

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:

Regular schedule

8:40 to 8:59	ENt	19 minutes
9:03 to 9:48	1 st	45 minutes
9:52 to 10:37	2 nd	45 minutes
10:41 to 11:26	3 rd	45 minutes
11:30 to 11:55	4 th	Lunch A
12:00 to 12:25		Lunch B
12:30 to 12:55		Lunch C
1:00 to 1:45	5 th	45 minutes
1:49 to 2:34	6 th	45 minutes
2:38 to 3:23	7 th	45 minutes
3:25 to 3:30	EN	5 minutes

Two-Hour Delay Schedule

10:40 to 10:45	EN	5 minutes
10:47 to 11:15	1 st	28 minutes
11:19 to 11:47	2 nd	28 minutes
11:51 to 12:16	3 rd	lunch a
12:20 to 12:45		lunch b
12:49 to 1:14		lunch c
1:18 to 1:46	4 th	28 minutes
1:50 to 2:18	5 th	28 minutes
2:22 to 2:50	6 th	28 minutes
2:54 to 3:23	7 th	28 minutes
3:25 to 3:30	EN	5 minutes

First Semester

Aug 4 & 7: Teachers Report

Aug 8: First Student Day

Sept 4: Labor Day (No School)

Sept 6: Midterm Q1

Oct 6: End Q1

Oct 9-13: Fall Break (No School)

Oct 19: K-12 Conferences 3:00-7:00 p.m.

Oct 20: K-12 Conferences 7:30-11:00 a.m.

No School- All Buildings

Nov 15: Midterm Q2

Nov 22-24: Thanksgiving Break

Dec 20: Last Student Day

End Semester 1

Dec 21: Teacher Work Day

Second Semester

Jan 3: Classes Resume- All Grades

Jan 15: MLK Jr Holiday (No School)

*Possible Make Up Day

Feb 7: Midterm Q3

Feb 19: Presidents' Day (No School)

*Possible Make Up Day

Mar 9: End Q3

Mar 23-30: Spring Break (No School)

Apr 14: Snow Day (No School)

*Possible Make Up Day

Apr 18: Midterm Q4

May 24: Last Student Day

End Semester 2

May 25: Teacher Record Day

May 29: Memorial Day

Jun 2: Commencement

*Note: Make Up Days as listed above and then after last student day if needed

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 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

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

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

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

OUR VISION & MISSION STATEMENT

To create an exemplary school district which is acknowledged for the caliber of its graduated, the quality of its faculty, staff, and administration, and the diversity of its programs. The mission of the Delaware Community School Corporation is to provide the optimal education opportunities for every student. Every eagle every day.

OUR EDUCATIONAL OBJECTIVES

1. To develop competence in the basic skills.
2. To develop intellectual, technical and vocational competence.
3. To develop respect for moral, spiritual, and ethical values.
4. To develop rational processes.

5. To develop an understanding of basic concepts and generalization under girding the total curriculum.
6. To broaden the basic interests and aspirations of each student.
7. To motivate students toward self-directed behavior.
8. To assist students to develop essentially positive views of self.

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 purple ribbon for a first time award. Every time they receive honor status after the first time, they will receive a blue or gold ribbon.

1. First time on Honor Roll – Student receives a purple ribbon.
2. Second time and any time after a student that earns all A honor roll will receive a blue ribbon.
3. Second time and any time after a student that earns A/B honor roll will receive a gold ribbon.

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 **five days** of returning to school in order for the day's absence to be certified. Students are required to complete final examinations on the days set by the school.

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.

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.)*
- 2) Death in the family
- 3) A note from the parent/guardian stating the medical reason for the absence. **NO MORE THAN 5 PER SEMESTER.****
- 4) Page in the legislature
- 5) Natural causes such as snow, ice, fog, etc.
- 6) All school related activities
- 7) Out of school suspension

****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.**

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.

Attendance Awards:

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.

Excellent Attendance:

To be eligible for an excellent attendance certificate at the end of the school year, a student shall meet the following criteria:

1. With the exception of those instances listed in number two below, the student shall have been present each school day. Tardies to school or early dismissals from school count against the awarding of an excellent attendance award.
2. The student may be absent from school for the following reasons and still retain qualification for receiving the award:
 - a. Doctor or dental appointments
 - b. Approved attendance at a funeral
 - c. Bus breakdown and natural causes such as snow, high water, fog, etc.
 - d. Work as a page in the State Legislature or Congress
 - e. School related activities such as field trips, etc.

Tardy Policy:

Tardy to School and/or class: Students are expected to get to class on time. Students more than 5 minutes late to class will be considered truant rather than tardy. Students who are tardy to school and/or class face the following discipline consequences per class period:

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

TARDIES START OVER EACH SEMESTER

EMERGENCY SCHOOL DISMISSAL

There may be instances, especially in the winter, when it is necessary to either begin school late or close school early or for an entire day. In the event of heavy snow, severe fog, etc., parents should listen to one of the following area radio stations:

WMDH, WLBC FM, or WWDS. 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 radio station.

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 front entrance.

BOOK RENTAL POLICY

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

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.

Book fees will be available by early September, the book fees should be paid in full or payment arrangements made with the principal by October 5th. There shall be no refunds on consumable items. Rental textbooks can be used again, but consumable workbooks cannot be used again even though they have been used only two or three weeks.

Bullying Policy

I. The Policy

A. It is the policy of the Delaware Community School Corporation to maintain a learning environment that is free from bullying.

B. It is a violation of this policy for any student of the Delaware Community School Corporation to be subjected to bullying, which is defined as any overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, including digitally or electronically, physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear or harm to the targeted student's person or property; has substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities and privileges provided by the school.

II. Application: This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of the targeted student and/or to other students to a safe and peaceful learning environment.

III. Reporting of Violations of this policy to school personnel:

A. Students, parents, or other persons who suspect that repeated acts of bullying are taking place shall report the matter to the school principal or designee.

B. All reports of suspected acts of bullying shall be investigated by school personnel.

IV. Education, Parental Involvement and intervention; Support Services: All schools within the Delaware Community School Corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The discipline rules shall prohibit bullying and shall include detailed provisions for education, parental involvement and intervention, a detailed procedure for expedited investigation of incidents of bullying and a detailed procedure for follow up support services for the victim and bullying education for the bully.

