

Table of Contents

General Information	4
EQUAL EDUCATIONAL OPPORTUNITY	4
DCHS MISSION STATEMENT	5
DCHS VISION STATEMENT	5
DRUG-FREE SCHOOLS	5
CHILDREN’S INTERNET PROTECTION ACT(CIPA)	5
SPECIAL EDUCATION	6
ENGLISH LEARNERS	6
STUDENT GENERAL INFORMATION	7
SCHOOL HOURS: 8:00 AM – 3:15 PM	7
BOOK RENTAL	7
COMMONS AND LUNCH PERIOD	8
CHANGE OF ADDRESS, PHONE NUMBER, or E MAIL	8
COMMENCEMENT PARTICIPATION	9
DANCES	9
EMANCIPATED STUDENTS	9
EXTRA-CURRICULAR ACTIVITIES	9
FIELD TRIPS – permission slip	9
FIRE DRILL INSTRUCTIONS	10
LOCKER INFORMATION	10
LOST AND FOUND	11
MAKE-UP WORK FOR ABSENCES	11
LIBRARY MEDIA CENTER	11
NEWSPAPER	11
NON-DISCRIMINATION IN EDUCATION GRIEVANCE	12
NURSE and HEALTH SERVICES	12
P.E. INFORMATION	15
PARENT INVOLVEMENT	16
PROCEDURES	17
PROM AND SEMI-FORMAL	17
REASONABLE AFFECTION	18
RELEASE OF STUDENT DIRECTORY INFORMATION	18
SIGNS	18

STUDENT ASSISTANTS (Grades 11 and 12 only)	18
STUDENT GRIEVANCE	18
STUDENT IDENTIFICATION CARDS	19
STUDENT RECORDS	19
STUDENT VALUABLES	20
TEACHER QUALIFICATIONS	20
TORNADO DRILL INSTRUCTIONS	20
TRANSPORTATION HOME DUE TO ILLNESS	20
TYLENOL	20
VENDING MACHINES	20
VISITORS	21
WITHDRAWAL	21
WORK PERMITS	21
GUIDANCE DEPARTMENT AND ACADEMIC INFORMATION	22
ACADEMIC AWARDS	22
FINAL EXAMINATION POLICY	23
GRADING SYSTEM	23
GRADUATION REQUIREMENTS	24
HOMEWORK ASSIGNMENTS	24
HONOR ROLL	24
IDENTIFICATION/PLACEMENT FOR MA/AP CLASSES	24
INCOMPLETE GRADES	24
INSPECTION OF INSTRUCTIONAL MATERIALS	25
PERMANENT RECORDS AND TRANSCRIPTS	25
REPORT CARDS	25
SCHEDULING	25
STUDENT SCHEDULE CHANGES	26
TEACHER-STUDENT-PARENT CONFERENCE	26
TESTING PROGRAM	26
VALEDICTORIAN - SALUTATORIAN SELECTON	27
Class Ranking - Seven Semester Graduates	27
ABSENCE PROCEDURES	28
INDIANA LAW, COMPULSORY ATTENDANCE DUTY OF PARENTS	
29	
ATTENDANCE POLICY	29

SEVEN ABSENCE POLICY	30
ATTENDANCE AND EXTRA-CURRICULAR EVENTS	30
LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY	30
PLANNED ABSENCE	31
TARDINESS	31
TRUANCY -- INDIANA LAW, HABITUAL TRUANT	32
DISCIPLINE POLICY	32
BEHAVIOR CONTRACT	33
BACKPACK POLICY	34
BULLYING	34
BUS RULES	34
CHEATING	35
DETENTION POLICY	37
DISCIPLINE POLICY	37
DRESS CODE	38
DRIVING RULES AND PERMITS	39
DUE PROCESS	41
PERSONAL ELECTRONIC DEVICES	41
EXPULSIONARY OFFENSES	42
FOOD AND DRINK IN THE SCHOOL BUILDING	42
RULES AND REGULATIONS	42
STUDENT ATTENDANCE/CONDUCT - DRIVERS LICENSE	42
Appropriate Use of Technology Resources for Students	46
Using the Internet and Communications Systems	46
Proper and Acceptable Use of All Technology Resources	47
Privacy and Security	48
Online Assessments	48
Vandalism	48
Technology Support Procedures	49
Consequences of Misuse	49
Reliability and Limitation of Liability	49
DRUG TESTING POLICY	50
NO CONFLICT WITH "REASONABLE SUSPICION" POLICIES	50
FINANCIAL RESPONSIBILITY	55
BANNED SUBSTANCES	56

SUBSTANCE ABUSE PROCEDURE CONCERNING EXTRA-CURRICULAR, CO-CURRICULAR ACTIVITIES	57
SUSPENSIONS	59
PROCEDURE FOR EXTRA-CURRICULUAR SUSPENSION	59
PROCEDURE FOR CO-CURRICULUAR SUSPENSION	59
PROCEDURE FOR STUDENT DRIVERS SUSPENSION	60
FOLLOW-UP PROCEDURE FOR SUSPENSION INVOLVING DRUGS, ALCOHOL, OR TOBACCO	60
GANG ACTIVITIES	61
eLEARNING	66
eLearning Policies	66

General Information

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Greg Briles, Superintendent
765-564-2100 ext. 1005

The complaint will be investigated and a response in writing will be given to the concerned person. The Compliance Officer may provide additional information concern access to equal educational opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

DCHS MISSION STATEMENT

The staff of Delphi Community High School, in partnership with our community, provides an educational environment within which students are treated with dignity and respect. We challenge our students with the strong educational goals which will stimulate them to pursue a variety of intellectual, creative, social, technical, and extra-curricular skills.

DCHS VISION STATEMENT

Through continuous improvements and relationships, Delphi Community High School students will be provided the foundation for successful lifelong learning in our local and global communities.

DRUG-FREE SCHOOLS

In accordance with Federal Law, the Delphi Community School Corporation Board of Trustees prohibits the use, possession, concealment, or distribution of drugs by anyone on school grounds, in school or school-approved vehicles, or at any school-related events. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials. The Corporation is concerned about any student who is victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, and how to respond when subjected to cyber bullying.

SPECIAL EDUCATION

The Delphi Community School Corporation Department of Special Education is dedicated to ensuring appropriate services Pre K-12 that meet individual special education students' needs while providing support to families with special needs children. If you are aware of any child suspected of having a disability, regardless of the severity, please contact the Director of Special Education, Mrs. Alisan Clayton, (765) 564-2100 ext. 5005 or the child's school principal for information regarding referral procedures.

ENGLISH LEARNERS

Delphi Community School Corporation provides services to students whose first language is a language other than English. Our English Learner (EL) program provides research-based approaches and best practices to ensure that the needs of our English Learners are met in the areas of speaking, listening, reading, and writing. The EL curriculum parallels the standard curriculum across all content areas, and is not considered to be remedial and/or compensatory in nature.

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined Plyler v. Doe, 457 U.S. 202 (1982).

The purpose of the Home Language Survey (HLS) is to determine the primary or home language of the student. The HLS must be given to all students enrolled in the school district / charter school. The HLS is administered one time, upon initial enrollment, and remains in the student's cumulative file.

Please note that the answers to the survey are student-specific. If a language other than English is recorded for ANY of the survey questions, the W-APT will be administered to determine whether or not the student will qualify for additional English language development support.

EL students will take part in the WIDA assessment annually, and scores will be used to determine each student's individual learning needs. An Individual Learning Plan (ILP) will be developed for each EL student in order to provide him/her with the best possible supports to assist him/her in reaching his/her full academic potential.

As the parent of an English learner student, you and your child both have rights. These include:

- Access – English learner students have the civil right to be taught both English and grade-level content without being segregated from their classmates.
- Notification – Schools are required to provide parents of English learner students with an annual update of their child's English language development progress.
- Choice – Parents have the right to refuse English learner instruction or to choose another method of instruction, such as bilingual education, if it is available.

- Communication – Schools are required to ensure there is meaningful communication with parents, in a language the parents can understand. Parents also have the right to request an interpreter at school meetings and to have school materials translated into a language they can understand.

- Special programs – English learner students have the right to participate in all special programs. This includes advanced courses (e.g., honors, Advanced Placement, International Baccalaureate), talented and gifted programs, and—if a child has special learning needs—special education.

Bilingual (English/Spanish) staff members are available in the following buildings to assist students/staff members/parents/community members:

- Terri Smith, Delphi Community Elementary School/Camden Early Childhood Center (EL Instructional Aide)
- Angela Bieghler, Delphi Community High School (School Counselor)

STUDENT GENERAL INFORMATION

SCHOOL HOURS: 8:00 AM – 3:15 PM

BOOK RENTAL

At the beginning of the each school year, students must pay rental fees, which are a percentage of the cost of the books and technology equipment used in their courses. Charges are also made for workbooks, consumable items, and some course projects.

At the end of the year the issuing teacher collects the books. If a book has had excessive wear, the student is charged an additional fee.

Students may make arrangements to pay for their books and fees on a deferred payment plan. Students who need to do this must make prior arrangements with the High School treasurer.

The Delphi Community School Corporation participates in the textbook assistance program provided by the state legislation. Children from families whose income is at or below certain levels are eligible for textbook assistance. To apply, parents are asked to return the application your child receives on the first day of classes. Upon receipt of the completed application the school will make a preliminary decision concerning eligibility. Parents will be notified of the status via the mail. If upon receipt of this determination, the applicant disagrees with the preliminary decision, the applicant may appeal the decision to the Supt. of Schools.

BOOK RENTAL CHARGES

For students entering during:

First nine weeks 100%

Second nine weeks 75%

Third nine weeks 50%

Fourth nine weeks 25%

BOOK RENTAL REFUNDS

Students transferring out of school may receive book rental refunds as follows:

First nine weeks 75%

Second nine weeks 50%

Third nine weeks 25%

Fourth nine weeks 0%

COMMONS AND LUNCH PERIOD

Each student is assigned one lunch period. Delphi Community High School is considered a closed campus. Students must remain in the commons area during their assigned lunch period. Students are not to loiter in the locker areas during lunchtime.

The mezzanine level is reserved for seniors; any student in grades 9-11 found on the mezzanine at lunchtime will face disciplinary action. All food and drinks must be consumed in the eating area of the commons.

Students must pre-pay for their meals between 7:30 and 8:00. No cash will be accepted in the lunch line. Students eligible for free/reduced lunch will also be eligible for free/reduced breakfast.

Adult breakfast	\$1.85
Student breakfast	\$1.45
Adult lunch	\$3.00
Student lunch	\$2.30
Reduced breakfast	\$.30
Reduced lunch	\$.40
Extra milk	\$.40

CHANGE OF ADDRESS, PHONE NUMBER, or E MAIL

Students should inform the office immediately of any change in home address, telephone number, or parent/guardian email.

COMMENCEMENT PARTICIPATION

Participation in commencement exercises will be limited to seniors who have met the graduation requirements in full and attend graduation practice and Senior Awards night.

