

Camden Early Childhood Center Delphi Community Elementary School STUDENT HANDBOOK 2023-2024



**Mission Statement:
Be Innovative. Be Bold. Build A Legacy.**

Camden Early Childhood Center
205 E. Cumberland
Camden, IN 46917
574-686-2362

Delphi Community Elementary School
300 W. Vine St.
Delphi, Indiana 46923
765-564-3895
www.de.delphi.k12.in.us

CECC/DCES Social Media Outlets
Facebook: Camden Early Childhood Center
Delphi Community Elementary School
Twitter: @DCESOracles

Adopted by the DCSC Board of Trustees May 8, 2023

Table of Contents

Welcome	4
Breakfast and Lunch Prices	4
Resource People CECC/DCES	5
CRIMINAL BACKGROUND CHECK INFORMATION	7
Delphi Community School Corporation Calendar 2023-24	9
TEACHER QUALIFICATIONS	10
Who Do You Ask?	10
Arrival & Dismissal DCES	11
Arrival & Dismissal CECC	11
ASSESSMENTS	11
ASSIGNMENTS	12
ATTENDANCE	12
BAND/CHOIR	15
BOOK RENTAL/LIBRARY BOOKS	15
BUILDING ACCESS	15
BULLETINS AND ANNOUNCEMENTS	15
BULLYING	15
BUS INFORMATION	17
CAFETERIA/FOOD SERVICE	19
CANCELING ACTIVITIES FOR EMERGENCY REASONS	19
CARE OF PERSONAL PROPERTY	20
Chromebook Procedures (Student 1:1 Initiative)	20
CLOSINGS/DELAYS	20
COLD WEATHER AND RECESS	20
CONFERENCES	21
COMPUTER USAGE (also refer to the detailed technology usage policy)	21
Classroom Placements	21
Curriculum	21
DISCIPLINE POLICY	23
DISRESPECT TO STAFF OR STUDENTS (INCLUDING RACIAL/ETHNIC SLURS)	26

DRESS CODE	26
DRUGS/LOOK-ALIKE DRUGS/ALCOHOLIC BEVERAGES/TOBACCO	27
DUE PROCESS	28
ELECTRONIC DEVICES, CELL PHONES	28
E-LEARNING POLICY	28
EMERGENCY DRILLS (FIRE, EARTHQUAKE, CODE RED, AND TORNADO DRILLS)	29
FIELD TRIPS	29
FOOD AND DRINK IN THE CLASSROOM	29
FORGERY OR FALSIFYING INFORMATION	29
Criminal Organization ACTIVITIES	29
GIFT EXCHANGES AT SCHOOL	31
GRADES/ GRADE REPORTS	32
GRIEVANCE	32
COUNSELOR SERVICES	32
GUM	33
HIGH ABILITY PROGRAM	33
HEALTH SERVICES	33
HOMEWORK REQUEST	37
HONOR ROLL	37
INSPECTION OF INSTRUCTIONAL MATERIALS	37
INSUBORDINATION	38
INSURANCE PROGRAM	38
LEAVING SCHOOL DURING THE SCHOOL DAY	38
LOST AND FOUND	38
MAKE-UP WORK FOR ABSENCES	38
MEDIA/LIBRARY SERVICES (LMC)	38
MISSION AND VISION STATEMENTS	39
NON-CUSTODIAL PARENTS	39
PHYSICAL EDUCATION PARTICIPATION & DRESS	39
PROMOTION AND RETENTION OF STUDENTS	40

RECESS RULES AND PURPOSE	40
SCHOOL RESOURCE OFFICER	41
SCHOOL SUPPLIES	41
SOCIAL NETWORKING, TEXTING AND CYBER BULLYING	41
SPECIAL EDUCATION AND ENGLISH LEARNER IDENTIFICATION:	41
TITLE I	43
Title IX	45
UNAUTHORIZED USE OF BUILDINGS OR GROUNDS	47
VANDALISM OR DAMAGE TO PROPERTY	47
VISITORS TO SCHOOL	47
WEAPONS	47
WELLNESS POLICY	48
GENERAL RULES AND REGULATIONS FOR SCHOOL ACTIVITIES	48
Appropriate Use of Technology Resources for Students	48
Family Educational Rights and Privacy Act (FERPA)	52
Why PBIS?	53
DCES Behavior Expectations	53

Welcome

Delphi Community Elementary School and Camden Early Childhood Center exist for the emotional, social and academic progress made by their students. Emphasis is placed on individual growth in developing skills, gaining information, forming effective study habits, and becoming a wholesome and well-rounded individual. Each staff member promises to (1) challenge each student within his/her achievement limits, (2) assist each individual to meet his/her goals, and (3) help each student improve and strengthen his/her own self-concept using the The Leader in Me. Teachers and staff look forward to implementing new instructional practices that best meet the needs of our students. It's a great day to be an Oracle!

DCES & CECC Breakfast and Lunch Prices		
	Breakfast	Lunch
Adult	\$2.60	\$4.60
Student	\$1.75	\$2.60
Student (Reduced Price)	\$0.30	\$0.40

Resource People CECC/DCES

Principal	Andrew Hawk
Counselor	Angela Bieghler
Counselor	Larrissa Christian
Administrative Assistant - CECC	Shelly Britton
Administrative Assistant - DCES	Sarah Price
State Reporting/Attendance - DCES	Janelle Dunfee
Media Center	Debbie Knetchel
Food Service	Amanda Warf
Cafeteria Manager - DCES	Anji Kemp
Cafeteria Manager - CECC	Irene Pyle
Transportation	Ross Striebeck
Special Education Director	Beth Stansbury
Elementary School Nurse	Katelyn Allen
Technology Support	Kathy Zink
School Resource Officer	Rick Bernhardt
Head Custodian - CECC	Brian Schnieb
Head Custodian - DCES	Andrea Wamsher

Summer Office Hours: As announced through June, closed in July, as announced in August.

Office Hours: Monday-Friday, 7:30 a.m. until 4:00 p.m. during the school year.

School Day: 8:00 a.m. until 3:00 p.m. - DCES
8:00 a.m. until 3:00 p.m. - CECC

Developmental Preschool 8:00 a.m. until 11:00 and/or 12-2:30 p.m.

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:

Ann-Marie Circle, 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 concerning access to equal educational opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

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.

Right to Inspect Instructional Materials

Delphi Community School Corporation recognizes that students and parents have the right to inspect instructional materials. For more information on this process, contact the building administration.



DELPHI COMMUNITY SCHOOL CORPORATION

Anne-Maria Circle, Superintendent

CRIMINAL BACKGROUND CHECK INFORMATION

To help ensure a safe environment for our students, the Delphi Community School Corporation will obtain for any volunteer who may have direct, ongoing contact with children when performing services for the school, a limited criminal history check prior to beginning volunteer work for the Corporation. There is no charge for this limited criminal history check.

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

If you are planning to volunteer at your child's school this year, please fill out the Request for Limited Adult Criminal History Information sheet and return it to the school office. Once you have been approved, an ID card will be mailed to you. This will permit you to volunteer in any of the schools in the Delphi Community School District.

We certainly appreciate your willingness to volunteer and be involved in your child's education. We hope this does not cause an inconvenience to you. However, the safety of your child is our #1 priority. Thank you for taking time to complete this. We look forward to working with you.

Request for Limited Adult Criminal History Information

Delphi Community School Corporation
Request for Limited Adult Criminal History Information

REASON FOR REQUEST: School Corporation, Non-Public School or Special Education Cooperative (Kindergarten – Grade 12). Per IC 10-13-3-36.

Name

First

Last

Address

City

State

Zip

Date of Birth _____

MM/DD/YYYY

Race _____

Sex ____

Have you ever been convicted of a felony in Indiana or any other state? _____

Are you required to carry an offender card for Indiana or any other state? _____

I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.

PRINT Name of Requester

Signature of Requester

Date

Delphi Community School Corporation

2023-2024

July 2023							August 2023							September 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5	3	4	5	6	7	8	9
2	3	4	5	6	7	8	6	7	8	9	10	11	12	10	11	12	13	14	15	16
9	10	11	12	13	14	15	13	14	15	16	17	18	19	17	18	19	20	21	22	23
16	17	18	19	20	21	22	20	21	22	23	24	25	26	24	25	26	27	28	29	30
23	24	25	26	27	28	29	27	28	29	30	31									
30	31																			

October 2023							November 2023							December 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4				1	2					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

April 2024							May 2024							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

Date	Event or Holiday
(Purple Box) Indicates 1 Hour Late Start	
7/14	Registration, ONLINE
7/26	Registration, ON SITE
8/7	First Teacher Day
8/8	Second Teacher Day
8/9	First Student Day
9/4	Labor Day - No School
10/6	End of 1st 9 weeks (42 days)
10/23	Teacher Day
10/23-10/27	Fall Break - No School
11/22-11/24	Thanksgiving Break - No School
12/20	End of 2nd 9 weeks (45 days)
12/21-1/3	Christmas Break - No School
1/3	Teacher Day
1/4	Begin 3rd 9 weeks/2nd Semester
2/19	Winter break - No School or Make Up Day
3/8	End of 3rd 9 weeks (46 days)
3/22-3/29	Spring Break - No School
5/22	Last Student Day (47 days)
5/23	Last Teacher Day or Make Up Day
5/23-5/24	***Reserve for Make-up Days
5/27	Memorial Day
5/28-6/24	Summer School
****Summer School Dates could move if make-up days occur	
****If we need additional make up days they will start on May 28	
6/2	Graduation 2:00 PM
87 - First Semester Days	
93 - Second Semester Days	
180 - Student Days	

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.

Who Do You Ask? Help is never far away!

Whom do I see if...

