

DELTA MIDDLE SCHOOL

9800 N. C.R. 200 E
Muncie, Indiana 47303
Phone (765)747-0869
Fax (765)213-2131

Student Name: _____ Grade: _____

DAILY SCHEDULE:

SCHEDULE (M/W/F)

- 1) 8:40 TO 9:29
- 2) 9:34 TO 10:23
- 3) 10:28 TO 11:18
- 4) 11:23 TO 12:48
- A LUNCH 11:23 TO 11:48
- B LUNCH 11:53 TO 12:18
- C LUNCH 12:23 TO 12:48
- 5) 12:53 TO 1:42
- 6) 1:47 TO 2:36
- 7) 2:41 TO 3:30

EN SCHEDULE (T/TH)

- 1) 8:40 TO 9:22
- 2) 9:27 TO 10:09
- 3) 10:14 TO 10:59
- 4) 11:04 TO 12:29
- A LUNCH 11:04 TO 11:29
- B LUNCH 11:34 TO 11:59
- C LUNCH 12:04 TO 12:29
- 5) 12:34 TO 1:16
- EN 1:21 TO 1:56
- 6) 2:01 TO 2:43
- 7) 2:48 TO 3:30

2-HOUR DELAY SCHEDULE

- 1) 10:40 TO 11:09
- 2) 11:14 TO 11:43
- 3) 11:48 TO 11:13
- A LUNCH 11:48 TO 12:13
- B LUNCH 12:18 TO 12:43
- C LUNCH 12:48 TO 1:13
- 4) 1:18 TO 1:48
- 5) 1:53 TO 2:22
- 6) 2:27 TO 2:56
- 7) 3:01 TO 3:30

FIRST SEMESTER

- AUG 2&3: TEACHERS REPORT
- AUG 6: FIRST STUDENT DAY
- SEPT 3: LABOR DAY (NO SCHOOL)
- SEPT 5: MIDTERM Q1
- OCT 5: END Q1
- OCT 8-12: FALL BREAK (NO SCHOOL)
- OCT 18: K-12 CONFERENCES 3:00-7:00 P.M.
- OCT 19: K-5 CONFERENCES 7:30-11:00 A.M.
- 6-12 COLLABORATION
- NOV 14: MIDTERM Q2
- NOV 21-23: THANKSGIVING BREAK
- DEC 20: LAST STUDENT DAY
- END SEMESTER 1
- DEC 21: TEACHER WORK DAY
- DEC 21-JAN 4: WINTER BREAK

SECOND SEMESTER

- JAN 7: CLASSES RESUME- ALL GRADES
- JAN 21: MLK JR HOLIDAY (NO SCHOOL)
- *POSSIBLE MAKE UP DAY
- FEB 6: MIDTERM Q3
- FEB 18: PRESIDENTS' DAY (NO SCHOOL)
- *POSSIBLE MAKE UP DAY
- MAR 15: END Q3
- MAR 22-29: SPRING BREAK (NO SCHOOL)
- APR 17: MIDTERM Q4
- APR 19: GOOD FRIDAY (NO SCHOOL)
- *POSSIBLE MAKE UP DAY
- MAY 24: LAST STUDENT DAY
- END SEMESTER 2
- MAY 27: TEACHER RECORD DAY
- MAY 28: MEMORIAL DAY
- JUN 1: COMMENCEMENT

*NOTE: MAKE UP DAYS AS LISTED ABOVE AND THEN AFTER LAST STUDENT DAY IF NEEDED

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 8:00 a.m. Students are not to be in the building without proper supervision beyond times noted.

DELTA MIDDLE SCHOOL

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 AND THE IDEAL TEACHER DEVELOPED BY THE DELTA MIDDLE SCHOOL STUDENT BODY:

The Ideal Student:

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

The Ideal Teacher:

- is fair and doesn't have favorites.
- is patient.
- is helpful.
- cares about students.
- makes learning fun.
- teaches in a variety of ways.
- is personable.
- has a sense of humor.
- knows their subject area.
- is organized.

DELAWARE COMMUNITY SCHOOL CORPORATION

The mission of the Delaware Community School Corporation is to provide optimal educational opportunities for every student and to promote a safe environment for every student.

The vision of the corporation is 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.

"Every Eagle, Every Day"

The Delta Middle School student handbook provides key provisions of board policy and the Board Policy Manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy will prevail.

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

VISITORS

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.

ATTENDANCE POLICY

Attendance Procedure:

Parents are to telephone the school by 9:00 a.m. the day of absence or send a signed note the first day the student returns to school. **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.**

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, 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.

