

DELAWARE COMMUNITY SCHOOLS ATHLETIC COACHING APPLICATION

Applicant Personal Data			
Name of Applicant (last, first, middle)			
Mailing Address	City	State	Zip Code
Email address		Social Security Number (optional)	
Telephone Number(s)		Other Telephone Number(s)	
References			
Please list three (3) individuals we may contact who know your background and qualifications. Do not list relatives as references.			
Name		Relationship	
Address		Telephone Number(s)	
Name		Relationship	
Address		Telephone Number(s)	
Name		Relationship	
Address		Telephone Number(s)	
Criminal Record			
Have you ever been convicted of a crime other than a minor traffic violation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: A "yes" response will not necessarily eliminate you from consideration for employment			
Other Information			
Are you related to anyone in the employ of Delaware Community Schools?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list name, title, and school location: _____			
Certification of Applicant and Authorization of Reference and/or Employment Verification			
Delaware Community Schools does not discriminate on the basis of race, creed, color, sex, religion, national or ethnic origin, age, or disability.			
I hereby certify that the information found within this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged.			
I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to the Delaware Community School Corporation any and all information, files, or records pertaining to application, and to permit inspections, and to furnish copies of any documents pertinent to this application. I further authorize any and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application.			
I understand that my application will remain in the Central Office files for one (1) year, and all materials accompanying this application will become the property of Delaware Community Schools.			
I certify there are no misrepresentations in or falsifications of these statements and answers. I am aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with Delaware Community Schools.			
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Delaware Community School Corporation.			
I expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Delaware Community School Corporation, its agents and officials or against any provider of such information.			
Signature of Applicant		Date of Application	

Application Addendum

Have you ever been convicted of a felony? Yes No

If you answered yes to the above question, please explain:

With respect to your present or most recent employer, did you or have you offered a resignation from that position? With respect to that employer, were you ever considered for discipline or discharge due to your alleged conduct or misconduct? If yes, please explain the circumstances on a separate sheet and attach to this application.

Yes No

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes No

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct? (If yes, explain the circumstances on a separate sheet and attach to this application.)

Yes No

Have you ever been charged with or investigated for sexual abuse of another person?

Yes No

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (Moral turpitude is an act of baseness, villainess, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.)

Yes No

Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?

Yes No

If you have answered yes to any one of the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved:

Applicant Signature

Date



DELAWARE COMMUNITY SCHOOL CORPORATION
COACH PERSONAL DATA FORM

Employee's Full Legal Name _____

If legal name change, former legal name* _____

Social Security Number _____ Date of Birth _____

Address _____ City _____

State _____ Zip _____ Home Phone _____

Affirmative Action Information

Marital Status: Married Single **Gender:** Male Female

Racial/Ethnic Data: These categories should not be interpreted as scientific or anthropological in nature. They were developed by the Federal government in response to needs expressed by both the Executive Branch and the Congress to provide for the collection and use of compatible, nonduplicated, exchangeable racial and ethnic data by Federal agencies.

- American Indian or Alaskan Native [A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.]
- Asian or Pacific Islander [A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, *for example*, China, Japan, Korea, India, Pakistan, Bangladesh, Sri Lanka (formerly Ceylon), Nepal, Sikkim, Bhutan, Afghanistan, the Philippine Islands, and Samoa.]
- Black (not of Hispanic origin) [A person having origins in any of the black racial groups.]
- White (not of Hispanic origin) [A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.]
- Hispanic [A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.]

***NOTICE:** If there is a name change, you must present legal documentation (*typically a social security card showing the change*) to the Human Resources Generalist for the name change to be authorized.

IMPORTANT: For changes in citizenship or marital status, please also submit a corrected W-4 withholding form to correct or change your tax status. Changes submitted on this form do not change your official taxing status.

Date: _____ Signature: _____

**Delaware Community School Corporation
Notice Regarding Criminal History Background Investigation**

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Delaware Community School Corporation. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Delaware Community School Corporation. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 (888) 215-8296.

