

Delaware Academy Central School District at Delhi



“A Tradition in Academic Excellence since 1819”

MS/HS Student Handbook 2025-2026

**2 Sheldon Drive
Delhi, NY 13753
607-746-1300**

MIDDLE SCHOOL AND HIGH SCHOOL HANDBOOK

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2025-2026 DELAWARE ACADEMY SCHOOL CALENDAR

September 2,3	Staff Development Days
September 4	First Day for students
October 9	Early Dismissal Drill
October 13	Columbus Day – No School
November 11	Veterans Day – No School
November 13-14	Parent/Teacher Conferences
November 26-28	Thanksgiving Recess – No School
December 24-31	Holiday Break – No School
January 1-2	New Year’s Observance– No School
January 19	Martin Luther King – No School
January 20-23	Regents Exams – classes in session
February 16-20	Winter Recess
April 3-10	Spring Recess – No School
May 25	Memorial Day – No School
June 9, 10, 17-26	Regents
June 19	Juneteenth - No School
June 27	Graduation

STUDENTS ATTENDING OUTSIDE PROGRAMMING

DA CLOSED, BOCES CLOSED	<ul style="list-style-type: none"> ● Students do not report to school.
DA OPEN, BOCES CLOSED	<ul style="list-style-type: none"> ● CTE students may leave with a parental/guardian note during their scheduled BOCES time. ● Full-day BOCES students do not report to school.
DA CLOSED, BOCES OPEN	<ul style="list-style-type: none"> ● CTE students may self-transport with BOCES & DA administration permission. ● Full-day BOCES students do not report to school.
SPRINGBROOK, CHOW, OTHER	<ul style="list-style-type: none"> ● On a case by case basis - follow guidance from Director of Special Education

DISTRICT MISSION STATEMENT

Delaware Academy will provide a wide range of academic and extracurricular opportunities that develop critical thinking, innovation and leadership.

Our community of learners will foster partnerships within our region and beyond, supporting a wide range of career pathways for our students.

Our students will enter society with the ability to embrace change with confidence, altruism, and adaptability.

CIVIL RIGHTS COMPLIANCE

The Delaware Academy School District at Delhi does not discriminate on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristics in its educational programs, activities or employment practices. It is the policy of the Board of Education to comply with the regulations listed in the Title IX of the 1972 Educational Requirements and Section 504 of the Rehabilitation Act of 1973.

Any member of the Delaware Academy School District at Delhi staff or any Delaware Academy Central School District at Delhi student or parent believing him or herself aggrieved because of discrimination based on, race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristics should address questions and complaints to the District Compliance Officer: Assistant Superintendent for Business and Personnel at 607-746-1304.

STUDENTS RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, or predisposing genetic characteristics.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Be free from retaliation when, in good faith, the student reports or assists in the investigation of harassment, bullying and/or discrimination.

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

- Treat others with civility and be sensitive to the needs of others.
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day, unless they are legally excused, and be in class on time prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

- React to direction given by a teacher, administrators, and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline issues.
- Dress appropriately for school and school functions (please refer to the dress code in this document).
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Report instances of offenses believed to be in violation of this code. For example, a student is expected to report offenses or conduct in which they believe to be harassing, discriminatory or bullying in nature.

TEACHER RESPONSIBILITIES

While students are the major stakeholders, Delaware Academy Central School District at Delhi recognizes that teachers are also stakeholders who both directly and indirectly impact the success of students. When teacher and staff responsibilities are fulfilled they then contribute to strong schools and exceptional student achievement.

Teachers shall have the responsibility to:

- **Be prepared** to teach and provide quality instruction within the current curricular framework.
 - **Maintain** an environment of mutual respect and dignity with all students and staff.
 - **Demonstrate an interest** in teaching and concern for student achievement.
 - **Remain knowledgeable** about school policies and rules, and enforce them in a fair, impartial and consistent manner for all students.
 - **Communicate** policies and expectations to students and parents including:
 1. Course objectives and requirements
 2. Grading procedures
 3. Assignment deadlines
 4. Classroom/district discipline plan
 5. Information regarding student progress and achievement on a regular and timely basis to students, parents, and other involved professionals.
1. Exhibit an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
 2. Be willing to listen to student concerns and problems.
 3. Applaud the efforts of students, and enjoy individual growth.
 4. Maintain an atmosphere that contributes to positive student behavior.
 5. Provide make-up work upon request for students with absences, including those students on suspension.
 6. Develop and maintain a positive working relationship with students, parents, and staff.
 7. Strive to improve the quality of life throughout the school community.
 8. Be free from retaliation when, in good faith, the teacher reports or assists in the investigation of harassment, bullying and/or discrimination.
 9. Report instances of offenses believed to be in violation of this code.

CHAIN OF COMMAND

Parents are to follow the chain of command listed below regarding student concerns:

1. Classroom Teacher
2. Respective Administrator: Middle School, Ms. Deborah Liddle | High School, Ms. Crystal Trask | Director of Special Education, Ms. Winsome Zinkievich
3. Deputy Superintendent, Mr. Carey Shultz

ATTENDANCE

A. Objectives:

A student must be noted as present at 90% of a course's scheduled classes in order to receive credit for that course. The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions:

Whenever used within the Comprehensive Attendance Policy, the following terms are defined as:

1. **Scheduled instruction:** Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. **Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.
3. **Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. **Early departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.
5. **Excused:** Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
6. **Unexcused:** Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

Regular attendance is a responsibility shared by both parents and child. Education Law 3205 requires all children ages 6-16 to be in full time attendance.

Attendance Coding:

AU = Absent Unexcused

AU-AM = Absent Unexcused AM

AU-PM = Absent Unexcused PM

AE = Absent Excused

AE-PM = Absent Excused PM

TU = Tardy Unexcused

CV = College Visit

FT =Field Trip

EA = Excused for Appointment

OSS = Out of School Suspension

ISS = In School Suspension

AE-AM = Absent Excused AM

SA=School Activity

TE = Tardy Excused

HT = Home Tutored

EN = Excused Early by nurse

ED = Early Departure*

LA = Late arrival*

**Senior privilege only with approval from the district*

C. In order to encourage student attendance, the following strategies shall apply:

START/END OF THE DAY

The school building is open to students at 7:35 a.m. Students arriving at this time should report to the designated waiting areas. Students will be allowed throughout the building beginning at 7:45 a.m.

The instructional day starts at **7:50 a.m.** with students reporting to 1st period. Students must be on time to 1st period class in order to avoid being marked tardy to school. The parent/guardian will be notified if their child is tardy or absent from school via the automated phone messenger system. It is requested that parents/guardians notify the school on the morning of an absence before 9:00 am.

