

DELTA HIGH SCHOOL

3400 EAST STATE ROAD 28

MUNCIE, IN 47303

PHONE (765)288-5597

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**DELTA HIGH SCHOOL
STUDENT HANDBOOK
2022-2023**

It is our desire that each and every student at Delta High School be successful. This student agenda is intended to help each student be better organized and informed. Included is a set of rules, as well as the student handbook.

Your signature indicates that you have received these rules, will read them, and will abide by them.

Student Name (Print)

Student Signature _____ Date _____

Circle Grade Level 9 10 11 12

Parent Signature _____

(A parent signature is necessary only if the student is not present. The parent then assumes the responsibility of getting this information to the student.)

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MISSION STATEMENT OF DELAWARE COMMUNITY SCHOOL CORPORATION

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

MISSION STATEMENT OF DELTA HIGH SCHOOL

Delta High School exists as a learning community continually striving for excellence in acquiring academic skills, for knowledgeable decision making, for effective communication, and for social responsibility.

WELCOME TO DELTA HIGH SCHOOL!

HISTORY OF DELTA HIGH SCHOOL

Delta High School came into being in June of 1967 as DeSoto, Eaton, and Royerton High Schools consolidated to form Delaware Metropolitan School District.

In June of 1967, a committee of students from each school met to work out the task of naming the school, selecting the school colors, securing a mascot, and writing a school song.

Delta, the name selected by the student committee, is the Greek letter "D" that is shaped in the form of a triangle. The students felt that this three-sided figure was appropriate for the three consolidated schools. Delta also contained part of the word Delaware that they felt was appropriate to include in their high school name.

The Eagle mascot that was selected by the committee followed the Greek motif by choosing Zeus's symbol of power and strength. Navy blue and gold were chosen as the school colors. An original school song, written by Mary Jolliffe Kraack, '68, was selected by the committee.

Albany High School joined the Delaware Metropolitan School District in 1968, and the school corporation's name was changed to Delaware Community School Corporation.

The ground was broken for the new Delta High School building in March of 1972. In September of 1974, the new building was opened.

In 1968, the DARE Eagle was designed and became the official mascot because the students of Delta High School DARE to be outstanding in all areas. The letters combined in the word DARE were selected

from the beginning letter of the four consolidated schools: D of DeSoto, A of Albany, R of Royerton, and E of Eaton.

The traditions that were begun in 1967 have continued to grow and help unite the student body of Delta High School to DARE to make Delta High School the most outstanding school in the state of Indiana.

PHILOSOPHY OF DELTA HIGH SCHOOL

Delta High School recognizes as its primary purpose the creation of an educational environment where students, administrators, and staff are encouraged to attain peak performance intellectually, ethically, aesthetically, socially, and physically. In order to graduate students who are responsible members of society and are able to make knowledgeable decisions and to effectively communicate, it is necessary to provide a curriculum and staff, which meet the needs, and abilities of various students and which reflect, within attainable limits, the ever-changing needs of the local and the broader human community.

The goals of this philosophy are carried out through the combined efforts of an administration that maintains school standards at the highest possible level and a professionally trained staff, functioning in an atmosphere of mutual respect with open lines of communication.

The school recognizes the need for continuous, comprehensive evaluation to ensure that the education it provides meets the identified needs.

OBJECTIVES OF DELTA HIGH SCHOOL

The objectives of Delta High School are:

- I. To establish an educational environment which:
 - A. Provides a professionally trained administration and staff utilized to their maximum professional potential.
 - B. Provides the best possible utilization, maintenance, and aesthetic enhancements of buildings and grounds.
 - C. Provides a structure that promotes positive faculty and student attitudes.
 - D. Fosters flexibility in curriculum and teaching methods to provide a climate in which each student can develop individually.
 - E. Provides an open and ongoing dialogue with the community.
 - F. Provides an open and ongoing dialogue with all segments of the school corporation.
- II. To meet all and exceed most requirements set forth by the State of Indiana by encouraging:
 - A. Intellectual excellence which:
 1. Establishes a curriculum that meets the needs of a diversified student body.
 2. Provides an intellectually stimulating environment for every student.
 3. Enhances critical thinking skills to the highest possible level (e.g. moving a student up the scale from knowledge and comprehension, to application, analysis, synthesis, and evaluation of ideas).
 4. Provides for staff development.

5. Provides extra-curricular offerings that utilize the talents and abilities that have been fostered in the classroom.
- B. Ethical excellence which:
 1. Promotes development of universal concepts of right and wrong (e.g. honesty, self-discipline, tolerance, and awareness of the worth of all individuals).
 2. Encourages the development of ethical standards to the higher levels.
- C. Aesthetic excellence which:
 1. Develops an appreciation of the value of beauty in day-to-day living.
 2. Develops an ability to produce aesthetically satisfying outcomes in life.
 3. Develops an awareness of the history of man's aesthetic accomplishments.
- D. Social excellence which:
 1. Promotes citizenship skills that reflect American democratic ideals.
 2. Provides opportunities for the development of leadership skills.
 3. Encourages the development of positive, harmonious relationships through exposure to planned school activities.
- E. Physical excellence which:
 1. Promotes the knowledge of the physical being.
 2. Maintains programs that stimulate wholesome physical competition.
 3. Emphasizes the joy of being physically fit.
 4. Encourages the maintenance of life-long healthful habits.
- III. To conduct an evaluation process which:
 - A. Establishes a permanent mechanism for the ongoing evaluation of Delta High School's objectives for the intent of improving programs.
 - B. Recognizes and rewards excellence.

DESIRED LEARNER EXPECTATIONS

1. A graduate of Delta High School is a:
 - Person who learns and applies critical knowledge.
 - Person who communicates effectively in all content areas.
 - Person who is a self-directed learner.
 - Person who is responsible and productive.
 - Person who is a life-long learner.
 - Person who prepares for a career.

ATTENDANCE

ATTENDANCE POLICY

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

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

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

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

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

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

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

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year

- F. “educationally related nonclassroom activity” as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note, email, or phone call from the parent. (Only 5 absences in this category will be excused per semester. Additional absences in this category will be considered unexcused.)
- H. Illness verified by a note from a physician
- I. Recovery from accident
- J. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- K. Death in the immediate family or of a relative
- L. Observation or celebration of a bona fide religious holiday
- M. Maternity
- N. Military connected families’ absences related to deployment and return
- O. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

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

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

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

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

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

Guidelines/Consequences for an Unexcused Absence

All other absences shall count towards the five-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. The principal or his designee reserves the right to require students to make up time missed due to uncertified absences in the following manner:

- a. Sixth uncertified absence in any class – After School Detention
- b. Eighth uncertified absence in any class – Friday Night School

- c. Tenth uncertified absence in any class – Three days ISS
- d. Twelfth uncertified absence in any class – Three days OSS and parent conference
- e. Fifteenth uncertified absence in any class – Ten days suspension and recommendation for expulsion

FUNERALS/DEATH IN FAMILY

Delta High School encourages students to be in attendance each day that school is in session. Students, upon request and proper documentation, shall be granted two (2) excused absences for the death of a grandparent, great-grandparent, aunt, or uncle. Students who experience the death of a parent, sibling, or other person living in the same household as the student may be granted more days with administrative discretion. Students will not automatically be granted excuses for attendance at funerals for more distant relatives and/or friends without administrative approval.

MAKE-UP WORK

Delta High School encourages students to be in attendance each day that school is in session. Missing school results in missed instruction and missed assignments. Students are not automatically permitted to make up work missed because of absence. As a general guideline, students will have the same number of school days to complete work as the number of days missed. The maximum number of days given to submit make up work is five school days. Any additional days require teacher approval.

It is the responsibility of the student to contact the teacher, receive the assignments, and complete make up work. Teachers also have the right to use alternative assignments and assessments (tests and quizzes) for students who were absent.

Teachers may assign participation points with prior written notification of students and administrative permission.

Students who are found by administrative due process to be truant from school and/or truant from class will not be permitted to make up any work from the classes missed because of truancy.

TARDIES

Tardiness is defined as arriving in the classroom after the tardy bell sounds without an approved excuse. The accumulation of tardies will be recorded based upon a one semester time period. Students are expected to be in the assigned classroom, prepared to learn, at the time the tardy bell sounds. A student who enters a classroom more than ten (10) minutes late to first period or five (5) minutes late to all other classes will be considered absent for the class period.

Consequences for Tardies:

	Period 1	Periods 2-7
1st Tardy	Warning by teacher	Warning by teacher
2nd Tardy	Warning by teacher	Warning by teacher
3rd Tardy	Detention	Detention

4th Tardy	Friday Night School	Friday Night School
5th Tardy	Friday Night School	Friday Night School
6th Tardy	Loss of Driving Privileges for Semester	3 Days ISS
7th Tardy	3 Days OSS/Parent Conference	3 Days OSS/Parent Conf.

TRIPS: FIELD/SCHOOL SPONSORED

Students are responsible for adhering to the following guidelines regarding school-sponsored trips:

1. Follow the rules and regulations of the school while participating in a school-sponsored activity.
2. Follow directions of supervisor.
3. Conduct themselves in a manner which will reflect positively upon Delta High School.
4. Abide by any additional stipulations disseminated via a permission slip or notice regarding the field trip.

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

TRUANCY

Truancy is defined as the willful non-attendance of a student from school or class, without parent permission. Any work completed in class, i.e. tests or assignments, on the day the student was truant will be made up, however no credit will be received. No student may be penalized for more than 25% of his/her grade in any grading period due to truancies. Truancy includes, but is not limited to, the following:

1. Leaving school building or grounds without permission.
2. Not attending school when able to do so.
3. Staying home without an excusable reason.
4. Leaving school early to go to work.
5. Not reporting to an assigned class or area.
6. Skipping or cutting a class.
7. Leaving class without permission from the teacher or supervisor.
8. Taking a friend to the doctor, hospital, home, etc., without the permission of parents and school administration.
9. Not reporting to the nurse.

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

Corporation Policies

ANTI-DISCRIMINATION/HARASSMENT

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

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

Title VI Coordinator

(Race, color, national origin)

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

Title IX Coordinator

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

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

Section 504 Coordinator

(Disability)

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

Non-discrimination Coordinator

(All other forms)

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

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

Office for Civil Rights, Chicago Office
 U.S. Department of Education
 Citigroup Center

500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

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

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

ANTI-BULLYING

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

Definition

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

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

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

- a) participating in a religious event;

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

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

Applicability

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

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

Education

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

Reporting

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

initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

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

Intervention/Responses

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

Parental Involvement

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

Reporting to IDOE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C., 20202-4605

Directory Information: The School Corporation designates the following items as Directory Information: student's name, address, telephone number, date and place of birth, major field of study, participation in

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

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

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

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

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

DUE PROCESS PROCEDURES

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

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

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

In addition, any student may be removed from school:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community, pursuant to I.C. 16-41-9-3.
- B. For non-compliance with immunization requirements, pursuant to I.C. 20-34-4-5.
- C. If the student has been deemed mentally or physically unfit for school attendance pursuant to I.C. 20-33-2-46.
- D. If the student lacks legal settlement in the Corporation and has not informed the Corporation or gone through the transfer process.

See "Code of Conduct" section for further information on suspension and expulsion.

REASONABLE ACCOMODATIONS FOR PERSONS WITH DISABILITIES

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

STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS

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

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

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

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

IMMUNIZATION POLICY

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

Current immunization requirements for Delta High School students are:

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 3 doses of hepatitis B vaccine (3rd dose must be on or after 24 weeks of age)
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval OR written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).
- 2nd dose of meningococcal conjugate vaccine (MCV4) prior to entering grade 12.

McKinney Vento Residency and Educational Rights

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

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

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

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

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

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

Standards for Search and Seizure

In balancing a student's privacy interest against the School Corporation's obligation to maintain a safe, alcohol/drug-free working and learning environment, the administration utilizes the following principles:

1. Searches of Storage Areas Provided for Student Use

Storage areas such as lockers and desks are school property provided for student use, subject to the right of the Superintendent to search the storage area and the items in the storage area at any time without individualized reasonable suspicion. Students shall not have an expectation of privacy in any locker or other storage area on school property and shall not be permitted to deny entry to an administrator by the use of a lock or other device.

2. Searches of a Student's Outer Clothing and Items in the Student's Immediate Possession

A search of a student's outer clothing (coats, shirt, blouse, shoes, pants pockets and waistband) and items in the student's immediate possession (back packs, purses, wallets, book bags) shall be based upon individualized reasonable suspicion.

Searches of a Student's Inner Clothing or Person

A search of a student's inner layer of clothing (pants, skirt, shirts/blouse, sweater, sweatshirt) or a search of the student's person involving the removal of the inner layer of clothing (i.e., clothing that would not otherwise be seen in the classroom such as underwear) is not permitted.

3. Use of Breath-Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. A student shall be offered a breath test when an administrator has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.

4. Searches of Student Vehicles

Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

5. Law Enforcement Assistance in School Searches

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this Policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers and Board Policy.

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under conditions established in the Superintendent's administrative guidelines.

6. Disposition of Seized Items

Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to the County Sheriff.

