

Milford 
SCHOOL DISTRICT

HOME *of the* BUCCANEERS

Elementary School Handbook
2022-2023 ACADEMIC YEAR

MISPILLION ELEMENTARY SCHOOL
LULU M. ROSS ELEMENTARY SCHOOL
BENJAMIN BANNEKER ELEMENTARY SCHOOL
EVELYN I. MORRIS EARLY CHILDHOOD CENTER

KINDERGARTEN – 5th GRADE ELEMENTARY STUDENT
HANDBOOK
2021-2022 Academic Year

MISSION STATEMENT

Educational Excellence for the Success of All Students

STRATEGIC PRIORITIES
<ul style="list-style-type: none">• Students First• High Student Performance• Safe, Orderly, and Caring Schools• Quality Teachers, Administrators and Staff• Strong Family, Community, and Business Support

Table of Contents

ATTENDANCE FOR STUDENTS IN GRADES K-12	3
MEDIA RELEASE OPT OUT	5
FAMILY COMMUNICATION	5
BICYCLES	5
CARE OF SCHOOL PROPERTY	5
CHANGE OF STUDENT INFORMATION	5
CHILD NUTRITION PROGRAM	5
SCHOOL CLOSING/DELAY	5
CONFERENCES	5
MENTAL HEALTH SUPPORT	6
K-12 School Dress Code Policy - 5415	6
EARLY DISMISSAL FROM SCHOOL	6
EDUCATIONAL FIELD TRIPS	7
EMERGENCY CARDS	7
HONOR ROLL	7
LIBRARY	7
LOST AND FOUND	7
MEDICATIONS	7
PARENT-TEACHER PARTNERSHIP (P.T.P.)	7
PROMOTION POLICY: KINDERGARTEN TO GRADE EIGHT (K-8).....	7
REPORT CARDS	8
SCHOOL BUS GUIDELINES	8
STUDENT WITHDRAWALS OR TRANSFERS	9
Acceptable Use Policy (AUP).....	9
School Bus Code of Conduct - 5417.....	12
STUDENT CODE OF CONDUCT – Elementary Schools Grade K through 5	14

ATTENDANCE FOR STUDENTS IN GRADES K-12

1.0. SCHOOL ATTENDANCE - STUDENT ABSENCES AND EXCUSES

The Milford Board of Education requires that all students attend school regularly and in accordance with the laws of the State of Delaware.

The Milford Board of Education expects every person residing in the Milford School District who has legal custody, guardian- ship, or legal control of students enrolled in Milford School District Schools to be informed and responsible for the regular and punctual patterns of attendance of all enrolled students in the District. Therefore, **at the beginning of every school year, each school shall notify each student and the parent of each student of the school attendance requirements of 14 Del. Code, Chapter 27, and the Milford School District.**

The Superintendent of Schools of the Milford School District is charged with maintaining a comprehensive system of attendance records. **Classroom teachers and building principals are to maintain accurate records of student attendance, absences and tardies throughout the entire school day.**

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

The parent/guardian and the student share the responsibility of developing the best possible attendance pattern. Parents/ guardians can assist in this by doing the following to minimize absences from school:

1. Schedule medical and dental appointments after regular school hours.
2. Schedule family vacations at times that do not interfere with school.
3. Contact the school if a student absence will extend longer than three days.
4. Make arrangements for homebound instruction if your child is medically certified as unable to attend school for an extended period.

Letters to parent/guardian and phone calls (using the most recent contact information provided the school) will be used throughout the school year to inform parents/guardians and students of the accumulation of both EXCUSED and UNEX- CUSED absences. Parents/Guardians are also encouraged to contact the school to inquire about student absences if questions arise.

The Milford Board of Education defines absences from school as either "**excused**" or "**unexcused.**"

2.0. EXCUSED ABSENCES

The following will be considered excused absences with proper documentation:

1. absence associated with student illness;
2. absence associated with a family emergency with acceptable explanation;
3. absence associated with a subpoenaed court appearance;
4. absence associated with an appointment for treatment by a doctor or dentist, providing evidence of such is provided;
5. absence associated with a suspension;
6. absence associated with other reasons such as religious holidays, family vacations, college visits (11th & 12th Grades only), IDEA related testing, or as approved by the principal;
7. absence associated with a community sponsored event (i.e. church, regional or national competition).

Students may be excused for documented chronic medical conditions verified by a doctor's letter of explanation on the school district form. This type of medical excuse is not valid for excusing colds, flu, or routine medical conditions such as allergies.

3.0. UNEXCUSED ABSENCES

Following the **10th** unexcused absence by a student, the parents will receive a warning letter regarding truancy court. The following will be considered unexcused absences:

1. absence for which no written note was provided by the person in control of the student;
2. absence not considered excused by the principal.

4.0 PARENT NOTES

Parent notes may be used to document a student's EXCUSED absence from school with the following limitations:

1. Written notes from Parents/Guardians will be permitted to excuse up to seven (7) days of absence per semester course or fourteen (14) for year-long programs. Additional documentation is required to excuse additional days.
2. Parent/Guardian notes must be presented to the school within 5 days of the absence in order to be considered EXCUSED.
3. Parent/Guardian notes for late to school or early dismissals will be counted as one of the limited number of notes as listed in "4.0 a."

5.0 RETENTION/DENIAL OF CREDIT FOR EXCESSIVE ABSENCES

Students are required to attend class regularly at the secondary level in order to receive academic credit for a course (Grades 9 – 12).

Students in grades K – 8 are required to attend class regularly in order to receive the instruction necessary to be successful at the next grade level.

1. Following the 7th day of an unexcused absence in a semester class or the 14th day of an unexcused absence in an entire year course, the building administration will meet with the student and the parent/guardian to discuss and attempt to rectify the attendance issue.
2. Unless otherwise required by IDEA or Delaware law, after the 10th unexcused absence in a semester (for any reason) or 20th unexcused absence in an entire year course (for any reason), the student will be denied credit for that course (Grades 9-12) or retained in the current grade (K-8).
3. An attendance appeal process is established to provide reasonable explanation for extreme cases.
4. If a student is denied credit for a course, he or she is expected to remain in the course to establish the needed prerequisite coursework for future courses.
5. Any student sixteen (16) years of age or older, who is absent more than fifteen (15) days unexcused in a semester course and/or absent

thirty 30 days unexcused in a year-long course will be considered for an expulsion hearing which will occur in accordance with procedural due process requirements.

