

Sussex Central High School

Student Handbook



Vision Statement

Sussex Central strives to be a premier comprehensive high school in the State of Delaware and the school of choice in Sussex County.

Mission Statement

Sussex Central High School, a diverse and dynamic community, strives to prepare students to be life-long learners and responsible global citizens.

SCHS Motto

Success with Class



We welcome you to our school and hope that you will strive to take an active part in its pride and traditions. This school takes on the personality and energy of the teachers, students, and administrators. By working together, we can provide an outstanding experience.

The policies, procedures, and regulations contained in this handbook are designed and presented to help acquaint you with our high school and to help you become an integral part of our educational system. Students and parents should carefully read the policies and regulations in this handbook. A complete list of rules, regulations and policies can be found at irsd.net and/or the district calendar.

The Indian River School District is an Equal Opportunity Employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, and/or age.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

Students are expected to:

- Conduct themselves in an orderly, safe, and responsible manner.
- Attend and participate in all classes daily and arrive and depart on time.
- Be prepared for class assignments and activities, with appropriate working materials.
- Respect other people and their property.
- Refrain from abusive language, defamatory, inflammatory, and demeaning actions.
- Be clean and neat.
- Be responsible for their own work.
- Abide by rules and regulations of the district, the school and the individual classroom teachers.

GENERAL INFORMATION

ADMISSION TO BUILDING

School hours are from 7:25 a.m. - 2:15 p.m. Students may not enter the building prior to 7:00 a.m. unless they are under the supervision of a teacher. Students arriving prior to 7:00 a.m. will wait in the gymnasium or eat breakfast in the cafeteria until school begins. Students must leave the building by 2:25 p.m. unless attending a supervised activity.

CAPS AND GOWNS

Senior students expecting to graduate must order a cap and gown to participate with commencement exercises. Students may not borrow caps and gowns from previous years; they must be purchased new each year. Caps & Gown will be ordered in the fall.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students are required to inform the guidance office of any change in home address or telephone number. These changes will be confirmed by a contact with the legal parent/guardian.

CLASS CHANGE

A maximum of five minutes is allowed for the change of class. Students are expected to report directly to their assigned class and keep right when exiting classrooms observing a clockwise traffic flow. Failure to do so will result in appropriate disciplinary action.

CLASS RINGS

Graduation Class Rings may be ordered during a student's sophomore, junior, or senior year. Students are encouraged to order rings earlier in their high school career.

COPIERS

Students DO NOT have permission to use the school's copiers. Teachers MAY NOT give permission for any student to make copies at any time.

EMERGENCY PINK CARD

Parents are required to complete a pink emergency card when they enroll their child during the school year. Emergency cards are replaced each school year so that current information is available to school officials. Students who move during the school year or have their telephone numbers changed should report the new information to the school office immediately.

EMERGENCY FIRE DRILLS / HIGH & LOW-LEVEL LOCKDOWN DRILLS

The school laws of the State of Delaware require that fire drills and lock-down drills be held regularly. Students should follow the directions posted in each classroom.

The lockdown drills will be held regularly. Lockdowns are used when there is a potential threat outside of the building (low-level lockdown) or an intruder has entered the building (high-level lockdown) and the school wants to ensure the safety of all students by keeping them closely monitored until the threat is completely investigated. The high-level lockdown signal is communicated to the staff & students by an alarm. Students should remain in the classroom and follow the instructions of the classroom teacher.

HOMEWORK

A fair and reasonable amount of homework may be assigned for each subject. All assignments will be checked and/or evaluated as appropriate in order to provide students with formative feedback. Assignments should be done completely and turned in on time.

HALLWAYS

In order for a student to be excused from a classroom to go to another part of the building, he/she must have a hall pass in their possession prior to departure. If the student has a valid reason for leaving the classroom, the hall pass will be distributed by the sending teacher. **Any student in the hallway during class time without a hall pass or in an area outside of their designated area will be returned to class with disciplinary action. Students are NOT permitted to be in the hallways during the first and last 10 minutes of class.**

INSURANCE

The Indian River School District **does not** provide accident insurance nor does it provide insurance deductibles for students. However, the district makes available the opportunity for parents to purchase students' accident insurance. This insurance covers accidents that 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.