Questioning of Students

1. Access to Students in Investigations of Suspected Abuse or Neglect

A properly identified employee or agent of the Department of Child Services (DCS) or law enforcement officer investigating suspected abuse or neglect shall be permitted to question and examine a student at school without notice by the school administration to the student's parent/guardian. A private place at school shall be provided for this interview. Corporation employees shall not participate in the interview or examination unless requested by the DCS worker or law enforcement officer.

2. Access to Students Without a Court Order in Investigations Other Than Suspected Abuse or Neglect

A law enforcement officer acting without a court order or warrant who requests to question or examine a student at school or while a student is supervised by a school employee should be asked by the building principal to explain the reason for the questioning and the reason(s) why the questioning should take place at school.

The building principal shall call the parent/guardian and delay the officer's access to the student until the parent/guardian can arrive.

3. Access to a Student Pursuant to Court Order

A law enforcement officer with a court order specifically directed to school officials ordering that the officer be permitted to have access to or to question a specific student at school shall be permitted to question the student in a manner consistent with the order.

CRIMINAL ORGANIZATION (“GANG”) ACTIVITY

Prohibited Conduct

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

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

Definitions

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

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

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

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

Procedures for Reporting and Investigating

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

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

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

Consequences

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

Intervention Services

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

Criminal Organization Prevention and Education

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

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

DRIVER'S LICENSE REVOCATION POLICY

Delta High School reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at Delta High School. Delta High School may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

CELL PHONE/PERSONAL COMMUNICATION DEVICES (PCD) POLICY

All student cell phones/personal communication devices (PCD) are to be turned off or placed on vibrate/silent and kept out of sight during class time. This includes computers, tablets (e.g., iPads, and similar devices), electronic readers (e-readers, Kindles and similar devices), cell phones, smart phones, smart watches and any other web-enabled devices of any type. Exceptions include educational use as approved by a teacher or school administrator. Any student who violates this policy between

8:40 am and 3:30 pm will face the consequences as outlined in the disciplinary rubric. Any student violating the cell phone policy who refuses to hand over his/her cell phone or other (PCD) when requested by a teacher or administrator may receive a 3 day out of school suspension.

FINAL EXAM POLICY

Semester and final examinations are to be taken during the regularly scheduled test period. Semester and final examinations can be made up by arrangement with the school only when the exam was missed because of extenuating circumstances that were communicated to school administration as soon as practicable.

OUTSIDE INFORMATION POLICY

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

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

I. Flyers on Bulletin Boards

- 1.** Citizens, organizations and outside groups may request permission to post age-appropriate informational flyers on Delta High School bulletin boards concerning upcoming events, occasions, or opportunities that may be of interest to students.
- 2.** Before being posted, the flyers must be submitted to and approved by the Principal, who shall only review them to insure: (a) compliance with this policy; (b) correct syntax and grammar; and (c) that the flyer does not contain inappropriate content that is not constitutionally protected, such as content that:
 - a.** creates a substantial threat of disruption in the school;
 - b.** incites imminent lawless action or a breach of the peace
 - c.** threatens violence;
 - d.** contains false statements of fact;
 - e.** is obscene, vulgar, lewd, indecent, or plainly offensive;
 - f.** promotes illegal conduct; or
 - g.** is inconsistent with the school's legitimate educational interests.
- 3.** In reviewing and approving tendered flyers, the Principal shall not unlawfully withhold permission or censor flyers based on the identity of the speaker or the viewpoint being expressed.
- 4.** Approved flyers shall be affixed to School bulletin boards either by a Delta High School student or, if no student is interested and available, by a member of the Delta High School administration. Delta High School administration members shall affix approved citizen, organization, or group flyers only during non-instructional time outside of regular school hours, when students are normally not present.
- 5.** Flyers may not be larger than 8 ½ x 11 inches.
- 6.** Flyers must contain the date on which the flyer is to be placed on School bulletin boards, and no flyer shall remain on the bulletin boards longer than three (3) weeks after the date it is posted.
- 7.** Flyers must prominently contain the following disclaimer on the bottom, in at least 10-point non-condensed font:

This flyer is neither sponsored nor endorsed by Delta High School, its agents, or its employees. The views and information contained on this flyer do not reflect the approval or disapproval of Delta High School or its administration.

II. Tables in Common Area during Non-Instructional Time

- 1.** Citizens, organizations, and groups may request permission to make information and/or literature freely available to interested students during non-instructional time on a table located in a common area designated by the Principal. Such requests may be made either orally or in writing, but must be made to the Principal with sufficient advance notice so as not to disrupt the administrative and logistical needs of the School.

2. If the citizen, organization, or group desires to make printed information or literature available to students, then a copy of all such printed information or literature (or a detailed description thereof) shall be submitted to the Principal or the Principal's designee at least twenty-four (24) hours before the date and time on which the citizen, organization, or group desires to come onto campus to offer its printed information or literature.
3. The Principal shall not unlawfully deny such request based on the identity the citizen, group, or organization or the viewpoint expressed in the information or literature; rather, the Principal shall deny such requests only if: (a) the request is not made and/or the printed information/literature is not provided with sufficient advance notice as required by this policy; or (b) if the information/literature contains inappropriate content that is not constitutionally protected, such as content that:
- a. creates a substantial threat of disruption in the school;
 - b. incites imminent lawless action or a breach of the peace
 - c. threatens violence;
 - d. contains false statements of fact;
 - e. is obscene, vulgar, lewd, indecent, or plainly offensive;
 - f. promotes illegal conduct; or
 - g. is inconsistent with the school's legitimate educational interests.
4. Other than a School custodian placing a table in a common-area location designated by the Principal for use by the citizen, organization, or group, no School employee or agent shall: (a) assist in offering the literature or information to students; (b) mention or promote the citizen, organization, or group (or their literature/information) to students; or (c) encourage or discourage students from engaging in conversation with the citizen, organization, or group and/or take the information or literature being offered.
5. The citizen, organization, or group shall display two separate signs on the table, in at least 16-point non-condensed font, that read as follows:

Please feel free to take a copy of these materials.

and

The information provided here is neither sponsored nor endorsed by Delta High School, its agents, or its employees. The views and information expressed do not reflect the approval or disapproval of Delta High School or its administration. If no written information or literature is being offered, then only the second of the two signs need be displayed.

6. The citizen, organization, or group may choose one of two passive methods of providing their information or literature to students: (a) place the written materials/literature on the table and exit the School premises; or (b) remain at the table, provided that those persons at the table:
- a. do not exceed three (3) in number;
 - b. stay behind the table at all times;
 - c. do not engage or initiate conversation with students, but rather only speak to students who initiate conversation with or address them first; and

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

THE CITIZEN, ORGANIZATION, OR GROUP MUST REMOVE ALL REMAINING INFORMATION AND MATERIALS FROM SCHOOL PROPERTY BY THE TIME SPECIFIED BY THE PRINCIPAL, AND FAILURE TO DO SO MAY BE GROUNDS FOR REFUSING FUTURE REQUESTS TO PROVIDE LITERATURE OR INFORMATION TO STUDENTS.

ACCEPTABLE USE POLICY

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

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

Students need to be producers and evaluators of knowledge, not just consumers. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks. In preparing students to succeed in the 21st century, schools must ensure that students are digitally literate, innovative and critical thinkers, successful problem-solvers, creative decision makers, effective communicators and collaborators, intellectually curious and persistent, self-regulators, connected to the world around them, and contributors to their communities.

General Information: Delaware Community School Corporation exercises its right to monitor any activity on school devices and accounts both on and off school grounds. Although the Corporation doesn't guarantee monitoring will occur for any given activity, students should remember that all school rules apply at all times when using school devices and accounts. This Handbook is in addition to the Delaware Community School Corporation's Responsible Use of Technology and Internet Use Policy (A300) . Students and Parents should read the applicable policy for a complete understanding of their rights and responsibilities.

Receiving Devices: Parents and students must sign the 1:1 Handbook and Student Technology Acceptable Use and Safety Agreement, , before students receive their assigned device.

Returning Devices: Student devices, chargers, and any other provided accessories will be collected at the end of the school year. Any student who transfers out of Delaware Community Schools will be required to return his or her device and accessories. If a device and accessories are not returned, the

parent/guardian will be held responsible for payment in full. Property not returned will be reported to the prosecutor's office.

Standards for Proper Chromebook Care: You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the guidelines below may result in full financial responsibility. Your Responsibilities: DelCom 1:1 Handbook Student Pledge

I will use my device in ways that are appropriate for education, as defined by the 1:1 Handbook and the Corporation's Responsible Use of Technology and Internet Use Policy (A300). ● I will never leave my device unattended in an unsecured or unsupervised location. I am responsible for any use of my Chromebook. I will not loan my device to other individuals. ● I will bring my Chromebook to school each day and charge my device's battery to full capacity each night. ● I will keep food and beverages away from my device since they may cause damage to the device. ● I will not disassemble any part of my device or attempt any repairs. I will only use school-provided cleaners, as others can cause damage to the touch screen. I will report any damage or problems to the school. ● I will protect my device by always carrying it in a secure manner to avoid damage. This includes keeping the lid down when walking, not stacking textbooks or other heavy materials on top of the Chromebook, and carefully placing it in a backpack. ● I understand the device I am issued is subject to inspection at any time without notice and remains the property of Delaware Community School Corporation. ● I understand that Delaware Community School Corporation will monitor the device using a variety of methods to assure compliance with DelCom's Acceptable Use full control of the information on the Internet. Parents will need to monitor and be responsible for the content being accessed while students are at home. ● I will file a police report in case of theft outside of school. ● I will be responsible for all damage or loss caused by misuse, abuse, or neglect including dropping the device and will pay replacement costs. ● I agree to return the device, power cord/charger, and any other issued accessories in good working condition at the end of each school year or when transferring out of the Delaware Community School Corporation.

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

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

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

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

Google Apps: Delaware Community Schools makes a variety of Google Apps for Education for students, teachers, and staff including but not limited to: Mail- a unique email account for school use managed by Delaware Community Schools ○ All students, grades 5-12, will be assigned a

username@delcomschools.org email account which enables them the ability to email their classmates and DelCom faculty exclusively. This account will be considered the student's official Delaware Community Schools email address until such time as the student is no longer enrolled at Delaware Community Schools. Calendar- a unique calendar allowing the organization of schedules, daily activities, and assignments. Drive- word processing, spreadsheet, drawing, and presentation tool set that is very similar to Microsoft Office

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

Device Identification: Devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels. Students may put school-appropriate stickers on their devices so long as they can be easily removed and do not cover any school labels. Students may choose to provide their own case for their Chromebook, which may require additional school labeling.

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

Chromebook Repair Charges: All Delaware Community School Corporation students are responsible for damages that are the result of misuse, abuse, or neglect incurred on their devices. When a device is damaged, they should bring the device to a teacher. One of our staff members will assess the device and consult with the technology team as needed for repairs. Any repairs that are needed for the device will be charged to the student and a bill will be mailed home to the parent/guardian on file. The list of repair charges below is not all-inclusive, but provides a general listing of the typical damages and cost for repair or replacement.

Chromebook Repair & Replacement Charges:

Chromebook Replacement Not to exceed \$300, Screen Replacement Not to exceed \$250, Keyboard Replacement Not to exceed \$90, Charger Replacement Not to exceed \$60.

Code of Conduct

STUDENT CONDUCT

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

1. Be courteous to other students and staff.
2. Follow instructions given by all staff members, administrators, guidance counselors, teachers, cafeteria workers, and custodians.
3. Respect school property and share in the responsibility of keeping the school clean.
4. Refrain from obscene, vulgar, or suggestive speech, actions, or attire.
5. Do not possess any weapons or display any potentially dangerous instruments on school property.
6. Do not gamble at school or at school functions.
7. Do not bring radios, tape, CD players, or other recording devices* into the building during school hours as this could pose a disruption to the educational atmosphere. Such devices in the building are also subject to potential theft when carried in and around the building.
8. Consume food and drinks on tiled areas in the commons and properly dispose of all trash.
9. Remain in authorized areas before and after school and during school functions.
10. Within the classroom, adhere to all rules established by individual teachers.
11. During convocations, athletic events, and extracurricular activities, be a positive representative of Delta High School.
12. Refrain from using e-cigarettes, tobacco, drugs, alcohol or any other intoxicant at any school function.
13. Do not bring material unsuitable for school purposes, such as laser pointers, to school or to school functions.
14. Do not bring open containers into the building or store in school lockers.
15. Do not carry backpacks/book bags to classrooms.

*Exceptions to the use of any recording devices would apply through staff approval for educational purposes. This list of rules is not intended to be the only rules followed. These rules are in addition to our broad, discretionary authority to maintain safety, order, and discipline within our Corporation. These rules support, but they do not limit our authority. Students are expected to obey all of the rules in the Delta High School Student Handbook and the laws of the State of Indiana.

STUDENT APPEARANCE

There is a definite relationship between appropriate dress habits and proper school behavior. Students should use common sense in their attire. The maintenance of common decency and classroom order requires adequate coverage of the person.

