

Indian River School District
2018-2019 Handbook & Calendar
irsd.net



Indian River School District Mission Statement



The Indian River School District's mission is to assure that students attain the knowledge, skills, and attitudes needed to realize their potential, meet the challenges of their life choices, and fulfill their responsibilities as citizens of the State of Delaware, United States and world through a partnership of students, parents, staff, administrators, Board of Education and community.

Nondiscrimination

All practices, procedures and policies of the Indian River School District shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the educational programs and activities of students on the basis of race, color, national origin, sex, gender, creed, religion, veteran status, sexual orientation, marital status, citizenship status, pregnancy, age, ancestry, disability, gender identity, genetic information, military status, or any other characteristic protected by law. The district offers additional service to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information and assistance, please contact:

ADA Coordinator: Supervisor of Buildings and Grounds, Indian River School District, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000.

Section 504 Coordinator: Directors of Education, Indian River School District, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000.

Title IX Coordinator: Assistant Superintendent or designee, Indian River School District, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000.

Ninguna Discriminacion

Todas las prácticas, los procedimientos y las políticas del Distrito Escolar Indian River ejemplificarán claramente que no hay ninguna discriminación en el empleo, el entrenamiento, el trabajo, la promoción, la transferencia ni la disciplina de los empleados ni en los programas educativos y las actividades de los estudiantes en la base de la raza, el color, la origen nacional, el sexo, el credo, la religión el estado de veterano, la orientación sexual, el estado civil, el estado de ciudadanía, el embarazo, la edad, la ascendencia, la discapacidad, la identidad del sexo, la información genética, el estado militar, ni cualquier otras característica protegida por la ley. El Distrito les ofrece un servicio adicional a los estudiantes con unas habilidades limitadas con el idioma inglés o con unas discapacidades para que puedan beneficiar de estos programas. Para información adicional o ayuda, por favor comuníquese con: Coordinador de ADA, Supervisor de los Edificios y los Terrenos, Distrito Escolar Indian River, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000; al Coordinador de Sección 504, Directores de Educación, Distrito Escolar Indian River, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000; o al Coordinador de Título IX, Superintendente Asistente o su designado, Distrito Escolar Indian River, 31 Hosier St., Selbyville, DE 19975, (302) 436-1000.

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From the Superintendent

Dear Parents,

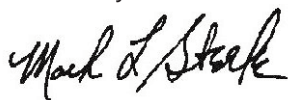
This fall, the State of Delaware will make some important decisions regarding our district's major capital improvement needs. When the University of Delaware formulated school enrollment projections more than a decade ago, the Indian River School District was anticipated to have a total enrollment of 10,957 students by the year 2025. We will likely surpass that figure by the opening of the 2018-2019 school year, a full seven years ahead of schedule. Not surprisingly, this rate of growth has created the need for more capacity in our schools. In August, the district submitted Certificate of Necessity requests to the state for several building projects, including the construction of a new 2,400-student Sussex Central High School, an eight-classroom addition at Indian River High School and a six-classroom expansion at Selbyville Middle School. The plan also calls for Millsboro Middle School to relocate to the existing Sussex Central High School building and for the vacated Millsboro Middle School facility to be converted into an elementary school. As the least expensive option considered by our Board of Education, this plan lessens the burden on taxpayers by making use of our existing buildings. The state will make a decision on our CN requests this fall and if our plans are approved, we will host a major capital improvement referendum to raise funding for the local share of the projects. I encourage parents to stay informed on this issue as we move through the 2018-2019 school year.

As always, there is an impressive list of accomplishments from the previous school year to highlight. Three schools, Selbyville Middle School, Georgetown Middle School and Georgetown Elementary School, were named Recognition Schools by the State of Delaware; Beth Light of Sussex Central High School was selected as Delaware's School Nurse of the Year; Erin Crooks of Georgetown Middle School was a finalist for the National School Counselor of the Year Award; and East Millsboro Elementary School was named a National Blue Ribbon School. And of course, Courtney White of North Georgetown Elementary School is the district's Teacher of the Year for 2018-2019. (See photo on Page 6.) Congratulations to these schools and individuals for setting a standard of excellence in our district.

We have a few changes to our administrative staff this year. Please consult the directories on Pages 3 and 4 for an updated list of school personnel.

Have a great school year!

Sincerely,



Mark L. Steele
Superintendent



Administration Staff Directory

Indian River Educational Complex 436-1000

Mark L. Steele, Superintendent
Jay F. Owens, Jr., Ed.D., Assistant Superintendent
Judith A. Brittingham, Ed.D, Director of Special Education
Celeste T. Bunting, Director of Personnel
Kelly L. Dorman, Director of Elementary Education
P. Renee Jerns, Ed.D., Director of Secondary Education
Jeannette R. Steele, Director of Business
Preston A. Lewis, Administrator of Student Services
Joseph W. Booth, Supervisor of Buildings & Grounds
Tyler J. Bryan, Supervisor of Transportation
Audrey K. Carey, Ed.D., Supervisor of Early Learning
Walter E. Smith, Jr., Supervisor of Alternative Programs
Clifton F. Toomey, Jr., Supervisor of Nutrition Services
Charley G. Ruggiero, Technology Systems Manager
Charles C. Brown, District Investigator
Mark W. Rust, District Investigator

Indian River Board of Education

Charles M. Bireley, <i>President</i> District 4 (2020)	Dr. Donald G. Hattier District 4 (2019)
Rodney M. Layfield, <i>Vice Pres.</i> District 2 (2023)	James E. Hudson District 1 (2020)
Derek E. Cathell District 5 (2019)	Gerald T. Peden District 2 (2020)
W. Scott Collins District 5 (2019)	Dr. Heather M. Statler District 3 (2019)
James E. Fritz District 1 (2020)	Leolga T. Wright District 3 (2023)

E-mail addresses available at irsd.net

Para una traducción de este manual, por favor comuníquese con la escuela de su hijo.

School and District Contact Information

Indian River Educational Complex

31 Hosier St.
Selbyville, DE 19975
Phone: 436-1000, Fax: 436-1034

East Millsboro Elementary School

29346 Iron Branch Rd.
Millsboro, DE 19966
Phone: 934-3222, Fax: 934-3227

Principal: Karen Clausen
Assistant Principals: Jennifer Lougheed, Sarah Green

John M. Clayton Elementary School

252 Clayton Ave.
Frankford, DE 19945
Phone: 732-3808, Fax: 732-3811

Principal: Allisa Booth
Assistant Principal: Bennett Murray

Georgetown Elementary School

301-A West Market St.
Georgetown, DE 19947
Phone: 856-1940, Fax: 855-2479

Principal: Neil Stong
Assistant Principals: Ivan Neal, Marisa Hockman

Long Neck Elementary School

26064 School Lane
Millsboro, DE 19966
Phone: 945-6200, Fax: 945-6203

Principal: Clara Conn
Asst. Principal: Stephen Lovellette

Lord Baltimore Elementary School

120 Atlantic Ave., P.O. Box 21
Ocean View, DE 19970
Phone: 537-2700, Fax: 537-2708

Principal: Pam Webb
Assistant Principal: Barkley Heck

North Georgetown Elementary School

664 North Bedford St.
Georgetown, DE 19947
Phone: 855-2430, Fax: 855-2439

Principal: Heather Cramer
Assistant Principal: Samantha Lougheed

Phillip C. Showell Elementary School

41 Bethany Rd.
Selbyville, DE 19975
Phone: 436-1040, Fax: 436-1053

Principal: Christy Kerr
Assistant Principal: Jenna Argo

Selbyville Middle School

80 Bethany Rd.
Selbyville, DE 19975
Phone: 436-1020, Fax: 436-1035

Principal: Jason Macrides
Assistant Principal: Jeffrey Forjan

Georgetown Middle School

301 West Market St.
Georgetown, DE 19947
Phone: 856-1900, Fax: 856-1915

Principal: David Hudson
Assistant Principal: Karen Oliphant

Millsboro Middle School

302 East State St.
Millsboro, DE 19966

Phone: 934-3200, Fax: 934-3215

Principal: Jessica Jackson
Assistant Principals: Bradford Breasure, Christopher Costello

Southern Delaware School of the Arts

27 Hosier St.
Selbyville, DE 19975

Phone: 436-1066, Fax: 436-1068

Principal: Travis Bower
Asst. Principal: Kathleen Wilson

Sussex Central High School

26026 Patriots Way
Georgetown, DE 19947

Phone: 934-3166, Fax: 934-3234

Principal: Bradley Layfield, Ed.D.

Assistant Principals: Matthew Jones, Brice Reed, Nikolaus Fair, Aerin Donovan

Indian River High School

29772 Armory Rd.
Dagsboro, DE 19939

Phone: 732-1500, Fax: 732-1514

Principal: Michael Williams
Assistant Principals: Matthew Keller, Will Revels

Georgetown Kindergarten Center

301-A West Market St.
Georgetown, DE 19947

Phone: 856-1946, Fax: 855-2149

Principal: Janet Hickman, Ed.D.

Howard T. Ennis School

20346 Ennis Rd.

Georgetown, DE 19947

Phone: 856-1930, Fax: 856-1931

Principal: Kristina Perfetti
Assistant Principals: Michael Thompson, Amanda Wroten

G.W. Carver Academy

30207 Frankford School Rd.
Frankford, DE 19945

Phone: 732-3800, Fax: 732-3790

Principal: Melissa Kansak

Bilingual School/Community Liaisons Gemma Cabrera

North Georgetown Elementary School
Phone: 855-2430, Fax: 855-2439

Tracy Jones

John M. Clayton Elementary School
Phone: 732-3808, Fax: 732-3811

District Priorities

- Engaged and informed families, schools, communities and other agencies.
- Safe and healthy environments, conducive to learning.
- Equitable access to excellent educators.
- Rigorous standards, instruction, and assessments.
- High quality early learning opportunities.
- Responsible fiscal management.

District Policies and Procedures

NOTE: The policies contained in this handbook are subject to revision by the Board of Education. Updated versions can be accessed on the district website at irsd.net.

This handbook and calendar has been prepared to enable the students and parents of the Indian River School District to become better acquainted with the events, activities, policies and regulations of the district. The calendar and handbook is divided into several sections. The calendar section provides dates and times for school and district events; interscholastic athletic dates, times, and locations are listed separately. The handbook section is subdivided into "General Information" and "District Policies and Regulations." Questions or comments about specific school rules should be directed to the building principal; questions or comments about district policies or regulations should be directed to the district Superintendent.

GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY

The Indian River School District is committed to providing each student with a quality educational experience designed to maximize the development of his/her talents and aptitudes. Vitally concerned with the optimal academic progress of students at all ability levels, the district pledges its resources to engendering positive concepts of success for everyone.

Quality education can only be achieved in a safe, learning-conducive setting, which features a well-designed curriculum continuum, dynamic leadership, a highly effective teaching staff, competent support personnel, and informed stakeholders. Collaborative planning incorporating research-based, innovative techniques and technology monitored via continuous and critical evaluation, is encouraged and promoted.

While its publicized mission is to serve students, the Indian River School District embraces the concept of the ever-broadening development of education, social, cultural and recreational activities for its entire citizenry. Hence, it believes in partnering with families to enhance student learning and in sharing its facilities with the community.

ADDRESS AND TELEPHONE NUMBERS

Students who move during the school year or have their telephone numbers changed should report this new information to the school office immediately.

ALCOHOL-FREE ENVIRONMENT

Student health and safety are a primary concern of the Indian River School District. The District prohibits (regardless of age); the possession, use, consumption, manufacture, sale or distribution of any alcohol product on school grounds at any time.

To that end, a sign indicating that alcoholic beverages are not permitted on the property shall be posted at all buildings.

ASSEMBLIES

Various assembly programs will be scheduled during the school year for the information and enjoyment of the students. Students are to realize that the same behavior is expected in these programs as is expected in the classroom. Movement to and from the auditorium should be orderly and on time. Proper respect, attention and courtesy should be shown toward speakers and performers at all times. Do not yell or whistle except in organized cheering at pep rallies or games. ("Booing" is never acceptable behavior.) Any student who has to be reprimanded for misconduct during an assembly program may be excluded from future programs.

BABIES/SMALL CHILDREN

Due to the fact that babies and/or young children in the school create a distraction for teachers and students, as well as imposing additional liability responsibilities on school employees and the district, students will not be permitted to bring babies or other young children with them during regular school hours.

Teachers will refer any student who brings a child to school to the school office, where the student will make arrangements for the child's care. The missed instructional time will be unexcused.

This policy shall also apply to district events or functions beyond the classroom in which the student participates or becomes involved. These functions may include, but are not limited to, school dances, the junior-senior prom, and commencement exercises.

CIMEX LECTULARIS (BED BUGS)

The Indian River School District is committed to providing a school environment that promotes and protects our students' health and well-being. Bed Bugs can generate anxiety in parents, students and school staff. The Indian River School District will follow established guidelines outlined in JHCA.2 Reg. to support discreet identification of students who may be found to have bed bugs, effective communication with the student's parent/guardian and avoidance of an infestation within the school environment.

COMPLAINT PROCEDURES

Recognizing the fact that situations may arise pertinent to the operation of the schools which may cause concern by parents or the public, procedures have been developed to address those matters.

DATOS IMPORTANTES Y POLIZAS DEL DISTRICTO

INFORMACION GENERAL

- Si tiene un cambio de dirección o de teléfono, por favor de notificarlo a la oficina de la escuela inmediatamente.
- El Distrito está comprometido a proveer un ambiente laboral que está libre de la discriminación y el acoso ilegal.
- Se les pide a los padres que llenen la tarjeta de emergencia al principio de cada año y que la firmen.
- Es importante que los padres manden a los estudiantes vestidos apropiadamente y siguiendo el código de vestimenta del Distrito.
- Cuando sea necesario cerrar o demorar la escuela a condiciones del tiempo el Distrito usará el Sistema de Notificación Rápida, usará la radio, o usará los canales de television WBOC-TV, WMDT-TV.
- Cada edificio monitorizará a los estudiantes que llegan tarde a la escuela o salen de la escuela temprano sin la documentación correcta. Los estudiantes con unas llegadas tarde y/o unas salidas temprano excesivas estarán sujetos a las consecuencias disciplinarias según el matriz de disciplina de su escuela. Sujeto a los procedimientos del debido procedimiento legal, los estudiantes en los grados 9 – 12 que acumulan en exceso de diez (10) días de ausencias que no están acompañados por una nota documentada durante un programa de un año escolar tradicional completo se les puede negar el crédito en sus asignaturas para ese año escolar. Los estudiantes en los grados K – 8 que acumulan en exceso de diez (10) de ausencias durante un programa de un año escolar tradicional completo pueden estar retenidos en el nivel de su grado para el próximo año escolar.
- El distrito escolar ofrece desayuno y almuerzo a los estudiantes. Estas comidas pueden ser gratis o a precio reducido dependiendo de la situación económica de la familia. Cada estudiante esta asignado un número de identificación y debe de saberlo de memoria.
- Los récords de cada estudiante estarán disponibles en la oficina de la escuela. Si el estudiante o el padre desea revisar el récord puede pedir esto verbalmente o por escrito. El distrito no revelará ninguna información confidencial ni personal identificable relacionada al estudiante sin el permiso escrito de los padres.
- Los visitantes siempre estarán bienvenidos a la escuela. Los padres que desean hablar con los maestros deben de llamar para hacer una cita. Los visitantes deben de reportarse a la oficina e identificarse.
- El sistema de calificaciones del Distrito Escolar Indian River está diseñado para evaluar el progreso académico de un estudiante y para comunicarles eficazmente esta información a los estudiantes, a los padres y a otros grupos apropiados. La escala de calificación para todos los estudiantes de las escuelas primarias e intermedias será como la siguiente:

95 – 100 = A+
90 – 94 = A
85 – 89 = B+
80 – 84 = B
75 – 79 = C+
70 – 74 = C
65 – 69 = D
64 o menos = F

S = Satisfactorio
N = Necesita un mejoramiento
U = Insatisfactorio
I = Incompleto

PROCEDIMIENTO DE QUEJA:

- Resolver con el maestro
- Si no es resuelto hablar con el principal
- Finalmente con el superintendente

PREVENCIÓN DE INTIMIDACIÓN

El distrito lucha para proveer los ambientes seguros para que los estudiantes aprendan. Se prohíbe la intimidación de cualquier persona, la represalia, la revancha o la acusación falsa. Refierase al manual del Distrito para ver las consecuencias de cada intimidación.

POLITICA DE DISCIPLINA

- El Distrito tiene cierta reglas para el cumplimiento de las reglas escolares. Tanto los estudiantes, los padres, y los maestros tienen que aceptar responsabilidad sobre sus acciones y promover un comportamiento que conduzca al aprendizaje. No solamente en la escuela pero también en el bus estas reglas de disciplina se aplican. La transportación por autobus es un privilegio extendido a todos los estudiantes.
- Si no se cumplen con las reglas de disciplina las consecuencias pueden ser: detención, suspensión, y/o expulsion.
- También los estudiantes pueden estar puestos a la probación social como resultado de una acción disciplinaria.
- Refierase al manual del Distrito para ver las consecuencias y acciones en referencia al código de disciplina.

SPORTS SCHEDULES

For September sports schedules, visit the following websites:

Indian River High School
www.indians-sports.com

Sussex Central High School
www.goldenknightssports.com

Georgetown Middle School
www.georgetownmiddlesports.com

Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillemiddlesports.com

The most effective way to open the lines of communication is to have the affected parties discuss the issue with one another. If the concern is with a teacher, he or she should be given the opportunity to explain his/her actions. If no resolution is reached, the building principal and/or assistant principal should be notified and the opportunity provided to resolve the matter at that level. Following this, if matters are still unsettled, the complainant should contact the district superintendent's office for referral to the appropriate district administrator and express his or her concerns. Failure to reach resolution at this level will result in the issue being referred to the superintendent, who will address all affected parties. Still, if there is no resolution, the complainant may request a hearing before the Board of Education by writing to the president of the Board.

It is the desire of the district for complaints to be resolved at the appropriate level of concern by keeping the lines of communication open between staff members and the public.

Complaints about curriculum matters should follow a similar pattern as described above by the complainant initially expressing his or her concern to the building principal. If he or she cannot resolve the matter, the complainant may file a formal complaint by completing a "Public Complaints About the

Curriculum and Instructional Material" form available from the principal. Again, he or she will address the issue and if resolution cannot be reached, the formal complaint will be forwarded to the Directors of Education. The Directors of Education will convene the Instructional Materials Review Committee to review the material in question. Its findings will be forwarded to the superintendent for review. If the complainant is still dissatisfied with the superintendent's decision, he or she may write to the president of the Board of Education within five (5) working days asking that the Board review the matter.

COMPLAINT PROCEDURES FOR POSSIBLE POLICY VIOLATIONS

Purpose

The policies contained in this manual represent the official position of the Indian River Board of Education and the Indian River School District. Noncompliance with these policies could be considered an act of insubordination which could lead to disciplinary action up to and including termination.

It is the intent of the Board of Education and the District to ensure compliance with all District policies. Any District employee, guardian, parent, student, or resident of the District who believes that a District policy has been violated is encouraged to raise his or her concern with appropriate District personnel in order to resolve such complaint. It is preferable for complaints concerning policy violations to be resolved at the lowest administrative level and in the most informal manner possible. However, because it may not always be possible or desirable to attempt to resolve complaints on an informal basis, the Board adopts the formal complaint process contained herein.

Formal Complaint Procedure

1. Formal Complaint

When a District employee, guardian, parent, student, or resident of the District (the "Complainant") believes that a District policy has been violated, he or she may file a Formal Complaint with the superintendent's designee. The Complainant may obtain a copy of a Formal Complaint form from any District school's main office, the District's central office or the District's webpage.

Complainants may file confidential Formal Complaints by marking the appropriate section on the form. If a Complainant files a confidential Formal Complaint, the identity of the Complainant will not be used in the District's investigation of the complaint unless it is absolutely necessary. (For example, where it is the Complainant's word against the Subject's and there are no other witnesses to the alleged violation). If the Board reviews a confidential Formal Complaint, the Board will conduct the review in an executive session.

2. Investigation and Corrective Action

Upon receipt of the Formal Complaint, the Superintendent's designee will promptly open an investigation into the allegation(s). After the complaint has been investigated, but not later than thirty (30) calendar days following the receipt of the Formal Complaint, the administrator responsible for the investigation will issue a written response ("Written Response") to the Complainant. The Written Response will address the allegations of the complaint and may also include, subject to the parties' rights under law and/or contract, a description of the offending conduct, the manner of investigation, the identity of the investigating administrator, whether the complaint was substantiated, and whether corrective action was taken.

Corrective action, where appropriate, may include the imposition of a sanction against the Subject. Sanctions will be imposed in a manner to deter future violations. Subject to the rights of the Subject under law or contract, sanctions may include, but are not limited to,

formal or informal reprimand, suspension, or termination. Factors to be considered in determining an appropriate sanction may include whether the violation was intentional or accidental, whether there is a history of warnings for previous policy violations, and whether the violation has resulted in harm to others.

3. First Level Appeal

If either the Complainant or the Subject of the complaint is dissatisfied with any aspect of the Written Response, either may appeal to the superintendent for further review of the Written Response. The Complainant or Subject may present any facts that he or she believes are necessary for the superintendent's review. If permitted by law and contract, the superintendent will draft his or her own response, which will briefly describe his or her own review of the Written Response. The superintendent's response will be completed within thirty (30) calendar days of receiving the request for review and forwarded to the Complainant or the Subject of the Complaint.

4. Second Level Appeal

If either the Complainant or the Subject is dissatisfied with the results of the superintendent's response, either may request a review by the Board of Education. The Board of Education shall conduct a hearing within forty-five (45) calendar days of the receipt of a request for Board review. The Board of Education will conduct its investigation in executive session. The Complainant and the Subject will each have the right to present their case to the Board of Education in person and to be represented by legal counsel if desired. The Board of Education may establish rules for the presentation of evidence during the Board of Education hearing. However, the Complainant and the Subject will each receive at least five (5) minutes to speak before the Board of Education.