INTERNET POLICY

The user acknowledges that Internet access is coordinated through a complex association of government agencies and regional and state networks, and that the efficient operation of the network relies upon the proper conduct of end users who must adhere to the strict requirements set forth herein. If an Indian River School District user of the Internet violates any of these requirements, his or her Internet account shall be terminated and future access may be denied. Each user agrees that use of the Internet through the Indian River School District is a privilege, not a right, and that the termination of the privilege to use the Internet as a result of a violation of any of the requirements set forth in this policy, shall not provide the user with due process rights, including the right to a hearing, prior to a termination of Internet access by the School District. As provided for in Paragraph 3, following a termination or cancellation of access privileges, a user may appeal the loss of privileges. The usage requirements, which are mandatory on each user of the Internet through the School District, are as follows:

Acceptable Use: The use of your Internet account must be support of education and research consistent with the educational objectives of the Indian River School District. In addition, the user agrees to abide by the following requirements: 1. The user of other organizations' networks or computing resources shall comply with the rules for using that network or those resources. 2.

The user agrees not to transmit any material in violation of Federal or State laws or regulations, including, but not limited to, copyrighted material, threatening or obscene materials, or materials protected by trade secret or other proprietary rights. 3. The user agrees not to use the network for commercial activities for, or in behalf of, other businesses or for-profit institutions, including, but not limited to product advertisement or political lobbying. 4. The user agrees not to engage in any illegal activities or to promote such activities. 5. The user agrees not to create electronic mail messages relating to or in support of any illegal activities. Such action will be immediately reported to the appropriate law enforcement authorities.

Loss of Privileges: In the event an Indian River School District student makes any use of the Internet, which is in violation of the provisions of this policy, the student's teacher may cancel the user's privileges immediately without prior written notice or a hearing. This decision may be appealed to the building administrator, who has the right to affirm, deny, or modify the decision of the teacher. If the student is not satisfied with the decision of the principal, the student may appeal to the superintendent, who has the right to affirm, deny, or modify the decision. If both appeals are denied, the student may appeal to the Board of Education.

LOCKERS

Each student may request a locker for the storage of books and personal belongings, upon request. If you would like a locker please see the main office secretary for a number and a combination. These lockers are to be kept in good order and closed at all times. Stickers, labels, and markings on lockers are prohibited. Under no circumstances should valuables be kept in an unlocked locker. Lockers are the property of the school and may be searched at any time without the student's permission. Locker security is the responsibility of each individual student. The school will not assume responsibility for items missing from lockers. Students should only use the lockers that have been assigned to them. **DO NOT LEAVE ANY VALUABLES UNATTENDED AT ANY TIME.**

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where items can be claimed. Students who have lost articles should check periodically in the main office for these items.

NUISANCE DEVICES

A nuisance device is any object or item that has no legitimate purpose and may interfere with the orderly conduct of school business. Nuisance devices are prohibited and subject to confiscation on the first offense with return to the student at the end of the school day. Subsequent offenses will result in the confiscation of the device with discipline consequences and the return only after a parent conference.

NURSE

Sussex Central High School employs several (2 or more) full time registered nurses for the safety and wellbeing of students and staff. Students who become ill during the day are to obtain a pass from their teacher giving them permission to visit the nurse's station. No student will be admitted without a pass. Your pink emergency data card must be on file with the nurse.

OBLIGATIONS

Students incur obligations because of failure to return materials, books, calculators, etc. that are issued. Obligations can also be incurred for destruction or excessive wear to these materials. Student obligations must be paid in order to participate in graduation or extra-curricular activities. Obligations can be paid in the main office.

OPENING EXERCISES

The Pledge of Allegiance and a moment of silence will open each school day.

"RIGHT TO KNOW"

"Right to Know" refers to knowledge of hazardous chemicals. Regulations regarding Delaware's Hazardous Chemical Information Act are available in the main office upon request.

SCHOOL PICTURES - YEARBOOK AND GRADUATION

All students who want to have their picture included in the school yearbook and seniors who want to have their picture in the composite class pictures **must** have their picture taken by the official school photographer. This stipulation does not require the student to purchase any pictures from the official school photographer.

STUDENT DISPLAYS / POSTING OF INFORMATION

Student displays are provided for student and teacher use for school sponsored activities ONLY.

