

2020-21 Student Handbook

SCHOOL HOURS

7:45 – 2:40

| <u>NORMAL SCHOOL DAY</u> | |
|--------------------------------|--|
| 7:25 | Cafeteria is open for breakfast |
| 7:45 | School begins |
| 7:53 | AM announcements/Tardy Bell |
| 2:40 | PM announcements |
| 2:40 | Dismissal |
| 3:15 | Unattended students are sent to Latchkey (fee charged) |
| <u>ONE HOUR DELAY SCHEDULE</u> | |
| 8:25 | Cafeteria is open for breakfast |
| 8:45 | School begins |
| 8:53 | AM announcements/Tardy |
| 2:40 | PM announcements |
| 2:40 | Dismissal |
| 3:15 | Unattended students are sent to Latchkey (fee charged) |
| <u>TWO HOUR DELAY SCHEDULE</u> | |
| 9:25 | Cafeteria is open for breakfast |
| 9:45 | School begins |
| 9:53 | AM announcements/Tardy |
| 2:40 | PM announcements |
| 2:40 | Dismissal |
| 3:15 | Unattended students are sent to Latchkey (fee charged) |

| LUNCH SCHEDULE | |
|----------------|---------------|
| K | 10:45 – 11:15 |
| 2 | 11:10 – 11:40 |
| 1 | 11:20 – 11:50 |
| 3 | 11:40 – 12:10 |
| 4 | 11:50 – 12:20 |
| 5 | 12:05 – 12:35 |
| 6 | 12:15 – 12:45 |

| BREAKFAST SCHEDULE | |
|--------------------|------|
| Line Opens | 7:25 |
| Line Closes | 7:45 |

SCHOOL CALENDAR

SEMESTER 1

| August | |
|--------|------------------------|
| 5 | First Day for Students |

| September | |
|-----------|-------------------------|
| 7 | Labor Day - (No School) |

| October | |
|---------|------------------------|
| 9 | End of Quarter 1 |
| 12-16 | Fall Break – No School |

| November | |
|----------|--|
| 5 | eLearning Day-Parent/Teacher Conferences |
| 6 & 9 | eLearning Day-Professional Development |
| 25-27 | Thanksgiving Break — No School |

| December | |
|----------|---|
| 18 | End of 1 st Semester & 2 nd Quarter |
| 21-31 | Winter Break |

SEMESTER 2

| January | |
|---------|----------------------------|
| 4 | Teacher Work Day |
| 5 | Students Return from Break |
| 18 | MLK Day — Flex Day |

| February | |
|----------|----------------------------|
| 15 | President's Day – Flex Day |

| March | |
|-------|---------------------------------------|
| 5 | End of 3 rd Grading Period |
| 22-26 | Spring Break – No School |
| 29-31 | Spring Break – Flex Days |

| April | |
|-------|--------------------------|
| 1-2 | Spring Break – Flex Days |

| May | |
|-----|---|
| 27 | End of 2 nd Semester & 4 th Quarter (Students' Last Day) |
| 28 | Teacher Work Day |

EMERGENCY CLOSINGS, DELAYS & DISMISSALS

Emergency school closing, while usually weather related, may occur for a variety of reasons. In addition to bad road conditions in winter and power failures due to storms, energy shortages and various mechanical failures may require closing the school temporarily. When school is closed the Latchkey program will also close.

NOTIFICATION

Decisions to close, delay or dismiss school are made by the superintendent. In the event of school cancellation, delay or early dismissal, you will be notified through our automated call service. Please be certain that your phone contact information is always current. Additionally, information will also be sent to the local radio and TV stations. Every effort will be made by school officials to make decisions regarding delays before 6:30 A.M.

EMERGENCY DISMISSAL PROCEDURES

Our first concern, as always, is the safety of our students. When weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. The early dismissal plan should have been completed during online registration. Having students call home or your workplace in cases of early dismissal is not an option. Please take a few moments to sit down with your child(ren) and discuss the following questions and go over your plan with your child so he/she will know what to do.

What should I do if school is called off early?

What do I do when no one is at home when I arrive?

DISASTER RELATED EVENTS

In the event of a situation requiring us to evacuate the building for an extended period of time, we have plans in place for alternate locations to house the students. Should we activate our plan, you will be notified through the One-Call system of our location and any pertinent instructions for parents.

TRANSPORTATION POLICIES

GENERAL INFORMATION

Vehicles may not park along the front yellow curb at any time. If you need to enter the school building, please park in one of the lined parking spaces available in the parking lot.

ANY change in transportation after school requires a note from home. If we do not have a note, our policy is to send the student home using the normal routine. The office records any change in transportation and notifies the teacher. Teachers check their mailboxes during lunch for any additional changes. Changes made after the teacher's lunch time have no guarantee of being delivered to the teacher. Please plan accordingly.

ARRIVING TO SCHOOL

- **BUS STUDENTS**

Students not eating the school breakfast will remain on the bus until 7:45 at which time they will walk to their classroom. Students eating

breakfast at school will be dismissed off the bus upon arrival to school and will walk to the cafeteria.

- **CAR STUDENTS**

Vehicles will enter the school parking lot heading south. All vehicles dropping off students will remain in the RIGHT LANE and continue around back to the REAR of the building. Students will exit the vehicle & enter the building through the recess doors. Bus drop off will be along the front sidewalk this year. Vehicles are not to park in the FRONT LANE at any time during or after the school day. All visitors are to use the PARKING SPACES that are provided in the front lot. Please remain in your vehicle while dropping off your child.