DANCES

RULES AND REGULATIONS

1. D.C.H.S. students may bring a guest to dances provided that they secure a guest pass from the Assistant Principal. All guests must be under the age of 21.
2. No middle school students are allowed to attend high school dances.
3. If students leave the dance, they will not be allowed to re-enter.
4. Students must arrive at the dance within ½ hour of the dance beginning to be admitted.
5. Inappropriate displays of affection will not be permitted.
6. Sexually explicit dancing, including but not limited to, “front to back / grinding” will not be permitted.

EMANCIPATED STUDENTS

The policies in this handbook apply to all students regardless of age. Parental responsibilities do not end when a student becomes 18 years old. A student is emancipated after reaching age 18 only upon establishing his or her own residence and self-support and filing approved emancipation papers with a school office. Until such emancipation, parents or guardians are the responsible spokesperson for the student. Any student under age 18 who is not living with a parent must reside in the household of his/her legal guardian. If guardianship is not established, school officials will contact the Carroll County Welfare Department for a review of the situation and recommendations for possible action.

EXTRA-CURRICULAR ACTIVITIES

DCHS offers many extra-curricular activities to full time students. All students are encouraged to participate, however caution in the number of memberships should be exercised, as good membership requires time and dedication.

FIELD TRIPS – permission slip

Students must have a STUDENT FIELD TRIP PERMISSION SLIP on file in the office. At the time of initial registration as a freshman or a new student at DCHS the form must be signed and returned to the office. This form will be kept on file for the remainder of the student’s career. Parents are responsible for any changes to this initial form.

FIELD TRIPS – make-up work

Field trips are not “free days” from the work to be done in classes that are missed due to the field trips.

Student who attend field trips are responsible for asking teacher BEFORE attending the field trip. Teacher may require you to do the work that will be

missed either BEFORE or after attending a field trip - it must be ready the NEXT CLASS DAY AFTER ATTENDING THE FIELD TRIP.

Field trips – non-participation

Students who decide not to participate in an approved field trip are to attend classes as usual or be counted TRUANT. If a teacher informs a student that they may not attend a field trip and a student attends a field trip anyway, the student will be counted TRUANT.

Any student who meets any of the following criteria **will not** be allowed to participate in field trips:

1. Two or more suspensions from school;
2. Three or more assignments to In-School Suspensions;
3. No more than five absences from any class;
4. One or more failing grades on the last nine weeks grading report;

FIRE DRILL INSTRUCTIONS

A fire evacuation plan is posted in each room. Students should study the plans for the rooms, which they use and become familiar with them. When the fire horn sounds, students are to stand immediately and form lines as they leave the room. Students should keep their place in line, refrain from talking and avoid running towards their assigned exit. The first students to reach outside doors are to hold doors open until all students assigned to that particular exit have left the building. Once outside, students are to remain at least fifty (50) feet away from the building until the principal gives the signal, or other authorized person, to return.

LOCKER INFORMATION

Each student is assigned a locker for the storage of books and equipment. Only that student's belongings are to be kept in his/her locker. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good condition. Students are to be in their locker assigned. No changes are to be made unless cleared through the office.

The principal or assistant principal shall possess the authority to examine the contents of any locker located on school premises when he has reasonable suspicion to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety and welfare of students or staff.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal educational program.
4. Have been reported stolen or lost.

The student is presumed to have no expectation of privacy in that locker or its contents.

Discovery of illegal or dangerous materials will be reported to the parent, the superintendent of the schools and, if necessary in the opinion of school officials, to law-enforcement officials. The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog will be allowed to examine school property such as lockers or students and items in their possession. Furthermore, the Board authorizes the use of dogs to search student vehicles that are parked on school property.

LOCKER CLEANUP

Each year lockers will be completely cleaned and removal of tape, mirrors, etc., will be required. Marks and writing, which requires special cleaning, are never to be put on a locker. No items may be placed on the exterior of the locker. The student can be charged for a damaged locker or a locker requiring special cleaning.

LOST AND FOUND

Students who find lost articles are asked to bring them to the office. Students who have lost articles are requested to claim them in the office. Students who have lost textbooks should check with the subject teacher or in the office.

MAKE-UP WORK FOR ABSENCES

Following an absence, it is the responsibility of a student to contact teachers and make arrangements to complete all missed work. Each student will be given one scheduled class day for each day of absence to complete make-up work.

Teachers and student may agree upon an arrangement for a longer make-up schedule. If make-up work is not completed within that time limit, then a failure may be given for that missed work.

LIBRARY MEDIA CENTER

Students are encouraged to use the LMC to complement their classroom activities and learning. Visits may be made from study halls with passes written by teachers. Students may enter before and after school and during the lunch periods without passes. All students entering the LMC must sign in at the circulation desk. No students are permitted to enter the LMC after hours when the entrances are chained. The link to the online catalog, Destiny, is on the high school home page. Students may log in to their Destiny accounts to place holds, check out ebooks from Follett Shelf, see what books they have checked out and view fine totals. There are instructions for downloading the mobile app Destiny Quest and the BryteWave ereader also on the home page.

NEWSPAPER

Delphi Community High School students publish a newspaper, **Parnassus**, approximately every month.

NON-DISCRIMINATION IN EDUCATION GRIEVANCE

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days. If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202.

NURSE and HEALTH SERVICES

A school nurse is available during the regular school day to help maintain student health and well-being. Focus is placed on enabling the student to stay in the classroom. It is NOT the role of the nurse to diagnose medical conditions or perform non-emergency invasive medical examinations. Referrals to physicians will be suggested to parents/guardians when indicated.

A. ILLNESS/INJURY

Anytime a student is not feeling well or has been injured at school, he/she should obtain a health referral slip from the teacher and report to the health room, located at the north corner of the mezzanine level of the high school gym. If a student is diabetic or has an emergency (significant bleeding, active vomiting, for example) he/she may report directly to the health room. During passing periods, the referral slip should be obtained from the teacher the student will have the following period. If it is determined that the student is too ill to remain at school (temperature > 100 degrees, repeated vomiting or diarrhea), the nurse will notify a parent/guardian to arrange transportation home. Students are not allowed to call parents/guardians to go home, without permission. No student will be allowed to drive himself/herself home without approval of parent/guardian.

B. RETURNING TO SCHOOL AFTER ILLNESS

Please do not send your student back to school until they have not vomited, had diarrhea or a temperature over 100 degrees (without benefit of medication) for 24 hours.

C. MEDICATION POLICY/PRESCRIPTION DRUGS

Medication prescribed for two or three times a day should be administered at home. If it is necessary for a student to take medication at school, the medication must be brought to the health room in the original bottle with a label that states the student's name, the name and dosage of the medication, when it is to be given and any storage instructions (refrigeration, etc.). If the medication is an antibiotic or other short-term prescription, please send only the doses that will be given at school (pharmacies are very willing to provide a second bottle). Any student with a chronic condition (such as asthma or diabetes) may self-administer medication. A note from the physician giving the student permission to have the medication must be on file in the health office.

D. MEDICATION POLICY/NON-PRESCRIPTION DRUGS

The school does not supply any over-the-counter medications for students.

Tylenol, ibuprofen, cough/allergy medicine, etc., must be provided by the parent/guardian, in an original, small bottle. Parental permission is received at registration. Written permission and instructions for administration must accompany any other over-the-counter medications brought to the health room. Medications are locked up in the health room and are administered only by the school nurse or other health room personnel. No medication may be left with the student in his/her locker or elsewhere in his/her possession. Students may carry cough drops.

E. RELEASE OF MEDICATIONS

Prescription or over-the-counter medications will be sent home **ONLY** with the student's parent/guardian or an individual who is at least 18 years of age and has written permission from the parent/guardian.

F. VITAMINS/SUPPLEMENTS

Vitamins and other herbal or non-FDA approved supplements will not be administered by the school nurse.

G. CRUTCHES

A physician's order is required for a student to use crutches at school. At the time crutches are prescribed, please ask the physician for an order, or ask that one be faxed to the school nurse. Crutches are not available for loan from the Health Office. Students must provide their own.

H. IMMUNIZATIONS

When a student enrolls in school at any level, his/her parent/guardian must show that he/she has been immunized, or that a current religious or medical exemption is on file. Immunization requirements follow the Indiana State Guidelines. Students who do not comply with the immunization requirements by October 1 may be excluded from school until requirements are met.

I. HEAD LICE

Do not send your child to school if you have found head lice. Students will be sent home with live lice or dark nits deemed viable by the school nurse. The live lice and dark nits must be removed and the home environment cleaned the day the child is sent home so that they may return to school the next day and checked by the school nurse. An adult must accompany the child upon their return to school. The child must be seen by the school nurse before they will be allowed to return to the classroom. Your child will not be able to ride the school bus until he/she has been checked and cleared.

J. PINK EYE (Conjunctivitis)

A student diagnosed with pink eye must be treated with medication for 24 hours, be symptom free or have a doctor's note before returning to school.

K. MENINGOCOCCAL DISEASE

IC 20-30-5-18 requires school systems to provide information to parents and guardians of all students about meningitis and the vaccines available.

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*.

Infections caused by this bacterium are serious, and may lead to death.

Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from person to person through the exchange of nose and throat secretions, such as kissing or shared eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster at 16 years of age.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of the vaccine is required for all students in 6th to 11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry.

All students in grades 6-12 must have acceptable documentation of required immunizations on record in the school they are attending..

Many local health departments and private healthcare provider offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:
The Centers for Disease Control and Prevention (CDC) website:
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:
<http://www.in.gov/isdh/25455.htm>

P.E. INFORMATION

Towel service is not provided; you will need to provide your own towel daily.

P.E. uniforms

Students will be required to wear school appropriate crew-neck T-shirts, school appropriate shorts, and athletic shoes.

Physical Education I and II Alternative Credits

Background: The State Board of Education has provided flexibility to adapt the high school physical education requirements for students who demonstrate proficiency through other means. Schools are allowed to use multiple means of determining proficiency for students completing the required Physical Education I and II courses. The Indiana Academic Standards for Physical Education will still be required, but schools have more flexibility in adapting the PE curriculum.

DCHS Requirements:

Up to 2 PE credits can be earned during a student's freshman and sophomore years for participation in IHSAA sanctioned sports, cheerleading, the competitive dance team and the marching band.

1. A student who participates in two IHSAA sports in one year, or two consecutive seasons in the same sport, earns one PE credit. (football,

basketball, volleyball, cross country, golf, track and field, softball, baseball, soccer, swimming, wrestling, tennis)

2. A student who participates in two consecutive seasons of cheerleading, the competitive dance team or the marching band earns one PE credit.
3. Waivers must be completed prior to the start of a student's junior year.
 - Effective Fall 2013: Reaffirmed Fall 2019
 - Complete season is defined as from first practice to final event. Students must remain on the active roster the entire season, according to the IHSAA handbook.
 - Disciplinary suspensions from the team will result in forfeiture of credit as determined by the coach/facilitator. A student must be in good standing as defined by the athletic policy. Academic ineligibility, athletic code of conduct violations and prolonged injury will disqualify the student athlete from completing the PE Alternative Credits program.
 - Student/athlete must meet ALL physical education standards as defined by the Indiana Academic Standards for Physical Education.
 - Students/Athletes are responsible for getting the requirement packet from the counseling office and presenting the packet and credit intention to the coach prior to the first practice of the season in which a credit is desired to be earned.
 - Credits will be issued through the physical education department by the chairman of the PE department, a licensed teacher, during the semester in which a season is successfully completed. All PE standards must be met, hours of commitment must be recorded, a coach's signature, and the counselor's signature must be present on the verification form.
 - The student must complete the Presidential Physical Fitness test at the beginning and end of the season. The PE Department Chair will set the dates and administer the test. The time will likely be 7:00 AM and may take 2 days to complete. An "A" is earned after passing the physical fitness test, and if the fitness test is not completed a grade of C is assigned for the PE credit.
 - Grades will be awarded as A, C, or W, no pluses or minuses.
A – Competencies were achieved at the highest level.
C – Competencies were achieved at an average level.
W – Competencies were not achieved.
 - Since credits will be granted based on mastery of the physical education standards, the length of a season should not be an

issue. If the student needs time beyond the regular season, the PE teacher may continue to work with the student until the standards are met.