No non-school sponsored activities / advertisements are to be placed on bulletin boards/ student displays. If a student wishes to post something in the bulletin, he/she must take the article to the main office for administrative approval. **Please refrain from placing tape on the walls or woodwork.**

SUICIDE PREVENTION

Sussex Central High School and The Indian River School District are 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 or 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 policy & regulation JG.4.

TELEPHONE

Students are permitted to use the school phone when given permission by administration. Parents and guardians having an emergency may contact the main office and a message will be relayed to a student immediately.

TEXTBOOKS

Teachers will record all numbers of textbooks distributed to students. Students are responsible for the condition of their textbooks; should any damage occur, other than normal use, they must pay full repair or replacement cost. Textbooks should be covered within the first day of distribution. Students who leave textbooks in the classroom are STILL responsible for the condition and return of the textbook.

WELLNESS CENTER

Services of the Wellness Center will be provided during the school year. Students must be referred and have a **signed consent form** in order to receive services.

ATTENDANCE GUIDELINES

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 reasons
-
- 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. Funerals of other relatives or close friends, not to exceed one (1) day if locally; 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

1. An absence which does not include a parent/guardian note within the two (2) day time frame of the student's return to school.
2. 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 may be subject to disciplinary consequences according to their school's discipline matrix.

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.

RETENTION/LOSS OF CREDITS 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.

ACADEMICS

CLASS SCHEDULE

Students are expected to follow a four-year educational plan that includes a full 5 period schedule every semester. There are two (2) semesters per school year.

COURSE CHANGE REQUESTS

Course changes will not take place during the school year (after the first five (5) days of the semesters) unless the parent schedules a conference with the guidance department or unless it is teacher initiated. **All requests to drop/add course(s) must be completed within five (5) school days at the beginning of the semester. All requests for changes after the first five (5) days are ONLY for academic placement or to update student credits for graduation. The requests must include a meeting with student, parent, and guidance counselor. Final Approval after procedures followed rests with the building principal.**

COURSE SELECTION CATALOG

To assist students and their parents/guardians in the selection of courses that Sussex Central has to offer, a Course Selection Catalog is published electronically each year. The courses required by the State of Delaware and requirements for each grade level are included. It is the responsibility of each student and his/her parents/guardians to select a full load of classes and to keep on track for meeting the graduation requirements.

FINAL EXAMINATIONS

Final Examinations for grades 9 through 11 shall as a culminating assessment in all courses unless exempted by the building administrator. Final exams account for 10% of the final course grade.

GRADE PROMOTION REQUIREMENTS

Students promoted to:

10th grade

11th grade

12th grade

Graduation



Credits Accumulated

6* credits

12 * credits

18* credits

24.5* credits

**Students must successfully pass English and Mathematics each year in order to matriculate to the following grade level.*

SCHOOL COUNSELING PROCEDURES

The school counseling department offers special facilities for individual counseling, information on graduation plans, financial aid, and testing. Students requesting an appointment with their school counselor are to do so with the guidance secretary. Students will be called by their counselor from class or given a pass to return at a specific time. In case of an emergency, students should notify the school counselor, clinical counselor, an administrator, or a member of the school staff who will help to make sure that the student is seen in a timely manner.

HONOR ROLLS

Students in grades 9 through 12 whose unweighted GPA is a minimum of 3.0 with no grade less than a C are listed on the honor roll, which is compiled and published at the end of each marking period. An unweighted GPA higher than 3.75 with no grade less than a B+ merits high honors. Any student who fails a course or receives an "I" may not be included on the honor roll.

HONOR SOCIETY

Sussex Central High School is an accredited member of the National Honor Society. Membership in the Honor Society is limited to those students in the tenth, eleventh, and twelfth grades that have demonstrated outstanding qualities of scholarship, citizenship, service, leadership, and character.

To comply with the NATIONAL HONOR SOCIETY HANDBOOK, the following guidelines must be adhered to in the induction of new members.