AUTHORIZATION

By signing below, I _____, hereby voluntarily authorize Delaware Community School Corporation to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Delaware Community School Corporation. I understand I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

First Name: _____ Middle Name: _____ Last Name: _____

Social Security Number: _____

Date of Birth: _____ Sex: _____ Race: _____

Driver's License #: _____ Driver's License State: _____

Any other names I have been known by: _____

Current Address: _____

Applicant Signature Date

Please Note: This information will be kept separate from your application materials until such time that you will be recommended for employment with Delaware Community Schools.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

COPY OF DRIVER'S LICENSE:	

Computer Usage Policy Receipt

My signature below is to verify that I have received the Computer Usage Policy. I understand that this policy is intended to give a general overview of the procedures adopted by the Delaware Community School Board of Trustees. I understand that it is my responsibility to become familiar with this policy and that I should maintain it for future use.

Should I have any questions about this policy, I understand that I should contact my building Principal, HR Generalist, or Superintendent at the Central Office, (765) 284-5074.

Printed Name

Date

Signature

Location

The following guidelines provide for the Delaware Community School Corporation's compliance with Federal guidelines for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis-B and/or HIV viruses.

A. EXPOSURE DETERMINATION

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially infectious materials:

- School Nurse.
- Custodian.
- Teachers in vocational/technical education whose students work with equipment that can cause cuts or other injuries that produce bleeding.
- Members of the school staff who have been designated to provide first aid when and if necessary.
- Coaches, athletic trainers, and athletic directors.

B. INOCULATION

Each of the staff members in the above named categories shall be offered free vaccination with the Hepatitis-B vaccine after training and within ten (10) days after reporting to duty at the start of the school year or when they are employed.

If the staff member chooses to be vaccinated, he/she shall report to the school nurse (vaccine provider) in accordance with the schedule outlined.

If the staff member declines, he/she shall complete the waiver which shall be placed in the staff members confidential file.

HEPATITIS-B VACCINATION

- I am requesting to be vaccinated for Hepatitis-B as explained in the above Policy 8750.
- I am declining to be vaccinated for Hepatitis-B as explained in the above Policy 8750.

Staff Member Signature

Date

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . .	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)	Date	

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a.
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.
c Add the amounts from lines 2a and 2b and enter the result on line 2c.
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld).

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income.
2 Enter: { \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-".
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
\$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
\$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
\$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
\$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
\$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600



Form WH-4
State Form 48845
(R8 / 9-22)

State of Indiana
Employee's Withholding Exemption and County Status Certificate
This form is for the employer's records. Do not send this form to the Department of Revenue.
The completed form should be returned to your employer.

Full Name _____ Social Security Number or ITIN _____
Home Address _____ City _____ State _____ ZIP Code _____
Indiana County of Residence as of January 1: _____ (See instructions)
Indiana County of Principal Employment as of January 1: _____ (See instructions)

How to Claim Your Withholding Exemptions

1. You are entitled to one exemption. If you wish to claim the exemption, enter "1" _____
Nonresident aliens must skip lines 2 through 7. See instructions
2. If you are married and your spouse does not claim his/her exemption, you may claim it, enter "1" _____
3. You are allowed one (1) exemption for each dependent. Enter number claimed. _____
4. Additional exemptions are allowed if: (a) you and/or your spouse are over the age of 65 and/or
(b) if you and/or your spouse are legally blind.
Check box(es) for additional exemptions: You are 65 or older or blind or blind
Enter the total number of boxes checked. _____
5. Add lines 1, 2, 3, and 4. Enter the total here _____
6. You are entitled to claim an additional exemption for each qualifying dependent (see instructions). _____
7. You are entitled to claim an additional exemption for each adopted qualifying dependent (see instructions). _____
8. Enter the amount of additional state withholding (if any) you want withheld each pay period \$ _____
9. Enter the amount of additional county withholding (if any) you want withheld each pay period \$ _____

I hereby declare that to the best of my knowledge the above statements are true.