- As in a traditional PE class, if a student/athlete is injured and not able to participate, it is still possible for the physical education teacher to work with the facilitator to develop an adaptive program that would enable the student to complete the standards within their physical limitations. If injured, the student is still expected to attend the activities and participate/help as needed. Rehabilitation with school trainer counts toward attendance. If a student athlete is unable to participate in any way due to injury, the student athlete will forfeit credit.
- ALL paperwork must be completed within 5 days of the completion of the sports season.

PARENT INVOLVEMENT

Students whose parents show an active and supportive interest in their **daily** schoolwork are more likely to achieve success at school. Parents are expected to cooperate with the school in the areas of academic progress, dress, discipline, and character development. Parents should encourage children to take responsibility for their homework. The responsibility for basic behavior development rightfully belongs with the individual and the parents. The school will not accept sole responsibility for the actions of students. Parents should assist the school in promoting and maintaining acceptable social and moral standards of conduct. Parents backing the school and supporting reasonable rules and regulations can demonstrate interest in the instruction program.

1. Parents should support school rules and regulations.
2. Parents must take an active interest in the academic program and the progress of their child.
3. Parents need to work with the child to develop a systematic approach to successfully completing homework assignments.
4. Parents need to provide a place to study and a proper time to study at home.
5. Parents should meet with teachers when necessary.
6. Parents should provide instruction in citizenship, patriotism, respect for authority, honesty, integrity, courtesy, regard for the rights of others, and personal responsibility.

There is a very strong correlation between time spent in the classroom and student achievement. Regular attendance most certainly contributes to successful results in the classroom. Parents should make every effort to schedule student's doctor and dental appointments outside the school day. Parents need to be partners with the school in educating their children-active partners. Expect high

academic achievement. Set goals and keep them in mind. When goals are reached set new ones so that there is always something “out there” for your children to reach.

PROCEDURES

A major portion of the learning process occurs in the classroom. Being out of the classroom should only occur when situations arise that couldn't be handled before school, between classes, lunchtime or after school. When leaving the class the student must receive a written pass from the instructor prior to going anywhere in the school. Any student in the halls during class time without a pass from a teacher will be given a minimum of one after school detention.

PROM AND SEMI-FORMAL

To attend the Prom, a DCHS student must be a junior or senior, or the guest of a junior or senior. ALL DCHS students attending the Prom must be “*in good standing.*”

Good Academic Standing: No failing grade, in any class, at the end of the previous quarter.

Good Attendance Standing: No more than five (5) non-exempt absences, in any class, determined one week prior to the Prom.

Good Discipline Standing: Fewer than two (2) OSS; fewer than three (3) ISS.

Other guests must be in at least the 9th grade, up to, but not including 21 years of age.

(*These same guidelines apply to the Semi-Formal.)

REASONABLE AFFECTION

At Delphi Community High School during the school day, affection will be limited to holding hands. Kissing, embracing, arms around each other are not appropriate for the school day. At dances and other activities other **appropriate** expressions of affection will be acceptable. Dancing style is limited to socially acceptable norms. Inappropriate expressions will be subject to disciplinary action.

RELEASE OF STUDENT DIRECTORY INFORMATION

The school corporation may release certain “directory information” including the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received, and other similar

information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, yearbooks, or by other means unless the parent notifies the school corporation by the 2nd Monday in September of each school year that he/she does not waive any or certain designated directory information released to such parties without their express prior written consent.

SIGNS

All signs, banners, posters, etc. displayed at Delphi Community High School events, must be pre-approved by the administration.

STUDENT ASSISTANTS (Grades 11 and 12 only)

Student assistants must be under the direct supervision of the supervising teacher at all times. Student assistants are assigned an identification badge, which is to be worn whenever they are sent on an errand out of the direct supervision of their supervising teacher. Student assistants who violate rules, guidelines established for assistants, or who are involved in other activities which are not in line with the expectations of assistants will receive one (1) warning from the office and upon the second referral to the office will lose their position as an assistant and will be assigned to ISS.

STUDENT GRIEVANCE

In cases involving a perceived grievance against a student by a professional staff member or any other employee of the Delphi Community School Corporation, the grieved student shall bring the grievance to the immediate attention of the building level administration. Once a perceived grievance has been reported, the building level administration will conduct a timely investigation. If the student is not satisfied with the results of the building level administration, that student may present the grievance to the Superintendent of Schools, the decision shall be considered final.

STUDENT IDENTIFICATION CARDS

Student identification cards will be provided for all students enrolled at D.C.H.S. who are in good standing.

Students are to use it as a form of identification when on campus or at school sponsored activities. The office will provide a replacement card for a fee.

STUDENT RECORDS

The Family Educational Right and Privacy Act (FERPA), 20 U.S.C. 1232, accomplishes three things concerning student's right to privacy of their school records.

1. It provides to parents access to their children's records.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parental permission and when parental permission is required.

During the student's school career, the school system collects and records data concerning the student.

The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the student's or parent's right to correct inaccurate data is necessary. The school system has adopted this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974"

Right of Access A parent of a student (a) who is under the age of eighteen (18) years of age, and who (b) is currently enrolled, or (c) whose records are otherwise maintained by the school system, has a right to inspect and review such student's records or any part thereof.

Record of Access to Student Records Each student cumulative record folder, and each student record maintained separately from the folder, shall contain as part thereof a written form upon which any person examining such records shall indicate the following:

- A. The identity of such person
- B. The specific record examined
- C. Purpose of examination
- D. In the case of a person whose job within the school system requires repeated examinations, the period of time over which such examinations were made.

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

TEACHER QUALIFICATIONS

Parents have the right to request the qualifications of their child's teacher. Those desiring to obtain this information may do so by submitting a written request to the Superintendent of Schools. This request may be in letter form or on the form provided in the Superintendent's Office.

TORNADO DRILL INSTRUCTIONS

Tornado safety instructions are posted in each room. Students should study the plans for the rooms, which they use and become familiar with them. When the tornado signal, which is either a verbal warning over the intercom or a series of short rings on the bell system sounds, all windows and classroom doors should be opened; students should walk to their assigned areas, kneel facing the inner walls, and cover their head with their arms or a book. Students should stay back from entrances and interior doors. The important thing to remember is to remain quiet and follow the instructions of the teachers.

TRANSPORTATION HOME DUE TO ILLNESS

Before a student who has become ill or injured is sent home, the office will notify the student's parent or guardian to arrange for transportation. In case of an emergency which needs medical attention, an attempt will be made to contact the parent for advice. If a parent cannot be reached, the student will be taken to a doctor or hospital (if necessary). Transportation will be at the judgment of the principal. **The school does not assume responsibility for payment of these bills.**

TYLENOL

Parents may request their child take Tylenol during the school day. When a student initially enrolls at DCHS, parents may sign a form allowing their child to be given Tylenol by designated school personnel.

Parents must supply the Tylenol to the health room for their child. Changes in this form after enrollment will be the responsibility of the parents.

VENDING MACHINES

Per federal law concerning the federal breakfast and lunch program vending machines are to be shut off during school hours. Therefore, the machines will be turned off from 8:00 AM until 3:15 PM.

VISITORS

A student may have a student visit the school only under the following conditions.

1. The visitor must be enrolled in a high school that is on vacation.
2. All teachers for those periods must approve the request.
3. The student may visit for a half day only.
4. Request must be completed at least 24 hours in advance.

THE PRINCIPAL MUST APPROVE SPECIAL EXCEPTIONS.

WITHDRAWAL

When withdrawing from Delphi Community High School, students are expected to contact the office for the proper forms. Failure to withdraw properly will result in problems for the student enrolling in a new school and in getting subsequent records from Delphi Community High School. No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

WORK PERMITS

A person is eligible for an employment certificate from age fourteen (14) up to the age eighteen (18). If a student has graduated, no certificate is required. An employment certificate, in accordance with the Indiana State law, will be issued to a student if:

- A. The student's total attendance is 90% or better in all classes during the previous grading period.
- B. The student's grade point average is 4.5 or better during the previous grading period.

The student must meet both of the following criteria in order to maintain his/her employment certificate:

- A. The total attendance must remain 90% or better in all classes each semester and
- B. The student's grade point average must not drop below a 4.5 average for a grading period.

(A student may appeal the denial or revocation of an employment certificate to the building principal.)

GUIDANCE DEPARTMENT AND ACADEMIC INFORMATION

GUIDANCE PHILOSOPHY AND PURPOSE

The philosophy inherent in the guidance program is to serve all students of Delphi Community High School. The purpose of guidance is to provide students with information and to assist them in making important education and career-related choices. Teachers and counselors work together to serve this purpose. Counselors are professionally trained to assist students with personal and social concerns. Parents are encouraged to meet the school counselors, who welcome them to attend orientation activities, information meetings, scheduling sessions, or to make informal visits during the school year.

ACADEMIC AWARDS

Students, who maintain a cumulative 10.0 (B+) grade point average, while at Delphi Community High School, will receive an Academic Letter. A student's eligibility for this award will be determined at the end of the first semester of his/her sophomore year, again at the end of the first semester of his/her junior year, and finally at the end of the first semester of his/her senior year. Each time a student meets the criteria after the awarding of the Academic Letter, he/she will receive an Academic Chevron.

CLASS ASSIGNMENT & GRADE STATUS

	Number of Credits
Grade 9	0

Grade 10	12
Grade 11	24
Grade 12	36

Credits required for graduation are as follows:

CORE 40 DIPLOMA 44

HONORS DIPLOMA 48

Students planning to graduate mid-year will be required to complete second-semester senior courses at an accredited distance-learning institution during the summer preceding their senior year. Seniors attending school on a half-day basis will enroll in the I.C.E. program or be granted an exemption by the principal on the basis of financial hardship. Eight is the maximum number of distance-learning credits that may count toward graduation, with the exception of credits earned in the DCHS Credit Recovery Program.