After conducting its review, the Board of Education will make a final determination and, if permitted by law and contract, provide its own response ("Board of Education Response") to the Complainant and the Subject. The Board of Education will prepare its Response within thirty (30) calendar days of the completion of the Board hearing. If permitted by law and contract, the Board will provide the Complainant and the Subject copies of the Board Response. The decision of the Board will be final.

Other Rights Under Law or Contract

Nothing in this policy is intended to abrogate the rights under law or contract of any Complainant or Subject. To the extent that anything set forth in these procedures is inconsistent with any parties' rights under applicable law or contract, it is the intent of this policy for the parties' rights under law or contract to be controlling.

DISTRIBUTION/POSTING OF PROMOTIONAL LITERATURE

Requests for the distribution of promotional literature must be approved by the superintendent. In an effort to reduce the amount of literature being distributed via our students, only information regarding class activities and events will be disseminated. Promotional materials from outside "for profit" organizations and businesses will not be distributed. The posting of promotional literature by outside organizations must be approved by the superintendent. Political materials cannot be distributed at district events.

DRESS CODE

The Board of Education recognizes that student individual dress is primarily a parental responsibility, which should reflect concern for health and safety of the student and others and to school property. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming could cause a disruption or disturbance, the principal shall take appropriate action to correct the situation.

The local school and the District reserve the right to modify this policy as necessary and reserve the right to determine what might be disruptive and unsafe. The following paragraphs regarding the Student Dress Code shall apply to Indian River School District in-school activities, music programs, awards ceremonies, and banquets:

Clothing and accessories worn by students are expected to respect the value of our schools and district as a student-centered community. Therefore, IRSD students are not permitted to wear clothing that is transparent, exposes the midriff/naval area, cleavage or posterior regions.

Additionally, students:

a. Students will be required at all times to wear shoes or other appropriate footwear. Students shall be required to follow dress standards to prevent hazards or dangers in areas such as recess, shop, labs and/or physical education class.

b. Shirts, tops, blouses, and dresses must either have sleeves or must cover the area from neckline to shoulder. The length of the skirts, shorts, culottes, jumpers, shorts and dresses must be worn at or below the mid-thigh area while the student is standing.

c. Clothing shall have no holes that expose skin above the kneecap.

d. No headgear may be worn in the building. This includes, but is not limited to, hats, hoods and/or other types of head coverings.

e. Clothing with printing across the buttocks area shall be prohibited. Leggings/tights, form-fitting stretch pants, or yoga pants worn as pants must be worn with a dress or other garment covering the area to the mid-thigh region.

f. Wearing apparel, footwear, or other accoutrements usually associated with a person's dress must not be obscene, vulgar, nor ethnically, culturally, or sexually offensive. Sacrilegious prints, gang-related identification, apparel, or paraphernalia, suggestions of violence, drug or alcohol use, illegal activities and/or graffiti may not be worn or displayed.

g. Clothing designed to be worn as undergarments may not be visible. Pants must be affixed at the appropriate waistline. Pants worn below the waist to the extent that the 6



Courtney White
2018-2019 IRSD
Teacher of the Year

September 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <div> August S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>						1
2	3 LABOR DAY	4 FIRST DAY OF SCHOOL	5 Early Learning Center Open House, 3-6 p.m. LB Open House, Grades 1-2, 5 p.m. SA Open House, 5-7 p.m.	6 NO SCHOOL PRIMARY ELECTION DAY (Professional Learning Day - PDMS Training; Paraprofessionals Report to Work)	7	8
9	10 FIRST DAY FOR PRESCHOOL Rosh Hashana SC Underclassmen Pictures	11 NG PTO, 6 p.m.	12 LB Open House, Grades 3-5, 5 p.m. GE PTO, 5 p.m. LN PTO, 6 p.m.	13 PS PTO, 5:30 p.m. EM PTO, 6 p.m.	14 MM Pictures SA Pictures	15
16	17	18 JC PTO, 6 p.m. PS Pictures LN Pictures	19 Yom Kippur LB Pictures GE Pictures	20 SC Senior Parent Information Night, 6 p.m. EM Pictures	21	22
23	24 Sukkot Board of Education @ IR, 7 p.m. IR Senior Portrait Make-Ups	25 GM Pictures IR Senior Portrait Make-Ups	26	27 PS PTO, 5:30 p.m. Paying for College Program @ IR, 6 p.m. IR Underclassmen Pictures	28 ELEMENTARY AND SECONDARY PROGRESS REPORTS	29
30						

Weather-related make-up days will be determined by the Board of Education as needed.

SPORTS SCHEDULES

For October sports schedules, visit the following websites:

Indian River High School

www.indians-sports.com

Sussex Central High School

www.goldenknightssports.com

Georgetown Middle School

www.georgetownmiddlesports.com

Millsboro Middle School

www.millsboromiddlesports.com

Selbyville Middle School

www.selbyvillemiddlesports.com

undergarment and/or skin is or could be exposed are not permitted in school.

Exception to this policy may be granted in discretion of school administration with approved documentation for a bona fide reason.

DRIVER EDUCATION

The Indian River School District is committed to providing eligible high school pupils a quality driver education program that is free of charge and will meet or exceed applicable requirements as may be established by the Delaware Department of Education. Title 14, Chapter 41 § 4125 of the Delaware Code requires minimal academic achievement by any student enrolled in a State approved driver education course prior to the issuance of a High School Driver Education Certificate; i.e. the blue certificate from a certified driver education teacher. In order to enroll for the Driver Education class and receive certification, the student must:

- Qualify as a tenth (10) grader as of the September 30th student count of the school year that the class is to begin
- Be earning passing grades in 5 credits at the time of certification, with at least 2 of those credits in separate areas of Math, ELA, Science or Social Studies

- Have fulfilled the requirements of the driver education program.

A student forfeits or regains his/her academic eligibility on the day report cards are issued. Ineligible students have the subsequent marking period to bring their grades into academic eligibility.

Eligibility to Receive a Blue Certificate by a Certified Driver Education Teacher

A certified driver education teacher determines if the student is meeting the requirements of the driver education course. The driver education course shall include a minimum of forty four (44) class hours of instruction consisting of thirty (30) class hours of classroom instruction, seven (7) class hours of in the car behind the wheel laboratory instruction and seven (7) hours of actual observation in the car. The class hours must not be less than forty five (45) minutes each. For those schools with varying class schedules the minimum classroom instruction must be no less than one thousand three hundred fifty (1350) minutes and behind the wheel laboratory instruction no less than three hundred fifteen (315) minutes. The driver education teachers must verify with the



high school principal or his/her designee the academic eligibility of the students enrolled in the driver education course.

Should a student not comply with the academic requirements at the end of the subsequent marking period, the student will not receive a blue certificate, and a final grade of "Unsatisfactory" (U) in driver education will be submitted to the Department of Education on the Final Grade Form. Should the student comply with the academic requirement at the end of the subsequent marking period, the student will receive a blue certificate, and a final grade of "Satisfactory" (S) in driver education will be submitted to the Department of Education on the Final Grade Form.

Students receiving an unsatisfactory grade in the regular high school driver education course may enroll in either a summer or adult driver education course for a fee. A driver education teacher may issue a blue certificate when the student has completed and passed the driver education course and has become academically eligible.

The "date of issue" on the blue certificate shall be the actual date the student completed and passed the driver education course.

Special Education Students

For a student with an active Individual Education Program (IEP), the Individualized Education Program Team, in consultation with the Driver Education teacher, may make accommodations to the Driver Education program, including but not limited to, allowing multiple opportunities to take the driver education course, delaying the course until the 11th or 12th grade, taking the course across two semesters and offering specialized instruction and related services through the student's Individual Education Program (IEP).

A student who is receiving special education services under an active Individual Education Program (IEP) shall be authorized until the age of 21 to complete the driver education certification. A student with an active IEP retaking the driver education course because of failing the initial driver education course shall not be required to pay a fee for taking the course additional times.

Implementation Issues

1. Students who complete and pass driver education while never satisfying the academic eligibility requirement will not be eligible for a Delaware driver's license until eighteen years of age.
2. Homeschooled students duly registered in the State of Delaware must submit documentation to the adult driver education program administrator at the end of the driver education course verifying academic eligibility.
3. Students enrolled in public and/or non-public high schools with 10th grade enrollments under 25 are eligible for state reimbursement. Students in the September 30th head count for 10th graders and personally elect to

not enroll in driver education when assigned are not eligible for free driver education.

4. Foreign exchange students living with a host family with a legal contract as "exchange students" may be enrolled for free in the driver education course during the 10th grade. Blue certificates may be issued. However, foreign exchange students may not drive the host family vehicle once a license is issued as depicted in the legal contracts between countries.

House Bill 37, passed by the Delaware General Assembly in January, 1997, requires the Superintendent of the school district to notify the Division of Motor Vehicles whenever a student is expelled by the district's Board of Education. The student who has been expelled may have his/her license revoked or not renewed by the Division of Motor Vehicles. If the expelled student has not received his/her driver's license, he/she will be ineligible to receive a license until he/she has been reinstated to school as a full-time student or has reached the age of 19 years, or two years have elapsed since the expulsion.

A person who has been expelled and loses his/her driver's license may apply to the Division of Motor Vehicles for a conditional license if a hardship exists. (See JG Policy)

DRUG-FREE WORKPLACE

The Indian River Board of Education revised the district's Staff Conduct – Drug-Free Workplace policy in June 2014. Copies of the revised policy can be found at www.irsd.net. (Personnel policy GBCB.)

EMERGENCY CARDS

Parents are asked to complete an emergency card when they enroll their child in school during the school year. All parents are asked to complete a new emergency card at the beginning of each school year so that the current information is available to school officials.

EMERGENCY SCHOOL CLOSINGS

Occasionally, it may be necessary to close or delay school because of weather conditions, which make traveling hazardous or impossible. When school is closed, delayed or dismissed early, the district will use the Blackboard Connect Rapid Notification System to notify parents via telephone. Information can also be obtained by watching WBOC-TV Channel 16 or WMDT-TV Channel 47, or by listening to radio stations WGMD 92.7 FM or WXDE 105.9 FM. Closings and delays will also be posted online at schoolclosings.delaware.gov and www.irsd.net. Parents can also call the state's voice activated phone system at 877-831-7215.

Please do not call the school or any school administrator's home, as telephone lines are very busy on such days.

ENVIRONMENTAL DUE DILIGENCE

Asbestos: The Environmental Protection Agency (EPA) requires that all buildings owned or leased by the Indian River School District be periodically inspected for asbestos as per the Asbestos Hazard Emergency Response Act (AHERA – 40 CFR Part 763, Subpart E). The purpose of the inspections is to ensure that all asbestos-containing buildings materials are maintained in good condition and that the data is documented in an asbestos management plan. IRSD is in compliance with all EPA Federal laws regarding AHERA. For additional information, please refer to irsd.net.

GANG PRESENCE, PROMOTION AND ACTIVITY

The Indian River School District recognizes and supports students' first amendment rights regarding free speech, peaceful assembly, and freedom of expression. It also recognizes the need for building administrators to establish and maintain a safe and orderly learning environment. Any activity that is disruptive to the learning environment will be addressed in accordance with the Student Discipline Policy JG.

Administrators, teachers, and other school personnel will be knowledgeable of gang-related behavior and activity in the school and greater community. Decisions regarding gang-related activities and disciplinary actions will be made by the building administrator/designee based on the Student Discipline Policy JG and regulations developed by the Superintendent, or designee.

HARASSMENT OR MISCONDUCT TOWARD STUDENTS

1. It is the policy of the Indian River School District that harassment or sexual misconduct by a school district employee directed against or toward a student is unacceptable conduct and will not be tolerated on or off school premises with any Pre-K through 12th grade student.

Prohibited harassment or sexual misconduct shall include:

2. Physical contact of a sexual nature between the employee and a student.
3. Oral or written words with an offensive or sexual connotation spoken or written by an employee to a student or the display of offensive or sexually suggestive objects or pictures.
4. Oral or written communication of a personal nature which are not reasonably related to the educational function of the school district and which are offensive, sexually suggestive, sexually explicit, sexually derogatory, or sexually discriminatory.

Students of the Indian River School District who feel that they are a victim of harassment or misconduct in any form by a district employee or become aware of an instance of harassment or misconduct by a district employee toward a student, should report the situation immediately to the Principal or Assistant Principal of the school or to a district employee who is in a position of authority other than the person about whom the complaint is being made. Students are also encouraged to report all violations of this policy to their parents or guardians. Students who are uncomfortable for any reason with discussing such matters with the individuals designated, or who are not satisfied after bringing the matter to the attention of one or more of these individuals, shall report the mat-



October 2018

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Kindergarten registration is conducted year-round. Please contact your child's school to schedule an appointment.	1 SPECIAL SCHOOL PARENT CONFERENCES, 5:38-8 p.m. (SA, HE, CA, TOTS, KC) SC Senior Portrait Make-Ups	2 HIGH SCHOOL PARENT CONFERENCES, 5:30-8 p.m. Simchat Torah SC FAFSA Submission Workshop, 4-7 p.m. SC Senior Portrait Make-Ups	3 ELEMENTARY PARENT CONFERENCES, 5:30-8 p.m. JC Fire Prevention Day	4 MIDDLE SCHOOL PARENT CONFERENCES, 5:30-8 p.m.	5 NO SCHOOL TEACHER WORK DAY (Paraprofessionals Report to Work)	6																																																																																				
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14 National School Lunch Week, Oct. 15-19	15	16 GE PTO, 5 p.m. SM Family Night, 6-8 p.m. SC IB Information Night, 7 p.m.	17 SA Reading Night, 5-7 p.m.	18 LB Book Fair, 4:30-7:30 p.m. PS PTO, 5:30 p.m. EM Family Night, 6 p.m. LN Curriculum Night, 6 p.m.	19 SECONDARY PROGRESS REPORTS HE Family Fun Night, 6-8 p.m. IR Homecoming SA Book Fair Ends	20 IR Homecoming Dance, 7 p.m.																																																																																				
21 National School Bus Safety Week, Oct. 22-26	22 Board of Education @ SC, 7 p.m. SC Make-Up Pictures SC IB Application Period begins	23	24	25 Scholarship Workshop & Fair @ IR, 6-8 p.m. HE Pictures	26 GM Dance, 2:45-4:30 p.m.	27 SC IB Writing Prompt, 8 a.m.																																																																																				
	IRSD Special Education Week, Oct. 22-26																																																																																									
28	29 LN Make-Up Pictures	30 GM Make-Up Pictures PS Make-Up Pictures GE Make-Up Pictures	31	<div> <div>September</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> </div> <div> <div>November</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div>			S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24	25	26	27	28	29	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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ter promptly to the Assistant Superintendent.

The District will investigate all reports of harassment or misconduct in as prompt and confidential a manner as possible and will take the appropriate corrective action, when warranted. Any district employee who is found, as result of such an investigation, to have engaged in harassment or misconduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, retaliation in any form against students who exercise their right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

INSURANCE

The Indian River School District does not provide accident insurance, nor does it provide insurance covering deductibles for students. However, the district makes available the opportunity for parents to purchase students' accident insurance. This insurance covers students against accidents which may occur while traveling directly to and from school, while in attendance in school, or while participating in school-sponsored activities, including most interscholastic athletic contests. Parents are strongly encouraged to purchase this low-cost insurance each year.

KINDERGARTEN REGISTRATION

Parents registering students for Kindergarten should do so before the beginning year of school. Parents may register their child at any time during the school year by contacting their child's school. The dates for spring registration sessions are announced in the school calendar and the local media. Proof of residency is required for registration. If available, parents should provide the following: birth certificate, immunization record and social security number.

LATE ARRIVALS AND EARLY DISMISSALS

Each school will determine its own time schedule for the opening and closing of school. Students who arrive after the opening of school, or students who leave prior to the school day ending will be marked either tardy, early dismissal, half-day absent, all day absent, or all day present, depending upon the amount of school time actually missed.

Parents should check with their child's school to learn the times that will be used to determine attendance. Appropriate documents or parent notes will be required for any such absence to be counted as excused. (See Student Attendance Policy.)

LOCKERS

Lockers are assigned to students in grades 6 through 12 on the condition they be used properly and maintained in an orderly fashion. Money and other valued articles should not be left in unlocked lockers. The school has legal authority to inspect student lockers at any time. Locks may be distributed to students. Students will be responsible for returning the lock at the end of the school year. Failure to either return the lock or to pay for it will result in retention of the student's report card.

MAKE-UP DAYS

Under certain circumstances, it is necessary to cancel school due to inclement weather conditions. Subsequently, students and staff may need to make up the day later in the school year. Federal or state holidays, which have been designated as non-school days on the district calendar, will not be used as "make-up" days.

NUTRITION SERVICES

Free and Reduced Price School Meals

The Indian River School District participates in the National School Lunch and Breakfast Programs. Children may be eligible for free meals or meals at a reduced price, depending upon their household income level.

Families receiving SNAP (Supplemental Nutrition Assistance Program, formerly the food stamp program) or DE-TANF for their children can receive free meals. Alternately, if the family's income falls within a specific range, the children can receive free or reduced price meals. Foster children can receive free meals, regardless of the family's income.

Information relevant to application procedures will be provided at the beginning of the school year. Households certified to receive SNAP (Supplemental Nutrition Assistance Program, formerly the food stamp program) or DE-TANF for their children may not have to apply. Other families who believe their children may qualify for free or reduced price meals must complete a meal benefit form to be considered for such benefits.

As noted above, at the beginning of the school year, information about this program, including a meal benefit form, is made available to each household. Families or those needing a meal benefit form may obtain information by contacting their school's principal or the Supervisor of Nutrition Services, at 436-1000. Information can also be obtained from the district web site: www.irsd.net.

Computerized Meal Program System



When students enroll in any school in the State of Delaware, they are assigned a four-to-eight-digit state ID number. Our district uses this number as the student's personal cafeteria keypad number. The numbers are confidential. If your child transfers to another school within our district, the number remains the same. At mealtime, students key in their keypad number on the keypad. When the student's account is accessed, his/her picture appears on the cashier's screen. The system will determine if there is enough money in the account to pay for the meal and the transaction will be processed. Students who are eligible for free meals will be provided with a meal at no charge.

By having every student in the school use his/her account number, the anonymity of children receiving free or reduced price meals is assured.

Pre-payment for multiple meals is encouraged to reduce the need for frequent deposits and daily cash handling. Remember that every \$10 will purchase \$11 worth of meals. Please make checks payable to the school cafeteria. When a student's balance nears zero, a reminder will be given to the student to make a deposit in his/her account.

Households with more than one child in the same school need to designate the amount of money to be placed in each child's account. An account cannot be shared by different children in the same household. Money in a student's account may be used for complete meals and a la carte sales. Money left in the account at the end of the year will be available for that student's use in the next school year. Refunds from student meal accounts are available only upon written parent/guardian request. A check will be mailed to the address provided, if desired.

Procedures

Students may purchase breakfast or lunch in the cafeteria, or they may choose their own combination of food at a la carte prices. No student will be allowed to leave the school to go home for lunch. Students who bring their meals must eat in the cafeteria. No food may be taken from the cafeteria. Paper, unused food or any other type of waste material must be placed in the receptacle provided and dishes and trays returned to the washroom window. Students will be expected to conduct themselves in a manner acceptable to all who eat in the cafeteria.

Meal Charging Procedures

- High school students may charge for meals at their school cafeteria; however, they should not accumulate charges in excess of \$5.00. Additionally, a la carte purchases are not allowed when the student's account falls into a negative balance.

- Students in Grades K through 8 may charge for meals at their school cafeteria, however, they should not accumulate charges in excess of \$5.00. Additionally, a la carte purchases are not allowed when the student's account falls into a negative balance.

- Students that accumulate negative balances in excess of \$10.00 may receive a meal of the nutrition services manager's discretion. The meal will meet USDA guidelines and the student's account will continue to be billed.

- Adults will be allowed only one charge. If the charge is not paid the next day, they will not be allowed to purchase anything on credit.

OFFICE REFERRALS FOR DISCIPLINARY ACTION

Students sent from class for disciplinary reasons should report immediately to the principal's/assistant principal's office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held to discuss school programs and strengths and weaknesses of individual students. Conferences are scheduled on a regular basis three times a year. Parents are urged to contact their child's school when these conferences are scheduled. Parents should also request a conference when their child receives an unsatisfactory progress report.

PARKING

Cars must be parked in the area assigned and students must remain out of automobiles and this area, except for entering or leaving the school grounds. Students are expected to drive in an extremely safe manner, particularly since many small children may be in or near the parking area. Students failing to follow safe driving practices or parking procedures may have their privilege of driving to school revoked. Driving a car to school is a privilege and all Delaware laws must be obeyed. Parking will be in authorized areas only. A permission slip must be obtained from the office for a student to visit the parking area or an automobile during school hours. Staff members may have assigned parking areas, including specific parking slots. Students are prohibited from using these areas during normal school hours. Violators will be dealt with by the building administration. If necessary, the inappropriately parked vehicle may be towed at the owner's expense.

PEDICULOSIS (HEAD LICE)

The Indian River School District is committed to providing a school environment that promotes and protects our children's health and well-being. While having head lice is not considered a health issue (illness/disease), it does present a nuisance to our families and can interrupt the educational process when left unattended. The district nurse will follow the procedures outlined in JHCA.1 Reg., thus supporting the students and families affected while maintaining confidentiality.

PHYSICAL EDUCATION

The age of adolescence is a period of rapid physical growth as well as one of a greatly expanded social and academic awareness. In order to meet the physical demands of this age and to develop wholesome competitive practices and a sense of fair play, all students are scheduled for health and physical education classes.