6.0. TARDINESS

The term “tardy” will be defined as being late to school, class, or an activity, with or without permission of parents/guardian or school personnel. The District, in consultation with building staff, will establish a specific definition of what constitutes ‘being late to school, class or an activity.’ Consequences for violation of tardiness will be included in the district code of conduct. The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to the principal those students who in the teacher’s judgment are not making progress towards correcting the problem.

Students who accumulate more than twelve (12) lates to school shall be referred to the attention of the visiting teacher/home-school liaison just as excessive absence is reported. For reporting purposes (i.e. Truancy Court) four (4) tardies is the equivalent of one unexcused absence from school.

7.0. DELAWARE REGULATIONS

‘Truancy’ or ‘truant’ shall refer to a pupil enrolled in grades kindergarten through twelve of a public school who has been absent from school for more than three school days during a school year without a valid excuse as defined in regulations of the board of education of the school district in which the pupil is or should be enrolled. The *Delaware Code-Truancy, Title 14, Chapter 27, Subchapter II* is as follows:

1. Notification to parents and students (§ 2724) of the school attendance requirements, including the procedures and penalties applicable to truancy, including notification of absences without an excuse (§ 2725) and truancy conferences.
2. A policy that states that if a student has been absent from school without a valid excuse one or more days, the principal of the school may take such action as the principal considers appropriate. (§ 2726)
 - a. Following the 10th day of unexcused absence by a student, the school shall immediately notify the parent or parents or guardian and a visiting teacher for the district shall visit the student’s home.
 - b. Following the 15th day of unexcused absence by a student, the student’s parent or parents or guardian shall be notified by certified mail to appear at the school within 10 days of notification for a conference and counseling;
 - c. Following the 30th day of unexcused absence by a student, the school shall refer the case for prosecution;
 - d. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within 5 school days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days.
 - e. Following the tenth unexcused day of attendance by a student in grades 6 through 12 inclusive, the building principal shall notify a visiting teacher of such unexcused days.
 - f. If contacted by the school pursuant to paragraph (d)(2) of this section, each parent or guardian of a student shall sign a contract with the district agreeing they will make every reasonable effort to:
 - i. Have their child or children abide by the school code of conduct;
 - ii. Make certain their child attends school regularly and on time; and
 - iii. Provide written documentation for the reasons for any absence.

8.0. TRUANCY

A student will be considered truant if the student:

1. fails to arrive at school when directed to attend by the person in control of the student;
2. leaves school property without permission of the principal or designee; or
3. is present on school property but not present at place or class assigned;
4. has accumulated more than twelve (12) tardies to school during the school year.

A truant and the parent of a truant are subject to the administrative procedures, Truancy Court referral, and Court proceedings as established in 14 Del. Code, Chapter 27, Subchapter II. A parent who is determined to have violated Section 2702 of this title is guilty of an unclassified misdemeanor and the penalties are specified in Section 2729 of this title.

A student who is truant will be disciplined by the principal as appropriate to the circumstance associated with the truancy. A truancy conference will be held by the school principal as specified in Sections 2725 & 2726 of 14 Del. Code, Chapter 27.

9.0. ATTENDANCE OFFICER

The **Delaware Code** identifies the Superintendent of Schools as the attendance officer of the Milford School District and authorizes that person to investigate reasons for student absenteeism in order to seek ways to return the student to school. The Milford School District is authorized to employ a visiting teacher/home-school liaison whose responsibility is to assist the superintendent by serving as a liaison between the school and home in matters of attendance.

The visiting teacher/home school liaison can be assigned to act as an enforcement officer to uphold the truancy laws of the State of Delaware if prior actions do not correct a school attendance problem.

10.0 ATTENDANCE APPEAL PROCESS

1. Each school building in the Milford School District shall establish an Attendance Appeal Committee, of no less than 5 people, comprised of the following personnel:
2. Building Administrator, School Counselor, Teacher, Nurse, Visiting Teacher/Attendance Officer Dean of Students (where applicable), Other building staff as needed
3. Upon notification of credit denial (Grade 9-12) or retention (K-8) due to a violation of the attendance policy, parents/ guardians have five (5) school days to respond to the building principal in writing with the desire to appeal the decision of the administration.
4. The parent/guardian must notify the building principal, in writing, within five (5) school days from the delivery of the notification from the attendance review committee if he/she requests to appeal the decision of the building attendance review committee. The

parent should also include any relevant information and/or documentation necessary for the committee to make an informed decision.

5. After an appeal is requested, the Building Attendance Review Committee will convene within five (5) school days to review the information provided. A formal written decision of the building attendance review committee will deliver to the parent/guardian within three (3) days of the appeal review. The Building Attendance Review Committee may affirm, reverse, or modify the decision of the administration.

The decision of the Building Attendance Appeal Committee may be appealed to the Superintendent or Superintendent's designee by providing written notification to the building principal within five (5) school days of receiving the written decision of the building attendance review committee. The Superintendent or designee will meet with the parents/guardians and student within five (5) school days to hear the case. A decision will be rendered and written notification provided to the parent/ guardian within three (3) school days of hearing the case. The Superintendent or designee may affirm, reverse, or modify the decision of the building attendance review committee. The decision of the Superintendent or designee shall be final.

MEDIA RELEASE OPT OUT

Parents/Guardians can opt out of having their child's picture utilized on school webpages or outside media outlets. A No Media Exposure Form must be on file for the current school year. Forms are available in the main office of each school.

FAMILY COMMUNICATION

Agenda books and/or communication folders are provided for students in grades K-5. They are communication tools between parents/guardians and teachers. Parents/guardians are asked to review the information daily.