FINAL EXAMINATION POLICY

All students may be required to take/submit a final exam/project in each course. Each department will determine the percentage of the final grade that will be assigned to its final exam/project

GRADING SYSTEM

Each teacher is required to explain thoroughly his/her grading system to his/her students. Grades earned through home school will not be included when calculating a student’s grade point average. The point system that will apply to all nine weeks and semester grades is as follows:

Weighted		Regular/Basic	
A+	16	A+	13
A	15	A	12
A-	14	A-	11
B+	13	B+	10
B	12	B	09
B-	11	B-	08
C+	10	C+	07
C	09	C	06
C-	08	C-	05
D+	04	D+	04
D	03	D	03
D-	02	D-	02
F	00	F	00

GRADING SCALE

100-99.5A+

99.4-93 A

92-90 A-

89-87 B+	86-83 B	82-80 B-
79-77 C+	76-73 C	72-70 C-
69-67 D+	66-63 D	62-60 D-
59 – below F		

GRADUATION REQUIREMENTS

Graduation requirements for all diploma tracks are listed in the Delphi Community High School Academic Planning Guide.

HOMEWORK ASSIGNMENTS

Parents and students may access most homework online. The guidance department can distribute homework assignment requests for students who must remain home for an extended period of time. The guidance office can provide textbooks needed for homework assignments. Please make these requests at least 24 hours in advance or by 8 a.m. of the day the student is not in attendance. This will give teachers ample time to respond to the request. Parents are responsible for picking up textbooks for the student.

HONOR ROLL

Delphi Community High School recognizes the following categories of academic achievement at the end of each semester:

Distinguished Grade point average 16-12 with no D or F

Honor Roll Grade point average 11.99-10.00 with no D or F

Honorable Mention Grade point average 9.99-8.00 with no D or F

IDENTIFICATION/PLACEMENT FOR MA/AP CLASSES

Individual departments determine identification and placement criteria for MA and AP classes. See Course Description Guide or guidance department for information.

INCOMPLETE GRADES

When a student has not completed the course work during the regular grading period or at the end of a semester, an “I” indicating “Incomplete” is recorded on the grade card.

Students should make every effort to make up the incomplete work. The student will have one day for each day of absence in which to complete make-up work. If make-up work is not completed within that time limit, then a failure will be given for that missed work.

Students have two weeks after the end of the semester to make up incomplete grades. After the time, the incomplete is recorded as an “F” unless special

arrangements have been made with the teacher and guidance office. It is the student's responsibility to initiate this process.

INSPECTION OF INSTRUCTIONAL MATERIALS

The high school principal is the instructional leader and is responsible for coordinating inspections of instructional materials at the school. His/Her office is located at 301 Armory Road and s/he can be reached by calling 765-564-3481. Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher's manuals, films, tapes, and other supplementary material, used as part of the educational curriculum.

PERMANENT RECORDS AND TRANSCRIPTS

A permanent record is maintained on each student, which follows the student each year of his/her education. Contained on this record are courses taken and grades earned, standardized test scores, days present and days absent, immunization record, and any other pertinent information.

In accordance with the "Family Educational Rights and Privacy Act of 1974", written parental permission (until a student is 18 years of age) is required before any permanent records or transcripts are released or sent to colleges, potential employers, other school corporations, etc. After a student has reached the age of 18, the student must request any such release permission in writing.

REPORT CARDS

Report of grades will be issued to students the school week following the end of the nine weeks grading periods. Included on the report will be all courses and grade received in each course. **Students are encouraged to discuss grades with their teacher(s). Parents desiring additional information may contact the guidance office to arrange a conference with the appropriate teacher(s).** Progress reports will be issued to the students midway through each grading period. Grades in all classes will be reported. Reports of grades are not to be returned to school.

SCHEDULING

Students at D.C.H.S. take an active role in choosing their coursework.

Parental involvement is encouraged so that teachers and parents can work together to improve the education of the students.

Students are scheduled by computer, but they have individual sessions with their counselor to develop their course of study. At these sessions, graduation requirements and student progress are reviewed.

Special Education

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant.

To inquire about this procedure, a parent should contact the guidance director at 564-3481.

STUDENT SCHEDULE CHANGES

All student-initiated schedule changes for the 2016-2017 school year must be completed by Friday, June 17, 2016. Students may request schedule changes for the second semester during the final week of the first semester.

TEACHER-STUDENT-PARENT CONFERENCE

The guidance counselors will arrange a conference with teacher and student and/or parent if requested.

An attempt will be made to answer all questions regarding the progress of a student.

TESTING PROGRAM

The testing program at Delphi Community High School is administered by the guidance department.

It is designed to assist students in gathering information about their academic ability as well as their educational achievement and aptitude. This information is often combined with interest inventories, and is used to help during scheduling and future planning.

The testing program for grades 10-12 includes:

Math

Students who have not passed the math graduation assessment will test in the fall and spring, if necessary.

English

Students who have not passed the English graduation assessment will test in the fall and spring, if necessary.

Biology Students

Students will take ILEARN for science.

PSAT

1. Fees will be paid for by the state of Indiana for sophomores that choose to take the test in October.

See your counselor about specific requirements and remediation opportunities.

GRADE 10

Students will take ISTEP for English and math.

GRADE 11

1. Preliminary Scholastic Aptitude Test (PSAT) is administered at DCHS in October.
2. Scholastic Aptitude Test (SAT) is administered at DCHS in October and June. (Those students interested in the Indiana State Scholarship Commission and/or college admission should take the test at this time.)

GRADE 12

1. Seniors may wish to take the SAT or re-take it.
2. The ASVAB may also be used to gather information.

VALEDICTORIAN – SALUTATORIAN SELECTON

At Delphi Community High School, it is believed that the valedictorian and salutatorian are those students who have demonstrated their academic abilities in academic competition with the other members of their class. It is this understanding that leads to our school's policy governing the way the valedictorian and salutatorian of each class can qualify for that honor. Therefore the following guidelines are established in the selection of the positions.

1. *The selection will be determined after eight semesters of study. Each student's GPA will be calculated to three decimal points.*
2. Student must complete 8 semesters of study at a public or private high school. Home school will not be recognized as a semester of study.
3. Student must be enrolled at DCHS for both semesters of his/her senior year. Students that have a higher GPA than the selected Valedictorian/Salutatorian, but do not meet the above conditions, will be ranked according to their GPA, but not considered for the said positions. In the event that a student transfers to Delphi Community High School and spends less than the required semesters as a DCHS student and attains a GPA equal to or greater than the DCHS valedictorian or salutatorian, such student will be recognized as an **outstanding transfer student** at commencement exercises. Ranking for the honor of top ten placement of the senior class will be calculated at the end of eight semesters of study. **Final Class rank for transcript purposes will also be determined at the end of the eighth semester, upon graduation.**

Class Ranking – Seven Semester Graduates

Seven semester graduates will be ranked according to their GPA at the end of seven semesters. However, they will be placed in a tie for the position which

they are ranked. Therefore, no student will be bumped lower in class rank due to a seven semester graduate.

ABSENCE PROCEDURES

All absences must be verified in the following way:

1. If your student is absent from school, a phone call is to be made to the school by 8:30 a.m. on the day of the absence. Any absence that is not verified by the custodial parents/legal guardian will be considered truancy.

An answering machine will take calls when the switchboard is not operating.

Written parent verification will only be accepted on proper school issued form which has been approved by the assistant principal or principal. **Failure to notify the school will result in truancy.**

2. The school reserves the right to check absences by calling parents at home or work and/or contacting the physician.

3. Parents are required to call the school if a student is to leave early for an appointment. When leaving or returning to school during the day, the student is

to sign out/in on the appropriate form in the main office. Failure to follow this procedure will result in truancy.

ATTENDANCE

Attendance in classes makes a difference in your performance.

INDIANA LAW, COMPULSORY ATTENDANCE DUTY OF PARENTS

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term unless the child is being provided with instruction equivalent to that given in the public schools.

INDIANA LAW, PENALTIES

Any person who knowingly violates this chapter commits a Class B misdemeanor, which is punishable by imprisonment up to 180 days and/or a fine up to \$1000. Attendance in class is essential to your child's success. Students who are not in the classroom, for any reason, cannot interact and learn. Education is an ongoing process, and attendance is an integral part of that process. The following policy has been developed in an effort to encourage good attendance by all students.

ATTENDANCE POLICY

Each student will be granted an opportunity to earn credit for any course as long as his/her total number of non-exempt absences does not exceed seven (7) per class per semester. Students absent for more than fifteen (15) minutes in a class period will be considered absent (see tardy policy). There are two categories of absences: EXEMPT and NON-EXEMPT.

I. EXEMPT absences DO NOT count toward the seven per class limit.

Exempt absences include:

- A. Participation in school sponsored trips.
- B. Serving as a page in State Legislature.
- C. Funerals for immediate family (parents, siblings, aunts, uncles, grandparents) approved by administration.
- D. Personal illness requiring a doctor's care. A statement from doctor is required WITHIN THREE SCHOOL DAYS of student's return to have exempt status.
- E. Medical/dental appointments. A statement from doctor is required WITHIN THREE SCHOOL

DAYS of student's return to have exempt status.

F. In/Out of school suspension.

G. Court and legal appointment. A statement from court, attorney or probation officer is required WITHIN THREE SCHOOL DAYS of student's return to have exempt status.

H. Election worker. A statement from political supervisor is required WITHIN THREE SCHOOL

DAYS of student's return to have exempt status.

I. Religious holiday pre-approved by administration.

J. College day, pre-approved by guidance counselor and administration.

(Juniors: 1 day Seniors: 2 days)

K. The principal may give exempt status to any case not specifically covered above.

II. NON-EXEMPT (Verified and Unverified) absences DO count toward the seven day limit. Non-Exempt absences include:

A. Personal illness not requiring a doctor's care.

B. Vacations (even if pre-arranged).

C. Babysitting, helping at home, farm work, etc.

D. Driving test at Bureau of Motor Vehicles.

E. Truancy defined as the following:

- Absence from school, class, or assigned activity without permission of parents/guardians and/or school official.
- Leaving class, school activity, or school without permission of school official.

SEVEN ABSENCE POLICY

- A student accumulating seven non-exempt absences in any given course in a semester may lose credit for that semester.
- Steps will be taken to notify the student as he/she approaches the allowable limit.
- Upon reaching seven non-exempt absences in a class, the student will be placed on probationary credit status with the possibility of regaining the right to earn full credit.
- To regain full credit, (A) the student must not have any further non-exempt absences, and (B) the student must meet all course requirements.
- If the conditions are not met, the student will not receive credit(s).

ATTENDANCE AND EXTRA-CURRICULAR EVENTS

Students are not allowed to attend any extra-curricular events on days that they have been absent from school. (If a student returns to school by noon, he/she will be allowed to attend extra-curricular events occurring that day.)

LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY

Delphi Community High School operates a closed campus. Students who arrive in the morning are expected to remain in the building or in designated areas on the school grounds the entire day. Anyone who must leave the building must have the approval of the Principal or Assistant Principal and must have a phone call verifying the absence prior to signing out at the main office. No student will be allowed to drive him-herself home without approval from the parent or guardian.

Dental appointment, doctor appointment, and the like should be scheduled after school hours or on weekends. When this is not possible, students should follow instructions below:

1. A phone call or a note on proper school issued form must be made by a parent/guardian to verify the appointment.
2. After obtaining permission, sign out on the sign-out sheet maintained in the main office. Upon return, you must sign in.
3. Make every effort to arrive at school as soon as possible if the appointment is early in the day. A phone call from a parent/guardian to verify the appointment must be made prior to the student's return to school.