The instructional day ends at **2:45 p.m.**

ABSENCES

Upon returning to school, a signed note from a parent/guardian and/or doctor stating student's full name, the date and reason for absence is required. This note is to be given to the Main Office. If a note is not received for the absence within **three days**, it will be recorded as an illegal absence. Please email attendance@delhischools.org to report any absences. Email addresses must match parent/guardian emails on file with the District. You may report an absence by calling 607-746-1300 and following the prompts.

TARDINESS

Students must be in 1st period by **7:50 a.m.** They are considered tardy after this time. Students must report to the office for a pass before going to class. A note is necessary for tardiness. **Students who arrive late to school are subject to disciplinary action.** The Superintendent or Principal has the authority to modify this procedure, if warranted, on a case-by-case basis. **Students may not take part in any after school activities unless they are in school by 7:50 a.m. or at the discretion of administration. This applies to plays, sports, dances and/or any other extracurricular activities.**

CLASS ATTENDANCE

Each student's presence or absence from each scheduled period of instruction will be taken.

EARLY EXCUSES

A note must be provided in order for a student to be excused from class. Students must bring these notes to the Attendance Office first thing in the morning. A parent must sign their child out of the building in the Main Office. If someone other than the parent is taking the child out of the building, that name must be indicated on the note. Identification is required. **Students must have written permission from the attendance officer or administration's approval to leave the building at any time during school hours.** Failure to comply will result in disciplinary action, which may include suspension.

REQUEST FOR WORK

If a student knows they will be absent from school for an extended time, such as for a vacation, they should notify their teachers at least one-week in advance. Teachers will determine what work can be done outside of school and will provide a fair amount of time after a student's return to make up any additional work.

LATE ARRIVAL/EARLY RELEASE

Students in grade 12 who maintain a passing average and who have successfully completed 16 credits towards graduation may be considered for late arrival and/or early dismissal based on their class schedule (i.e. learning labs scheduled during 1st and/or 9th period). Students wishing to arrive after 1st or leave before 9th period, must provide proof of employment or enrollment in a college class.

The [permission form](#) must be completed and requires the signature of the student, parent, counselor, principal, and employer when applicable. Students who have permission to leave are required to sign in/out each day in the Main Office. **Students with early release must leave the building and grounds** unless given a pass from a teacher to make up assignments, receive extra help, etc. The pass from the teacher must be given to the Main Office staff. If at any time during each quarter the student is not demonstrating effective performance in any class, this permission may be revoked. It is understood that the student or parent/guardian will be responsible for transportation. Any changes in employment or college course enrollment status must be reported to the Main Office immediately. Students with late arrival **must** be in school by the start of 2nd period.

D. Intervention Strategies:

A student must be noted as present at 90% of a course's scheduled classes in order to receive credit for that course. The following is the maximum number of absences allowed before the student will lose class credit.

Full Year Course =18, Half Year/Alternate Day Course = 9, Quarter Course = 5.

1. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class whether through tardiness or early departure.
2. A student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend and/or are in jeopardy of academic probation for sports and extra-curricular activities.
3. When a student approaches the maximum number of absences (full year = 18, Half Year/Alternate Day =9, Quarter Course = 5) an attendance hearing will be held by the Superintendent or their designee. The purpose of such a meeting will be to determine the appropriate course of action suited to the individual circumstances of that student.
4. Where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines. Teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course
5. The Principal may meet as necessary with the Chief Information Officer/Attendance Officer and other administrators, teachers, and counselors to review student attendance records, address identified patterns of unexcused student absences, tardiness and/or early departure and to review current intervention methods. Where the Principal determines that existing interventions or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement. In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect educational neglect, they must follow the procedures set forth in the District's child abuse policy and advise administration immediately.

E. Guidelines for Making up Work:

1. When a child is **legally** absent from school, we expect that missing assignments will be made up in a timely manner. Our teachers recognize the need to provide this work to students and make every attempt to do so. Parents and students can check Google Classroom or email teachers for missed assignments.
2. Upon returning to school, it is the student's responsibility to obtain any work and make up assignments required by the teacher.
3. For absences of two or more days, we ask parents to call the school counseling office at 746-1310. The district requires twenty-four hour notice to prepare and collect materials. Materials may then be picked up in the school office between the hours of 8:00 a.m. and 4:00 p.m. Parents may ask a sibling or designate an individual to pick up the materials requested.
4. When work is provided, it is important that it is picked up from school. It is the student's responsibility to complete the work, and to return it to school according to a schedule determined by the teacher after discussion with the student. This will vary according to the type of assignment, the length of absence, and the grade level of the student.
5. Work that is missed in special areas, such as music, art, technology, physical education, etc, will be assigned, or rescheduled, at the discretion of the teacher.

The district strongly discourages vacation periods within the school year. Prior to a vacation, it is not possible to provide all of the work a student will miss. Please provide as much advance notice to teachers as possible, so they may plan for your child's absence. Teachers will determine what work should be provided prior to a family vacation. Other work must be made up when the student returns to school. **Family vacations do not constitute as legal absences.**

Students and parents can access student assignments via their SchoolTool student/parent portals, Google Classroom pages, and/or class Google calendars.

CODE OF CONDUCT - PLAIN LANGUAGE VERSION

The complete Delaware Academy Central School District Code of Conduct can be obtained in the Main Office or found on our school website at www.delhischools.org. The unabridged policy is provided in the Board of Education Policy Documents, number 28. Supplemental information may be included within the code of conduct information listed below.

STUDENT DRESS CODE

We recognize that school has the responsibility to maintain a safe and orderly environment conducive to learning. Furthermore, we recognize part of one's education is learning when, where, how, and why appropriate dress is important. Different courses may have different requirements for appropriate dress (eg: for speeches, presentations, or performances); teachers will outline these expectations.

All students are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions as outlined through the expectations below.

A student's dress including accessories, grooming, and appearance shall:

1. Be safe and not disrupt or interfere with the educational process.
2. Include opaque (non-see-through) fabric coverings for chest, buttocks, and groin at all times.
3. Midriff exposure must not be greater than the span of a student's own hands (excluding thumb), while the student is standing normally, from the bottom of a top to the top edge of bottoms.