It is required that each student wear appropriate dress for physical education class. **10**



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4	5	6 NO SCHOOL ELECTION DAY	7 END OF MARKING PERIOD	8 NO SCHOOL RETURN DAY	9 NO SCHOOL PROFESSIONAL LEARNING DAY (Grades/PD; Paraprofessionals Report to Work)	10																																																																																				
11 VETERANS DAY <div>American Education Week, Nov. 12-16</div>	12 NO SCHOOL VETERANS DAY OBSERVED	13 NG PTO, 6 p.m. LB PTO, 6 p.m. JC PTO, 6 p.m.	14 IR Honor Society Induction, 1 p.m. SC Honor Society Induction, 7 p.m. LB Grades 3 and 4 Music Program @ IR, 6:30 p.m. LN PTO, 6 p.m.	15 NG Movie Night, 5:30 p.m. IR FAFSA Submission Workshop, 4-7 p.m. IR Marine Corps Birthday Celebration, 5:30 p.m. JC Make-Up Pictures	16 REPORT CARDS SC Hall of Fame Induction, 9 a.m.	17 All-State Chorus Auditions																																																																																				
18	19 County Choir Rehearsal @ SC, 6 p.m.	20 GE PTO, 5 p.m.	21 NO SCHOOL FOR STUDENTS AND TEACHERS 12-Month Employees Report to Work; Paraprofessionals Do Not Report	22 NO SCHOOL THANKSGIVING	23 NO SCHOOL THANKSGIVING HOLIDAY	24																																																																																				
25	26 Board of Education @ IR, 7 p.m. County Choir Rehearsal @ SC, 6 p.m. JC Book Fair Begins	27 HE Make-Up Pictures	28 County Choir Festival @ SC, 9 a.m.-2 p.m. JC Family Night, 5:30-7 p.m.	29 County Choir Festival @ SC, 9 a.m.-2 p.m. County Choir Concert @ SC, 7 p.m.	30 HE PBS Celebration & Dance, 1 p.m. SA Dance Performance, Grades 5-8, 7 p.m. JC Book Fair Ends	<i>Kindergarten registration is conducted year-round. Please contact your child's school to schedule an appointment.</i>																																																																																				

Weather-related make-up days will be determined by the Board of Education as needed.

SPORTS SCHEDULES

For December sports schedules, visit the following websites:

Indian River High School
www.indians-sports.com

Sussex Central High School
www.goldenknightssports.com

Georgetown Middle School
www.georgetownmiddlesports.com

Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillmiddlesports.com

For the promotion of desirable habits of personal hygiene, it is required that each student shower after physical education class.

If for any reason it is necessary that a student not participate actively in physical education for an extended period, a doctor's note is required.

Permission not to participate in physical education on a short term basis must be approved by the school nurse. If adequate reason for non-participation cannot be verified by the school nurse, the student will participate at the discretion of the instructor.

PHYSICAL EXAMINATIONS

Authorities recommend that every school age child should have a thorough examination at least once a year. The examination should be made by the child's personal physician who, in turn, should send a report of his/her findings to the school on a designated form. This applies to general physical exams and not sports physicals. Students will receive vision, hearing and postural/gait screening by the nurse in grade levels determined by the state.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM AND INSTRUCTIONAL MATERIALS

The Indian River School Board recognizes the need and right of students to free access to many types of books and materials. It also recognizes the right of the professional staff to recommend books and other materials supportive of the school district's educational programs. While the Board will not permit any individual or group to exercise censorship over instructional materials and library collections, it recognizes that at times objections to instructional materials may occur despite the care taken to select those materials. When such objections occur, the Board recognizes that a re-evaluation of those materials may be desirable.

All such complaints received by teachers or staff by letter, telephone, or personal contact should be referred to the building principal. If the complainant desires to file a formal complaint, the complainant must complete the form "Public Complaints About the Curriculum and Instructional Material." Upon receipt of a request for reconsideration, the principal will attempt to resolve the complaint at the building level or forward the formal complaint to the Directors of Education and the Assistant Superintendent. The Directors of Education will convene the Instructional Materials Review Committee to review the material in question and the complaint. While the complaint is being reviewed, the materials will remain in use. In addition, a brief synopsis of the complaint will be provided to the Board through the Superintendent. The Committee will report its findings and make a recommendation to the Superintendent no longer than 45 calendar days after the complaint is filed. The Superintendent will review the complaint and will render a decision in the matter. Notice of the decision will be sent to the complainant. If the citizen is not satisfied with the Superintendent's decision, the complainant may appeal to the Board of Education by writing to the President of the Board within five working days. The Board will hear the appeal at its next regular or special meeting and render its decision.

The Board assumes final responsibility for all books and instructional materials it makes available to students and holds its professional staff accountable for proper selections.

Regulations to implement this policy will be established by the Superintendent and compiled in the District Administrative Manual.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community. One of the mechanisms to achieve this is public participation in Board meetings, which will be permitted as follows:

Public Comment

The Board of Education allots in each of its regular meetings up to 30 minutes for citizens' participation. One 15-minute segment is allocated at the beginning of the meeting, and one 15-minute segment is allocated at the conclusion of the meeting.

Citizens are encouraged to refer school-related problems to appropriate school personnel rather than initiate these during Board meetings. If problems have not been resolved through the administrative process, a speaker should indicate efforts made to bring about such a resolution. The presiding officer will make every effort to recognize speakers in the order in which they seek recognition. Speakers are to give their names and whether they are speaking as an individual or organization.

The major purpose of citizens' participation is for the Board of Education to hear citizens' views on ways to improve the educational program and ways to improve the processes, including communication, for bringing about such improvements.

Personnel matters are not appropriate topics to be discussed at regular Board meetings. State law requires that such matters be entertained in executive session as arranged by the Board.



Members of the public speaking as individuals or a member who represents an organization will be allotted up to three (3) minutes. If time does not permit all those wishing to speak to do so, a sign-up sheet will be available for these persons to register so that they can be recognized first at the next regularly scheduled meeting.

Agenda Accessibility

To permit community members to be heard and at the same time to conduct its meetings properly and efficiently, the Board establishes the following procedures for persons wishing to be on the agenda of a regular meeting.

1. The person should inform the Superintendent of his or her desire, topic with brief description, and any group he or she may represent at least eight (8) days before the meeting.

2. The person will be allowed 15 minutes for a presentation, although an extension of time may be granted by the superintendent/Board president in scheduling the agenda, or later by the Board as it hears the person.

3. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

RELIGION

Purpose
Holidays
Curriculum
Equal Access
Sponsorship
Accommodation
Moments of Silence
Instructional Time
Released Time
Class Assignments
District Employees

Purpose

To articulate issues of religion within the school and classroom setting.

Recognition of Religious Beliefs and Customs

(The District will adhere to federal and State regulations pertaining to religious observances in public schools.)

No religious belief or non-belief shall be promoted, or disparaged, by the District. Instead, the District encourages all students and staff members to appreciate and be tolerant of the religious views of others. The District shall foster understanding and mutual respect regarding culture, economic backgrounds, and religious beliefs. In this spirit of tolerance, students and staff shall be excused from participating in practices that will impose a significant burden on the exercise of their religious beliefs.

The District recognizes the educational goals of advancing student knowledge and appreciation of the role our religious heritage has played in the social, cultural, and historical development of civilization.

Religious Holidays

The District will:

Explain the origin, and the historical and contemporary significance, of religious holidays in an unbiased and objective manner without sectarian indoctrination. The District may permit teaching about religious and cultural holidays (Christmas, for example) in the context of teaching about other religious and cultural holidays (such as Hanukkah, Kwanzaa and Ramadan), so as to provide instruction on religious heritage and particular holidays where it is clear the District is not endorsing or encouraging a religious belief.

Permit music, art, literature, and drama having religious themes or bases as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner, as a traditional part of the cultural and religious heritage of the particular holiday, and in a manner where it is clear the District is not endorsing or encouraging a religious belief. The District or any school within the District shall use non-restrictive terms to designate school-sponsored activities or programs involving student participation.

Permit the use of religious symbols such as a cross, menorah, star and crescent, Star of David, crèche, symbols of Native American religions, or other symbols that are a part of a religious holiday (including, but not limited to, Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving, and Halloween) as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

Prepare the District's official calendar so as to minimize conflicts with religious holidays, which result in the absences of so many students that the educational process is disrupted.

Religion in the Curriculum

Religious institutions and orientations are central to human experience. An education excluding such a significant aspect of human experience is incomplete. It is essential that the teaching about - and not of - religion be conducted in a factual, objective, and respectful manner.

December 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<div> <div>November</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> </div> <div> <div>January</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> </div>						S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1 Millsboro Christmas Parade, 5 p.m.
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2	3 Hanukkah	4 JC Winter Concert, 6 p.m. NG Holiday Concert, 6 p.m.	5 PS PTO, 5:30 p.m. LN PTO, 6 p.m.	6 EM PTO, 6 p.m. HE Holiday Concert, 10 a.m. Georgetown Christmas Parade, 7 p.m. LB Grade 5 Holiday Concert @ IR, 6:30 p.m. SA Art Pottery Sale, 5:45 p.m. SA Band Performance, Grades 5-8, 7 p.m.	7 ELEMENTARY AND SECONDARY PROGRESS REPORTS SC Drama Production, 7 p.m. Selbyville Christmas Parade, 7 p.m.	8 SC Drama Production, 2 p.m. and 7 p.m.																																																																																				
9	10 SPECIAL SCHOOL PARENT CONFERENCES, 5:38-8 p.m. (SA, HE, CA, TOTS, KC) GE Book Fair Begins	11 MIDDLE SCHOOL PARENT CONFERENCES, 5:30-8 p.m. Dagsboro Christmas Parade, 7 p.m. GE Holiday Concert, 7 p.m. PS Holiday Shop Begins NG PTO, 6 p.m.	12 HIGH SCHOOL PARENT CONFERENCES, 5:30-8 p.m. SC FAFSA Submission Workshop, 4-7 p.m. LN Band/Chorus Concert, 6 p.m. PS Holiday Concert, 6:30 p.m.	13 ELEMENTARY PARENT CONFERENCES, 5:30-8 p.m. IR Chorus Concert, 7 p.m. PS Holiday Shop Ends	14 GE Book Fair Ends	15																																																																																				
16	17 Board of Education @ SC, 7 p.m.	18 SM Winter Band Concert, 7 p.m. GM Winter Band and Chorus Concert, 7 p.m. EM Holiday Choral Concert @ SC, 7 p.m.	19 SA Vocal Performance, Grades 5-8, 7 p.m. IR Band Concert, 7 p.m. MM Winter Concert: Grade 6 @ 6 p.m.; Grades 7-8 @ 7 p.m.	20 SM Winter Chorus Concert, 7 p.m. SC Winter Concert, 7 p.m.	21	22																																																																																				
23	24 CHRISTMAS EVE	25 CHRISTMAS DAY	26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29																																																																																				
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SPORTS SCHEDULES

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Georgetown Middle School
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Millsboro Middle School
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Selbyville Middle School
www.selbyvillemiddlesports.com



The District will:

Refer to the religious influence of literature, music and drama in the arts curriculum and in school activities only to the extent such references are essential to a complete understanding of the learning experience in such fields of study.

Refer to religious themes in the arts, literature, and history only to the extent necessary for a balanced and comprehensive study of these areas. Such references should never foster or advance any particular religious tenets, or demean any religious beliefs.

Accommodate student-initiated expressions to questions or assignments, which reflect student beliefs or non-beliefs about a religious theme. For example, students are free to express religious belief, including belief in the tenets of Christianity, Judaism, Islam, or other religious faith, or non-belief, in compositions, art forms, music, speech, and debate.

Equal Access Act

The Equal Access Act ("the Act") provides that a public secondary school which permits one or more non-curriculum related student groups (any student group whose activities are not directly related to a course offered by the school) to meet on school premises during non-instructional times is prohibited from discriminating against students who wish to conduct a meeting on the basis of the "religious, political, philosophical, or other content of the speech at such meetings." Although the Equal Access Act applies specifically to public secondary schools, the District will apply the Equal Access Act provisions to all district schools.

The District permits non-curriculum related student groups to meet on school premises during non-instructional times.

Non-instructional time includes time during the school day when students are required to be in school but not in a particular class (e.g. lunch).

The following limitations apply to meetings:

The District retains authority to prohibit meetings that would materially and substantially interfere with the orderly conduct of edu-

cational activities within the school.

In order to protect the well-being of all persons present, the District retains authority to maintain order and discipline on the school premises.

Staff monitors may not participate in any religious meetings, and the Act prohibits school sponsorship of any religious meetings. This means that school officials may not promote, lead, or participate in any such meetings. The assignment of a teacher, administrator, or other school employee to any meeting is limited to oversight and is merely to insure order and good behavior.

The Act provides that non-school persons may not direct, control, or regularly attend activities of student groups. The meetings of any such religious groups must be voluntary and student-initiated. If such meetings are conducted and controlled by non-school personnel, the District will refuse to permit the meetings. If non-school personnel regularly attend the activities of such a group, the group enjoys no protection under the Act.

School Sponsorship

The District will not sponsor a religious club. The District will treat all non-curriculum related student groups in a manner that is viewpoint neutral. Religious and non-religious student groups are entitled to the same access to the school newspaper, bulletin boards, and the public address system.

Accommodation of Prayer During Instructional Time

The District may excuse students from class to remove a significant burden on their religious exercise, where doing so would not impose material burdens on other students. For example, the District may excuse Muslim students from class to enable them to fulfill their religious obligations to pray during Ramadan.

Moments of Silence

If a school has a "moment of silence" or other quiet period during the school day, students are free to pray silently, or not to pray, during these periods of time. Teachers and other school employees may neither encourage or discourage students from praying during such time periods.

Student Prayer During Instructional Time

Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the education program that are applied to other privately initiated expressive activities. Among other things, students may read religious texts, pray before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities. School authorities may impose rules of order and educational restriction on student activities including student prayer and religious expression, and they may prohibit students from proselytizing, or taking action to convert other students, or to derogate or otherwise disparage particular faiths or beliefs. However, teachers may not discriminate against student prayer or religious speech in applying any rules of order

or educational restrictions.

Released Time for Religious Instruction

Absence of a student during school hours for religious education outside school property may be allowed provided the student's parent or guardian completes and submits a Religious Instruction Form to the principal, and the instruction meets the following requirements:

The religious instruction must be under the sponsorship of a recognized religious body or group. Students must be registered for the course and file a copy of the registration with the principal, who may periodically request student's attendance reports from the course's sponsors.

Absence for religious instruction may not exceed one hour per week at a time set by the District.

Religious Expression and Prayer in Class Assignments

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such work shall be judged by ordinary educational concerns identified by the school. Such work shall not be displayed or presented to other students in a manner that suggests District endorsement of religious beliefs.

Prayer by District Employees

When acting in their official capacities as representatives of the state, District staff are prohibited from encouraging or discouraging prayer and from participating in such activity with students. Staff may, however, take part in religious activities where the overall context is clear that they are not participating in their official capacities. Before school or during lunch, for example, staff may meet privately with other staff for prayer or Bible study to the same extent that they may engage in other conversation or nonreligious activities. Similarly, staff may participate in their personal capacities in privately sponsored baccalaureate ceremonies.

The Real World Problems and Examples exhibit for this policy can be viewed at www.irsd.net.

SCHOOL BULLY & CYBERBULLYING PREVENTION POLICY

The Indian River School District (the "District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students and all employees.

Prohibition of Bullying Which Includes Cyberbullying

To further these goals, and as required by 14 Del. C. 4112D, the District prohibits the bullying of any person on school property, at school functions, by use of data or computer software accessed through a computer, computer system, computer network or other electronic technology of the District from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein is prohibited by students directed at other students. Incidents of cyberbullying shall be treated in the same manner as incidents of bullying. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

Definition of Bullying & Cyberbullying

As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of:

- A. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being, or substantial damage to his or her property; or
- B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions, or due to a power differential between the bully and the target; or
- C. Interfering with a student having a safe school environment necessary to facilitate educational performance, opportunities or benefits; or
- D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

Explanation: Bullying is usually defined as involving repeated acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:



January 2019

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<div>December</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24/31	25	26	27	28	29	1 NO SCHOOL NEW YEAR'S DAY	2 School Resumes	3 SA Tea and Tour, 4-6 p.m.	4	5
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6	7 Sr. High County Band Auditions @ IR, 6 p.m.	8 LB PTO, 6 p.m.	9 School Choice Application Deadline IR STEM Application Deadline SC Winter Dance Gala, 7 p.m. LN PTO, 6 p.m.	10 SC Winter Dance Gala, 7 p.m. EM PTO, 6 p.m.	11 SECONDARY PROGRESS REPORTS	12 All-State Band and Orchestra Auditions																																										
13	14 Jr. High County Band Auditions @ MM, 6 p.m.	15 GE PTO, 5 p.m. JC PTO, 6 p.m.	16 PS PTO, 5:30 p.m.	17 SA Grades 2-4 Performance, 7 p.m. GM Career Fair, 5-8 p.m.	18 NO SCHOOL TEACHER WORK DAY (Paraprofessionals Report to Work)	19																																										
20	21 NO SCHOOL MARTIN LUTHER KING DAY	22 NG PTO, 6 p.m.	23 SC Mid-Term Exams	24 LN "Are You Smarter Than an LNE Student," 6 p.m. SC Mid-Term Exams	25 SC Make-Up Exams	26																																										
27	28 END OF MARKING PERIOD Board of Education @ IR, 7 p.m.	29	30	31	<div>February</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table> <p>Kindergarten registration is conducted year-round. Please contact your child's school to schedule an appointment.</p>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
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SPORTS SCHEDULES

For February sports schedules, visit the following websites:

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Sussex Central High School
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Georgetown Middle School
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Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillmiddlesports.com

Physical bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

Verbal bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening.

Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors.

Cyber-bullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them,
5. Outing or Trickery: forwarding information or pictures

meant to be private.

Sexual Bullying: Unwanted touching of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is not exhaustive. Such actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other District policies or building, classroom or program rules.

School-wide Bully Prevention Program

The District is committed to support each school in its adoption of a school-wide bully prevention program. This policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of this policy will be distributed annually to all students, parents, faculty and staff. Each school is directed to develop or adopt a school-wide, research-based bully prevention program.

Coordinating Committee

Each school shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program.

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

The parent, guardian, or relative caregiver of any student who is a target of bullying or any student who bullies another as defined in this policy shall be notified.

Reporting Procedures

The procedures for a student and parent, guardian, relative caregiver pursuant to 14 Del. C. 202(f), or legal guardian to provide information on bullying activity will be as follows:

A. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.

B. If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.

C. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank "Bullying - request for support forms" will be available to all students, but are not required for a report.

D. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:

- Conduct involved
- Persons involved, designated bully, target, and bystanders' roles
- Time and place of the conduct alleged, number of incidents
- Names of potential student or staff witnesses



• Any actions taken in response

E. Short, easy to use complaint forms can be obtained from the school administration or district office.

F. An electronic system will be established whereby a person can email anonymous complaints of bullying that only designated persons will have access to.

G. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.

H. Each principal will designate a person or persons responsible for responding to bullying complaints.

I. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.

J. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

Investigative Procedures

A. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

B. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or the principal's designee within five (5) working days.

C. Some acts of bullying may also be crimes which must be reported to the police and/or the Department of Education pursuant to the school crime reporting law (14 Del. C. § 4112)

Non-Classroom Supervision

To the extent funding is available, each school must develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

Consequences for Bullying

Violations of the provisions of this policy may result in students receiving consequences as outlined in policy JG "Student Discipline", for suspendable offenses.

Retaliation

Retaliation for reporting bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act. The potential consequences for retaliation are as set forth in the preceding section.

Procedure to Communicate with Medical and Mental Health Professionals

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

A. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.

B. If a parent refuses to sign a release form at school, the school will review this policy with them explaining the reasons the release would be advantageous to the parent's child.

C. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:

- Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
- Require that the student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

D. A summary of the evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to the return to school or the general population.

Implementation

The school bullying prevention program must be implemented throughout the year and integrated with school discipline policies and 14 Del. Code §4112.

Accountability

Each school shall notify the District in writing of its compliance with this policy and submit a copy of



February 2019

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3 <div>National School Counseling Week, Feb. 4-8</div>	4	5	6 IR FAFSA Submission Workshop, 4-7 p.m.	7 REPORT CARDS All-State Chorus Festival	8 All-State Chorus Festival GM Dance, 2:45-4:30 p.m. HE Family Fun Night, 6-8 p.m. SA Elem. Prince and Princess Dance, 6 p.m.	9 All-State Chorus Festival																																																																																				
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17 <div>National FFA Week, Feb. 16-23</div>	18 NO SCHOOL PRESIDENTS DAY	19 County Band Rehearsal @ SC, 6 p.m. GE PTO, 5 p.m.	20 MM Talent Show, 7 p.m. IR Multicultural Concert, 6:30 p.m.	21 All-State Jazz and Honors Guitar Festival	22 ELEMENTARY AND SECONDARY PROGRESS REPORTS All-State Jazz and Honors Guitar Festival HE PBS Celebration & Dance, 1 p.m. SA Drama Production, 7 p.m.	23 All-State Jazz and Honors Guitar Festival JC Family Fun Day, 10 a.m.- 2 p.m. SA Drama Production, 12 p.m.																																																																																				
24	25 SPECIAL SCHOOL PARENT CONFERENCES, 5:38-8 p.m. (SA, HE, CA, TOTS, KC) Board of Education @ SC, 7 p.m.	26 ELEMENTARY PARENT CONFERENCES, 5:30-8 p.m.	27 MIDDLE SCHOOL PARENT CONFERENCES, 5:30-8 p.m. County Band Rehearsal @ SC, 9 a.m.-2 p.m. PS Spring Pictures	28 HIGH SCHOOL PARENT CONFERENCES, 5:30-8 p.m. County Band Rehearsal @ SC, 9 a.m.-4 p.m. County Band Concert @ SC, 7 p.m. NG Movie Night, 5:30 p.m.	<i>Kindergarten registration is conducted year-round. Please contact your child's school to schedule an appointment.</i>																																																																																					

Weather-related make-up days will be determined by the Board of Education as needed.