1. At the beginning of the school year, those students with a weighted cumulative grade point average of 4.0 or above from the previous school year will become eligible for consideration for membership in the National Honor Society.
2. A list of students who are eligible will be posted. It is the responsibility of the student to procure an application and Student Activity Information form from the Honor Society advisor and complete the information by the specified date. Late applications will not be considered for membership.
3. After the Student Activity Information Forms are received by the chapter advisor, a list of candidates will be distributed to all teachers; the teachers may then provide comments in the areas of character, leadership, and service so that the faculty council may have adequate information in determining which students represent the standards of the National Honor Society.
4. This confidential data will then be evaluated by the faculty council (the five-teacher committee selected by the principal and chaired by the advisor) who will select the new members. Scholarship, character, leadership, and service must be given equal consideration.
5. Students who have been selected will receive a letter of notification and an invitation to the annual induction ceremony.
6. According to the National Honor Society guidelines, the principal is not involved in the selection process. However, the principal is the only appeal process open to the student or parents who may question the procedure for selection.

CHEATING AND PLAGIARISM

A student's work should reflect their knowledge and skills, including any use of artificial intelligence tools, which must be properly credited and used ethically. Cheating, plagiarism, unauthorized use of AI, and/or collusion will not be tolerated. Students who are found to engage in these activities may be subject to **disciplinary actions** and may receive up to a 65% on an alternate (**formative or summative**) assessment if assigned.

HOME ACCESS CENTER

Your request for use of the Home Access Center is now available. Please use the following procedures to access the Website:

1. Enter hac.doe.k12.de.us website
2. Click the drop down arrow and select Indian River School District
3. Enter user name (the Login ID provided by the school office)
4. Enter password (provided by the school office)
5. Click Log In

You should then gain access to view/print your child's information.

You may change your password at this time. Select the link "My Profile" in the upper right hand field and follow the instructions.

INTERIM REPORTS/REPORT CARDS

As part of our culture of learning and communication, SCHS will be posting progress reports to the Home Access Center (HAC) at the midpoint of each marking period. Reports cards will be posted after the end of each marking period to HAC. Parents requesting a hard copy of their student's progress reports and/or report cards are to request this in the main office. Please see the district calendar for progress report and report card dates.

MAKE-UP WORK POLICY

The student must make contact for make-up work. Following an absence, the student shall be allowed to make up all work missed, to take tests that were missed and to submit any assignments that became due during the absence. Students are to make arrangements to turn in missing work or complete missed assessments in a timely manner. Students who are absent more than five school days must arrange suitable time lines with each teacher immediately upon return. Time lines not met or arrangements not made are the responsibility of the student and not the teacher. **Students with missing formative and/or summative assignment/assessment grades will have ten (10) school days to complete the assessment/assignment before the missing grade converts to a zero (0).** Any deviations from this building policy, due to exigent circumstances unique to a particular student, require administrative approval

Students shall have ten (10) school days after they receive 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 (10) school days, the grade of "I" converts to a zero (0) for the work missed and will be used by the teacher in computing marking period grades. Students shall have fourteen (14) calendar days after report cards are distributed at the end of the school year to make up "I" to a zero for the work missed; the zero will be used in computing the final grade.

Students who have knowledge of an assignment or test scheduled on a day they are absent are expected to take the test and/or hand in the assignment on the first day he/she returns to class.

RANKING & GRADING

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 4.00. Courses designated as honors will be weighted at 4.5. Courses designated as Advanced Placement, International Baccalaureate or taken through an approved university will be weighted at 5.0. Weighting occurs on all grades of C or above. Courses that are not graded numerically will not be used in determining class rank.

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 the GPA carried out to four (4) decimal places (the ten-thousandths place), a tie for the valedictorian and/or salutatorian will be recognized.

Grading Scale for High School

Gen	Hon	+AP, IB, DE, AC(Level 3 & 4 Only)
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+

S = Satisfactory

U = Unsatisfactory

I = Incomplete

WD = Withdraw

CODE OF CONDUCT

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 procedural 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 and participate in classes daily and arrive and depart on time. Students are prohibited from loitering in the bathrooms, hallways, or stairwells 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 the receipt, possession, or use provisions of this policy for the first time shall be offered a 1st Offense waiver in lieu of an expulsion hearing. The conditions of the 1st Offense Waiver include:

1. Up to three (3) days Out-Of-School Suspension
2. Enrollment/successful completion of a district approved course of instruction or program of rehabilitation appropriate for the type of violation
3. Completion of a five (5) day placement at CAMP (Character Academic and Motivational Program Social probation during period of suspension and CAMP placement

(4) In the event the student refuses to accept the first-time waiver option, the student will receive a ten (10) day Out-Of-School suspension followed by a recommendation for a discipline hearing to consider for expulsion up to a maximum of 180 school days, but not less than 30 school days from the date of the incident and state or local police referral for appropriate action.