In the event a student is in school in the morning but is not present in the afternoon, he or she must have secured school permission for the absence before leaving the building. Failure to follow the above procedure may result in referral to the assistant principal for truancy.

*Students leaving the building for the ICE program or after finishing their day in the Credit Recovery program should leave the building in a timely manner and not loiter.

PLANNED ABSENCE

A student may know in advance, in particular situations that he or she will need to miss school. These days **will count toward the attendance policy**. In the event such a planned absence becomes a necessity, the following steps should be adhered to:

1. The student must bring a written parental request to the Assistant Principal. The student will be provided a form for teacher signature.
2. The student will then take the form home for a parent's signature, and return it to the Assistant Principal.
3. Arrangements shall be made in advance with each teacher regarding make-up work.
4. This procedure must be completed at least two days prior to the absence.

If the above procedures are not followed or if the Principal does not approve the planned absence, the absence may be considered truancy.

TARDINESS

Tardy to class or to school will be calculated on a cumulative basis, not a per period basis.

Disciplinary measures will be assessed according to the following plan on a cumulative basis:

7 -10 total tardies: Lunch detention

11 -14 total tardies; After-School detention

15 and more total tardies: One (1) Day ISS

If a student is late to 1st hour (15 minutes or less), it is considered a tardy. If it is over 15 minutes, it is considered an absence, and a phone call is needed to verify the absence. A phone call does not excuse a tardy. Teachers will maintain a record of all tardies

TRUANCY -- INDIANA LAW, HABITUAL TRUANT

The superintendent or attendance officer may report a student who habitually absents himself/herself from school in violation of this chapter to an intake officer of the juvenile court.

A student will be considered truant whenever he/she is absent from school, class, or assigned activity without the permission of parents, legal guardian, and/or a designated school official. A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or school without the permission of school authorities.

Indiana attendance law mandates that every student must be in attendance unless they are ill or there is a death in the immediate family.

1st Offense – One (1) day In-School-Suspension

2nd Offense – Two (2) days In-School Suspension

3rd Offense – Three (3) days In-School Suspension

4th Offense – Four (4) days In-School Suspension

5th Offense – Three days Out-of-School Suspension

6th Offense – Ten days Out-of-School Suspension, pending Expulsion

DISCIPLINE POLICY

Delphi Community High School

The Delphi Community Schools Board of School Trustees believes that learning takes place in an environment that is safe, caring, positive, cooperative, pleasant, and challenging. It is the policy of the Delphi Community School Corporation to

provide students with an environment that will enable them to focus upon learning as their major goal. In order for the expected learning environment to exist, students must conduct themselves with self-control, exhibiting respect for the rights of fellow students, teachers, administrators, and other employees.

Self-discipline is the controlling behavior. Self-discipline is best defined as the control exhibited in an individual's behavior so that the civil rights and dignity of others are protected. Parental involvement, guidance, and support are necessary aspects in the development of student self-discipline.

Behavior of any student that disrupts the learning environment of others or creates conditions, which jeopardize the safety of others, will cause discipline procedures to be initiated by teachers, and/or administrative personnel. School personnel will use discipline procedures throughout the corporation in order to maintain the expected learning environment. Delphi Community Schools does not discriminate on the basis of race, sex, or national origin in regard to disciplinary actions against students who choose to violate school corporation rules and regulations.

For clearer understanding of the terms of this policy, the following terms will be defined:

1. REPRIMAND –

Staff informs student that a type of behavior is unacceptable.

2. DETENTION (w/ Teacher) –

Student is required to make up time in the school building outside of normal school hours, before or after the close of the school day with the teacher. A student will be given an opportunity to make arrangements for transportation.

3. PARENT/TEACHER CONFERENCE –

A meeting will be held between parents and teachers to discuss a student's behavior. With the approval of administration, student can be withheld from class until this meeting is held.

4. PARENT/ADMINISTRATOR CONFERENCE –

A meeting will be held between parents, teachers, student and an administrator to discuss a student's behavior. A student may be dismissed from school until this meeting is held.

5. SOCIAL PROBATION –

All participation in activities or attendance at events (dances, athletics, marching band, concerts, musicals, clubs, and organizations) will be forfeited for a period of time to be determined by the administration.

6. AFTER SCHOOL DETENTION -

Student will spend a half hour detention from 3:20 - 3:50 pm, in an area designated by the Assistant Principal.

7. IN-SCHOOL SUSPENSION –

A student is confined to a separate area of the school. He/she is not allowed to attend classes, but must be engaged in learning activities. The in-school suspension will not count toward the **seven**-day attendance limit.

8. OUT-OF-SCHOOL SUSPENSION –

Students suspended out of school will not be allowed to attend school, be on or near school property, or be allowed to attend or participate in any school-related activity. Parents will be notified of each suspension.

9. EXPULSION –

Students expelled will be permanently banned from attending Delphi Community Schools, attending or participating in any school-related activities on or near Delphi Community School Corporation property during the school term.

BEHAVIOR CONTRACT

A student behavior contract may be used at the discretion of the administration. The contract will be tailored to the specific situation and will require the signature of the student, parent, and administrator. Violation of the behavior contract may result in suspension or expulsion.

BACKPACK POLICY

All backpacks, duffel bags, purses, and book bags must be left in the locker area and not carried during the school day. (An exception will be made when carrying them to and from PE class.)

BULLYING

The definition of bullying as defined by IC 20-33-8-0.2 is 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, and any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's 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; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

BUS RULES

School bus drivers are to have control of all school children conveyed between the homes of the children and the school and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children in his charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupil shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. There will be no eating or drinking by students on the bus. (Exceptions may be made for athletic and extra-curricular trips.)
8. The child should be waiting at his boarding station when the bus arrives.
9. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any pupil who refuses to conduct himself in a proper manner on the bus.
10. Do not bring unauthorized articles on the bus (i.e. pets, combustibles, large articles, and weapons).
11. All school children while being transported on a bus shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the driver and school administrators. All rules contained in the high school and middle school handbooks apply to students riding a bus.

The following procedure will apply to violations of the above rules:

1. The driver calls attention to the problem and instructs the child to correct the situation. 2. If the problem persists, the bus driver will contact the parent and inform the appropriate building administrator. 3. If the problem still continues, the school administrator will contact the parent and the following action may be taken:
 - A. Agreement that the student will correct his behavior (probationary status).
 - B. In-house punitive action by administrators.
 - C. Temporary denial of transportation privilege (1-5 days).

D. PERMANENT DENIAL OF TRANSPORTATION FOR REMAINDER OF SCHOOL YEAR.

Parents may request a hearing within five days after receiving notice of permanent denial of transportation for remainder of school year. The Superintendent will appoint a hearing officer. The hearing officer will conduct a hearing using the rules for hearing that are used in an expulsion hearing.

CHEATING

The students, teachers, and administration of Delphi Community High School are committed to the highest standards of honesty and integrity. To that end, a school wide policy on cheating and plagiarism has been developed. The policy will be discussed in detail with the student body and a copy of the policy will be posted in each classroom.

Definition of Academic Dishonesty or Cheating:

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but are not limited to, the following:

1. Communicating with another student during an examination or quiz;
2. Copying material during an examination or quiz;
3. Using unauthorized notes or devices;
4. Submitting falsified information for grading purposes;
5. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
6. Submitting a paper or project which is not the student's work;
7. Allowing a student to copy from one's examination, quiz;
8. Copying another person's assignments;
9. Allowing another student to copy one's assignment;
10. Stealing or accepting stolen copies of tests or answer keys;
11. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
12. Altering a teacher's grade book;
13. Using computers, audio/visual aids, and programmable calculators in violation of guidelines established by the teacher;
14. Any other violation intended to obtain credit for work which is not one's own.

Collaborations:

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Definition of Plagiarism:

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, or writings. This definition includes

computer programs, drawings, artwork, and all other types of work, which are not one's own. Types of plagiarism included word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to the following:

1. Failing to cite with quotation marks the written words, or symbols of another author;
2. Failing to footnote (endnote) the author and sources of materials used in composition;
3. Failing to cite research materials in a bibliography;
4. Failing to name a person quoted in an oral report;
5. Failing to cite an author whose works are paraphrased or summarized;
6. Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects;
7. Copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences:

The above infractions for academic dishonesty and/or plagiarism are to be reported by all teachers. The assistant principal will keep a record of all offenses (ON A YEAR-BY-YEAR BASIS). The consequences may include, **but are not limited to**, the following: (Offenses are cumulative per year NOT per class.)

First Offense

1. No credit given on the material in question
2. Referral to the assistant principal
3. Parent notification
4. Administrative Warning

Second Offense

1. No Credit on the material in question
2. Referral to the office
3. Parent Notification
4. 1-3 day ISS

Third Offense

1. No credit given for the class in which the 3rd offense occurs.
2. Referral to the assistant principal
3. 3-5 day OSS issued
4. Removal from the class

Fourth Offense

Recommendation for expulsion

DETENTION POLICY

Students receiving a detention from the teacher will be given a date of completion. The date will allow the student adequate time to arrange transportation. If the detention is not completed by the date assigned by the teacher, the student will be referred to the office for insubordination. The insubordination will result in a penalty assigned by the assistant principal. Length of each detention will be fifteen minutes, unless clearly defined by the classroom teacher in his/her classroom rules.

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 remove a student from the school. In this event, and in accordance with the provisions of Indiana law, the Board of School Trustees authorizes administrators, and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one school day. The student shall be assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL – PRINCIPAL:** The 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 10 school days. **Students are encouraged to complete assignments while on suspension. To receive credit, all assignments must be returned on day the suspension ends.**
3. **EXPULSION:** In accordance with the due process procedures (as defined by Indiana Law) 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 of (possession of a firearm).

Violation of this law will result in expulsion for a period of at least one calendar year.

MISCONDUCT AND CONSEQUENCES:

- A. Penalties will be imposed for student misconduct which occurs during school hours, at any school sponsored activity, and/or while traveling to and from school.
- B. All suspensions and expulsion procedures shall be governed by the provisions set forth under Indiana Code.
- C. Parents must be informed of all disciplinary referrals.

DRESS CODE

In addition to educational responsibilities, the school system recognizes the opportunity and obligation to work with parents in the development of positive

student attitudes toward personal hygiene, appearance, and appropriate dress/attire. A spirit of support and cooperation between parents and school personnel is needed to insure that students come to school appropriately dressed in attire, which does not pose health or safety hazards and is not disruptive or distracting to the school environment.