Signature: _____ Date: _____

Delaware Community School Corporation **EMPLOYEE COMPUTER USAGE POLICY**

General Statement

The Internet is comprised of thousands of interconnected networks, which provide digital pathways to millions of information sites. Because these networks subscribe to a common set of standards and protocols, users have worldwide access to Internet hosts and their associated applications and databases. Electronic search and retrieval tools permit users to gather information and data from a multitude of sources and to communicate with other Internet users who have related interests. Delaware Community Schools recognizes the value of this tool to improve our competitive posture and the productivity and knowledge of Delaware Community School Corporation employees and students.

Lack of Privacy on the Internet

Use of the Internet should not be considered a private medium. Internet or e-mail is neither secure nor private. All information contained in any Internet messaging application could be seen by others. All users of the Internet should be aware that Delaware Community Schools may choose at any time to create an audit log detailing every request for access in either direction by the user.

Potential Liability

Improper use of the Internet may create liability on the part of yourself or Delaware Community Schools. Example areas of liability could include the republishing of copyrighted material without the consent of the original author or harassment suits caused by the use of indecent materials found on the Internet.

Acceptable Use/Usage Guidelines:

- All employees and contractors, by use of the Internet, will acknowledge their acceptance and understanding of this policy, thereby agreeing to the guidelines of this policy.
- The only acceptable copies on any Delaware Community Schools PCs (of Internet-related software) will be those approved by Information Technology Services (ITS), Superintendents Office, and School Board. Employees and/or Students are not to introduce any other Internet access software or shareware, or other shareware that financially obligates Delaware Community Schools for use on Delaware Community Schools PCs without prior approval from management and ITS.
- Do not copy or distribute copies of protected works without a valid purchase and license agreement.
- All employees and/or students must receive prior approval from their immediate manager or supervisor before accessing any fee-based service that will financially obligate Delaware Community Schools in any way or at any time.

- Delaware Community Schools may choose at any time to block out-bound access to certain Internet sites and also to control in-bound access. This allows Delaware Community Schools to protect the integrity of its network systems, students and workplace.
- Administration may choose to access reports for monitoring Internet usage.
- The e-mail system has been established to expedite business matters among school corporation personnel, as well as decrease paper usage internally. Good judgment should be used by employees and/or students regarding communications on the e-mail system, with a view to the fact that all communications are subject to discovery in court actions, and should not include anything that would not be put on paper. Do not download, transmit or send abusive or offensive, discriminatory or harassing communications or access, retrieve or print text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
- Access to adult or pornographic sites is strictly prohibited.
- Do not engage in any unlawful activities or any other activities that would in any way discredit Delaware Community Schools. This also includes Corporation PC's for engaging in or accessing gambling sites or sites obtaining an age validation.
- Do not engage in any activity, which would compromise the security of Delaware Community School's host (workstation) computers. Host login passwords are not to be disclosed or shared with other users. If you feel that someone might have obtained a copy of your password, it is your responsibility to contact the Information Technology Department to have it changed to protect your identity and data.
- Any information posted on or created for the Internet while using your corporate Internet account is the property of Delaware Community School Corporation. Any data obtained from the Internet/World Wide Web or e-mail by a Corporation PC and/or Server shall also be the property and have all attainability of the School Corporation Administration.
- Any violations of this policy will be subject to disciplinary action up to and including recommendation of termination to the Board of Trustees.

This policy is subject to change and will be updated as needed.

Universal Precautions and Bloodborne Pathogens

Universal precautions shall be observed by all employees to prevent contact with blood and other potentially infectious materials. The Delaware Community Schools Bloodborne Pathogen Exposure Control Plan as mandated by OSHA is available in every school building and contains additional information and guidance concerning Universal Precautions Procedures.