1. Shoes are to be worn at all times.

2. Wearing apparel that is unclean, unhealthy, or unsafe is not permitted. This includes clothing that is too large to wear (oversized pants and shirts) and wallet chains. Students should also not wear clothing that is excessively torn, including jeans, or pants, or shorts with holes that expose undergarments.
3. Students shall be fully clothed, meaning bare midriffs and other improperly exposed skin are prohibited. In addition:
 - Length, fit, and style of clothing must be worn so that there is no disruption to the school environment.
 - Coats and jackets in the classroom are prohibited unless teacher has given permission.
4. Students are not allowed to display pictures or printing on clothing which supports or advertises tobacco, alcoholic beverages, drugs, criminal organizations (gang), and symbols that are illegal, immoral, and socially objectionable, such as violence, blood, killing, death, or sex. Clothing that advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school are not permitted.
5. Students are not permitted to wear hats, beanies, toboggans, or sweatshirt hoods without specific administrative approval. Accommodations will be provided for sincerely-held religious beliefs.
6. Students' pants or similar bottoms are to be worn at waistline at all times. Students are obligated to provide for the adjustment of pants or similar clothing by the wearing of a belt or use of drawstring or elastic waistband. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate and will be treated as a disciplinary matter.
7. House shoes, slippers and pajamas are not to be worn to school.

Failure to dress appropriately could constitute a disruption to the school environment. Shirts, tops, and bottoms must be worn in such a manner as to not reveal bare skin or undergarments while performing normal school activities such as sitting, walking, raising one's hand or arm, etc.

STUDENT DISCIPLINE POLICY

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

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

semester, with the exception of a violation rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION

In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. An expulsion is defined as a disciplinary action whereby a student is separated for the balance of the current semester or current year, or suffers some other penalty which automatically prevents completion of the overall course of study in the normal length of time in the school corporation. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in the infraction table and numbered list below. For more information on suspension and expulsion, please refer to Delaware Community School Corporation's Suspension and Expulsion of Students policy (C375).

INFRACTIONS

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

Offense	1st	2nd	3rd
Arson	10 OSS and Expulsion, and referral to appropriate legal agency		
Bringing open containers into building/store in lockers	Detention (plus confiscation)	Friday Night School (plus confiscation)	Up to 3 days ISS (plus confiscation)
Bus Referral	Up to 10 days suspension off bus and bus expulsion		
Cell Phone Policy Violation*	FNS and confiscation until end of school day	3 days ISS and confiscation until end of school day	Confiscation , Parent Pick Up & up to 5 OSS
Cheating *per class	0 on assignment	50% off 9 weeks grade	50% off semester grade
Conduct unbecoming a student at DHS	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Creating a disturbance or disruption	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Discriminatory behavior	Up to 10 days OSS and expulsion		
Drugs/alcohol	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Engaging in criminal organization (gang) activity	Up to 10 OSS and expulsion		

Failure to serve detention	Friday Night School	ISS	Up to 10 OSS and Expulsion
Failure to serve Friday Night School	3 ISS	3 OSS	Up to 10 OSS and Expulsion
False Informing	3 ISS	5 OSS	Up to 10 OSS and Expulsion
Fireworks	10 OSS and Expulsion		
Food/drink on carpeted areas (plus confiscation)	Detention(plus confiscation)	Friday Night School (plus confiscation)	Up to 3 days ISS (plus confiscation)
Forged notes	Friday Night School	3 ISS	5 OSS
Habitual offender (6 referrals)	Friday Night School 6 referrals	5 OSS 12 referrals	Up to 10 OSS and Expulsion 18 referrals
Inappropriate Dress	Warning and change of clothing OR ISS	ASD and change of clothing OR ISS	1 ISS
Inappropriate use of electronic devices, not school issued	FNS	3 ISS	Up to 10 OSS and Expulsion
Inappropriate use of school issued technology	FNS	3 ISS	Up to 10 OSS and Expulsion
Initiation/pulling a false fire alarm	10 OSS and Expulsion		
Insubordination, Refusing to comply with any reasonable request	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Involvement in fight	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Launching any kind of missile, projectile within the building	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Leaving class without permission	Friday Night School	3 ISS	Up to 10 OSS and Expulsion

Material unsuitable for school purposes such as a laser pointer	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Misbehavior in ISS	3 OSS	5 OSS	Up to 10 OSS and Expulsion
Overdue Library Materials	Warning	(2 weeks later) After School Detention	(2 weeks later) Friday Night School
Overt public display of affection	Detention	Friday Night School	3 days ISS
Physical attack on a school employee	Up to 10 OSS and Expulsion		
Profanity, vulgar language	Friday Night School	3 ISS	Up to 10 OSS and Expulsion
Racial Harassment	Up to 10 OSS and Expulsion and referral to appropriate legal agency		
Sex Offense	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Sexual Harassment	Up to 10 OSS and Expulsion and referral to appropriate legal agency		
Sleeping in class	FNS	3 ISS	Up to 10 OSS and Expulsion
Talking back to teacher	Friday Night School	5 OSS	Up to 10 OSS and Expulsion
Theft	Restitution and up to Expulsion		
Threat/assault of another student (An assault may be committed without touching or doing bodily harm)	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		
Threatening, harassing, intimidating any school employee on or off school grounds	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		

Tobacco/Possession of Tobacco or e-cigarette/vape device/Possession of e-cigarette/vape device**	3 OSS and Ticket	5 OSS and Ticket	10 OSS/Expulsion and Ticket
Truancy from Class	Friday Night School	3 ISS	10 OSS/Expulsion
Truancy from school/ Leaving Campus	3 ISS	3 OSS	10 OSS/Expulsion
Use of PCD's to capture, record, or transmit	3 ISS	5 OSS	Up to 10 OSS and Expulsion
Vandalism	Restitution and up to Expulsion		
Weapons possession	Up to 10 OSS and Expulsion and Referral to appropriate legal agency		

A student cannot have two (2) Friday Night Schools scheduled in one month. If a student is assigned a Friday Night School after already being assigned one for that month, then they will be assigned one (1) day of ISS instead of the second Friday Night School.

* Any student violating the cell phone policy who refuses to hand over his/her cell phone when requested by a teacher or administrator may receive an out-of-school suspension.

** For purposes of this policy, use of tobacco shall include cigar, pipe, snuff, or any other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine) , or other substitute forms of cigarettes.

SPECIFIC OFFENSES FOR WHICH SUSPENSION/EXPULSION MAY BE IMPOSED

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 educational function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
6.
 - a. 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.
 - b. Possessing a deadly weapon.
 - a. No student shall possess, handle, or transmit any deadly weapon on school grounds.
 - b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8 (but is not a firearm or destructive device as defined in rule #12 below):
 - A weapon, laser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. The penalty for possession of a deadly weapon: Up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
 - d. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students;
 - d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purpose.
 - g. Engaging in gang activity or behavior including, but not limited to, displaying of signs, wearing colors etc.
12. POSSESSING A FIREARM OR A BOMB
 - a. No student shall possess, handle, or transmit any firearm or destructive device on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm

- a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. A destructive device as defined in I.C. 35-47.5-2-4 means:
- an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a 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.
- d. The penalty for possession of a firearm: 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 if the circumstances warrant such reduction.
- e. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.
13. A student knowingly possessing, using, transmitting, or being under the influence of any look alike drug will be subject to expulsion and due process.
14. Any student knowingly possessing, transmitting, or providing to any person any item (pipes, rolling papers, clips, or other drug paraphernalia) used or designed primarily for the storage, processing, delivery, or consumption of an illegal drug will be subject to expulsion and due process.
15. Any student knowingly dealing in counterfeit of look-alike drugs, etc., will be subject to expulsion and due process.
16. The grounds for suspension or expulsion listed above (#1-16) apply when a student is:
- a. On school grounds immediately before, during, or 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.
17. 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 student's removal is necessary to restore order to protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during the weekends, holidays, other school break, and the summer period when a student may not be attending classes or other school functions.

FRIDAY NIGHT SCHOOL

1. Each student must provide his own transportation from Friday Night School. Transportation will not be provided by the district.
2. Friday Night School is in session from 3:35 p.m. until 6:00 p.m. Students are to use only the parking lot entrance to Delta High School (east side of the building). Students who do not report by 3:35 p.m. will not be admitted; they will be assigned 3 days of ISS.
3. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep him/her busy for three hours. Such materials might include Chromebooks, textbooks, library books, paperback books, magazines, newspapers and homework assignments. No playing cards, games, radios, or T.V. sets are permitted. It is recommended that students contact their teachers prior to Friday Night School to request assignments, make-up work or extra credit assignments.
4. Students who are disruptive, fail to keep busy in appropriate tasks, disobey the supervisor, sleep, or give the appearance of sleeping may be reassigned to another Friday Night session and/or recommended for Out of School Suspension by the supervisor.
5. Students will be assigned to specific seats. No food, candy, or beverages are to be brought to or consumed at Friday Night School.
6. There will be no talking or conversation without the consent of the supervisor. Students may not leave their assigned seat without the permission of the supervisor. No visitors will be admitted to Friday Night School. Students will not be allowed to go to lockers, leave the school, or use the telephone.
7. All school rules will be in effect at Friday Night School. Any violation of those rules and/or the above rules will result in failure to receive credit for that Friday Night School session and a referral will be sent to the Administration for due process and corrective action.
8. A student who fails to attend Friday Night School without approval from an administrator will serve three days of ISS for the first offense. Subsequent offenses will follow the discipline steps recommended in the handbook.

AFTER SCHOOL DETENTION

After School Detention, when assigned, is to be served on Tuesdays and Thursdays from 3:35 – 4:15 PM. Arrangements are to be made for the student to be picked up by 4:15 PM.

INTENSIVE SUPERVISED STUDY

Intensive Supervised Study is a disciplinary consequence that may be employed by the principal or his designee when deemed necessary. The following items will be required of any student placed in intensive supervised study:

1. Lunch will be at a time other than that of the rest of the high school student body.
2. Permission to leave the assigned area must be obtained from the principal or his designee.

3. Leaving the school grounds at any time throughout the school day is not permitted.
4. Completion of assignments made by the intensive supervised study supervisor is required. If the student has special education needs a special education teacher will be notified to provide services.
5. Attendance at activity periods, convocations or extra-curricular events and programs is not allowed until the intensive supervised study assignment is completed. All students in intensive supervised study are not permitted to participate in extracurricular practice, contests, or performances until the conclusion of their final day of assignment to intensive supervised study.
6. In addition to the above, the principal or his designee may specify other requirements that in his opinion are appropriate.
7. Failure to comply with any of the above may result in an extension of the intensive supervised study assignment or a multiple day OSS.

PROGRAM ALTERNATIVE FOR STUDENT SUCCESS

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

1. When a student receives a multiple day suspension (three days or more), the student and parent(s)/guardian(s) will be advised of the procedures for Program Alternatives for Student Success (PASS).
2. For any succeeding multiple day suspensions, the student will be reported to juvenile probation.
3. Any student who refuses to attend PASS will be recommended for expulsion.
4. Any student who is absent during the time he or she is assigned to PASS for suspension will be required to make up that day at PASS before returning to the regular school setting.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. The student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.
4. Students who are suspended out of school will be assigned to PASS.
5. Students who are suspended out of school pending expulsion will be assigned to PASS.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed in accordance with Delaware Community School Corporation's Suspension and Expulsion of Students policy (C375):

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

The student or parent has the right to appeal the decision of the superintendent of schools to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the

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

Random Student Drug and Alcohol Testing Program

STUDENT DRUG AND ALCOHOL TESTING POLICY

1. Statement of Policy

In adopting a policy providing for the detection of the use of illegal drugs, alcohol, or tobacco, the objectives are to:

- a. Detect and act on a student's poor choices while the effects and consequences are reversible;
- b. Reduce injuries and illness which may be caused by students using drugs, alcohol, tobacco, or e-cigarettes; and
- c. Educate all students about the harm caused by the use of drugs, alcohol, and tobacco. See Policy A250.

2. Board Findings in Support of This Policy

The School Board has found a need in its school community to address illegal drug, alcohol, and tobacco use by its students based upon:

- a. The extensive congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 (20 U.S.C. 7101 *et seq.*);
- b. I.C. 20-30-5-11 directing that the Corporation provide instruction concerning the harmful effects of illegal drugs;
- c. I.C. 35-46-1-10.5 which makes it unlawful for individuals under the age of 21 to possess tobacco or tobacco products;

3. Scope of Testing

Students may be tested through voluntary testing which requires parental permission or required testing based on individualized, reasonable suspicion, or random testing for high school athletics, extracurricular activities, and driving.

3a. Individualized Suspicion

All students, regardless of age, who exhibit behavior which leads [School] authorities to have reasonable suspicion to suspect the student is under the influence of a controlled substance, may be immediately required to submit to a drug/alcohol screen administered at [School]'s expense. Furthermore, [School] may subject items in said student's possession to test to determine if those items contain drugs or alcohol. [School] may pay for such testing of items in student's possession.