The following items attempt to serve as a guide to students as they dress for school:

1. Skintight clothing, including any type of pants, shorts, leggings, tights, yoga-pants, spandex, etc., is prohibited unless covered by an article of clothing that covers the buttocks.
2. Shorts and skirts can be no higher than the width of a dollar bill (2 ½ inches) above the knee.
3. Students are required to wear shoes at all times.
4. Students are required to wear shirts, sweaters, or blouses that are worn, at a minimum, waist length.
5. Body piercing that is deemed obtrusive, distracting or inappropriate will not be allowed.
6. **Students are NOT to wear:**
 - A. Shirts or garments which only partially cover the upper body, such as tank tops, halter tops, tube tops, strapless tops, or mesh tops, unless said items of apparel are worn over or under a blouse or shirt.
 - B. Hats, sunglasses, headbands, bandanas, hoods, or any other inappropriate head covering.
 - C. Clothing that refers to or promotes the use of alcohol, beer, drugs, tobacco, or brands thereof.
 - D. Clothing that contains obscene/lewd writing or pictures, contains profanity, implies or portrays sex or suggests violence.
 - E. Pants or shorts that have holes, tears or slits higher than the width of a dollar bill above the knee.
 - F. Clothing or jewelry or other items that display gang emblems, signs, or symbols.
 - G. Clothing that has the potential to cause damage to persons or property. Examples are: chains, dog collars, studded belts or bracelets, cleats, heavy boots, or black soled shoes that leave marks.
 - H. Pajamas or slippers (except on designated spirit days)
 - I. Blankets, ponchos, shawls, serapes, etc.
 - J. Sagging pants that may lead to exposure of underwear or buttocks, or those that must be held up by the student while walking.

****If in the professional opinion of the principal or the assistant principal, a student's dress/attire or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be:**

- 1st offense – Directed to call home to make arrangements to change personal appearance. If unable to change appearance, student will remain in ISS for the remainder of day.
- 2nd offense – Student will be directed to call home to make arrangements to change personal appearance. If unable to change appearance, student will remain in ISS for the remainder of day.
- 3rd offense – Continued violations of the dress code will result in (3) days ISS.

DRIVING RULES AND PERMITS

REMEMBER: DRIVING ON SCHOOL PROPERTY IS A PRIVILEGE NOT A RIGHT. Safe driving needs to be every driver's primary goal. All students requesting to drive to school are to follow the regulations below:

1. Students must register vehicles each school year. Driver's Agreement forms may be obtained from the office.
 2. The Driver's Agreement is to be signed by the student and one of his/her parents.
 3. Parking hangtags must be purchased in the office after the Driver's Agreement has been completely filled out and accepted by the office. The tag is to be hung on the rearview mirror with the I.D. numbers facing forward.
 4. Student drivers shall enter and leave the school grounds using safe and appropriate driving procedures. The speed limit while on school ground is 10 m.p.h.
 5. All vehicles will be parked in designated student parking areas only.
 6. Only students with permission from an administrator may leave the building to enter a vehicle during school hours. Loitering in the parking lot is not permitted at any time.
 7. Students are to leave their vehicles and the parking area immediately on arrival at school.
 8. Students are to exit the building using the route instructed by the administration.
 9. Violations of the above regulations will result in detention, suspension, in loss of driving privileges, or vehicle being towed at owner's expense.
- Administrators shall possess the authority to examine the contents of any vehicle located on the school premises when he has reasonable suspicion to believe that the vehicle may contain contents which:

- A. Present an immediate threat to the health, safety, and welfare of students or staff.
- B. Are illegal to possess.
- C. Have been stolen or lost.

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

Issuance of License or Permit:

Indiana Code states: an operator's license or learner's permit may not be issued to a person less than 18 years of age who is under: (1) at least a second suspension from school for the school year or (2) an exclusion from school; or (3) an exclusion from school due to misconduct).

For purposes of the issuance (as opposed to invalidation) of a license/permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the semester in which the student is reinstated to school.

The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/permit for any student who received a second suspension or exclusion or expulsion until the end of the semester in which the student returns to school.

Invalidation of License or Permit:

Indiana Code states: if a person is less than 18 years of age and is under a suspension, expulsion, or exclusion, the department shall, upon notification by the principal, invalidate the person's license or permit until the earliest of the following events, (1) the person becomes 18 years of age; (2) the end of the semester in which the person has been reinstated in school; (3) the suspension, expulsion, or exclusion is reversed after the person has had a hearing.

For the purposes of invalidation of a license/permit, the principal shall notify the State Bureau of Motor

Vehicles in the following circumstances, with each notice indicating the last day of the semester in which

the student returns to school: (a) the student receives a second suspension from school in any one school year; (b) the student is expelled from school for any reason established by state statute and/or this school system or is excluded for the ground stated in Indiana Code.

Should any such second suspension, expulsion or exclusion be reversed after the student has utilized the procedures, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

Should the principal have reason to believe that a 17-year-old student or a 16-year-old student, with the written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension in a school year or an expulsion or exclusion for misconduct, the principal is given the discretion to

consider such as an offer to quit, to reject the offer, to continue with the suspension, expulsion, or exclusion proceedings, and to notify the Bureau of Motor Vehicles of the outcome of such proceedings. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal. For purposes of this policy, the principal of a newly enrolled student shall review the discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred with this school system.

DUE PROCESS

The General Assembly of the State of Indiana legislative policy states that student supervision and the desirable behavior of students in carrying out school purposes is a responsibility shared by the students, parents, staff, and school corporation personnel.

Fairness and reasonableness shall be the major concern of students, parents, staff, and school corporation personnel in working for solutions to disciplinary problems at DELPHI COMMUNITY HIGH SCHOOL.

The General Assembly has directed the implementation of "Due Process" for all Indiana School Districts.

Senate Enrolled Act No. 162 gives a detailed structure of Due Process. The act sets definitions, legislative policy, delegation of authority, grounds for expulsion, exclusion, suspension, and organization of the due process hearing.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices may be used only during passing periods, during lunch, and in Gold Rooms for educational purposes, as long as they do not create a disturbance. Personal Electronic Devices may not be used in Black Rooms.

DCHS assumes no responsibility for theft, loss, damage or vandalism to personal electronic devices.

Parents/guardians are advised that the best way to contact a student is to call the school office at 765-564-3481, ext 2000.

Any failure to surrender a personal electronic device, when directed by school personnel, will be treated as insubordination.

Students are prohibited from using electronic devices to capture, record or transmit the words, and/or images of any person in the school or while attending a school-related activity, without the explicit, prior consent of that person(s).

EXPULSIONARY OFFENSES

The following offenses could result in 10 day OSS pending expulsion proceedings.

1. **Arson** – The willful and malicious burning or attempting to burn any part of any building or any property of DCHS.
2. **False Alarms** – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
3. **Inciting Others to Violence or Disobedience** – By words, acts, or deeds giving encouragement to demonstrations or protests which disrupt the normal educational process of the school.
4. **Physical Attack** - Pre-meditated act of physically assaulting any person on school property or while going to or from school; including any activity under school sponsorship
5. **Possession** - The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury.
6. **Unlawful Drugs & Behavior-Altering Substance** –Possession, or use of, or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription. This includes any form of hallucinogenic drugs, marijuana, or alcohol.
7. **Look-Alike/Imitation Controlled Substances**- Engaging in the selling, using or dispensing of a look-alike/imitation material represented to be alcohol, narcotics, drugs, controlled substances or inhalants will be subject to the disciplinary consequences appropriate for the possession, using or dispensing of the genuine substances.

FOOD AND DRINK IN THE SCHOOL BUILDING

Each classroom teacher will develop his/her own policy for his/her room as long as the room remains neat and orderly and no additional burden is put on the custodial staff. ***Drinks in school will be limited to water, in colorless, clear bottles only.** (Exception: Hot drinks purchased in the LMC must remain in the LMC until finished.)

RULES AND REGULATIONS

DCHS reserves the right to make additional rules and regulations as necessary to ensure the operation of a public high school.

STUDENT ATTENDANCE/CONDUCT – DRIVERS LICENSE

Indiana Code establishes limits, consequences, and responsibilities, which require school corporations to report specific information about student attendance and behavior to the Indiana Bureau of Motor Vehicles. Such information affects securing and maintaining a driver's permit or license. This law sets forth consequences for students who choose to violate the law.

The issuance of a learner's permit or operator's license may be invalidated due to habitual truancy, a second suspension from school, an expulsion from school or dropping out of school.

Misconduct	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Class Disruption – Repeated disruption to classroom operations.	Classroom Suspension	Up to 3 days ISS	3 Days ISS	Removal from class w/ loss of credit to ISS
2. Blatant Disrespect (Use of derogatory names, racial or sexual references, or abuse in verbal or written form, including profanity).	ISS/OSS up to Expulsion per administrative review	ISS/OSS up to Expulsion per administrative review	10 day OSS pending expulsion	
3. Fighting (physical)	3 days OSS	5 days OSS	10 days OSS pending Expulsion	
4. Physical Aggression (battery)	Up to 10 days OSS	Up to 10 days OSS	10 days OSS pending expulsion	
5. Forgery	3 days ISS	Up to 3 days OSS	5 days OSS	10 day OSS pending Expulsion
6. Indecent Behavior	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS pending Expulsion	10 days OSS pending Expulsion
7. Insubordination – Failure to respond to a reasonable request by school personnel.	Up to 3 days OSS	Up to 5 days OSS	10 days OSS pending Expulsion	
8. Use of Tobacco Products – Possessing or using tobacco products (This includes electronic cigarettes)	3 days ISS and contact Police	3 days OSS and contact Police	5 days OSS and contact Police	10 days OSS pending expulsion
9. Theft	3 days ISS up to 10 days	3 days OSS up to 10 days	10 days OSS	

	OSS pending Expulsion	OSS pending Expulsion	pending Expulsion	
10. Truancy (Unauthorized absence from school or classes for any period of time or leaving the school without authorization)	See page 30			
11. Bullying/Intimidation	Up to 3 days OSS	3 days OSS up to 10 days OSS pending expulsion	10 days OSS pending expulsion	
12. Vandalism	Up to 3 days OSS and restitution	Up to 10 days OSS pending Expulsion and restitution		
13. Parking Violation/Reckless Driving	Loss of parking privilege	Loss of parking privilege and up to 3 days of ISS	Permanent loss of parking privilege and up to 5 days ISS	
14. Dress Code Violation	Change clothes or ISS rest of day	ISS rest of day	3 days ISS	

Note: This listing of misconduct and consequences is NOT intended to be an all-inclusive list. The school reserves the right to address any other forms of misconduct and to apply any reasonable consequence in response to misconduct. *Substantial disruption to the educational process and policies of Delphi Community High School may result in suspension or expulsion of the student. A student may be suspended or expelled for unlawful conduct off school property that can reasonably be considered an interference with school purposes or educational function.*

Appropriate Use of Technology Resources for Students

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet. DCSC reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the DCSC web site at www.delphi.k12.in.us

Introduction:

Delphi Community School Corporation (DCSC) is pleased to offer students access to district computers, communications systems (***includes e-mail, web sites, blogging, wikis, podcasting, social networks, listservs, and/or other emerging technologies***), the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good

behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. DCSC does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. DCSC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally access inappropriate material, they should back out of the information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of DCSC.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studies in school;
- research for opportunities outside of school related to community service, employment, or further education

Activities that are NOT permitted include:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks;
- intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non district-provided e-mail accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial game, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as

part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person’s time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism and subject to repair costs listed in the table below.