In the event of exposure to blood, all school personnel should adhere to the following:

- **Barrier protection should be used at all times** to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids.
- **Barrier protection should be used with ALL tissues.** The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated.
- **Gloves are available** in the classroom and are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
- **Wear face protection** (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
- **Wear protective body clothing** when there is a potential for splashing of blood or body fluids.
- **Change clothing** if another person's blood or body fluid gets onto your clothes.
- **Wash hands or other skin surfaces** thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
- **Wash hands immediately** after gloves are removed.
- **Avoid accidental injuries by sharp items.** Puncture resistant containers marked with the biohazard symbol are located in the school clinic and are to be used for disposal of used needles, syringes, and other sharp items. Red trash bags (available in the clinic or from the school custodian) must be used and disposed of properly for any items containing blood or other body fluids.

Custodians are trained in proper procedures for clean up and should be called if any blood or body fluid spill occurs. As a school employee you must react to an emergency not only with your heart, but also with your head. Take time to protect yourself while helping a child or co-worker in need.

OFFICE OF SUPERINTENDENT
DELAWARE COMMUNITY SCHOOL CORPORATION

TO: ALL EMPLOYEES OF DELAWARE COMMUNITY SCHOOL CORPORATION
SUBJECT: LEGAL REQUIREMENT TO REPORT CERTAIN CRIMINAL CONVICTIONS

IC 20-5-2-8 has been added to the Indiana Code as a new section with an effective date of July 1, 1997.

IC 20-5-2-8 Sec. (a) applies to:

- I. a school corporation; and
2. an entity:
 - A. with which the school corporation contracts for services; and
 - B. that has employees who are likely to have direct, ongoing contact with children within the scope of the employee's employment.

IC 20-5-2-8 Sec. (c) An individual employed by a school corporation or an entity described in subsection (a) shall notify the governing body of the school corporation if during the course of the individual's employment the individual is convicted in Indiana or another jurisdiction of an offense described in subsection (b).

IC 20-5-2-8 Sec. (b) A school corporation or entity may use information obtained under section 7 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with individuals:

The offenses identified in IC 20-5-2-8 (b) are as follows:

- (1) Murder
- (2) Causing suicide
- (3) Assisting suicide
- (4) Voluntary manslaughter
- (5) Reckless homicide
- (6) Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (7) Aggravated battery
- (8) Kidnapping
- (9) Criminal confinement
- (10) A sex offense under IC 35-42
- (11) Carjacking
- (12) Arson (IC 35-43-1-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (13) Incest
- (14) Neglect of a dependent, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (15) Child selling
- (16) Contributing to the delinquency of a minor unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (17) An offense involving a weapon under IC 35-47 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (18) An offense relating to controlled substances unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (19) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (20) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5 unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (21) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

All employees need to note this law is not permissive, but rather is a "shall". By this letter I am informing you of your duty to report any of the above convictions to the governing body through the Superintendent of Schools.

OFFICE OF SUPERINTENDENT
DELAWARE COMMUNITY SCHOOL CORPORATION

TO: All Employees
SUBJECT: Policy on Employee Drug and Alcohol Offenses

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, or during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

As a condition of employment each employee shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any school district location no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to sanctions, which could include suspension, termination or non-renewal of employment. The Board may, in appropriate cases, require that the employee satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the Board, as a condition to continued employment.

The Board of Education approved the Policy on Employee Drug and Alcohol Offenses on November 20, 1990.