- **WALKERS AND BICYCLE RIDERS**

Children walking or riding bicycles to and from school must fill out and sign the school's walker/biker permission form. They should arrive no earlier than 7:30 a.m. unless they are attending the breakfast program. STUDENTS MAY NOT WALK OR RIDE THEIR BIKES BEHIND THE HIGH SCHOOL. Children riding bicycles must walk their bikes on the school grounds and park them in the bike racks provided. We strongly suggest that all bikes be locked. It is the law that all bike riders must wear a helmet. Skateboards, scooters, rollerblades and roller-shoes are not allowed on campus.

DISMISSAL FROM SCHOOL

- **BUS STUDENTS**

Students will be dismissed to their buses beginning at 2:45 p.m. Students are to go directly to their bus and remain on the bus until they reach home. Parents changing the transportation plans for a bus student must contact the office with those changes before Noon.

- **CAR STUDENTS**

Students will be dismissed to the parent pickup line beginning at 2:40 p.m. and will congregate in the gym. Vehicles will enter the school parking lot heading south and will proceed to the rear of the school to form a line along the sidewalk. Students will enter the vehicles on the passenger side directly from the sidewalk. Students may not be taken across the line of cars during parent pickup. Vehicles must follow the vehicle in front of them in line without exiting the line early.

- **ATHLETES ATTENDING PRACTICES AT DHS**

Students attending athletic practices at Daleville Jr./Sr. High School must have a parent permission note to ride a bus to the high school. **Walking to the high school will not be allowed.**

- **WALKERS AND BICYCLE RIDERS**

These students will be dismissed after the buses

leave the school. STUDENTS MAY NOT WALK OR RIDE THEIR BIKES BEHIND THE HIGH SCHOOL. **All bike riders must wear a helmet.**

PICKING UP STUDENTS DURING THE SCHOOL DAY

Students may need to leave the building periodically for dental appointments, doctor appointments, or other emergencies. If this becomes necessary, the parent should inform the school in writing in advance and must check in at the school office to sign the student out. **All adults picking up a student must present a photo ID at the front office window.** Parents are to wait in the lobby for the student to be released. Students will not meet parents outside the school building. **Students will not be released to anyone other than the parent or guardian unless we have confirmation by the parent or guardian.** This policy is designed for the protection of all our children.

BUS GUIDELINES

It is the intention of Daleville Community Schools to provide for the safety of its students. Please be aware that last minute changing of bus destinations for students is confusing for everyone concerned. Each day the school receives phone calls requesting that students be notified of a change of destinations after school that night. Because of the large numbers of these calls that come in during the last hour of the school day, it is very difficult to get the information to students before they go home. If such changes need to be made, please notify the school before Noon to help insure your child receives the message.

Please be aware of the following guidelines regarding student transportation.

- Students are expected to follow all bus rules as stated in the student handbook and as directed by the driver.
- When arrangements have been made for one student to go home from school with another, the parent must write a note to the teacher and another to the child's bus driver explaining the situation. These arrangements should be made prior to the students coming to school for the day.
- In the event that a student needs to go to another place in an emergency, the person providing care should pick the student up at school at dismissal time or should pick the student up at the residence when the student is dropped off at home.
- It is the responsibility of the parent to provide supervision for the student once he or she exits the bus. Someone should be at home when young students arrive, but the school has no obligation beyond delivering the student safely to the bus stop.

EXPECTATIONS at the BUS STOP

- Students are NOT to play in the street while waiting for the bus to arrive.
- Students are to wait at their boarding station until the bus arrives. In case of an emergency

causing late arrival by the pupil at his/her station, bus drivers are not required to wait longer than 30 seconds after arrival at the pupil station. If the school bus driver is already three (3) minutes late, they are not required to wait at all.

- Students are to line up at the bus stop in a single file straight line facing the bus – not alongside of it – so they are safely away from the bus as it arrives at the stop. The first student in line should be well off the street as the bus pulls up.
- Students are to enter or exit the bus only after it has come to a complete stop and the driver has opened the door.
- Students are to wait for a signal from the bus driver if it is necessary to cross the road or street to board the bus. The student should then cross at least 10 steps in front of the bus so that the driver can see them. Students should never cross the street behind the bus because oncoming motorists cannot see them.
- Students are NOT to retrieve anything that has fallen under the bus. If it is an object that they must have, they should inform the bus driver. If they are going home, they should wait for the bus to leave and traffic clears before retrieving the objects.

EXPECTATIONS on the BUS

- Students are to be seated immediately upon entering the bus in the place assigned by the driver.
- Students are not to stand or move from place to place during the bus ride.
- Students are not to tease, yell, trip, hit, hold, or use their hands, feet, or body in any other objectionable manner.
- Students are not to use loud, boisterous, profane language, or indecent conduct.
- Students are not to open doors or windows without permission from the driver.
- Students should help keep the bus clean and neat.
- Parents of students are responsible for payment for the repair of damages to the bus that occurs through their child's own vandalism or carelessness.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to pupils who do not conduct themselves in an appropriate manner on the bus.

BICYCLING & WALKING GUIDELINES

Students may ride bicycles or walk to and from school with a signed Bicycle & Walking Permission Form. They should always observe safety and good conduct rules when

traveling to and from school. It is important to inform bus drivers when they do not need to transport a student. Students walking and/or riding bikes to and from school are required to have a permission form signed and on file in the office.

Roller Blades, Skateboards, & Scooters are not allowed on school property.

RULES OF CONDUCT

Students riding bikes to/from school will ...