BICYCLES

Bicycle racks are provided for the students' use. It is the students' responsibility to lock their bicycles. All pupils must observe bicycle safety rules, which includes wearing a helmet.

CARE OF SCHOOL PROPERTY

Textbooks, library books, technology, and other equipment are the property of the Milford School District and State of Delaware. Payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parent, or legal guardians.

CHANGE OF STUDENT INFORMATION

All address changes or changes in childcare arrangements must be communicated directly to the school office or district transportation office. Changes must be made in person by the parent/guardian. Proof of residency and a valid picture ID will be required to make the change. Phone number changes can be updated at your child's school, or at the District Office.

CHILD NUTRITION PROGRAM

Breakfast and lunch are offered daily free of charge. Extra items may be purchased daily or through a pre-payment plan; www.myschoolbucks.com. For meal service, students access their accounts with their state student identification number. Families who prefer their child not buy extra food items may call the Cafeteria Manager to flag the account.

Food from fast food vendors should not be brought in by parent/guardian and will not be allowed in the cafeteria.

SCHOOL CLOSING/DELAY

Milford School District communication channels are the most reliable resource to find information about school closings or delays.

These channels include:

- School District automated call - please make sure your contact information is up to date in order to receive these calls/emails
- Milford School District Social Media Pages: Facebook, Instagram, and Twitter
- District Website Homepage

We contact only the television stations listed below. Other stations may report closings and delays, but we are not responsible for providing them with information.

Online

- **Delaware Department of Education**

Television

- CBS - WBOC-TV
- ABC - WMDT-TV

Anyone may sign up to receive an email notification through the Delaware Department of Education website:

<https://schoolclosings.delaware.gov/>

CONFERENCES

An important part of the school year is the relationship between the school and the home. We strongly urge you to attend the parent/guardians conference with your teacher in the fall and to set up regular appointments with your child's teacher to check on the

progress your child is making.

MENTAL HEALTH SUPPORT

Mental health supports are available at each school. Please contact your child's teacher, school counselor, or administrator for more information.

K-12 School Dress Code Policy - 5415

Milford School District School Dress Code Policy Statement:

This school dress code policy will supersede any and all previous dress code policies. The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

Approved dress code bottoms include: Solid color khaki style pants, jeans, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses.

1. Cotton, denim and/or corduroy are acceptable.
2. Stretch apparel, leather or sheer materials are not permitted.
3. Dress code bottoms must be to the knee or longer in length.
4. Cut-off pants and pants with holes are not permitted.
5. Clothing items must be worn at the natural waist.
6. Solid color leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
7. Chains and spiked jewelry are not permitted.

Approved dress code tops include: Solid color collared shirts.

1. Dress code tops must be short or long sleeve. No sleeveless dress code tops are permitted.
2. Button down shirts are permitted. Only the top button of dress code tops can be unbuttoned.
3. Solid color collared shirts may have a small emblem on the chest or sleeve. Milford School District issued collared shirts may also be worn.
4. Solid colored crewneck sweatshirts or hoodless polar fleece jackets may be worn over the collared dress code top.
5. Pullover v-neck, crewneck, button down or zippered cardigan sweaters may be worn over the collared dress code top.
6. Athletic gear and presentation of lettering or an emblem associated with Milford School District, schools of the Milford School District or colleges/universities are acceptable on approved dress code tops.
7. Turtlenecks (mock and regular) or t-shirts (short sleeve and long sleeve) solid in color may be worn underneath polo shirts.
8. Anything designated as an undergarment (except t-shirts) cannot be revealed. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
9. Cut-offs, frayed seams, and holes are not permitted on clothing.
10. Hats, head coverings (except for religious practices), visors, bandanas, combs, and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.

** Approved solid-colored hooded sweatshirts, pullovers or polar fleece jackets may be worn as acceptable dress code tops. Students wearing approved hooded apparel must keep the hood down, and off of their head, while in the school building.*

Footwear:

Students must wear appropriate footwear at all times. No shoes with wheels or slippers are permitted. Elementary students are not permitted to wear flip flops and need to have a closed toe shoe secured to the foot by a strap or shoelaces.

Other Dress Code Considerations:

1. New students who have not been previously enrolled in the Milford School District shall have up to 10 school days to comply with the dress code policy.
2. Appropriate physical education attire is determined by the school's physical education teacher and administration.
3. Clothing or other personal adornments or embellishments that are disruptive, unsafe or interfere with the regular operations of school are expressly prohibited during school hours and during school functions. Clothing, footwear, jewelry, or adornments must not be obscene, vulgar, nor ethnically, culturally, or sexually offensive. Sacrilegious prints, gang-related identification, apparel, or paraphernalia, suggestions or depictions of violence, drug or alcohol use, tobacco/smoking and/or illegal activities may not be worn or displayed.

EARLY DISMISSAL FROM SCHOOL

Release from school and early dismissals are discouraged since the instructional time in the classroom is necessary to provide the best education for your child. If, however, it is absolutely necessary to have your child excused for medical or dental appointments, there are several steps you should follow:

1. Notify your child's teacher or the school office in advance, in writing.
2. A child will only be released to someone that is listed as an Emergency Contact unless prior arrangements have been made in writing by the parent/guardian.
3. If a child normally rides a bus, but will be picked up at dismissal time, a written note must be sent in to the office signed by the parent/guardian, or someone listed as an Emergency Contact must notify the office in person no later than 30 minutes prior to dismissal. **Students will not be released from the bus once loaded.**
4. Everyone picking up a child must show photo identification. The office may refuse the release of a child if the person picking up the child does not have a valid picture ID and if the proper arrangements have not been made.

5. Early dismissals will not be permitted within 15 minutes of the end of the school day.

EDUCATIONAL FIELD TRIPS

During the course of the school year, you may receive a notice that your child will be going on an educational trip. These are special trips which are part of our instructional programs. Therefore, on all field trips and at all times, students are expected to adhere to the student code of conduct and the school bus code of conduct. Signed permission slips must be on file in the school before your child will be permitted to take the trip.