4. Ensure that under-garments are completely covered with outer clothing. A reasonable exception will be made for bra straps.
5. Include footwear at all times. Footwear should meet safety guidelines for the environment. Some footwear (such as sandals or flip-flops, etc.) can be a safety hazard in some courses.
6. Allow for visibility of a student's face. Sunglasses may not be worn in the building unless accompanied by a medical note.
7. Not include items that are vulgar, obscene, libelous, or denigrate others based on race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, or predisposing genetic characteristics.
8. Not promote and/or endorse the use of alcohol, tobacco, marijuana, illegal drugs; be of a sexual nature; and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an alternative item. Any student who refuses to do so shall be subject to progressive disciplinary action.

PROHIBITED STUDENT CONDUCT

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:
 - a. Fighting, assaulting or behaving violently,
 - b. Threatening another with bodily harm,
 - c. Harassment, bullying, or intimidating students or school personnel
 - d. Making unreasonable noise,
 - e. Being untruthful with school personnel or making false reports,
 - f. Unauthorized use of all electronic devices examples such as, but not limited to:
video/audio players and recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - g. Obstructing vehicular or pedestrian traffic,
 - h. Violation to NYS traffic laws,
 - i. Creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - j. Loitering or trespassing
 - k. Being present on or entering into any school property, function or vehicle without authorization,
 - l. Disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers or
3. Any of the following forms of academic misconduct:
 - a. Tardiness,
 - b. Missing or leaving school or class without permission or excuse,
 - c. Cheating, plagiarism, copyright/trademark violations or assisting another in such conduct,
 - d. Improperly altering documents or records.
4. Endangering the health, safety, morals, or welfare of themselves or others by any act,

including but not limited to:

- a. Fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. Harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - c. Bullying,
 - d. Cyber-bullying
 - e. Sexting
 - f. Making unreasonable noise,
 - g. Possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri.
 - h. Possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nun chucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,
 - i. Using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. Possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. Gambling,
 - l. Hazing,
 - m. Extortion,
 - n. Theft,
 - o. Vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
 - p. Misuse of school information technology or other school property.
5. In violation of the Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

DEFINITION OF BULLYING

“Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual demeaning behavior and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

DISTRICT BULLY PREVENTION RULES:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying.

The school learning environment provides an opportunity for both students and staff to gain an appreciation in a key district value: The importance of respect and working positively with others. The District recognizes that, by requiring the implementation of an anti-bullying program, through both direct student instruction and professional development for staff, both students and staff will learn key elements about bullying prevention, including: the warning signs of bullying, and everyone's responsibility to take an active role in preventing bullying before overt acts of bullying happen. Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware of at school district sites or activities. Once they have been made aware of suspected bullying, personnel are responsible for reporting such behavior through the completion of a [suspected bullying report form](#) and/or reporting such behavior to their immediate supervisor.

The District recognizes the importance of eliminating unacceptable student conduct and works proactively to prevent these behaviors. School personnel who become aware of harassment shall act promptly to address the harassment, with the goal of preventing it from recurring. Where appropriate, school personnel will address the effects on the student who was harassed. Remedial measures will generally include counseling of the person(s) who have been harmed by harassment and the person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on addressed issues of harassment. Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by the Administration. Individual intervention will be provided by appropriate staff members to bullies/participants, victims and their parents to help ensure that the bullying stops.

Although the focus of this policy is prevention, it is recognized that acts of bullying and discrimination may still transpire. In such instances, disciplinary action may occur in accordance with the District's Code of Conduct. Consequences shall depend upon the specific circumstances surrounding the incident, the developmental level of the student, their disciplinary history, and must be consistent with the District's Code of Conduct. For purposes of this code, the Building Principal shall receive such reports believed to be in violation of the Dignity for All Students Act. The contact information for the Building Principal is as follows:

Ms. Deborah Liddle
MS Principal
607-746-1300
dliddle@delhischools.org

Ms. Crystal Trask
HS Principal
607-746-1300
ctrask@delhischools.org

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and which constituted a crime.

REPORTING PROCEDURES

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “[Suspected Bullying Reporting Form](#)”. These forms are located on the school website (www.delhischools.org > Menu > Students > Report Bullying). Forms can also be accessed by scanning QR codes strategically placed around the building in common gathering areas and bathrooms.

Complaint Procedures

Students, or a parent(s)/legal guardian(s) who believe their student has been subjected to discrimination and not limited to harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to the Dignity Act Coordinator, school administrator, teacher or counselor. If the student, parent(s)/legal guardian(s) desires further assistance regarding the complaint, the Superintendent may be contacted. Complaints can be filed by completing a “[Discrimination/Harassment Complaint Form](#)”.

Forms can be accessed by scanning QR codes in the main offices, school library, and the school counseling office. All inquiries and harassment complaints filed with the District will be confidential to the extent possible as described below. The investigative process will be confidential to the extent possible.

Investigation Procedures and Decision of Investigator

Complaints should go through the Dignity Coordinator. An investigation will be completed as soon as practicable. The investigation will, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

Upon a finding that discrimination and/or harassment has occurred, an appropriate response shall be fashioned by the appropriate administrator. Building principals addressing violations of this policy by students and the superintendent addressing violations of this policy by employees and/or students should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Steps may be taken by the appropriate administrator to protect the complainant, pupils, teachers, administrators or other personnel participating in the investigation pending completion of an investigation of alleged discrimination and/or harassment. Retaliation of any kind for participation in the investigation is prohibited and will not be tolerated. Any instances of retaliation or perceived retaliation should be reported immediately to the Dignity Act Coordinator or administration.

DIGNITY ACT COORDINATOR

The Board of Education has designated the School Counselor of each building as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The School Counselor will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying.

The Dignity Act Coordinators:

Middle School:	Kacie Button, Middle School Counselor 607-746-1321
High School:	Mr. Alex Chase, High School Counselor Mrs. Amanda Kane, High School Counselor 607-746-1310

OFF CAMPUS AND NON-SCHOOL DAY MISCONDUCT

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others as appropriate.
6. Other extenuating circumstances.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination:

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Afterschool detention
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities
9. Suspension of other privileges
10. In-school suspension or exclusion from a particular class
11. Removal from classroom by teacher or principal
12. Short-term (five days or less) suspension from school
13. Long-term (more than five days) suspension from school
14. Permanent suspension from school

REMEDIAL CONSEQUENCES

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

MINIMUM PERIODS OF SUSPENSION

1. Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five (5) days unless otherwise determined by the

- superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended for at least five (5) days. For purposes of the code of conduct, “repeatedly, substantially disruptive” means engaging in conduct that results in the student being removed from the classroom pursuant to educational law 3214(3)(a) and this code on multiple occasions.