SPORTS SCHEDULES

For March sports schedules, visit the following websites:

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Sussex Central High School
www.goldenknightssports.com

Georgetown Middle School
www.georgetownmiddlesports.com

Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillemiddlesports.com

the procedures adopted under this policy by January 1 of each school year. Each school shall verify for the District the method and date the policy has been distributed to all students, parents, faculty and staff.

Other Defenses

A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action initiated under this policy provided there is sufficient school connection.

B. This section does not apply to any person who uses data or computer software accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district policy and with the approval of the superintendent.

Relationship to Other Laws

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the

Delaware Code, or from reporting probable crimes that occur on school property or at a school function, which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

Nothing in this policy shall supersede or be construed in such a manner as to conflict with any state or federal laws concerning special education or individuals with disabilities.

School Ombudsman Information

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty and staff; and shall be on the web site of the school district and each school. The contact information shall also be prominently displayed in each school.

Informing Students of Electronic Mediums

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

Social media refers to any electronic outlet of communicating with another person. The following social mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings, shall include: Facebook, Twitter, MySpace, YouTube, Snap Chat, Instagram, Pinterest, Secret, Yik Yak, or similar type of social media applications. This list is NOT considered exclusive and any social media outlet or electronic communication, such as email, texting, instant messaging, which allows for communications that may be viewed by the intended victim shall be considered as an electronic medium for the purposes of enforcing the electronic bullying aspects of the IRSD Bully Prevention policy. Internet sites such as "blogs" which may be created or used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible internet portals.

SCHOOL PRAYER AT COMMENCEMENT/GRADUATION AND BACCALAUREATE CEREMONIES

The following policy prescribes the method by which employees and agents of the District shall protect the First Amendment rights of students, employees, and citizens of the District as it pertains to Commencement / Graduation and Baccalaureate Ceremonies.

Definitions

a. "Student-initiated" refers to any action that is taken only after students have asked that such an action be taken;

b. "Student-delivered" refers to any message spoken by a student of the public school at which the message is delivered.

Commencement/Graduation Ceremony

1. School officials may not mandate or organize prayer at graduation or select speakers in a manner that favors religious speech. The keynote speaker at commencement / graduation ceremonies shall be selected by the senior class officers by whatever method they decide. Subject to the provisions of Paragraph 3 below, the content of the keynote address shall be determined exclusively by the keynote speaker. Neither the class officers, the District, nor any District staff member shall implement any selection process (including student elections) or exercise any editorial control to determine whether or not a political, philosophical, religious, or other message shall be presented during the keynote address. School officials shall include in the graduation program the following disclaimer:



"The content of any remarks by the keynote speaker and/or student speakers does not reflect the views of the Indian River School Board or School District, or its staff or other students."

2. Student-initiated, student-delivered, voluntary messages by the Valedictorian, the Salutatorian and/or the Senior Class President may be permitted during graduation or commencement ceremonies. Subject to the provisions of Paragraph 3 below, the content of their respective messages shall be determined by the student delivering the message. No school district staff members shall exclude, include, or otherwise discriminate for or against any student on the basis of the political, philosophical, or religious views that the student intends to deliver or does deliver.

3. Notwithstanding any of the above, the District, through its agents and employees, has authority to take all actions necessary to maintain order and discipline on district premises in order to protect the well-being of all persons present. No graduation speaker shall use or exploit the opportunity to speak at graduation to proselytize, advance or convert anyone, or to derogate or otherwise disparage any particular faith or belief.

Baccalaureate Ceremony

1. Baccalaureate services may be allowed on District property but may not be initiated, organized, sponsored, conducted, or promoted by the District staff.

SCHOOL LIABILITY AND STUDENT ACCIDENTS

Each year every school district and school has an operational concern regarding the misunderstanding about financial responsibility for medical treatment of students who are injured while participating in regular school programs. In such cases, parents wrongfully assume that expenses caused by these injuries will be paid by the school district, school, or by insurance carried by the school entity. The Indian River School District does not carry student accident insurance nor does it pay bills to doctors or others for treatment of injuries incurred by students. This is a parental responsibility.

The Indian River School District does offer student accident insurance through an insurance carrier.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Indian River School District ("the District") is committed to providing a work environment that is free of discrimination and unlawful harassment. Types of harassment that are, or may be, prohibited by law include harassment on the basis of age, gender, sexual orientation, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military or veteran status, genetic information, retaliation, which includes opposing engaging in protected activity, such as participation in any complaint process at the EEOC or other human rights agency or harassment on any other unlawful basis. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Actions, words, jokes, or comments based on such characteristics will not be tolerated. Harassment on any unlawful basis (both overt and subtle) is strictly prohibited. This policy applies in all work-related settings and activities and is not limited to the workplace.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

Any employee of the Indian River School District who feels that he or she has been a victim of unlawful harassment in any form by any manager, supervisor, co-worker, customer, vendor, parent, student, visitor or other person must advise the offending individual the conduct in question is offensive and request that it be discontinued immediately. If the offending conduct continues or recurs, he or she should bring the problem to the immediate attention of his/her supervisor or the Director of Personnel. If the complaint involves someone in the employee's direct line of supervision or if the employee is uncomfortable for any reason with discussing such matters with the individuals designated or is not satisfied after bringing the matter to the attention of one or more of these individuals, that employee shall report the matter promptly to the Assistant Superintendent through the Director of Personnel.

The District will investigate all allegations of unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee who is found, as a result of such an investigation, to have engaged in unlawful harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

SEXUAL MISCONDUCT

Sexual misconduct shall mean a consensual act(s) between two individuals within the school environment.

Any employee who is found, as a result of an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

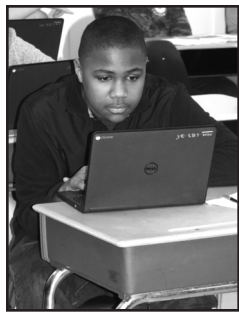
SEX OFFENDER NOTIFICATION

Every school in the Indian River School District will keep a binder in its main office containing community notifications of sex offenders and will make it available to parents and staff upon request.

STUDENT CUMULATIVE RECORDS

The following list of terms and definitions are used throughout this policy and serve as a guide to ensure proper understanding of content:

"Court Orders" shall mean any written direction from a court of competent jurisdiction directed to the student or affecting the student's care or custody.



March 2019

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17	18 JC Book Fair Begins	19 GE PTO, 5 p.m.	20 JC Family Night, 5:30-7 p.m. PS PTO, 5:30 p.m.	21 EM Family Night, 6 p.m. LB Title I Night, 6 p.m. SA Majors and Minors Art Show, 5:45 p.m. SA Rock Band Concert, 7 p.m.	22 GM Dance, 2:45-4:30 p.m. SC Drama Production, 7 p.m. JC Book Fair Ends	23 SC Drama Production, 2 p.m. and 7 p.m.																																																																																				
24	25 Board of Education @ IR, 7 p.m.	26	27 SAT Testing LB Grades 1 and 2 Music Program @ IR, 6:30 p.m.	28 GM Honor Society Induction, 7 p.m. All-State Band Festival	29 JC PTO Fun Night, 6 p.m. All-State Band Festival	30 All-State Band Festival																																																																																				
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SPORTS SCHEDULES

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Georgetown Middle School
www.georgetownmiddlesports.com

Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillemiddlesports.com

"Discipline Record" shall mean information about any and all periods of suspension or of expulsion from the regular school setting imposed on a student as a result of an infraction of the school or district's code of conduct or other rules.

"Emergency Treatment Card" shall mean the card containing the general emergency information and procedures for the care of a student when the student becomes sick or injured in school as required in 14 DE Admin Code 811.

"Identifying Data" shall mean the name of the student, date of birth, sex, race and ethnicity, address, telephone number, Delaware student identification number and the name of the parent(s), guardian(s) or Relative Caregiver.

"Progress Report" shall mean a single record maintained for each student in kindergarten through grade 8 that contains end of year and up to date grades; standardized test(s) scores such as the state student assessment; and attendance data for each year of the student's attendance.

"School Health Record" shall mean the form required by 14 DE Admin Code 811 for Delaware public school students.

"Student Transcript" shall mean a single record maintained for each student in grades 9 and above that contains the following: end of year and up to date grades; credits earned; class rank; Grade Point Average (GPA); withdrawal or graduation date; standardized test(s) scores such as the state student assessment, SAT, PSAT, ACT; attendance data and school activities. If applicable, a list of the career technical competencies achieved by a student enrolled in a specific career technical program shall also be included.

The cumulative record shall be considered the only official document of record for each pupil. The cumulative record will include the following:

- Health Records which include the Emergency Treatment Card and all other School Health Records supplied by the Nurse's Office
- Identifying Data- birth certificate, social security card (a social security card is an acceptable form of identification; however, it is no longer a required form of identification), relative caregiver information, etc.)
- Progress Reports
- Scores on group or individual intelligence, achievement, aptitude or psychological tests
- Student Transcript (for students in grades 9 and above)
- Court Orders
- Student's Cumulative Record Folder
- Discipline Records
- Special Education File (these files are maintained separately under the supervision of the Special Education Coordinator within the school).

In accordance with the Elementary and Secondary Education Act (ESEA) amendments to the Protection of Pupil Rights Amendment (PPRA), the district shall publish an annual statement notifying parents and/or eligible students of:

- Their rights pertaining to inspection and review of cumulative records,
- Their rights to seek to amend education records and,
- Their rights to consent to the disclosure of personally identifiable information from the education records except as specified by law.

Availability/Review of Records

1. Cumulative records are maintained through the Guidance Office as confidential files. Every effort is made to protect the confidentiality of said documents and made available for review consistent with DE state guidelines, Title 14, section 252.

2. All persons approved for review by the Guidance Office shall be required to complete the Student Folder Inspection Record on the reverse side of the Cumulative Folder. The name of the person inspecting, date of inspection and the reason for inspection shall be noted on this form.

3. Students, their parents, legal guardians, or parent designees of any student enrolled in the schools have the right to inspect and review any and all official school records, files and data pertaining directly to their child. (Note: A parent is a natural or adopted parent, guardian, or other person or agency acting as a parent. In the case of separated or divorced parents, it will be assumed that both parents retain the right of access, review, or release of records.) This inspection shall be made with an appropriate school official available for the purpose of interpretation. Parents may choose someone else to look at the records for them.

Requests by parents to review records may be either verbal or written, except in the case of a "parent designee" where the request must be made in writing. Opportunity for said review should be provided within ten (10) school days of the request. Parents may have one copy of the records made free of charge.

4. If either a student or parent questions the accuracy of the record or any part thereof, he/she



may request through a letter to the superintendent that the record be amended. The superintendent's response to this request shall be made in writing, and if the response is negative, the person(s) making the request shall be advised of the right to a hearing.

Hearings as stated above shall include the following persons: the person(s) making said request, the building principal or designee, a central administrative office representative, and a representative of the school's guidance department. If, as a result of this hearing, the district decides not to amend the record, the student, parent, or parent representative will be provided the opportunity to place in the record a statement commenting on the information in question and the reasons for disagreeing with it. This statement shall be maintained as long as the record of the contested portion is maintained. If for any reason, the contested portion is disclosed to another party (in accordance with bona fide request), the statement will also be included in such disclosure.

If the school district or the individual school discloses directory information from education records without the parent's or eligible student's consent, it will notify the parents or eligible students of:

- The types of information the district has designated as directory information;
- The right to opt out of disclosure of directory information.

Military recruiters will have the same access to secondary school students as provided to postsecondary institutions or to prospective employers. The district will provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Disclosure of Records

1. The school district will not disclose confidential and personally identifiable information related to a student without the prior written consent of the parent. However, upon request and under the jurisdiction of (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the school may without prior consent and under the following conditions release information to agencies of the state and/or federal government listed here:

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

2. Release of information to any agency or individual other than those listed above shall require the written permission of the student or his/her parents (if the student is under 18 years of age). This request must stipulate the exact information to be released and the reason for the request. Upon release of said information a copy of the request is to be placed in the student's folder.

3. Any person who has reached eighteen years of age may sign for the release of his or her own records.

Transfer of Cumulative Records

• When a student transfers to any other school within the State of Delaware, the receiving school shall immediately request a transfer of the student's Cumulative Record. The original Cumulative Record shall follow each student (this includes files for students with disabilities and the discipline records housed within the office of the Administrator of Student Services). It is the school's responsibility to request the discipline records from the Administrator of Student Services.

• When a student transfers to any other school outside the State of Delaware, the Cumulative Record is copied. The original is maintained within the Guidance Office unless the student is a special education student. In these instances, the file will be forwarded to the Special Education Coordinator and retained for 3 years.

Inactive Cumulative Records

Upon termination of the pupil's formal education in the system because of graduation, withdrawal, drop out or death, the Cumulative Record is retained at the school through the end of the current school year and forwarded to Archives (unless the student is a special education student. In these instances, the file will be forwarded to the Special Education Coordinator and retained for 3 years.)

STUDENT DISMISSAL PRECAUTIONS - RELEASE OF STUDENTS FROM SCHOOL

1. A child may be picked up from school either by the parent/guardian/relative caregiver in person, or with a note signed by the parent/guardian/relative caregiver, authorizing another adult listed on the child's emergency card, which should be updated annually.

2. In order for a child to be released to someone other than an authorized adult on the emergency card, a note on the day of release signed by the parent or guardian must specify to whom the child is to be released. Photo identification must be presented upon request. If questions arise, the parent/guardian may be contacted before the child is released.

3. Parents/authorized adults are required to report to the office in person and identify themselves to pick up a child; this right will not be denied a parent unless there is a legal document of non-visitation within the child's folder. A written request of denial from one parent against another will not be honored unless a legal custody document is on file detailing visitation and custody.

4. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, he/she may deny the release until the matter is resolved.



April 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
- Kindergarten registration is also conducted year-round. Please contact your child's school to schedule an appointment.	1 DISTRICT KINDERGARTEN REGISTRATION	2 DISTRICT KINDERGARTEN REGISTRATION*	3 DISTRICT KINDERGARTEN REGISTRATION*	4 END OF MARKING PERIOD DISTRICT KINDERGARTEN REGISTRATION*	5 NO SCHOOL PROFESSIONAL LEARNING DAY (Grades/PD; Paraprofessionals Report to Work)	6
7	8	9 NG PTO, 6 p.m. LB PTO, 6 p.m.	10 JC Immersion Night, 5:30-6:30 p.m. LN PTO, 6 p.m.	11 REPORT CARDS NG 4th-Grade Spring Concert, 6 p.m. SA Dance Performance, Grades 5-8, 7 p.m. EM PTO, 6 p.m.	12 HE PBS Celebration & Dance, 1 p.m. IR Musical Production, 6:30 p.m.	13 IR Musical Production, 6:30 p.m.
14	15 Board of Education @ SC, 7 p.m.	16 GE PTO, 5 p.m. MM Jazz Night, 7 p.m.	17	18	19 NO SCHOOL GOOD FRIDAY	20 Passover
21 EASTER	22 EASTER BREAK	23 EASTER BREAK	24 EASTER BREAK	25 EASTER BREAK	26 EASTER BREAK	27
28	29 School Resumes	30	<div> <div> March S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24/31 25 26 27 28 29 30 </div> <div> May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>			

Weather-related make-up days will be determined by the Board of Education as needed.

SPORTS SCHEDULES

For May sports schedules, visit the following websites:

Indian River High School
www.indians-sports.com

Sussex Central High School
www.goldenknightssports.com

Georgetown Middle School
www.georgetownmiddlesports.com

Millsboro Middle School
www.millsboromiddlesports.com

Selbyville Middle School
www.selbyvillmiddlesports.com

5. As we have no way of knowing who is calling, a child will not be released by a phone call. Exceptions to this will be at the discretion of a building administrator or his/her designee.

6. Children will not be released from the bus at any time until arrival at their regular stop. Any release from school or bus must initiate in the office of the school, with the parent, guardian, or authorized adult making the request.

7. Students who have reached the age of 18 can, according to law, release themselves from school. While 18 year old students are of legal age to sign themselves out, they are subject to prosecution for truancy for failure to attend school as long as they are enrolled, 14 Del. C. §2730(a).

STUDENT OFFICERS

The Indian River School District's Board of Education members, teachers, and administrators believe that the experience of holding an office in a school organization is a valuable experience in learning to fulfill the role of a contributing American citizen. Organizational Leaders, Student Council members, and Boys' and Girls' State participants represent the district's students and staff. Therefore, such students must be of the highest moral integrity since they serve as ambassadors of the Indian River School District. Each student officer candidate must be approved

by the building principal following his/her review of the students' attendance, academic and discipline records to assure that the candidate is in a position to best serve and represent his/her school and the IRSD. Furthermore, existing officers may be removed from office due to a suspension. Appeals must be submitted to the office of the Superintendent or his/her designee.

STUDENT SURVEYS

The Indian River Board of Education recognizes that at times outside agencies may request that students complete surveys. Specific procedures will be followed when students are asked to complete a survey that concerns one or more of the following areas:

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

In accordance with the Protection of Pupil Rights Amendment (PPRA) Statute: 20 U.S.C. §123h. Regulations: 34 CFR Part 98, the district shall publish at the beginning of each school year a statement notifying parents of the following information regarding surveys that contain questions about one or more of the eight protected areas listed above:

1. Parents have the right to refuse to have their children participate in the survey.
2. Parents have the right to request to review the survey, any instructional materials used in connection with the survey, and any instructional material used as part of the educational curriculum for the student.
3. If the district is asked to participate in a new survey after the commencement of the school year, the district will notify parents immediately of the date of this administration and provide them the opportunity to review the survey and to refuse to have their child participate.

Parents may request to inspect the survey, any instructional material used as part of the educational curriculum for students, and/or the instrument used in the collection of personal information prior to administration/use. This request may be either verbal or written, except in the case of a "parent designee" where the request must be made in writing. Parents should be provided an opportunity for this review within ten (10) days of the request.

All surveys containing one or more of the eight protected areas listed above will be kept anonymous. They will be checked upon collection and any survey bearing specific student-identifying information will be destroyed immediately.

STUDENTS WITH DISABILITIES

A district Instructional Support Team (IST) process is available at all schools that describes the steps and procedures for the evaluation and identification of students with disabilities. A special education web page is available at irsd.net.

STUDENT WITHDRAWAL FROM SCHOOL

Students who withdraw from an Indian River School District school, whether it be for the purpose of terminating their attendance or for the purpose of enrolling in another public, private, parochial, charter, choice, or home

school, shall cease to be connected with the Indian River School District as a student and, therefore, shall cease to be eligible for participation in any Indian River School District co-curricular or extra-curricular activity or program.

SUICIDE PREVENTION

The Indian River School District is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness prevention; establish methods of prevention, intervention, response to suicide attempt, and reporting procedures.

In accordance with 14 DEL §4124, the Indian River School District will adhere to procedures set forth in the administrative regulation JG.4.

Suicide Prevention Training for Employees

Each employee of the Indian River School District shall participate in at least one combined training each year totaling at least ninety minutes in suicide prevention. The training materials shall be evidenced-based and approved by the Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families. More than one training program may be approved and, if so, the Indian River School District has discretion on the training it requires for its school employees. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del.C. § 1305(e). All employees shall provide proof of participation and completion.

Suicide Prevention Program

The Indian River School District is committed to support each school in its adoption of a school-wide suicide prevention program. Each school is directed to develop or adopt a school-wide, research-based suicide prevention program. The components of the program may vary to address the needs of the different grade levels within the school. The Suicide Prevention Coordinating Committee established pursuant to Section III shall be responsible for the implementation of the program.

Suicide Prevention Coordinating Committee

Each school shall establish a committee that is responsible for coordinating the Suicide Prevention Program within the school. The committee may be comprised of at least the following school-based personnel:

Administration, Guidance, Social Worker if present within the school, Nurse, and other staff members as assigned. The committee shall meet throughout the school year to discuss topics such as trainings, programs, and others as it relates to Suicide Prevention. The Suicide Prevention Coordinating Committee shall follow procedures as outlined in the Indian River School District's administration regulation JG.4.

Posting of the Suicide Prevention Policy

The Indian River School District shall post this Suicide Prevention Policy in all student and staff handbook(s) and on the Indian River School District's website. If no handbook is available, or it is not practical to reprint new handbooks, a copy of this policy will be distributed annually to all students, parents, faculty, and staff.

Retaliation Restrictions

No employee, school volunteer, or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

SUPERVISION OF STUDENTS

The Indian River School District Board of Education believes that in order to provide a safe and orderly environment at all after school events spectators shall sit in provided seating, or stand in designated / permitted areas. Therefore, it is the purpose of this policy to prevent unnecessary movement before, during, and after events, and to restrict the attendance of person under the age of 18 at such events, unless accompanied and supervised by a responsible adult. Spectators found to be disorderly, loitering or not following this policy may be asked to leave the facility as detailed below.

The district will establish regulations that will be followed to determine admission and acceptable behavior at any after school event.

High School Events

High school students (grades 9-12) may be admitted to high school events if they provide acceptable identification when requested.

Elementary and middle school students (grades K-8) or other persons under the age of 18 must be accompanied by a responsible adult when attending high school events. Elementary and middle school students or other persons under the age of 18 not under the supervision of a responsible adult will not be permitted to enter or remain at the facility.

The district reserves the right to require any person to show a picture ID card to verify their name, age, and/or address before they are permitted to act as a responsible adult for a student or other person under the age of 18. The district may also require any person to show a picture ID card to verify his/her age to be 18 years or older.

Middle School Events

Middle school or high school students (grades 6-12) may be admitted to middle school events if they provide acceptable identification when requested, or if accompanied by a responsible adult. Other persons under the age of 18 must be accompanied by a responsible adult when attending middle school events.