EMERGENCY CARDS

Each year families are provided with a copy of their emergency card. Families should make changes to the card and turn it back in to the school each year. This card is important for your child's safety as it documents your personal information including emergency contacts, updated contact information and current medical information. Should any of your child's personal information change during the school year, please notify the school office immediately.

HONOR ROLL

Students in grades 1-5 who earn all A's and B's and a Satisfactory in all related arts classes will be recognized on the Honor Roll.

THE INSTRUCTIONAL PROGRAM

The District provides a comprehensive program for all children with emphasis in literature-based reading, hands-on math and writing. The child-centered elementary program promotes integration of subjects and thinking skills across the curriculum. The District strives to implement a wide variety of programs to meet students' needs. Student's progress at their own rate within a structured classroom setting. The program promotes developmentally appropriate learning experiences where children are actively engaged in learning. Following instruction, assessment occurs at various intervals throughout the year, to determine mastery of specific objectives and concepts and inform future instruction.

LIBRARY

Students are responsible for the care of the library materials that are checked out in their name. Library books are considered school property and students may be held responsible for damaged or lost items.

LOST AND FOUND

Lost and found items are kept in a central location in each building. It is wise for families to label all outer clothing, lunch boxes, and any other items brought to school.

MEDICATIONS

Families are requested to give medications at home on a schedule other than during school hours. If it is necessary that medication be given during school hours, the following procedures must be followed. **Medication must be in the original container.** The nurse cannot administer medication that is not properly labeled. The family must give the nurse prior written permission to administer the medication and include the following information: student's name, name of medication, dosage, time of administration and parent signature. All medication will be stored in the nurse's office in a locked cabinet and administered by the nurse. **Children are not permitted to carry medication with them during the school day.**

PARENT-TEACHER PARTNERSHIP (P.T.P.)

As a participant in your child's education, you are invited to join our active Parent-Teacher Partnership (PTP). The PTP is a group of parents and teachers who contribute to our school's many activities throughout the year. They hold regular meetings where they plan family events. Participation by all teachers and families is welcomed and encouraged. Please check your student's book-bag and website for flyers with additional information.

PROMOTION POLICY: KINDERGARTEN TO GRADE EIGHT (K-8)

In order to be promoted from one grade to the next, students must perform at specified levels of performance.

STUDENT PLACEMENT OR PROMOTION

A. Promotion will follow the procedure stated below:

Students are expected to perform in the regular curriculum on grade level. There are grading standards for reading, math and writing at each grade level. The final grade is determined by an average of marking period report card grades. When a student does not meet the promotion criteria, he/she will be retained or assigned remediation through interventions such as summer school, RtI interventions, or school tutoring, at the principal's discretion. The principal, in consultation with a child study committee, may promote a student under certain circumstances (i.e. IEP recommendation) and/or develop special unique alternative programs which are deemed to be in the best interest of the child, except where this is not allowed by state law. Likewise, the principal in consultation with a child study committee may retain a student who has been processed during the school year for truancy court due to excessive absences.

Promotion Requirements:

1. From Kindergarten to 1st Grade Criteria: Reading:

- a. Final grade of “N” or higher.
- b. Math: Final grade of “N” or higher.
2. From 1st to 2nd, 2nd to 3rd, 3rd to 4th, 4th to 5th, and 5th to 6th Grade Criteria:
 - a. Reading: Final grade of “D” or higher or proficiency on state assessment at the principal’s discretion
 - b. Math: Final grade of “D” or higher and 3 or proficiency on state assessment at the principal’s discretion
3. From 6th to 7th, 7th to 8th, and 8th to 9th Grade Criteria:
 - a. Final grade of “D” or higher in four core content courses: English Language Arts, Math, and a passing grade in Science and Social Studies combined or proficiency on state assessments and at the principal’s discretion.

ALTERNATIVE PROGRAMS

1. Retention or Remediation

Remediation will be based on the diagnosis of the individual child. The child will work on his/her own objectives which will focus on skills not yet acquired.

2. Special Education Program

(1) Assignment to special education programs shall be made only in compliance with IDEA, as amended by the Individuals with Disabilities Improvement Act of 2004. Promotion is to be determined by the principal and IEP team.

MINIMUM ENROLLMENT TIME

A. Elementary School

Kindergarten to Grade 5 - 5 years

REPORT CARDS

Report Cards will be issued four (4) times a year in grades K - 5. Interim Progress Reports may be sent home at the mid-point of each marking period. The first report to parents about student progress may be accompanied by a parent conference in the fall. Additional parent conferences may be held as the teacher and parent deem necessary. Formal grades are given in Reading, Mathematics, Science and Social Studies as noted below. In addition to the above listed subjects, your child is graded in Related Arts.

Grading Standards Grades K

3 = Meeting Standard/Expectation

2 = Progressing Towards Standard/Expectation

1 = Not Meeting Standard/Expectation

Related Arts Grading Standards Grades 1-5

S = Satisfactory

U = Unsatisfactory

Grading Standards Grades 1 - 5

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 64 and Below

Reading Grading Standards Grades 1 - 5

PR = Progressing

NP = Not Progressing

SCHOOL BUS GUIDELINES

The mission of the Transportation Department of the Milford School District is to provide safe, efficient, and effective transportation. The Milford School District school buses meet or exceed federal and state regulations and are inspected minimally twice a year by the Division of Motor Vehicle. Delaware school bus specifications require that the buses have high backed seats to provide compartmentalized protection, giving the student a small, confined cushioned area. Tests have proven that children are safest in buses when sitting properly in these seats. Children must however sit properly sitting-up straight and facing forward – for this compartmentalized protection to be effective. Milford School District buses are maintained to provide the safest ride possible.

Throughout the school year, a new enrollee will be assigned to a bus as soon as possible, however a 3-day delay for bus service may be experienced.

First (1st) through 6th grade students whose legal residence is one (1) mile or more from the public schools to which they would normally be assigned by the Milford School District are eligible for school bus transportation. First (1st) through 6th grade students whose residence is within one (1) mile of the school are NOT eligible for bus transportation.