(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.

Staff will be responsible for sharing this information each year, on or before September 15th, during which time students will review 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 ACTIVITES

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(ISS)/Student Success Suite (SSS) Placement

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.

ISS/SSS 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/ELECTRONIC COMMUNICATION DEVICES (ECD)

Students will be permitted to use their cell phones or ECD for approved time during breakfast and lunch periods within the cafeteria. Cell phones are not permitted to be used in any other area of the school unless permission is given as per a certificated staff member.

Students must adhere to the Student Code of Conduct and the Board's acceptable use policy while using their cell phone or other ECD while on school property, including use during after-school activities and at school related functions. Students who inappropriately use their cell phone or ECD at school will be subject to disciplinary action as set forth in the Student Code of Conduct.

A student is prohibited from using his/her cell phone or ECD to take unauthorized pictures or to make unauthorized video or audio recordings at school. After a teacher/administrator has warned a student and contacted the parent for disruption related to his/her cell phone or ECD, consequences as outlined within the Student Code of Conduct will be administered.

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 a district approved site. 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.

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 up to three (3) 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 the 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, 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:

1. 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.
2. 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.

2023-2024 IRSD HIGH SCHOOL DISCIPLINE MATRIX

Offense	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Abusive Language towards Staff	3 days OSS	5 days OSS	OSS/ Recommend Expulsion		
Academic Dishonesty (Formative)	Zero on assignment. Honor Society Contact	Zero on assignment	Zero on assignment	Zero on assignment	
Academic Cheating//Integrity (Summative)	Administrative Conference and Summative Grade no higher than a 65	Administrative Conference and Summative Grade no higher than a 55	Administrative Conference and Summative Grade no higher than a 55	Administrative Conference and Summative Grade no higher than a 55	
Assault III (Student) Police Contact	5 Days OSS	OSS, Recommended Expulsion, or Alternative Placement			
Cell Phone	Detention	Detention	1 day ISS	1 day ISS	1 day ISS
Defying School Authority	3 days OSS and Social Probation	5 days OSS and Social Probation	OSS/ Recommended Expulsion		
*Disorderly Conduct (Police Contact)	3 days OSS	1 day OSS/ 5 days CAMP	5 days OSS/ Recommended Expulsion		
Disrespect to Student	1 day ISS	1 day SSS	3 Days SSS	1 day OSS/ 5 days CAMP	OSS/ Recommended Expulsion
Disrespect to Staff	1 day OSS	3 days OSS	1 day OSS/ 5 days CAMP	OSS/ Recommended Expulsion	
Disruption of the Educational Process	Detention	1 day ISS	1 day SSS	3 Days SSS	1 day OSS/ 5 days CAMP
Dress Code	Change or converts to Defiance of School Authority	See Defiance of School Authority	See Defiance of School Authority	See Defiance of School Authority	
Drug/Alcohol Violation	First Offense Waiver/1 day OSS/ CAMP	OSS/ Recommended Expulsion			