I'm hurt or sick?	School nurse
I've got a problem I want to talk about?	School counselor
Somebody is harassing or bullying me?	Principal/A.P./Counselor/Teacher
I want to know how much I've got left in my lunch account?	Cafeteria Manager/Skyward
I want to buy supplies?	Secretary
I forget which bus to take?	Transportation Director
I lost something at school?	Secretary, Lost & Found
I need an admit slip?	Secretary
I'm in trouble?	Principal
I want to know what's for lunch?	Website
I need to leave for an appointment?	Secretary
I need to pay an obligation?	Secretary
I have an overdue library book?	Library
I lost my library book?	Library
I'm going on vacation?	Principal/Secretary
I've got a question that is not on this list?	Secretary/Principal/Counselor/Teachers

POLICIES AND PROCEDURES OF CECC/DCES

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

Arrival & Dismissal DCES

The front door is unlocked at 7:45 each morning (9:45 AM on a 2-hour delay). Please note that buses drop-off students between 7:45-8:00 AM. IF parents drop off their child(ren), students ride bikes, or students walk to school, they must enter through the front doors. For safety reasons, students may not be in the building prior to 7:40 AM. Upon arriving, students may go to breakfast or report to their classroom. Students who arrive after the school day has begun must have a parent bring them into the building and sign them in. Parents are to avoid being in the bus area between 7-8 a.m. and 2:30-3:15 p.m. at DCES - this is to further ensure safety of all our students.

Only students who ride buses home are to exit out the south doors at the announced time. All other students will be dismissed from the front office entrance. **Students may not ride home with friends on another school bus nor may they get off on another bus stop other than their own .** Walkers will be dismissed after the last car in line has left the drive. **Parents who are picking up students are asked to remain in their cars and drive around the circle.** The entire dismissal process takes between 5-7 minutes. Each student will be given one identification card, to be placed in the passenger side of the front window. If you have more than one driver who normally picks up your student, you may request additional cards from the front office. By state law, parents are asked NOT to park cars on the red curbed areas. The driveway in front of the school must be easily accessible to emergency vehicles.

Arrival & Dismissal CECC

The front doors are unlocked every morning at 8:00 AM. Students who are dropped off by a parent should enter through the front doors. Bus students will enter through the gymnasium doors. Students are counted tardy if they arrive after 8:15. Students may go to the gym for breakfast beginning at 8:00 AM each morning. Students who arrive after the school day has begun must have a parent bring them into the building and sign them in.

Dismissal time will be at 2:30 PM. Students who are picked up by a parent need to park out front of the building. To ensure the safety of our students, an aide will walk students to the car. Each student will be given one identification card, to be placed in the passenger side of the front window. Those students riding the bus will exit through the back doors of the building

ASSESSMENTS

To measure student progress, students will be tested in accordance with State standards and Corporation Policy. Unless exempted, each student will be expected to pass the ILearn test. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests will be used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Unnecessary absences on tests dates should be avoided.

ASSIGNMENTS

Homework is assigned as an extension of the classroom and an important part of educational success. Students are responsible for knowing assignments and completing all work according to due dates. For parents' assistance in this process, parents and students have a password to access grades. If a parent/student needs access to this password, please contact the school secretary for assistance with Skyward. No homework/projects will be assigned over scheduled school breaks listed on the corporation calendar.

ATTENDANCE

A. GENERAL ATTENDANCE PHILOSOPHY AND LAW

Attendance at school is vital to success in school. Therefore, when students are in school it will increase their potential and improve their opportunity to learn. While arrangements can be made in case of an absence, there is no substitute for being in school.

Students who miss school frequently may not profit from classroom learning and may have difficulty achieving the maximum benefits of schooling. Parents and guardians are legally responsible to see that students are on time and in school when school is in session. Below are the Indiana Law Codes that the school must abide:

INDIANA LAW I.C. 20-33-2-27, COMPULSORY ATTENDANCE DUTY OF PARENTS

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

INDIANA LAW I.C. 20-33-2-44, 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.

B. REPORTING AND VERIFYING ABSENCES

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 within 24 hours of the absence will be considered truancy. An answering machine will take calls when the switchboard is not operating.
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 parent is to sign the student out/in on the appropriate form in the main office. Failure to follow this procedure will result in truancy.

C. EXEMPT VS. NON-EXEMPT

There are two categories of absences: EXEMPT and NON-EXEMPT.

I. Exempt Absences - DO NOT count toward the attendance policy:

- A. Participation in school sponsored trips.
- B. Serving as a page in the State Legislature.
- C. In/Out of school suspension.
- D. 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.**
- E. Election worker. **A statement from political supervisor is required WITHIN THREE SCHOOL DAYS of student's return to have exempt status.**
- F. Religious holiday pre-approved by administration.
- G. College day pre-approved by guidance counselor or administration.
- H. The principal may give exempt status to any case not specifically covered above.
- I. Funerals for immediate family (parents, siblings, aunts, uncles, grandparents) approved by administration.
- J. Personal illness requiring a doctor's care. **A statement from a doctor is required WITHIN THREE SCHOOL DAYS of a student's return to have exempt status.**
- K. Medical/dental appointments. **A statement from the doctor is required WITHIN THREE SCHOOL DAYS of the student's return.**

II. NON-Exempt absences - DO count toward attendance policy Non-Exempt absences must still be verified. They 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.

D. NON-EXEMPT ABSENCES / CONSEQUENCES

While absences are not usually a problem at the elementary level, excessive absences may be. Excessive absences at the elementary level are considered to be more than five non-exempt days in a year. For excessive absences, the following will be used:

A. A letter reminding the parents of the attendance policy will be mailed to parents at the 5th non-exempt student absence of the school year. B. A 2nd letter will be mailed to the parent outlining the attendance policy at the 7th non-exempt student absence of the year. C. A certified letter will be mailed to the parent and a copy of this letter sent to the Division of Family Services at the 10th non-exempt student absence and the School Resource Officer will be notified. At the 10th non-exempt student absence of the year. The Prosecutor's Office may be contacted if deemed necessary due to Indiana Compulsory Attendance law and/or potential educational neglect.

Indiana Law I.C. 20-33-2-27, Compulsory Attendance Duty of Parents

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full
CECC/DCES 2023-24 Student Handbook 13

term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

E. HABITUAL TRUANCY - LAW

The state of Indiana defines a habitual truant as a student who has been absent unexcused for more than ten (10) days in a single school year (IC 20-33-2-11)(b)(1). The School Corporation will investigate the cause of truant behavior and as necessary report to the Department of Children and Families and juvenile authorities (IC 20-33-2-25). The school corporation will report to the Bureau of Motor Vehicles those students at least 13 years of age who have been declared a habitual truant. Habitual truants may not be issued an operator's license or a learner permit to drive a motor vehicle under IC 9-14 until the individual is at least 18 years of age. Once a student is declared a habitual truant, he/she will remain so until reclassified by official action of the corporation's governing body (IC20-32-2-11)(b)(1).

Unexcused absences / truancy is defined as the following:

- Absence from school, class, or assigned activity without permission of parents/guardians and/or school officials.
- Leaving class, school activity, or school without permission of school officials.
- Any absence not verified by phone, by parent/guardian, **WITHIN TWO SCHOOL DAYS** of absence will be considered truancy.

F. MEDICAL CONFINEMENT

When a student is confined to a hospital or home by a doctor's orders, the school requires a medical evaluation signed by an M.D. or state licensed medical practitioner. The medical evaluation shall state the reason and the length of time a student shall be under the doctor's care. If a student is confined to a hospital or home by doctor's orders for more than 20 consecutive school days, the parent or guardian may request a homebound instructor.

G. PRE-PLANNED ABSENCES

Though it is not recommended, families on occasion find it necessary to take a student out of school for vacations or family trips during the school year. When such an absence is necessary, approval must be secured from the administration one week **in advance** to ensure that the absence will not be counted as unexcused. Pre-planned absences will count as a verified absence that counts toward the attendance policy. If possible the parent should communicate with the teachers to discuss the student's academic responsibilities and expectations for the period he or she will be gone. Pre-planned absences will not be approved if the days exceed the attendance policy limit. (See Absence Policy)

In order to prepare homework, teachers must receive the pre-planned absence form at least 48 hours in advance of the student's leaving. Students will be responsible for obtaining the required homework assignments from their teachers. The assignments will be **due when the student returns. No additional time will be allotted for the completion of the assignments without prior approval of the teacher.**

H. RETURNING FROM AN ABSENCE

Students will be responsible for checking with the teacher upon his or her return to find out what work was missed. **Students will have one day for each day they were ill to complete work missed.** Administrative approval is required for any time extensions.

I. SCHOOL FUNCTIONS AND ATTENDANCE

A student absent from school due to illness **should not be in attendance at school functions**

on the day or evening of the absence, unless excused by the principal or his/her designee. If a student violates this rule then the absence will be counted as unexcused.

J. TARDY POLICY TO SCHOOL

If a student arrives at school later than 8:05 at DCES and 8:15 at CECC, it is considered tardy.

K. PERFECT ATTENDANCE AWARD

In order for your child to earn perfect attendance, they must be present at school 180 days.

Although your child may have an excused absence this still counts against them with regards to perfect attendance but does not count against the 10-day attendance policy.

BAND/CHOIR

Over the past several years, our 5th grade students have been able to participate with the MS/HS Band Director in trying out a variety of instruments. Furthermore, select students are asked to participate in the building choir program under the guidance of our choir instructor. In order to participate in choir, students are to be in good standing within their classroom and show they are utilizing The Leader in Me habits.

BOOK RENTAL/LIBRARY BOOKS

If a student loses or damages a rental book or library book, the student will be charged the cost of replacing the book. Delphi Community Elementary School, under authority of the Board of Trustees, operates a rental system of books and supplies in all grades. In requesting rental privileges, parents agree to accept responsibility to the extent of the value of the books or other items, which may be damaged or carelessly used by their children. If a student loses a rental book or a library book, which has been purchased by the district, the student is charged the full school price for the book on the date the book was purchased.

BUILDING ACCESS

The DCES doors will be unlocked by 7:45 a.m. daily. After school is dismissed, all students who are not under the direct supervision of a teacher or coach are to leave the building and grounds. DCES parents should not plan on dropping students off at school before 7:40 a.m. At CECC, students should NOT be dropped off before 8:00 a.m.