Factors which the administration will consider may include, but are not limited to:

1. Odor of alcohol/marijuana/smoke;
2. Glassy, dilated, bloodshot eyes, or dark circles under eyes;
3. Appears dazed, giddy;
4. Staggering walk;
5. Slurred or rapid speech;
6. Incoherent thought processes;
7. Disruptive, aggressive, physically threatening, out of control, or unusual behavior;
8. Bragging or talking to other students about alcohol or drug use;
9. Noticeable withdrawal from favorite activities and friends, or
10. Physical indicators from an objective assessment by the school nurse or health care representative.

If the test is positive, all future drug tests will be done at the parent's/guardian's or student's expense. The administration will make a reasonable attempt to apprise the parent(s)/guardian(s) of the situation.

3b. Random Drug Testing

Objectives:

The purpose of the random (“suspicionless”) testing program is not punitive, but to assist students and their parents in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parents, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This is not intended to deprive students of school attendance or to affect academic progress. Students involved in athletics and/or extracurricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school extracurricular activities, athletics, and parking on school grounds if they test positive for drug/alcohol abuse.

Composition of the Group to Be Tested

All High School students who participate in extracurricular activities, athletics, or are issued a Delta High School parking permit, or voluntarily enters the program with parental/guardian consent (collectively, “Activities”) are subject to random drug and alcohol testing, and are deemed to have consented to the student drug and alcohol testing program. A consent form will be provided and is **required** to be executed by the student and parent/guardian.

Use of Test Results

The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities.

The result of a positive test will be shared with the appropriate individuals involved with the student’s Activities and a determination will be made regarding the student’s participation in those Activities moving forward. Test results will be secured in a location accessible only by a designated administrator.

4. Refusal to Submit to a Drug Test, Tampering with Testing Procedure, or Other Violations of Policy

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or drugs. Further, tampering with testing procedures or other violations of this Policy constitute violations of school rules and will be dealt with according to the student discipline procedures outlined in [School] student handbook.

5. Periodic Summary of Test Results

Principals shall periodically, at least once a semester, report to the Superintendent on the results of testing pursuant to this Policy. Along with these reports, the Testing Coordinator shall summarize any disputes that have arisen in the implementation and any proposed changes in this Policy.

GENERAL INFORMATION

SCHOOL DAY

Classes begin at 8:40 a.m. and end at 3:30 p.m. Students are not to be in the building after 3:30 p.m. without proper supervision. Students who are in the building before 8:20 a.m. or after 3:30 p.m. must be under the direct supervision of a staff member.

SCHOOL SCHEDULES (SCHEDULES ARE SUBJECT TO CHANGE)

Regular Schedule (M/W/F)	SRT Schedule (T/TH)	2 Hour Delay Schedule
1 – 8:40 – 9:29	1 – 8:40 – 9:22	1 – 10:40 – 11:09
2 – 9:34 – 10:23	2 – 9:27 – 10:09	2 – 11:14 – 11:43
3 – 10:28 – 11:18	3 – 10:14 – 10:59	3 – 11:48 – 1:13
4 – 11:23 – 12:48	4 – 11:04 – 12:29	A – 11:48 – 12:13
A Lunch 11:23 – 11:48	A – 11:04 – 11:29	B – 12:18 – 12:43
B Lunch 11:53 – 12:18	B – 11:34 – 11:59	C – 12:48 – 1:13
C Lunch 12:23 – 12:48	C – 12:04 – 12:29	4 – 1:18 – 1:48
5 – 12:53 – 1:42	5 – 12:34 – 1:16	5 – 1:53 – 2:22
6 – 1:47 – 2:36	SRT – 1:21 – 1:56	6 – 2:27 – 2:56
7 – 2:41 – 3:30	6 – 2:01 – 2:43	7 – 3:01 – 3:30
	7 – 2:48 – 3:30	

DELTA H.S. CALENDAR

2022

Aug. 1 & 2	Staff Reports
Aug. 3	Students' 1st Day

Sept. 2	Mid Terms Q1
Sept. 5	Labor Day – No School
Oct. 6	End of 9 Weeks
Oct. 7	Conference/Collaboration Day – No School for students
Oct. 10-14	Fall Break – No School
Nov. 11	Mid Terms Q2
Nov. 23-25	Thanksgiving Vacation – No School
Dec. 20	Last Student Day, End of Semester

2023

Jan. 4	Teacher Work Day
Jan. 5	Begin 2nd Semester – Classes resume
Jan. 16	Martin Luther King Day – No School
Feb. 3	Mid Terms Q3
Feb. 17	Inclement Weather Day (No School)
Feb. 20	President’s Day – No School
Mar. 10	End of 9 Weeks
Mar. 7-24	Spring Break – No School
Apr. 7	Good Friday – No School
Apr. 10	Inclement Weather Day (No School)
Apr 21	Mid Terms Q4
May 25	Last Student Day – End 2nd Semester
May 26	Teacher Record Day
May 29	Memorial Day
June 3	Commencement

NOTE: Inclement Weather cancellations will be made up after last student day or additional E-learning Days, if needed.

AUTOMOBILES/MOTORIZED VEHICLES

Any student who wishes to drive an automobile or other motorized vehicle to school must obtain a registration form from the Attendance office. This form is to be completed by the student and the student's parents/guardians. It is to be returned to the Attendance Office within two school days of the student's driving to school. Only those students who have completed a registration form, received administrative approval, and received a parking permit will be permitted to drive to school. All student drivers are subject to random drug testing as established by the corporation drug testing policy.

The following rules are to be observed by all students and student drivers:

1. Follow all traffic laws.
2. With reasonable suspicion, the administration shall be permitted to inspect the contents of any vehicle on school grounds. A reasonable effort will be made to have the driver present at the time of the search. A police canine alerting on a car shall give reasonable suspicion for a search of the vehicle.
3. Drive in a manner that is both safe and courteous.
4. Students are not to be in or near vehicles from the time of arrival to the time of dismissal without the consent of the principal or his/her designee.
5. Proceed immediately from the vehicle to the school upon arrival and vice versa upon dismissal. Do not loiter in parking lot.
6. All vehicles are to be properly parked upon arrival at school.
7. Students who drive to school are not to park in the NO PARKING or STAFF areas.
8. Students are responsible for knowing and obeying the driving regulations contained herein and on the registration form. Ignorance of these rules will not be a valid excuse in cases where disciplinary action is taken.
9. DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT. If a student violates the driving regulations, parents may be notified and the privilege of driving may be suspended.
10. Driving permit fees will not be refunded.

DHS DRIVING AND PARKING REGULATIONS

Driving to school is a privilege, which can be taken away at the discretion of school administration. Students who would like to drive must register their car and obtain a parking pass. This pass is \$2.00 and may be picked up in the reception area in the main office. If that parking pass is lost, then another pass must be purchased for \$5. This pass must be visible through the front windshield at all times. If a student's parking tag is not visible, if they have parked in an inappropriate area, or if they are parked incorrectly, they may be disciplined as outlined below. If a student is ticketed and does not see the administration within two school days, it will be deemed as insubordination and dealt with as a discipline issue.

1st incident - After School Detention

2nd incident - Driving Privileges suspended from school for 2 weeks

3rd incident - Driving Privileges taken away for 2 months

BOOK RENTAL

A rental book or Chromebook should be used by the student in the same manner as a purchased book. The student may take the book/Chromebook home and must replace it if it is lost or stolen. If a textbook/Chromebook is misused, a fine will be imposed. If a textbook, Chromebook, and/or Chromebook Accessories are lost, full replacement costs will be charged to the student.

NOTE: Students will be charged for damaged books.

When a student withdraws from school textbook/Chromebook rental refunds will be prorated by the number of days a student has been enrolled. No refund will be issued for lab fees or consumables (workbooks, folders, etc.) that have been issued.

ASSEMBLY PROGRAM

Students should be seated as quickly as possible. Persons on the program are to be accorded proper respect.

BUS REGULATIONS

Each student who rides a school bus is subject to regulations until he/she gets off his/her school bus at school or home. Bus drivers will submit disciplinary reports to the bus depot for referral to the assistant principal for disciplinary action.

Students needing to ride a different bus must have a note from their parent/guardian to give to the bus driver. The note to ride a different bus must be approved by a Delta High School Administrator.

CAMPUS BOUNDARIES

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

CRIME REPORTING

Delta High School will report at least the following types of crimes to the appropriate law enforcement agencies: Arson, Possession of Weapons, Theft, Robbery, Assault and Battery, Narcotics Possession or Dealing, Sex Offenses, Homicide, and Vandalism.

FIRE ALARMS

Fire drills will be conducted in compliance with state law. The following procedure is to be followed:

1. All activities must be stopped immediately.
2. Walk without talking to the designated place and remain there until the return bell is sounded.
3. Remain with your class and look to the teacher for additional instructions or changes in procedure.
4. Teachers should bring grade books to designated areas in the event an attendance check is needed.

Any student who deliberately sets off a fire alarm or plays with a fire extinguisher will be subject to severe disciplinary action (possible expulsion for semester).

FREE AND REDUCED-PRICE MEALS

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

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

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

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

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

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

INSURANCE

There are no provisions for the Delaware Community School Corporation to carry general medical insurance on its students.

All students in any athletic program or school activity are required to purchase the appropriate student insurance or provide proof of adequate insurance. Details are provided through the school office at the beginning of the school year.

LIBRARY INFORMATION

The following information is provided to aid the student in becoming more familiar with the library and some of its procedures.

The library is to be regarded as a place in which students may engage in quiet study and research activities. Students are encouraged to use the library whenever possible. The library is open from ten minutes prior to the start of school until ten minutes after the end of school. Arrangements may be made to use materials and equipment at other times at the discretion of the librarian.

Students may use the Internet during class time if they have a pass signed by the teacher they are doing research for or if their teacher has previously reserved the Internet computers for class.

Students who need copies may have copies made in the library. Students will be charged for each copy.

Notices of overdue materials will be sent periodically to remind students of their unsettled library obligations. Students are responsible for the replacement cost of any lost or damaged materials.

No food or drinks are to be brought to the library.

If a student visits the library during class time, he must present a pass from his classroom teacher upon arrival to the librarian or the adult aide.

See Infraction Table for consequences for overdue materials

LOCKERS

All lockers available for student use on the school premises are the property of the school corporation. These lockers are made available for storing school supplies and personal items that are necessary for use at school, not for items that cause, or can reasonably be foreseen to cause, an interference with school purposes, or which are forbidden by law.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents.

LOST AND FOUND

All lost and found articles should be turned in to the office. Students who have lost articles may obtain them from the office provided they can properly identify them. Delta High School does not have insurance to cover lost or stolen valuables, articles, etc.

SICK OR INJURED STUDENT

A student who becomes ill or injured at school must report to the school nurse. Permission to go home for the remainder of the day may be given by the school nurse. If the student is to be sent home, a

Permit to Leave School will be issued. If the student is to remain in school, he/she is to return to his/her assigned classroom.

School personnel will make every effort to notify the parent/guardian if his/her child needs to be sent home or is in need of medical treatment. In the event the parent/guardian cannot be reached, the neighbor or relative on the student's Emergency Card may be notified. If no one can be reached, the school nurse should use reasonable judgment in handling the situation.

It should be noted that if a parent or relative cannot transport the student, the school staff will arrange transportation that may be necessary. Under no circumstances, however, will permission be granted for another student to transport the sick or injured student without the knowledge of the parents/guardians concerned.

Students should not attend school until they have been free of such symptoms as vomiting, diarrhea, and fever for at least 24 hours. A fever is defined as a temperature of 99.6 or above.

MEDICAL NEEDS AT SCHOOL

Emergency Medical Authorization

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

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

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

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

Student Emergencies and Accidents

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

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

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

Administering Medicine at School

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

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

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

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

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

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

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

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

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

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

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

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

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

Transportation of Medications by Students

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

1. The student's parent or guardian;

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

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

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

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

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

Student Concussions and Sudden Cardiac Arrest

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

Communicable Diseases

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

Immunizations

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

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

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

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

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

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

Mental Health Treatment Notification

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

OFFICE/TEACHER AIDES

Any student wishing to become an Office or Teacher Aide must complete an application - from his or her Study Hall and submit the application to the Principal. Final approval for becoming an Office/Teacher Aide will rest with the Principal. Students may be removed as Office/Teacher Aides for academic and disciplinary reasons by the administration. Students may not be a teacher or office aide for more than one period.

PARKING LOTS AND GROUNDS

1. Students are to comply with the rules set forth in the section of this handbook that deals with automobiles/motorized vehicles.
2. All students, upon arrival to school, either by school transportation or private transportation, are to report immediately into the school building. No students should loiter in the parking lots, nor should anyone leave school transportation or private transportation to enter vehicles in the parking lot.
3. Students are not permitted to leave the building to go into the parking lot for any reason at any point during the school day without first obtaining permission through the school office.
4. At the conclusion of the school day, only those students who are leaving in private vehicles should go into the student parking areas. Those students who drive to school or ride with other student drivers should not loiter in the lots before leaving.
5. No students should be in the west parking lots, which are reserved for the use of faculty, staff, and visitors.

PASSES

A student must have a properly signed pass if he/she leaves a class (to office, nurse, etc.) or an assigned area whether it is for the entire period or any part thereof. Students may be asked to show a pass to any member of the faculty or staff.

