supervision of the school authorities from the time they leave home in the morning until they return to their home in the afternoon. Students are also under school supervision at class parties and athletic events. Teachers are on duty at any school function. They have the authority to correct or reprimand any student who does not conduct himself/herself in the manner of a good school citizen.

**TELEPHONES:** The office phone will not be used by students, except in the case of an emergency, and then only by teacher permission. Forgetting assignments, books and permission slips does not constitute an emergency. Calling home concerning after-school activities will not be considered an emergency either. The use of cell phones, smart watches and other electronic devices will not be permitted during school hours.

**EMERGENCY PHONE NUMBERS:** It is essential that each parent furnish the school with a current emergency phone number that can be contacted in case of emergency arising at school. We frequently find that parents cannot always be contacted.

If you have an unlisted or unpublished telephone number, it is still extremely important that the school has your number in the event of an emergency. The number is not released to any person other than the proper school authorities.

In addition, whether you have an unlisted or a listed number, it is important that you inform the school of any change in your telephone number or home address.

**ENROLLMENT, TRANSFER, WITHDRAWAL:** Students from outside of the district may attend a school within the Delaware Community School District by obtaining a transfer. The transfer is dependent on space available in the school/grade for each individual school. Also, the Board can deny, discontinue, or establish continued enrollment for **ANY** transfer student if during the previous 12 months, the student has:

- been suspended or expelled for 10 or more school days;
- possessed a firearm, deadly weapon, or destructive device;
- caused physical injury to a student, school employee or visitor to the school;
- violated the corporation's drug or alcohol rules, or
- demonstrated a history of unexcused absences, and the school believes attendance would be a problem based on the location of the student's residence.

Accordingly, principals will review the records of each transfer student to determine if he or she is eligible for enrollment. Transportation for a student from outside of the district will be the responsibility of the parent.

Parents should phone for an appointment to register students. Registration is accomplished by:

1. Completing an enrollment for each child.
2. Presenting a hospital birth certificate or official birth certificate to verify the date of birth of the child to be registered.
3. Presenting "Proof of Residency" in the form of a bill, statement or some other type of documentation that includes both the parent/guardian name and address.
4. Furnishing the school with the required health information concerning the student.
5. Completing textbook rental, free/reduced lunch (if applicable), or other required information.

When a student is transferring from one school to another located within the Delaware Community School Corporation, if possible, please notify the school at least one week before the transfer.

**BOOK RENTAL POLICY:** Textbooks are on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books 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. Ordinary wear only is expected. When a book becomes torn or in need of repair,

it should be brought to the attention of the teacher. Workbooks and other consumable books are sold at the same time textbook rental is collected.

#### Textbook Rental Schedule for Late Enrollees: Elementary and Middle School

1-9 weeks	-	100% plus consumables
10-18 weeks	-	75% plus consumables
19-27 weeks	-	50% plus consumables
28-36 weeks	-	25% plus consumables

#### Textbook Rental Refund Schedule: Elementary and Middle School

1-2 weeks	-	100%
3-9 weeks	-	75%
10-18 weeks	-	50%
19-27 weeks	-	25%
28-36 weeks	-	0%

There will be no refunds on consumable items if the consumable has been used. Rental textbooks can be used again, but consumable workbooks cannot be used again even though they have been used only two or three weeks.

During the time that a child is confined to his/her home with a contagious disease, he/she should not request rental books to be taken home. This precaution is taken in the interest of the health and welfare of all students.

By October 1, the parent or guardian of each student should meet the obligation of having the child's textbook rental fees paid by one of the following means: (1) payment in full; (2) having a payment arrangement made with the building principal; or (3) having an approved Free Textbook application on file in the school's office.

**REPORT CARDS:** The educational welfare of your child is best served when there is complete understanding and cooperation between the home and the school. As a basis for such understanding and cooperation, the school reports to parents four times per year. Report cards are issued on the Friday following the end of each nine-week grading period. Students are requested to take these home and discuss their grades with their parents. Parents are requested to sign the report card envelope and return it to school as soon as possible.