Students may be picked-up from, and/or dropped off at locations other than their legal residence at the request of the parent or guardian provided that:

- The pickup and drop-off points are in excess of the one mile limit respectively from the school the student is assigned to attend.
- The Milford School District can accommodate different AM pick-up and PM drop-off locations provided such locations are consistent and regular – for example AM pick-up at the student’s residence and PM drop-off at daycare every day of the week.

No person other than a student assigned to that route, teacher, school official, aide, or substitute driver shall be permitted to ride on a school bus while transporting pupils. In order to ride a bus, students must be assigned to that bus by the Transportation Office; unassigned students will not be allowed to board a bus. Any unauthorized presence on a school bus may be considered trespass and may be prosecuted as such. The Milford School District and/or school bus contractors assume no liability for lost or stolen items. Video cameras may be placed in any bus at any time.

STUDENT WITHDRAWALS OR TRANSFERS

Under Board policy, students are not permitted to change from school to school within the district unless they move into another school's attendance area or apply for and are approved for school choice. If a student is to withdraw from a Milford school, please notify the school office to complete any necessary forms. If special requests are necessary, please contact the principal. When a pupil withdraws from a district elementary school to enter school outside the district, the parent must sign a release form for the child's records to be sent to the receiving school.

VISITORS

We welcome visitors to our school. If a parent or guardian wishes to talk with or visit the classroom of a specific staff member, the parent/guardian should call for an appointment. For security purposes, visitors must report to the office first to sign in and will be required to provide a valid picture ID to receive a visitor's pass. Student-age visitors are not permitted on school grounds while school is in session unless prior permission is granted by a school administrator.

School Deliveries: No deliveries, flowers or balloons or other items may be sent to students at the schools for any occasion. If they are sent to the schools, the delivery will not be accepted.

WALKERS

If your child walks to school, the following reminders are helpful:

1. Impress upon your child the rules of pedestrian safety.
2. Insist that your child go directly to school in the morning and return directly home in the afternoon.
3. Teach your child the safest route to and from school. Cross streets at crossing guard stations.
4. Warn your child against accepting rides from, or talking to strangers. Impress upon your child that they should report to school any such attempt.
5. Children at Benjamin Banneker, Mispillion, and Lulu M. Ross are not to arrive before 7:15 a.m. There will not be adult supervision prior to these arrival times.

Acceptable Use Policy (AUP)

State of Delaware

Students in State of Delaware public schools are considered state network users. Students are issued a login, password, and email in compliance with Department of Technology & Information (DTI) state network security standards. Students in the Milford School District are asked to sign the AUP once in elementary, middle, and high school. Should students refuse to sign, access to technology within the school may be denied. Students who do not adhere to the AUP are subject to disciplinary action as outlined in the student code of conduct.

Acknowledgment Statement

This is to certify that I have read and agree to abide by the guidelines set forth within the State Acceptable Use Policy. As an employee or student of the State of Delaware, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the State's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my teacher or administrator for clarification.

Introduction

Technology-based solutions and communication devices are woven into all aspects of our professional and personal lives. Often, business and individuals have struggled to determine the appropriate use of technology. This State policy defines the acceptable use of various technologies in our professional lives in service to the State of Delaware.

There is an endless array of technology services and products for State organizations to consume, and the number and type of available options is ever-growing and expanding. It is not reasonable that this policy keeps pace with frequent technology changes in real time, or that it can specifically list and address every possible service, product, or use-case scenario. One goal of this policy is to provide guidance and information as a framework to consider when making technology-related decisions. Another goal is to provide explicit examples of choices or actions that are not acceptable. As individuals involved in the affairs of State government, our jobs must be conducted with integrity, respect, and prudent judgment.

Policy

A. COMPLIANCE WITH ALL LAWS AND REGULATIONS

All State of Delaware employees/students must comply with all applicable federal, state and local laws and government regulations. This includes compliance with agency requirements within the State organization.

B. POLICY STATEMENT

You are responsible for exercising good judgment regarding appropriate use of State data and resources (email, web sites, Internet services, etc) in accordance with State policies, standards, and guidelines. The State uses internet content management tools designed to restrict access to unauthorized internet sites. However, while these tools limit prohibited usage, sites that violate acceptable use remain accessible and users must therefore remain vigilant when using the Internet. Alternatively, agencies with business requirements to use filtered sites may request that access. Appendix C includes website categories typically blocked and the process for requesting changes.

State of Delaware data or resources may not be used for any unlawful or prohibited purpose. State resources may not be used for personal or inappropriate use, nor for pursuing activities not specifically identified as work required except as noted under Personal Use in Appendix A. Also, Appendix A has a non-exclusive list of specific activities that are prohibited.

You must ensure through practice or technical means that non-public information remains within the control of State at all times. Conducting State business that results in the inappropriate release of data or the storage of non-public State information on personal or non-State controlled environments, including devices maintained by a third party with whom the State of Delaware does not have a contractual agreement, is prohibited. This also specifically prohibits the use of an e-mail account that is not provided by the State of Delaware or its customer and partners, for government business. Appendix A has additional details.

You acknowledge and understand that all uses of the State's resources is subject to monitoring and there is no right to privacy when using State resources. Appendix B has more information related to monitoring.

Each network user is required to read and understand this policy and sign the appropriate acknowledgement statement. Each organization must have their staff review this policy annually. The signed acknowledgement statement must be maintained by each organization. Network users, who do not sign the Acceptable Use Policy Acknowledgement Statement, will be denied access to the State's Communications and Computer Systems.

State information and records could be subject to the Freedom of Information Act.