BULLETINS AND ANNOUNCEMENTS

School announcements will be shared each morning either through intercom announcements, podcasts, or video announcements. Students are responsible for listening to announcements. Only emergency announcements will be made on the public address system in order to prevent the disruption of classroom instruction. A community bulletin board is located in the foyer to advertise events for community organizations. All materials posted on the community bulletin board must have prior approval of the school principal/superintendent. Approved flyers or brochures for non-school activities will be made available for students at the front desk.

BULLYING

During the 2013 legislative session, the General Assembly passed [HEA 1423](#), and the Governor signed [P.L. 285-2013](#) into law. This law requires Indiana Schools to take a more proactive approach in the prevention of bullying and also a tougher stance when dealing with bullying incidents. The new law creates categories of bullying and also requires that bullying incidents be reported to the Indiana Department of Education. Listed below are the Categories of Bullying for IDOE Reporting Requirements:

- Physical
- Verbal
- Social/Relational
- Electronic or Written Communication

What is Bullying?

"Bullying" (per IC 20-33-8-2) means overt, unwanted, *repeated* acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other 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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying.)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to

physical strength.)

- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

At CECC/DCES, we classify bullying as an abusive behavior by one or more students against a victim or victims. It can be a direct attack such as (but not limited to) teasing, taunting, threatening, stalking, name-calling, hitting, coercion, or stealing. It can also be more subtly through malicious gossiping, spreading rumors, or intentional exclusion. Both result in victims becoming socially rejected and isolated.

Whether the bullying is direct or indirect, the key component of bullying is **physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.**

CECC/DCES will investigate any reports of alleged bullying. Students have a duty to report alleged bullying behavior. Any student wishing to make a bullying report may do so in any or all of the following ways:

1. Report the incident to any CECC/DCES employee.
2. Request to meet with the School Counselor or School Administration.
3. Fill out an online bullying report form (found on the CECC/DCES Website).
4. Any other method where an adult at school is told what is going on.

Once a bullying incident has been reported, the school counselor will arrange to meet with the person reporting the bullying incident. The school counselor (or designee) will forward the information to the Assistant Principal and/or School Principal for further investigation.

The Delphi Community Elementary School student discipline policy outlines consequences for bullying behavior under the following categories: disrespect, physical attack, indecent behavior, obscenity, shake down, and threatening and intimidating acts. Consequences for students committing bullying acts will be dealt with on a case-by-case basis.

BUS INFORMATION

A. BUS RULES - DEFINED

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/her charge, and shall use every care for the safety of the children in his/her 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 pupil 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/herself 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.

B. BUS RULES - CONSEQUENCES

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 transportation director will contact the parent and the following action may be taken:
 - a. **Second Offense – Parent called, one day off bus;**
 - b. **Third Offense – Parent called, one week off bus;**
 - c. **Fourth Offense – Parent called, one month off bus; and**
 - d. **Fifth Offense - Parent contacted, student expelled from bus for the remainder of the semester.**
- 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 the remainder of the 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.

BUS INFORMATION - "CAN I RIDE HOME WITH MY FRIEND?"

Students may not ride home with friends on another school bus nor may they get off on another bus stop other than their own.

CAFETERIA/FOOD SERVICE

A. BREAKFAST/LUNCH PROGRAMS AND RULES:

Wholesome food is served in the cafeteria for a reasonable price. Lunch money should be sent the first school day for the week. Make checks payable to your child's elementary school. For your convenience, parents may pay for lunch and breakfast on-line, via the school website, at no additional charge. Parents can check their child's account balance through Skyward and set up a notification to receive an alert IF the balance falls below a certain threshold. It is the parent's responsibility to see that the child's cafeteria account is current. If you are struggling to pay for your child's meals at school, you may want to fill out an application for free & reduced lunches. Students who are eligible for free and reduced lunches are also eligible for free or reduced breakfast. Please go to your school website to fill out the online free & reduced application.

Each year a new application must be completed.

Lunch menus can be viewed on the CECC/DCES website. Students have the option of bringing their own lunch and purchasing a carton of milk in the school cafeteria. Students are not allowed to bring carbonated beverages to consume during lunch. Milk will be provided with all meals unless the school receives documentation from a medical doctor indicating that the student has a milk allergy or intolerance. Once documentation has been provided, an alternative drink can be provided. This documentation must be updated annually.

If a parent or guardian withdraws their student, please check with the cafeteria manager to see if the student has money on their lunch account. A refund will be issued to the parent or guardian.

B. CAFETERIA PROCEDURES:

The Leader in Me Habits are stressed in the cafeteria as they are throughout the school. Conversational talking will be permitted with those seated next to or across from the student. Simple rules of respect and manners will be observed. This would include walking to and from the table, staying seated while eating, cleaning up after yourself, etc. **There is to be NO pop, soft drinks or food purchased from outside restaurants to be consumed during lunch time. Visitors should be considerate of this expectation as well.** Fruit drinks are acceptable.

Trading food from child to child has proven to be unsanitary and will not be allowed. Due to safety concerns, students must ask for permission to leave the cafeteria at any time.

C. CAFETERIA EXPECTATIONS:

- 1) Please clean up after yourself.
- 2) Please remain seated at your table.
- 3) After returning your tray, please return to your original table.
- 4) Please demonstrate respect and manners.
- 5) Please ask permission from a supervisor before leaving the cafeteria.

CANCELING ACTIVITIES FOR EMERGENCY REASONS

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will automatically be canceled or postponed. This includes social events, club meetings, sports events at home or away, practices, and adult education programs.

CARE OF PERSONAL PROPERTY

If students choose to bring personal property on school grounds, it will be the sole responsibility of the student. Please do not bring electronic devices or other personal property of value to school. Do not leave personal items unsupervised. The school cannot be responsible for items lost or stolen from bookbags. School personnel have the right to search all abandoned property or bookbags if given reasonable suspicion to do so.

Chromebook Procedures (Student 1:1 Initiative)

In order to hold students accountable for responsible use and care of our Chromebooks, each student will have a Chromebook assigned to him/her. A very basic outline of the procedure is as follows:

1. Students will have a device assigned to them by their homeroom teacher
2. Students will carry their Chromebook with them to each class throughout the day as needed - PLTW, Media, Music, etc..
3. At the end of each school day, students need to ensure the device is plugged in so it can be charged overnight.
4. Students should **NOT** share Chromebooks with a friend.
5. Repair fees:
 - a. broken screen = \$25
 - b. missing keys = \$5 per key
 - c. damaged keyboard = \$25
 - d. motherboard = \$200*prices are subject to change

CLOSINGS/DELAYS

A school delay may be called due to inclement weather, including fog. The media will be notified upon cancellation. WLFI-TV, Channel 18 (CBS) Lafayette seems to run the cancellation at the bottom of the TV screen within minutes after it is submitted.

The following media outlets will also air announcements: WASK/WKOA, WHZR, J&C

You are encouraged to take the time to talk to your child concerning where to go in case of school being dismissed early. Skylert is utilized to send phone messages to parents to notify them of such changes. Parents, please make sure that the school has current phone numbers so you can be contacted by Skylert.

COLD WEATHER AND RECESS

Inevitably, when cold weather arrives, requests are received that students be allowed to remain inside at recess time. We honor these notes with respect to the following guidelines:

- A. A student must have a notice for each day a request is made; a note for more than one day will not be accepted. B. A note from a doctor will be required for any student who needs to remain in the building at recess for a period of longer than five (5) consecutive days.

Be assured that students and duty teachers will not be going outside in extremely cold or damp weather. Students will go outside if the temperatures are 20 F or greater and wind chill is greater than 10 F. If the temperatures are 19 F or less or wind chill is 9 F or less, the students will enjoy

indoor recess. Recess supervisors are encouraged to alter the amount of time students spend outside in extreme conditions. This can be achieved by reducing the amount of time spent outside in cold temperatures while spending the remainder of recess in indoor recess.

You, as parents, can help by making sure your children leave home dressed appropriately for the day's weather conditions. Keep in mind that a heavy coat or jacket can be taken off if the child is warm, but if no coat is available, the child has no means of keeping warm. In order for students to enjoy recess in the snow, students must wear appropriate clothing including snow boots, pants, gloves, etc.

CONFERENCES

All parents and guardians are invited to attend the scheduled Parent-Teacher Conferences held each fall. **Parents may request to conference with an individual teacher at any time during the school year by contacting the classroom teacher.** This is recommended **any time** parents have questions regarding a student's program or progress.

When a concern or question arises with an academic grade or teacher, please contact the teacher first. Most issues are generally resolved with open communication. If the concern still exists, then please contact administration.

COMPUTER USAGE (also refer to the detailed technology usage policy)

Each student has access to the educational computers provided by DCES. Every student is assigned a password and username. It is the student's responsibility to not share this password with other students. The computer is to be used for educational reasons only. Any misuse of the computer may result in disciplinary action.

Classroom Placements

Many factors are taken into consideration when determining class placements. Each spring parents/guardians are invited to offer input about their child's learning needs by turning in a classroom placement request form. These forms are mentioned in the May newsletter and made available in the main office. Please do not submit specific teacher requests, as these cannot be guaranteed and our intent is to provide the best learning situation for all students. The teachers, school counselor, and administrators work on the placement of students for the upcoming school year. Accordingly, special consideration is given to ability levels, compatibility, special needs, learning styles, and teaching styles when creating class assignments. Any questions or concerns regarding classroom assignment should be directed to the building administrator. After a student is placed in a classroom, he/she will not be removed and placed in another teacher's room at any point in the year.

Curriculum

Language Arts

The language arts program develops the skills, concepts, and attitudes involved in listening, speaking, reading, writing, spelling, grammar, and literature.

Reading-The reading program was designed with the children's learning characteristics and areas of interest in mind. Children's individual abilities are considered as skills are taught. Students receive instruction and additional assistance on a small group or individual basis either through enrichment, reinforcement or remedial experiences. The aim of the reading program is to

help each child as he/she moves through his/her school program to achieve the highest level of competence in reading that is possible.

English-The basic purposes of teaching English are to improve and to refine the language knowledge, understanding, and usage that pupils have acquired naturally. English is taught as a subject in which six aspects: speech sounds, talking, listening, written expression, reading, and literature understanding are interrelated, but which are at times emphasized singly for purposes of instruction.