Absences:

Parents or legal guardians are responsible that their student 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 accept the responsibility of attending school and classes. Regular attendance and punctuality are expected and essential for success in school.

Any student absent for more than seven (7) days during any semester will be subject to school disciplinary procedures to make up the time missed. Students who have excessive absences as defined in this section will be subject to school discipline. Excessive absences are considered to be over seven (7) absences.

Exceptions to the compulsory attendance that shall be recognized by the school corporation as provided by the State statute are as follows:

- a. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- b. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- c. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- d. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- e. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

For any of the exceptions listed above, a student shall not be recorded as absent from school.

Absences not counting toward the seven (7) day limit include (if properly certified):

- 1) Documentation from a visit to a physician/dentist office or other medical facility or court appearance
The note **must** be from the doctor or from court personnel. The note must contain the student's name and the specific dates and times of the appointments or days asking to be excused. Parents are encouraged to schedule medical, dental, legal, and other necessary professional appointments other than during school hours.
- 2) Death in the family
- 3) A note from the parent/guardian stating the medical reason for the absence. The parent/guardian must call the school to verify the absence on the date of the absence, and the note must be sent with the student upon the student's return to school. Students may have no more than 5 excused absences with parent/guardian notes.
- 4) Recovery from an accident
- 5) Observation or celebration of a bona fide religious holiday in accordance with Policy 5223.
- 6) Military connected families' absences related to deployment and return.
- 7) Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- 8) Out of school suspension
- 9) Prearranged absences approved by the principal
- 10) Such other good cause as may be acceptable to the Superintendent or permitted by law.

All other absences shall count towards the seven (7) 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 seventh (7) uncertified absences. The principal or his designee will require students to make up time missed due to

uncertified absences in the following manner:

- a) Sixth (6th) uncertified absence –warning Thursday School
- b) Eighth (8th) uncertified absence- Thursday School
- c) Tenth (10th) uncertified absence-Three (3) days of ISS and parent conference
- 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.

ACADEMIC AWARDS

Students who achieve academic awards for a grading period, must have all A's or all A's and B's. A student who achieves this honor roll status will receive a blue or gold ribbon.

*A student that earns all A honor roll will receive a gold ribbon.

*A student that earns A/B honor roll will receive a blue ribbon.

PERFECT ATTENDANCE

A student shall be awarded a perfect attendance certificate if he/she is present every day of school, all day. Students who have perfect attendance per school year will receive a certificate. If the student has perfect attendance for three straight years, that student will receive a plaque.

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 rather than tardy. Students who are tardy to school and/or class face the following discipline consequences per class period:

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

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

TRUANCY

Truancy is defined as the willful non-attendance of a student from school or class. 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 truancies for a school year may constitute recommendation for suspension and/or expulsion and due process.

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 FEES 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, school-sponsored trips and other expendable items 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 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.

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.
- Delta Middle School does not offer such drinks such as soda and energy drinks. Therefore, students packing their lunch may not pack such drinks in their lunchbox. Containers used for water or approved liquid must be in a clear container.
- 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 www.K12paymentcenter.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 and select school board policies. Food service policy 8500.

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.

ELIGIBILITY OF STUDENTS FOR ENROLLMENT

The Board establishes the following policy for determining student eligibility to attend the schools of the Corporation.

- A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined by reference to the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another

person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition will not be charged unless otherwise required by law.

- C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.
- E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State.
- F. Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education. See additional information in policy 5111.
- G. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.
- H. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.
- I. School will follow Board Policy 5111 for transfer students.

EXTRACURRICULAR 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, 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.

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
Soccer	6,7,8	Golf	6,7,8
Softball	7,8	Baseball	7,8
Cross Country	6,7,8	Basketball	6,7,8
Wrestling	6,7,8	Cheerleaders	6,7,8
Track & Field	6,7,8	Volleyball	6,7,8
Swinging Sounds	6,7,8	Delta Jr. Honor Soc.	7, 8
Yearbook	6,7,8	Technology Club	6,7,8
Student Council	6,7,8	Academic Teams	6,7,8
Math Counts	7, 8	Intramural Basketball	6,7,8
FCA	6,7,8	FCCLA	6,7,8

Behavior at Extracurricular 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. Football games are held at Delta High School. Students shall sit in the bleacher area during the game time. The students may leave the bleacher area at half time and in-between games.
3. Students are not permitted to leave the school grounds and then return to an activity once they have been admitted to an activity.
4. Immediately following an activity, students are to have their parents pick them up promptly at the gym entrance. 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.