Elementary School Events

Any person under the age of 18 must be accompanied by a responsible adult when attending elementary



May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <div> April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> <div> June S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/30 24 25 26 27 28 29 </div> </div>			1 SC Choir Concert, 7 p.m.	2 District Mentoring Celebration, 4:30-6:30 p.m. EM PTO, 6 p.m.	3 SECONDARY PROGRESS REPORTS	4 SC Prom (Grand March, 5 p.m.) IR Prom (Grand March, 6 p.m.) JC RUN JMC Color Run, 8-11 a.m.
5 <div>Teacher Appreciation Week, May 6-10</div>	6	7 ELEMENTARY PROGRESS REPORTS LB PTO, 6 p.m. JC PTO, 6 p.m.	8 IR Chorus Concert, 7 p.m. SC Dance Gala, 7 p.m. LN PTO, 6 p.m.	9 LB Band and IR Chamber Music Concert @ IR, 6 p.m. SC Dance Gala, 7 p.m.	10 HE Family Fun Night, 6-8 p.m.	11
12	13 JC Spring Concert, 6 p.m.	14 NG PTO, 6 p.m. IR Band Concert, 7 p.m. SC Band Concert, 7 p.m. GE Spring Concert, 7 p.m. PS Book Fair Begins	15 MM Honor Society Induction, 6:30 p.m. SC Comedy Club, 6 p.m. LN Band and Chorus Concert, 6 p.m. IR Music Awards Ceremony, 6:30 p.m. PS Spring Concert, Grades 4-5, 6:30 p.m.	16 SM Honor Society Induction, 6 p.m. GM Spring Band and Chorus Concert, 7 p.m. EM Spring Choral Concert @ SC, 7 p.m. PS Family Night 3-6 p.m. SA Vocal Performance, Grades 5-8, 7 p.m. PS Book Fair Ends	17 SC Senior Awards, 9 a.m. HE Spring Formal, 12 p.m. MM 8th-Grade Semi- Formal, 6-8 p.m. IR MCJROTC Awards Night, 5 p.m.	18
19	20 Board of Education @ IR, 7 p.m. IR Senior Exams SC Senior Exams GE Book Fair Begins	21 SM Spring Band Concert, 7 p.m. SC Music Banquet, 6 p.m. GE PTO, 5 p.m. IR Senior Exams SC Senior Exams	22 PS PTO, 5:30 p.m. IR Senior Awards Ceremony, 7 p.m. IR Senior Exams	23 SECONDARY PROGRESS REPORTS SM Spring Chorus Concert, 7 p.m. MM Spring Concert: Grade 6 @ 6 p.m.; Grades 7-8 @ 7 p.m. IR Senior Exams GE Book Fair Ends	24 NO SCHOOL TEACHER WORK DAY (Paraprofessionals Do Not Report)	25
26	27 NO SCHOOL MEMORIAL DAY	28 SC Graduation, 7 p.m.	29 IR Graduation, 7 p.m.	30 EM Spring Band Concert, 6 p.m. SA Band Performance, Grades 4-8, 7 p.m.	31 GM 8th-Grade Formal, 6-8 p.m.	

Weather-related make-up days will be determined by the Board of Education as needed.

school events.

Enforcement

Spectators, whether adults or students, found to be out of compliance with the requirements set forth in this policy may be asked to leave the site or may be detained until the parent or responsible adult is located to remove them from the property, or may be banned from attendance at any or all after-school events within the Indian River School District. If it is determined that spectators violate the policy, and are therefore asked to leave the site, there will be no refund of the price of admission. The length of time that persons may be denied the privilege of attending after-school events shall be determined by the principal of the school or his / her designee. Indian River School District students who violate this policy may be placed on district-wide social probation for a time period up to one calendar year from the date of the infraction.

TELEPHONE

The pay telephone that may be in or near a building can be used by students prior to the beginning of the day's activities and after the school day has ended. Outgoing calls should be brief and no one should receive incoming calls on the pay phone. Under normal circumstances, students are not allowed to use this telephone during learning activities or the change of classes.

Only for a deemed emergency will students be called to the office to receive a call on any of the school's telephones. Similarly, the school's telephones cannot be used by students unless a staff member determines an urgency to the situation.

Parents needing to transmit a message to their child may do so by leaving brief, pertinent information with the school's clerical staff.

TOBACCO FREE ENVIRONMENT

Recognizing that the use of tobacco products is both a safety and health hazard, it shall be the policy of the Indian River School District to prohibit the use of any tobacco products by all persons within all buildings, facilities, and on school grounds of the district.

Tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless, spit tobacco or snuff.

I. General

The Indian River School District recognizes its position as an educational institution charged with promoting the health, safety, and welfare of its students. Smoking and the use of other tobacco products have been recognized as health hazards by the United States Public Health Service and also by numerous studies. It has also been shown that smoking is harmful to both smokers and nonsmokers in the same area. Our district health curriculum teaches that smoking and tobacco product use are dangerous anti-health activities. Further, the district's disciplinary policy prohibits students from smoking and imposes sanctions for violations.

II. Scope of Policy

In order to promote a tobacco-free environment, employees, students and visitors are prohibited from the use or distribution of tobacco products in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.

A. This tobacco free environment policy shall apply to:

1. Any building, property, or vehicle leased, owned or operated by the school

district, or assigned contractor.

- a. School bus operators under contract shall be considered staff for the purpose of this policy.
2. Any private building or other property including automobiles, or other vehicles used for school activities when students and staff are present due to the dangers of secondhand smoke..
3. Any non-educational groups utilizing school buildings or other educational assets.
4. Any individuals or a volunteer who supervises students off school grounds.
- B. No school or school district property may be used for the advertising of any tobacco product.

III. Enforcement

A. Any student violating the provisions of this policy shall be subject to consequences noted in the IRS D Student Code of Conduct/Penalties.

B. It will be the responsibility of all Indian River School District personnel to be aware of the policy and to assist in its enforcement, if asked.

IV. Communication

This policy will be communicated to all staff, students, visitors, and the community at large, by clearly posted signs at all building and facility entrances. Students and staff will be informed by building notification and by way of the student handbook/calendars.

USE OF SCHOOL FACILITIES

It is the intent of the Indian River School District to make school facilities available to outside organizations at a reasonable cost consistent with established guidelines. Organizations desiring information on using school facilities should contact the building principal.

VISITORS

The Board of Education encourages parents and other citizens of the district to visit the school and classrooms at any time, upon approval of the building administrator, to observe the work of students, teachers, and other employees. The Board believes there is no better way for the public to learn what the school is actually doing.

In order to assure that no unauthorized persons enter the school with wrongful intent, visitors entering the

general population of the school shall be screened using a visitor management system. This system will allow all schools within the district to produce visitor badges to all visitors to our schools, as well as, electronically check all visitors against registered sexual offender's databases. The ultimate goal of the district is to control access to our schools thus providing enhanced protection for our students and staff.

The principal or his designee shall be empowered to deny access to any student, staff member, or information regarding a student when in his/her opinion there is insufficient cause to disrupt the school's routine or the student or need for information, or sufficient reason to believe that providing access or information would create physical, emotional, or social danger to the student, staff, or the school building.

Any person so denied access to student, staff, or information may appeal to the Superintendent of the Indian River School District or his designee.

A principal or his designee may ask any person to leave the school building and/or ground. Penalties for a person refusing to do so may be found in the Delaware code.

WITHDRAWAL AND TRANSFER

Parents or guardians who wish to withdraw or transfer a student from a school must contact the school office. A withdrawal/transfer form will be completed inclusive of teachers' authorization that all school books and property have been returned, fees have been paid and meal accounts settled. The completed form will be returned to the school office for final clearance.

DISTRICT POLICIES AND REGULATIONS

CARE OF SCHOOL PROPERTY BY STUDENTS

The Indian River Board of Education recognizes its responsibility to provide textbooks, supplementary books, digital devices, and other school property related to instruction in the classes in which a student is enrolled. Such items are the property of the Indian River School District and the State of Delaware. Therefore, the student and his/her parent(s) or guardian(s) are responsible for returning all subject materials in reusable condition at such time as staff requests their return. The responsible person(s) entrusted with such school property shall be required to pay the school district the replacement cost of lost or destroyed subject matter materials. If the responsible person's income falls below federal poverty guidelines and he/she is thus unable to compensate the district, the student must perform school or community service in lieu of repaying book/materials costs. The student must settle all debts for lost or damaged school property prior to the end of the school year in which the debt occurs. Failure to satisfy the debt in a timely manner will result in student disciplinary action. Any debts not satisfied by the time of graduation will result in the student's exclusion from the graduation ceremonies. Debts exceeding \$100 will be referred to the magistrate court for restitution.

The district will do an annual accounting of textbook costs recovered, costs not recovered, public service hours required in lieu of repayments, and public service hours performed. This data will be tabulated on or about August 31 each year and reported to the public at the September Board of Education meeting.

STUDENT ATTENDANCE

Introduction

It is the philosophy of the Indian River School District that students need to attend school if they are to succeed within the educational process. Parents/guardians can assist in this by doing the following to minimize absences from school:

- Schedule medical and dental appointments after regular school hours.
- Schedule family vacations at times that do not interfere with school.

Each principal will conduct an assembly on or before September 15th each year to outline this attendance policy and consequences for unexcused absenteeism.

School-sponsored activities are exempt and will not count toward the student's absentee record. However, students who approach the maximum number of allowable absences may be prohibited from participating in school-sponsored activities. The final decision will be made by the building principal.

Letters to the parent/guardian (address on file) and phone calls will be utilized throughout the school year to inform parents and students of accumulation of absences. If for any reason, a period of absence extends beyond three (3) consecutive days, the parent/guardian should contact the guidance department to determine if supportive instruction is warranted.

Definition of Excused Absence

1. An absence followed by a note from the parent/guardian within 2 days of the students return to school (not to exceed 10 days per school year). In the event absenteeism exceeds (10) ten days within the given school year, any subsequent parent notes received will be considered Unexcused Absences.

2. An absence followed by a documented note from a member of the medical or professional community for services such as: medical, dental, mental health, court system, attorney, or death within the student's immediate family, etc...

Examples of Documented Notes from the Medical/Professional Community:

- Hospitalization, as noted by the hospital or medical profession
- Written physician's excuse
- Known chronic illnesses or contagious diseases, as noted by a medical professional.
- Nurse's Office excuse in the event a student is sent home for medical reason.
- In the care of any approved social agency, whether public or private, as noted by that agency.
- Death in the child's own home or in the home of the grandparents, time not to exceed one (1) week. **24**



June 2019

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2	3	4 SA Vocal Performance, Grades 2-4, 1 p.m.	5 NG 5th-Grade Spring Concert, 6 p.m.	6 HE Graduation, 1 p.m.	7 LAST DAY FOR PRESCHOOL HE Carnival, 9:30-11:30 a.m. HE PBS Celebration & Dance, 1 p.m.	8																																																																																				
9 Shavuot	10	11	12	13 IR Final Exams	14 IR Final Exams SC Final Exams	15																																																																																				
16	17 IR Final Exams SC Final Exams	18 LAST DAY OF SCHOOL IR Final Exams SC Make-up Exams	19 PROFESSIONAL LEARNING DAY	20 HALF DAY PROFESSIONAL LEARNING DAY (Paraprofessionals Do Not Report)	21	22																																																																																				
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Weather-related make-up days will be determined by the Board of Education as needed.



Funerals of other relatives or close friends, not to exceed one (1) day if in the locality; or three (3) days, if at some distance or outside of the state, as noted by a Funeral Home or other official means.

- Legal business; legal professional or court.
- Religious holiday, approved by the building administrator.
- Suspension from school.
- Family trip/event which was previously submitted to the building principal for review/approval within 5 days of the trip or event. These requests may be granted on a case by case basis with consideration of the student's existing attendance record, grades, number of days requested, justifiable cause/purpose for request. Call the school office for request form.

Students, who are also parents, may provide any of the documentation stated above when caring for their own children.

Definition of Unexcused Absence

- An absence which does not include a parent/guardian note within the two (2)

day time frame of the student's return to school.

- Any absence in excess of (10) days without a documented note for a medical/professional reason.

School Assignments During Absences

It is the responsibility of the student and the parent/guardian to request class work, homework, assignments, and tests missed when not in attendance. A student or the parent/guardian must request to make up the schoolwork within two (2) days after returning to school.

Unexcused Tardies and Early Dismissals

Each building will monitor students who arrive late to school or leave school early. Students are limited to no more than four (4) tardies and/or early dismissals within a single calendar month. Students accumulating tardies/dismissals in excess of this limitation will be subject to disciplinary consequences according to their school's discipline matrix.

Retention/Loss of Credit for Days Absent

Once a student has exhausted the maximum number of ten (10) days absenteeism with the use of parent notes and continues to be absent without a medical/professional documented note, he/she may be considered for retention/denial of any or all credit(s) by the Building Attendance Review Committee for that particular school year.

Building Attendance Review Committee

1. Each school building in the Indian River School District shall establish a Building Attendance Review Committee which may be comprised of the following personnel:

- Principal and/or Assistant Principal Guidance Counselor
- Classroom Teacher Nurse
- Visiting Teacher
- Special Education Coordinator
- School Climate Personnel
- Other staff members as may be needed

2. The responsibility of the Building Attendance Review Committee is to review the record of any student who has exceeded the provisions of the attendance policy. Any student with a history of poor attendance as substantiated by either a "Notice of Prosecution" for a violation of Delaware school attendance law or a parent meeting with the Building Attendance Review Committee may be subject to more restrictive attendance criteria as established by the Building Attendance Review Committee per IRSD regulation.

3. If the Review Committee determines that the student has violated the Indian River School District Policy, then the committee shall follow the due process procedure as outlined in this policy.

District Attendance Review Committee

1. The Indian River School District shall establish a District Attendance Review Committee which may be comprised of the following personnel:

- District-level administrator designated by the superintendent High school administrator
- Middle school administrator
- Elementary school administrator Elementary counselor
- Secondary counselor Nurse
- Other staff members as needed

2. The responsibility of the District Attendance Review Committee is to review the decisions of each school's Building Attendance Review Committee to determine that decisions are in accordance with the district's student attendance policy.

3. The District Attendance Review Committee shall hear student appeals.

4. In those cases where appeals are upheld, the committee shall follow the due process procedures as outlined in this policy.

Due Process

1. The Building Attendance Review Committee shall meet once a student has exceeded the provisions of the attendance policy.

2. If the Building Attendance Review Committee determines that a student in grade K-12 has violated the Indian River School District student attendance policy and determines the student is being retained/denied credit, the committee shall notify the parent/guardian by certified mail.

3. The student or parent/guardian must notify the building principal, in writing, within five (5) school days

from the delivery of the certified mailing to appeal the decision of the Building Attendance Review Committee.

4. Once the appeal is requested, the District Attendance Review Committee shall meet within five (5) school days of the hearing request for the purpose of hearing the student's appeal. The District Attendance Review Committee shall have the right to affirm, reverse, or modify the decision of the building Attendance Review Committee.

5. The District Attendance Review Committee shall inform the parent/guardian of its decision by a certified mail within three (3) school days of the hearing.

6. If the District Attendance Review Committee affirms the decision of the building Attendance Review Committee, the student may appeal to the Office of the Superintendent.

7. If all appeals are denied, the student may appeal to the Board of Education. The Board of Education shall have the right to affirm, reverse, or modify the decision of the Office of the Superintendent.

Students who follow the due process procedures of this policy as a result of receiving notification that they are in violation of the Indian River School District Student Attendance policy shall continue to attend school under the guidelines of this policy.

DISCIPLINE POLICY

Definitions

"Alcohol" means alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in 4 Del.C. §101(1), including alcohol, spirits, wine, and beer.

"Alternative Placement" means the removal of a student from his/her school on a temporary basis for a period of time as determined by the Alternative Placement Team and assignment to an Alternative Program.

"Arson" shall mean a person recklessly or intentionally damages a building by intentionally starting a fire or causing an explosion.

"Assault III" shall mean: (1) A person intentionally or recklessly causes physical injury to another person; or (2) With criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or a Dangerous Instrument.

"Attorney General's Report (Juvenile/Adult Arrest Warrant and Complaint)" shall mean the Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety and welfare of others, including, but not limited to; acts of violence, weapons offenses, and drug offenses.

"Breaking and Entering" shall mean unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets and vehicles.

"Bullying" shall mean any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

"Charter School" means a charter school board established pursuant to Chapter 5 of Title 14 of the Delaware Code.

"Commission by a student" means that a student has engaged in behavior equivalent to that which is prohibited by law regardless of whether the student has been criminally convicted of the same.

"Crime" shall have the same meaning as provided in 14 Del.C. §4112.

"Criminal Drug Offense, Commission of" shall mean the Commission by a student of the unlawful Possession, Distribution, or use of Alcohol/Palcohol, a Drug, a Drug-Like Substance, and/or Drug Paraphernalia.

"Criminal Deadly Weapons/Dangerous Instrument Offense, Commission of" shall mean the Commission by a student of an offense prohibited by 11 Del.C. §§1442 through 1458 inclusive.

"Criminal Mischief (Vandalism)" shall mean a student, in the School Environment, intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tamper with tangible property of another person so as to endanger person or property.

"Criminal Sexual Offense, Commission of" shall mean the Commission by a student of an offense prohibited by 11 Del.C. §§763 through 780, inclusive, or §§1108 through 112A, inclusive, or §1352(2) or §1353.

"Criminal Violent Felony Offense, Commission of" shall mean the Commission by a student of any violent felony as specified in 11 Del.C. §4201(c).

"Cyberbullying" shall mean the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

"Dangerous Instrument" shall have the same meaning as provided in 11 Del.C. §222(4).



July 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Board of Education Organizational Meeting	2	3	4 INDEPENDENCE DAY	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Board of Education @ IR, 7 p.m.	23	24	25	26	27
28	29	30	31	<div> <div> June S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/30 24 25 26 27 28 29 </div> <div> August S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>		

Weather-related make-up days will be determined by the Board of Education as needed.

"Dangerous Instrument(s) Possession/Concealment/Sale" shall mean the unauthorized Possession/ sale by a student in the School Environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.

"Deadly Weapon" shall have the same meaning as provided in 11 Del.C. §222(5).

"Deadly Weapon(s) Possession/Concealment/Sale" shall mean the Possession, concealment, or sale of a Deadly Weapon in the School Environment.

"Defiance of School Authority" shall mean: (1) A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or (2) A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.

"Designated Caregiver" means, pursuant to 16 Del.C. §4902A(5), a person who: is at least 21 years of age unless the person is the parent or legal guardian of a minor who is a qualifying patient; has agreed to assist with a patient's medical use of marijuana; has not been convicted of an excluded felony offense; and assists no more than 5 qualifying patients with their medical use of marijuana.

"Detention" shall mean the detaining of students after school hours or during non-class school hours for infractions of regulations not warranting suspensions. A detention may be used at the discretion of the teacher or the building administrator subject to the following procedures: No student will be detained after school hours until the parent is notified. The local school administrator is responsible for notification of parents as to the time, place, and length of the detention period. Adequate advance notice must be given so that arrangements may be made by the parents for the student's transportation and in the event of parental hardship in providing transportation, the local school administrator may use his discretion in executing the detention assignment.

"Disorderly Conduct" shall mean conduct in the School Environment which causes public inconvenience, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing, abusive language to any person present.

"Distribute", "Distributing" or "Distribution" means the transfer or attempted transfer of Alcohol/Palcohol, a Drug, a Look Alike Substance, a Drug Like Substance, or Drug Paraphernalia to any other person with or without the exchange of money or other valuable consideration.

"District" means a reorganized school district or vocational technical school district established pursuant to Chapter 10 of Title 14 of the Delaware Code.

"Drug" means any controlled substance or counterfeit substance as defined in 16 Del.C. §4701 including, for example, narcotic Drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

"Drug Like Substance" means any non-controlled and non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over the counter cough medicines, certain types of glue, caffeine pills and diet pills. The definition of Drug Like Substance does not include tobacco or tobacco products which are governed by 14 DE Admin. Code 877 Tobacco Policy.

"Drug Paraphernalia" means all equipment, products and materials as defined in 16 Del.C. §4701.

"Electronic Nicotine Delivery Systems, ENDS" means vapor pens, cloud pens, e-cigarettes.

"Expulsion" means, for purposes of this regulation, the exclusion from the regular school setting for a period determined by the local District board or Charter School board.

"Extortion" shall mean to obtain or attempt to obtain money, goods, services, or information from another by force or the threat of force.

"Felony Theft (\$1500 or more)" shall mean: (a) When a person takes, exercises control over or obtains property of another person intending to deprive that person of it or appropriate it; or (b) When a person, in any capacity, legally receives, takes, exercises control over or obtains property of another which is the subject of Theft, and fraudulently converts the property to the person's own use. The Theft is considered a felony when the value of the property received, retained, or disposed of is \$1500 or more or the victim is 62 years of age or older, or an "adult who is impaired" as defined in § 3902(2) of Title 31, or a "person with a disability" as defined in § 3901(a)(2) of Title 12.

"Fighting" shall mean any aggressive physical altercation between two or more individuals.

"Firearm" means handgun, rifle, shotgun, or other type of firearm as that term is defined in the federal Gun Free Schools Zone Act at 18 U.S.C.A. §921.

"Gambling" shall mean participation in games of chance for money or other things of value.

"Gun Free School's Violation" shall mean the prohibited bringing to school, or Possession while in school of a Firearm by a student.

"Harassment" shall mean any actions or statements made with the intent to harass, annoy, or alarm another person which: A) insults, taunts, or challenges the other person or; B) is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the actor knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress.

"Inhalant Abuse" shall mean chemical vapors that are inhaled for their mind-altering effects.



"Insubordination" means the act of disobeying authority.

"Look Alike Substance" means any non-controlled substance which is packaged so as to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a non-controlled substance capable of producing a change in behavior or altering a state of mind or feeling. (16 Del.C. §4752A)

"Medical Marijuana Oil" means as defined in 16 Del.C. §4902A(10).