Mathematics

The general aim of mathematics in all elementary grades is to develop the ability to perform number operations with skill and understanding. The program recognizes the individual differences in children. Learning situations to meet these individual differences are provided. Emphasis in the mathematics program is placed on problem solving, reasoning skills, geometry, probability, and statistics, as well as the use of calculators and computers. Computational skills are important at all levels. Manipulatives are used to build basic understandings that are vital to concept development.

Science

Through science, the elementary schools seek to create an appreciation of the wonders of the world in which we live and an understanding of the methods and importance of science and the scientist in our culture. Science instruction should enable the child to apply what he/she learns.

Social Studies

The social studies program in the elementary schools includes at every grade level basic relationships among people and the relationships of people to their environment. The program utilizes an interdisciplinary approach, drawing information from all the major social science disciplines. Through the program, students should better understand themselves and other people while preparing to live in the world of tomorrow. Map-and-globe, chronology, inquiry, and research are basic social studies goals that are emphasized. The social studies curriculum seeks to develop in students positive values based on American democratic ideas.

Fine Arts

The primary aim of music in elementary schools is the creation of positive attitudes toward music on the part of every child. Music classes are taught to all pupils in Grades 1-5. The primary aim of art in the elementary schools is to present a program of quality experiences essential to the total development of the individual and to emphasize the importance of creative endeavors as a necessity for all learning. Art is an integrated component of the elementary curriculum with a goal to bring the program back formally.

Physical Education

The physical education program is an integral part of the curriculum for elementary pupils. It is a definite and functional medium of education that aims to develop the pupil's physical, social, emotional and mental capacities to the optimum. Classes are taught to all pupils in Grades 1-5. Well-planned programs by the physical education teachers provide instruction in activities and skills that develop coordination and give the pupils a better feeling of self-confidence and security.

Kindergarten

Delphi Community School Corporation is committed to providing high quality early learning opportunities for all students through its full day kindergarten program.

Full-day Kindergarten Full-day kindergarten offers more time to elaborate on the developmentally appropriate learning experiences students need in order to develop the key concepts and skills necessary for future success. Full-day kindergarten is based on the kindergarten Indiana academic standards and curriculum and incorporates a variety of developmentally appropriate instructional approaches. A full-day kindergarten schedule provides teachers and students with more time to devote to additional small-group and individual activities focusing on academic and social-emotional skill development.

High Ability Program

Delphi Community School Corporation is committed to providing appropriate instructional services for identified high ability students in grades K-5. Each elementary school offers a continuum of services to support the learning needs of high-ability students. Programming options include differentiated instruction in all grade levels.

Further information on qualifications and instruction may be obtained through the elementary principal or in the High Ability Handbook.

Special Education Services Response to Intervention (Article 7, IDEA) is a multi-step approach to providing special services and interventions to students who struggle with learning and behavior. At each step, students are closely monitored to make certain that progress is being made. As interventions become more intense, results are used to make decisions about the need for further research-based instruction and possible evaluation for special education services. In the past, students were identified as having a learning disability if there was a discrepancy between their academic scores and their IQ. Now, Delphi Community School Corporation is placing emphasis on early identification, through universal screenings, interventions and self-advocacy to support student learning.

DISCIPLINE POLICY

A. DISCIPLINE POLICY - DEFINED

THE FOLLOWING EXPECTATIONS ARE FOR ALL DCES AND CECC STUDENTS:

- ◆ STUDENTS WILL COME TO CLASS PREPARED AND ON TIME.
- ◆ STUDENTS WILL RESPECT OTHERS AND THEIR PROPERTY.
- ◆ STUDENTS WILL DEMONSTRATE COURTESY TOWARD ADULTS AND FELLOW STUDENTS AND HELP MAINTAIN A SCHOOL ENVIRONMENT THAT PROMOTES BEING RESPECTFUL, BEING RESPONSIBLE, AND BEING SAFE
- ◆ STUDENTS WILL FOLLOW ALL HANDBOOK RULES AND ABIDE BY FEDERAL, STATE, AND LOCAL LAWS.
- ◆ STUDENTS WILL COMPLETE ALL ASSIGNMENTS IN CLASS OR FOR HOMEWORK.

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 a person's ability to

control his or her 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. BEHAVIOR CONTRACT- A student behavior contract may be used at the discretion of the teacher or administration. The contract will be tailored to the specific situation and will require the signature of the student and possibly the parent and administrator. Violation of the behavior contract may result in additional consequences or behavior modifications

2. 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. 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 IC 20-8.1-5-10 (possession of a firearm). Violation of this law will result in expulsion for a period of at least one calendar year.

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

a) **Arson** – The willful and malicious burning or attempting to burn any part of any building or any property of DCMS.

b) **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.

c) **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.

d) **Physical Attack** - Premeditated act of physically assaulting any person on school property or while going to or from school; including any activity under school sponsorship.

e) **Possession** - The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. (See Indiana Code No. 35-41-1-8)

f) **Unlawful Drugs & Behavior-Altering Substance** – Possession, use or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription, includes any form of hallucinogenic drugs, marijuana, or alcohol. (See Indiana Code No. 20-8.1-5.1-9)

6. 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 five-day attendance limit. Parents will be informed either by phone or mail of each in-school suspension.

7. 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 I.C. 20-8.1-5-4.
- C. Parents must be informed of all disciplinary referrals.

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. 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 to the teacher on the day the suspension ends.**

9. PARENT/TEACHER CONFERENCE – A meeting will be held between parents and teachers to discuss a student’s behavior. With the approval of administration, students can be withheld from class until this meeting is held.

10. 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.

11. 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.

12. REPRIMAND – Staff informs students that a type of behavior is unacceptable.

13. 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.

B. DISCIPLINE POLICY – CONSEQUENCES

Students **will be** held responsible for their behavior. He or she will be expected to learn and use common manners, and practice good judgment while at school, on school property, during school events, and as they are transported to and from school property or events. Any behavior that disrupts the learning environment is considered a discipline concern.

Discipline is about changing the incorrect behavior and replacing it with a behavior that will allow a student to be both academically and socially successful. Teachers maintain most of the behaviors through their classroom management plans. Classroom management plan’s expectations are discussed with students at the beginning of the year and are posted on teacher’s websites. When a student has shown that the inappropriate behavior cannot be altered through the teacher’s classroom management plan or the student causes a disruption to the educational process, then the student will be directed to administration.

Since all students are unique individuals, administration strives to work with individuals to

find strategies which encourage behavior changes. With that said, discipline must also be consistent. The building administrator has the authority to apply any reasonable consequences in response to misconduct. Students whose misbehavior results in continued referral to the office for discipline during the school year will be subject to any level of discipline that school officials determine is appropriate.

C. REPORTING TO OUR LOCAL AUTHORITIES

Delphi Community Elementary School and the Carroll County Sheriff's Department and City of Delphi Police work collaboratively to keep our children safe. To assist with our mission to create a safe environment, and to follow state laws the following incidents **MUST** be reported to both the parents and the Sheriff's Department:

- Physical Altercations that cause bodily harm
- Drug and Alcohol Offenses
- Possession of a Weapon
- Theft Offenses
- Sexual Offenses which includes any pornography on cell phones or electronically devices
- Bomb Threats
- Gang: Attire, Graffiti, Association, etc.

Child Abuse must be reported to Child Protective Services.

DISRESPECT TO STAFF OR STUDENTS (INCLUDING RACIAL/ETHNIC SLURS)

All students and staff members need to feel safe in our school environment. Disrespect, racial or ethnic slurs violate that environment. Detention and/or in-school suspension will be assigned depending on severity.

DRESS CODE

While fashion trends change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle or color) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students will be asked to cover or change inappropriate clothing or have parents bring appropriate clothing into which they can change. Continued warnings will result in disciplinary action.

1. Shoes or other appropriate footwear must be worn in the school building; Students are encouraged to wear tennis shoes due to the fact they have PE and recess (daily).
2. Hats, caps, headbands, bandanas, and hoods are to be removed when entering the building.
3. Clothing with words or pictures that advertise illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products, or any other items not legally usable by students will not be permitted. Clothing which conveys a demeaning or sexual message, whether explicit or implied, may not be worn at school. **An item of clothing that might cause general disruption to the operation of the building should not be worn.**
4. Clothing which fails to adequately cover the body is not allowed. Skin or underwear should not be visible between shirt and waistband.
5. All shirts, dresses, or jackets must have sleeves that extend past the shoulder and cover the armpit region. Tank tops and shirts with spaghetti straps are not permitted. Shirts that follow the trend of cutouts on the shoulders/upper arm area will be permitted, provided that excessive skin/bra straps do not show.
6. Shorts or skirts must extend past the fingertips.

7. Any form-fitting clothing, including but not limited to any form of pants, trousers, leggings, tights, jeans, yoga pants, spandex, sweaters, see-through shirts, or sportswear which reveals undergarments or is considered to be inappropriately form-fitting is strictly prohibited. Exceptions will be made only if the prohibited items are covered by another article of top clothing that covers the front and back private areas.
8. Pants must be secured at the waistline and may not hang down to expose the navel area or underwear, a style known as “sagging.”
9. Clothing with any holes, slits, or rips will not be allowed unless the areas showing skin are covered with either tights or fabric.
10. Pajama attire will not be allowed which includes pajama pants and/or slippers.
11. Fishnet or see-through tops must be worn over a shirt that meets the dress code (no exposed midriff, must have sleeves).
12. Chains, clothing or jewelry with pointed spikes will not be allowed.
13. Ear piercings are acceptable. Nose piercings are limited to a post stud only – no hoop or other type of nose piercing is allowed for the purpose of student safety. Any jewelry or other items are prohibited when worn in any (exposed) pierced body part other than as described above.
14. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang is not allowed.
15. Sunglasses may not be worn in the building without written doctor’s orders.
16. Excessive body writing, tattoos must be covered or removed. Any makeup that causes a distraction must be removed.
17. Students will be asked to change if an item of clothing is deemed inappropriate by administration.
18. The dress code also applies at school dances.