	Screen	Keyboard	Charger
1 st Offense	\$25	\$15	\$30
2 nd Offense	\$100	\$35	\$40

Technology Support Procedures

If at any time a student needs technology support, they are to report to the student help desk located in the LMC. If at any time the help desk is required to keep a student’s device for repair, a spare device will be issued to the student while the original is being repaired.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with DCSC Board of Education policies and our school handbooks. In addition, the student’s use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in the respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability

DCSC makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. DCSC will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of

data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. DCSC specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold DCSC harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

DRUG TESTING POLICY
EXTRA-CURRICULAR, CO-CURRICULAR ACTIVITIES,
AND STUDENT DRIVER

STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to the health and safety of themselves and other students.

The purpose of this program is four-fold:

- (1) To provide for the health and safety of students;
- (2) To undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) To encourage students who use drugs to participate in drug treatment programs; and
- (4) To preserve the educational environment.
 - Participation in extra-curricular activities and student driving is a privilege, not a right. This program is designed to:
 - Discourage students from driving to and from school or participating in extra-curricular activities with drug or alcohol residue in their bodies.
 - Encourage safe behavior among students and protect the health and safety of all students.

- Offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.
- The program is academically non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. No student will be expelled or suspended from school as a result of any verified “positive” test under this program, except as stated herein.

NO CONFLICT WITH “REASONABLE SUSPICION” POLICIES

This program does not affect the current policies, practices, or rights of Delphi Community School Corporation with respect to tobacco and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy. Delphi Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

Delphi Community School Corporation has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive program relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities and driving to and from school and school events.

SCOPE

This policy applies to all Delphi Community School Corporation students in grades 6-12 who wish to participate in any extra-curricular or co-curricular activities, or who wish to drive to and from school (or during school), or to drive a vehicle to activities on school property. This also includes Driver Education class.

For purposes of this policy, “extra-curricular” will be used to include both extra-curricular and co-curricular activities, unless otherwise stated.

Activities include, but are not limited to, the following:

1. Athletics, including all IHSAA and Intramural sports athletes, cheerleaders, managers, and student personnel
2. Music, including all bands, poms, choirs, solo/ensemble contestants
3. All co-curricular and extra-curricular academic teams

4. Drama, including dramatic and musical productions and talent shows
5. FFA, Jr. FFA
6. National Honor Society, Jr. National Honor Society, Student Council, Class Officers
7. Yearbook
8. Student Newspaper
9. All Clubs such as Varsity “D”, Language and culture clubs, Spirit clubs, Key Club, SADD and others.

CONSENT FORM

Any student who plans to participate in an extra-curricular activity (including athletics), co-curricular activity or who plans to drive to school **MUST** sign and **MUST** have his/her parent/guardian sign and return the Consent Form prior to participation.

The Completed Consent Form must be returned within the first five (5) school days of the school year. The only exception will be for fall sports and the Consent Form must be returned prior to the first practice. A student, who enrolls after the start of the school year, **MUST** return the completed Consent Form within the first five days after registration.

A Student who does not return the Consent Form within the specified time period will be required to submit to a drug test prior to participation. The student and/or his/her parent/guardian will be financially responsible for said test.

A student who wishes to participate in the programs or activities governed by this Policy may be subject to random testing for illegal or banned substances as often as weekly. Refusal to submit to testing will be treated as if it was a positive test and it will result in removal from the designated activities and revocation of driving privileges.

Any student who fails to return the signed Consent Form prior to the stated deadline, and then decides to participate in an extra-curricular or co-curricular activity or to obtain a student driving permit at later date must submit to testing prior to admission to the activity or issuance of a driving permit. The student and parent/guardian will be financially responsible for the test.

COLLECTION PROCEDURE

1. **Type of test.** The Corporation will have the right to use any testing procedure that, in the opinion of the School Board, best balances issues of cost effectiveness, accuracy of results and respect for student privacy.

2. **Testing Pool.** The selection of participants to be tested will be done randomly and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of participating students. The first pool will include students in grades 6 through 8. The second pool will include students in grades 9 through 12. Testing will occur on different days Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.
3. **Confidentiality.** Each student will be assigned a number that will be placed in the respective pool for the drawing. School officials will have no control over whose number is drawn.
4. **Absence on Test Date.** If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test of that student's pool.

CHAIN OF CUSTODY

1. **Lab Supervision.** The Corporation will choose a certified laboratory which will provide training and direction to those who supervise the testing program, set-up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name will be used on all specimens.
2. **Escorting Students.** The principal or designee will be responsible for escorting the students to the collection site. Students should bring only belongings in their possession at the time they are escorted, and will not be allowed to go to their lockers.
3. **Limited Group Size.** Only four or five students should be escorted at a time, to allow specimen collections to be carried out quickly, and to minimize loss of class time.
4. **Lab Forms.** Before specimens are collected and tested by the laboratory, the student will fill out, sign, and date any forms required by the testing laboratory. The student may choose to notify the principal or designee that he/she is taking prescription medication.
5. **Sanitary Procedures.** Sanitized collection tools will be used, and will remain in sight or possession of the student until sealed. The student will acknowledge the seal by signature.
6. **Compromised Specimen.** If the seal or specimen is damaged, broken, or otherwise rendered invalid after leaving the student's possession, the student will be called for a retest at the next regular

testing date. The student will remain eligible for activities during the interim.

7. **Procedure for Urine Collection.** If a urine test is used, the principal or designee supervising the collection of urine specimen will be the same gender as the student. Students will be instructed to remove any coats and wash their hands in the presence of the principal or designee prior to entering the restroom. The student will have two minutes to produce a specimen. The commode will be treated with a blue dye so that water cannot be used to dilute the specimen. The faucets in the restroom will be shut off during collection.
8. **Transport and Testing of Specimens.** After specimens have been sealed, the testing laboratory will take custody of the specimens and provide transportation to the testing laboratory. Results will be reported to the principal or designee.
9. **Confidentiality.** The specimen container will not have the name of the student. Instead, the student's random identification number will appear on the container. The results provided to the principal or designee will be identified only by that number.

USE OF POSITIVE TEST RESULTS

1. **Student Health and Welfare.** This program seeks to provide needed help for students who have a verified positive test. The health, welfare and safety of the student, and of other students, will be the reason for preventing a student who has a positive test from participating in extra-curricular, co-curricular or student driving activities.
2. **Notification.** The principal or designee will be notified of a positive test through the results provided by the testing laboratory. The laboratory will certify that a positive result was verified by a second test of the sample or by the test of a second sample, depending upon the type of test used. The principal or designee will notify the student and the student's parent/guardian.
3. **Appeal.** The student or the parent/guardian may submit any prescription evidence, evidence or information which will be considered in determining whether a positive result has been satisfactorily explained. A student may also appeal a positive result within 10 days of notification of the positive result by submitting to a follow-up test, which will be paid by the student or parent/guardian. Due to the residual nature of some banned or illegal substances, follow-up test results may or may not be considered conclusive.
4. **Information and Referral.** If the test is verified positive, the principal or designee will meet with the student and the parent/guardian at a

Corporation facility. The student and parent/guardian will be given the names of counseling and assistance services that the family may want to contact for help. Drug and alcohol abuse education and counseling opportunities may be offered through the Corporation.

5. **Consequences-When Effective.** Consequences as outlined herein will be effective immediately, regardless of the student's ability to justify or appeal the positive results. The Corporation maintains that the need to protect the health and safety of the affected student and of other students outweighs the student's privilege to participate in extra-curricular or activities or to drive to/from school. Upon presentation of exculpatory evidence or subsequent negative test results sufficient to satisfactorily explain or dismiss the positive result, the principal or designee may lift the disciplinary consequences and restore the student's extra-curricular activities status and driving privileges.
6. **Consequences-Athletics/Extra-Curricular Activities. SEE PART IX FOR CONSEQUENCES**
7. **Consequences-Co-Curricular Activities. SEE PART IX FOR CONSEQUENCES**
8. **Consequences-Student Driving. SEE PART IX FOR CONSEQUENCES**
9. **Testing During Suspension Period.** Any student who tests positive will be retained in the testing pool during the suspension period.
10. **Follow-up Test/Readmission to Program. SEE PART IX FOR FOLLOW-UP**
11. **Subsequent Positive Results.** If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed, and the next level of consequences imposed.
12. **Confidentiality.** Information on a verified positive test will be shared only with coaches, sponsors, or personnel who "need to know" for purposes of enforcing suspension from activities. Results of negative tests will not be reported, and will be kept confidential.
13. **Secure Storage of Results.** Drug testing results will be returned to the principal or designee identifying students only by number. Names of students will not be kept in open files or on computer, but will be locked in a secure location available only to the principal or designee and the superintendent.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The Corporation is committed to protecting the confidentiality of the students involved in this program, and maintaining an effective learning environment

for all students. Publication of dissemination of results of is strictly limited as provided in this Policy, and additionally, as follows.

1. **Statistical Reporting.** The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without the express written consent of the Board. The lab will provide a quarterly report showing the number of tests performed the rate of positive and negative results, and what substances were found in the positive specimens to the building principal.
2. **Staff Confidentiality.** Any staff, coach, or sponsor of an affected student who may have knowledge of the results of a drug test under this program will not divulge to anyone the results of the test or of the disposition of the student involved. In the case of legal subpoena made upon such staff, coach, or sponsor, disclosure will be made only as directed by Corporation legal counsel.
3. **Disclaimer of Responsibility for Community Comment.** Due to the small size of the student body, the Corporation will not be responsible for community speculation regarding the non-participation of a particular student in extra-curricular or co-curricular activities.

FINANCIAL RESPONSIBILITY

1. **Initial Testing.** Under this Policy, the Corporation will pay for all initial random drug tests, all initial “reasonable suspicion” drug tests, and all initial “follow up” drug tests. Any subsequent “follow-up” drug tests will be paid by the student or student’s parent/guardian.
2. **Follow-up Appeal Testing.** Any follow-up test as appeal of a positive result is the financial responsibility of the student or parent/guardian.
3. **Late Entry.** Mandatory testing of students who enter the program after the determination date will be the financial responsibility of the student or parent/guardian.
4. **Counseling/Services.** Counseling, services or treatment by non-school agencies are the financial responsibility of the student or parent/guardian, though the Corporation Counselor may be able to direct the student or parent/guardian to financial aid resources.

BANNED SUBSTANCES

For the purposes of this policy, the following substances or their metabolites that can be tested are considered illegal or banned for Corporation students:

Alcohol, Barbiturates, LSD, Methaqualone, Phencyclidine, Amphetamines, Benzodiazepines, Marijuana, Nicotine, Propoxyphene, Anabolic steroids, Cocaine metabolites, Methadone, Opiates, and Other controlled substances.

**SUBSTANCE ABUSE PROCEDURE CONCERNING
EXTRA-CURRICULAR, CO-CURRICULAR ACTIVITIES
PURPOSE:**

Delphi Community High School recognizes that the use of alcohol and other drugs and the problems associated with them are becoming more commonplace among youth. The use of illicit drugs and alcohol can result in negative effects on the behavior and learning of young people. The close contact between sponsors and coaches provides those individuals a unique opportunity to assist young people. Students should be given an opportunity to redirect their lives. All

parties within the school community must work together to make the policy successful. Sponsors and coaches will sign a pledge that they believe in the policy and will enforce it. In order for a student to participate in extra-curricular activities, the student's parents must sign a form that they have received, read, are aware of, and will encourage their child to abide by this extra-curricular activity substance abuse policy and participation rules established by the coaches and sponsors.