REFERRALS

1. Counseling: The School Counseling Office shall handle all referrals of students to counseling.
2. PINS Petitions: The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders: The superintendent is required to refer the following students to the County Attorney for a Juvenile delinquency proceeding before the Family Court:
 - a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42)

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VISITORS TO THE SCHOOL

All visitors must report to the school office or other designated individual to request a visitor’s pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

1. Disruptive Individual Must Leave School Grounds

Any individual, who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff will be directed by the school’s principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply, law enforcement authorities will be called. Future access to school property or events may be restricted.

2. Directions to Staff in Dealing with Abusive Individual

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will warn the speaker to communicate civilly, a failure to do so could result in a request to leave or end the

contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.

3. Provide Policy and Report Incident

When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, who should provide a written copy of this policy at the time of occurrence.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

PROHIBITED CONDUCT

No person, either singly or in cooperation with others, shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
5. Other than student, employee or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.
12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.
15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability,

sexual orientation, gender or sex.

PENALTIES

A person who shall violate any of the provisions of these rules shall:

1. If s/he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If s/he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If s/he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If s/he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If s/he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If s/he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

Readopted: 3/27/2023

The district reserves the right to administer a breathalyzer to students suspected to be under the influence of illegal substances/alcohol.

ALTERNATIVE EDUCATIONAL SETTING (AES, formally known as ISS)/DETENTION (lunch, class, after-school)

If a student is assigned to AES or detention, the student must report on the assigned day(s) and time(s). If a student misses scheduled AES or detention time due to an absence, they must make up the time as determined by the school principal.

Rules of Alternative Educational Setting (AES) and all detentions:

1. No talking.
2. Students may only leave the designated room with supervision.
3. Students are to complete classwork.
4. If a student skips AES/detention, the student will have additional disciplinary consequences.
5. If a student proves to be a problem in AES/detention, they will be referred to the Principal and may incur additional discipline consequences.

Specific to after-school detention:

1. Parental notification must take place 24 hours prior to date(s) served.
2. District transportation is not provided. All transportation arrangements made by the parent/guardian must be made in advance of the date(s) served.
3. Students serve after-school detention from 2:50 - 5:00
4. Students report to their respective school office and wait for the after-school detention monitor.
5. Student athletes may be required to miss practice and/or game time as a result of after-school detention.

ASSEMBLIES

Regular programs of assemblies are planned for the school year. Notice of assembly programs will usually be posted in advance. The programs are an important part of the learning experiences for students and all invited students are expected to attend. We expect the highest standards of behavior from all students whether our assembly participants are students, teachers and/or outside guests.

Procedures

1. Students are to report to class BEFORE going to the assembly.
2. Students should not bring materials (books, bags, etc.) to the assembly.
3. Students will sit in assigned seats with their teachers.
4. After assembly has concluded, students will remain seated until they are instructed to return to class where attendance will be taken again.

Etiquette

1. Students should enter the assembly location in a quiet, polite manner.
2. During an assembly program, students are expected to be attentive and well behaved.
3. Students should show their appreciation by applauding – NOT BY whistling or screaming. Booing under any circumstances is not acceptable.
4. Students will remain seated for the entire performance.

CAFETERIA ETIQUETTE

Students are expected to behave according to the Student Code of Conduct. Please help us promote a relaxed and orderly atmosphere by following these simple procedures:

1. No caffeinated drinks.
2. No glass bottles.
3. Students are to be seated during lunch.
4. Students are to be respectful and courteous to others at all times.
5. Students are responsible for the cleanliness of their own personal space including returning trays and throwing away garbage.
6. Students who will be eating lunch in a different location must submit a signed pass to the cafeteria monitors and sign out before reporting to the assigned teacher/administration.
7. If a student does not comply with a reasonable request regarding cafeteria behavior, the following consequences may occur:
 - Special seating for one or more days;
 - Notice sent home;
 - Parent conference;
 - Detention;
 - Assignments to in-school suspension;
 - More severe consequences as dictated by the incident.

Food and beverages must be consumed before leaving the cafeteria.

Wellness Policy

The Delaware Academy Central School District at Delhi is committed to provide school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. School breakfast and lunch meals will be served based on nutritional guidelines set forth by the State Education Department and the National School Breakfast and Lunch Program. Food and Beverages Sold Outside of Reimbursable School Meals will meet the New York School Food Service Association Choose Sensibly Guidelines.

School breakfast and lunch is served daily. Delaware Academy is a CEP (Community Eligibility Provision) school district which allows Delaware Academy Central School District at Delhi to offer single breakfast and lunch meals at no charge to all our students UPK-12.

Charging Policy

The Board of Education approves the establishment of a system to allow a student to charge a meal based on the district's participation in the National School Breakfast and Lunch Program. Students may purchase additional meals daily and snack items on a cash basis. Students may accrue a negative balance. The negative balance is to consist of reimbursable breakfast and lunch meals only. Parents/Guardians will receive a courtesy low cash call daily when a student enters into a negative balance. The District will work with families, including developing a repayment schedule, where families are unable reasonably to pay the entire amount of any unpaid balance in a single payment.

COUNSELING DEPARTMENT

The primary goal of the School Counseling program is to promote and enhance student learning in the areas of academic, career and personal/social development. The school counselors will help students in a variety of ways including, but not limited to, individual or group counseling, planning for the future, consultation with parents and faculty, providing information about educational and occupational opportunities, and teaching civility.

CURRICULUM AND ACADEMICS

[Course description](#) and outcomes can be obtained through the school counseling center. Parents are encouraged to become informed about the academic requirements for their child's courses. Parents may contact their teacher to arrange a conference to discuss the desired outcomes, assessments and standards for a course of study.

To help our students reach maximum academic success the following may apply at the district's and/or teacher's discretion:

1. Middle school students may be retained for rec to make-up work.
2. Students may be assigned to Academic Intervention Services (AIS)
3. Add/drop will be allowed within the first 5 days of the semester. After 5 days, students must have the Principal's approval to add and/or drop a class.

ACADEMIC SCHOLARSHIP

All averages are determined by the credit of the course regardless of how many days the course meets. Please note that in addition to the percent ranges listed below, a student must be passing all classes to receive recognition in any honor roll category.

Principal's Honor Roll

To qualify, a student must have a 95% to 100% average.

High Honor Roll

To qualify, a student must have a 90% to 94.9% average.

Honor Roll

To qualify, a student must have an 85% to 89.9% average.