You are responsible for ensuring secure practices are utilized when conducting business with or on behalf of the State. Personally owned devices, when interacting with or for the State, are considered on temporary duty assignment to the State for the duration of the activity. The State retains the right to access any State records or materials developed for State use even on personally owned devices. In that regard, both personally owned devices (smart phones, tablets, home computers, etc.) and State owned devices are mandated to comply with State security policies and practices. Appendix A has more details:

C. IMPLEMENTATION RESPONSIBILITY

DTI and/or the organization's technical staff will implement this policy during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

D. ENFORCEMENT and WAIVER

DTI will enforce this policy during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact your supervisor or Agency/School District or Affiliate IRM. Agency/School District or Affiliate IRM's can contract DTI by sending an email to eSecurity@state.de.us

II. Definitions

State Communications and Computer Systems – State of Delaware communications and computer systems are any equipment, hardware, software or networks (including wireless networks) owned, provided or used by or on behalf of State of Delaware that store or transmit voice or non-voice data. This includes telephones, cellular/wireless telephones, voice mail, computers, e-mail, facsimiles, pagers, and State Intranet or Internet access (including when accessed through personal computers).

Appendix A – Specific activated that are prohibited

Prohibited activities with email include, but are not limited to, sending, or forwarding:

Jokes or language, that may be considered discriminatory, harassing, unlawful, defamatory, obscene, offensive, insensitive, or otherwise inappropriate, this includes but is not limited to, messages about age, race, gender, disability, sexual orientation, national origin, or similar matters.

Pornographic or sexually explicit materials.

Chain letters.

Information related to religious materials, activities or causes, including inspirational messages.

Gambling.

Auction-related information or materials unless sanctioned by State of Delaware.

Games or other software or copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software, or copyrighted material).

Messages that disparage other governments, companies, or products.

Large personal files containing graphics or photographs or video or audio files.

Materials related to personal commercial ventures or solicitations for personal gain (for example, messages that could be considered pyramid schemes).

Information related to political materials, activities or causes unless sanctioned or permitted by the State of Delaware.

Unauthorized or inappropriate mass distribution of communication.

Any other materials that would be improper under this policy or other State of Delaware policies.

Expressing personal opinion as an authoritative response.

Using background images, animation, excessive colors/formatting, quotes, sayings verses, etc.

Sending to non-authorized individuals, accounts, or services via an auto-forwarding feature.

Sending confidential, Secret or Top Secret with encryption unless a secure connection is already established.

Utilizing State email for events, organizations, orders, or communications not directly related to the agency or the State.

Prohibited use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

Sexually explicit, harassing or pornographic sites.

“Hate sites” or sites that can be considered offensive or insensitive.

Auction or gambling sites.

Non-State of Delaware business-related chat sites.

Underground or other security sites which contain malicious software and/or instructions for compromising State of Delaware security. Games, software, audio, video, or other materials that we are not licenses or legally permitted to use or transmit or that are inappropriate, or not required by, State of Delaware business or instruction.

Offensive or insensitive materials, such as sexually or racially oriented topics.

Intentional importation of viruses.

Registering Internet domain names of the State of Delaware business/school district or those of third parties without authorization from DTI.

Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music or video files

Authorized personal use that interferes with your work responsibilities or business/instructional operations.

Any other materials that would be improper under this policy or other State of Delaware policies.

Prohibited use of State resources includes, but is not limited to:

Sending emails to non-authorized individuals or accounts or services via an auto-forwarding feature.

Use of Cloud Services (e.g., File Storage/Sharing services like DropBox or Google Drive) for Top Secret, Secret and Confidential data, unless the contract includes cloud computing terms and conditions approved by DTI.

Use of non-DTI approved Cloud Services for document sharing of Public data.

Sharing of passwords and/or accounts

Sharing of Federal Tax Information (FTI) on any social media/networking sites.

Sharing data classified as Top Secret, Secret and Confidential without proper approval.

Sharing data that may be detrimental to the State.

Sharing an unprofessional message or image when utilizing State email, messaging tools, websites, social media, etc.

Personal Use

State systems are intended for primarily business/instructional purposes, but limited (incidental and occasional) personal use may be permissible when authorized by your management and it does not:

Interfere with work responsibilities or business/instructional operations.

Involves interests in personal or outside business and/or other non-authorized organizations and activities such as selling or soliciting personal property/items, promoting commercial ventures, charitable, religious or political activities.

Violate any of the standards contained in any Delaware code or policies.

Lead to costs to the State. Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files are *specifically forbidden*.

Personally Owned Devices

The Delaware Information Security Policy state on page 39 that “Any electronic equipment (PC, Laptop, iPad, iPod, etc.) that is not owned by the State cannot connect from an internal source (inside the firewall) to the State’s network.

Appendix B – State of Delaware Monitoring

State communications and computer systems, including but not limited to, computer networks, data files, email, and voice mail, may be monitored and/or accessed by the State to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although the Department of Technology and Information (DTI) does not randomly monitor message or network transactions, DTI may without notification or approval, monitor, access and review any and all communications originating from the State of Delaware or delivered to the State of Delaware – employees should have no expectation of privacy in regard to use of these services. This is in accordance with 19 Del. C. chapter 7.

When DTI learns of a possible inappropriate use, DTI will immediately notify the agency/school district or affiliate responsible, which must take immediate remedial action and inform DTI of its action. In instances where agencies/school districts or affiliates do not respond in a timely or reasonably appropriate manner, are “repeat offenders”, or if criminal activity is suspected, DTI will work directly with the proper authorities, and follow their guidance in determining appropriate action.

Any inappropriate use of State communications and computer systems may be grounds for discipline up to and including dismissal based on the just cause standard set forth by Merit Rules, Student Discipline Policy Code, or collective bargaining agreement, whichever is applicable to the subject employee/student. Exempt employees shall be subject to appropriate discipline without recourse, except as provided by law.

In an emergency, in order to prevent further possible unauthorized activity, DTI may temporarily disconnect that agency or affiliate. If this is deemed necessary by the DTI staff, every effort will be made to inform the agency or affiliate prior to disconnection, and every effort will be made to reestablish the connection as soon as it is mutually agreed upon.

Any determination of non-acceptable usage serious enough to require disconnection will be promptly communicated to the Senior Manager at the agency or affiliate by the DTI Executive Team.