Students wearing clothing in violation of the above dress code guidelines will be asked to change clothing or will need to exchange the inappropriate clothing items for school-issued clothing. The item in violation will be kept in the office and returned to the student at the end of the day. Parents will be notified of the violation. Repeated violations will be considered insubordination and result in disciplinary consequences deemed appropriate by administration.

If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear that item to school.

DRUGS/LOOK-ALIKE DRUGS/ALCOHOLIC BEVERAGES/TOBACCO

The possession, use, sale, delivery, or transfer of alcoholic beverages, controlled substances, look-alike substances (as described in the Indiana School Code), tobacco or tobacco products, including e-Cigarettes, by students, while in school, on school grounds, at school-sponsored functions and while the students are representing Delphi Community Elementary School is forbidden.

Medication prescribed for a student must be administered in accordance with procedures outlined in Section I. Prescription medication transferred in any other way will be treated as a violation of this policy and be subject to disciplinary action. Being under the influence of alcohol or a controlled substance other than prescription medication will also be treated as a violation of this policy and subject to disciplinary action.

Upon the determination of such activity, parents and law enforcement will be contacted. The student will be suspended from school and will be recommended for appropriate placement. Expulsion will be recommended for activities involving drugs, look-alike drugs, and alcohol. Before a student may re-enroll at Delphi Community Elementary School following expulsion for the above violation, they must first provide documentation indicating their drug-free state and agree to bi-monthly drug tests for one calendar year following re-enrollment. The cost of such drug tests will be the responsibility of the student's family.

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 ELEMENTARY 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.

ELECTRONIC DEVICES, CELL PHONES

If a student chooses to bring a cell phone or any electronic device, it must be kept in the student's backpack **turned off** at all times during the school day. Any electronic device is not the responsibility of the school. If stolen or lost, a student assumes the responsibility. Students are not allowed to text message during the school hours. Administration has the duty to report to law enforcement reports of students engaging in the transfer of inappropriate pictures, sites, or graphics from one cell phone to another. If a student carries his/her cell phone and it is confiscated by school personnel, the following will apply:

1st offense: Parent is contacted and phone is returned to the student at the end of the day.

2nd offense: Phone is returned to the parent.

E-LEARNING POLICY

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. See updated policy on school website.

eLearning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction. See updated policy on school website.

Delphi Community School Corporation Mission

DCSC is committed to providing our students with an enriching, rigorous, differentiated and meaningful education. In doing such, we are committed to not only the children earning proficiency on assessments today, but also empowering the students to do well as members of the future workforce by engaging them with the tools of today and tomorrow.

EMERGENCY DRILLS (FIRE, EARTHQUAKE, CODE RED, AND TORNADO DRILLS)

Fire and tornado drills are held to acquaint all personnel and students with the necessary emergency procedures. A fire drill will be conducted each month of school, tornado drills two times during the year, and lockdown/lockout twice during the school year*. Each teacher will instruct his or her students on the procedures to be followed in case of an emergency; such directions are posted in each classroom.

*or as per Indiana Code

FIELD TRIPS

Field trips are educational experiences held off the school grounds. The school principal must approve all field trips. No student may participate in any school-sponsored trip without parental consent given during registration. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Field trips are an extension of the educational experience received within CECC/DCES and therefore, all rules and procedures are still expected to be upheld. Students who violate school rules may lose the privilege to go on field trips. All field trips will be completed by the end of the first week of May unless special permission has been granted by administration.

Any parent who would like to chaperone or attend a field trip must be on the approved volunteer list maintained by the central office. If interested, please contact the child's teacher. We do keep limits on the number of chaperones we can allow.

FOOD AND DRINK IN THE CLASSROOM

Due to the large number of students who eat breakfast each morning, we are pleased to allow 'grab and go' breakfasts for those students so they can carefully eat them in their classrooms. Students need to exhibit care and follow the guidelines of the teacher.

FORGERY OR FALSIFYING INFORMATION

Forgery or falsifying information in writing the name of another person, time, dates, grades or addresses will result in a parent contact and discipline decided by administration.

Criminal Organization ACTIVITIES

Criminal organizations create an atmosphere of fear and intimidation within the school environment and/or community. It is the policy of CECC/DCES to prohibit criminal organization

activity and other destructive or illegal behaviors (including but not limited to the presence of criminal organizations or student involvement in criminal organizations or criminal organization-related activities and the display of criminal organization symbols/paraphernalia) on school property, on school transportation, while school is in session, or at school-related events. Any student who violates this policy shall be subject to penalties in accordance with the school's student discipline policy.

It is the policy of CECC/DCES to prohibit reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

"Criminal organization" defined per (IC 35-45-9-1) – "criminal organization" 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 the 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 (IC 35-42-2-1).

"Criminal Organization Activity"-a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits recruits, entices, or intimidates another individual to join a criminal organization.

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 criminal organization, shows interest in joining a criminal organization, initiates or participates in any criminal organization-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 criminal organization 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 criminal organization activity within the schools and in the community.

Enforcement

In order to prevent the onset of criminal organization-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 criminal organization involvement, such as possession of weapons or drugs, 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 CRIMINAL ORGANIZATION-RELATED INCIDENTS AND/OR SUSPICION OF CRIMINAL ORGANIZATION 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 Criminal Organization 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 criminal organization-related, immediately exercise the right to search individual(s) locker and/or desk and/or personal effects for evidence of criminal organization involvement.
 - 2. Copies of photographs should be made of any evidence of criminal organization 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 criminal organization 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.

GIFT EXCHANGES AT SCHOOL

The exchange of gifts at school for birthdays and special occasions is discouraged because it is distracting to the educational environment. Safe storage for gifts is not available and often gifts are damaged or destroyed before the student can take them home. Please do gift exchanges away from the school. Parents are asked not to have flowers, balloons, or other gifts delivered to the school for students. These items cannot be stored in the office, nor can they be safely transported home on the bus.

GRADES/ GRADE REPORTS

Parents may view their student's academic progress via the Internet by logging on to the school website and clicking on Skyward. Parents and guardians will be issued a copy of the student's login and a PIN number. These should not be shared with anyone. Parents and guardians should contact the class teacher with questions or concerns about grades or assignments. Report Cards will be sent home OR be made available to parents through Skyward - found in the 'Portfolio' section of Skyward. Since sharing report cards serves as one of the principle means of communicating a student's progress in school to the parents, grade reports will not be held when a student has outstanding obligations to the school. The following grading scale is used by teaching staff: 90-100 (A range); 80-89 (B range); 70-79 (C Range); 60-69 (D range); Below 60, (F range). Parents questioning a grade should contact the class teacher.

Parents who have concerns or receive an unsatisfactory report should contact the teacher for a conference.

GRIEVANCE

In cases involving an alleged offense by a student against 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 Principal. The Principal will conduct a timely investigation. If the student's parents or guardians are not satisfied with the results of the investigation, they may present the grievance to the Superintendent of Schools and his determination will be final.

COUNSELOR SERVICES

The counselor is responsible for providing a variety of services and materials for the students. The services include:

1. Personal counseling when students need to talk about a problem. The discussion and possible solutions are handled in a confidential manner. With parental consent, "group" counseling is available for students who choose to attend.
2. Educational planning - the counselor offers input into student educational placement.
3. Testing program -Testing is a tool to measure a student's progress from year to year. The purpose of these tests is to provide information to the student, parents, and teachers that will help each student work toward maximum development of their potential abilities. Although these scores do not affect grades, they are recorded as a part of each student's permanent record.
4. Test results are available to students and their parents. The counselor may explain the meaning of the scores.
5. Parent conferences - The school and the home have a mutual interest in the total development of the student. Only through working together can the student best be served. The counselor welcomes calls or visits from parents on any matter of concern.
6. Student visits to the counselor- It is preferred that the student see the counselor during non 'core instructional periods', before or after school, or during lunch period. If a student

comes to the guidance office during a scheduled class period, they must have a pass from the teacher.

COUNSELOR SERVICES - PERMANENT RECORD

The school maintains a permanent record for each student enrolled at Delphi Community Elementary School. The information found in this record includes:

- Standardized test results
- Grades earned in courses taken by the student
- Number of days absent and tardy
- Limited family information including parents' names, address, student's date of birth, telephone number, and other schools attended

Parents of students under 18 year of age may request to see the student's permanent record while in the presence of a school official. A separate health record for each student is maintained in the office.

GUM

Gum is not allowed at Delphi Community Elementary School. If students choose to break this rule and chew gum at school, teachers will ask them to dispose of their gum immediately.

HIGH ABILITY PROGRAM

Delphi Community School Corporation has a high ability program for students who qualify based on data through ILearn, teacher referral using SIGS, iReady diagnostic testing data, parent recommendation, or CogAT scores. The high ability program consists of differentiated curriculum, higher level thinking and advanced grade level work in academic areas of math, English, social studies and science. The math curriculum is one grade level above the grade level. In the eighth grade, students who are in the high ability classes will be able to earn high school credit for Algebra I and ICP (Integrated Chemistry and Physics). By Delphi Community School Corporation Policy, students must maintain a minimum grade requirement of a B-, or a letter will be sent home placing the student on academic probation for that class. If the student does not raise the grade to a minimum of a B- by the next grading period, the student will be removed from the high ability class.

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. 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 be referred by the teacher and report to the Health Room. If a student is diabetic or has an emergency (significant bleeding, active vomiting, for example) he/she may report directly to the Health Room with an escort. 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.

- **B. RETURNING TO SCHOOL AFTER ILLNESS** – Please do not send your student back to school until he/she has not vomited, had diarrhea, or had a temperature over 100 degrees (without benefit of medication) for 24 hours.

RASHES Please do not send your child to school if he/she has a weeping rash such as impetigo, ringworm, etc. Your child must have a doctor's note, had treatment for at least 24 hours, and have the rash covered with long sleeves, pants, or band-aids before being allowed to return to school. Please do not send a child with a rash and a fever, even low grade (less than 100 degrees).

PINKEYE (Conjunctivitis) If a student has red, itchy eyes with drainage, crusting and swelling, please contact your doctor to have your student checked for pinkeye. Pinkeye is very contagious and is spread by contact. If your student is diagnosed with pinkeye, he or she must be treated with medication for 24 hours. A doctor's note is also required if the doctor does not diagnose pink eye.