ACADEMIC INTEGRITY

As part of the Delaware Academy (D.A.) school community, it is the duty and responsibility of all students and faculty to honor academic success that is earned as the consequence of hard work and effort. Academic integrity at D.A. is based upon a respect for individual achievement resulting from personal integrity, honor, and diligence.

Never let other students devalue your achievements by allowing anyone to take unfair advantage of your work. Help prevent dishonest attempts to earn credit for work that is not original by reporting any instance of academic dishonesty that you see. We want all students to earn their success.

- **Acknowledge your sources.** Whenever you use words or ideas that are not your own, use quotation marks. Always cite your sources. Back up your citations with a works cited and works consulted page, as needed.
- **Protect your work.** In examination situations, do not allow others to see your work. You are the only one who should get credit for what you know.
- **Avoid suspicion.** Do not put yourself in the position where you could be suspected of copying another person's work or having used unauthorized notes in an examination.
- **Do your own work.** Do not allow someone else to do your work as it defeats the purpose of your education and may result in serious charges against you. Likewise, do not use AI to write your work for you and do not share your work with anyone else.
- **Always be honest.** Do not falsify records. Do not fabricate data. Always be truthful when discussing your work with a teacher or staff member.

*This is based on the "University Principles and Safeguards" of Northwestern University. Additional sources consulted: Scotia-Glenville High School, Niskayuna High School, and Bethlehem High School Academic Integrity Policies.

The following are examples and definitions of the types of behavior that violate the academic integrity policy at Delaware Academy; however, they are not limited to the following:

- **Cheating:** unauthorized notes, unauthorized study aids, alterations of graded work after it has been returned, copying another's homework, submitting identical or similar papers for credit in more than one course without permission from the instructors. Using online plot summaries instead of reading the assignment.
- **Plagiarism:** submitting material that in part or whole is not entirely one's own without citing correct sources—including web sites or other resource materials.
- **Fabrication:** falsifying or inventing information, data, or citations.
- **Theft of Exam Materials:** stealing, reproducing, or any other unauthorized collection of any and all exam material prior to the exam.
- **Aiding and Abetting Academic Dishonesty:** providing material, information, or other assistance to another person with the knowledge that it could be used in any of the violations stated above or providing false information in connection with any inquiry regarding academic integrity.
- **Falsification of Records and Official Documents:** altering academic records or official school documents or forging signatures.
- **Unauthorized Access to Computerized Academic or Administrative Records:** viewing, modifying, or releasing any official school computer records without authorization.
- **Misuse of Technology:** unauthorized use or misuse of websites, AI, the internet, graphing calculators, or any other technology.

Any student charged or suspected of a violation of academic integrity shall be given:

- Written referral of the facts and evidence regarding the charges.
- A meeting with the faculty member to go over the charges.
- A meeting between the student involved and the principal.
- The right to appeal. An appeal must be requested in writing within 48 hours of the principal's written decision.

All proven cases of academic dishonesty will result in the notification of the parent or guardian, school counselor, and principal.

Additionally, one or more of the following may occur:

- Reduced or failing grade on quiz, test, paper, project, or exam.
- The incident may be recorded in the disciplinary file and the student's permanent record file.
- Detention or suspension from school.
- Letters of recommendations, scholarships, and extracurricular and/or co-curricular memberships may be jeopardized.

PROMOTION AND RETENTION OF STUDENTS

Delaware Academy will make every effort to communicate potential promotion or retention of students to their parent/guardian. Parent conferences to discuss mutual concerns are encouraged.

In general, promotion from one grade level to the next shall be contingent upon the passing of all required subjects, all required assessments exams, and fulfilling necessary seat times. Summer school and credit recovery programming may be an option but for no more than two courses, if they are offered.

ADVISORY PERIOD

All students are assigned to an advisory period.

1. Advisory is a scheduled class, all general procedures apply.
2. Attendance will be taken first; passes may be honored after attendance is taken.
3. A record of all students leaving or entering the advisory will be kept by the teacher.
4. Students should use this time to meet with teachers to ask questions about the material, catch up on missing assignments, and complete daily assignments. Students may also receive targeted intervention support in class areas, and/or receive peer tutoring during this time.
5. Students may be pulled from their assigned advisory period to work with another teacher at the teacher's discretion for the outlined purposes above.

LEARNING LAB

1. High school students are limited to 1.5 Learning Labs in their schedule, with the exception for seniors participating in the work release privilege or taking college courses.
2. Learning Lab is a scheduled class, all general procedures apply.
3. Attendance will be taken first; passes may be honored after attendance is taken.
4. A record of all students leaving or entering the learning lab will be kept by the teacher.
5. A student may not leave the learning lab for any reason unless he/she has permission from a teacher.
6. Learning Labs are not free or open periods. Learning Labs are to be used for academic purposes. Students should be prepared with homework and/or a book to read.
7. Students must leave the learning lab location as they found it (move items back, if moved and throw away trash before leaving).

PHYSICAL EDUCATION

Medical excuses

Parents/guardians may write a note if their child has a short-term medical illness. Any medical condition preventing participation in physical education for more than one class will require a doctor's note. If a student is absent/excused from PE they must make up class by attending another PE class or completing a written assignment. Contact the school nurse if your child has any medical conditions the school should be aware of. A student who does not participate in physical education class is NOT eligible to participate in interscholastic sports or other school related physical activities for that day(s).

PERFORMING MUSIC

Band, orchestra, and choir are credit-bearing classes at Delaware Academy that offer students the exciting opportunity to learn about music and perform for their peers and the community. Students who are enrolled in band or orchestra also receive small group instruction each week on their particular instrument. Delaware Academy takes a great deal of pride in the variety of musical experiences it offers to students.

Delaware Academy has a tradition of excellence in music. Many of these groups perform for NYSSMA evaluation festivals and have earned the highest ratings. Students are also offered the opportunity to perform at Delaware County and NYSSMA solos festivals.

ADVANCED COURSES

Students that excel academically have an opportunity to take advanced courses beginning in middle school. Delaware Academy encourages students to academically challenge themselves. Taking advanced coursework allows students to challenge themselves academically and build strong study habits that prepare them for college and future careers. These courses can also enhance college applications and may offer opportunities to earn college credit while still in high school.

Supports available to students taking advanced courses are the same as available to all students.

- Advisory time
- Peer tutoring

MIDDLE SCHOOL ADVANCED COURSES

In middle school, students may express interest in advanced courses to their counselor, and teachers will also identify candidates using a matrix that considers academic performance, maturity, and responsibility. The advanced course offerings are listed below.