- Wear a helmet.
- Ride cautiously on the sidewalk if one is available. If not, ride on the right-hand side of the street with traffic flow.
- Ride with only one child per bike.
- Ride single file on bikes.
- Park and lock bikes in bike racks provided.
- Walk bikes on school grounds.

Students walking to/from school will ...

- Stay off the street when possible.
- Respect the property of others and will not walk through the yards of community members without prior permission.
- Stay off fences.
- Stay away from the high school parking lots.
- Stay away from buses.
- Walking to the high school and catching the bus there is prohibited. Students doing so will be subject to disciplinary action.

Kindergarten students are urged to only walk to and from school with supervision. Kindergarten, first, and second grade students are urged not to ride bikes to school. It is very difficult for young students to ride bikes to school and manage to carry schoolbooks and papers safely. We trust that parents will think carefully about their child's capability on his/her bike before making this important decision.

GENERAL INFORMATION

VISITING THE SCHOOL

****Due to COVID19 guidelines, school volunteers and visitors will not be allowed until further notice.***

Parents are always welcome to visit our school. Arrangements must be made at least one day in advance if you wish to spend time in the classroom. All non-students must register in the office immediately upon entering the building during school hours and receive a visitor's badge. This badge must be worn and visible while on school grounds. This policy applies to all visitors to the building including, but not limited to, parents and volunteers. Due to safety concerns, parents are not permitted at recess with the children.

LATCHKEY PROGRAM

DES operates a childcare program for our students, both before & after school, on days that school is in session. Fees for the 2020-21 school year are \$3.00 per hour per student

for the after school session and a flat rate of \$3.00 for the morning session. **A \$20.00 per year registration fee is required for each family participating in the program.**

Latchkey hours are 6:00 – 7:30 AM and 2:40 – 6:00 PM.

Phone number: 378-0251 (Press 1 after 4 PM)

PHONE MESSAGES

Please attempt to take care of routine matters (how to get home, where to go after school, etc.) before your child leaves home in the morning. Classes will not be interrupted for messages. If you need to get a message to your child, please make every effort to call the office before Noon to ensure timely delivery of the message.

CLASSROOM ACCESS AFTER SCHOOL HOURS

Students are not permitted to return to the classroom after school is out unless accompanied by their teacher or the principal. This is a means of protecting the student should anything be reported missing. Additional issues involve students viewing confidential information such as student grades, progress reports, notes to parents, answer keys, etc.

CHANGE OF ADDRESS/PHONE

It is vitally important that we have your correct home and work addresses and phone numbers in case of an emergency. In addition, the name and phone number of a third contact person (a friend or neighbor) that can be reached in an emergency should be kept on file. If you move during the school year, or your phone number changes, please notify school immediately.

TEACHER REQUESTS & CLASSROOM ASSIGNMENTS

Student assignments are made each spring upon the recommendations of the current classroom teachers. Teachers use a process called cluster grouping that groups children with similar abilities to allow for optimal instruction. Following the creation of a student roster, no students who have been assigned to a teacher will be changed to another class unless enrollment dictates the need to do so. Class lists will be posted in August after the registration process is complete. Due to the limited number of teachers at each grade level, Daleville Elementary does not accept parent requests for specific teachers.

DELIVERIES

Deliveries for students (flowers, balloons, etc.) are not accepted by the school and are sent back with the courier.

LOST & FOUND

A lost and found box is kept in the school office and/or cafeteria. Students are asked to turn in any items found at school to the office, so they can be returned to the owner. If the lost article is not claimed after a reasonable time, it is disposed of. Student clothing that is marked is easier to return.

WITHDRAWAL FROM SCHOOL

Parents of students withdrawing from Daleville Elementary School must report to the principal's office where they will complete a withdrawal form. Students must turn in all books and pay all school fees before records will be

released. Parents of student transferring to another school must have that school request a transfer of records.

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled or has a current acceptance of transfer on file.

HEALTH POLICIES & INFORMATION

SCHOOL NURSE

A full-time nurse and part-time nurse are shared between the Elementary and Jr./Sr. High School buildings. The school nurse is not meant to be a substitute for a family physician. Injuries received away from school should be referred to the family physician if medical attention is necessary. Routine first aid for such injuries should be administered at home.

ILLNESS & EMERGENCIES (POLICY)

In the event of student illness or accidents, it is often necessary to contact parents immediately. The school requires parents to keep an up-to-date home phone, business phone, and emergency number on file in the school office. The school must also have pertinent medical information (allergy to bee stings, subject to seizures, asthma, etc.) It is the responsibility of the student's parent or guardian to make sure that the school is updated with this information as changes occur.

ILLNESS AT SCHOOL (PROCEDURE)

When students are dismissed from the classroom for illness and sent to the nurse's office, they will be examined, and their temperature will be taken. If the illness merits leaving school, the parents or their designee if they cannot be reached, will be contacted and requested to arrange to have the student picked up. If temperature does not seem to merit leaving school, the child will be sent back to class after a very brief rest. If the student is sent to the nurse's office a second time in the same day for the same complaint, the parent may be contacted to have the student picked up or will be asked to talk to the child on the phone and instruct them to remain in the classroom for the remainder of the day. If a child is sent home with diarrhea, vomiting, or a fever greater than 100.4, 24 hours must pass before the child is returned to school.

BATHROOM ACCIDENTS

Smaller accidents will be addressed in the clinic, if clothes are available. Parents will be notified to bring clothing and assist their student with cleanup if necessary.

MEDICATION

In order to protect the health and welfare of all students, Indiana rules and regulations require that schools shall observe certain safeguards in administering medication to pupils. If we are to administer any medicine to your child, the following procedures shall be observed.