DEFINITIONS

EXTRA-CURRICULAR

Activities that are conducted as a result of participating in athletics, clubs, FFA, Academic teams, Drama, Musical, student government, and etc.

CO-CURRICULAR

Activities that are conducted as a result of participating in band, poms, Entertainers, choir, and other programs sanctioned by the school.

CONTROLLED SUBSTANCES

Any alcoholic beverage or drug such as stimulants, intoxicants, hallucinogens, depressants, narcotics, inhalants, tobaccos or any item represented to be any of the foregoing substances, this includes e-Cigarettes.

CONFIRMED VIOLATION

1. A communication from the office of the prosecuting attorney which indicates there is probable cause to support the filing of a criminal charge or petition of delinquency on grounds involving possession, use, or transfer of controlled substance.
2. A voluntary admission of guilt by a student alleged to have violated this policy.
3. A direct observation by administrators, sponsors, coaches or teachers that student violated this policy.

RULE:

A student shall not use, consume, deal, or possess any item listed under controlled substances above.

No coach or sponsor will use tobacco or any other controlled substances in any form at practices or student activities in the presence of students. This policy shall not apply to any controlled substances properly used with a valid prescription.

GENERAL PROVISION:

Any penalty imposed under this policy shall apply to any and all extra-curricular activities in which the student is participating at the time such penalty is imposed. The penalty will **also** apply to any subsequent extra-curricular activity in which the student participates until the penalty is successfully served. The student must successfully complete participation in an extra-curricular activity for the full term of the activity and be in good standing for the penalty to be considered completed. If a student participates in more than one extra-curricular activity during the school year, the student must serve a penalty in both the athletic, as well as the non-athletic, extra-curricular activity. If an athlete participates in more than one sport season during the school year, the student will serve a penalty for both sports concurrently. This will be accomplished by adding the total contests of both sports and deducting % of the total contests. The % will be deducted from the next % of events for both sports on the calendar. This is an ATHLETIC DEPARTMENT suspension not a single sport suspension, so the athlete might miss more contests in one sport instead of the other, but the total for the suspension will be % of both sports combined. If a penalty is not completed in a school year, the remainder will carry over into the following school year.

PROCEDURE:

If suspicion of a violation occurs, a school administrator will take the following actions:

1. Inform the student of the allegations and consequences (SEE PART IX FOR CONSEQUENCES)
2. Provide the student with an informal opportunity to explain his/her conduct.
3. Notify the student and parent of the penalty if a violation is confirmed.
4. Entitle the student to a school hearing with parents present at the student's request.
5. Involve the principal/athletic director or club sponsor. The decision is final and not subject to appeal.
6. Notify appropriate sponsors and/or coaches.

SUSPENSIONS

Extra-Curricular: Suspended students/athletes must participate in all practices, but may not participate in contests during the assigned length of suspension.

Co-Curricular: Suspended student must participate in all classroom activities and complete a make-up assignment for all suspended activities.

SCOPE:

This policy applies to all students (grades 9-12) participating in extra-curricular or co-curricular activities. The policy is in effect year round, including summer.

PROCEDURE FOR EXTRA-CURRICULAR SUSPENSION

First Infraction - The student will miss a minimum of 25% or no less than two contests of his/her current sport season and/or his/her next sport season, beginning when the first violation is discovered and verified by the school officials. If less than 25% is left in one season, the remaining percent shall be served during the athlete's next season. Student must also participate in counseling evaluation if drugs, alcohol, or tobacco are involved or if deemed necessary by administration.

Second Infraction - The student will miss 50% of the contests. If less than 50% is left in one season, the remaining percent shall be served during the athlete's next season. Student must also participate in counseling evaluation if drugs, alcohol, or tobacco are involved or if deemed necessary by administration.

Third Infraction - The student will be declared ineligible for the remainder of his/her high school career.

PROCEDURE FOR CO-CURRICULAR SUSPENSION

First Infraction - The student will miss a minimum of 25% or no less than two events of his/her activity and/or his/her activity, beginning when the first violation is discovered and verified by the school officials. If less than 25% is left in the activity, the remaining percent shall be served during next year's activity. Student must also participate in counseling evaluation if drugs, alcohol, or tobacco are involved or if deemed necessary by administration.

Second Infraction - The student will miss a minimum of 50% of the activity. If less than 50% is left in the activity, the remaining percent shall be served during next year's activity. Student must also participate in counseling evaluation if drugs, alcohol, or tobacco are involved or if deemed necessary by administration.

Third Infraction - The student will be declared ineligible for the remainder of his/her high school career.

PROCEDURE FOR STUDENT DRIVERS SUSPENSION

Student driving permit will be revoked as provided in the Student Handbook in the Driving Policy for Students.

First Infraction:

Student will lose driving privilege for 30 school days.

Second Infraction:

Student will lose driving privilege for 90 school days.

Third Infraction:

Student will lose driving privilege for 180 school days.

Fourth Infraction:

Student will lose driving privilege for school career.

FOLLOW-UP PROCEDURE FOR SUSPENSION INVOLVING DRUGS, ALCOHOL, OR TOBACCO

After the expiration of the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the principal or designee. If the follow-up test is negative, the student will be allowed to resume extra-curricular activities and/or driving. A student is prohibited from participating in extra-curricular activities and/or receiving a student-driving permit until after a follow-up test is requested and negative results are reported.

GANG ACTIVITIES

The Board of School Trustees of the Delphi Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by

the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation.

The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school 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 school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1

Intervention Procedures

Any or all of the following steps may be taken if a student in any school activity is suspected of or identified as being a member of a gang, shows interest in

joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

A. Parents/guardians will be contacted immediately and appropriate intervention initiated.

B. The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.

C. Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.

D. The student may be suspended from school or from a school-sponsored activity.

E. Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

Community Cooperation

Since gang activity is a community concern, communication is to be maintained with the police department as well as private and community agencies on all matters related to gang activity within the schools and in the community.

Enforcement

In order to prevent the onset of gang-related activity:

A. Adherence to the Dress Code, as defined in the Parent/Student Handbook, will be required at all school activities.

B. Conduct for all Corporation-sponsored activities on and off school property will be in accord with the Code of Conduct.

C. If there is reasonable suspicion of gang involvement, such as possession of weapons or, search and seizure guideline (AG 5771) will be followed.

D. Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.

E. Any form of graffiti on Corporation property will be removed immediately.

RESPONSE TO GANG-RELATED INCIDENTS AND/OR SUSPICION OF GANG INVOLVEMENT

A. Types of incidents:

1. Incidents of Violent Crime. Examples: Assault, fighting, or imminent danger.
2. Incidents of Other Illegal Activity. Examples: Intimidation, extortion, possession of beepers, cellular phones or weapons; arrest or detainment by police in company of known gang member.
3. Suspicion of Gang Involvement or Activity. Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

B. Initial Actions

1. Immediately contact FCS or ISP if the incident is violent or illegal.
2. Contact the Superintendent and summon involved student(s) to the Principal's Office.
3. Begin documenting the incident in a personal, private file. Be sure to include all available information.
4. Student(s) are to remain isolated from the student body until further direction from the Superintendent to prevent escalation.
5. Notify parents and the Superintendent of allegations.

C. Follow-Up

1. If the incident is determined to be gang-related, immediately exercise the right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.

2. Copies of photographs should be made of any evidence of gang membership, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.

3. Implement appropriate disciplinary procedures and/or make contact with one (1) or more of the following:

a. Youth gang agencies

b. Department of Human Services

c. Other appropriate personnel and/or family counseling services. This referral may be predicated on parent/guardian's agreement to a Behavior Contract, which will specifically outline conditions for the student's continued attendance at school.

eLEARNING

The School Board recognizes the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance.

eLearning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction

eLearning Policies

A. Academic work completion/submission: The student's responsibility is to complete and turn in any assigned/graded material the next school day when the students return, excluding weekends and holidays.

Example: If school is cancelled on Tuesday, eLearning work is due on Wednesday when the student returns to class. If there are two consecutive eLearning days, then homework is due the following day through Google Classroom.

Homework not turned in within one day will be considered late per teacher policy. Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes. Teachers are expected to give students one day to complete the assignment as if they were in school that day. For High School and Middle School students, assignments will be due by the next class period/day.

IEP/Accommodation Support, Offline Support, and Individual Needs that have been approved:

Students will have 2 days after the eLearning day to submit the assignment, without being counted late, if such accommodations are specified in their IEP/504 plan. After day 2, the assignment will be counted late and subjected to penalty as per the classroom teacher's rule.

After school and OT will be available following the eLearning days for students to finish assignments/projects as needed if indicated by the student's accommodations. If students are involved with Project Success during OT and do not have that time available for other work, the following timeframes will be available for eLearning make-up if indicated by their accommodations: before school, after school, guided study, teacher aide periods, office aide periods, etc.

- B. Attendance:** Attendance will be taken by going into Google Classroom and marking yourself "Present" in the Delphi Google Classroom. If a student does not go in and mark themselves present for the day, then the student will be counted absent for the eLearning day. Students will follow the student handbook for consequences concerning unexcused absences.

If no attempt is made to complete the attendance form or to reach out to the current Principal/Hotline with a valid reason (such as lack of Internet access) the student will be counted absent.

- C. Duration of eLearning:** Three (3) days will be the maximum consecutive eLearning days allowed by the school corporation. After the third day, class shall be in session before another eLearning day will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.

- D. Assignment Posting:** Teachers are required to have their lessons posted to students by no later than 9:00 a.m. on an eLearning day. Teachers are available to answer any questions until 3:00 p.m. by email.

If a student has a course content question, it is the student's responsibility to email his or her teacher, or to contact the teacher via Google Classroom.

- E. Platforms:** Teachers must utilize the following online platforms to facilitate eLearning: Skyward, Google Classroom, and/or hard copies of work. Online

assignments should be submitted through the Google Classroom. Skyward, the student information system, should be used to communicate with parents for daily assignments, discipline, grades, schedule, and attendance. Mass E-mailing can be done through Google Classroom or through the student information system.

F. **Format:** Teachers should utilize a standardized eLearning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):

1. Model/Demonstrate
2. Guided Practice
3. Independent Practice
4. Assessment

The instructional materials preceding an assignment should last approximately 5-10 minutes. Assignments should take approximately 20 minutes to complete. An entire eLearning day should take students between 2-4 hours to complete. It should be the teacher's goal to structure eLearning assignments in such a fashion that extends the typical day-to-day operations of the classroom to a purely electronic medium. Teachers will provide students with the following for an effective eLearning experience;

1. Provide students with modeling/demonstration material. (i.e. video, podcast, presentation, reading assignment, web site module.
2. Ask students to recall what they have learned. This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.
3. Ask students to apply what they have learned with a higher-level thinking activity. This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.

E. Procedure for extra-curricular activities, including athletic practices: On eLearning days there will be no athletic practices between 8:00 A.M. and 3:30 P.M. Practices and events after 3:30 P.M. will be determined at the discretion of the superintendent or administrator and attendance for athletes/patrons will not be mandatory.