- **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 package or bottle. A signed note from a parent 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.) must accompany the medication. 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 in the High School and Middle School only. A note from the physician giving the student permission to have the medication must be on file in the Health Room.
- **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 unopened 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, backpack or elsewhere in his/her possession. Students may carry cough drops in the High School or Middle School and may keep them at the teacher's desk in the Elementary School level.
- **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 Room.
- **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 an annual religious or medical objection is on file. Immunization requirements follow the Indiana State Guidelines. Students who do not comply with the immunization requirements may be excluded from school until the requirement is met.
- **I. HEAD LICE (Pediculosis)** - 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 be 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. SCOLIOSIS AND VISION SCREENING**
 SCOLIOSIS screenings are performed on all 5th graders as well as 7th and 9th grade students who do not have a current year Sports Physical on file.
 VISION checks are routinely done for all kindergarten, 1st, 3rd, 5th and 8th graders. Others will be selectively done, especially if requested by a parent or teacher. Parents are notified if referrals are necessary.
- **K. GUIDELINES FOR HEARING CONSERVATION PROGRAM** - Indiana Law (Code 20-8.1-7-17) states that every school corporation shall annually conduct hearing tests as follows:
 - 1. All students in grades 1, 4, 7, 10 are screened.
 - 2. Students new to the corporation are screened.
 - 3. Students with known hearing losses and/or with a history of ear problems are monitored and tested during the year.
 - 4. Any student will be tested upon request by parents and/or school staff.
 - 5. The School Speech/Language Pathologist will also screen all five year olds in kindergarten in addition to the above required by law.
 - 6. Individual hearing screenings will be performed on students as deemed necessary throughout the school year. Parents will be notified of the test results and recommendations.

Note: The type of test used:

AUDIOMETER – (AUDIOGRAM) – A pure tone test. Tells how well various sounds are heard.

- **L. MENINGITIS** - Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year.

Meningococcal meningitis and certain bloodstream infections can be caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious and can quickly turn critical, leading to brain damage, hearing loss, and even death. This bacterium is spread from person to person by sharing respiratory or throat secretions. This typically occurs during close contact, such as kissing or sharing eating utensils, or through persons living in close quarters, such as dormitories .

There are two types of meningococcal vaccine available in the United States to protect against these infections. The meningococcal conjugate vaccine, also referred to as MCV4, protects against meningococcal serogroups A, C, W and Y. The meningococcal serogroup B vaccine, also known as MenB, protects against serogroup B. Since these vaccines protect against different serogroups of the bacterium, they are not interchangeable. It is necessary to receive a complete series of both vaccines for protection against these 5 serogroups of meningococcal bacteria. Neither type of vaccine contains live meningococcal bacteria.

The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of all children with the MCV4 vaccine (Menactra or Menveo) at 11 or 12 years of age. A booster dose at age 16 is also recommended to provide ongoing protection from the disease after high school. The CDC also recommends that a MenB vaccine (Bexsero or Trumenba) 2-dose series may be administered to persons 16 through 23 years of age. The child's healthcare provider may make a recommendation regarding the MenB vaccine based on the child's needs.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of MCV4 vaccine doses for the 2018-2019 school year. One dose is required for all students entering 6th-11th grade. A second dose is required for students entering 12th grade. Many colleges and universities require this vaccine for incoming students as well. The MenB vaccine is not an Indiana grade school requirement at this time and does not meet the meningococcal vaccine (MCV4) requirement for school entry.

All students must have acceptable documentation of required immunizations on record at the school they are currently attending. Acceptable documentation includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer these vaccines. Please contact your healthcare provider for specific instructions regarding your child.

More information about meningococcal disease can be found at these websites:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

<http://www.in.gov/isdh/25455.htm>

M. Sunscreen

Students are allowed to bring sunscreen to school and may keep it with them to use as needed. The sunscreen must be a topical, non-aerosol product that is approved for over-the-counter use by the United States FDA. Students will apply their own sunscreen.

N. THC Hemp Extract, Including CBD Oil

FDA approved CBD oil may be administered to students at school only with the following criteria being met:

- Must have a prescription from a health care provider
- A parent or guardian must administer the medicine in the school health room.
- The medication must be stored at home.

HOMEWORK REQUEST

Homework can be requested through the front office from a specific teacher. If homework is requested, the parent or guardian must do so by 9:00 a.m. Homework will then be available between 3:00 and 3:30 p.m. for pick-up. If the request for homework comes in later than 9:00 a.m., the homework will be available for pick-up on the following day.

HONOR ROLL

Students may qualify for the honor roll by satisfying the following requirements:

- A Honor Roll – Students must earn all A's in all classes for the semester. Any grade lower than an A- will disqualify the student from the A Honor Roll.
- A/B Honor Roll -Students must earn an A or B in all subjects for the semester. One C in any subject will disqualify a student from the A/B Honor roll.
- Honor rolls will be determined by using all class grades and will be published each semester. The school may establish other academic incentive programs to encourage students to improve their grades.

INSPECTION OF INSTRUCTIONAL MATERIALS

The elementary school principal is the instructional leader and is responsible for coordinating inspections of instructional materials at the school. His office is located at 300 W. Vine St. and he can be reached by calling 765-564-3895. Students and parents have the right to inspect instructional materials. For more information on this process, contact the building administration.

INSUBORDINATION

Insubordination is refusal to comply with a reasonable request given by school personnel. Insubordination is not tolerated and depending on the severity will receive a consequence of parent contact and other possible consequences.

INSURANCE PROGRAM

A low-cost insurance policy is offered to all Delphi Community Elementary School students. This is a limited policy with definite indemnities set for each type of injury. Neither the school nor anyone connected with the school will profit in any way from the insurance. A student can be insured during the school year for accidents that occur while he/she is engaged in any school-sponsored activity. Injuries resulting from brawling or fighting are not covered by this policy. All injuries must be promptly reported to the office or to the teacher in charge and an accident report completed by the teacher or staff member in charge or the school nurse.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students who have advance arrangements to leave for appointments need to be signed out in the office by their guardian. Anyone leaving the campus without proper authorization will be considered truant. Generally, students will not be dismissed to anyone but the custodial parent or guardian without written authorization. Students will not be allowed to go home to get school materials, supplies, uniforms, money, etc.

LOST AND FOUND

Lost or found articles should be reported to the office. Parents, please encourage your student to check the Lost and Found for misplaced items. The school will dispose of all articles not claimed by the end of a school year.

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

MEDIA/LIBRARY SERVICES (LMC)

The Library Media Center (LMC) is designed to provide services and materials for faculty and students in conjunction with the curriculum.

MISSION AND VISION STATEMENTS

Be Innovative

We are creative problem solvers not afraid to take risks.

Be Bold

We will face challenges directly while embracing new ideas without the fear of failure.

Build a Legacy

We will be lifelong learners who use our voices to leave the world a better place.

**mission and vision adopted by students, staff, and parents - spring 2018

NON-CUSTODIAL PARENTS

Non-custodial parents who wish to receive report cards and/or progress reports should send in self-addressed envelopes along with a written request to the guidance office. A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to the non-custodial parent.

PHYSICAL EDUCATION PARTICIPATION & DRESS

The physical education program is an integral part of the curriculum for elementary pupils. It is a definite and functional medium of education that aims to develop the pupil's physical, social, emotional and mental capacities to the optimum. Classes are taught to all pupils in Grades 1-5. Well-planned programs by the physical education teachers provide instruction in activities and skills that develop coordination and give the pupils a better feeling of self-confidence and security. Students need to dress appropriately for days in which they have PE - especially tennis shoes. Furthermore, DCES began implementing a swimming program for 4th and 5th graders. This program will expand to other grade levels. There are several licensed life guards on duty and several instructors to guide the students. Information will be shared with parents prior to the beginning of this program.

PROMOTION AND RETENTION OF STUDENTS

Many factors are considered relating to the retention of students. This is a decision made between parents, teachers, and administrators together. If retention is considered, school personnel will follow this timeline:

1. Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.
3. Early March: Teacher will notify the principal if an alternative grade placement is being considered. The Student Intervention Team may be convened by the principal.
4. Early April: If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.
5. May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

RECESS RULES AND PURPOSE

In order to insure that students know firsthand what is or is not acceptable, the following rules have been established and are designed to satisfy three basic concepts: (a) to prevent injury to the individual and the other student: (b) to prevent damage to the building and equipment: and, (c) to prevent destruction to the student's or another student's clothing:

- A. No deliberate kicking, throwing or batting of balls against, or in the direction of the building. Playground equipment should be used as it was designed. Playground safety and appropriate use of each piece of equipment is taught within the first couple of days of school.
- B. The game of "tag" is outlawed on all playground equipment.
- C. Overly aggressive games such as tackle football are not permitted.
- D. The school provides sufficient playground equipment. Therefore, children need not bring equipment from home
- E. Do not play in water or mud or on equipment that has water under it.
- F. Although it should go without saying, we nevertheless emphasize that there is **NO FIGHTING**, **NO THREATENING REMARKS**, **NO PROFANITY**, and **NO ROCK, SAND, GRAVEL**, or **SNOWBALL** throwing at any time on the playground.
- G. Students are not permitted to re-enter the building during playtime without permission from the teacher on duty.
- H. Students are not permitted to leave the playground during the recess period to retrieve a ball

without first receiving permission from the teacher on duty who will observe the ONE STUDENT assigned to go after the “lost ball.”

I. The play period is OVER when the teacher(s) blow the whistle. ALL PLAY STOPS and students quietly line up to re-enter the building, Students will be considerate of others in their rooms having class. The playgrounds are closed to the public during normal school hours when school is in session,

SCHOOL RESOURCE OFFICER

Officer Rick Bernhardt is our district's School Resource Officer (SRO). He can be reached at 765-564-3481 ext - 2302.

SCHOOL SUPPLIES

A school supply list will be made for each grade level toward the end of the preceding school year. Students are asked to bring those supplies with them to school to begin the new school year.