**PROGRESS REPORTS:** Teachers monitor and evaluate student performance. The teachers will notify the parent whenever a student experiences a sudden drop in performance. Grade notifications will be made by parent conference, by telephone, or by letter. Each teacher will issue a written mid-term grade report each grading period for all students. It is also suggested that parents monitor their child's progress through the use of PowerSchool. Password and user identification information needed to access this online program are available in the school office.

**WEARING APPAREL:** Student's clothing should be simple, comfortable, clean, and not disruptive to the educational process. A smock for artwork can easily be made from father's old shirt.

Clothing should be in keeping with weather conditions. This would include lightweight clothing for warm weather; an outdoor coat and boots for rainy weather; and a warm coat, hat, gloves, and boots for cold weather.

Printing or sewing the student's name in his/her wearing apparel will aid him/her in recognizing his/her belongings more easily and will help us to return lost articles of clothing to their rightful owners. Invariably, at the end of the school year, there are numerous articles of clothing in the school's Lost and Found that remain unclaimed and unidentifiable.

**STUDY HABITS AND HOMEWORK:** Homework serves valid purposes when it: (1) provides essential practice in needed skills; (2) trains pupils in good work habits; (3) affords opportunities for increasing self-direction; (4) enriches and extends school experience; (5) helps children learn to budget time; (6) brings pupils into contact with out-of-school learning resources; and (7) promotes growth in responsibility.

Please see the Homework Guidelines listed below for further information.

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk, lights, books, supplies), reserve time for homework, and turn off the television.
3. Encourage their children, but avoid undue pressure.
4. Are interested in what their children are doing, but do not do their work for them.
5. Understand what the school expects homework to accomplish.

Children may improve their study habits by observing the following suggested principles:

1. Be sure they clearly understand each assignment.
2. Form the habit of using a certain time and a place for the study of each subject.
3. Have study conditions such as good lighting, proper ventilation, and quietness.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently of others.
6. Spend enough, but not too much, time with each subject.

**CHROMEBOOKS:** Chromebooks are to be taken to and from school each day. The Chromebooks should be fully charged each night before returning to school the next day.

**PROMOTION - RETENTION:** Any promotion policy is to be based on the welfare of the individual student and not on a set of arbitrary rules. Placing a pupil where it is believed he/she will have the greatest opportunity to develop his/her potentialities is to be the basis for consideration of promotion or non-promotion of any student.

Retention is particularly justified whenever a student's achievement is below grade standard due to his/her attitude of indifference or lack of effort, physical or social immaturity, and frequent and long absences.

A student being considered for retention will be analyzed according to his/her social, emotional, physical, and intellectual development by his/her present teacher, the principal, and any auxiliary personnel necessary.

In those cases where a child is working below grade level but who, due to physical maturity or other contributing factors, would not benefit from being retained, an assignment to the next grade level may be made.

**ENTRANCE REQUIREMENTS:** Although kindergarten is not compulsory, it is our hope and desire that 100% of our preschool children will have kindergarten training. Kindergarten students must be at least five years of age and first graders must be six years of age on or before August 1 of the enrolling school year. Kindergarten Roundup is held each spring. Birth certificates must be presented at the time of registration. Exact dates are announced in the local newspapers. Further information may be obtained from the principal of the elementary school.

Children entering from another school system, which has a different entrance age requirement, will be allowed to enroll in the grade level in which they came. A birth certificate must be presented at the time of registration. Entrance requirements described under Nursing Services must also be met.

**VISITORS:** Parents of our school children are welcome to visit their children's classes with prior approval of the building principal. In the interest of safety, all visitors must register in the school office.

**LOST AND FOUND:** A lost and found department is maintained in our school 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.

**SCHOOL DISCIPLINE:** School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All faculty members and administrative members have equal authority. Insubordination will not be permitted. Students are expected to do what is asked of them while under jurisdiction of any faculty 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 police, and students are expected to be in school to learn, follow the rules, and conduct themselves accordingly.