- No medication shall be administered to a student without the written and dated consent of the student's

parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. Any medication not approved by FDA must have physician's order. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

- No student shall be allowed to keep medicine on their person at school except in the following instance. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:
 - The student's parent has filed authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include a physician's statement in writing that:
 - The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - The student has been instructed in how to self-administer the medication, and;
 - The nature of the medical condition requires emergency administration of the medication. (The authorization must be filed annually).
- Any medicine to be administered to a student that does not meet the requirements as outlined in number 2 above shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Medication shall be administered in accordance with the parent's statement (in case of non-prescription medicine) or the physician's order (in the case of prescription medicine or non-FDA approved medications) only by the school nurse or other employee(s) designated by the school principal. Any medication not FDA approved requires a physician's order.
- Medication provided to be dispensed is for first aid treatments:
 - Isopropyl alcohol, hydrogen peroxide, Vaseline, saline gargles, antibiotic ointment, burn gel, and eye wash solution.
 - These treatments will be used unless parents submit, in writing, that they don't want it used on their student.

- Non-prescription medications sent from home to be administered at school should be sent in the original container with the original label and the child's name on the container. A note from the guardian with clear instructions for giving the medication must also be sent.
- Guidelines for prescription medications and non-FDA medications are the same as for non-prescription medicines except that the doctor's instructions must be included.
- Parental written consent to administer medicine must be dated. The consent shall be valid only for the period specified and in no case longer than the current school year. Written consent of withdrawal of consent to administer medication must be on file to terminate administration of medication.
- Medication that is possessed by a school for administration during school hours or at school functions for a student may only be released to:
 - The student's parent, or
 - An individual who is at least 18 years of age and is designated in writing by the student's parent to receive the medication.
 - Medication will not be sent home with the student.

IMMUNIZATIONS

Daleville Elementary School, in cooperation with the Division of Public Health, has planned a school health program to protect pupil health and to enable each pupil to maintain the highest possible state of wellbeing. Parents are encouraged to keep their children under continuous health supervision by their family physician and dentist during this developmental period. If claiming exemptions, paperwork must be filled out and given to a school nurse each year.

The law states that children will not be permitted to attend school without proper immunizations.

HEALTH SCREENINGS

- Vision screenings are given in grades K or 1, 3, 5, 8, as well as to all new students.
- Hearing screenings are given to pupils in grades K, 1, 4, 7, and 10.

You will be informed if your child fails any of these screenings.

HEAD LICE

If the School Nurse determines a child has live lice, the parent will be notified and reassessed by the nurse the following day. If the School Nurse determines nits are found, the parent is notified but the child can stay at school. Students are only excluded from school with the presence of live lice.

BED BUGS

If the School Nurse determines a child has bed bugs, parents will be notified, belongings placed in a plastic bag, but students are NOT excluded from school.

FLEAS

If the School Nurse determines a student has live fleas, parents will be notified and the student

FOOD SERVICE POLICIES & INFORMATION

GENERAL INFORMATION

A school breakfast and lunch are available to all students. Breakfast is served every morning from 7:25 a.m. through 7:50 a.m. The cost of the breakfast is \$1.95 per student while lunch is \$3.00 per day for students. Extra milk is 55 cents. Other extra treats are available in the cafeteria for purchase on certain days. An adult lunch is \$3.65.

LUNCH VISITORS

Lunch visitors are not permitted in order to ensure the safety of all students.

CLASSROOM TREATS

Student allergies & severe reactions are becoming more prevalent. All treats sent into school must be in the original packaging and contain the list of ingredients. Homemade items can no longer be accepted.

ATTENDANCE POLICY

Regular school attendance is very important to the academic success of each student. Many students who have difficulty in school also have poor attendance. It is our intention to see that all the students of Daleville Elementary School receive the best possible education and, therefore, we emphasize good school attendance.

According to Indiana Code 20-33-2-6, each student is bound by the requirements of attendance once the student enrolls in school or the fall school term for the school year in which the student becomes 7 years of age until the date on which the student turns 16 or graduates. The only excused absences are for personal illness, death in the immediate family, and detention by law enforcement agencies.

Parents are to notify the school of any student absence by calling the school at 378-0251 no later than 9:00 a.m. on the day of the absence. In cases where making a phone call is not possible a note should be sent with the student on his/her return to school stating the reason for the absence. When students are absent, they are expected to complete the make-up work that the teacher deems necessary in the same number of days as the duration of the absence. Make-up work may be non-graded but must meet the teacher's standards for acceptance.

School officials do not approve of the practice of pupils being absent from school for family vacations or similar reasons. Parents should confer with the building principal prior to taking a child from school for such reasons. The

absence will be counted as unexcused. Make-up work must meet the teacher's standards for quality.

The school assumes that students unable to attend school will also be unable to attend practices or activities later in the same day.

The Indiana Department of Education Students allows **10 excused absences per year.**

HABITUAL ABSENCES

The 18th total absence in a school year may result in retention at grade level. Any student absent for more than 18 days or who is habitually absent must be reported to Child Protective Services.

To give adequate notification, DES will follow the policies suggested by the Prosecutor's Office regarding absences.