Failure to Serve Detention	Reschedule Detention	1 day ISS	1 day ISS	1 day ISS	1 day ISS
*Fighting Mutual Combatants (Police Contact)	3-5 days OSS	5 days OSS & CAMP	OSS/ Recommended Expulsion		
Inappropriate Behavior: Safety Violation/ Reckless Behavior	1 day ISS Potential Police Contact/Loss of Driving Privileges	1 day ISS Potential Police Contact/Loss of Driving Privileges	3 days ISS Potential Police Contact/Loss of Driving Privileges	1 day OSS/CAMP Potential Police Contact/Loss of Driving Privileges	OSS/ Recommended Expulsion Potential Police Contact/Loss of Driving Privileges
Instigation/ Provoking Behavior	1 day ISS	1 day SSS	3 days SSS	1 day OSS	3 day OSS/ CAMP
Skipping Class	1 day ISS	1 day ISS	1 day SSS	3 days ISS	OSS/CAMP
Leaving Assigned Area	1 day ISS	1 day ISS	1 day SSS	3 days ISS	OSS/CAMP
Leaving School Grounds (Possible revocation of parking privileges)	1 day ISS	1 day ISS	1 day SSS	3 days ISS	OSS/CAMP
*Offensive Touching: Employee No Injury (Police Contact)	3-5 days OSS/ CAMP	OSS/ Recommended Expulsion			
*Offensive Touching: Student No Injury (Police Contact)	3-5 days OSS	5 days OSS/CAMP	OSS/ Recommended Expulsion		
Profanity	Detention	1 day ISS	1 day ISS	3 days ISS	3 days ISS
Stealing/Possession of Stolen Property (Police Contact)	1 day ISS/ Restitution	1 day OSS/ Restitution	OSS/CAMP	OSS/ Recommended Expulsion	
*Substantiated Bullying/ Harassment (Police Contact)	1 day OSS and No Contact	OSS/CAMP	OSS/ Recommended Expulsion		
*Terroristic Threatening (Police Contact)	3 days OSS	1 day OSS/ CAMP	OSS/ Recommended Expulsion		

Tobacco Possession/Use Includes ENDS (Electronic Nicotine Delivery System)	1 day ISS with mandatory drug education	1 day ISS	1 day ISS	3 days ISS	1 day OSS
*Sexual Harassment (Police Contact)	1 day OSS	OSS/CAMP	OSS/ Recommended Expulsion		
Unsafe Item (Police Contact)	1 day ISS	1 day ISS	1 Day OSS	OSS/CAMP	
*Vandalism/ Criminal Mischief (Police Contact)	1 day OSS and Restitution	3 days OSS and Restitution	1 day OSS/CAMP	OSS/ Recommended Expulsion	

The discipline matrix is not inclusive of all Code of Conduct offenses. More detailed definitions and consequences may be found on the Indian River School District Website www.irsd.net. Please note: any student who fails to perform properly in ISS will receive OSS.

The school's administration reserves the right to alter the consequences for the above offenses depending on the circumstances of the incident and/or the number of offenses the student has accumulated.

Any student who accumulates three or more Out-of-School Suspensions (OSS) in a school year may be referred to the Board of Education for possible expulsion.

** These offenses will require contact with the Delaware State Police through our School Resource Officer (SRO) and may result in arrest. This is in addition to the school's disciplinary decision. The SRO may also be contacted in other situations as deemed appropriate by building administration.*

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 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, skorts, 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 mid-thigh.
- d. No headgear may be worn in the building. This includes, but 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 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.

DRIVING PRIVILEGES

Driving to school and parking on school property is a **privilege** extended to students in good standing. All Junior and Senior students will have the opportunity to request parking privileges, within the designated time frame, by filling out a Parking Permit Application. Upon review of the application and based upon parking availability, the student will be issued a specific parking permit and corresponding numbered space. Students will be issued permits by descending order on a first come-first served basis. Students should follow rules for driving/parking cars on school property as follows:

1. Speed Limit is 15 miles per hour.
2. All state driving laws apply. Students in violation may be ticketed by the SRO.
3. A SCHS Student Parking pass must be displayed on the rear-view mirror, or clearly visible through the front windshield at all times.
4. Students may only park in the student parking lot.
5. Disciplinary actions that results in suspension (In-School or Out-of-School) may lose driving privileges.
6. Student drivers must wait until buses exit. Cutting into the bus line will result in loss of privileges.
7. Students are not to go to their car during the school day.
8. The District presumes a student possesses and is therefore responsible for all items in the student's motor vehicle. All vehicles brought on campus are subject to search.
9. Students and passengers are not allowed on campus before 7:00 am without teacher/administrator permission.
10. All Student Handbook and IRSD Rules and Regulations apply at all times.
11. Unauthorized parking and/or repeated parking violations may result in the vehicle being towed at the owner's expense, disciplinary action, and/or loss of driving privileges.

12. The school campus is considered private property. In the event of an accident between drivers, the drivers are to exchange insurance information. In case of injury, call 911 or contact the SRO.
13. All students leaving for early dismissal, work study, or other valid reasons must have prior permission and sign out with the proper school authorities prior to leaving campus.
14. Student Drivers will no longer be listed on Indian River School District bussing rosters once a student parking permit has been issued.
15. In the event of an early dismissal whether it is weather related or otherwise, student drivers may be released to drive home. Only those who have signed a passenger release form may be released during a dismissal.