## **DELAWARE COMMUNITY SCHOOL CORPORATION**

### **Uniform Rules for Elementary Students**

Students are under the jurisdiction of school officials and school rules while at school or at school functions, which includes traveling to and from school or a school function. The Delaware Community School Corporation's Elementary Schools use a program known as M.O.P. to encourage students to think before making choices. (M) Could this hurt me or get me in trouble? (O) Could this hurt others or get others in trouble? (P) Could this hurt someone's property?

Students are expected to maintain behavior that promotes high standards of scholarship, respect for self and others, responsibility toward self and school, responsible citizenship, and safe practices at all times. To these ends, the following rules provide guidelines for achieving these goals.

#### **Getting Along with Others**

1. Students are expected to treat others in a courteous and respectful manner.
2. Students are expected to keep their hands to themselves and avoid touching or bothering others in an uninvited manner.
3. Students are expected to follow instructions from school personnel.
4. Students are to avoid use of any language that is inappropriate, distracting, or hurtful.
5. Students are expected to follow all school rules.
6. Students are expected to follow all classroom rules.

#### **Racial Harassment**

1. It is the policy of the Delaware Community Schools to maintain a learning and working environment that is free from racial harassment.
2. It shall be a violation of this policy for any person to harass another employee or student through behavior that violates school policies on racial harassment or sexual harassment. Students who engage in speech that threatens the civil rights of others shall fall under disciplinary policies of the school.

#### **Student Safety**

1. Students are expected to walk while inside school buildings.
2. Students are expected to use playground equipment in a safe manner following directions, as given by school personnel.
3. Students are expected to walk when boarding and unboarding buses.
4. Students are expected to avoid throwing any object.
5. In order to provide adequate supervision, students who ride in cars or walk are to arrive at school no earlier than 7:40 a.m., unless special arrangements are made with the school.
6. Students are expected to keep aisles between desks free of personal belongings in case of an emergency.
7. Students are not permitted to bring pets to school without prior arrangements with the school principal.

#### **Care of the School Building**

1. Students are expected to cooperate with school personnel to keep the school building and playgrounds clean and orderly.
2. Students are expected to use wastebaskets for refuse.
3. Students need to avoid activity that might mark school property.

4. School property is to be used only for its intended use.

**GROUNDS FOR SUSPENSION 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 an elementary student is attending an event at the middle school. The following types of activities constitute grounds for expulsion or suspension and are further clarified in Indiana State Law:

1. Interfering with school purposes, urging other students to interfere with school purposes, or possessing any firearm, explosive, or other weapon.
2. Damaging or attempting to damage school property.
3. Stealing or attempting to steal school property.
4. Damaging or attempting to damage private property.
5. Stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to any person.
7. Threatening or intimidating any student for the purpose of obtaining money or anything of value from the student.
8. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
9. Knowingly possessing, using, transmitting, or being under the influence of an illegal drug, controlled substance, or intoxicant of any kind.
10. Selling 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.
11. 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.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
14. Knowingly possessing or using, on school grounds, during school hours, an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
15. **Definition of Assault:** A willful attempt or threat to inflict injury upon another when coupled with the apparent present ability to do so; assault includes an intentional display of force that would give the victim reason to fear or expect immediate bodily harm. An assault may be committed without actually touching or doing bodily harm.
16. **Sexual Harassment:** It is the policy of the Delaware Community School Corporation to maintain a learning and working environment that is free from sexual harassment. Sexual harassment creates an atmosphere that undermines a positive and healthy Educational Environment and will not be tolerated. A copy of the Delaware Community School Corporation Sexual Harassment Policy is enclosed. This policy applies to teachers, staff, administrators, employees, volunteers, and other persons subject to the control of school authorities, and students.
17. **Bullying:** It is the policy of the Delaware Community Schools to maintain a learning environment that is free from bullying. Furthermore, all schools within the Delaware Community School Corporation are encouraged to engage students, staff and parents in meaningful discussion about the negative aspects of bullying. A copy of the Delaware Community Schools Policy on Bullying is enclosed.