- 5 cumulative absences – the Principal will send a letter to the parent or guardian and a copy will be retained in the student's file. In the case of extended illness, emergency, or extraordinary circumstances, the Principal may waive the sending of the letter. A copy of the waiver, including reasons, will be retained in the student's file.
- 7 cumulative absences - the Principal will send a letter to the parent or guardian and a copy will be retained in the student's file. In the case of extended illness, emergency, or extraordinary circumstances, the Principal may waive the sending of the letter. A copy of the waiver, including reasons, will be retained in the student's file
- 10 cumulative absences – the Principal will send a letter via mail to the parent or guardian stating that the Daleville Community School Resource Officer is being notified. The Principal will hold a conference with the parent or guardian unless the conference is waived. Documentation of the letter and the conference or a waiver will be retained in the student's file.
- 15 cumulative absences - the Principal will send a letter via mail to the parent or guardian stating that the Daleville Community School Resource Officer is being notified. The Principal will hold a conference or set up a home visit with the parent or guardian unless the conference/visit is waived. Documentation of the letter and the conference or a waiver will be retained in the student's file.
- 18 cumulative absences – CPS notified, or Prosecutor's Office will be informed.
 - Indiana Code IC 20-20-8-8 and IC 20-33-2-25

TARDIES

A tardy is defined as any arrival after 7:53 A.M until 11:30 A.M. After 11:30 A.M. a student will receive a half-day absence. Parents must come to the office and sign in any student arriving at school after 7:53 a.m. Tardies will have the following consequence:

- 5 tardies in the same semester: Warning letter sent home with student.
- 7 tardies in the same semester: 2nd Warning letter, Parent Contact by School Administration
- 8+ tardies in same semester: Home Visit, Parent Contact by School Resource Officer, and/or referral to outside agency

ACADEMIC & CLASSROOM POLICIES

HOMEWORK POLICY

Homework is viewed as one avenue to help students achieve their personal best in education and to reach their potential as life-long learners. Homework, if it is to be valuable, must be the joint responsibility of students, parents, and teachers. At Daleville Elementary School, educators will communicate their classroom homework policy and consequences for incomplete homework to students and parents at the beginning of the school year. Students can typically expect about 10 minutes of homework per night per grade level.

For example:

| | |
|--------------|------------------|
| Kindergarten | about 10 minutes |
| 1st grade | about 10 minutes |
| 2nd grade | about 20 minutes |
| 3rd grade | about 30 minutes |
| 4th grade | about 40 minutes |
| 5th grade | about 50 minutes |
| 6th grade | about 60 minutes |

It must be noted that reading is not factored into this timeframe.

Consequences for homework not completed each nine weeks will be as follows:

- 1st offense – Verbal or written warning
- 2nd offense – Loss of privilege
- 3rd offense – Parent notification/loss of privilege
- 4th offense – After School Detention (ASD)
- 5th offense – After School Detention (ASD)
- 6th offense - Principal/In School Detention (ISD)
- 7th offense – Conference with Student/Parent Teacher/Principal (Behavior Plan)

*Repeat offenders (after 7th offense) will be required to complete assignments with only 50% of grade attained recorded.

ACHIEVEMENT TESTING/REMEDIATION

Students participate in Indiana's ILEARN Testing Program in grades 3–6, IREAD test in grade 3, and in Indiana's new diagnostic testing program K-6. Those who perform at a level below standards on these tests, may be required to complete a program of remediation either after school, during the school year, or during the summer months.

Failure to participate in the remediation program or to make adequate progress may result in the retention of the student at grade level for the following academic year.

HONOR ROLL GUIDELINES

The Honor Roll is a very special recognition for academic achievement in grades 4-6. It is based on grades received in all subjects, both academic as well as related arts. There is no honor roll for grades K-3.

The honor roll will be calculated at the end of each nine weeks grading period for the following recognitions:

- High Honor Roll – All A's.
- Honor Roll - All A's and B's.

GRADE RETENTION POLICY

Students may be retained in current grade levels if adequate academic progress is not made during the school year as to merit promotion. Input from parents is always carefully considered in this decision-making process. School officials, however, will make the final determination.

DELAWARE/BLACKFORD SPECIAL EDUCATION CO-OP

The Daleville Community School Corporation is a part of the Delaware/Blackford Special Education Cooperative. Through the CO-OP, students identified as having special learning needs are offered special services. These services include programs for language development, speech and hearing, learning disabilities, and other special needs services. Recommendations and referrals are made by the school or parents.

FIELD TRIPS

****Due to COVID19 guidelines, field trips will not be permitted at this time***

It is the philosophy of the DES staff that field trips can be an exciting and effective means of learning for students. They are an important extension of the classroom and must be educational in nature. Students are expected to take part in these learning experiences. Teachers are authorized to collect money for approved trips and a signed parent permission slip must be on file before any child is permitted to go on the trip.

At the same time, field trips are treated as a privilege for students. Participation may be denied to a student if they have not met obligations for the trip or have had prior behavior problems that indicate participation would disrupt the trip for other students.

POLICIES GOVERNING STUDENT CONDUCT

STUDENT BEHAVIOR

The following is the Daleville Elementary Student Behavior Promise and is the basis for all student expectations:

- I will show respect for myself, for others, and for possessions.
- I will keep my hands, feet, and other objects to myself.
- I will follow directions.
- I will use acceptable language.

- I will not prevent the teacher from teaching or other students from learning.
- I am here to learn.