CAFETERIA

Cafeteria facilities are available to students at all middle schools. Type A lunches are provided and are based on the nutritional values as set up by the U.S. Department of Agriculture. The following are noontime and lunchtime policies:

1. No student is permitted to leave the school grounds at noon for lunch. Each student has two alternatives for lunch:
 - a. Bring a sack lunch (milk available at school)
 - b. Purchase a hot lunch
 - c. Juice or other drinks are available for purchase as long as the student has a sack or hot lunch.
2. All students shall eat in the cafeteria. No food shall be taken from the cafeteria.
3. Hot lunches are available on a daily purchase basis and payable as students go through the serving line. Students may pay for an entire week on Monday morning with the exact amount for the time period for which they are paying. **CHECK AND MONEY POLICY:** Checks written for lunch money and/or milk should be written "**payable to S/L Delaware Community School Corp**". Our school offers the "Meals Plus" program, which is an online service for maintaining the student's lunch account. A note of explanation should accompany all monies sent to the school. Both the note and money should be enclosed in a sealed envelope with the student's name written on the outside.
4. All used milk containers and papers should be placed in the available containers and trays and silverware taken to the cleaning counter.
5. Courteous and mannerly conduct is expected in the cafeteria at all times. We ask that there be no purchasing of food items for other people and no passing of food items back and forth between people or tables.

6. Since some students are in classes while others are at lunch, cooperation is important during this time. Students are not permitted to return to their classes until it is time for them to go to class. They are to return quietly.
7. Food items purchased and brought into Delta Middle School may not be consumed in the cafeteria during lunch periods.

Delaware Community School Corporation Lunch Charging Policy

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

- All charges must be paid within five days
- Student may not charge more than 2 meals
- Parents will be notified and asked for prompt payment after the first charge
- No ala carte items may be charged

After the second lunch charge, the food service department will provide the student with a peanut butter or cheese sandwich and a carton of milk at a cost of \$.75. The alternate meal cost will be added to the student's debt. After five days of non-payment, or 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 a student is not being provided a lunch by the parent/guardian. It is strongly recommended that parents/guardians make meal payments 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.lunchprepav.com. You may view your student's lunch account, and set up a lunch account balance reminder as well. You may contact Student Services for assistance. Unpaid meal balances will be turned over to collections after 30 days.

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.

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, 7821 State Road 3 North, Muncie, IN 47303, or to the office of Civil Rights, U.S. Department of Education, and Washington, D.C.

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.

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. Any type of dress or appearance, as defined by the principal or his designee that is inappropriate is not allowed. Here are some guidelines:

1. Shoes are to be worn at all times.
2. Wearing apparel that is disruptive, unhealthy, or unsafe is not permitted, that includes clothing that is skintight or too large to wear, (i.e. oversized pants and shirts, wallet chains). All tops should have shoulder straps at least 2 inch wide. Tank tops with gaping armholes are not appropriate unless a shirt is worn under them to cover exposed skin. Undergarments (bra straps, boxer shorts, etc.) should never be visible.
3. Students shall be fully clothed, meaning bare midriffs and other improperly exposed skin are prohibited.
 - Halter-tops are prohibited;
 - Shoulder straps less than 2" are prohibited;
 - See-through clothing is prohibited;
 - Racer-back tops are prohibited;
 - Shorts, skirts, and dresses must be no more than 3" above the top of the knee;
 - Leggings and tights should be worn under items that are no more than 3" above the top of the knee;

- Necklines on shirts and blouses should be appropriate;
 - Jeans with holes must have tights or leggings worn underneath to cover exposed skin..
 - Pants and shorts should be worn at the waistline.
 - Gauges must be solid
 - Facial piercings are not permitted
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, other head coverings, sunglasses, or headbands without specific administrative approval.
 6. Students are not to wear coats or jackets to classrooms without the teacher's permission.

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.

ENROLLMENT, TRANSFER, WITHDRAWAL

All students are required to attend the school in the district in which they live. Parents should phone for an appointment to register students. Registration is accomplished by:

1. Completing an enrollment form for each student.
2. Completing one information sheet for school guidance.
3. Presenting a hospital birth certificate or official birth certificate to verify the date of birth of the student registered.
4. Furnishing the school with the required health information concerning the student.
5. Presenting a transfer or report card from the school last attended.
6. Paying the fees for textbook rental if so desired: or textbooks and supplies purchased.
7. Completing free lunch forms if applicable.

If it becomes necessary for a student to withdraw from school to enter a school outside the corporation, the parents should come to the school one week prior to the date of withdrawal. It shall be necessary for the parent to fill out a withdrawal form, which has provisions for the new school to send for the student's records.

EXTRACURRICULAR ACTIVITIES

Honor Society:

Students may be selected for the National 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	6,7,8
Cross Country	6,7,8	Basketball	6,7,8
Wrestling	6,7,8	Cheerleaders	6,7,8
Track	6,7,8	Volleyball	6,7,8
Swinging Sounds	6,7,8	Natl. Jr. Honor Soc.	7, 8
Honor Society	8	Yearbook	8
Student Council	6,7,8	Academic Teams	6,7,8
Math Counts	7, 8		

Awards:

Any athlete who completes the season will receive a certificate.

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, un-called-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. We shall announce the approximate time the activity shall be over 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 will be suspended from Delta Middle School for three days.

Eligibility:

A student will be considered eligible for extracurricular activities as a participant if all of the following criteria are met:

1. For athletics, a physical signed by a physician and consent and release form signed by a parent or guardian is turned in by the first day of practice or tryouts. The physicals are effective from April 1 of the prior school year to the conclusion of this school year. A concussion acknowledgement and signature must also be on file.
2. 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 and "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.
 - A. 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.
 - B. 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
 - C. The previous years' fourth nine weeks grades carry over to the next school year to determine eligibility in the fall.
3. A student must be in attendance from at least 9:30 a.m. on days of the events or practice. The principal or his designee, for special circumstances, may grant exceptions. However, a student leaving during the day due to illness or discipline will not be allowed to attend events held that evening.
4. A student who is in ISS or PASS will not be eligible for practices, games or contests on these days.

DRUGS, ALCOHOL AND TOBACCO

Any participant in an extracurricular activity, in season or out of season, on or off school grounds that uses, possesses or distributes illegal drugs, alcohol or tobacco products will be assigned the following penalties:

First Offense: The athlete will be suspended 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 that a second offense occurs.