SEVERE WEATHER - SCHOOL CLOSINGS

If school is to be delayed or canceled, a public announcement will be made on the local radio stations. Such an announcement will be aired as early as possible and will be listed under Delta High School or Delaware Community School Corporation. Announcements will also be made through School Messenger and Twitter.

STUDENT LUNCH PERIOD

Students are not to leave the school building during their lunch period. During the lunch period students are to remain in the commons or eating area. All food and drinks should be kept on tiled area. Deliveries of food from outside vendors must have prior administrative approval.

TORNADO PROCEDURE

1. Periodic tornado drills are mandated by the state. In the event of a drill or an actual tornado the following procedure will be followed:
2. Instructions will be given over the public address system by the principal or his designee.
3. If for some reason the public address system is not operational, members of the office staff will proceed throughout the building notifying everyone to report to their designated areas.
4. All personnel will be instructed to leave all inside and outside doors open. The doors are to be blocked open with chairs.
5. Instructions will be posted in each room designating appropriate "safe areas" and routes to each of the areas.
6. Each teacher is to take his/her grade book and attendance sheet to the safe area. Upon arrival he/she is to make an attendance check.
7. Students will be instructed in the proper positioning of their bodies for maximum protection and safety.

VALUABLES

Items of great value and large amounts of money are not to be brought to school. If for some reason it is necessary, then the item/money should be brought to the office for safekeeping until such time as it is needed. Each student is advised to leave valuables at home and not bring them to school. Do not store them in your vehicle or your locker. Delta High School does not have insurance to cover lost or stolen valuables, articles, etc.

VISITORS

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

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

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

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

LEAVING SCHOOL GROUNDS

Students must have a Permit to Leave School before leaving the school building during the school day. This permit must be picked up as soon as the student arrives at school or is to be obtained during the student's unscheduled time. Requests to leave will be granted for the following reasons only: doctor appointments, student illness, funerals, court appearances, or others approved by the principal or his designee. Leaving the school building without checking out through the office may be considered a violation of the attendance policy and the student will be charged with truancy.

Students who sign out to go to the doctor, dentist, or court must submit proof that they have such an appointment at a specific time of day. Such proof includes a phone call or note from their parent or guardian, or appointment card.

Use of PCD's to Capture, Record, or Transmit

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off campus on a field trip or on a bus to and from school, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record or transmit audio and/or pictures/video of an individual without proper consent is considered to be an invasion of privacy and is not permitted. Students who violate this provision may have their PCD confiscated and held until the end of the day or picked up by a parent/guardian and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Consequences for violating this policy are outlined in the disciplinary rubric.

USE OF PHONES

Students are required to remind parents that they should not call the student at school except in cases of emergency. Students are requested to inform their employers that this condition exists and that employers should not expect messages to be delivered.

ANNOUNCEMENTS

All announcements must be in before the beginning of first period to be included in the printed announcements. Sponsors or the assistant principal are to sign all announcements.

SCHOOL EQUIPMENT/PROPERTY

Damage or breakage that is the result of careless, malicious, or wrongful use of equipment/property belonging to the school shall result in adequate enumeration from the student to either repair or replace the item.

SCHOOL THREAT PROTOCOL

Procedures

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals.

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
Assume threat is serious.

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

Be available and cooperative in providing a statement of information, with understanding that the information source (student) will remain anonymous to the greatest extent possible.

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:

Assume threat is serious.

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

Be available and cooperative in providing a statement of information, with understanding that the information source (student) will remain anonymous to the greatest extent possible.

3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

Assume threat is serious.

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

Be available and cooperative in providing a statement of information, with understanding that the information source (student) will remain anonymous to the greatest extent possible.

4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

Assume threat is serious.

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

Be available and cooperative in providing a statement of information, with understanding that the information source (student) will remain anonymous to the greatest extent possible.

RELEASE TIME

All students are required to enroll for seven courses per semester for eight semesters. Release time will not be permitted except for those who are pursuing advanced studies during their eighth semester of attendance, participating in school sponsored cooperative programs, completing course work in excess of eight semesters of attendance, or considered hardship cases during their eighth semester of attendance. (An example of a hardship case would be where the student is the sole means of financial support of the family.)

Student Privacy, Parental Access to Information, and Inspection of Materials

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

political affiliations or beliefs of the student or his/her parents;

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

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

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

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

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

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

Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and

The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

Parent's Right to Know

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

Testing

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

RESTRAINT OR SECLUSION OF STUDENTS

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

Pesticide Use

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

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

INDOOR AIR QUALITY (IAQ)

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

Asbestos

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

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

Meningococcal Disease

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

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

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

School Wellness Policy

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

Academic/Student Services

ELIGIBILITY OF STUDENTS FOR ENROLLMENT

The Board of School Trustees recognizes that a child must be a legal resident of the School District in order to attend school without the payment of tuition. The Board further recognizes that extenuating

circumstances often arise and it is for those borderline cases that the following standards have been established.

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

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

CORRESPONDENCE COURSES/TRANSFER OF CREDITS

Circumstances sometimes occur which make it necessary for a Delta High School student to seek course credit toward graduation by correspondence or from another institution. The following policy shall therefore apply:

1. Students desiring to complete courses by correspondence or by attending another secondary or post-secondary institution shall first obtain the approval of the assigned counselor.
2. The credits are acceptable only when they are taken from an institution that is fully accredited by the State of Indiana.
3. Proper documentation of the satisfactory completion of courses and credits earned must be submitted to the counselor and/or director of guidance at least two weeks before graduation.

COURSE CHANGES/SELECTION OF CREDITS

**THERE IS A NO “DROP & ADD” POLICY AT DHS.
SCHOLASTIC PROGRAM**

Students have adequate time to plan their programs in the spring and summer prior to the opening of school. Serious thought and careful planning will result in proper course selections. Exceptions to this policy shall be for one of the following:

1. To meet immediate graduation requirements.
2. Schedule conflicts.
3. Extenuating circumstances approved by school administration.

Textbook/Chromebook rental and course fees shall be paid in the fall. Parents will be responsible for any additional textbook/Chromebook rental fees due to any schedule changes. Refunds will only be available upon request. Delta High School shall charge a standard flat fee (\$15) for any course change made after the beginning of a semester. Such a fee shall be multiplied by the number of courses changed and shall be paid in full before the change is made. No schedules shall be changed after the fifth day of a semester.

Withdrawals from courses after five days are recorded as WF's and count as credit attempted by the student. Changes in second semester schedules after the beginning of the semester will be students who require adjusted schedules because of failing grades in the first semester and/or to meet graduation requirements. All students are required to enroll for seven selections per semester for eight semesters.

The school administration reserves the right to make exceptions to the above guidelines relative to unusual circumstances.

CREDITS

It is the responsibility of the student to check with the guidance office periodically to determine credits earned. This is particularly important prior to enrollment for the senior year. (See Graduation Requirements)

GRADE POINT AVERAGING/RANK IN CLASS

Since the secondary record continues to be the single best predictor of academic performance in college, the secondary school has an obligation to prepare such figures in ways that will be fairest and most informative to the institutions to which the high school graduate may be applying. Procedures for determining Grade Point Averages and Rank-in-Class are implemented not for the purpose of encouraging competition, but for the sole purpose of providing a basis for estimating future academic performance. It is for the purpose of facilitating the school-to-college communication process that Delta High School computes grade point averages and rank-in-class.

Students must complete a full semester before they are ranked with their class. No transfer student is figured into the class rank of his or her class at Delta High School until he or she has completed one semester. All grades transferred from other schools to Delta High School will be converted to Delta High School's grading scale/system. Delta High School has no weighted classes, so all classes are transferred with equal weight. A student must have completed two semesters or twelve credits of work at Delta

High School to be considered for valedictorian or salutatorian honors. If a transfer student who has not completed two semesters or twelve credits at Delta has a grade point average equal to or higher than students who would be or are first or second in a class, that transfer student will be recognized at graduation as an outstanding transfer student.

GRADE POINT AVERAGING

Marks in all courses, except those that are listed below, are used in the computation of grade point averages.

- A. Office Aide
- B. Teacher Aide
- C. Study Hall
- D. Resource Room/Study Hall

All grades in courses (except those mentioned above) will be used in GPA computation. This applies to courses that are being retaken or repeated, including courses that were taken for high school credit at the middle school level. A withdrawal from a course without administrative approval will be treated as withdraw/failure.

The numerical value assigned to each mark is listed below:

Mark	Value	Mark	Value	Mark	Value	Mark	Value
A+	12	B+	9	C+	6	D+	3
A	11	B	8	C	5	D	2
A-	10	B-	7	C-	4	D-	1
						F	0

Grade point averages will be calculated after the end of each semester.

RANK-IN-CLASS

All students at a given grade level will be ranked on the basis of the computed grade point averages. Students who have tied in terms of their grade point averages will be assigned equal rank.

Scholarship and other decisions with deadline due dates before the end of the eighth semester will be based upon the most current semester class rank.

The determination of the class Valedictorian and Salutatorian will be at the end of the eighth semester.

Parents and students shall have the right to access their permanent records at any reasonable time upon submission of a written request to a school official. Copies of those records will be available at a reasonable cost.

REPEATING COURSES

Students will be permitted to re-take courses when (1) the student previously failed one or both semesters of the course, (2) the student previously received a grade lower than a C- in the course and is on the academic honors diploma program, or (3) the student is working to improve his/her NCAA eligibility. Anytime a student retakes a course, old and new grades will appear on the student's transcript and will count for purposes of class rank and GPA. Re-taking a course under any other circumstances requires the approval of the principal.

GRADING POLICY

All teachers shall be responsible for consistent evaluation and reporting of student progress. Evaluation procedures will be consistent within grade levels (kindergarten, primary, intermediate, middle school, and high school). In determining a semester grade, equal weight shall be given for each nine-week grade, plus the proportional weight given to the final examination or semester project.

Written reports shall be issued for students enrolled in grades nine-twelve on a nine week and semester basis. The semester grades will be determined by averaging the nine-weeks and final examination/semester project percentage grades and then using the grading scale value assigned to the comparable percentages. High school students will be given a final examination at the end of each semester or the teacher's option of a semester project.

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

A teacher may deviate from the grading policy in specific instances after a parent-teacher conference and with special approval from the principal.

The grading scale is:

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

By policy, eight percent shall be added to the final school grades in courses that are required to meet the standards of outside accrediting agencies, including four-year college dual credit courses and advanced placement courses. The grades reported to the university/college shall not reflect the additional eight percent.

The final semester grade will be an average of the nine weeks grade and a semester final examination or project. The percentage of each of these grades will be discussed by the principal and teachers and provided to the students.

GRADUATION ALTERNATIVE

If a student finds it impossible to complete the requirements for his/her high school diploma the Indiana High School Equivalency Diploma is available to him/her.

The Indiana High School Equivalency Diploma test is administered at test centers throughout Indiana. It will assess five subject areas. The minimum standards for the HSE test are:

1. Passing Score is 500 for each subject area of Reading, Math, Science, Social Studies, and Writing. Writing also requires at least 2 out of 8 points on the essay.
2. Test taker must be at least sixteen (16) years of age and must have completed an exit interview with the principal.
3. Test taker must have resided in Indiana a minimum of thirty (30) days before taking the test.
4. Additional information can be found at www.in.gov/dwd/adulted_hse_testing.htm.

INDEPENDENT STUDY

Any student desiring to do independent study for credit at Delta High School must do the following:

1. Secure a chairperson to supervise the study.
2. The student must submit a plan of compliance with the curriculum with a grading component that will be approved by the supervising teacher, department head, and principal.

The independent study must be in an advanced area of study, not an approved course at Delta High School.

GRADUATION EXPECTATIONS

Delta High School, its students, staff, and the Delaware Community School Corporation believe that the behavior and appearance of participants should reflect the dignity in which the graduation exercises is intended.

Mission Statement: Graduation ceremonies should be solemn, serious, joyous, and positive celebrations marking the achievement of the graduating seniors, their families, the community, and the school. It is the mission of this committee of seniors, parents of seniors, and staff to ensure that Commencement activities for each graduating class fulfill this vision.

The Basic Premise: Participation in graduating ceremonies is a privilege, not a right. Students who choose to participate in the ceremonies also choose to take responsibility for participating in those ceremonies within the guidelines established by the Senior Advisory Council and expected by the High School Administration and the Delaware Community School Corporation. Seniors and their guests are responsible for not engaging in any behavior, actions, or conditions that endangers, embarrasses, or brings discredit to Delta High School, any school official, any other graduate, any member of the audience, or any person associated with Delta High School or Delaware Community Schools.

GRADUATION REQUIREMENTS

The requirements for graduation from Delta High School are established by the State Commission of Education and the Board of School Trustees of the Delaware Community School Corporation.

Core 40 Diploma (46 total credits)

English	8 credits
Math	6 credits earned in grades 9-12 (Algebra I required)
Science	6 credits (Biology I required)
Social Studies	6 credits
Directed Electives	5 credits (World Language, Fine Arts, College/Career Pathways)
PE	2 credits
Health	1 credit
Speech	1 credit
Personal Finance	1 credit
Fine Arts/Vocational Arts	2 credits

Fine Arts: Courses from Music, Art, Theatre

Vocational Arts: Courses from Agriculture, Business, Engineering-Technology, Family Consumer Science

Elective Credits to equal a total of **46** credits

All students must meet the graduation testing requirements set forth by the state of Indiana.