Students who disobey these rules may have their privileges on school property revoked for a period of time or for the remainder of the school year. Students also risk having their vehicles towed if they park in unauthorized or other assigned spaces. **The school presumes a student possesses, and is therefore responsible for all items in the student's motor vehicle. This presumption applies to any vehicle you drive to school without regard to who owns the vehicle. Before you bring a vehicle to school, or a school activity, carefully inspect the vehicle. If you fail to lock your vehicle, or permit others access to your vehicle, you remain responsible for items found in your vehicle. The school is not responsible for the safety of the cars or personal property of those who use the lot.**

STUDENT ACTIVITIES AND ATHLETICS

ASSEMBLIES

Assemblies are held in either the auditorium or the gymnasium/stadium. Movement to and from an assembly should be orderly and on time. Seating will be as designated by the administration. All students should show proper respect, attention, and courtesy toward speakers and performers at all times. Those students who do not conduct themselves properly during assembly programs will be dealt with appropriately. Such students may be assigned to a classroom during the assembly under the supervision of a teacher. Students must have permission to leave during the program. **Teachers are to stay with their students for the duration of the assembly.**

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

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. Any 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.

Team Transportation

In order to assume its responsibility for their safety on trips, The Board of Education **requires** all team members to ride on the bus or other supervised transportation provided, unless the parent/guardian communicates in advance with the coach, and obtains the coach's permission, that he/she wishes for his/her son or daughter to use other means of transportation. The school cannot give permission for students to drive other students.

ATHLETICS SUPPORTED AT SCHS

Fall

Football
Boy's and Girl's Soccer
Field Hockey
Volleyball
Cheerleading
Boy's and Girl's Cross
Country

Winter

Boys Basketball
Girls Basketball
Wrestling
Cheerleading
Boy's and Girl's Swimming
Boy's and Girl's Indoor
Track & Field
E-Sports

Spring

Softball
Baseball
Boys & Girls Tennis
Lacrosse
Golf
Boy's and Girl's Track &
Field

CLUBS/ORGANIZATIONS

Students are encouraged to participate in school organizations, clubs, or activities. Student membership is based upon the standards of good citizenship and scholarship, school and/or District Eligibility Rules. All clubs/organizations must have approval of the administration and a faculty advisor.

CLUBS / ORGANIZATIONS AT SCHS:

Student Council	Math League	GSA
FFA	Mock Trial Team	Brother/Sister Knight
National Honor Society	Take II Drama Club	Marching Band
Future Educators	Multi-Cultural Club	BPA
HOSA	Choir	Interact
FCA	TSA	

ELECTED OFFICE

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. Student 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 student's 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.

PHYSICAL EDUCATION

All students are scheduled for health and physical education classes. Students should wear appropriate dress for physical education class, participate in the activities scheduled for the class. If a student is unable to participate in physical education class for an extended period, a doctor's note must be presented to the nurse, who will then notify the P.E. staff. The nurse can also give a one-day excuse for any temporary indisposition which may render students unfit for strenuous activity.

SOCIAL EVENTS/DANCES

Special social events such as the Prom, Homecoming, and dances will be held throughout the year. All Sussex Central High students may attend a school dance except those students on social probation, suspension, expulsion, or any disciplinary matter pending the approval of the principal or assistant principal. Once admitted to the dance, no one will be allowed to leave and then return. All beginning and ending times of dances must be approved by the principal. Students must be in school at least four (4) hours on the last day of school before the dance in order to attend a dance. Appropriate attire that meets the dress code for young ladies and young men is expected at all dances / functions. For special events such as Homecoming and the Prom, the organizing committee has the right to set and enforce dress codes events. For special events such as Homecoming and the Prom Sussex Central students may bring guests from other schools. However, **all non-student guests, who are the dates of Sussex Central High School students attending the Homecoming Dance, Prom, and/or any other dance must be approved by the building Principal and/or Assistant Principal. AND REMEMBER: ALL SCHOOL /DISTRICT POLICIES ARE IN EFFECT AT THESE EVENTS AND ON THESE OCCASIONS.**