Second Offense: The athlete 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.

Third Offense: An athlete found to be in violation of a third offense will lose all athletic privileges for the remainder of his/her Delta Middle School career.

GRADE CARDS /MID-TERM REPORTS

Report cards are the basis for the school to report the progress of the students to parents. The school reports the progress of students eight (8) times per year. Parents are encouraged to contact the teachers for a conference whenever needed.

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. Although it is expected a teacher will notify a parent whenever a student experiences a sudden drop in performance, each pupil will be issued a mid-term grade report each grading period.

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 neat and locked at all times. Students shall not change lockers without the permission of an administrator. The lockers are the property of the school and are subject to inspection by authorized personnel (I.C. 20-33-8-32). The school is not responsible for stolen items. 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 in the bookstore 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.

NONDISCRIMINATION POLICY

It is the policy of the Delaware Community School Corporation not to discriminate on the basis of race, creed, color, religion, sex, national or ethnic origin, age disability, or handicap in its educational programs, activities, or services or employment practices.

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

Inquiries regarding compliance with this the Americans with Disability Act or Section 504 of the Handicapped Act policy should be directed to the Assistant Superintendent of Schools. All other inquiries regarding compliance with this policy should be directed to the Superintendent of Schools of the Delaware Community School Corporation, 7821 State Road 3 North, Muncie, Indiana 47303, or to the office of Civil Rights, U.S. Department of Education, and Washington, D.C.

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 shall 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 shall 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.

RACIAL HARASSMENT

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

A. Types of Racial Harassment

Racial harassment shall consist of any conduct, verbal, written, or physical, which is imposed by an employee or a student on a student, par end, or employee because of race, which conduct is intimidating, offensive, abusive, threatening, or unfriendly and which causes or contributes to a racially hostile environment. A racially hostile environment arises when acts of harassment are sufficiently numerous, severe, pervasive, or persistent to impair or alter an individual's school or workplace environment. The existence of a racially hostile environment is to be judged from the viewpoint of a reasonable person of similar age in the victim's situation, under all of the circumstances.

B. Examples of Racial Harassment:

Racial harassment may include but is not limited to the following:

1. Racially oriented verbal or written comments or "kidding," slurs or demeaning racial innuendoes, teasing, or jokes or remarks of a racial nature.
2. Writing graffiti and/or slogans depicting racial slurs or racially derogatory sentiments.

C. Students:

It is racial harassment for a student to subject another student or an employee to any racial harassment. Students who engage in such conduct shall be subject to any disciplinary actions described in the discipline rubric.

*Parents and students should be advised that based on corporation policy, any violation of racial harassment as mentioned above will also result in a report made to the Delaware Community School Corporation Superintendent.

SEXUAL HARASSMENT (8450)

I. THE POLICY STATEMENT

It is the policy of the Delaware Community School Corporation to maintain a learning and working environment ("Educational Environment") that is free from sexual harassment. Sexual harassment creates an atmosphere that undermines a positive and healthy Educational Environment and will not be tolerated.

This policy applies to teachers, staff, administrators, employees, volunteers, and other persons subject to the control of School authorities (individually and collectively "School Personnel") and students. All School Personnel and students have a responsibility to keep the Educational Environment free from sexual harassment.

The School Corporation seeks to eliminate sexual harassment through education and by encouraging School Personnel and students to report promptly to School authorities any complaint of sexual harassment. Appropriate corrective measures will be taken to stop sexual harassment when it is found to have occurred. Those persons found to be in violation of this policy shall be subject to the applicable disciplinary action.

II. TITLE IX COORDINATOR

There shall be a Title IX Coordinator responsible for coordinating compliance with applicable Title IX requirements for the School Corporation. The Title IX Coordinator may, but is not required to, assign a School official in each building to serve as that building's Title IX Coordinator.

Each Title IX Coordinator shall (a) provide counseling and guidance for students and School Personnel on matters related to Title IX; (b) have authority to receive complaints and coordinate the investigation of complaints in accordance with this policy; and (c) recommend measures for compliance.

The Title IX Coordinator shall be the Assistant Superintendent. The name, office, address, telephone number, and e-mail address of the Title IX Coordinator shall be published in the School Directory.

III. CONFIDENTIALITY

In carrying out this policy and the applicable procedures, the right of confidentiality of both the complainant and the accused will be respected consistent with the legal obligations and the necessity to investigate allegations of misconduct, and to take corrective action when sexual harassment has been found to have occurred. Neither an alleged victim's name nor the name of any accused will be released to the public unless required by law.

IV. NO RETALIATION

No student or School Personnel shall be subject to retaliation for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, or to serve as a witness in the investigation of alleged sexual harassment. Acts of retaliation are a violation of this sexual harassment policy and will be investigated and addressed as a form of sexual harassment.

V. STUDENTS DEFINITION OF SEXUAL HARASSMENT

1. Conduct that constitutes unwelcomed sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature where:

- a. Submission to such advance, request or conduct is made either explicitly or implicitly a term or condition of the student's education.
- b. Submission to or rejection of such advance, request or conduct by a student is used as a basis for decisions affecting such student's performance in education programs.
- c. Such advance, request or conduct has the purpose or effect of substantially interfering with a student's performance in education programs.
- d. Denial of an educational opportunity for a student occurs directly because another student submits to such advance, request or conduct which has favorable results for that other student.

2. Unwelcomed conduct of a sexual nature that creates an intimidating, hostile, or offensive environment when:

- a. Such conduct has the purpose or effect of substantially interfering with the student's performance in education programs.
- b. Such conduct is unwelcomed when the student has indicated either by his or her conduct or verbal objection that it is

unwelcomed.

(1) A student who has participated in conduct that would be sexual harassment has initially welcomed such conduct and must give specific clear notice to any other student that such conduct is no longer welcomed for subsequent such conduct to be deemed sexual harassment.

(2) A student cannot complain of conduct as being sexual harassment if he or she has participated in the conduct that would be the basis for the complaint.