"Medications: Inappropriate Use or Possession" shall mean possessing or using non-prescription medication or prescription drugs of any type in the school environment in violation of 14 DE Admin. Code

"Misuse of Technology" shall mean: The use of school technology equipment in: Soliciting, using, receiving or sending pornographic or obscene material; or Accessing unauthorized email; or The unauthorized downloading and/or installing of files; or Intentionally damaging technology equipment in the School Environment; or A situation in which a student deliberately: Tampered with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of information or the ability of the system to operate; or In any way disrupts or degrades the school or district's technology infrastructure.

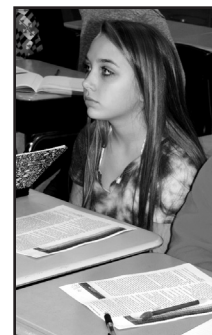
"Non-prescription Medication" means any over the counter medication; some of these medications may be a "Drug Like Substance."

"Offensive Touching" shall mean intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.

"Palcohol" shall mean powdered Alcohol

"Pornography" shall mean the Possession, sharing, or production of any known obscene material in the School Environment.

"Possess", "Possessing", or "Possession" means that a student has on the student's person, in the student's belongings, or under the student's reasonable control prohibited by placement of and knowledge of the whereabouts of, Alcohol/Palcohol, a Drug, Drug-Like Substance, a Look Alike substance or Drug Paraphernalia.



"Prescription Medications" means any substance obtained directly from or pursuant to a valid prescription or order of a practitioner, as defined in 16 Del.C. §4701(24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.

"Rape or Attempted Rape" shall respectively mean sexual intercourse and attempted Sexual Intercourse without consent of the victim in both cases.

"Reckless Burning" shall mean when a person intentionally or recklessly starts a fire or causes an explosion and recklessly places a building or property in danger of destruction or damage or places another person in danger of physical injury.

"Relative Caregiver" means an individual who meets the criteria and requirements of 14 Del.C. §202(f)(1).

"Repeated Violations of Student Code of Conduct" shall mean five or more violations of the school's Code of Conduct within a school year, excluding chronic infractions for tardiness or unexcused absences to school/ class.

"School Environment" means within or on school property, and at school sanctioned or supervised activities, including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.

"Sexual Act" means (1) contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight; (2) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; or (3) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to arouse or gratify the sexual desire of any person.

"Sexual Assault" shall mean any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) of Title 11; Sexual Intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11; and child sexual abuse as defined in §901 of Title 10

"Sexual Intercourse" shall have the same meaning as provided in 11 Del.C. §761(g).

Sexual Misconduct" shall mean a consensual sexual act(s) between two individuals within the School Environment.

"Sexual Offense" means any offense defined by 11 Del.C. §§763-780 and §§1108-1112A, 1352(2) and 1353.

"Stealing" means taking, exercising control over or obtaining property of another person intending to deprive that person of it or appropriate it.

"Steroids Possession and/or Use" shall mean the unlawful Use or Possession of steroids.

"Student Code of Conduct" means the district/charter school approved document which specifies the rights and responsibilities of students, defines conduct that disrupts/threatens a positive/safe school environment, standardizes procedures for consequences, disciplinary action, and defines due process and grievance procedures.

"Suspension" shall mean a temporary separation from school for violations of school regulations or public law dealing with school operations.

August 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <div> July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Board of Education @ SC, 7 p.m.	27	28	29	30	31

Weather-related make-up days will be determined by the Board of Education as needed.

"Tampering with Public Records" shall mean a person knowingly without valid authorization removes, mutilates, destroys, conceals, makes a false entry in or falsely alters any original record or other written material filed with, deposited in or otherwise constituting a record of a public office or public servant.

"Teen Dating Violence" shall mean assaultive, threatening or controlling behavior, including stalking as defined in 11 Del.C. §1312, that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.

"Terroristic Threatening" shall mean when: (1) A person threatens to commit any Crime likely to result in death or in serious injury to person or property; or (2) A person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury.

"Terroristic Threatening - Security Threat" shall mean when a person makes a false statement or statements: (1) Knowing that the statement or statements are likely to cause evacuation in the School Environment; (2) Knowing that the statement or statements are likely to cause serious inconvenience in the School Environment; or (3) In reckless disregard of the risk of causing terror or serious inconvenience in the School Environment.

"Theft" means those acts described in 11 Del.C. §§ 841 through 846 inclusive.

"Unlawful Sexual Contact III" shall mean when a student has sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim's consent.

"Unsafe Items" means items which can used (or attempted to use) to cause injury, i.e., fireworks, firecrackers, a folding pocketknife with blade "3" or less, etc.

"Use" means that a student is reasonably known to have ingested, smoked or otherwise assimilated Alcohol/Palcohol, a Drug or a Drug Like Substance, or is reasonably found to be under the influence of such a substance.

"Use and/or Possession of a Drug and/or Alcohol/Palcohol and/or Drug Paraphernalia" shall mean, that in the School Environment, a student unlawfully Possesses, Uses or is under the influence of Alcohol/Palcohol, a Drug, Drug Paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia.

"Violation of Behavior Contract" shall mean the failure of a student to comply with the provisions of any behavior contract between the student, his/her legal guardian, and the school.

Philosophy of Discipline

Discipline in the Indian River School District is the maintenance of an environment in the school that is conducive to learning. The district believes that the most effective discipline programs are preventive, simple, and flexible enough to accommodate differences in specific situations. Students, parents, teachers, and administrators must accept responsible, cooperative roles in promoting behavior that encourages learning and the development of individual potential. The schools exist as social and educational institutions concerned with the objectives of providing learning activities which lead to the development of responsible and intelligent citizens. School officials are therefore granted the authority to maintain an orderly and non-threatening educational environment which considers student conduct and behavior as an essential and developmental aspect of the learning process.

- Students may have the right to participate in the development, implementation and modification of rules and regulations establishing appropriate conduct and behavior.

- Students have the right to be informed about violation of rules and regulations and be granted the right to a hearing regarding serious offenses.

- Minor infractions and misconduct may be handled through conferences with teachers and administrators.
- Procedures for handling infractions may vary in formality in accordance with the seriousness of the action.
- Procedures for the disciplinary action shall be conducted in accordance with the judicial concept of innocent until proven guilty.

- Students shall have the right to an education and any disciplinary action regarding their conduct which hampers that right shall be reasonable and within the laws of the State.

- Disciplinary action shall be fair, consistent, and appropriate to the infraction or offense.

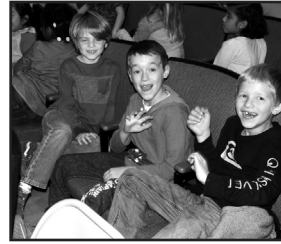
Effective Implementation

For this discipline policy to be implemented most effectively, it is felt that the parents should be informed at the earliest indication of a discipline problem. Teachers are strongly encouraged to contact parents/guardians via the telephone or to have conferences with parents to prevent problems.

Mutual understandings, expectations, and respect can and should be gained during the conversations/conferences. Likewise, administrators are strongly encouraged to follow the same procedures with parents/guardians, as are the teachers.

Students with Disabilities

The district's policies and procedures involving student discipline will be applied to students with disabilities in a manner consistent with state and federal law, including the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Title 14, Chapter 31 of the Delaware Code. Students with disabilities will, as applicable, be afforded the procedural safeguards available to them by state and federal law. Such pro-



cedural safeguards may include the right to a manifestation determination prior to a change in the student's educational placement for disciplinary reasons.

Scope of the Indian River School District's Discipline Policy

The policy is in effect in all of the schools in the Indian River School District. It is also in effect away from school property at any activity, function or event supported or sponsored by the Indian River School District. If a student violates the discipline policy outside of his/her own school, the incident will be reported to the school in which the student is enrolled. The principal or assistant principal of the students enrolled school will investigate the case and then administer the case through its completion.

Additionally, the policy shall also apply to out-of-school conduct of a student if the district believes that the student shows disregard for the health, safety, and welfare of others including, but not limited to, violence, weapons, and drug offenses. In such cases, the district may take appropriate action including expulsion.

Student Responsibility

Students are expected to conduct themselves in an orderly, safe and responsible manner. Students are expected to attend classes daily and on time. Students are prohibited from loitering in the hallways at any time. Students are also responsible for their possessions. Students have the right to privacy in their personal possessions unless the principal/designee has reasonable suspicion of a student to be in possession of any item that may be in violation of the district policy.

The district presumes a student possesses, and is therefore responsible for all items found in the student's book bag/purse or similar bag or container used to carry books or personal property. The student should regularly check the contents of his/her book bag/purse. Failure to secure one's book bag/purse, or the act of providing others access to one's book bag/purse, does not eliminate responsibility for items found in the book bag/purse.

Student motor vehicle use to, in, and from the school environment is a privilege which may be extended by school districts to students in exchange for their cooperation in the maintenance of a safe school atmosphere. The building principal or assistant principal shall be the determiner in issuing student-parking privileges on school grounds. Such privileges may be provided or revoked at the principal's or assistant principal's discretion. Reasonable suspicion of a student who may be in violation of a district policy may result in the student being asked to open an automobile in the school environment to permit school authorities to search for such items. Failure to open any part of the motor vehicle on the request of school authorities may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus. The district presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. The presumption applies to any car a student drives to school without regard to who owns the car. Before a student brings a car to school or a school activity, he/she should carefully inspect the car. If a student fails to lock one's car, the student remains responsible for items found in the car.

Student lockers are the property of the school and may be subjected to search at any time with or without reasonable suspicion. The district presumes a student possesses, and is therefore responsible for all items found in his/her locker. A student should regularly check the contents of his/her locker. If a student does not lock one's locker, the student remains responsible for items found in the locker.

Students of majority age, i.e., age 18 or older, are responsible for their own actions. All such students will be treated as adults for purposes of reporting violations of this policy and of the law to the police. Such students shall also be on notice that their parents and/or guardians will be notified (if their address and/or telephone number is known to the school) of the student's actions in accordance with this policy.

Policy for Use of Corporal Punishment

Under Delaware Code, no public school teacher, administrator, official employee or agent of the School Board may subject a student enrolled in the school district to corporal punishment, when defined as paddling, slapping or prolonged maintenance of physically painful positions, when used as discipline. Corporal punishment relates to physical contact between the student, teacher, and/or administrator for the purpose of corrective action and/or maintenance of safety and well being of students and staff.

Authority:

Every teacher and administrator in the Indian River School District shall have the right to exercise authority over a student as to control behavior and discipline during any school activity in the following manner:

- Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;

- Using reasonable and necessary force to obtain possession of a weapon, or other dangerous object within a pupil's control;
- Using reasonable and necessary force for the purpose of self-defense or the defense of others;
- Using reasonable and necessary force for the protection of property;
- Using reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself;
- Using reasonable and necessary force to protect the safety of others;

or

- Using incidental, minor, or reasonable physical contact designed to maintain order and control.

Drug and Alcohol/Palcohol Abuse by Students



The following paragraphs on the possession, use, or distribution of drugs and alcohol/palcohol shall apply to all buildings within the Indian River School District. The possession, use and/or distribution of alcohol/palcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment. Such substances have the potential of producing, if used;

- a change in behavior
- a stimulating or depressing effect on the central nervous system
- a physical dependence
- a high psychological dependence

The following statements further describe the district's policy in that regard.

(1) All prescription or non-prescription drugs are to be secured through the office of the school nurse. Authorized drugs are those prescribed to a student by a licensed physician or that which can be purchased over the counter and for which the student has written permission from a parent/guardian. In all cases, all medications should indicate the dosage or amount prescribed, and are to be delivered to the school nurse and administered as per physician's/parent's/guardian's written order. Violation of this policy could result in disciplinary action up to and including expulsion. All medications not reported to the nurse will be considered unauthorized. Federal and/or state regulations and guidelines may exempt students in certain circumstances from having to store their medication in the nurse's office as they may need quick access. In those cases specific criteria must be met and a signed consent from the physician, parent, and nurse must be in place prior to the student having such medications on their person with the exception of a Section 504 accommodation or when an IEP Team has determined the use of the medication is necessary for the student's educational placement (see 14 DE Admin Code 817). Other provisions of this policy related to consumption and distribution will still be in effect.

(2) A student shall not knowingly possess, use, distribute/attempt to distribute, or be under the influence of any narcotic drug, hallucinogenic drug, opiate, amphetamine, barbiturate, marijuana, alcoholic/palcoholic beverage, diet pills or intoxicant of any kind; or any other substance, legal or illegal with or without consideration, upon the express or implied representation that the substance is a narcotic drug, an hallucinogenic drug, opiate, amphetamine, barbiturate, marijuana, alcoholic/palcoholic beverage, diet pills, intoxicant of any kind.

(3) Any student who violates any of the receipt, possession or use provisions of this policy for the first time shall be subject to a ten (10) day out-of-school suspension or the successful completion of 10 days at CAMP (Character Academic and Motivational Program) located at the G.W. Carver Educational Center, state or local police referral for appropriate action and the student shall be expelled for a period of up to a maximum of 180 school days, but not less than 30 school days, from the date of the incident. However, the Board of Education may waive the expulsion of a first-time offender of these provisions of this policy provided the student enrolls and participates in a district provided or approved course of instruction or program of rehabilitation appropriate for the type of violation. Students who violate the receipt, possession, or use provisions of this policy with an illegal substance and are granted a waiver shall be placed on social probation during the 10-day placement at CAMP or 10-day OSS. For students enrolling and participating in instruction or a program of rehabilitation, the suspension or CAMP placement, and the waiver shall remain in effect (even through succeeding years if necessary) until the student successfully completes the instructional or rehabilitative program.

(4) If the student fails to show satisfactory evidence that he/she is participating in an approved program, or the student violates this policy a second time, or subsequent time during his or her school career, the student will receive a mandatory Out-of-School Suspension and the Superintendent will immediately implement the expulsion for a period of not less than 30 school days, up to a maximum of 180 school days from the date of the incident.

(5) Any student who distributes or attempts to distribute under the provisions of this policy shall be subject to a ten (10) day out-of-school suspension, a state or local police referral for appropriate action, and shall be expelled for a period of not less than 30 school days, up to a maximum of 180 school days from the date of the incident. The Board of Education under these violations may offer the option described under paragraph 3 above which concerns waiver of expulsion.

(6) All alcohol/palcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the principal or designee, and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented, and, in the case of substances covered by 16 Del. C. Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate.

(7) Any student who is found consuming beyond the prescribed or recommended dosage, or is found to be under the influence of, selling, or distributing any substance which alters or is intended to alter performance such as steroids, stimulants, amphetamines, diuretics, and related compounds, any of which are found on the NCAA list of banned drugs may be suspended from school and subject to disciplinary action up to and including expulsion as provided for in this drug and alcohol/palcohol abuse by students policy.

Each principal will be responsible for conducting an assembly each year, on or before September 15th, during which time students are given information about this section and consequences of its violation.

The Superintendent shall be responsible for developing regulations governing the approval procedure for alcohol/palcohol/drug abuse treatment programs, the monitoring of student participation in those programs and

other procedures necessary to carry out this section of the policy.

Medical Marijuana Oil

A Designated Caregiver may possess for the purpose of administering and may administer to a minor qualifying patient Medical Marijuana Oil in a school bus and on the grounds or property of the preschool, or primary or secondary school in which a minor qualifying patient is enrolled. The Designated Caregiver shall not be a school nurse or other school employee hired or contracted by a school unless he or she is a parent or legal guardian of the minor qualifying patient, and said parent or legal guardian possesses no more than the number of dose(s) prescribed per day of Medical Marijuana Oil which is kept at all times on their person.

School Bus Discipline

Recognizing that pupil safety and welfare on school buses depend, to some degree on the conduct of pupils themselves, and that misbehavior which distracts a school bus driver is a serious hazard to the safety of all passengers, the Indian River School Board, herewith established the following as a means of uniformly dealing with school bus discipline problems:

"School bus transportation is a privilege extended to all pupils who qualify for same under state law. This privilege may be suspended temporarily or for the remainder of the year for violations of 'School Bus Safety Regulations.' The 'Student Code of Conduct' of the Indian River School District shall be in effect on every school bus transporting Indian River School District students or at any designated Indian River School District school bus stop.

Violations of the 'Bus Safety Regulations' are to be submitted by the bus driver on a discipline report form to the appropriate principal or assistant principal as soon as practical. Administrators alone have authority to invoke school bus suspensions. When suspensions from school bus transportation are invoked, parents or guardians will be responsible for providing transportation to and from school."

Extra-Curricular Activities

A student must be in school one half day of the extra-curricular event, or the last day preceding the event if the activity occurs on a non-school day, to be eligible to participate in any extra-curricular activity after regular school hours unless authorized by the principal. One half day is defined as three (3) hours for students who will be participating in any extra-curricular event. Any student representing the school or attending any extra-curricular activities is subject to the jurisdiction of the school during all aspects of participation. Normal disciplinary measures will apply to breaches of acceptable behavior and will include the possibility of being denied the privilege of further participation in or attendance at said activity. The principal shall make this determination.

Tardiness

Unexcused tardiness to school on the part of any student may be addressed through disciplinary action by the principal or assistant principal. Prior to giving consequences to students for being tardy to school, each school will clearly define in writing its tardy policy, include it in its student handbook to be distributed to each child, review it in discipline assemblies with students, and share it at parent open houses at the beginning of each school year.

Sexual Harassment or Sexual Misconduct

Sexual harassment or sexual misconduct by a student toward another student or district employee will not be tolerated within the jurisdiction of the Indian River School District or at any school-sponsored activity, whether held within or outside the district.

The following behaviors are examples of conduct that is prohibited:

- Physical assaults of a sexual nature.
- Other unwanted and unnecessary physical contact.
- Subtle pressure or requests for sexual contact.
- Verbal comments of a sexual nature, including but not limited to inappropriate comments about an individual's body or sexual activities.
- The inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual.
- Sexually offensive jokes.
- The display of sexually suggestive objects or pictures.
- Any physical contact or activity of a sexual nature or any attempt to engage in any physical contact or activity of a sexual nature, either consensual or not, within the jurisdiction of the Indian River School District, or at any school sponsored activity or event.

Employees of the district who feel that they are the victim of sexual harassment or misconduct in any form by a district student should advise the offending student that the conduct is offensive and request that it be discontinued immediately. If the offending conduct continues or recurs, the employee shall immediately report the incident to the Principal or Assistant Principal or, in the case of the Central Office, to the Superintendent or designee.

Students who feel that they are the victim of sexual harassment or misconduct in any form by another student, or who become aware of an instance of sexual harassment or misconduct should report the situation immediately to an administrator of the school or to a district employee who is in a position of authority, other than the person about whom the complaint is being made. Students are also encouraged to report all violations of this policy to their parents or guardians. Students who are uncomfortable for any reason with discussing the matter



with the individual designated to receive the report, or who are not satisfied after bringing the matter to the attention of the designated individuals, shall report the matter promptly to the Superintendent or designee.

The district will investigate all allegations of sexual harassment or misconduct in as prompt and confidential manner as possible and will take appropriate corrective action when warranted. Students who are found, as a result of such investigation, to have engaged in sexual harassment or misconduct in violation of this policy will be subject to appropriate disciplinary action, up to and including expulsion from the school district. Furthermore, retaliation in any form against students who exercise their right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

The Sexual Misconduct portion of the policy shall be printed in any student handbook distributed to or made available to students and employees within the district.

Suspension

Suspensions are authorized by the building principal or assistant principal for a period of time ranging from one day to ten school days. After having a conference with the student, the Superintendent or designee may suspend the student additional days when the administrative recommendation is to expel the student, or if unusual circumstances warrant such action.

The parent(s) or legal guardian(s) shall be notified by mail of any suspension imposed upon a student. The letter will include the reason for suspension, the day and time when the suspension begins, and the day and time when the suspension ends.

When a student is suspended, he or she may not return to regular attendance until a conference is held between parent/legal guardian and the building principal or assistant principal. When a student is suspended, he/she must be given a written note saying exactly what time the suspension begins and ends.

Suspension Programs

The Board of Education of the Indian River School District will conduct two (2) suspension programs and school administration may use either of these depending upon the severity and/or number of previous disciplinary offenses of a student.

In-school Suspension

The Board of Education of the Indian River School District will conduct in-school suspensions under the supervision of a staff member designated by an administrator to ensure that school assignments are done under the supervision of a staff member designated by an administrator and students are in school for the entire day.

In-school Suspension Guidelines:

- Absolutely no talking, except to the teacher, will be tolerated.
- No gum or snacks will be allowed.
- Ample supplies and materials, including textbooks, must be brought to the suspension center by the student.
- There is to be no contact with other students during the day.
- Students are to be working at all times.
- Students are not permitted to engage in any other school activities until the suspension is completed.

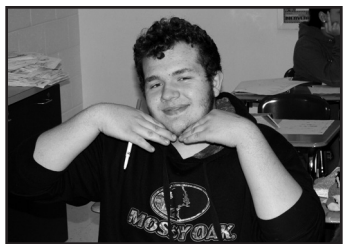
- Students unable to discipline themselves to finish the period of suspension may be subject to an out-of-school suspension and/or expulsion for the remainder of the year by the Board of Education.

Out-of-School Suspensions

The second type of suspension that the Board of Education of the Indian River School District will have is the out-of-school suspension. This type of suspension is very serious and may be assigned by the building administration for a period up to ten (10) school days, and by the Superintendent or designee for periods in excess of ten (10) school days when an administrative recommendation is to expel the student or if unusual circumstances warrant such action.

Out-of-School Suspension/Grading

Out-of-school suspensions will be regarded as excused absences. A student will be allowed the opportunity to make up and receive full credit for all work and tests missed during the out-of-school suspension. It is the responsibility of the student and/or parent/guardian to request class work, homework, assignments, and tests missed during a period of out-of-school suspension. Students and/or parent/guardian must request to make up the schoolwork within two (2) days after returning to school. The amount of time permitted for the student to complete the missed work shall be the same amount as for any other excused absences as provided in the Attendance Policy JE.



Cell Phones

This policy was under revision by the Board of Education at the time of this handbook's publication. The updated policy will be available on the Indian River School District website – irsd.net.