BEHAVIORAL CONSEQUENCES

Consequences for inappropriate behavior may include but are not limited to:

- Loss of Privileges
- Corporal Punishment
- After School Detention (ASD)
- In School Suspension (ISS)
- Saturday School
- Assignment of Community Service
- Restitution
- Priority School (For 6th Graders Only)
- Suspension from School (for up to 10 days)
- Expulsion (for up to 1 year with due process)

Consequences for inappropriate behavior are as follows:

- 1st offense – Verbal warning
- 2nd offense – Loss of privilege
- 3rd offense – Parent notification/Loss of privilege
- 4th offense – Referral to Principal/Consequence
- 5th offense – Parent Conference/ASD

CELL PHONES

Cell phones are not to be used during school hours and should be stored in designated area. The school is not liable for lost or damaged technology. If a student is caught with using their cell phone during the regular school day without permission from teacher, the following consequences will be implemented:

- 1st offense – cell phone will be kept in the office until the end of the school day at which time the student may retrieve
- 2nd offense – Parent must pick up cell phone from the office
- 3rd offense – Cell phone will be kept in the office overnight for parent pick up during the next school day
- 4th Discretion of Administration

PROHIBITED ITEMS

- Chemicals (Paint, Spray Cans, Pepper Spray, etc.)
- Tobacco products
- Alcohol
- Drugs, or anything that resembles drugs
- Medication of any kind unless dispensed by the school
- Weapons (Guns, Knives, etc. or anything that resembles a weapon)
- Lighters, Matches, or Explosives of any type
- The use of gang symbols, graffiti, or recruitment

INTERNET POLICY

The use of the internet is to be used for educational purposes only and under the direction of adult supervision. Any student using the internet inappropriately and without permission will be subject to disciplinary action determined

by administration.

PROTECTION OF PROPERTY

Daleville Elementary School is public property, and as such, it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all students to respect and care for the building and its contents.

Care of personal property is the responsibility of the student. The problem of lost, stolen, or damaged property is always present. Though we do what we can to prevent this, it still occurs. Students are not to bring personal property to school without the prior permission of their teacher. It would be wise for parents to instruct their children not to bring valuable personal items to school. Children should never carry large sums of money.

BULLYING

Daleville Community Schools is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

For purposes of this policy and per state law, bullying means overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The DCS Bullying Policy is in effect when:

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

POLICIES REGARDING SEVERE DISCIPLINE OFFENCES

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of Indiana Code, administrators and staff members may take the following actions:

- **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting arranged and approved by the school principal.

- **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
- **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the Grounds for Suspension and expulsion in the policy.

GROUND FORSUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - Setting fire to or damaging any school building or property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting on school property.
 - Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
- Threatening or intimidating any student for any

purpose, including obtaining money or anything of value from the student.

- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, intoxicant of any kind, or substance represented to be a controlled substance. Use of drug authorized by a medical prescription from a physician is not a violation of this rule, as long as school rules have been followed in its use at school.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - engaging in sexual behavior on school property;
 - disobedience of administrative authority;
 - willful absence or tardiness of students;
 - possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
- Knowingly possessing or using on school grounds during school hours an electronic device or a handheld device in a situation not related to a school purpose or educational function.
- No student shall possess, handle, or transmit a laser

light device or similar object.

- No student shall possess, handle or transmit any firearm on school property.

The following devices are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- an antique firearm
- a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-14) apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event or
- Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may

reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A principal may recommend expulsion for any student who has been suspended from school more than 3 times in any one school year.

SUSPENSION PROCEDURES

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

- A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a written or oral statement of the charges;
 - if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - the student will be provided an opportunity to explain his or her conduct.
- The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - legal counsel
 - a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- The notice of the right to an expulsion meeting will be

in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

- At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

DRESS CODE & GROOMING

Daleville Elementary School recognizes that appearance and grooming are important aspects in the training and education of children. All clothing and apparel must promote a safe and learning environment. How students dress for school has a direct effect on how well they behave and how well they feel about themselves. We've found this to have an influence on student learning. Students attending elementary school are expected to dress according to weather conditions and according to clothing that properly fits the student without causing interruptions in classroom activities or causing a safety hazard for students or staff. Shorts and skirts are not to be shorter than mid-thigh length. Tops are to be long enough that the midriff area is fully covered at all times. Loose fitting mesh tops, tank tops, short shorts, biker shorts, or other extreme articles of dress are NOT acceptable school wear. Any clothing advertising drugs, alcohol, or tobacco products will not be allowed to be worn. Rude or suggestive messages on clothing will not be permitted. Hats, caps, or bandanas must be removed inside the school, except for designated school pride days.

DRESS CODE

The administration and staff will emphasize the following dress code values:

1. Clothing that exposes the abdomen is not allowed. The following are examples of prohibited articles of clothing: tube tops, spaghetti straps and halters, bare back or midriff clothing, skin-tight clothing, see-

through clothing, bathing suits.

2. Shorts, skirts, and dresses may not be shorter than the tips of the individual's fingers when standing upright with their arms at their sides or is of sufficient length to cover to the mid-thigh of the wearer when standing upright (whichever is the longer measure.)
3. Yoga pants and leggings are not allowed unless buttocks covered with top.
4. Undergarments shall not be exposed, i.e., boxer shorts, underwear, bras. Pajamas shall not be worn to school.
5. Clothing, accessories, or cosmetics designed to call undue attention to or make the wearer conspicuous is inappropriate at school, including, but not limited to dog collars, metal wallet chains, and sagging/bagging clothing that presents a hazard or exposes undergarments.
6. Shoes must be worn at all times. Students who choose to wear flip-flops may not use the playground equipment and must stay on the blacktopped areas during recess.
7. Clothing that promotes alcohol, drugs, tobacco, vulgarity, violence, or secret organizations will not be worn. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.

An easy way to determine if a student's appearance is appropriate is to remember the 4 Ds:

- **Damaging** – you should not wear any clothing or accessories that could damage school property.
- **Dangerous** – you should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you.
- **Distracting** – your appearance should not distract you or others around you.
- **Drug Related** – you should not wear any clothing or accessories that display any kind of alcohol, nicotine product, illegal drug, or anything else that indicates the use of these things.