- Advanced Math 7/8 - This course is designed for 7th grade students who have demonstrated strong mathematical ability and mastery of the Grade 6 math standards. Placement in Accelerated Math 7/8 is based on teacher recommendation, assessment data, and classroom performance. Accelerated Math 7/8 compactly covers all of the Grade 7 math standards and the majority of the Grade 8 standards within a single school year. Students who successfully complete this course are prepared to take Algebra I in 8th grade.
- Algebra I - High school level math class that introduces students to fundamental algebraic concepts, focusing on variables, expressions, equations, inequalities, and functions. The course culminates in the NYS Algebra I Common Core Regents Exam.
- Earth & Space Science - High school level science class focusing on understanding Earth's composition, structure, processes, and history, as well as its relationship to space. Students are required to complete 1200 minutes of lab work and pass the Regents Exam in Earth and Space Science to earn a Regents science credit.

HIGH SCHOOL ADVANCED COURSES

In high school, students have the opportunities to take advantage of advanced courses in the form of honors, dual enrollment, and AP courses. Each of these categories may require different identification and/or application processes.

- Honors - Teachers identify students through a matrix that accounts for academic performance, maturity, and responsibility. Students may also express interest in advanced courses.
 - *Global 10 Honors* - Coursework is aligned to the New York State Learning Standards. Instruction is at a faster pace with more in-depth concept exploration.
 - *English 10 Honors* - Coursework is aligned to the New York State Learning Standards. Instruction is at a faster pace with more in-depth concept exploration.
- Dual Enrollment - Students may enroll in dual enrollment classes and choose to participate in the dual enrollment process for college credit. In order to do so, students must complete the required registration paperwork specific to the college the course is being offered through.
 - *Spanish 4* - High school level class with opportunity for college credit that is designed to develop foundational skills in Spanish, including listening, speaking, reading, and writing.
 - *Spanish 5* - High school level class with opportunity for college credit that focuses on improving oral communication and reading comprehension.
 - *German 4* - High school level class with opportunity for college credit that is designed to develop foundational skills in German, including listening, speaking, reading, and writing.
 - *German 5* - High school level class with opportunity for college credit that focuses on improving oral communication and reading comprehension.
 - *Environmental Science* - High school level class with opportunity for college credit that covers fundamental scientific principles related to environmental issues like overpopulation, energy, biodiversity, climate change, and pollution, relating them to global, national, and local perspectives.
- AP courses - Students wishing to enroll in AP courses must meet the following requirements:
 1. 90 or above overall average
 2. Teacher referral
 3. Complete the AP application
 4. Submit an essay
 5. May be given an interview
 - *AP English Literature & Composition* - Designed to be an introductory college-level literary analysis course. Students cultivate their understanding of literature through reading and analyzing texts as they explore concepts like character, setting, structure, perspective, figurative language, and literary analysis in the context of literary works.
 - *AP English Language & Composition* - Designed to be an introductory college-level composition course. Students cultivate their understanding of writing and rhetorical arguments through reading, analyzing, and writing texts as they explore topics like rhetorical situations, claims and evidence, reasoning and organization, and style.
 - *AP Chemistry* - Designed to be an introductory college-level chemistry course. Students cultivate their understanding of chemistry through inquiry-based investigations as they explore topics like atomic and molecular structure, chemical reactions, kinetics, equilibrium, and thermodynamics.
 - *AP U.S. History* - Designed to be a college-level introduction to U.S. history, comparable to a freshman survey course, students will develop their understanding of American history from 1491 to the present, focusing on key historical thinking skills and thematic approaches.

- *AP PreCalculus* - Designed to prepare students for other college-level mathematics and science courses. Through regular practice, students build deep mastery of modeling and functions, and they examine scenarios through multiple representations.
- *AP Calculus* - Designed to be an introductory college-level calculus course. Students cultivate their understanding of differential and integral calculus through engaging with real-world problems represented graphically, numerically, analytically, and verbally and using definitions and theorems to build arguments and justify conclusions as they explore concepts like change, limits, and the analysis of functions.

EXTRA-/CO-CURRICULAR ACTIVITIES

PHILOSOPHY AND DEFINITION

Students wanting to enjoy the rights and privileges of the Delaware Academy Central School District at Delhi extra-/co-curricular activities are encouraged to work at a high level of achievement. These activities may take place before, during, or after the school day. Examples include but are not limited to sports, clubs, dances, senior events, and music activities. Participation in extra-/co-curricular activities is considered a privilege, not a right. As such, students are expected to comply with the student handbook and code of conduct.

CRITERIA FOR PARTICIPATION

Students must be registered in the Delaware Academy Central School District at Delhi and meet the criteria set forth by the Delaware Academy Central School District at Delhi Board of Education, the New York State Public High School Athletic Association, or any other state or national organizations relative to a student's given activity. If at any time a student fails to meet the criteria for eligibility, they may be dismissed from the extra-/co-curricular activity. Activities done as part of a credit-bearing class are NOT considered co-curricular activities (e.g. concerts).

INTERSCHOLASTIC SPORTS

Students in grades 7-12 may participate in the sports program. All sports practices are held outside of regular school hours. At the start of the season, the coaches will explain in more detail the expectations of a student athlete. Participation on a sports team is a privilege and games or practices are not an excuse for incomplete assignments.

ATTENDANCE & TARDINESS There is a direct correlation between attendance and academic success. Students must prioritize academics on a daily basis. Excessive tardiness (as determined by administration) will result in forfeiture of competitions. Students who are not in full day attendance (7:50 a.m. - 2:45 p.m.) will not be afforded the opportunity to participate in extra/co-curricular activities on that day without a legal note of absences presented to the district appointed attendance officer upon arrival. This applies to plays, sports, dances and/or any other extra/co-curricular activities.

VIOLATION OF CODE OF CONDUCT

1. Students who have been disciplined for various incidents resulting in detentions and/or restorative practices may participate in extra/co-curricular activities.
2. Students who receive in-school suspension (ISS) are considered "ineligible" for all extra/co-curricular activities for the duration of the suspension.
 - a. Students who receive a second in-school suspension within a sports season will forfeit 10 calendar days of extra/co-curricular activities including attendance at activities.

- b. Students who receive a third in-school suspension within a sports season will forfeit all extra/co-curricular activities for the remainder of that school year.
3. Students who receive (1) out-of-school suspension (OSS) will forfeit 10 calendar days of extra/co-curricular activities and a minimum of 2 contests in an athletic setting.
 - a. Students who receive two out-of-school suspensions during that particular sport season will be removed for extra/co-curricular activities for the remainder of the current sport season.
4. Multiple ISS suspensions or OSS and/or severity of the incident may result in loss of eligibility for extra/co-curricular activities for the remainder of the school year.