Assignment to an Alternative Program/Administrative Placement

Assignment to an alternative program is the removal of a student from the regular school program due to continuing violations of school regulations or public laws dealing with school operations. This procedure may be implemented in lieu of an expulsion and agreed upon with student, the student's parent/guardian, building administrator and Administrator of

Student Services. Alternative program placement is designed to meet the student's particular needs and may be located at the Sussex County Opportunity Program in Education (SCOPE), or the district's G.W. Carver Academy. Assignment to an available alternative program will be made according to procedures established for the program, Delaware Education Administrative Code Title 14/611 6.0.

Expulsion

For all violations of this policy, an expulsion is a separation from the school district for a minimum of 30 days up to a maximum of 180 days or the remainder of the school year, as recommended by the hearing officer and determined by the Board of Education. The Board of Education will use hearing officers to engage in the fact-finding process with respect to student disciplinary cases. The board will retain its authority and responsibility to make the final decision in such matters, but will make its decision based upon a review of the record of a hearing conducted by a hearing officer. Such an approach preserves the board's role of making the policy decision, but eliminates the board's involvement in lengthy hearings aimed at gathering the facts. Thus, for example, in the case of a student expulsion, the hearing officer gathers the facts, prepares proposed findings of fact, and makes a recommendation to the board. The board reviews the record to assure that the proposed findings are supported by substantial evidence, and the board makes the policy decision as to whether the conduct of the student should result in expulsion. Expulsions are for very serious and/or continuing violations of school regulations or public laws dealing with school operations. Expulsion is authorized only by the Board of Education after receiving a recommendation for such action from the building administrator and Superintendent or designee of the district.

Any student who is expelled at any time during a school year will not receive any credit for that school year unless the work for the credit has been completed prior to the expulsion or the student successfully completes a term of referral at an alternative school, as directed by the Board of Education. An expulsion shall commence with the day on which the violation occurred; this will be the last day the student is in school.

A student who has been expelled may be deemed ineligible to receive their driver's license, have their license revoked, or not renewed by the Division of Motor Vehicles. (See IGAJ)

A student who is expelled from school is banned from school property and may not attend any school function during the period of the expulsion. If a student is scheduled for an expulsion hearing and withdraws prior to the hearing, the student will be banned from school property and not allowed to attend any school functions for 180 school days from the date of the withdrawal or until the expulsion has been formally completed. If the student withdraws after the expulsion hearing, but prior to board review of the hearing officer's recommendations, the student will be banned from school property and not allowed to attend any school functions for 180 school days from the date of the withdrawal.

Students expelled and referred to the Sussex County Opportunity Program in Education (SCOPE) must successfully meet that school's daily requirement for acceptable behavior for the full term of the expulsion.

Students who have successfully met a minimum of 50% of their assigned time at the alternative school may apply to that school's staff for early release. Such application shall be based upon exemplary accomplishments in regular attendance, earned grades, appropriate behaviors with peers and staff, and adherence to rules.

If the staff at the alternative school approves the student's request, an application for re-admittance to the student's regular school will be considered.

The administrators and staff of the sending school shall convene and consider the request.

If approved, a Behavior Contract shall be signed by the student, parent(s), and building Administrator, specifying the conditions of the early release.

Under normal circumstances, the matter shall be handled by appropriate district personnel and will neither require nor entitle the pupil to another formal hearing. However, the Board of Education shall be informed of each case which results in an early release. Once informed of the early release and based upon the recommendation of the building administrative staff, the board will have the option of ending the student's expulsion.

1. Expellable Offenses

The following is a list of expellable offenses. The list is not all inclusive of expellable offenses; therefore, other offenses may also warrant expulsion.

a. A student who physically or verbally abuses a teacher, administrator, or any other school district employee may be liable for expulsion and prosecution by law.

b. A student who violates the narcotics, alcoholic/palcoholic beverages, and stimulant drugs section of this policy shall be expelled except that for certain violations the expulsion can be waived.

c. A student who engages in a criminal sexual offense (i.e., sexual contact, sexual penetration, sexual intercourse) while under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law. A student who engages in a non-criminal sexual offense for the first time (i.e., sexual contact, sexual penetration, sexual intercourse) while under the jurisdiction of the Indian River School District will be suspended out of school for five (5) school days and required to successfully complete ten (10) days at CAMP.

d. A student who recklessly or intentionally causes serious physical injury to another person while under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law.



e. A student who has been suspended out of school on three or more occasions during a school year may be expelled by the Board of Education.

f. A student who uses, attempts to use, or threatens to use a dangerous/deadly weapon, tool or instrument to inflict harm to another individual while under the jurisdiction the Indian River School District may be expelled by the Board of Education.

g. A student who is in possession of a "firearm" on school property, a school bus or at a bus stop, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 days. The Superintendent shall modify such expulsion requirement to the extent a modification is required by Federal/State law or State Board regulation. For purposes of this appendix, "firearm" is defined in Section 921 of Title 18, United States code (see attached definition of "firearm"). Special exceptions to this policy may be considered to allow the Superintendent to modify each recommendation for expulsion on a case-by-case basis. Considerations respective of age and/or special needs of the student will be weighed.

h. A student who communicates the possession of a bomb or other incendiary device, or has communicated or facilitated the communication of a bomb threat against any facility, school property, school bus, or at a school bus stop or at any school-sponsored event or activity within the Indian River School District or under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law.

i. Once an Attorney General's Report (Juvenile/Adult Warrant and Complaint) is received by the district in support of student out-of-school criminal conduct, regardless of the jurisdiction, which shows disregard for the health, safety and welfare of others, including, but not limited to acts of violence, sexual offenses, weapons offenses and drug offenses. The district may take appropriate action including expulsion.

Student Records

When a student is expelled and there is no waiver of that expulsion, an indication of the expulsion, and the reason therefore, will be made a part of the student's permanent record. This indication will be made before the student's record is released or prior to graduation, whichever comes first. If a student violates any provision of this policy which could lead to expulsion and subsequently, but prior to the actual expulsion, ceases to be an official student of the Indian River School District, the student's permanent record will indicate any action taken as a result of that violation, up until the time the student ceased to be an official student of the district.

Reciprocal Expulsion

A student expelled and/or pending an expulsion from a public or private school in the State of Delaware or any other state, including Sussex County Vocational Technical School District, will not be permitted to attend a school in the Indian River School District until the student has completed the expulsion period defined by the school district that assigned the expulsion.

Social Probation

Social probation will be assigned as a consequence for students who are suspended out of school, or are attending an alternative placement for disciplinary reasons. While on social probation, the student may only attend regularly scheduled classes during the hours that the school is normally open to students. The student will not engage in or attend activities of any nature within the jurisdiction or property of the Indian River School District after regular school hours. Principals may make exceptions as needed in their schools.

If a student is placed on social probation, he/she shall not be allowed:

- To be in the school or on school grounds beyond regular school hours (normal school academic day). Graduation exercises are to be considered part of the regular school day for graduating seniors.

- To attend, as a participant or spectator, any school sponsored event after school hours or on weekends, or any school social activities such as parties, dances, trips, or proms during the period of assigned social probation.

Social probation begins at the time of the infraction and continues through the end of the day of the last day social probation is assigned.

INTERVIEW BY AGENCY OFFICIALS OTHER THAN POLICE

The term interview used herein shall mean any type of face-to-face communication including, but not limited to, interview, interrogate, question or converse.

An Interview of a student should be made under the following conditions:

1. All applications shall be made to the building principal or his/her designee where possible in writing twenty-four hours in advance. In such cases where no designated building personnel is available to whom to make the application and an EMERGENCY SITUATION exists, application may be made to the Superintendent or his/her designee.

2. All decisions shall be made on the basis of the information supplied by the applicant and in conformity with the existing laws, rules and regulations.

3. The principal or others taking the application for the privilege of interviewing a student shall have the right to deny access to said student if in their judgment it is not in the best interest of the student and/or the school.

4. The applicant may appeal the judgment of the member of the building staff to the Superintendent.

5. The student, at any time, has the right to request that an administrator, or designee, be present during the requested interview.

INDIAN RIVER SCHOOL DISTRICT ATHLETIC POLICY

Philosophy

Interscholastic athletics supplement and support the academic mission of the school system and assist students in their growth and development. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Interscholastic athletics is highly competitive, but winning is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All athletes do not perform at the same level, but all can demonstrate effort, dedication, and fair play.

Sportsmanship

An important mission of the interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition, and fair play. It is expected that team personnel, parents, and spectators respect this mission by exhibiting appropriate behavior at athletic events.

Student Eligibility Requirements

Students must meet the following requirements to be eligible to participate. Participation of ineligible students shall result in individual and team sanctions, including forfeits for the team.

1. All participants are required to have a valid annual medical evaluation.

2. Students must submit a current DIAA Pre-Participation Physical Exam, a Medical Card for Athlete and a Student/Parent Athletics Participation Contract before being allowed to participate in practices or contests.

3. Grades and eligibility- DIAA rules will be followed. They are available in the DIAA handbook located on the DOE Delaware website and as an appendix to this contract. See appendix A.

4. A student may not participate when he/she is serving a suspension. The student becomes eligible to participate on the next school day following the suspension.

5. Students must satisfy school and district Participation Standards.

6. Students and their parents must sign the school Student-Parent Athletic Participation Contract and Parent Permission form.

Assumption of Risk

Participation in interscholastic athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport-to-sport and can occur under direct supervision and with use of proper safety equipment.

Communication with Coaches

Parents should not attempt to address coaches immediately after games and practices. Coaches have many post game/practice responsibilities, including supervision of players. Also, the post game/practice period is often emotionally charged, and not conducive to productive discussion. If a parent feels a need to communicate a concern, the parent should contact the coach and/ athletic director/principal to arrange a later meeting.

Dismissal From or Quitting a Team

Once an athlete begins practice in a sport and his/her squad membership is terminated for a reason other than being cut due to lack of ability, he/she is ineligible to participate in any other sport during that season unless he/she is given prior approval by the athletic director and/or the administration after a thorough investigation of the case with all involved parties.

Participation Standards

Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

1. Exhibit public behavior that will reflect positively on the team, school, and community. Athletes should not be engaged in any activity that would result in police intervention.

2. Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.

3. Exert efforts to maintain a high level of academic achievement.

4. Comply with all team, school, and school system rules, regulations, and policies.

5. Exhibit appropriate behavior at all team and school-related activities.

6. Attend all team functions unless ill or given prior permission to be absent by the coach.

7. Respect and comply with decisions made by the coach and athletic department.

8. Respect calls and decisions made by game officials.

9. Display good sportsmanship at all times.

10. Report to the coach any issues or developments that may affect eligibility status.

Illegal Substances/Alcohol/Tobacco/Steroids/Controlled Substances

All student athletes are expected to refrain from the use of all tobacco products, drugs, and alcohol, both at school and during non-school times. Parents are responsible to oversee and monitor their student's behavior while off school grounds and are expected to take appropriate, decisive action to identify and prevent non-prescribed use of these substances by their student.

The possession, use, or distribution of any of these substances on school grounds or at a school sponsored activity will result in additional serious disciplinary consequences as outlined in the district discipline policy JG available on the district web site.

Ineligibility does not include summer days. If there are penalties left at the end of the school year, the



penalty will carry over to the first day of the next school year.

Participation on Outside Teams

While participating on a school team, athletes are permitted to participate in the same sport outside of the school during the sport season. The outside participation may not conflict with the team schedule of the school. This includes practices, games, and playoffs.

Social Media

Personal webpages and other social media outlets are considered an extension of how you represent yourself. Pictures and/or information included on such sites will be considered the truth. Any student who has this information or acts/speaks in a derogatory way on personal webpages or social media will be held to the same standards as if acting in person.

General Discipline Policies and Procedures

The rules, policies, and procedures addressed in this policy does not cover every possible infraction. Any infractions not listed in this document will be covered by district policy, by School Discipline Policy and Procedures, and DIAA rules. Consequences for athletes not adhering to any rule, policy, or procedure will be implemented according to district policy, school rules, and DIAA guidelines.

A review of State Attorney General reports by a committee consisting of the Supervisor of Accountability, Administrator of Pupil Services, and principal of the school will be made to determine a student's team status based on the charges and probable cause outlined in the report. Committee actions may include a verbal or written warning, suspension, or dismissal from the team.

EXTRACURRICULAR ACTIVITIES DURING INCLEMENT WEATHER

Maintenance of students' safety and well-being is a top priority of the Indian River School District. This policy applies to any before-school, after-school, evening, Saturday, or Board-approved Sunday activity.

In the event of inclement weather, the Superintendent in consultation with the President of the Board of Education can decide to cease operations. When schools are dismissed early due to inclement weather, all official and unofficial activities will be cancelled for that evening. Should school be cancelled the entire school day, all extra-curricular activities will be cancelled for a 24-hour period. Refer to EBCD Reg. for additional procedures in the event of closings or subsequent days.

GRADING SYSTEMS

Philosophy

The Indian River School District's grading system is designed to evaluate a student's academic progress and to effectively convey this information to students, parents, and other appropriate parties. Grades are to be used to measure the progress of a student in relation to instructional objectives/standards and other requirements of a course or area of study.

Implementation procedures shall insure that grading practices are consistent with this policy.

Kindergarten

- 1 = Below Grade Level Expectations
- 2 = Progressing Toward Grade Level
- 3 = Meets Grade Level
- 4 = Beyond Grade Level

Non-Numerical Grading Scale for Grades K-5

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

Grading Scale for Elementary (Grades 1-5) and Middle School

1. The grading scale for all elementary and middle school students shall be as follows:

- 95 – 100 = A+
- 90 – 94 = A
- 85 – 89 = B+
- 80 – 84 = B
- 75 – 79 = C+
- 70 – 74 = C
- 65 – 69 = D
- 64 or lower = F

Grading Scale for High School Year Prior to 2017-2018

	General	College Prep	Honors
95-100 =	A+ 4.0	4.5*	4.75*
90-94 =	A 4.0	4.25	4.5
85-89 =	B+ 3.5	3.75	4.0
80-84 =	B 3.0	3.25	3.5
75-79 =	C+ 2.5	2.75	3.0
70-74 =	C 2.0	2.25	2.5
65-69 =	D 1.0		



64 or lower = F 0.0

* - .25 bonus for A+

Grading Scale for High School Beginning with School Year 2017-2018

	College Prep	Honors	+College Level: AP/IB/AC=Levels 3&4 only/DE
95-100 =	A+ 4.0	4.75*	5.25*
90-94 =	A 4.0	4.5	5.0
85-89 =	B+ 3.5	4.0	4.5
80-84 =	B 3.0	3.5	4.0
75-79 =	C+ 2.5	3.0	3.5
70-74 =	C 2.0	2.5	3.0
65-69 =	D 1.0		
64 or lower =	F 0.0		

* - .25 bonus for A+

+ = Weighting bonus for college level courses is awarded only when the student sits for the exam. Otherwise, weighting will be assessed at the Honors level.

Grading Scale for High School Beginning with School Year 2018-2019 & Consecutive Years

	College Prep	Honors	+College Level: AP/IB/AC=Levels 3&4 only/DE
95-100 =	A+ 4.0	4.75*	5.25*
90-94 =	A 4.0	4.5	5.0
85-89 =	B+ 3.5	4.0	4.5
80-84 =	B 3.0	3.5	4.0
75-79 =	C+ 2.5	3.0	3.5
70-74 =	C 2.0	2.5	3.0
65-69 =	D 1.0		
64 or lower =	F 0.0		

* - .25 bonus for A+

+ Students earning a qualifying score on AP or IB national exams will have their final course grade evaluated and adjusted, if applicable, according to the chart found in IKA-Reg. 1.

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- WD = Withdraw

Marking Period Grades

A minimum of nine grades will be recorded and used in determining the marking period grade. No individual grade shall count more than 25% of that marking period's grade. The exception will be in middle school exploratory courses. In these courses the minimum number of grades will equal the number of weeks the course meets.

For the purpose of increasing communication with parents, grades will be entered electronically in the eSchools grading program a minimum of every two weeks. The building principal may make exceptions under extenuating circumstances.

Examinations

1. Middle Schools - Middle schools will involve students in appropriate types of transitional activities, to be determined by the building's teams and administrators, to assist them in adjusting to the concept of taking examinations when they enter high school.

2. Students in Grades 9-11 will take final exams. State sponsored exams, including end of course exams, may be used instead of district exams at the discretion of the Superintendent or his/her designee. Final exams for students in Grade 12 will be at the discretion of the building principal.

Report Card Grades

1. Report card grades reflect students' academic growth and progress toward state content area standards. During each marking period formative assessments should consist of a combination of items such as graded classroom assignments, projects, writing assignments, graded homework, and quizzes that

measure progress toward state/district adopted standards. Summative assessments such as common assessments, unit tests, and major projects measure students' accomplishment of unit goals. Formative assessment scores will comprise thirty (30) percent of the report card grade in secondary grade levels (6-12), and summative measures will comprise seventy (70) percent of the marking period grade. The percentages will be widely communicated to parents and students at the beginning of each school year.

2. Standardized Method of Grade Calculation - Individual teacher grading procedures will be submitted to and approved by the building principal to ensure compliance with district policy. Numerical averages will be rounded following standard mathematical procedures.

3. A numerical scale shall be used to average, compute, and report grades at the elementary and middle school levels.

4. A numerical scale shall be used to average and compute grades at the high



school level. A grade point average (GPA) will be established by using the numerical average from the online teacher grade book and converting it to a letter grade according to the high school grading scale. Letter grades will be used on the report card.

Exceptions:

- a. Kindergarten students will not receive a numerical grade.
- b. Grades 1 through 5 courses meeting less than three times a week will receive an "S," "N" or "U."
- c. Grades 1 through 5 science, social studies, and handwriting will receive an "S," "N" or "U."
- d. Grades 6 through 8 examination grades will not be recorded as a separate grade on the report card.
- e. Grades 9 through 12 courses such as driver's education may be graded "S" or "U" with prior approval of the building principal.

5. No report card grade will be lower than a 55 for the first three marking periods.

a. During the first three marking periods, the parent will be notified in writing of the student's actual grade earned.

b. During the fourth marking period, the student's actual grade earned will appear on the student's report card.

c. For a course lasting a marking period or a semester, the report card grade will not be lower than a 55.

6. Final Grades - If no marking period or examination grade of "I" exists, the final grades shall be determined as follows:

a. Final exams will account for 10% of the final course grade. The remaining 90% shall be comprised of equally divided marking period grades.

b. Physical education grades in the middle schools will be determined by averaging the grades for each grading cycle to arrive at a final average.

c. Incomplete grades: No final grade may be awarded if an "I" exists for a marking period or an exam grade.

(1) Students shall have ten school days after receiving the report card for each of the first three marking periods to make up "I" or incomplete grades. If the student fails to make up the work within the ten school days, the grade of "I" converts to a zero for the work missed and will be used by the teacher in computing marking period grades.

(2) Students shall have fourteen calendar days after report cards are distributed at the end of the school year to make up "I" or incomplete grades. Failure to make up the work within the fourteen calendar days will result in "I" work converted to a zero for the work missed and will be used in computing final grades.

(3) The building administrator will determine a plan for students with unusual circumstances. In some cases, Individual Education Plans (IEP) and 504 plans will require the team to convene and update the plan.

Class Ranking and Valedictorian/Salutatorian

1. Ranking is started in the ninth grade and continues until a student completes high school.

2. Ranking includes:

All courses will be weighted as shown in the grading scale. College Prep courses will be weighted at 4.0. Courses designated as honors will be weighted at 4.5. Courses designated as College Level Courses, Advanced Placement, International Baccalaureate or taken through an approved university will be weighted at 5.0 when the student sits for the exam. Weighting occurs on grades of C or above. Courses that are not graded numerically will not be used in determining class rank. A district-wide administrative committee shall determine the weighting status of established and new courses. The weighting system applies to grade point average and class rank only.

3. The senior class valedictorian will be determined in the following way:

a. Only seniors who have attended the high school for their last two (2) years will be considered.

b. The student that meets the above criteria with the highest GPA will be the valedictorian. The student with the second highest GPA will be the salutatorian.

c. If there is a tie in GPA carried out four (4) decimal places (the ten-thousandth place), a tie for the valedictorian and/or salutatorian will be recognized.

Progress Reports

Progress Reports for elementary students will be issued by classroom teachers and distributed to all students midway through the marking period. Classroom teachers will issue progress reports for all secondary students at the end of the third and sixth weeks of each grading period. A parent/guardian of any student in danger of failing for the marking period, semester/school year shall be contacted in a reciprocal manner (i.e., phone call, e-mail, parent conference). The meeting and corresponding documentation will be noted in eSchool/iTracker.

Homework

1. A fair and reasonable amount of homework is expected to be assigned at each grade or subject level.

2. All assignments should be checked and/or evaluated as appropriate in order to provide students with corrective feedback on a timely basis.

3. Homework shall be for practice/reinforcement. No new concepts or objectives shall be introduced as homework.

GRADUATION REQUIREMENTS POLICY

Definitions from Delaware Code, Title 14:

"Career Pathway" means a planned program of at least 3 credits in sequenced or specialized courses designed to develop knowledge and skills in a particular career or academic area.

"Credit" means the acquisition of skills and knowledge at a satisfactory level as determined by the district and charter school boards through 135 hours (a Carnegie Unit) of actual classroom instruction or through locally approved options contained in Section 8.0.

"Credit for Computer Literacy" means credit granted toward graduation at any point when the student can demonstrate competency in the required skill areas either through an integrated approach, a specific course, or a demonstration of accumulated knowledge over the student's educational career.

"Department" means the Delaware Department of Education.

"English Language Arts" means those components of reading, writing and oral communication that are included in the State Content Standards for high school English Language Arts as required in 14 DE Admin. Code 501.

"Health Education" means those components that are included in the State Content Standards for high school health education as required in 14 DE Admin. Code 501.

"High School" means grades 9 through 12.

"Individual Learning Plan (ILP)" means a plan for a student to reach the goal of high school graduation inclusive of at least one year of post high school activity. This plan also serves as a guide for the student's choice of courses including any support services necessary for the student to graduate from high school.