B. EXAMPLES OF SEXUAL HARASSMENT

Actions that constitute sexual harassment take a variety of forms. Examples of kinds of conduct that may constitute sexual harassment include but are not limited to the following:

1. Sexual advances, propositions or pressuring a student for sexual favors
2. Comments of a sexual nature regarding a person's body, personality, or dress
3. Displaying or distributing sexually suggestive objects, pictures, drawings, or written materials
4. Telling sexual jokes or making sexual gestures
5. Spreading rumors or rating other students as to sexual activity
6. Touching of a sexual nature

C. COMPLAINT PROCEDURES

1. A student who believes he or she has been subjected to sexual harassment by any student or School Personnel should use the complaint procedures in this Section C.

2. A sexual harassment complaint may be made to any building Principal, Assistant Principal, Principal's designee, or Title IX Coordinator.

3. Whether a complaint is made under this Section C or not, any student believing he or she has been the victim of sexual harassment has the right to file criminal charges with local authorities.

4. Should the sexual harassment complaint involve an alleged sexual touching, the School official receiving the complaint shall notify (a) the building Principal where the alleged sexual harassment occurred or, if not available, then the Superintendent; (b) the Title IX Coordinator; and (c) the appropriate personnel of the Delaware County Sheriff's Department. The School official and Title IX Coordinator will work with the Sheriff's Department to investigate the alleged sexual touching and determine the proper course of action. The School official receiving the complaint should prepare the written report as provided in the following Sub-section 4.

5. A sexual harassment complaint must be reported in writing on the forms provided by the School Corporation. If a student makes a verbal complaint, the School official receiving the complaint should complete the written report. The written report must include the following:

- a. name of the student making the complaint;
- b. name of the person or persons alleged to have committed the sexual harassment;
- c. name of any witnesses; and
- d. description of the behavior, acts and/or events that are alleged to constitute the sexual harassment.

6. Any student providing a written statement for the investigation of a sexual harassment complaint should be asked to sign and date the statement.

7. The School official receiving the complaint shall inform the student who filed the complaint that such student may elect to:

- a. change his or her academic situation as appropriate; and/or
- b. have no contact with the accused.

If either election is made, appropriate interim measures will be implemented to change the academic situation with as minimum a burden on the student who filed the complaint as reasonably possible under all the circumstances.

8. If the accused is a student, the School official receiving the complaint may determine at any time that the accused should be placed on in-school suspension or take other action to separate the students involved with appropriate consideration for the academic situation of the student who filed the complaint and the accused.

9. If a complaint is made under this Section C within thirty (30) days of the incident alleged to be sexual harassment, the report shall be submitted no later than thirty (30) school days after receipt of such complaint (the "Reporting Period"). Whenever a complaint is made under this Section C more than thirty (30) days after the incident alleged to be sexual harassment, the Reporting Period shall be extended by a reasonable number of school days to assure that a full and complete investigation may be conducted.

10. A written report on the sexual harassment complaint shall be submitted as follows:

- a. to the building Principal where the alleged sexual harassment took place if the accused are students or School Personnel other than a building Principal; or
- b. to the Title IX Coordinator if the accused is a building Principal.

11. The School official who receives a report shall review the investigation and information provided regarding the alleged sexual harassment. The School official receiving the report may choose to have a hearing regarding the alleged sexual harassment. If a hearing is held, the student who filed the complaint and any accused student shall have equal access to information that will be used in the hearing and the right to present witnesses and other evidence at the hearing. The student who filed the complaint may elect not to appear at a hearing while the accused will be present.

12. Within seven school days after receipt of the report or a hearing if held, the School official shall make findings and determine what, if any, sanctions are to be imposed based upon the preponderance of evidence standard.

13. Each report of sexual harassment, the findings from the investigation, and any sanctions to be imposed if the alleged

offender is a student, are to be presented to the Title IX Coordinator and Superintendent upon the conclusion of the investigation of the complaint. The preponderance of evidence standard shall be used to review the findings and sanctions, if any, to be imposed set forth in the report.

14. A written notice of the outcome of an investigation of the complaint shall be prepared by the Title IX Coordinator and delivered to each the student who filed the complaint and the accused, subject to the applicable Federal and State statutes governing the privacy rights of students.

D. SANCTIONS FOR SEXUAL HARASSMENT

1. Student Offenders

a. A student who is found to have engaged in sexual harassment shall be subject to disciplinary action including suspension or expulsion in accordance with School policy and the Student Code of Conduct.

b. The building Principal shall make findings based on the investigation, including without limitation the written report, and determine the appropriate disciplinary action to be taken.

c. The building Principal shall advise the Superintendent of the results of the investigation and any disciplinary action taken. The Superintendent shall inform the Board of School Trustees in an executive session where a student is alleged to have engaged in sexual harassment, the results of the investigation and any disciplinary action taken.

2. School Personnel Offenders

a. The School Personnel found to have engaged in sexual harassment shall be subject to disciplinary action including but not limited to reassignment, suspension, and/or discharge.

b. The building Principal shall submit the results of the investigation to the Superintendent. Where the building Principal is involved in the alleged sexual harassment, then the Title IX Coordinator shall submit the results of the investigation to the Superintendent.

c. The Superintendent shall review the report and findings, and make a recommendation to the Board of School Trustees of any action the Superintendent determines to be appropriate. The Board of School Trustees may meet in executive session to consider the report, findings, and Superintendent's recommendation and take any action it deems appropriate.

E. FALSE REPORTING

Any student who knowingly files false charges against any student or School Personnel shall be subject to disciplinary action consistent with the School policy and in accordance with the Student Conduct Code.

F. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Delaware Community School Corporation and incorporated in each student handbook.

VI. SCHOOL PERSONNEL

A. DEFINITION OF SEXUAL HARASSMENT

1. Conduct that constitutes unwelcomed sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature where:

a. Submission to such advance, request or conduct is made either explicitly or implicitly a term or condition of employment or the Educational Environment.

b. Submission to or rejection of such advance, request or conduct by any School Personnel is used as a basis for decisions affecting such School Personnel's terms and conditions of employment or Educational Environment.

c. Such advance, request or conduct has the purpose or effect of substantially interfering with the employment or Educational Environment of the School Personnel.

d. Denial of an employment or educational opportunity for a School Personnel occurs directly because another School Personnel submits to such advance, request or conduct which has favorable results for that other School Personnel.