Unauthorized activity or non-acceptable usage determined at the agency/school district or affiliate may be subject to remedial action being taken in accordance with the acceptable use policy of that agency/school district or affiliate as well as those actions outlines above. The remedial action outlined in agency/school district or affiliate policies may differ from the remedial action as outlined in this policy. DTI provides access to the state, national and international resources to its clients through connections with networks outside of Delaware. In general, it is the responsibility of those networks to enforce their own acceptable use policies. DTI will make every attempt to inform its clients of any restrictions on use of networks to which it is directly connected as such information is made available by the network provider.

DTI accepts no responsibility for traffic that violates the acceptable use policy of any directly or indirectly connected networks beyond informing the client that they are in violation if the connected network so informs DTI.

Appendix C - Internet Content Filtering

The State uses internet content management tools designed to restrict access to unauthorized internet sites. Internet sites may be restricted for several reasons such as the site is insecure, contaminated with virus or malware, places unconstrained demands on limited State resources or contains inappropriate content. This solution is not 100% effective.

Internet websites are categorized by web filters providers and the State limits access to certain categories deemed inappropriate.

MILFORD SCHOOL DISTRICT - POLICY 5417

School Bus Code of Conduct - 5417

GENERAL INFORMATION

Student Safety – Student safety is a top priority for the Milford School District. School bus drivers are considered school officials and the bus is deemed an extension of the classroom. Students should observe classroom conduct when on the bus. Students who do not follow safe procedures on the bus will be subject to disciplinary action including suspension or denial of bus privileges as outlined in this policy.

Parent Contact – Drivers and/or contractors are to make a good faith attempt to contact parents prior to writing a bus referral. This effort should be documented on the referral form when necessary. A Principal/Designee must notify the parent/ guardian of any suspension or denial of riding privileges.

Contractor/Driver Meeting Request – Contractors and/or drivers may request a meeting with administration and parents of children in grades Pre-K-12 prior to writing a bus referral.

Implementation – School Bus Drivers should take steps to organize and promote a safe school bus environment. Drivers and Principal/Designee shall implement this policy in the manner specified. The implementation of this policy is in compliance with Delaware State *14 DE Reg. 1150* which requires the school district assume primary responsibility for student conduct.

The following items should be implemented when carrying out the Bus Code of Conduct:

- a. For any suspension from the bus, Principal/Designee must contact the parent/guardian prior to the suspension. If there is a loss of bus privilege, it will start no later than two (2) days after the school has notified the parents.
- b. An administrator can enact or prolong a bus suspension if the student presents a threat to the health, safety, or welfare of other students and staff.
- c. Infractions are cumulative regardless of offense type or category.
- d. If a student commits a series of related offenses on a bus trip, the offense with the highest penalty is to be chosen for action.

Bus Referrals – The Driver is responsible for maintaining discipline among all passengers. A discipline referral process is in place to support the Driver in this endeavor.

Should a student commit a disciplinary infraction the Driver should:

- a. talk to the student initially to resolve the problem and issue a verbal warning if necessary.
 - b. turn in a bus referral discipline form to the school's Principal/ Designee within a timely manner.
 - c. The Principal/Designee may also initiate a bus referral based on his/her investigation of a student complaint and/or parental/ guardian concern regarding a bus discipline matter.
 - d. Referrals will be returned to the driver/contractor within a timely manner.
 - e. The school Principal/Designee reserves the right to increase the consequences based on the severity of the incident on the bus.
- Infractions are cumulative regardless of offense type or category.

Due Process

Students must be afforded the following due process procedures:

- a. Given notice of charges to student
- b. Given explanation of evidence against student
- c. Student given opportunity to tell his/her version of the incident

Transportation Review Committee – This committee consists of a building administrator, school district transportation supervisor, and disciplinarian. The Transportation Review Committee may take any disciplinary action deemed appropriate including but not limited to a long-term suspension from the school bus and/or complete denial of bus privileges. In addition, the Transportation Review Committee may recommend to the Alternative Placement Team of each school for alternative placement, long-term suspension, or expulsion in accordance with *Delaware State Regulation 616*.

Return to School (PreK and Kindergarten Only) – To provide safe transportation and ensure students of pre-kindergarten and kindergarten age are properly monitored, a parent/guardian or caregiver must be present when the student departs the bus.

For pre-kindergarten and kindergarten children to be released from the bus:

Parent/Guardian or caregiver must be at the bus stop, go to the bus door after the bus has stopped and opened the entrance door to receive his/her child. This way the bus driver can ensure that each pre-kindergarten and kindergarten student has a parent/guardian or caregiver present.

The bus driver may ask for the name of the child before releasing him/her. (At the start of school year or if there is a substitute driver) In the event a parent/guardian is not present at the bus stop, the driver is required to notify the school and return children to school at the end of his/her route. School administrators should follow the list of consequences below. The consequences only apply to the bus transportation from school to home and not morning transportation.

- 1st Offense: A letter will be sent to the parent notifying him/ her that the child was returned to school. The parent will be told

that this is against district policy to not be present to receive his/her child. It will be explained to the parent that if this continues, transportation services can be discontinued.

- 2nd Offense: A letter will be sent to the parent notifying him/her that the child was returned to school for a second time. The parent will be told once again that this is against district policy to not be present to receive his/her child. It will be explained to the parent that if this infraction occurs again, a five school day bus suspension will occur.
- 3rd Offense: A letter will be sent stating that transportation services will be suspended for a period of 2 school days from school to home.
- 4th Offense: A letter will be sent notifying the parent/ guardian that transportation services will be suspended for 5 school days from school to home.
- 5th Offense: Bus privileges suspended until Transportation Review Committee meeting. Services may be terminated for the remainder of the school year.

Student Records – All student offenses reported to the school shall be made a part of the student’s discipline record. The bus referral process will start over at the beginning of each school year with exception to days suspended off the bus, which extend past the end of the school year and may be applied to the following school year.