Students who violate the dress code may be sent home from school or asked to change clothes. If the problem becomes chronic, they may be subject to disciplinary measures.

GROOMING

In order to prevent a situation which could cause embarrassment on the part of students, every effort should be made to see that good grooming habits are followed. Please use the following guidelines:

- Hair must be clean
- Skin must be clean
- Deodorant should be used when needed

- Teeth should be brushed
- Clothes should be clean

Parental help in monitoring dress and grooming is important to help avoid embarrassment for students.

POLICIES GOVERNING ACTIVITIES

Daleville Elementary School offers its students many opportunities for participation in extra-curricular activities. Each activity also comes with certain responsibilities. Students must be willing to follow the rules of the program's sponsor or coach concerning attendance, participation, and behavior.

ELEMENTARY EVENT ATTENDANCE POLICY

Students must be in attendance at school for at least a half-day on the day of an event in order to participate in that day's extracurricular event.

Additionally, those students participating in athletic events at the Junior High/High School must abide by the Junior High/High School attendance and grade policies regarding athletic events:

JUNIOR HIGH EVENT ATTENDANCE POLICY

The school believes that students unable to attend school all day will also be unable to work and attend or participate in school functions and activities later the same day. Those students failing to attend school all day will NOT be permitted to participate in these activities.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to attend extra-curricular events and to exhibit school pride and spirit. Students in attendance at home or away events are expected to follow the expected behavior for our students as outlined below.

When attending extra-curricular events, students WILL...

- Attend with a parent or adult unless other arrangements are made in advance with the school.
- Sit in the stands and watch the event.
- Stay in the building. Once the student leaves the activity, he/she is expected to go home.
- Have pre-arranged transportation from the school activity if necessary.
- Remain in the front lobby of the building and wait until picked up by their parents or designee if necessary.
- Obey all school rules.

Students will lose their privilege of attending extra-curricular events if they become a behavior problem.

EVENT TRANSPORTATION

Parents have the responsibility to provide transportation for students to activities, meetings, and practices. Sponsors and coaches are not expected to have to wait for a student to be picked up beyond 15 minutes after an activity is over. During latchkey program hours, students who are not picked up within this 15-minute time period may be taken to the latchkey room to await parent pick-up. Parents will be billed by the latchkey program for any care provided. If this becomes a continuous problem, it may be necessary to

drop the student from the activity.

PARENTAL SUPERVISION

It is never acceptable for students to stay at the school unattended for any length of time. After school they may not simply stay and wait for an activity to begin. If an event is to start at 4:00 p.m., the parent must make arrangements for the student's care from the time school is out until the event begins. Again, students without any place to go, after 2:50 p.m., will be taken to the latchkey room to await pick-up or the event. Parents will be billed for the care provided.

ELIGIBILITY POLICY

Extra-curricular activities are regarded as a privilege. Students are expected to follow school rules and fulfill classroom responsibilities or the privilege to participate can be suspended at the principal's discretion. A student who receives an "F" on his/her report card during the season of participation will not be allowed to participate in extra-curricular activities (including practices) until all grades are passing at mid-term or at the end of the following grading period.

It is unfortunate when any student is not eligible for the many extra-curricular activities offered through the school, however learning is the real priority of school. It is important to dedicate appropriate time to the prevention of failing grades.

RECESS

Whenever possible, students will have outside recess. The length of time outside will depend on weather conditions. Parents are asked to please see that students are dressed in appropriate outer garments.

When students are recuperating from an illness, they may stay in from recess for up to two days with a parent note. If they are to stay inside for longer than two consecutive days, they will need a doctor's statement.

Listed below are selected playground rules for students. Teachers can and will amend these rules as the situation demands in order to provide a safe environment for our students.

During outdoor recess, students WILL...

- Leave and enter the building in an orderly manner.
- Remain in the approved recess area. (Pavilion, trees, and tables are off limits.)
- Share (balls, equipment, areas, courts, etc.)
- Treat others with respect.
- Practice good sportsmanship and safe behavior during competitive games.
- Use playground equipment for its designed use.
- Use swings with only one student per swing.

During outdoor recess, students WILL NOT...

- Fight, wrestle, or play fight.
- Throw objects.
- Play in mud or in standing water.
- Play tag or chase each other around or on equipment.
- Swing with intertwining legs of others, hitting poles,

jumping off, or twisting chains.

- Perform cheerleading pyramids or gymnastic stunts.
- Pull on clothing or hats of others.

MISCELLANEOUS POLICIES & NOTIFICATIONS

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to students' education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the school corporation receives a request for access.
 - Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask Daleville Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
 - If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility.

- Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, S.W.
Washington, D.C. 20202-4605

RELEASE OF DIRECTORY INFORMATION

The school corporation may release certain “directory information” which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student’s name, address, parent’s names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance awards received, motor vehicle description (including plate and license number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local government agencies.

A parent or eligible student who desires to object to disclosure of any or certain of the categories of directory information should request form [Denial of Permission to Release Certain Directory Information Without Prior Written Consent](#) from the Superintendent’s office. An objecting parent of eligible student may use this form to deny consent for release of all directory information, or the parent or eligible student may selectively deny consent by circling those categories of directory information the parent or eligible student does not wish released.

Building principals shall ensure that parents and eligible students are informed of their right to object to the release of directory information and that they have fourteen (14) calendar days from the date of receipt of the Annual Notice to Parents and Students of Their Rights Concerning Education records in which to file an objection.