5. 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.
6. Students are to follow these rules and regulations while attending extra-curricular 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.

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 1st. They must also have on file 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 report card (9 week) is eligible to try out and practice for a sport or extracurricular activity but may not attend 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. For those sports or activities that start later than 10 days after the report cards are issued, the student is eligible if at the start of the season/activity, all grades are passing. If at the start of the season the student is not passing, he/she may tryout and practice but will remain on probation for 10 school days from the start of the season at which time grades will be reviewed. If after the 10 days the student is not passing all subjects they become ineligible for the remainder of the season.
 - d. 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
 - e. 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:

- 6th 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.
- 7th 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.
- 8th 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 these days. 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.

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.

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.

All teachers shall be responsible for consistent evaluation and reporting of student progress. Evaluation procedures will be consistent within grade levels (kindergarten, primary, intermediate, middle school, and high school). The use of semester examination or projects in the middle school grades shall be at the discretion of the building principal. Where semester examination or semester projects are used, each nine week grade shall count as 40% and the final examination or semester project shall count as 20% of the semester grade. Where semester examination or semester projects are not used, the semester grade will be determined by averaging the nine-week grades using percent grades.

A percentage semester average ending in a fraction of .5 or more will be rounded up to the next highest number. Decimal points of less than .5 will be dropped.

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

HATCH ACT

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within Delaware Community School Corporation may inspect materials, which will be used in connection with instruction of any survey, analysis, or evaluation as any part of any school program or curriculum. No student shall be required without prior written consent of the student's parent or guardian, to submit to a survey, analysis, or evaluation which reveals information concerning: political affiliations, mental or psychological problems, sex behavior and attitudes, illegal anti-social self-incriminating and demeaning behavior, income, critical appraisals of close family members, or legally recognized privileged and analogous relationships.

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.

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.

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 99.6 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, 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 home with the student.

IMMUNIZATION POLICY

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year. School entry immunization requirements are from the Indiana State Department of Health, Immunization Division. Copies are available from the school nurse if requested.

MEDICATION POLICY

NON-PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written instruction from the parent/guardian. These instructions shall include:

1. Name of student and date
2. Name of non-prescription medication
3. Purpose, dosage, and directions for administration
4. Non-prescription or "over the counter" medication not normally recommended for children shall be accompanied by a physician's order signed by the physician. When the parent/guardian requests the medication be given in a manner other than recommended by the manufacturer, a physician's order signed by the physician is required.
5. The medication shall be in the original container with the label intact.
6. 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.

PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written permission from the parent/guardian AND written instructions from a physician. (The label on the prescription container fulfills the requirement for physician's orders.) The instructions shall include:

1. Name of student and date
2. Name of prescription medication
3. Purpose, dosage, and directions for administration
4. Signature of physician

ADDITIONAL ITEMS FOR PARENT/GUARDIAN

1. All controlled medications (such as Ritalin, codeine, etc.) to be administered at school should be brought to school by the parent/guardian or a designee who is at least eighteen (18) years of age.
2. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:
 - (1) The student's parent/guardian; or
 - (2) An individual who is
 - A. at least eighteen (18) years of age; and
 - B. designated in writing by the student's parent to receive the medication.
 - C. A school corporation may send home medication that is possessed by a school for administration during school hours or

at school functions with a student in grades 9 through 12 if the student's parent/guardian provides written permission for the student to receive the medication.

- (3) Parents/Guardians shall sign the "Permission to Administer Medication" form, which is available in all school offices.
- (4) All long-term medication orders will be reviewed and shall be updated yearly by the ordering physician. 003531_5056 33
- (5) All medications shall be presented to the office for control and dispensing purposes.
- (6) It is the student's responsibility to report to the office for dispensing or use of all medications (unless incapacitated.)
- (7) All NON-PRESCRIPTION and PRESCRIPTION medications shall be in the original containers with the labels intact. MEDICATION WILL NOT BE GIVEN IF THE LABEL HAS BEEN ALTERED IN ANY MANNER.
- (8) Any changes in dosage (example: medication dosage increased from 5 to 10 mg.) shall be accompanied by a new physician's order or new pharmacy label/container, and parent/guardian consent.
- (9) Parental permission forms/notices and written physician statements/orders will be kept on file in the school office.
- (10) Medications with expired dates cannot be given at the school

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.