Students who violate the code of conduct at a point where it is impossible to enforce a forfeiture or removal from all extra/co-curricular activities may forfeit the right to participate in any extra/co-curricular activity the following school year.

VIOLATION OF ALCOHOL, DRUG AND TOBACCO POLICY (ON OR OFF SCHOOL GROUNDS):

1. Students found to be in violation of the alcohol, drug and tobacco policy on a first offense will be removed from extra/co-curricular activities for two weeks and a minimum of 2 competitions for sports.
2. Students found to be in violation of the alcohol, drug and tobacco policy for a second time in a calendar year will be removed from extra/co-curricular activities for one calendar year.
3. Students found to be in violation of the alcohol, drug and tobacco policy three times in their high school career will no longer be afforded the opportunity to participate in extra/co-curricular activities at Delaware Academy.

ELIGIBILITY GRADES 6-12

It is the expectation that Delaware Academy Central School at Delhi students excel academically to prepare for a successful post-graduation life. A student is expected to pass all classes every quarter. Passing classes is defined by the Delaware Academy Central School District at Delhi Board of Education Policy with a grade of 70% or above.

Students who fail 2 or more classes **may** be put on the ineligibility list and are ineligible to participate in any extracurricular activities, which include, but are not limited to: clubs, dances, sports, and/or non-academic field trips.

The list will be compiled on Thursdays on a bi-weekly basis. Students will be notified on Friday and the list will be in effect for 2 weeks effective Monday. Students will have the opportunity to be removed from the list and at any time during the 2-week period, if their grade(s) is brought up to passing (70). Please be advised that any work turned in may not be reviewed and/or graded on the same day.

Once a student's grades are above passing, if the student wishes to participate in extracurricular activities and/or sports, they must pick up an eligibility card from the counseling office. The card must be signed by teachers of respective ineligible classes and then presented to the extracurricular advisor/coach to confirm that the student is eligible to participate.

In addition to the above, any student wishing to participate in co-curricular activities must fulfill the following criteria:

1. Students must be in attendance at the start of 1st period class or have a legal excuse.
2. Any student wishing to participate in interscholastic/extra-/co-curricular activities must have a 70% or higher in each subject.
3. All participants in any activity or practice session are expected to attend meetings or practice sessions. An unexcused absence or an excess of unexcused tardies may result in suspension from activity.
4. Any student who quits an activity without a good reason will not be permitted to return to that activity or join another team during that sports season.
5. As per revised New York State regulations, students going to any activity in a school vehicle – whether a field trip, away game, parade – must return via school vehicle. The only exceptions are those students who have completed the following process:
 - a. Bring a parental permission slip prior to each activity. Permission slips must be presented upon the student's arrival to school to advisor, nurse or to the Main Office.
 - b. Have the permission slip authorized by an administrator.
 - c. After the administrator has authorized the permission slip, it will be given to the coach/advisor.
6. Students who display undesirable conduct, or a lack of cooperation or disrespect toward their advisors, chaperones, bus drivers, or anyone placed in a position of authority may be suspended from further participation in that activity. All students must understand that they are representing our entire school community when participating in interscholastic athletics or extra-/co-curricular activities. Therefore, everyone is expected to maintain a neat, respectful appearance as well as conduct themselves in a socially acceptable manner.

EMERGENCY DRILLS

New York State requires a combination of 12 drills (evacuation and lockdown) to be completed each school year. Schools must complete eight (8) before December 1st and four (4) more during the remainder of the school year. The District will give advance of no more than 1 week notice when drills will take place for all stakeholders. **Students are prohibited from using electronic communication devices during these times and may face discipline consequences if used.**

FIRE DRILLS

Instructions for this type of drill are posted in every room in the building. Students are to follow directions and conduct themselves with a seriousness that reflects the purpose of these drills.

Students are to:

1. Exit the building in an orderly fashion
2. Stay with their assigned teachers so attendance may be taken
3. Refrain from talking
4. Listen for instructions that may come next

LOCKDOWN/LOCKOUT DRILLS

Lockdown and/or lockout drills will be conducted throughout the school year to further enhance the security and safety of our students, faculty, and staff. New York State requires four Lockdown Drills to be conducted each year.

K-9 SEARCHES

Searches with police and K-9 assistance will be conducted periodically. These searches further enhance the security of the school and the safety of our students, faculty, and staff and may prevent further disruptions to the learning environment.

NURSE'S OFFICE

The nurse's office is located on the 2nd floor near the bridge entrance/middle school office. If the nurse's office is unattended for any reason, students should report to the middle school office and the nurse's office personnel will be notified. Unless of an emergency, a pass is needed to come to the nurse's office. If it should become necessary to come to the nurse's office during passing time, a pass is required from the class the student is entering. When a student is ill, arrangements for going home will be made through the nurse's office. Parents/Guardians or other designated adults must pick up and sign their child out from the main office. Students are not to arrange for their own dismissal.

Medication in School

The New York State Education Department's regulations for all medications are:

1. Medication must be delivered to the nurse's office by a parent/guardian.
2. Written instructions from a physician must accompany the medication.
3. Written permission from a parent/guardian must accompany the medication.
4. Medication must be in the original container with the student's name and instructions on the label.

Students are not permitted to carry medication (prescription or over the counter) in school.

Parents/Guardians are responsible for picking up medication on the last day of school. Students are not allowed to carry medication home. Medication not picked up will be properly disposed of.

MISCELLANEOUS

Snowballs- Throwing snowballs on school property is not permitted at any time.

Bicycles- Bicycles are not to be ridden on sidewalks or in the bus area during arrival or dismissal. The school is not responsible for damage or loss.

Skateboards/Longboards/Scooters- Skateboards/longboards/scooters are not to be ridden on school grounds.

Sale of Items- Selling candy, gum or snack items for personal profit, on school property, is not permitted. The solicitation in school, by any group, either school-related or nonschool-related, must be approved by the principal.

DOG POUND

The "Dog Pound" is an opportunity for students to demonstrate their support of fellow peer athletes through the coordinated efforts of the Varsity Club with designated game seating and activities. Participation in the dog pound is encouraged and must follow the below guidelines:

1. Students must follow the regular rules of the gymnasium (no food, drink, etc.)
2. Students must show their support by applauding and respectfully cheering– NOT BY excessively whistling or screaming. Booming and/or degrading anybody, under any circumstance, will not be tolerated.

Failure to comply may result in removal from the game and/or disciplinary action.