All students must take a math or quantitative reasoning course each year (2016 and forward)

The credits from Geography-History of the World or World History-Civilization cannot be split

Core 40 – Academic Honors (47 total credits)

All of the above Core 40 requirements plus:

2 additional math credits

6-8 world language credits (3 years of one language or 2 years each of two languages)

2 fine art/vocational art credits: must both come from a fine art area

Elective Credits to equal a total of 47 credits

All grades in required courses must be a C or higher

Cumulative GPA must be B average (8.0)

Complete one of the following:

- A. 4 AP credits and take corresponding AP exams
- B. 6 verifiable transcribed college credits in dual credit courses from priority list
- C. 2 AP credits with AP exams and 3 verifiable transcribed college credits
- D. Through 1/23/16 tests: SAT score of 1750 (Rdg + Math + Writing) with a minimum score of 530 each
- E. Beginning 3/5/2016 and beyond tests: SAT score of 1250 (EBRW + M) with a minimum score of 590 on the Evidenced Based Reading/Writing and a 560 on the Math.
- F. ACT composite score of 26 and completion of the writing section

Core 40 – Technical Honors (47 total credits)

All of the above Core 40 requirements plus:

Elective Credits to equal a total of 47 credits

All grades in required courses must be a C or higher

Cumulative GPA must be B average (8.0)

Earn 6 high school credits in a state-approved College & Career pathway AND one of the following:

- 1. Pathway designated industry-based certification or credential
- 2. Pathway dual credits from priority list resulting in 6 transcribed college credits

Complete one of the following:

- A. Any one of the options A – F of the Core 40 with Academic Honors
- B. WorkKeys minimum scores: Workplace Documents – Level 6, Applied Math – Level 6, Graphic Literacy – Level 5
- C. Accuplacer minimum scores: Writing – 80, Reading – 90, Math – 75

Indiana Graduation Pathways

Beginning with the Class of 2023, students must meet the following diploma requirements as outlined by the Indiana Department of Education:

- 1. Earn credits toward a Core 40, Academic Honors, Technical Honors, or General Diploma
- 2. Learn and Demonstrate Employability Skills
 - a. Project-Based Experience
 - b. Service-Based Experience
 - c. Work-Based Experience
- 3. Postsecondary-Ready Competencies: Meet at least one of the following
 - a. Honors Diploma (Academic or Technical)
 - b. SAT (meet Career & College Ready Benchmark set yearly by IDOE)
 - c. ACT (meet Career & College Ready Benchmark set yearly by IDOE)

- d. ASVAB – minimum of 31
- e. Industry Certification (from approved DWD list)
- f. Apprenticeship (federally recognized)
- g. CTE (Career & Technical Education) Concentrator (C average or higher in at least 2 advanced high school courses in a state-approved CTE Pathway)
- h. Dual Credit/AP/IB/Cambridge International/CLEP (C average or higher in 3 courses – 1 of the courses must be in core content area or all three must be part of a CTE Pathway)
- i. Locally Created Pathway (approved by SBOE)
- j. Waiver

Any student who fails to meet the State and school corporation graduation course requirements by no more than two credits may participate in graduation ceremonies provided the student and his/her parent(s) have a conference with a school representative, and agree in writing that the student will make every effort to meet graduation requirements during the ensuing summer. Any student who has fees or obligations due at the close of his/her senior year will not be permitted to participate in graduation exercises.

The school will attempt to notify seniors by registered or certified mail if there is a possibility of their not graduating.

In addition to the required courses and electives offered by the school, the student may also use the following alternatives in completing credits required for graduation (See Correspondence Course/Transfer of Credits):

1. Other Acceptable Courses

- a. Any vocational or vocational-related course approved by the State Board of Vocational and Technical Education.
- b. Any advanced-placement course for which the College Entrance Examination Board (CEEB) has developed a course description and examination.
- c. Any state approved university or college credit. (see the counselors for further details)

2. Correspondence Credit

A student desiring to complete courses by correspondence shall first obtain the approval of Delta High School. Delta High School shall have the option of establishing a maximum number of credits acceptable for meeting graduation requirements, provided that the total shall not exceed four credits. Credits are acceptable from Indiana University or others approved by the Guidance Department.

3. Post-Secondary Credit

Upon approval by the principal, a student may enroll in courses offered by any accredited public or private college or university and have the credits count toward high school graduation. See the counselors for details.

To be graduated from a high school, a student shall attend at least eight semesters in grade 9-12. If at any time a student should have a question about graduation requirements, he/she is advised to contact the guidance office.

4. Dual Credit Courses: Delta High School offers the opportunity for students to earn college credit at the same time they are earning their high school credits. The process for enrollment into the

program requires application to the university, registration into the course and finally tuition payment to the university. The university does not recognize the process completed and will not award credit for the course until the final step (tuition payment) has been completed.

GUIDANCE SERVICES

Delta High School has two guidance counselors. The services offered in the guidance department include personal, social, and career counseling. Students are encouraged to take advantage of these and the other services available to them through the guidance department.

HOMEWORK ASSISTANCE

Rose Hulman Homework Hotline provides help in math, science and engineering. Call 1-877-ASK-ROSE, or go to askrose.org to email or chat with a tutor. Khan Academy offers help in all subject areas online at khanacademy.org.

HONOR ROLL

The honor roll is published at the end of each grading period. There is an all "A" honor and a regular honor roll that is all "A's" and "B's". All grades are counted. These lists will be sent to area newspapers for publication.

GRADUATION CEREMONY POLICY

Delta High School desires for its graduating seniors to experience a rich and meaningful graduation ceremony that provides a fitting tribute to what they have accomplished, the lifelong memories they have created, and the new phase of their lives on which they are embarking. To this end, the School has a long tradition of encouraging meaningful student participation in its graduation ceremonies by having the class's valedictorian, salutatorian, and officers participate as program speakers.

The following policy sets for the guidelines under which student speakers shall participate in Delta High School graduation ceremonies. Any questions concerning this policy should be directed to the Principal.

1. The graduation ceremony program may contains the following speaking parts for students:
 - a. Welcome(Class Officer, 1-2 minutes in length)
 - b. Opening Remarks (Class Officer, 1-2 minutes in length)
 - c. Valedictorian message (Valedictorian, 8-12 minutes in length)
 - d. Salutatorian message (Salutatorian, 8-12 minutes in length)
 - e. Passing of the Flame (Class Officer, 1-2 minutes in length)
 - f. *Memorial/Tribute (students selected by Student Council, 3-5 minutes in length, for years in which a member of the graduating class has passed away)

2. Speaking parts denoted above as being delivered by “Class Officer” shall be filled as determined the Senior Class Officers themselves. The Class Officers are not required to give a Welcome or Opening Remarks. Should the Class Officers determine they do not wish to give either or both a Welcome and/or Opening Remarks, then the Principal shall either have a member of the School’s faculty or administration deliver such speaking part(s) or remove it/them from that year’s graduation ceremony program.
3. Student speakers shall submit their remarks/messages in writing to the Principal at least two (2) weeks prior to graduation ceremony for his review.
4. Delta High School places a high value on student freedom of expression. Accordingly, the Principal shall not engage in improper censorship of the students’ remarks/messages – he/she shall review the remarks/messages only to insure they: (a) are of an appropriate length; (b) contain correct grammar and syntax; and (c) do not contain inappropriate content that is not constitutionally protected, such as speech that:
 - a. creates a substantial threat of disruption to the ceremony;
 - b. incites imminent lawless action or a breach of the peace
 - c. threatens violence;
 - d. contains false statements of fact
 - e. is obscene, vulgar, lewd, indecent, or plainly offensive;
 - f. promotes illegal conduct; or
 - g. is inconsistent with the school’s legitimate educational interests.

If a student speaker believes the principal has improperly censored his/her remarks/message in contravention of this policy, the student should immediately bring his/her concerns to the attention of the Corporation Superintendent.

INCOMPLETE GRADE POLICY

When extenuating circumstances prevent completion of course requirements by the end of the semester, students may request an incomplete grade from the instructor. After meeting with the student, parents, the instructor and his or her counselor a decision will be made by the principal given the information presented. If approved, the grade of “I” is recorded and the student is responsible for completing the assignments/test in the timeframe that is in accordance with the information given during the meeting. It is strongly encouraged that the coursework be completed within two weeks.

If the work is completed on time, a grade change will be made by the teacher and communicated to the counselor who will make necessary change on the student’s transcript. If agreed-upon work is not completed by the dateline, the “I” grade will be changed on the transcript to reflect the grade he or she would have earned.

LATE STUDENT ENROLLMENT

Students enrolling late will be expected to pay book rental fees which will cover all the cost of any consumable and lab fees, plus textbook/Chromebook rental which will be pro-rated by the number of days a student was not enrolled. If the student enrolls in the first semester, he/she will pay 100% of second semester costs.

MUNCIE AREA CAREER CENTER

The purpose of the Career Center is to provide practical occupational training for high school students and adults to meet the needs of modern society and individuals working within that society. Training programs are designed to develop skills, work habits, attitudes, and understandings found in the world of work in preparation for entering employment and training or re-training for advancement within an occupational area.

For additional information, contact the Guidance Office. Students may earn dual credit through their MACC Program.

RECORDS AND TRANSCRIPTS

Any student who has an address or telephone number change should notify the school office of such change. A permanent record of the course taken by each student, the grades received, the student's attendance record and scores on special tests are kept in the office complex. A student may obtain his grade point average and class rank from his guidance counselor. When a student transfers to another school or applies for admission to college, the office will forward a transcript of this record. To obtain a transcript of a student's grades for any reason, a parent or guardian must sign a grade release form.

NOTE: A 24-hour notice is required for records and transcripts.

RECRUITING

Students wishing to meet with college, vocational school, or armed service recruiters who come into the school are to do so only after clearing their absences with the appropriate teacher. Such appointments should be scheduled in advance and through the guidance department.

REPORT CARDS

The school year is divided into two semesters. Each semester two grade reports will be given. Note: All grades will stand as recorded three weeks after the semester ends.

WITHDRAWING FROM SCHOOL

Any student who is anticipating withdrawing from school should contact the Guidance Secretary. At that time, the student will be given a Withdraw Form that describes the procedures necessary to properly withdraw from attendance at Delta High School.

If a student is withdrawing from school for a reason other than transferring to another school corporation and the student is not emancipated, the parents/guardians of the student shall be contacted by the school to inform them of their student's request to withdraw from school and his/her stated reason for withdrawal.

When a student withdraws from school textbook/Chromebook rental refunds will be pro-rated by the number of days a student has been enrolled. No refunds will be issued for lab fees or consumables (workbooks, folders, etc.) that have been issued. For more information, please refer to Policy C600 Withdrawal from School.

Student Activities

NATIONAL HONOR SOCIETY

Membership in National Honor Society is achieved only through application. Before applying to join NHS, a student must have achieved excellence in four areas: Scholarship, Leadership, Service, and Character. In regard to membership selection, National guidelines specify that:

1. Students must apply for membership in NHS. Membership is granted only to those students who apply and are approved by Faculty Council.
2. Selection process must be public information available to parents and students upon request.
3. Candidates must have a cumulative scholastic average of at least 9.5 (on a 12.0 scale) or the equivalent standard of excellence for the individual school. "Candidates shall then be evaluated on the basis of service, leadership, and character. Additional academic requirements for admission to the National Honor Society at Delta are established under the bylaws of the local chapter of the National Honor Society."
4. Candidates are also evaluated based on academic course work taken with points awards for the following courses: English Honors; Foreign Language, PLTW, Math (above Algebra I), Chem1, Chem2, Bio2, Physics, Anatomy & Physiology, & ALL dual credit courses.
5. "Selection of members to the chapter shall be by a majority vote of the Faculty Council." All faculty members may, however, be asked to assist in the initial evaluation process where discipline and classroom conduct will be considered.
6. Membership is open to qualified juniors and seniors in the fall and to sophomores and juniors in the spring.

* For further information concerning Delta NHS membership process please refer to the full copy of the NHS bylaws available on the DHS website or contact the school.

CLUBS AND ORGANIZATIONS

Delta High School is proud of its school and activities offered during the school year. The following is a list of activities available to students at DHS:

Academic Competition Teams Best Buddies

Delta Troupers
Intramurals
Student Council

FFA
National Honor Society

SOCIAL FUNCTIONS

Delta High School social affairs and class organizations are under the general direction and advice of the faculty sponsor and the principal. These functions are to be approved by the signature of the sponsor and the principal. Social functions, as far as it is possible, should be arranged so they will not interfere with the regularly scheduled school program.

Students attending after school activities, practices, social events, etc. are to have their parents/guardians pick them up immediately after the end of that event or when the bus returns to Delta. Students wanting to use the telephone to call their parents may use the telephones located in the main gym entrance of the building. Students are to remain at this entrance until their parents arrive for them.