[A100](#)[Delaware Community School Corporation](#) / [School Board](#) / [School Board Policies](#) / A100

A100

A100 - NON-DISCRIMINATION & ANTI-HARASSMENT

Delaware Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator

(Race, color, national origin)

Assistant Superintendent
 dgullion@delcomschools.org
 9750 N CR 200 E
 Muncie, IN 47303
 765-284-5074

Title IX Coordinator

(Sex, including sexual harassment/sexual assault, gender discrimination)

Assistant Superintendent
 dgullion@delcomschools.org
 9750 N CR 200 E
 Muncie, IN 47303
 765-284-5074

Section 504 Coordinator

(Disability)

Director or Special Education
 alarrabee@delcomschools.org
 9800 North CR 200 East
 Muncie, IN 47303
 765-747-0869

Non-discrimination Coordinator

(All other forms)

Assistant Superintendent
 dgullion@delcomschools.org
 9750 N CR 200 E
 Muncie, IN 47303
 765-284-5074

NON-DISCRIMINATION/ANTI-HARASSMENT PROCEDURES

(for reports/complaints *other than* student sexual harassment-see below for procedure for student sexual harassment reports/complaints)

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. The School prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the Corporation will not take action to regulate expression protected by the United States and Indiana Constitutions.

Harassment, hazing and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other

conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the Corporation. These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties.

“Hazing” as used in this Policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a target, shall not be considered in determining if hazing has occurred. See also I.C. 35-42-2-2.5.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The Corporation’s response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education (“FAPE”). The Corporation will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to students, parents of students, and employees. The Corporation will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the Corporation’s website.

Anyone who believes that a student, staff member or member of a school community has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination, hazing or harassment must report the behavior to his/her building level leader. The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member’s supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

Sexual conduct/relationships with students by Corporation employees or any other adult member of the Corporation community is prohibited, and any adult who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be in violation of laws. Any employee accused of sexual relations with a student will be prohibited from communicating with students until at least the Corporation’s investigation is completed. Proven sexual relationships with a student regardless of the age of the student will lead to a recommendation of employment termination.

If a report of discrimination or harassment is received by the Corporation, the Corporation will inform the reporter or target on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the Corporation’s responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, both building and corporation level coordinators will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The Corporation will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment or discrimination. If the alleged target insists that his or her name not be disclosed to the harasser

or discriminator, the Corporation's ability to respond may be limited. The Corporation, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

Informal Process

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in an formal complaint. Mediation will not be permitted for complaints of sexual violence. All complaints involving a Corporation employee or any other adult member of the Corporation community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

Formal Process

The formal complaint form is found **here**. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive and process formal complaints of discrimination or harassment based on the protected class. All investigations into formal harassment or discrimination complaints will be prompt, thorough, and impartial. Investigations will be completed within 60 days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating harassment include: target, witness, and accused interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the Corporation will make alternative arrangements to avoid targets being in the same room as the accused during formal proceedings. The Corporation will inform all parties at regular intervals of the status of the investigation.

Written notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the corporation coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the Corporation's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

Responses to Substantiated Harassment or Discrimination

In response to a complaint investigation, if the Corporation determines that harassment or discrimination has occurred, the Corporation will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the harasser/discriminator and the target, providing counseling for the target and/or harasser/discriminator, taking prompt disciplinary action against the harasser/discriminator, or

identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the target of the harassment or discrimination.

Disciplinary actions against the harasser/discriminator may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the Corporation will communicate with the target and all participants of the investigation regarding how to report subsequent problems. The Corporation shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the Corporation may proceed with an internal investigation of discrimination or harassment simultaneously based upon consultation with law enforcement and/or the Department of Child Services. In the course of discrimination and harassment investigations, the Corporation will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the Corporation will respond in accordance with the applicable federal civil rights statutes and regulations. The Corporation shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the Corporation's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

TITLE IX (STUDENT) SEXUAL HARASSMENT PROCEDURE

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term "sexual harassment" as used in this procedure shall mean conduct on the basis of sex, failure to conform to stereotypical notions of masculine or feminine traits, sexual orientation, or gender identity including:

1.

A Corporation employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);

2.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or

3.

Sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation designates the following staff member as the Corporation's Title IX Coordinator and authorizes this individual to coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator

Assistant Superintendent
dgullion@delcomschools.org
9750 N CR 200 E
Muncie, IN 47303
765-284-5074

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

Reporting Sexual Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sexual harassment in person, by mail, by telephone, or email using the contact information for the Title IX Coordinator.

Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to his/her building level leader, such as a principal.

The "Complainant" is a person alleged to be the victim of sexual harassment and the "Respondent" means any individual who is reported to be the perpetrator of sexual harassment.

The Corporation accepts anonymous reports. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

Emergency Removal

In situations where a Respondent poses an immediate threat to the physical health and safety of any individual (including self) **before or at any time during** the proceedings described herein, the Corporation may remove Respondent from all programs and activities. In order to do so, the Corporation must i) undertake an individualized safety and risk analysis, ii) determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and iii) provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator or designee will make contact with the Complainant in person, via phone, or via virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is no deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the student code of conduct. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Grievance Procedures

The Corporation will treat Complainants and Respondents equitably throughout this process. As such, the Corporation will only impose disciplinary sanctions following the completion of the

informal process or investigation and determination process. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this procedure, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence - both inculpatory and exculpatory. Further, no credibility determinations will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent.

Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties (to the extent known) containing the following information:

A.

Notice of the Corporation's grievance process, including the informal resolution process;

B.

Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

C.

A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

D.

The parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

E.

The Corporation's code of conduct for students prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Informal Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

Investigation and Determination

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator in conjunction with a designated building-level leader will conduct an investigation. The means of investigating a formal complaint include, but are not limited to Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with Parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review the evidence obtained that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the

Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if applicable, the evidence subject to inspection and review in an electronic format or hard copy, and parties will have ten (10) days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

Following the period for the parties' review and inspection of the evidence, the Title IX Coordinator and building level leader will create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send to each party and the party's advisor, if applicable, the investigative report in an electronic or a hard copy, for their review and written response.

An appropriately-trained Administrator will act as the decision-maker. After the investigative report has been sent to the parties and before a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The Decision-Maker may exclude questions as not relevant, including questions that seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent. Any decision to exclude a question as not relevant will be explained to the party proposing the question. The process of written questions and follow up questions should take thirty (30) days or less.

Within a reasonable time period following the written questions, the Decision-Maker, will issue a written determination regarding responsibility applying the preponderance of the evidence standard. The written determination must include:

A.

Identification of the allegations potentially constituting sexual harassment;

B.

A description of the procedural steps taken;

C.

Findings of fact supporting the determination;

D.

Conclusions regarding the application of the recipient's code of conduct to the facts;

E.

A statement of, and rationale for, the result as to each allegation;

F.

The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Decision-Maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion.

Appeals

Following the Decision-Maker's determination regarding responsibility, either party may appeal to the designated appropriately-trained Appeal Administrator. An appeal should be submitted in writing within ten (10) days of the party's receipt of the Decision-Maker's determination. Note, appeals will only be considered if based on one of the following:

A.

There was a procedural irregularity that affected the outcome of the matter;

B.

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

C.

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the Decision-Maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The appropriately-trained Appeal Administrator's decision will be provided simultaneously to the parties.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

Recordkeeping

The Corporation will maintain records from the investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law, for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

PROHIBITION AGAINST RETALIATION

The Corporation prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The Corporation will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the Corporation's policy prohibiting retaliation. The Corporation will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The Corporation will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate coordinator for a protected class. Intentionally making false accusations about discrimination or harassment is also prohibited and should be reported in the same manner as suspected discrimination or harassment behavior.

Questions

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
 U.S. Department of Education
 Citigroup Center
 500 W. Madison Street, Suite 1475
 Chicago, IL 60661-4544
 Telephone: 312-730-1560
 Fax: 312-730-1576; TDD: 800-877-8339
 Email: OCR.Chicago@ed.gov

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000d et seq., Titles VI and VII of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1983

29 C.F.R. Part 1635

34 CFR Part 106

20 USC § 1092, Clery Act

34 USC § 12291, Violence Against Women Act (VAWA)

Delaware Community School Corporation

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