2. Unwelcomed conduct of a sexual nature that creates an intimidating, hostile, or offensive environment when:

a. Such conduct has the purpose or effect of substantially interfering with the terms and conditions of employment or Educational Environment of the School Personnel.

b. Such conduct is unwelcomed when the School Personnel has indicated either by his or her conduct or verbal objection that it is unwelcomed.

(1) A School Personnel who has participated in conduct that would be sexual harassment has initially welcomed such conduct and must give specific clear notice to any other person that such conduct is no longer welcomed for subsequent such conduct to be deemed sexual harassment

(2) A School Personnel cannot complain of conduct as being sexual harassment if he or she has participated in the conduct that would be the basis for the complaint.

B. EXAMPLES OF SEXUAL HARASSMENT

Actions that constitute sexual harassment take a variety of forms. Examples of kinds of conduct that may constitute sexual harassment include but are not limited to the following:

1. Sexual advances, propositions or pressuring any School Personnel or student for sexual favors

2. Comments of a sexual nature regarding a person's body, personality, or dress

3. Displaying or distributing sexually suggestive objects, pictures, drawings, or written materials

4. Telling sexual jokes or making sexual gestures

5. Spreading rumors or rating other person's as to sexual activity

6. Touching of a sexual nature

C. COMPLAINT PROCEDURES

1. Any School Personnel who believes he or she has been subjected to sexual harassment by any student or School

Personnel should use the complaint procedures in this Section C.

2. A sexual harassment complaint may be made to the Title IX Coordinator, Title IX Coordinator appointee, Human Resources Director, or Superintendent.

3. A sexual harassment complaint must be reported in writing on the forms provided by the School Corporation. If the School Personnel makes a verbal complaint, the School official receiving the complaint should complete the written report. The written report must include the following:

- a. name of the School Personnel making the complaint;
- b. name of the person or persons alleged to have committed the sexual harassment;
- c. name of any witnesses; and
- d. description of the behavior, acts and/or events that are alleged to constitute the sexual harassment.

4. If the accused is a student, the School official receiving the complaint shall inform the Principal of the building the student attends of the complaint. The building Principal may determine that the accused should be placed on in-school suspension during the investigation.

5. A written statement given by any School Personnel for the investigation of a sexual harassment complaint should be signed and dated by the School Personnel giving the statement. Any student providing a written statement for the investigation should be asked to sign and date the statement.

6. The report of sexual harassment shall be submitted as follows:

- a. In the event the accused are students or School Personnel other than the Title IX Coordinator, the report shall be submitted directly to the Title IX Coordinator.
- b. In the event the accused is the Title IX Coordinator, the report shall be submitted directly to the Superintendent.
- c. If a complaint is made under this Section C within thirty (30) days of the incident alleged to be sexual harassment, the report shall be submitted no later than thirty (30) school days after receipt of such complaint (the "Reporting Period"). Whenever a complaint is made under this Section C more than thirty (30) days after the incident alleged to be sexual harassment, the Reporting Period shall be extended by a reasonable number of school days to assure that a full and complete investigation may be conducted.

7. In the event that the accused is School Personnel other than the Superintendent, each report of sexual harassment, the findings from the investigation, and the recommended sanctions, are to be presented to the Superintendent. In the event the accused is the Superintendent, the report of sexual harassment, the findings from the investigation, and the recommended sanctions, are to be presented to the President of the Board of School Trustees.

D. SANCTIONS FOR SEXUAL HARASSMENT

1. Student Offenders

- a. A student who is found to have engaged in sexual harassment shall be subject to disciplinary action including suspension or expulsion in accordance School policy and the Student Code of Conduct.
- b. The building Principal shall make findings based on the investigation and determine the appropriate disciplinary action to be taken.
- c. The building Principal shall advise the Superintendent of the results of the investigation and any disciplinary action taken. The Superintendent shall inform the Board of School Trustees in an executive session where a student is alleged to have engaged in sexual harassment, the results of the investigation, and any disciplinary action taken.

2. School Personnel Offenders

- a. School Personnel found to have engaged in sexual harassment shall be subject to disciplinary action including but not limited to reassignment, suspension, and/or discharge.
- b. The Title IX Coordinator or Title IX Coordinator appointee shall submit the results of the investigation to the Superintendent. Where the Superintendent is involved in the alleged sexual harassment, the Title IX Coordinator or Title IX Coordinator appointee shall submit the results of the investigation to the President of the Board of School Trustees.
- c. The Superintendent shall review the report and findings, and make a recommendation to the Board of School Trustees of any action the Superintendent determines to be appropriate. Where the Superintendent is involved in the alleged sexual harassment, the President of the Board of School Trustees shall review the report and findings, and make a recommendation to the Board of any action the President determines to be appropriate. The Board of School Trustees may meet in executive session to consider the report, findings, and any recommendation and take any action it deems appropriate.

E. FALSE REPORTING

Any School Personnel who knowingly files false charges against any student or School Personnel shall be subject to disciplinary action consistent with the School policy and [staff handbook].

F. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Delaware Community School Corporation and incorporated in the Policy Manual.

Adopted: 11-21-95

Revised: 1-18-11

Revised: 3-19-13

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.

SCHOOL DISCIPLINE

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.

Rules FOR ALL STUDENTS:

Violation of school rules shall result in the student being disciplined according to the administrative violations and procedures. Teacher/classroom rules are in addition to the school rules.

1. Students shall refer to teachers, other staff members and adults as Miss, Mrs. or Mr.
2. Students shall give aides and substitute teachers the same respect and behavior that they give their regular teachers.
3. Students are expected to do the work that is assigned to them.
4. Students under the influence, in possession of and/or selling tobacco, alcohol, drugs and drug paraphernalia (pipes, rolling papers, clips, etc.) shall be penalized according to the school rules,
5. Delaware Community School Corporation policy, and State and Federal laws.
6. The use of profanity shall not be tolerated.
7. Students shall walk when entering or leaving the building, when changing classes, or when loading and unloading buses.
8. Students are not to cut through the Media Center during passing periods.
9. There is to be no candy or other snacks eaten inside the building other than the cafeteria area.
10. Loud, unruly conduct of any kind in restrooms shall not be tolerated.
11. Students are to keep the classrooms, restrooms, halls, cafeteria, and all other areas of the school clean.
12. Lockers are to be kept neat, clean and locked at all times. Students are not to share lockers.
13. There shall be absolutely no fighting at school.
14. There shall be no toys brought to school without permission. Personal electronic devices and/or games must be placed in the student's locker at the beginning of the school day. 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.
15. There shall be no throwing of snowballs or any object that could be harmful to another person.
16. Students shall not sell items at school unless Delta Middle School approves the fundraiser.
17. Students are not permitted to drive motor vehicles to school.
18. Students are not allowed to chew gum while attending school.
19. Any student, 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.