SOCIAL NETWORKING, TEXTING AND CYBER BULLYING

Schools cannot control what students do outside of the school setting. If students are inappropriately using social networking, texting or engaging in cyber bullying outside of the school, the school does not have the jurisdiction to apply consequences. If the problems created outside of school impact the educational setting within the school day, then the school may intervene and apply appropriate consequences.

SPECIAL EDUCATION AND ENGLISH LEARNER IDENTIFICATION:

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. Beth Stansbury, (765) 564-2100 ext. 4214 or the child's building administrator 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.

TITLE I

TITLE I PARENT/SCHOOL COMPACT

At Delphi Community Elementary School we believe that communication between home and school is important to the success of each student. Children blossom when school and home work together in partnership. We all need to do our part to make the Title I program a success for your child.

As a staff we will do our best to:

- Keep you informed of your child's progress.
- Provide different ways for your child to learn the necessary skills to be successful at his/her grade level.
- Work with your child in a small group or on an individual basis.
- Provide hints and ideas to help your child learn.
- Discuss concerns that you may have about your child's learning process.
- Provide high-quality curriculum instruction in a supportive and effective learning environment
- Discuss your child's achievement during annual parent-teacher conferences
- Provide reasonable access to staff, opportunities to volunteer and participate in your child's class and observe classroom activities.

As a Parent we hope you will:

- Send your child to school each day well rested, on time and prepared with necessary materials.
- Check your child's work and homework on a regular basis.
- Communicate with your child's teacher when you are concerned about your child's work, health, or behavior.
- Read to your child and listen to your child read to you.
- Talk to your child about his/her day at school

Delphi Community Elementary School - Title I Parent Involvement Policy

Delphi Community School Corporation intends to follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. DCES will distribute this policy to all parents as part of its School- wide Title I program. Delphi Community Elementary will:

Provide all Delphi Community Elementary parents with:

- A written PARENTS' RIGHT TO KNOW notification made available in the DCES newsletter.
- An annual meeting in the form of "Back to School Night" held to inform parents of DCES & CECC of academic goals, student assessments, proficiency levels that students are expected to meet and available intervention services for qualifying students as provided through Title I funding. Timely information.
- Description and explanation of the curriculum to be used for intervention.
- Opportunities for decision-making related to the education of their children.

- Materials and training on how parents can improve their child's achievement in the form of a parent night.
- Information sent home in a language that parents are able to understand
- A School-Parent Compact, an outline of the shared responsibilities for improved student academic achievement.

Build the schools' and parents' capacity for strong parental involvement by:

- Informing parents about the Title I program during parent teacher conferences including academic standards, school goals, assessments and benchmark expectations.
- Providing family involvement activities that are fast paced, fun and informative.
- In coordination with the PTA program, discussing ways to reach out to, communicate with, and work with parents as equal partners to implement parent programs and build ties between parents and the school.
- Coordinating with local preschool programs.
- Providing information in Spanish or the home language as needed.
- Welcoming increased parental involvement. Classroom and office volunteers, PTA membership, and school visits are encouraged.

The Indiana Partnerships Center

Schools improve when they partner with parents and the community. The Indiana Partnerships Center is Indiana's Parent Information and Resource Center (PIRC), funded in part by the U.S. Department of Education. The Indiana Partnerships Center works to inform parents about their rights and responsibilities pertaining to their children's education by providing education related information and resource materials. The center is located at 921 E. 86th Street, Suite 108, Indianapolis, Indiana 46240 and at www.fscp.org.

Parents' Right to Know

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Delphi Community Elementary to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

It is the policy of Delphi Community Elementary School to hire only qualified and licensed teachers for the area in which they teach.

Title IX

Statement of Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

In compliance with regulations implementing Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

The District Title IX Coordinators are:

Andrew Hawk
Principal of CECC & DCES
300 W Armory Rd.
Delphi, IN 46923
Phone: (765) 564-2100 ext. 4214
Fax: (765) 564-2341
Email: hawka@delphi.k12.in.us

Rick Bernhardt
School Resource Officer
501 Armory Rd.
Delphi, IN 46923
Phone: 765-564-2100 ext. 2302
Fax: (765) 564-6919
Email: bernhardtr@delphi.k12.in.us

Notification of Grievance Procedures

Please be informed that the Delphi Community School Corporation is an affirmative action/equal opportunity employer, and does not discriminate on the basis of race, color, religious creed, age, marital status, military or Veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability in any of its education programs, activities or employment policies. In compliance with Title IX of the Education Amendment of 1972, the following grievance procedure is presented:

The purpose of this procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination within the Delphi Community School Corporation. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

1. Level One - School Principal/Building-Level Title IX Coordinators

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.

The Principal shall within fifteen (15) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Title IX Coordinator

2. Level Two - District Coordinators for Title IX Activities

In the event that such aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within fifteen (15) days after presentation of the grievance, he/she may file a written grievance directly to the District Title IX Coordinators.

This use of the Level Two process may be initiated at any time during the school fiscal year (July 1 - June 30) in which a Level One decision is unacceptable to the aggrieved party.

3. Level Three - Superintendent of Schools

In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within fifteen (15) days after the meeting with the Coordinator, he/she may file a written grievance indicating such dissatisfaction, with the District Superintendent.

The use of the Level Three process may be effected at any time during the school year (July 1 - June 30) in which a Level Two decision is unacceptable to the aggrieved party. Within twenty

(20) school days after receiving the written grievance, the Superintendent of Schools shall meet with the aggrieved party and the Coordinator for the purpose of resolving the grievance. The Superintendent of Schools must render a decision in writing regarding the grievance within fifteen (15) school days of the Level Three meeting.

UNAUTHORIZED USE OF BUILDINGS OR GROUNDS

During the school day, no student is to be outside of the school building without the permission of a teacher or administrator. Outside of the school day, no student is allowed on the corporation grounds unless for a school-related purpose and under the supervision of a staff member.

VANDALISM OR DAMAGE TO PROPERTY

The regulations of our Board of Trustees are very specific with regard to care of school property. These regulations state that students are required to pay for all damages, which they have done, to school property, including textbooks and laptops. They may be suspended from school for willful damage. Until restitution is completed, the student may be prevented from participating in social events and field trips.

The Corporation is not responsible for securing restitution for damages done to personal property by any student of Delphi Community Elementary School.

VISITORS TO SCHOOL

All visitors who come to the school for any reason during the school day must report to the school's office and receive permission to be on school grounds. Parents or guardians may visit the school (provided timing is approved prior), but, as a general rule, friends or school-aged relatives of students will not be allowed to spend any part of the day with them in school. Visitors must register at the school office and be issued a "visitor's pass." Any person on school property who has not registered with the school office is illegally on school property and is to be asked to identify him or herself. Any person refusing to cooperate with school personnel in this matter will be asked to leave school grounds. If necessary, the police will be called. Any student that is expelled or out-of-school suspension is not permitted to be on any of the schools' campuses.

WEAPONS

A weapon is defined as any instrument or object capable of inflicting bodily harm which has no other useful school purpose, including but not limited to: knives, razor blades, guns, metal knuckles, broken pieces of glass or metal, self-defense apparatus, clubs, chains, paintball guns, etc. Possession, transfer, or use of weapons in the school building(s), on school property, or at school-sponsored events is prohibited. The penalty for violation is recommendation for expulsion.

WELLNESS POLICY

The Delphi Community School Corporation has developed a Wellness Policy in response to Section 204 passed by the U.S. Congress to address the increasing incidence of childhood obesity. The policy can be found on the school's website. However, below are some key concepts found in the policy relating specifically to the elementary school. Elementary students will not be allowed to bring pop, or purchase pop for lunch.

GENERAL RULES AND REGULATIONS FOR SCHOOL ACTIVITIES

1. All rules, which apply during school hours, apply at school activities also.
2. Students who are required to pay admission to an activity must do so. Students failing to pay when required will be removed and barred from all future school activities for the remainder of the term.
3. Students attending an activity must remain in the supervised area of the activity.

Appropriate Use of Technology Resources for Students Delphi Community School Corporation 2023-2024

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 (i.e. student Email accounts, websites, blogs, wikis, podcasts, social networks, and/or other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her 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. Students must comply with district standards and honor this agreement to be permitted to use technology.

Personal internet connective devices such as but not limited to cell phones/mifi's are not permitted to be used to access outside internet sources at any time.

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 accessed 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 studied in school;
- research for opportunities outside of school related to community service, employment, or further education

Activities that are NOT permitted nor encouraged 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;

- subscription to any online services or ordering of any goods or services;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- use of online social forum to impersonate another individual other than one's self
- 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 gain, 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 will be subject to costs of replacement and repair.

Insurance Program:

Because we understand that accidents do happen, we have created an insurance program to help defer costs for damaged screens, keyboards, power cords, etc. DCSC will provide every student with insurance for one repair incident at the beginning of the school year. After that each student/parent has the option to purchase into the insurance program again to cover any future single incident damages to the technology devices. Once a student has purchased insurance there will be a 15-day period until the insurance coverage goes into effect. This insurance covers only accidental damage. Intentional damage, vandalism, lost or stolen items will remain the responsibility of the student and his/her parent/guardian. Each insurance renewal covers only one incident.

Renewal costs are as follows: \$10/HS-MS students; \$5/elementary student
Out-of-Pocket costs with and without insurance is listed below

	LCD	Keyboard	Power Cord	Bag
W/O Insurance	\$100	\$35	\$25	\$15
With Insurance	\$25	\$10	\$10	\$5

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, misdeliveries, 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.

["Appropriate Use of Technology Resources for Students."](#) Boulder, CO: Boulder Valley School District, 2007. Print.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Delphi Community School Corporation, with certain exceptions, obtains your written consent prior to disclosure of personally identifiable information from your child's educational records. However, the Delphi Community School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Delphi Community School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production'
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Delphi Community School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the Corporation in writing by September 1 of each school year.