DANCES

1. School sponsored dances are permitted at Delta High School if the following conditions are met:
2. Approval by the sponsor/s of the organization or club
3. Approval by the principal/assistant principal
4. Proper supervision during the event
5. Students will not be allowed to leave and re-enter the dance
6. Adherence to all rules and regulations governing school activities
7. Students must present a current student I.D. in order to be admitted to the dance.
8. The administration reserves the right to exclude non-students of Delta High School from the dance.

Students attending dances must meet the following requirements:

1. Student/guest must be attending school or a graduate.
2. Student/guest must be in good standing with the school they attend.
3. Guest may not be 21 years of age or older.
4. ~~Appropriate formal dress must be worn to formal dances such as the Senior Ball and Prom.~~
5. Students attending dances must be in school from 9:30 AM through the end of the school day the day of the dance, and from 9:30 AM through the end of the school day on Friday before a Saturday dance. Exceptions to this rule must be approved by the Principal or his designee.

ELECTIONS

The Student Council conducts all elections of student body president and class officers. The election of the student body president will take place prior to May 15. The election of class officers and student council representatives for the coming year in grades 9, 10, 11 and 12 will be held prior to May 15. Any student who is eligible to campaign for elections must pass five full credit subjects and follow the procedures for campaigning.

SENIOR CLASS FUND

The balance of money in the senior class fund should be used prior to or immediately after graduation so as not to burden subsequent extra-curricular treasurers with accounting for a dormant fund.

If there then still remains a balance, the class shall authorize the High School Principal to expend the money for a worthy purpose to benefit the student body.

ATHLETIC INFORMATION

THE ADMINISTRATION OF INTER-SCHOLASTIC ATHLETICS

PHILOSOPHY

The athletic program at Delta High School is a part of the entire school program and can assist in the development of good school spirit and morale. We will endeavor to develop an attitude of good sportsmanship, and at the same time instill a winning attitude while emphasizing that winning at any cost is not worthwhile. The health and wellbeing of our athletes is of greater importance than the winning of one contest.

BUILDING FOUNDATIONS

We will also emphasize our "Building Foundations" program through each sport. Athletics can play an important part in the growth of the athlete in the following areas of character: perseverance, respect, responsibility, integrity, commitment, and self-control. We will strive to use the athletic experiences to teach our athletes about the importance of growing as a total person in all areas of their lives.

OBJECTIVES

We shall provide, when and where feasible, competitive contests in the following sports: baseball, basketball (boys and girls), cheerleading, cross-country (boys and girls), football, golf (boys and girls), gymnastics, soccer (boys and girls), softball, swimming (boys and girls), tennis (boys and girls), track (boys and girls), volleyball, and wrestling. We consider all sports to be of value and will not view our program nor refer to any sport as being "minor" or "major."

All coaches shall attempt to develop the character of students.

We will in every way support the IHSAA and the rules set forth by our state association.

STAFF RESPONSIBILITIES

PRINCIPAL

1. Under the constitution of the IHSAA, the Principal has the ultimate authority in all aspects of the athletic program.

ATHLETIC DIRECTOR

1. File all forms and data from the IHSAA
2. Send contracts to opposing schools
3. Hire all game officials and secure pay for said officials
4. Assign workers for all athletic events and secure pay for said workers
5. Arrange transportation for athletic events
6. Assist coaches in scheduling gymnasiums and athletic fields
7. Assist coaches in determining the eligibility of all high school athletes
8. Assist coaches, upon request, with any matters concerning athletes
9. Prepare agenda for seasonal coaches' meeting

COACHES

1. Prior to start of season, prepare and turn in team rules for approval by Athletic Director
2. Establish requirements for awards in each sport (To be approved by Principal and Athletic Director)
3. Ensure all physical forms, parent permission slips, and other required documents are turned in before athlete practices
4. Assist Athletic Director in determining the eligibility of athletes
5. Enforce established training rules of individual coaches
6. Secure first aid for an injured player, or for serious injury, ensure that the athlete receives proper medical attention
7. Turn in monthly practice schedules at least one week in advance
8. Assist Athletic Director in scheduling gymnasiums and athletic fields
9. Report items to be discussed at seasonal meetings
10. Work closely with Athletic Director in purchasing equipment
11. Collect all monies from athletes (prior to purchase) if purchase is made through the school
12. Prepare list of award winners
13. Discuss additional awards or recognition with administration
14. Assist in preparation of athletic recognition nights
15. Prepare inventory and list of needs for following year at conclusion of season
16. Develop good intra-staff relationships
17. Recommend possible changes that will benefit our athletic program
18. Assist Athletic Department in maintaining the security of the athletic locker rooms. The boys' varsity locker room will be locked during school hours. No students will be permitted in the boys' varsity locker room during school hours without the permission of the chairman of the Physical Education Department or the Athletic Director.

PRINTED MATERIAL TO ATHLETES

Any printed material given to athletes should be supplied to the Athletic Director's office before its distribution.

EXPECTATIONS OF ATHLETES AT DELTA HIGH SCHOOL

We believe that student participation in high school athletics is a privilege that should be open to all students, and that it also carries varying degrees of honor and responsibilities. We do not believe athletes should be given special privileges or special treatment. We believe that all athletes represent our high school and student body, and as such a representative it is the duty of the athlete to conduct him/herself at school and in the community in a manner that will reflect credit to the athlete, Delta High School, our coaching staff, the student body and our community.

GENERAL RULES FOR DELTA ATHLETES

1. All athletes must meet IHSA minimum requirements.
2. All athletes must meet the minimum requirements set up in the Delta High School Handbook.
3. Each coach is to submit a copy of his/her training rules to the Athletic Director prior to the start of the season. If a coaching assignment has not been made by the end of the school year for the next school year, this list of training rules should be submitted immediately after assignment is made. This written list of training rules is to be given to each athlete on the first day of practice (before if possible), and a copy should be sent for parent/guardian review. A place for student and parent/guardian signature is to be provided. The return of this signed form thus acknowledges the fact that the athlete and parent(s)/guardian have been made aware of the training rules. Coaches should have this form returned before the first contact and retained by the coach throughout the season.
4. No smoking or tobacco use, including vaping.
5. No drugs. Refer to athletic policy for consequences.
6. No drinking of alcoholic beverages. Refer to athletic policy for consequences.
7. All students suspended from school (either in or out of school) are also suspended from all athletic practice and participation. They may or may not return to their previous status on the team based upon the nature of the infraction or a collaborative decision made by the coach, Athletic Director, and Principal.
8. All students in intensive supervised study (ISS) are not permitted to participate in extracurricular practice, contests, or performances until the conclusion of their final day of assignment to intensive supervised study.
9. All athletes represent Delta High School at school or out of school, in season or out of season. Any action that an athlete may take that causes dishonor to Delta High School will be presented to the Delta High School Athletic Council (DHSAC) to establish penalties that are necessary to maintain a quality athletic program. It is impossible to list all infractions that might be presented to the DHSAC. Any athlete that has been disciplined will serve as a precedent to all other cases that are similar in nature in order to assure consistency in the distribution of discipline. Prior to

participating in athletics, athletes are to know that they will be held accountable for their actions in school and in season as well as out of school and out of season.

ELIGIBILITY

Eligibility rules are available in the Athletic Director's office. Athletes need to be familiar with these rules.

INDIVIDUAL ELIGIBILITY RULES IHSAA

To be eligible to represent the school in interscholastic athletics a student:

1. Must be a bona fide student in good standing in the school represented; must have enrolled no later than the fifteenth day of the current semester.
2. Must have completed ten (10) separate days of organized practice in said sport under the supervision of the high school coaching staff preceding date of participation in interschool contests.
3. Must have received passing grades in at least five full subjects or the equivalent during the last grading period. Semester grades shall take precedence at the end of the semester. The student must be currently enrolled in at least five full credit subjects or the equivalent.
4. Must not have reached a twentieth birthday prior to or on the scheduled date of the IHSAA state finals in a sport.
5. Must have been enrolled in the present high school last semester or at a junior high school from which the high school receives its students.
 - Unless the student is entering the ninth grade for the first time.
 - Unless the student is transferring from a school district or territory with a corresponding bona fide move on the part of the parent.
 - Unless the student is a ward of the court; is an orphan, resides with a parent, the former school closed, the former school is not accredited by the state accrediting agency in the state where the school is located, the transfer was pursuant to school board mandate, the student attended in error the wrong school, the student transferred from a correctional school, is emancipated, is a foreign exchange student under an approved Ciset program. The student must have been eligible from the school from which he/she transferred.
6. Must not have been enrolled in more than eight consecutive semesters beginning with grade nine.
7. Must be an amateur (have not participate under an assumed name, have not accepted money or merchandise directly or indirectly for an athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract.)
8. Must have had a physical examination between May 1 and the first practice and filed with the Principal a completed Consent and Release Certificate.

9. Must not have transferred from one school to another for athletic reasons as a result of undue influence or persuasion by any person or group.
10. Must not have received any award not approved by the Principal or the IHSAA in recognition of athletic ability.
11. Must not accept awards in the form of merchandise, meals, cash, etc.
12. Must not participate in any athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than the school team. (See rule 15-1a) (Exception rule 15-1b)
13. Must not reflect discredit upon the school nor create a disruptive influence on the discipline, good order, moral or educational environment in the school.
14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete. Graduates should refer to college rules and regulations before participating.
15. Must not participate with students enrolled below grade nine.
16. Must, if absent five or more days due to illness or injury, present to the Principal a written verification from a physician licensed to practice medicine, stating that he/she may participate again.
17. Must not participate in camps, clinics, or schools during an IHSAA authorized contest season. Consult the Principal for regulations concerning your eligibility.
18. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girl's tournament entrant.

This is a summary of the rules. Should you have any other questions concerning eligibility or athletic qualifications, please contact the Delta High School Athletic Director.

SCHOLARSHIP

A. Rule 18 – Scholarship

1. (18-1) Requires a student to be passing in five full credit subjects or the equivalent in the previous grading period (semester grades take precedence over nine-week grades).
2. (18-1) Requires a student to be currently enrolled in five full credit subjects or the equivalent.
3. (18-1) Permits two semesters of state required physical education to be counted as a full credit subject for athletic eligibility purposes, even though a full credit is not granted by the Department of Education.
4. Eligibility for the first grading period of each school year shall be established as follows:
 - a. Student must have passed five full credit subjects or the equivalent at the end of the second semester of the previous school year.
 - b. Student must be enrolled in at least five full credit subjects or the equivalent for the first grading period of the current school year.

Semester grades take precedence over nine-week grades. The grading period ends (for eligibility purposes) five school days following the last day of the grading period.

At the end of each grading period, grades are to be taken to the coach by each athlete for recording. If students are not in a sport that particular season, the athlete's grades will be recorded in the Athletic Director's office. Students have the responsibility of ensuring that grades are recorded by the coach or the Athletic Director.

PHYSICAL EXAMS

Physical exams and required IHSAA Concussion paperwork must always be completed before an athlete is allowed to practice. The IHSAA requires that a completed physical form be on file. Rosters shall be submitted by each head coach at the beginning of each season and at least one week before the first scheduled contest in order for the Athletic Office to verify eligibility. We must work together to ensure that all requirements are met before any athlete participates. For questions as to whether physical forms are complete, check the up-to-date list of completed physicals in the Athletic Office.

INSURANCE

Medical bills are the responsibility of the parent/guardian. Delta High School does not have a specific insurance policy covering students. All athletes should be covered by their family insurance plan. Special attention should be made to the physical form under Part 11. If the parent signs that section and checks the appropriate type of insurance coverage, they can assume all responsibility if an injury occurs. If the parent fails to sign that section, the athlete is then ineligible to participate in the athletic program at Delta High School.

DRUG, ALCOHOL, AND TOBACCO POLICY

Any athlete/cheerleader/manager who uses/abuses, possesses, or transmits drugs, alcohol, or tobacco products or any other drug, whether in season or out of season or on school grounds or off school grounds, will be assessed the following penalties in addition to any ordinary school disciplinary punishments:

First Offense:

The athlete will be suspended by the coach for 25 percent of the season. The athlete will be allowed to practice with the team during the suspension. This offense will remain on record during the athlete's career at Delta High School or until such time that a second offense occurs.

Second Offense:

The athlete will be suspended by the coach for the entire season and will not be allowed to practice with the team. In cooperation with every head coach at Delta High School, the athlete will be suspended for a total of 365 days from all sports in which the athlete wishes to participate. After the athlete has served this 365-day suspension period, if he/she has remaining eligibility, he/she will be reinstated with full athletic privileges.

Third Offense:

An athlete found in violation of a third offense will lose athletic privileges for the remainder of his/her high school career.

DELTA HIGH SCHOOL ATHLETIC COUNCIL:

These rules shall be enforced uniformly by the Delta High School Athletic Council (DHSAC), which shall consist of all varsity athletic coaches at Delta High School with the Athletic Director acting as chairman, as well as an administrator or his designee and a non-coaching teacher. It shall act as the hearing committee for any appeals.

For first offenses, the athlete may attend, along with his/her custodial parent(s), and is entitled to receive a written or oral statement of charges, a summary of the evidence, and an opportunity to explain his/her conduct. The DHSAC shall deliberate and propose findings to the Principal. The Principal shall notify the athlete in writing of the findings.