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.

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.

COUNSELING:

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.

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.

Media Center:

Students coming to the Media Center from the academic area, which includes social studies, math, language arts, science, and computer areas of the building, must check in at the checkout counter indicating the time they come, the classroom they come from, and the time they leave. Students from other areas must have a pass from their classroom teacher. Students are issued an ID bar code card to check out media center materials. All books except reference books are checked out for a two-week period. Reference books are checked out for overnight use. Books should be returned to the book drops at each end of the checkout counter. Overdue notices for materials not returned on time are issued through the language arts classes. If books are lost, the replacement cost shall be the original price less the depreciation value.

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

- 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.

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.

VISITORS

Parents of our school children are welcome at all times to visit their children’s classes. So that visitors may be assured proper courtesies, parents are requested to contact their child’s teacher before they visit. All other visitations must be cleared through the principal.

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.

DISCIPLINE CODE OF VIOLATIONS AND PROCEDURES

Delta Middle School feels it is important 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 or telephone conference. We suggest parent’s call and make an appointment to talk to the teacher before school, after school, or during the teacher’s preparation period.

Violations and Penalties:

- The administration reserves the right to determine the extent of the discipline to be used.
- Violations and Penalties shall cover any school function going to and from school.
- 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.
- Although three offenses are indicated for each violation, a student’s discipline record shall be considered and a request for expulsion may result.
- Thursday School is after school on a specific Thursday or a designated day from 3:35p.m. to 5:00 p.m.
- After being assigned three Thursday Schools, the next Thursday School assigned may result in an out-of-school suspension.
- Students who promote and/or incite gangs shall be disciplined according to state statute and/or Delta Middle School Code of Violations and Procedures.
- Students who are suspended out of school for a multiple-day period will be assigned to P.A.S.S. at administrative discretion.

Program alternative for student success

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

- When a student receives the first multiple-day suspension, the student and parent(s) will be advised of the procedures for assignment to PASS .
- 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 will be reported to probation.
- 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.
- 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 Delta Middle School.

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	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 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 and Probation Referral	Up to 10 days suspension PASS Expulsion
Gum	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, not reporting to office	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	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	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, digital cameras 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 or possession of tobacco products and/or e-cigarettes	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

Violation of the discipline code could result in a referral to an appropriate legal agency.

GROUND FORS SUSPENSION OR EXPULSION

Grounds for expulsion or suspension apply when a student is on school grounds immediately before, during, and immediately after

school hours and at any other time when the school is being used by a school group. Further, they apply when the student is off school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event such as when 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. 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.
4. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
- 5a. 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 #13 below.
SPECIAL NOTE: A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of this section so long as the knife is used as part of or in accordance with the approved organized activity.

5b. 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.
6. 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.
7. 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.
8. 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.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. 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.

11. Possessing a Firearm or Destructive Device

- a. No student shall bring to school or possess 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.
- 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.

The grounds for suspension or expulsion listed above (#1-11) apply when a student is:

- a. 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;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

12. 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.

NOTICE OF PARENT/STUDENT RIGHTS IDENTIFICATION, EVALUATION, AND PLACEMENT OF INDIVIDUALS WITH DISABILITIES

In compliance with the procedural requirements of Section 504 of The Rehabilitation Act of 1973, the following Notice of Parent/Student Rights in Identification, Evaluation, and Placement shall be utilized in the Delaware Community School Corporation.

The following list of rights are given to ensure the parent/guardian’s awareness of the regulations about the evaluations of an/or special instruction which may be offered to his/her child. Should the parent/guardian have any questions, contact Dr. Darin Gullion, Assistant Superintendent. The parent also has the right to meet with the superintendent or designee and/or the local school board to resolve any objections to either the evaluation or educational placement of the student.

- I.** The following is a description of the rights granted by federal law to individuals with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:
 - A.** Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
 - B.** Have the school corporation advise you of your rights under federal law.
 - C.** Receive notice with respect to the identification, evaluation, or placement of your child.
 - D.** Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school corporation make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

- E.** Have your child educated in facilities and receive services comparable to those provided to nondisabled students.
- F.** Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), and/or general education intervention/modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
- G.** Have evaluation, education, educational, and placement decisions made based upon a variety of information and sources and by persons who know the student, evaluation data, and placement options.
- H.** Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school corporation.
- I.** Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school corporation.
- J.** Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- K.** Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- L.** A response from the school corporation to reasonable requests for explanations and interpretations of your child's records.
- M.** Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school corporation refuses this request for amendment, it shall so notify you within a reasonable time, and advise you of the right to a hearing.
- N.** Request mediation, an impartial hearing, and an appeal of any decisions or actions taken by the school corporation regarding your child's identification, evaluation, educational program, or placement. The costs for these due process procedures will be borne by the school corporation. You and your student may take part in these proceedings and have an attorney represent you. Requests for due process must be made to the superintendent or Section 504 coordinator. The following details the procedures:
 - 1.** If the parent/guardian disagrees with the identification, evaluation, educational placement, or with the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the superintendent, indicating the specific reason(s).
 - 2.** The school corporation may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student. The school corporation shall notify the parent/guardian of the specific reason(s) for the request.
 - 3.** Such hearings shall be conducted within twenty (20) instructional days after the request is received, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the parent/guardian. Upon receipt of a request for a hearing, the superintendent shall appoint the independent hearing officer. The school corporation shall bear all costs pertaining to the hearing, including the transcription, hearing officer fee and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent/guardian involved in a hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other representative.
 - 4.** During the pendency of an administrative or judicial proceeding, unless the school corporation and the parent/guardian of the child agree otherwise, the child involved in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement. The present educational placement of the child shall include normal advancement if the proceedings extend beyond the end of the school year. If the issues involve an application to initial admission to school, the child, with the consent of the parent/guardian, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the hearing officer shall determine the child's placement during the proceedings.
 - 5.** The child and the parent/guardian shall have the right to legal counsel and/or other representation of their own choosing. The school corporation shall inform the parent/guardian of any free or low-cost legal services available in the area if the parent/guardian requests the information or if the school corporation initiates a hearing. The school corporation shall bear the burden of proof as to the appropriateness of any placement, transfer, or the denial of same.
 - 6.** A tape recording or other verbatim record of the hearing shall be made and transcribed and, upon request, shall be made available to the parent/guardian or representative, at the school corporation's expense. At a reasonable time prior to the hearing during school hours, the parent/guardian or representative shall be given access to all records of the school corporation, and any of its agents or employees, pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent/guardian or representative and school corporation shall have the right to present evidence and testimony, including medical, psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the hearing officer.
 - 7.** Within fifteen (15) instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusion of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent/guardian and the superintendent of the school corporation, and shall contain notice of the right to appeal the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless review is sought by either party. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at administrative and/or judicial proceedings, the parent/guardian may be entitled to payment of all or part of the attorney fees and other costs incurred by the parent/guardian.
- O.** Request a review (appeal) of the hearing should you not prevail. The following details the procedure:

1. A petition to review (appeal) the decision of the hearing officer may be made by any party to the hearing. The request must be in writing, filed with the superintendent and the opposing party, be specific as to the objections, and be filed within twenty (20) instructional days of the date the hearing officer's decision is received. The school corporation is responsible for the appointment of an independent appeals officer to conduct an impartial review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party request an extension of time.
 2. The appeals officer shall insure that a transcript of the review is prepared and made available to any party upon request.
 3. Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.
 4. A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails.
 - P. Ask for payment or reasonable attorney fees if you are successful on your claim.
- A. File a local grievance.
- The person in this school corporation who is responsible for assuring that the school corporation is in compliance with Section 504 is Dr. Darin Gullion, Assistant Superintendent.

RESPONSIBLE USE POLICY:

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

Scope of this Policy. This Policy applies to all technology provided by the Board as well as the personal devices of students and employees (collectively "Users"). This includes, but is not limited to telephones, cell phones, digital media players, PDAs, laptop and desktop computers and work stations, direct radio communication, pagers, Internet access, voice mail, e-mail, text messaging, facsimile transmission and receipt, and any computer based research and/ or communication.

Definition of Terms Used in this Policy. As used in this Policy:

- a. **"Confidential information"** means information that is declared or permitted to be treated as confidential by state or federal law or Board Policy on access to public records.
- b. **"Proprietary information"** means information in which a person or entity has a recognized property interest such as a copyright.
- c. **"Personal device"** includes cell phones, smart phones, laptops, slates, handhelds or any other device that is not the property of the Board but is used at school or a school activity, or connected to Board technology by a wired or wireless link.
- d. **"System Administrator"** means the Board employee designated by the Superintendent to maintain and/or operate the Board's technology and network, and includes assistant System Administrator designated by the System Administrator appointed by the Superintendent.
- e. **"Technology"** means computers and computer systems, public and private networks such as the Internet, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cell phones, PDA's, laptop & desktop computers, direct radio communications, pagers, text messaging, and similar equipment as may become available.
- f. **"User"** means a Board employee, student, volunteer or other person authorized to use Board technology.

1. Violation of this Policy.

- a. Intentional, knowing, and reckless or negligent violations of this Policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension without pay or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Board may result in cancellation of the contract of the contractor or subcontractor.
- b. A user observing or learning of a violation of this policy is required to report the violation of this Policy to the user's immediate supervisor (for employees or volunteers), or teacher (for students).

2. Ownership of Board Technology & Information.

- a. The technology provided by the Board and all information stored by that technology is at all times the property of the Board, subject to the copyright interest of an author. Documents and other works created or stored on the Board technology are the property of the Board and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog and/or other storage device.
- b. A user's history of use and all data stored on or sent to or from Board technology shall at all times be subject to inspection by the System Administrator or a designee without notice to the user before or after the inspection. The System Administrator may deny, revoke, or suspend a user's accounts and/or access to Board technology.
- c. Before being given access to Board technology, each user shall be required to agree that they have read, understand, and agree to be bound by the following standards and condition for responsible use of that technology:
 - i. They will comply with all conditions for the responsible use of Board technology established by the Board, System Administrator, or Superintendent.
 - ii. They will notify a System Administrator if they have violated the conditions established for the use of Board technology or have witnessed or become aware of another user misusing Board technology. Users shall be responsible for noting and reporting any inappropriate use of Board technology in violation of Board policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.
 - iii. They shall not have an expectation of privacy in any use of Board technology or the content of any communication using that technology other than a live telephone call, and the System Administrator or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Board's technology. Monitoring shall include the use of voice-mail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring.
 - iv. The user's history of use and any information or document accessed or stored on Board technology is subject to inspection by the System

Administrator or a designee and is subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3, subject to the decision of the System Administrator or Superintendent to claim a permissive or mandatory exemption to disclosure under that statute.

- v. They shall not have an expectation that data in any form created, maintained, transmitted or stored in or on Board technology will be maintained for any specific period of time, protected from unauthorized access, or deleted from the system or storage when the user deletes the information from their account.
- vi. If they make use of a password, code or encryption device to restrict or inhibit access to electronic mail or files, they will provide access to that information when requested to do so only by the user's supervisor or the System Administrator. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. They System Administrator or a designee shall be authorized to override any password or encryption device to access the technology.
- vii. A user's information stored on Board technology will not be stored beyond student graduation or employee separation.

2. Investigation of Potential Violations of this Policy.

a. Students. If a System Administrator has reasonable cause to believe a student has violated this policy or additional rules promulgated by the System Administrator and approved by the Superintendent, the System Administrator or a designee may investigate to determine if a violation has occurred. The results of the investigation shall be reported to the System Administrator by e-mail or in person, and the System Administrator shall take appropriate action.

b. Employees & Volunteers. If a System Administrator has reasonable cause to believe an employee or volunteer has violated this policy or additional rules promulgated by the System Administrator and approved by the Superintendent, the System Administrator or a designee may investigate to determine if a violation has occurred. If the investigation is not done by a System Administrator, the results of the investigation shall be reported to a System Administrator by e-mail or in person, and the System Administrator shall take appropriate action.

c. Appeals. A decision by a System Administrator in response to an investigated allegation of a violation this policy or additional rules promulgated by the System Administrator and approved by the Superintendent may be appealed in writing to the Superintendent whose decision concerning continued access to Board technology and any other penalty shall be final.