DRUG TESTING PROGRAM

Daleville Elementary School students have the privilege of competing on several junior high athletic teams during their 5th and 6th grade years. They must meet Daleville Elementary School academic, attendance, and behavioral requirements to be able to compete.

Daleville Community Schools has instituted a program of testing and education for its Jr./Sr. High Athletes. DES

students participating in a Jr. High School sport will also be a part of this program. Students involved will be randomly tested throughout the year. The education and testing program is meant to be a helpful part of the overall physical and mental education and conditioning programs of the Daleville Community Schools. A copy of the program will be available at registration in the fall or upon request in the elementary school office.

POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right to citizenship.

In making decisions regarding student access to the Internet, Daleville Community Schools considers its own stated educational mission goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Daleville Community Schools’ professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of Daleville Community Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers would always be private. Electronic messages

and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are NOT permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials;
- To transmit obscene, abusive, sexually explicit language;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another person or organization;
- To access another individual's materials, information, or files without permission; and,
- To violate copyright, or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Daleville Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions of services. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through the District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for district-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Daleville Community Schools shall be provided with the following information:

- The Daleville Community Schools is pleased to offer access to the Internet to those students enrolled in the DCS Corporation. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase

certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access; those methods could not guarantee compliance with the District acceptable use policy. That notwithstanding, the District believes that the benefits of students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Daleville Community Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. This request must be made to the school in written form.

NON-DISCRIMINATION STATEMENT

Daleville Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, religion, and national origins including limited English proficiency, in any employment or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you believe you have experienced such discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the School Corporation TITLE IX Coordinator or the Superintendent of Daleville Community Schools at 14300 West 2nd Street, Daleville, Indiana 47334, or by phone at 765-378-3329.

GRIEVANCE PROCEDURE

This non-discrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping conditions), and the Americans With Disabilities Act.

Interested parties include school corporation officers, employees, students, and patrons. The non-discrimination grievance procedure applies to claims of acts or omissions relating to protected rights based upon age, race, color, sex, handicapping conditions, and national origin including limited English proficiency.

- LEVEL 1 - The building principal will act as the compliance coordinator for any allegation of building level violations affecting students, employees, or building patrons. Allegations of violations or omissions

of this type should be reported to the building principal. The building principal will then coordinate or delegate the coordination of an investigation of the allegations within 7 days of the complaint, including referral as appropriate with the School Corporation TITLE IX (sex, gender) Coordinator, Mrs. Patricia Keogh, or the Corporation Coordinator for TITLE VI (race, color, national origin including limited English proficiency), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping conditions), and the Americans With Disabilities Act, which is the Superintendent of schools. The building principal will submit a written decision to the complainant regarding the complaint within 14 days of receiving the written complaint or allegation. The complainant will have 7 calendar days to ask for an appeal of the decision in writing to the Superintendent of Schools, 14300 West Second Street, Daleville, IN 47334, Phone: 765-378-3329. Failure to make an appeal within the required 7 days will make the original decision final.

- LEVEL 2 - In the case of an appeal of a Level - 1 decision, an instance that the allegation may be against the building principal, or in the case when an allegation of a violation or omission refers to a corporation level policy or practice, the appeal or allegation should be reported to the Superintendent in written form. The superintendent will review available materials and schedule a meeting within 7 calendar days of the written request for Level – 1 decision appeal or allegation of discrimination. The participants will be the complainant, the corporation compliance coordinator, and the superintendent. Other witnesses may be called with prior written notice of 2 days to other parties in the meeting. The superintendent shall make a written decision within 7 days of the final meeting of the parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in writing by either and so agreed to by the parties. If the alleged violation, omission, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy, then Level – 2 is initiated immediately. Further inquiries can be submitted to the Office of Civil Rights at 810 7th Street NW, Washington, DC 20531, or by phone at 202-307-0690.

SCHOOL MESSENGER COMMUNICATION SERVICE

Daleville Community Schools has implemented School Messenger to improve substantially its ongoing communication with you. The partnership with School Messenger shows our commitment to you, and to your child's education and safety.

Receiving Messages

You may receive two different types of voice messages from the school:

- Routine notification calls which do not directly affect the safety of students, staff or parents. These messages may include details/reminders about

upcoming events, delays in school transportation, weather cancellations/delays, and absenteeism.

- Emergency notification calls are used during critical incidents where a child, staff member, or parent's safety is in immediate jeopardy. These messages will include important information concerning lockdowns, evacuations and/or relocations.

Importance of Accurate Contact Information

- The most important thing parents can do is verify the accuracy of their contact information. Schools must have updated phone numbers and email addresses for School Messenger to work effectively and efficiently. The School Messenger system will call your home, work, cell, or any phone number you choose. It is very important that you keep these numbers and e-mails.

Security

- Only authorized administrators on the school and district level may activate the system. School Messenger keeps all of its clients' information confidential and secure. All data is password protected on secure servers accessible only by school administration. Daleville Schools will be using this system for teams. Clubs, cancellation of events, changes in practice times, etc. throughout the school year.

Important Notice to Students and Parents Regarding Cell Phones

This is why we have banned students from having a cell phone in their possession on school property

- The Child Abuse/Neglect Law REQUIRES school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child

intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a JUVENILE delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to REGISTER AS A SEX OFFENDER.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Title 1 Parents’ Right to Know Letter

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS’ RIGHT TO KNOW*, this is a notification from the Daleville Community School Corporation 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 teacher’s baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the elementary principal, Mrs. Beard.