## **CURRICULUM**

The curriculum includes all the planned learning experiences provided by the school. There are special teachers in art, physical education, and music. The classroom teacher provides the setting for children to grow intellectually, emotionally, and socially. Every effort is made to provide experiences for children to grow at a rate commensurate with their ability.

**SPECIAL EDUCATION:** Special education classes are available for those children who are eligible. Placement occurs after a case conference committee decides the proper class for the child and parent permission is obtained. Every effort is made to provide for individual children's needs in the regular classroom setting.

**MUSIC:** Music classes are conducted in elementary school as part of the regular school program.

**ART:** Art classes are conducted in elementary school as part of the regular school program.

**PHYSICAL EDUCATION:** Physical education classes are conducted in the elementary schools as a part of the regular school program. All students are expected to participate in physical education unless a physician's statement indicating the student's inability to take part is on file in the principal's office. Proper footwear is a requirement; students wearing hard-sole shoes or shoe boots will not be allowed to participate. It is recommended that students have a pair of gym shoes at school to wear to physical education classes.

## **SCHOOL SERVICES**

**NURSING SERVICES:** The school nurse is available at each elementary school. If it is necessary for students to take medication during the school day, written permission from the parents must accompany the medication, including dosage and time the medication is to be given. All medication must be maintained in the original container. The Delaware Community School Corporation reserves the right to refuse and/or limit the administration of non-prescription, or "over the counter" medications that are not prescribed by a physician.

The school does supply some medications for students, including Ibuprofen, Tylenol, Benadryl, etc., which may be administered with written parental permission. All medications are to be kept in the nurse's office. Unused medication must be picked up by the parent in the nurse's office.

A student with an acute or chronic disease or medical condition, which requires emergency administration of medication, may possess and self-administer this medication. A physician consent with instructions must be filed with the school principal annually.

Whenever a student becomes ill or is injured while at school, an attempt will be made to contact the parent or guardian for further instruction. In the event that neither parent can be contacted, the person named on the enrollment card will be contacted. It is important that the emergency information given at the time of enrollment be kept current.

All elementary school children are required to be immunized against diphtheria, whooping cough, tetanus, measles (Rubeola), rubella (three-day measles), poliomyelitis, mumps, Hepatitis A, Hepatitis B, and varicella (chickenpox).

Under the law, children who have not had the immunizations by the time school opens may not attend class unless it can be shown the shots were delayed by unusual circumstances or because of religious or other medical objections.

A vision screening is required in grades one, three, five, new students, and any student the teacher suspects as having a vision problem. Parents of students who fail the screen are notified for referral to their optometrist for further evaluation.

Weighing and measuring are done on all students as time permits.

The school nurse is available for consultation and recommendation. Diagnosis and treatment are prescribed only by the student's family doctor.

**LIBRARY:** The aim of the library is to provide the best books and periodicals for reference and recreational reading and to guide the student in the use of library facilities so that he/she can prepare assignments with confidence and efficiency. The school librarian is available on a part-time basis to assist students with their research problems and book selection. A library aide is available. Thus, the library stands as the hub of extended learning and serves as a complete materials center.

**LANGUAGE, SPEECH, AND HEARING:** A language, speech, and hearing program is maintained in our schools, designed to meet the language, speech, and hearing needs of the students.

Audiometric (hearing) screening examinations are administered to students in grades K, one, four, new students, and any student the teacher suspects of having a hearing problem. A complete audiogram is done yearly on students who have a known hearing loss. Students failing the screening test the second time are given a complete audiogram and referred for further medical evaluation. A yearly conference with the speech pathologist is required, by law, with all parents of students involved in the program.

**COUNSELING:** A guidance counselor is assigned to each elementary building. Students are referred for counseling services by parents, teachers, or the principal. The guidance counselor is also available for coordinating individual educational evaluations of students, as needed. Parent permission is always obtained prior to such evaluations.