STUDENT RECORDS/PUBLIC INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 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.
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. See School Policy No. 5512 for a more detailed explanation.
One exception that 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 or company with whom the School Corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as 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 laws 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
5. Delta Middle School will forward, upon request, disciplinary records to any secondary school for any student enrolled or seeks to enroll in the school. This is a requirement of federal law.

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 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 such school. This is a requirement of federal law.

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.

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.

(1) 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:
(a) 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.

(2) 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.

STATEMENT OF COMPLIANCE AND NON-DISCRIMINATION

The Delaware Community School Corporation will be in compliance with all federal statutes, including, but not limited to, Section 504 Rehabilitation Act of 1973, Americans with Disabilities Act, Office of Civil Rights and Non-discrimination regulations as applied to public school corporations, Title IX, and Family Educational Rights to Privacy Act. Copies of statutes are available upon request from the Office of the Superintendent, Delaware Community School Corporation.

Delta Middle School 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 classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the school's educational opportunities, programs, and/or activities, or, if initially occurring off school grounds or outside the school's educational opportunities, programs, and activities, affecting the school's environment.

ANTI-HARASSMENT POLICY

For a complete statement on Delaware Community School Corporation Anti-Harassment Policy #5517, visit <http://www.neola.com/delawarecomm-in/>. Hard copies can be obtained in the Delta Middle School office upon request.

SPECIAL EDUCATION

The school provides special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). 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.

DISABLED INDIVIDUALS POLICY STATEMENT

It is the policy of the Delaware Community School Corporation that no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Assistant Superintendent of Delaware Community School Corporation, 9750 N CR 200 E, Muncie, IN 47303, or to the office of Civil Rights, U.S. Department of Education, and Washington, D.C.

A copy of Procedural Safeguards and Parent Rights and/or Notice of Parent/Student Rights Identification, Evaluation, and Placement of Individuals with Disabilities (Section 504) are available upon request in the Delta Middle School Office or available on the Delaware Community School Corporation website.

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.

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.
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.
10. Open containers are not to be brought into the school or stored in lockers (including in the AM before class dismissal).
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.

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 5517.01 – 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 [5771](#) – 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.

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, ISS, or Thursday School) or do not follow the procedures during the time served may be assigned additional detentions or suspension.
7. Students who promote and/or incite gangs 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.

DRESS AND GROOMING

There is a definite relationship between good dress habits and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school is in bad taste and not acceptable. Any type of dress that would disrupt a class or school function is not allowed. 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 form fitting or too large to wear, (i.e. oversized pants and shirts, wallet chains).
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 3" above the top of the knee;
 - If leggings and tights (any other such undergarment) are worn, then the shirt/skirt/dress/etc. over them must be not more than 3" above the knee
 - Tops that expose cleavage, back, or midriff are prohibited;
 - Tops should be "tuckable";
 - Jeans with holes must have tights or leggings 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, gangs and symbols that are illegal, immoral, and socially objectionable such as violence, blood, killing, death, or sex.
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.
6. Students are not to wear coats or jackets (outerwear) to classrooms without the teacher's permission for that specific class period.

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.

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
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 1-3 Thursday School(s)	Up to 5 days Lunch detention and/or 1-3 Thursday School(s)	Up to 5 days suspension ISS
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 ISS	Up to 10 days suspension ISS or PASS
Exploding firecrackers, projectiles, or other devices	3 days suspension	5 days suspension Probation Referral	Up to 10 days suspension Expulsion
False Informing	Warning Thursday School(s) Up to 3 days suspension	Up to 3 days suspension	Up to 10 days suspension Expulsion
Fighting	Up to 5 days suspension ISS or PASS	3-5 days suspension PASS Expulsion Probation Referral	Up to 10 days suspension PASS Expulsion
Gum, Candy, Food, Drink	Lunch Detention	Lunch Detention	Up to 3 Thursday Schools
Habitual Offender (6 referrals)	Thursday Night School (6 referrals)	5 days PASS (12 referrals)	Up to 10 days PASS Expulsion (18 referrals)
Improper attire	Warning and Change or sent home	Change or sent home and 1 day suspension ISS	3 days suspension ISS
Improper Computer/Internet Use	Warning and up to Suspension	Loss of computer use (1 week) and up to 1-3 days suspension	Up to 10 days suspension and Loss of computer use (rest of grading period)
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, and additional materials)	Confiscated 1-3 Thursday School(s) or Suspension ISS	1-3 Thursday School(s) or Up to 5 days suspension	Up to 10 days suspension ISS or PASS Expulsion
Misbehavior in ISS	3 days PASS	5 days PASS	Up to 10 days PASS 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	Conference with Administrator and Thursday Night School	1-3 Days ISS	3-5 Days of ISS or 3 Days PASS
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