For a second and third offense, the athlete may request a formal hearing. Such request must be in writing to the Athletic Director within seven calendar days of notice to the athlete by the coach of his/her suspension.

For the purposes of conducting hearings, the presence of the Athletic Director and at least four other members of the DHSAC shall constitute a forum. All varsity coaches shall be notified of the date and time of any hearing prior to the hearing.

The use by an athlete of drugs prescribed by a licensed physician will not be considered a violation.

The rules and policies set forth shall take effect on the 16th day of January 1995 and shall not be applied retroactively.

CHEERLEADERS

Cheerleaders will follow the same guidelines set forth for all Delta High School Athletes. Exceptions to those guidelines are:

1. Cheerleaders will be allowed to participate in another sport while they are members of a squad.
2. The length of season for members of the cheerleading squad will constitute one full calendar year.
3. One athletic award may be earned by a student for participating on a cheerleading squad.
4. Cheerleaders will be admitted free to all home and away athletic contests at which they are participating.

BEGINNING DATES

All practice times will comply with IHSAA guidelines as to starting and ending dates.

ATHLETIC PRACTICES

Practices may start with the dismissal of school. On special days throughout the year when students are not in school and teachers are given released time, practices may be held at a different time only if pre-arrangements are made through the Athletic Director. Regular practice times should be utilized in most cases. The Athletic Director will prepare a gym usage schedule for the months of October, November, December, January, February, and March. There will be no practice or performance of any kind on Sunday (IHSA Rule). Coaches are to notify, in advance, an administrator if they plan to practice on Saturday or any holiday. Practice is defined as “calling any group together for any purpose.”

No students are permitted to participate in an organized practice at any time unless the sponsor or coach is present. An organized practice is defined as one initiated by the sponsor or the coach.

In order for an athlete to participate in a practice or contest, the athlete must be present at school from 9:30 AM through the end of the school day. Exceptions to this rule must be approved by the Principal or his designee.

PRACTICE PROCEDURE

An in-season practice session takes precedence over an out-of-session practice session, unless the in-season coach agrees to a different arrangement.

ATHLETES' PARTICIPATION

Athletes are encouraged to practice and participate in the sport that is in season. For participation, the end of the season will be defined as the last day the varsity team of that sport competes. Athletes beginning a sports season may not be released to practice with another sport of the same season until the current season has been completed unless both coaches agree to that release.

Athletes must turn in all equipment and complete all financial obligations before they will be released to participate in another sport.

Athletes should never be permitted to start another sport just beginning until they complete the current sport in season.

EMERGENCY PRACTICES AND PARTICIPATION

(Due to weather conditions)

When not in school, practice or athletic contests may be conducted if weather conditions improve later in the day. Practice must be on a voluntary basis for students on days when school has been canceled.

INJURED ATHLETES

When an athlete is sent to the doctor as a result of an injury, an accident report is to be filed. The athletic trainer or school nurse has these forms. File all three copies of this accident report no later than the next school day with the main office. Football players may be referred to family practice physicians; however, the form should be completed. The IHSAA requires that an injury report be completed any time an athlete is seen by a medical facility off school grounds or an athlete is caused to miss three days of practice.

EQUIPMENT

This is a very expensive part of our athletic program. An athlete will be expected to pay for equipment he/she might lose/break as an individual or a team. Each individual must be responsible for his/her own equipment.

DRESSING ROOM USE

The easiest workable solution to unauthorized people being in the dressing rooms is the locking of doors. At the end of the school day, physical education teachers should lock any station or dressing room facility that they have been using. Coaches are to see that dressing room facilities are locked while practices are in session. Upon completion of practices, a coach is to supervise the dressing area and lock up after all athletes have finished. The coach should never leave the building until all athletes he/she is in charge of have left the building.

Only athletes practicing or participating in games or meets are to be in dressing rooms after normal school hours. Those not in a sport in season and not under the direct supervision of a coach should be referred to the Athletic Director. Athletes are not to be in the coach's office without a direct invitation or order from a member of the coaching staff. Students awaiting transportation must wait in the foyer off the main entrance to the gym once practice is over and the dressing rooms are secured.

Athletic lockers are to be used by athletes only. Other students should not use athletic lockers.

ENTERING AND LEAVING THE BUILDING

Do not enter the building on Saturdays or any day school has not been in session until the coach is present. Those using the gymnasium locker rooms should enter through the doors east of the gym. Those using the dressing room facilities in the pool area should enter the building through the pool doors. Always leave the building as soon as possible after practice, games, and meets.

WEARING SHOES

Athletes participating in outdoor sports are to remove dirty/muddy shoes before entering the building. All spikes are to be removed before entering the building.

WEIGHT ROOM POLICIES

Athletes should always be supervised by an authorized coach in the weight room.

PHONE

When a definite finish time cannot be predetermined, it will be necessary for athletes to call after games and practice for rides home. Each coach should make the nearest school phone available for these purposes.

TRANSPORTATION OF ATHLETES

The Athletic Department will be responsible for transportation of students to and from athletic contests. This transportation of athletes will be under the direct supervision of coaches involved. Transportation will be by appropriate school vehicle whenever possible.

Students will be allowed to return home after an athletic contest with a parent or other responsible adult only after that adult has received permission by the coach involved. Liability at this time will be assumed by the adult responsible.

Students will not be permitted to drive to athletic contests without prior approval of the Athletic Director.

STUDENT MANAGERS

Student managers affect the total athletic program. Athletes and coaches should constantly be looking for good student managers. Managers are capable of earning awards similar to athletes, so appropriate duties should be assigned and each manager should be expected to earn his/her award.

Managers also earn the privilege to purchase an athletic jacket, which will specify "MGR". Athletes who also serve as managers may trade the letter with MGR on it for a plain letter once they have earned the required athletic points.

ADMISSION OF STUDENT ATHLETES TO IHSAA STATE TOURNAMENT SERIES

Senior athletes (participation for a minimum of two years in a particular sport) will be reimbursed for attending any one level of the State Tournament Series in the sport in which they have participated. To obtain reimbursement, the student should present the paid ticket stub to the Athletic Department.

PROCEDURE FOR DISMISSAL OF ATHLETES

The suspension of an athlete should be a step that should precede any dismissal of an athlete. When a problem exists with an athlete, the coach should present the problem to the athlete. Whenever possible, this should be done on a one-to-one situation.

1. The coach should have a conference with athlete for:
 - a. Discussion of the problem and solutions
 - b. Length of suspension (if required)
2. When an incident is involved, the coach's conference with an athlete shall be held the following school day or as soon as possible dependent upon immediate circumstances. If suspension results from this conference, the coach should make note of the discussion and relay this information to the head coach (in the case of a JV or freshman athlete) and to the Athletic Director in all situations.
3. The parent(s)/guardian should then be notified of the conference and suspension. If the problem continues or is not solved by suspension, conference, etc., the following procedure should be followed:
 - a. The coach should call a conference with the athlete, parent(s)/guardian, and Athletic Director. The purpose of this meeting will be to inform all parties of the problem that exists and to reach an understanding of expected future behavior if the athlete is to remain a member of the team.
 - b. If the problem proves to be one that cannot be resolved, the coach shall notify the athlete and parent(s)/guardian in writing of the dismissal.
 - c. A parent(s)/guardian request for a meeting with the coach should be granted only after the Athletic Director, Principal, and coach have been consulted regarding the problem.

PEP SESSIONS

Out of respect for fellow coaches and athletes and to help promote school spirit, all coaches and athletes are expected to attend all school pep sessions.

AWARDS AND TRAINING RULES

Criteria for awarding letters/athletic points to athletes must be on file in the Athletic Director's office. These written criteria are the responsibility of the head coach in each sport for all levels (Varsity, Reserve, and freshmen). These criteria should be made available to each athlete at the beginning of

each season. Each athlete should receive two copies of the criteria to earn an award and the training rules and policies—one copy to keep and one copy to be signed by parent and athlete and returned to the coach before the first season contest. In order to receive any athletic award, athletic points, or team awards, an athlete must complete the season in good standing. To finish in good standing means to end the season (after the team has been eliminated from the post season tournament) as a member of the team eligible to participate in an athletic contest.

POINT DISTRIBUTION

Athletes:

Varsity—100 points

Reserve — 50 points

Freshmen — 50 points

Managers:

Varsity—100 points

Reserve — 50 points

Freshmen — 50 points

Managers Limitation:

Freshmen and sophomores can only earn 50 points per sport.

AWARD STRUCTURE

1. Each head coach will set up his own criteria for awarding letters/athletic points and have it on record with the Athletic Director.
2. Each athlete will receive the highest award earned per year (only one award per year).
3. Awards will be presented as soon as possible after the season is completed. The official presentation of the award will be made with due recognition at an honors program.
4. If by injury or sickness an athlete is unable to participate in a sport in which he/she has won a varsity letter, upon receipt of a written letter from the doctor that has prescribed the inactivity, the athlete may receive due recognition.

AWARDS

Numerals – after first sport student participates in

Sport Pins – after each sport participated in (symbol of that sport)

Letter – after the first varsity award

Jacket – after the first varsity award

Chevron – each varsity letter after the first

Certificate – any reserve or freshman award, after 1st and 2nd varsity awards

Plaque – after 3 varsity awards in the same sport

Trophy – after 4 varsity awards in the same sport

Blanket – after 10th varsity award is earned

Lifetime Pass – after 12th varsity award is earned

CAMPS AND CLINICS

It is absolutely necessary that any of our athletes who will be attending any camps or clinics follow the rules as outlined by the IHSAA. Standards that apply to programs and participants fall into three categories: during authorized contest season, during school year out-of-season, and summer.

COLLEGE RECRUITING

The head coach in each sport will be responsible for contacts made between college recruiters and student athletes.

The Athletic Director shall be notified by the head coach regarding any student who is being actively recruited. Mail addressed to the student and pertaining to college information should be forwarded immediately to said student. Mail addressed in care of a head coach that involves a student and pertains to college information should be opened by the head coach and dispensed at his discretion, while keeping in mind the best interest of the student.

NCAA BYLAW 14.3

This regulation is for NCAA Division I athletic scholarships or those who plan to participate in any Division I athletic program as a non-scholarship athlete (walk-on). This rule took effect August 1, 1986 and has been revised several times. All athletes in the high school class of 1986 or younger come under this rule.

The rule has basic requirements that must be met:

1. The athlete must graduate from high school.
2. Athletes must achieve a minimum combined score of 820 on the SAT verbal and math sections or a minimum summed score of 68 on the ACT.
3. The athlete must achieve a 2.0 GPA on a 4.0 scale in a core curriculum of at least thirteen academic courses. These courses must fall in the following areas:
 - a. English—four units required (four full years or eight semesters of course work in grammar, non-remedial vocabulary development, composition, literature, analytical reading, or oral communication)
 - b. Mathematics—two units required (two full years or four semesters of course work in mathematics, geometry, algebra, trigonometry, statistics, or calculus)

- c. Social Studies—two units required (two full years or four semesters of course work in history, social studies, economics, geography, psychology, sociology, government, political science, or anthropology)
 - d. Natural/Physical Sciences—two units required (two full years or four semesters of biology, chemistry, physics, environmental science, physical science or earth science; one full year of science must be a lab science course offering)
 - e. Additional Academic Course work in Other Areas—two units required (English, math, social science, natural/physical science, foreign language, computer science, comparative and/or no doctrinal religion, or philosophy)
 - f. Additional Courses—one unit required (one full year or two semesters in English, math or natural/physical science)
4. Vocational, personal service, remedial, special education or compensatory courses do not fulfill core course requirements.
 5. An athlete who does not meet these requirements may still receive financial aid if the athlete has an overall GPA of 2.0 or higher on a 4.0 scale, but that athlete is ineligible for practice and competition his/her freshman year and will forfeit one of the four permitted seasons of competition.
 6. A GPA of 2.0 and SAT of 820 (or ACT of 68) are minimums only and the athlete would NOT qualify at both minimums. For actual GPA and test score sliding scale combinations, see the Guidance Department.
 7. Student athletes not meeting these requirements come under the classification of “Proposition 48.” For further information on Prop 48, contact either the Athletic or Guidance Departments.
 8. Student athletes planning to participate in college athletics are required to register with the NCAA Clearinghouse. This registration process should begin by fall of the senior year to avoid the backlog at the Clearinghouse. For registration forms or further information, contact the Guidance Department.

PROBLEMS

If students have any problems concerning athletics, they should feel free to discuss them with the coach or the Athletic Director.

WHERE TO FIND HELP OR SOLUTIONS

Absences	Main Office
Athletics	Athletic Director
Building Maintenance	Maintenance Room
Career Information	Guidance Office
Change of Address	Main Office
Class Rings, Cap & Gown, Graduation	Main Office
College Information	Guidance Office
Early Graduation	Guidance Office
Financial Aid to College	Guidance Office
First Aid	Nurse's Office
Graduation Requirements	Guidance Office
Insurance-School	Nurse's Office
Insurance - Athletic	Athletic Director
Leave Building	Main Office
Lockers	Main Office
Lost and Found	Main Office
Scholarships	Guidance Office
Tardiness	Main Office
Transcripts	Guidance Office