1. Standards for Responsible Use of Technology.

a. The Board believes that technology users have the same responsibilities while using Board technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and Board technology shall be used by students under teacher supervision with the objective of improving instruction and student learning.

b. Users must respect and protect the privacy intellectual property rights of others and the principles of their school community.

c. The privilege of use of Board technology access comes with personal responsibilities for each user. Access is not a right and is provided on the condition that the user complies with this policy and any additional rules promulgated by the System Administrator and approved by the Superintendent. Use of the Board or personal devices or Board technology on school property or for school purposes must be consistent with the educational mission and objectives of the Board. Misuse of Board technology may result in sanctions and civil and criminal penalties.

d. The System Administrator is authorized to select, adopt and endorse the use of specific web based resources for teacher and student use. This may include resources for web site creation, multimedia projects, presentations, and other collaborations. The System Administrator in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they may make request to the System Administrator via the established waiver process.

e. Any recording made on school grounds without written permission of a System Administrator is subject to copyright laws and the protection of the privacy right of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Any recording, data, or image in violation of this standard may be confiscated and deleted by the System Administrator. Any use of a personal recording device to invade the privacy of another person will result in sanctions for the person making the recording.

1. Conditions & Standards for Responsible Student Use of Board Technology. The following apply to all student use of Board technology:

a. Creation of a web user ID by a student must be under the supervision of a teacher for the purpose of an assignment.

b. Students shall not be required to divulge personal information for access to a non-district managed technology.

c. Students will be permitted access to the Internet through Board technology unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" within the preceding twelve (12) months.

d. Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the System Administrator. The filtering software shall not be disabled or circumvented without the written authorization of a System Administrator.

e. Monitoring of Internet access by the designees of a System Administrator should be expected by users. However, there is no guarantee that all student access will be monitored.

f. While online, student users should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.

g. Students, parents and staff are advised that any student connection to any Internet or network provider not under Board control may not be properly filtered, at least to the same degree as connection through Board provided access. The Board is not responsible for the consequences of access to sites or information through resources that circumvent the Board's filtering software.

1. Conditions & Standards for Responsible Use of Board Technology Applicable to All User's. The following apply to all users of Board technology including students, employees, and volunteers:

a. Users will demonstrate legal and ethical behavior at all times when using Board technology.

b. Users will become familiar with and follow all laws, including copyright laws and fair use guidelines.

c. Users will become familiar with and comply with all expectations of the Board for the responsible use of Board technology as communicated in school handbooks, school board policy, and other communications and standards concerning the use of Board technology.

d. Users accessing the Internet through personal devices connected to Board technology must comply with this policy.

e. Users connecting personal devices to Board technology do so at their own risk. The Board is not responsible for damages to hardware or software as a result of the connection of personal devices to Board technology.

f. Users should not knowingly transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Board technology, or the technology of another person, provider, or organization. *The Superintendent is authorized to develop administrative guidelines further refining what communication is related to Board business.*

1. Protection of Proprietary and Confidential Information Communicated or Stored on Board Technology

a.Users of the Board’s technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Board technology. “Confidential information” as used in this Policy is information declared confidential by the Board’s Policy on Access to Public Records or state or federal law. Confidential information should never be transmitted or forwarded to or through a person not authorized to receive the information.

b.Any user communicating using Board technology shall be responsible for knowing what information is confidential under law or Board policy, and the transmission of confidential information in error may result in discipline of the user transmitting the confidential information.

c.The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including but not limited to personally identifiable information about students protected by the Family Educational Rights and Privacy Act (“FERPA”).

d.Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.

e.Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Board has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee, and may subject the violator to civil and criminal penalties.

1. Security of Board Technology.

a.Security on any Board technology is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the System Administrator if a security issue is identified. A security issue shall not be disclosed or demonstrated to other users except in the presence of the System Administrator or a designee.

b.A user shall never use another user’s password, or account, even with the permission from the user. Any need to have access to another user’s account should be addressed to the System Administrator or a designee.

c.An unauthorized attempt to log on to Board technology as a System Administrator will result in cancellation of the user’s access to Board technology and may result in more severe discipline including termination for employees and expulsion for students.

d.A user identified as a security risk based upon one or more violations of this Policy may be denied access to all Board technology. A decision denying or restricting a user’s access may be appealed in writing to the Superintendent or a designee within ten (10) calendar days after written notice of the System Administrator’s decision to the user. The decision of the Superintendent shall be final.

1. Incurring Fees for Services. No user shall allow charges or fees for services or access to a database to be charged to the Board except as specifically authorized in advance of the use by a System Administrator. A fee or charge mistakenly incurred shall be immediately reported to the System Administrator. Incurring fees or charges for services to be paid by the Board for personal use or without prior authorization of the System Administrator may result in discipline including suspension or expulsion of a student, or suspension without pay or termination of an employee.

2. Children’s Internet Protection Act. Delaware Community School Corporation will use filtering technology that will affect all workstations. Adults needing access to unfiltered content may make a request to the Technology Director. All requests must state the educational purpose for the unfiltered access and the time frame for unfiltered access. Delaware Community School Corporation will make a good faith and reasonable attempt to filter images that are obscene, contain child pornography, and contain images that are harmful to minors. There are no guarantees that filtering will be successful in blocking images.

Delaware Community School Corporation has established the following guidelines for students and staff when using the Internet and its resources:

- **Students are permitted to access the Internet for academic and extra-curricular work associated with classes and activities under the supervision of a Delaware Community School’s staff member.**
- **Electronic mail, chat rooms, and other forms of direct electronic communications are prohibited except for specific educational activities under the supervision of a staff member.**
- **Students are forbidden from establishing or attempting to establish unauthorized access, including so-called hacking, or engaging in any form of unlawful activities online.**
- **Students are forbidden from making unauthorized disclosure, use, and/or dissemination of personal identification.**

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Staff and Students may also be asked to comply with their schools specific Technical Use Policy, Code of Conduct and Dress Code as they relate to technology and use.

Delaware Community School Corporation, Muncie, Indiana

{Adapted from the policy of MSD of Wayne Township, Marion County, Indiana} Adopted February 2012