ELECTRONIC DEVICES

Delaware Academy CSD At Delhi (District) believes in the importance of having spaces that encourage sustained attention and focus on learning and instruction. The use and possession of Internet-Enabled Devices during the school day interferes with the ability of students to learn and engage with their teachers, staff, and fellow students. The District will not be liable for loss, theft, or damage to Internet-Enabled Devices.

The use of Internet-Enabled Devices by students during the school day anywhere on school grounds is prohibited. These devices include but are not limited to any smartphone, tablet, smartwatch, earbuds, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications.

Students who bring devices to school will be required to store their internet-enabled devices in district-provided pouches or in their respective school office, if no pouch is available. Intentional damage or destruction of school-issued phone cases will result in disciplinary action. Students and their families will also be held financially responsible for the cost of replacement, which is \$20. Students with driving permissions are allowed to leave their device(s) in a locked vehicle during the school day or during activities, but will not be allowed to access said devices throughout the day.

Further details and consequences for violation(s) of the cell phone policy can be found on [Documents | Delaware Academy CSD at Delhi](#) or via the web address:

(<https://www.delhischools.org/documents/district-office/board-of-education/board-of-education-policies/294710>)

The use of electronic devices with photographic, audio, video, and/or text messaging capability, including but not limited to, cell phone, cameras, personal data assistants and other devices, creates the potential for violations of privacy as well as threats to testing/examination security.

In order to ensure instructional security, the privacy and safety of individuals, the Board of Education prohibits the use of such devices as follows:

- During any test, examination, or in any situation with the potential for plagiarism or cheating;
- In any bathroom, locker room or other areas (both private and public) where individuals have an expectation of privacy.

DISTRICT INTERNET

Students are each assigned a 1:1 electronic device to use during the school day. Students are responsible for any intentional damage or misuse of the computers or other computer hardware or software. Misuse or damage will result in a loss of computer use privileges and any damage to computer hardware or software will be charged to the student who used the items. Internet use requires the assignment of a username and password. Any student wishing to use the Internet must have a signed Internet use form on file before use will be allowed. Using another person's username and password will be considered a violation of the code of conduct and each party may be subject to consequences.

LOCKERS & BACKPACKS

Each student is assigned a hallway locker and a PE locker. All backpacks / book bags will be treated as extensions of students' lockers while on school grounds, and may be subject to checks based on reasonable cause by administrative staff or their designees. Students may choose to carry a backpack between classes provided that:

1. In classrooms, backpacks will be stowed in teacher designated areas which will not interfere with clear pathways for fire egress, and
2. Backpacks will not be left in corridors or common areas outside of classrooms.

Locker combinations for the hallway and pods will be kept on file with the Main Office. The PE department will assign lockers and provide the padlocks. These lockers are school property and are on loan to each

student each year. **Periodic locker checks are conducted along with locker cleanouts.** Lockers are not personal property but remain District property. A student can have a reasonable expectation for privacy but the District personnel may open a student's locker at any time. **The school cannot assume liability for articles removed from lockers.** It must be the student's responsibility to take the necessary precautions to keep their belongings intact. **Lockers are to be kept locked for protection. Students are not to share lockers or to give their combination to anyone. Students cannot put their own personal locks on their lockers.**

WORKING PAPERS

Students who wish to secure a part time job may obtain working papers from the School Counseling Office.

PARKING PERMITS

Student drivers may only park in designated student parking areas with a parking permit. The issuance of a parking permit is an agreement between a student and the Delaware Academy Central School District at Delhi which allows students to drive and park on school property as long as they adhere to the rules and expectations. Student parking spaces and permits are limited and will be given out on a first come, first served basis.

Students must contact High School Office to complete the paperwork via FinalForms and provide the following information before they are issued a parking sticker:

1. Valid Driver's License
2. Proof of Insurance
3. Registration for each vehicle they may drive to school

Permits are required to be turned in to the Main Office at the end of the school year.

The district reserves the right to revoke parking privileges at any time.

SCHOOL CLOSINGS

In the event of an emergency school closing, it will be posted on the school's website and social media outlets. Announcements can also be found on WBNG TV, as well as on the following radio stations:

WDLA AM 1270, FM 92.1, WSKG FM 89.3, WDOS AM 730, FM 104(WSRK), WZOZ FM 103.1, WDHI FM 100.3, WCDO AM 1490, FM 100.9

If no report is heard, it can be assumed that school will be in session.

PARENT SQUARE

With *Parent Square*, we can quickly send voice messages and emails by phone to all school families. We will use the service for school closings, delayed openings and early dismissals due to inclement weather. We will also notify families of emergencies, cancellations, rescheduled activities and all other important school news.

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Acknowledgement Form.**



“A Tradition in Academic Excellence since 1819”

Delaware Academy Central School District at Delhi
MS/HS Student Handbook Student/Parent Signature Form

I have received and read the student handbook for the 2025-2026 school year and understand, support/agree to the contents, meaning, expectations, and consequences.

Student Name (please print)

Grade Level

Student Signature

Date

Parent Guardian Name (please print)

Parent Guardian Signature

Date

Please tear out to sign and return to the main office.

DELAWARE ACADEMY CSD AT DELHI PHONE DIRECTORY

607-746-1300 (Fax 607-746-2246)	Middle School Office
607-746-1300 (Fax 607-746-1324)	High School Office
607-746-1300 (Fax 607-746-6028)	District Office
607-746-1300 (Fax 607-746-1317)	Counseling Office
607-746-8790 (Fax 607-746-8838)	Health Office
607-746-7454	DASH - Delaware Academy Student Health
607-746-1332	Attendance/Registration
607-746-1366	Cafeteria Supervisor
607-746-3574	Transportation
607-746-1330	Athletic Office
607-746-1300 (607-746-2246)	Special Education Office
607-746-1300 (Fax 607-746-1350)	Business Office
746-1300 (Fax 746-6223)	Elementary School

Mobile Crisis Assessment Team: 1-844-732-6228
National Suicide & Crisis Hotline: 988 (call or text)

REGULAR BELL SCHEDULE	
Period 1	7:50-8:32
Period 2	8:35-9:15
Period 3	9:18-9:58
Period 4	10:01-10:41
Advisory Period	10:44-11:08
Period 5	11:11-11:52
Period 5a	11:11-11:30
Period 5b	11:33-11:52
Period 6	11:55-12:36
Period 6a	11:55-12:14
Period 6b	12:17-12:36
Period 7	12:39-1:19
Period 8	1:22-2:02
Period 9	2:05-2:45
Dismissal	2:45