Physical attack on school personnel	Expulsion	Expulsion	Expulsion
Possession 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 1-3 Thursday School(s)	1-3 Thursday School(s) and/or 1 day suspension ISS	3 days suspension ISS and Parent conference
Sale of drug or substance	Up to 10 days suspension PASS Expulsion	Expulsion	Expulsion
Sexual / Racial harassment	Up to 10 days PASS Expulsion and 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, & intimidation of school personnel	Up to 10 days suspension PASS Expulsion	Expulsion	Expulsion
Threats, harassment, or intimidation	Conference with Administration Up to 1-3 days suspension	3-5 days suspension	Up to 10 days Suspension Expulsion
Truancy	Suspension ISS	3 days suspension ISS	3-5 days suspension PASS Expulsion
Unlawful activity on/off school grounds	Suspension and/or expulsion	Suspension and/or expulsion	Suspension and/or expulsion
Under the influence of alcohol or drug	Up to 10 days suspension 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	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 and/or nicotine delivering items	3 days suspension PASS and Ticket	5 days suspension And Ticket	10 Days suspension PASS/Expulsion And Ticket
Vandalism	Up to 10 days suspension 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 of PASS	Up to 10 days Suspension Expulsion
Forged Notes	Thursday School ISS	ISS Suspension	Suspension

DUE PROCESS PROCEDURES

The Indiana General Assembly passed legislation directed toward improving the school safety for all of our students. As a result of these legislative changes, and in an attempt to insure the continuing safety of our local students, the Delaware Community School Corporation has modified some of our student discipline policies. Included in these modifications are policies concerning the suspension and expulsion of students, the involvement of parents in assisting the school district in handling discipline matters, and the procedures we must follow in

handling suspensions and expulsions of students with disabilities. In at least two cases, the penalties for violating certain rules will lead to an automatic recommendation for expulsion from school. It is very important for the parents and students of our school district to know about these policy changes and penalties that go with the new policies. The two most dramatic changes and the penalties are listed below:

1. Any student who brings a firearm to school and/or any student who has a firearm in the student's possession will be automatically suspended from school attendance and expelled from school for at least one school year. In certain cases, this can be for up to three semesters.
2. Any student who brings a weapon to school and/or any student who has a weapon in the student's possession will be suspended from attendance for up to ten school days and expelled from school for up to one school year. These are very important changes. This prohibits students from carrying hunting weapons in their vehicles, even if the vehicles are locked. In addition, this prohibits students from carrying any weapon to school, including pocket knives.

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, 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.

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.
- 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.
 1. No student shall possess, handle or transmit any deadly weapon on school grounds.
 2. 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. 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.
- b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. 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.
4. 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 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 or 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 or 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 for 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.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

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.
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

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:

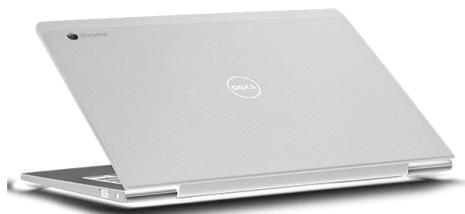
1. The superintendent (or designee) may conduct an expulsion meeting if requested by required date, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events 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.

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 Student Technology Acceptable Use and Safety 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 Student Technology Acceptable Use and Safety Agreement, Policy 7540.03, 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 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 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

Acceptable Use Policy (7540.03):

Use of the Internet and digital devices is intended to further student learning for DelCom students. Students and staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to understood, acceptable use and courtesies. Failure to adhere to these guidelines may result in disciplinary action.

Be Responsible

- Use the Internet and school network appropriately. Be aware that all actions on corporation-owned devices are tracked.
- Use corporation email, chat rooms, and social networks as part of class curriculum
- Use personal electronic devices in compliance with individual building policies

Be Respectful

- Respect and protect your privacy and the privacy of others
 - Use only your assigned accounts
 - Keep personal information such as: full name, address, phone number, etc., off of public websites
 - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices
 - Conserve, protect, and share these resources with other students and Internet users
 - Treat technology equipment with care and report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, safe and lawful
 - Obtain permission before taking/using photos, videos, or images of other people
 - Observe all network security practices
 - Use only school appropriate language, images, and videos

Be Safe

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school corporation guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Board Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and _Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.