"Instructional Support Team" means those educators, counselors and specialists or other personnel whose responsibility it is to monitor student progress in consultation with students and their parent(s), guardian(s) or Relative Caregiver and to recommend and arrange support services.

"Mathematics" means those components of number sense, algebra, geometry, statistics and probability combined with problem solving, reasoning, communicating, and making connections that are included in the State Content Standards for high school mathematics as required in 14 DE Admin. Code 501 either through integrated courses or in course titles such as Algebra I, Algebra II, Geometry, and Trigonometry, Pre-Calculus, Calculus, Discrete Mathematics, Statistics, and Probability.

"Physical Education" means those components that are included in the State Content Standards for high school physical education as required in 14 DE Admin. Code 501.

"Science" means those components of the nature of science which include inquiry, materials and their properties, energy and its effects, Earth in space, Earth's dynamic systems, life processes, diversity and continuity of living things, and ecology that are included in the State Content Standards for high school science as required in 14 DE Admin. Code 501 either through integrated courses or in course titles such as Earth Science, Biology and Chemistry-Physics.

"Social Studies" means those components of civics, economics, geography, and history that are included in the State Content Standards for high school social studies as required in 14 DE Admin. Code 501 either through integrated courses or in course titles such as United States History, World History, Geography, Economics, and Civics.

"Support Services" means those academic interventions such as tutoring; extra time before school, in school, or after school; summer school, a fifth year of high school or any other strategy to provide student academic assistance.

"World Languages" means any language other than English that is used by the peoples around the world for communicating information and ideas and transmitting its culture(s), including American Sign Language (ASL), Latin, and Ancient Greek.)

Students shall complete mathematics coursework that includes no less than the equivalent of the traditional requirements of Geometry, Algebra I, and Algebra II courses.

Science investigations related to the State Science Standards shall be included in all three science course requirements.

During the senior year, students shall maintain a credit load each semester that earns them at least a majority of credits that could be taken that semester including one of the four credits in mathematics.

High school programs in English language arts, mathematics, science, social studies, foreign language, visual and performing arts, and vocational-technical must be aligned with the state content standards.

A state-sanctioned Certificate of Performance shall be granted to students who are unable to satisfactorily meet the minimal requirements for a diploma and who have attended school twelve or more years excluding kindergarten.

Academic Challenge students may not earn credits for courses taken in the high school if they have taken comparable / similar courses through Academic Challenge.

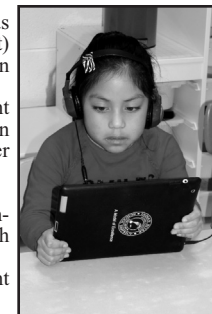
Optional Credits

Indian River School District can award credit toward high school graduation for state-approved activities as listed in Title 14 Delaware Code, on the condition that the activities incorporate applicable state content standards. A maximum of three (3) credits may be transferred from outside sources for high school graduation. These optional credits must have prior approval of the school principal before any of the options may replace similar district courses.

a. Courses taken at or through an accredited community college, two or four-year college. (Excluding Academic Challenge credits)

b. Voluntary community service as defined in 14 Del. C. Sections 8901A and 8902A, with prior approval. (Limited to one (1) credit per policy JJ)

c. Supervised work experience in the school and the community, which meets the educational objectives



or special career interest of the individual student.

d. Distance Learning courses may be delivered by the teacher to the learner in real time, online, or by video.

e. High school courses taken while in the middle school in conjunction with an articulated agreement between the district middle school and the district high school(s). (May exceed three credit limit)

f. Course credit transferred from another high school. (May exceed three credit limit)

g. Course credit earned through summer or evening school classes, as a member of the military service and/or as part of the James H. Groves Adult High School.

h. Tutoring programs approved by the Principal and taught by a teacher certified in the subject being taught.

i. Course credit awarded by agencies or instrumentalities of the state other than public school, which provide educational services to students (i.e., Stevenson House, Meadow Wood, etc.). A description of the program provided to the student, grades given, and the number of clock hours of instruction or a demonstration of competency must be provided to the school district prior to receipt of credit.)

j. Courses taught by a teacher certified in the subject being taught and credit earned upon demonstration of mastery of the competencies of the particular course.

Beginning with the Class of 2015 (the freshman class of 2011-2012), all students must meet the State of Delaware's required credits per year of graduation as listed above and also earn two World Language credits:

English	4 credits
Social Studies	3 credits
Math	4 credits
Science	3 credits
Physical Education	1 credit
Health	.5 credit
Career Pathways	3 credits
World Languages	2 credits
<u>Elective Courses</u>	<u>4 credits</u>
Total Credits	24.5 credits

Students who acquire a minimum of 24.5 credits, as set forth in this policy, will receive a State of Delaware Diploma.)

Exceptional circumstances involved in the receiving of a diploma will be decided by the Superintendent.

RECOVERY OR ORIGINAL CREDIT OPPORTUNITIES

Purpose

The purpose of this policy is to enable eligible high school students to earn original credit or to recover credits necessary to fulfill graduation requirements within four years of high school education. Students may be eligible to earn credits through a variety of Indian River School District-approved alternative routes to graduation.

Definitions

For the purpose of this policy, the following shall be defined as:

“Original Credit”

• Credits earned through successful completion of high school courses, Academic Challenge, dual credit, or competency-based courses.

• Credits earned through successful completion of district-approved alternative routes to graduation that are necessary because of attendance, disciplinary, or medical reasons.

“Recovery Credit”

• Credit earned for successful completion of courses that a student previously failed.

• Credit earned for successful completion of courses in which a student was previously enrolled, but was denied credit for a violation of the district attendance policy, Policy JE.

Policy

Most students in high school are given ample opportunities to enroll in the courses needed for graduation and are able to successfully complete these courses for original credit in a timely manner. However, there are some high school students (grades 9-12) who may have additional challenges that make them eligible to enroll in a district-approved alternative route to graduation program, while also fulfilling their graduation requirements. This enrollment may occur under the circumstances outlined in the IKEA-Reg.

Approval from the student's principal, and the Director of Instruction is required for student participation in any alternative route to graduation program. If approval is granted, a contract between the district, the student, and the parent(s)/guardian(s) will be required.

SUMMER SCHOOL

When funding permits, the Indian River School District may conduct summer programs to provide extra learning opportunities for students who meet the criteria. Programs will provide remediation, enrichment, or credit recovery opportunities and/or extended school year services. In May of each year, parents of qualifying students will be notified of program details.

During summer school programs, students will be expected to attend daily, fully participate in learning activities, complete all assignments, and adhere to the Student Code of Conduct.



PROMOTION AND RETENTION POLICY

Student grade placement in the Indian River School District is based upon an evaluation of each student's achievement in terms of appropriate instructional goals. The basis for making this determination will reflect report cards, daily observations, standardized tests, Delaware's state assessment program data and other objective data, as well as compliance with Delaware Law.

In order to determine K-8 grade placement, each school will have a Promotion and Review Committee chaired by the principal. The purpose of the Committee is to recommend which students shall be promoted, retained, and administratively placed. However, the final decision as to grade placement within a school is the responsibility of the principal in accordance with Delaware's accountability legislation. Placement of high school students is determined by the credits earned.

Grades K-5

The decision for grade placement will rest with the building principal after receiving a recommendation from members of the Promotion and Review Committee and students' IEP team. Under normal circumstances the student will be promoted to the next grade level if he/she receives a passing grade in math, writing, and reading/ELA.

Grades 6-8

The decision for grade placement will rest with the building principal after receiving a recommendation from the Promotion and Review Committee and students' IEP team. Under normal circumstances the student will be promoted to the next grade level if he/she receives a passing grade in at least four units, three of which must be core subjects (language arts, math, science, social studies), two of which must be math and language arts.

Grades 9-12

Beginning with the Class of 2018, students in Grades 9 through 12 must have earned the following total credits in order to be promoted to the next high school grade:

<u>Promotion</u>	<u>Credits</u>	<u>Credits Required</u>
9-10	6	1 Eng 1 Math
10-11	12	2 Eng 2 Math
11-12	18	3 Eng 3 Math
12-Graduation	24.5	4 Eng 4 Math

Grade level changes will take place with yearly rollover for all grades K-11.

Parent Notification

Parents or adult students (students age 18 years or older) must be notified in writing at any time when it is apparent that the student may be retained. A copy of the notification must be placed in the student's cumulative record. Parents must be able to assume that a student earning a C or above in a course is satisfactorily performing in the assigned grade. The opportunity for a conference with the teacher or principal must be provided to the parents of any student who may be retained.

SCHOOL CHOICE PROGRAM

This policy (JECC-A) was under revision by the Board of Education at the time of this handbook's publication. The updated policy will be available on the Indian River School District website – irsd.net.

SOCIAL MEDIA MONITORING

The purpose of social media pages (Facebook, Twitter, et al.) is to share information about the Indian River School District and its schools. Postings may highlight the accomplishments of students and staff, promote upcoming meetings and events, and announce weather-related school closings and delays. The district welcomes comments, questions and concerns from the public on social media postings. Comments will be monitored by school and district officials and every effort will be made to reply in a timely manner to private messages sent through social media.

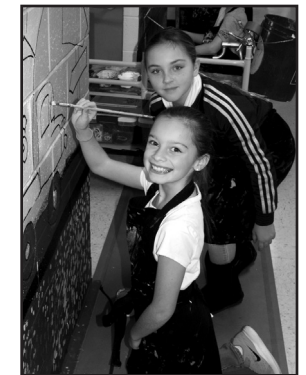
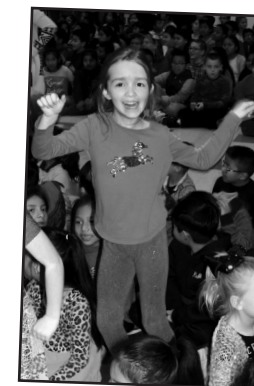
The district and its schools will remove social media comments that:

- Contain vulgar or inappropriate language;
- Contain vulgar or inappropriate images;
- Include personal attacks on students, staff or community members;
- Promote discrimination on the basis of race, color, national origin, sex, gender, creed, religion, veteran status, sexual orientation, marital status, citizenship status, pregnancy, age, ancestry, disability, gender identity, genetic information, military status or any other characteristic protected by law;
- Include spam or links to inappropriate or irrelevant websites;
- Are clearly off topic;
- Advocate or promote illegal activity;
- Promote services, products or political organizations;
- Infringe on copyrights or trademarks;
- Include personally identifiable protected student information.

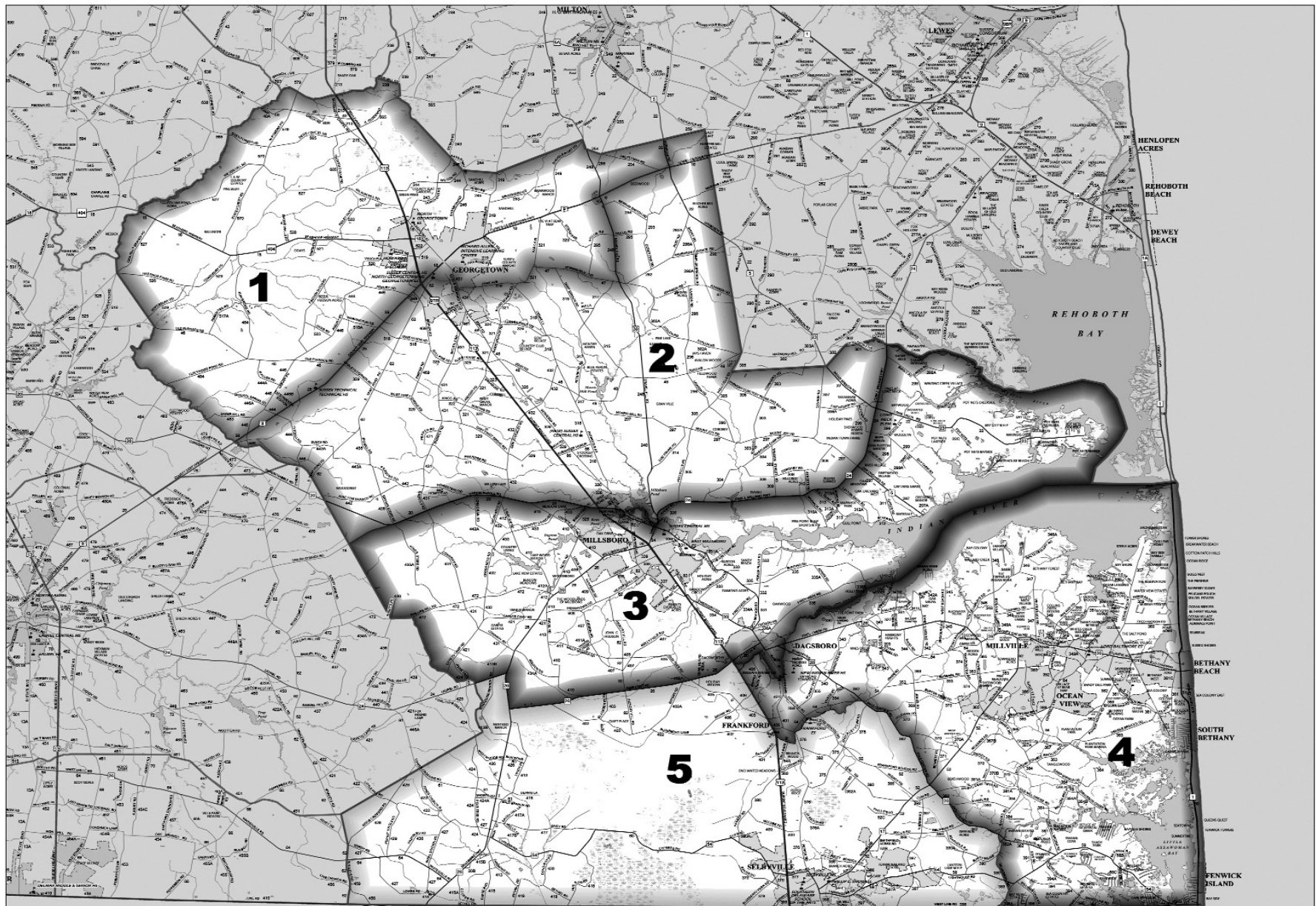
The district and its schools reserve the right to ban users from social media pages for single or repeated violations of the above provisions. Additionally, the district and its schools may remove comment “threads” in which users have posted personal attacks against each other or have shared information that is grossly inaccurate or clearly off-topic.

This policy shall govern all district and school social media pages.



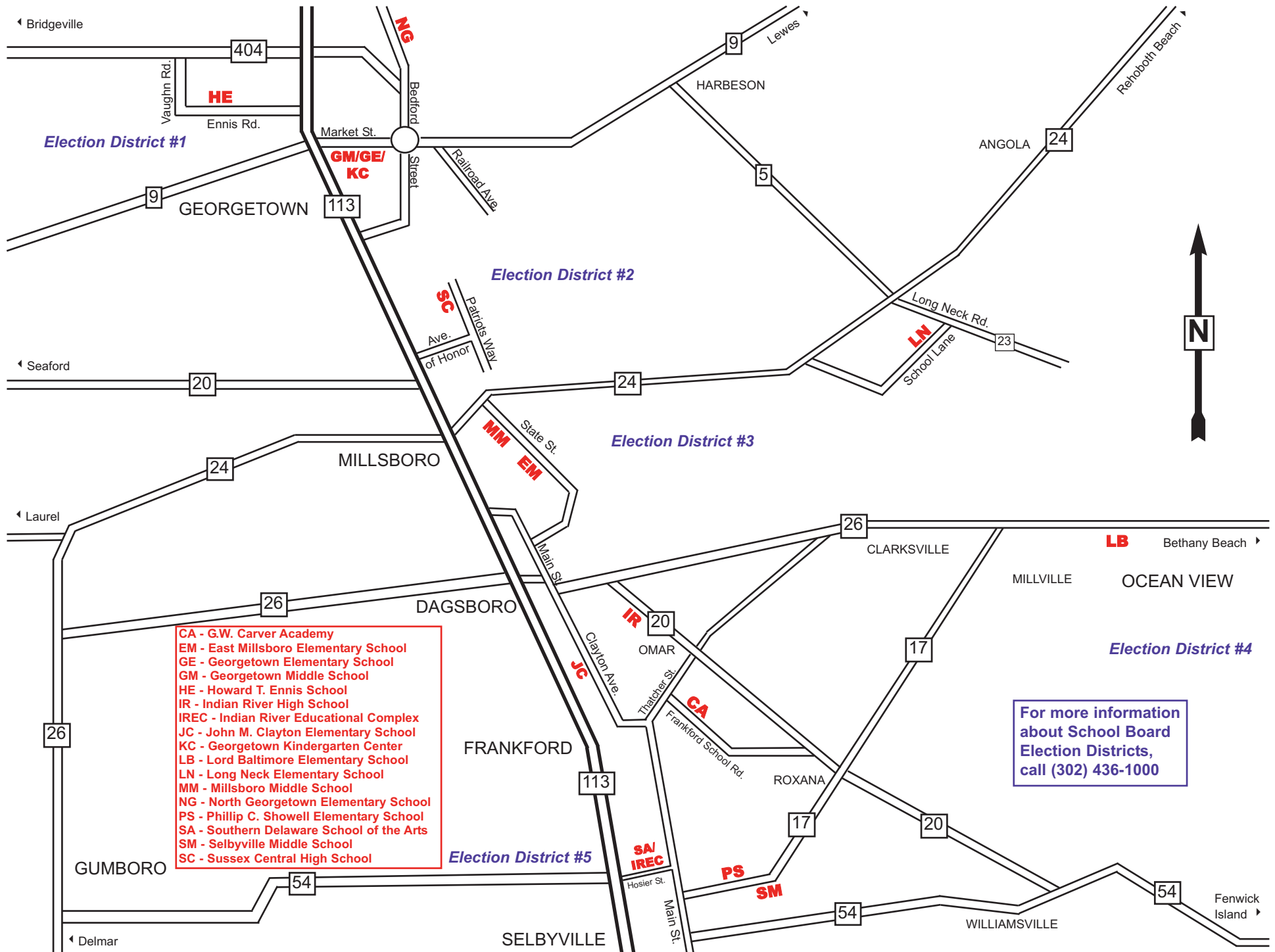


Indian River School District - Election District Map

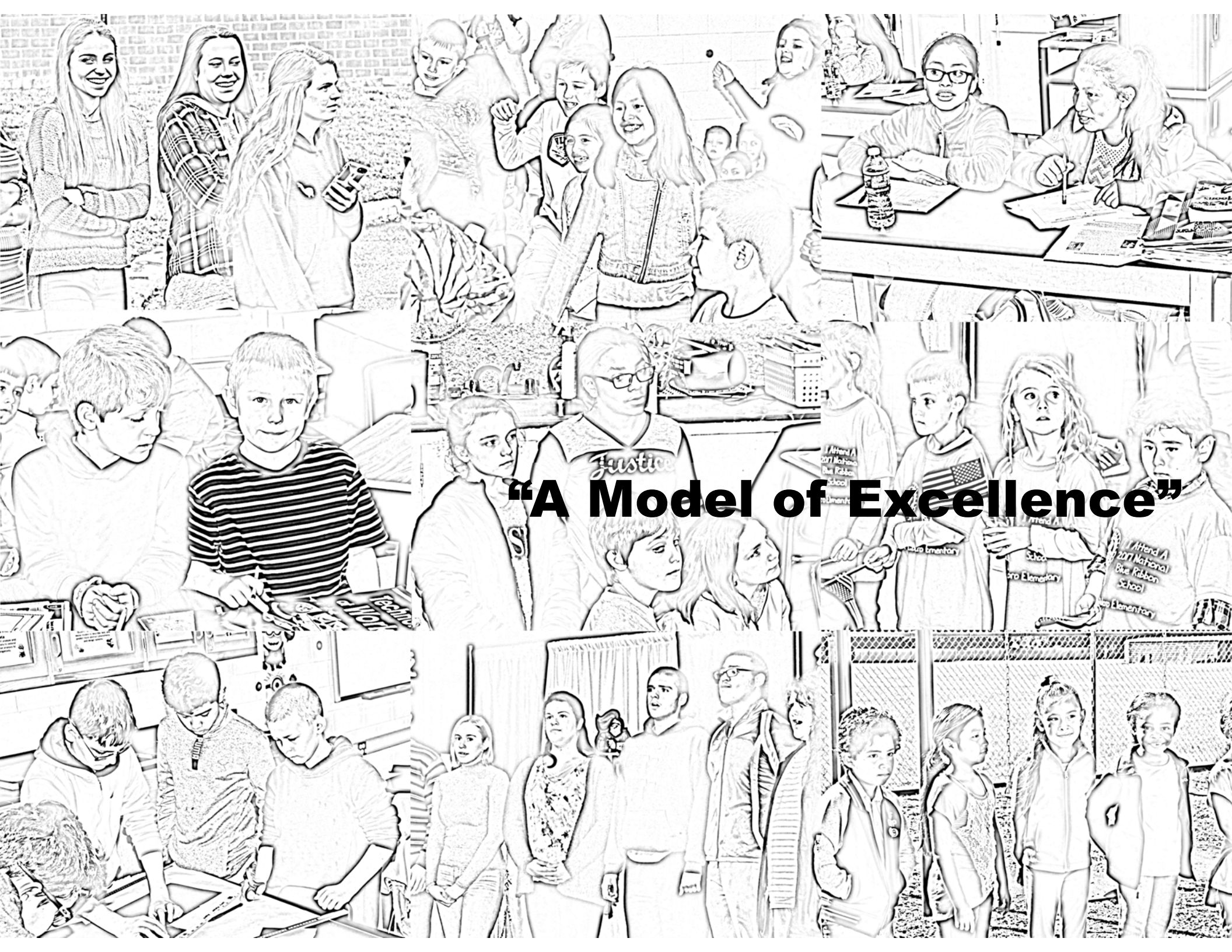


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