The Delphi Community School Corporation has designated the following information as directory information:

Student's name	Participation in officially recognized activities
Address	and sports
Telephone listing	Weight and height of members of athletic teams
Electronic mail address	Degrees, honors, and awards received
Photograph	The most recent educational agency or
Date and place of birth	institution attended.
Major / Field of study	
Dates of attendance	
Grade level	

¹ These laws are: Section 9528 of the ESEA (20 USC 7908) as amended by the No Child Left Behind Act of 2001 (PL 107-110), the education bill, and 10 USC 503, as amended by section 544 of the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107), the legislation that provides funding for the Nation's armed forces.

DCES Behavior Incentive Program

Why PBIS?

Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Delphi Community Elementary School Expectations

Building-Wide Expectations

In accordance with PBIS universal guidelines, the PBIS expectations at DCES & CECC are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, be positively stated and structured, (4) use familiar language, and (5) include example behaviors defined for purposes of instruction. These expectations are defined as “The Oracle Way” (School Behavior Matrix). All students ‘earn’ these ‘cloud-based’ points from any staff member in the building - students easily earn points for completing their work, helping one another, doing the right thing, and so many other ways. When points are accumulated, points can be redeemed either through the classroom store (buy items such as preferred seating, free computer time, play a board game, be line leader, etc). Students can also redeem their accumulated points in The Oracle Express store - in this store, the prizes are bigger - Ice Cream, Trolley Ride, Extra Recess, McDonalds, Guest Host DCES Friday, and more. Furthermore, each 9 weeks, those students who have no office referrals will be able to attend a 9 week celebration.

DCES BEHAVIOR EXPECTATIONS MATRIX

DCES Behavior Expectations

	Be Respectful	Be Responsible	Be Safe
Hallways	<ul style="list-style-type: none">● Walk single file on the right side.● Look only at display in halls.	<ul style="list-style-type: none">● Hands at your sides and feet to yourself.● Go straight to your destination.	<ul style="list-style-type: none">● Walk at all times.● Face forward and keep up with your group.● Respect personal space.
Arrival &	<ul style="list-style-type: none">● Use Level 1	<ul style="list-style-type: none">● Hang up your	<ul style="list-style-type: none">● Put all your

<p><u>Dismissal</u></p>	<p>voices in the hallways.</p> <ul style="list-style-type: none"> • Walk on the right side of the hallway. 	<p>backpack and coat on your assigned hook/area.</p> <ul style="list-style-type: none"> • Take all belongings with you at the end of the day. • Walk to the room after getting breakfast. 	<p>things in your backpack.</p> <ul style="list-style-type: none"> • Keep your backpack closed. • Exit and enter only through designated doors.
<p><u>Bathroom</u></p>	<ul style="list-style-type: none"> • Whisper voices only. • Only three students in the bathroom at one time. • Rest of the class waits quietly. • Respect privacy of others. 	<ul style="list-style-type: none"> • Wash your hands. • Use only what you need; soap and towels. • Keep the bathroom cleaned. • Throw trash in the trash can. 	<ul style="list-style-type: none"> • Flush. • Keep hands and feet to yourself. • Be quick and quiet.
<p><u>Lunchroom</u></p>	<ul style="list-style-type: none"> • Listen to lunch supervisors. • Use ‘please’ and ‘thank you’. • Stay in order, single file line. • Talk quietly and respectful to people next to or across from you while eating. 	<ul style="list-style-type: none"> • Stay in order in a single file line. • Eat only your own food. • Clean up your space. • Keep hands, feet, and objects to yourself. • Stay seated until released. • Raise your hand if you need help. 	<ul style="list-style-type: none"> • Stay seated while eating. • Walk and wait in line to return the tray and leave the lunchroom. • Ask for help from an adult if something spills.
<p><u>Playground</u></p>	<ul style="list-style-type: none"> • Be polite and listen to adults. • Take turns on equipment. • Follow game rules. 	<ul style="list-style-type: none"> • Line up right away when the whistle blows. • Follow playground rules. • Dress for weather. 	<ul style="list-style-type: none"> • Sticks, rocks, bark chips, snow, and ice stay on the ground. • Use equipment the right way.

	<ul style="list-style-type: none"> ● Use kind words. 	<ul style="list-style-type: none"> ● Bring all equipment back inside. 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Tell adults about problems or injuries.
<u>Assemblies</u>	<ul style="list-style-type: none"> ● Use level 2 voice when reciting The Pledge or singing. ● Refrain from loud hollering, whistling, or clapping. ● When the hand is raised, voices at Level 0. ● Take turns. 	<ul style="list-style-type: none"> ● Sit on your pockets and face forward. ● Stay only when asked. ● Follow directions of the speaker. Remain in your own personal space. 	<ul style="list-style-type: none"> ● Follow the directions of your teacher. ● Keep hands and feet to yourself. ● Enter and exit quietly and orderly.
<u>Bus</u>	<ul style="list-style-type: none"> ● Line up quietly at the bus door. ● Use voice level 2. ● Use nice words with the bus driver and other students. 	<ul style="list-style-type: none"> ● Follow directions on the first time given. ● Accept consequences without arguing or complaining. ● Keep personal belongings in your backpack. ● Treat the bus with care, keep it clean. 	<ul style="list-style-type: none"> ● Always remain in your seat, feet in front of you, facing forward. ● Keep hands, feet and objects to self. ● Exit the bus in an orderly way after the bus has stopped. ● Report unsafe behavior to the bus driver.

Delphi Community Elementary School Discipline/Referral Levels

Level 1 Incidental Violations (Non-referred/Non-recorded)	Level 2 Minor Violations (Non-referred/Minor Incident Form Completed)	Level 3 Major Violations Referred/Major Violation Form	Level 4 Illegal Violations Referred/Major Violation
<ul style="list-style-type: none"> • Running • Loud voices/yelling • Off-task behavior • Noise Making • Missing or late homework • Incomplete work • Out of seat • Chewing gum or eating candy except by teacher permission • Inappropriate behavior in the bathroom 	<ul style="list-style-type: none"> • Lying/Cheating • Inappropriate dress • Name calling • Disrespect to authority • Non-directed profanity • Throwing small objects • Not following playground or cafeteria rules • Talking out/disrupting class • Refusal to work • Inappropriate language between students • Electronic device violation • Not keeping hands to themselves • Other: 	<ul style="list-style-type: none"> • Fighting/physical aggression • Overt defiance • Lying/Cheating (second offense) • Forgery/Theft • Harassment/bullying (repeated intentional putdowns) • Property destruction/misuse • Reference in conversation, writing or pictures to weapons or acts of violence • Spitting, biting, throwing/turning over objects • Direction, inappropriate language/ Gestures to adults • Fourth Level 2 Offense • Other: 	<ul style="list-style-type: none"> • Drug use/possession • Weapon use/possession • Bomb threat • Extreme property damage • Combustibles • Assault/threats (verbal/physical) • Other:
<p>Documented in communication log so parents are aware of behavior</p>	<p>1st Minor Offense – Minor Incident Report 2nd Minor Offense – Minor Incident Report 3rd Minor Offense – Minor Incident Report 4th Minor Offense – Results in 1st Major Offense and office referral</p>	<p>1st Major Offense – Office Referral 2nd Major Offense – Office Referral/Referral to counselor 3rd Major Offense – Office Referral/Students remain in office remainder of the day</p>	<p>1st Offense – Immediate Office Referral</p>

Delphi Community Elementary School Discipline Process

	Level 1 Incidental Violations	Level 2 Minor Violation	Level 3 Major Violations	Level 4 Illegal Violation
Address the Behavior	<p>Teacher-handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> • Redirect the correct behavior • Proximity control • Nonverbal cue to correct behavior • Private conference with student (in classroom or hallway) • In-class modified seating • In-class timeout • Re-teach the behavior • Model correct behavior 	<p>Teacher-handled The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> • Redirect the correct behavior • Student/Teacher conference • Out of class time with another teacher/team member • Recess detention with classroom teacher • Loss of Privilege • Re-teach the behavior • Model correct behavior 	<p>Office Referral – Principal handled</p> <p>Office Referral Notify the office a student is being sent down. Send the student with the referral</p> <p>If the principal/vice principal is unavailable, the student will remain in the office until behavior is addressed.</p>	<p>Office Referral – Principal handled Immediately send the student to the office where the principal will address the behavior.</p>
Forms	Student reflection sheet - Optional	<p>1st Minor Offense- Incident Report 2nd Minor Offense– Incident Report 3rd Minor Offense- Incident Report 4th Minor Offense– Office Referral Form</p>	<p>1st Major Offense- Office Referral Form 2nd Major Offense- Office Referral Form/Principal will refer to Counselor 3rd Major Offense – Office</p>	1 st Offense-Office Referral Form/OSS
Steps	<p>Teacher-handled Record in student communication log and contact parents regarding repeated inappropriate behavior.</p> <p><u>Skyward.</u></p>	<p>Teacher-handled Fill out a minor incident report form and send it home with the student to be signed. <u>Place incident in Skyward.</u> Keep signed incident report form in your classroom for documentation.</p> <p>Place on Minor Violation Log</p> <p>4th Minor Offense – Fill out office referral form and send to office. Follow steps for major violation.</p> <p>*After office visit student will get a clean slate and start with 0 incidents.</p>	<p>Office Referral Notify the office if a student is being sent down. Send the student with office referral to the office. The principal /assistant principal will finish filling out the form and send it home.</p> <ul style="list-style-type: none"> • Principal will send a copy home with the student to notify parents. • Principal will distribute a copy to the teacher that completed the office referral. • Principal/Vice Principal will enter incident into <u>Skyward.</u> • The student will remain in the office until the principal addresses the behavior. • Principal will contact parent about the office referral. • Behavior plan may be created by counselor and teacher after 2nd major offense. <p>*Student starts with clean slate and starts with 0 incidents.</p>	<p>Office Referral Send the student with office referral and self- assessment to the PBIS Team Member who will send the student to the principal. The principal will finish filling out the form and send it home.</p> <ul style="list-style-type: none"> • Principal will send a copy home with the student to notify parents. • Principal will distribute a copy to the teacher that completed the office referral. • Principal/Vice Principal will enter incident into Skyward. • The student will remain in the office until the principal addresses the behavior. • Principal will • Contact parent about the office referral.