**HOMEBOUND INSTRUCTION:** Homebound instruction is available for students if evidence from a doctor is on file with the school corporation having jurisdiction of said child, and the child will be homebound for a minimum of four weeks. This is in keeping with current state homebound policies. The doctor's statement must so indicate. Parents desiring homebound tutoring for their child should contact the school principal.

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

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Pupils 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 will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his/her boarding station when the school bus arrives. In the case of an emergency causing late arrival by the pupil at his/her station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he/she need not wait at all.
8. School authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

**Special Note:** In instances involving serious offenses, as determined by the principal, suspension of bus privileges can take place immediately.

**CAFETERIA:** Cafeteria facilities are available to students at all elementary schools. Lunches are provided and are based on the nutritional values as set up by the U.S. Department of Agriculture. In addition to providing daily nutritional needs, the plan is based on teaching correct eating habits and introducing new foods.

No student is permitted to leave the school grounds at noon for lunch. Each student has two alternatives for lunch:

1. Bring a sack lunch (milk provided at the school).
2. Purchase a school lunch. Money is collected on Monday for the week.

**CAFETERIA GUIDELINES:**

1. There is no need for running or pushing.
2. Observe rules of self-control while eating.

3. Refrain from coughing and sneezing at others while eating.
4. Remember to comb hair in washroom.
5. Be careful not to leave any crumbs on table or floor.
6. Students will refer to supervisors on duty as Miss, Mrs., or Mr.
7. Loud, noisy voices or disorderly conduct will not be tolerated. Students guilty of this or disobedience of any of the above guidelines will endanger their privilege of making use of our facilities.
8. Students should make an effort to at least sample all portions of their lunch.
9. There will be no charge accounts.
10. If school is in session fewer than the usual five days during a particular week, or if a student is absent and does not use all of the days that have been paid for, the remaining amount will be shown as a credit on the student's lunch account.
11. Credits will be carried over to the following week.

## **USE OF TOBACCO PRODUCTS WITHIN BUILDINGS**

The use of all tobacco products is prohibited in all buildings, grounds, and vehicles owned or leased by the Delaware Community School Corporation.

## **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 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 number 5512.

## **PUBLIC (DIRECTORY) INFORMATION**

Unless a current student has requested, in accordance with policy, that the School Corporation withhold all or a portion of his/her public (directory) information from normal disclosure, the following information may be released by any member of the School Corporation in response to inquiries from the public regarding individual students, whether the request is made in person, by telephone, or in writing.

1. A student's name and address;
2. Date and place of birth;
3. Previous school attended;
4. Major field of study;
5. Participation in officially recognized activities and sports;
6. Height and weight, if a member of an athletic team;
7. Dates of attendance;
8. Degrees;
9. Awards received;
10. Photographs or digital likenesses;
11. Videotaped images.

The above information may also be disclosed about former students without regard to the following provisions. Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within five days after receipt of the Corporation's Notice.

**ANY EXCEPTION TO THE CONTENT OF THIS HANDBOOK MUST BE MADE BY THE BUILDING PRINCIPAL.**

### **STATEMENT OF COMPLIANCE AND NONDISCRIMINATION**

The Delaware Community School Corporation does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry or genetic information, which are the classes protected by State and/or Federal law, occurring in the Corporation's employment and/or educational opportunities, programs, and/or activities, or if occurring off Corporations grounds or outside of the Corporation's employment, programs and activities, affecting the Corporation's environment.

The following person(s) is/are designated as the Corporation's compliance officer/Title IX Coordinator and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination: Darin Gullion, Assistant Superintendent, 9750 N CR 200 E, Muncie, IN, 765-284-5074, dgullion@delcomschools.org.

## **DELAWARE COMMUNITY SCHOOL CORPORATION RESPONSIBLE USE POLICY**

It is the policy of the Delaware Community School Corporation Board of Education to provide technical resources to students and employees for the purpose of promoting the efficient operation of the Board, advancing student achievement and allowing students and staff to master 21st century skills. The Board expects staff and students to utilize the opportunities and facilities provided in a manner consistent with this policy. A copy of the Delaware Community School Corporation Responsible Use Policy is enclosed.