Category 1 – Minor Offenses

Minor Offense 1

Issue verbal/written warning (Morris – applicable for offense 1 and 2)

Minor Offense 2

Loss of bus privilege for one (1) school day

Minor Offense 3

Loss of bus privilege for three (3) school days (Morris – one (1) day)

Minor Offense 4

Loss of bus privilege for five (5) consecutive school days (Morris – min. of three (3) days)

Mandatory conference with Parent/Guardian and Principal/Designee

Minor Offense 5 or more

Loss of bus privilege for ten (10) consecutive school days (Morris – min. of five (5) days)

Mandatory Transportation Review Committee Meeting

Denial of bus privileges

Student will automatically be referred to the Transportation Review Committee

Category 2 – Major Offenses

Major Offense 1

Loss of bus privilege for five up to (5) consecutive school days after mandatory parent notification (Morris – one (1) day) Restitution

Major Offense 2

Loss of bus privilege for ten up to (10) consecutive school days after mandatory parent notification (Morris – min. of three (3) days) Restitution

Major Offense 3 or More

Loss of bus privilege for fifteen (15) consecutive school days after mandatory parent notification (Morris – min. of five (5) days) Restitution

Mandatory Transportation Review Committee Meeting

Category 3 – Serious Offenses / Law Violations

Serious Offense 1

Loss of bus privilege for five (5) consecutive school days after mandatory parent notification (Morris – one (1) day)

Restitution

Mandatory Transportation Review Committee Meeting Police report

Serious Offense 2 or more

Loss of bus privilege for ten (10) consecutive school days after mandatory parent notification (Morris – min. of three (3) days) Restitution

Mandatory Transportation Review Committee Meeting Police report

Bus Code of Conduct Violations

In accordance with Delaware State Regulation 1150 School Transportation 9.0 Pupil conduct on school buses, the following code violations will be used:

Offense	Category
Failure to obey bus driver’s instructions	1
Failure to Obey Safety Procedures	1
Inappropriate conduct at bus stop	1, 2
Improper boarding and departing procedures	1, 2
Failure to remain seated in a forward position	1
Seated in driver’s seat	1
Unauthorized use of bus windows	1
Throwing items inside of bus or out of bus window	1, 2
Abusive language/Profanity	1, 2
Abusive Language to Driver/Profanity	2
Failure to maintain a clean, sanitary and orderly bus / Littering	1
Destruction of property	2
Horseplay and/or Reckless Play	1
Inappropriate Behavior	1, 2
Inappropriate Sexual Behavior	2
Disruption	1
Disruption: Caused Driver to Stop Bus	2
Misrepresenting the Truth/Lying	1, 2
Offensive Touching	1, 2
Possession/Use of Unauthorized Comm/Electronic Device	1
Stealing/Theft	1, 2
Tobacco possession/use including e-cigarettes and/or possession of matches/lighter	2
Unsafe Items	1, 2
Attorney General’s Report	3
Violent Felony	3
Assault III	3
Unlawful Sexual Contact III	3
Offensive Touching (Employee Victim)	3
Terroristic Threatening (Employee victim)	3
Deadly Weapons Offenses	3
Pornography: Possession and Production	3
Bomb Threats	3
Criminal Mischief (Vandalism)	3
Tampering With Public Records	3
Alcohol, Possession and Use	3
Felony Theft (\$1000 or more)	3

Bullying	3
Offensive Touching (Student Victim)	3
Terroristic Threatening (Student Victim)	3
Fighting/Disorderly Conduct	3
Use and/or Possession of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Medications	3

MILFORD SCHOOL DISTRICT - POLICY 5414

STUDENT CODE OF CONDUCT – Elementary Schools Grade K through 5

CHAPTER I - INTRODUCTION AND STUDENT EXPECTATIONS

INTRODUCTION

The Milford School District is dedicated to developing each student's potential for learning. To achieve this, students, parents, and school staff must share the responsibility for encouraging orderly, constructive student behavior. Therefore, the Board has developed this policy statement:

1. Students in the Milford School District shall respect constituted authority.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and demands cooperation with all members of the school community.
3. High personal standards of appearance, clothing, courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all pupils.

CODE OF CONDUCT REVIEW

The Student Code of Conduct Central Academy and High School is an official policy of the Milford School District Board of Education. The Board of Education expects that this Code will be subject to ongoing review and revision in response to:

1. Administrative, staff, student, and parent suggestions;
2. Legal interpretation; and
3. Annual Review

CODE OF CONDUCT DISSEMINATION

On an annual basis:

1. A copy of the student code of conduct shall be posted on the school website and a copy given to each student.
2. Students receive training in the discipline system at the beginning of each school year and as changes occur.
3. Administration and staff receive annual training based upon current district policies and procedures as well as changes in Regulation.

CODE OF CONDUCT AUTHORITY

The Student Code of Conduct may be enforced:

1. On school property prior to, during and following regular school hours including but not limited to when school is in session or when school activities are in operation.
2. On all school campuses and property of the Milford School District.
3. When students are at a bus stop.
4. At all school sponsored events and other activities where school administrators and personnel have jurisdiction over students (I.e.: fieldtrips, sporting events, etc....)
5. When a student's out-of-school conduct, activity, or behavior indicates that the student presents a threat to the health, safety, or welfare of other students and staff. This conduct may be physical in nature or electronically which have an impact on the safe and effective operation of our schools.
6. Students who attempt to register in the Milford School District with outstanding disciplinary actions from Milford School District or their previous school district are subject to the consequences outlined in this document. This includes but is not limited to suspension, expulsion, and placement at an alternative school.

RESTORATIVE PRACTICES

Milford School District believes it is important for all students and staff to build positive relationships with one another as this produces the best academic, social and emotional outcomes. Restorative practices proactively focus on relationships and increasing students' sense of belonging. The practices include deliberate and intentional tools and strategies that facilitate the building of healthy relationships. Teachers and staff are encouraged to use practices such as social-emotional learning (SEL) supports and classroom management strategies to build student understanding and promote healthy relationships. Restorative practices also include a process of healing when a harm occurs between individuals. This is essential to restoring healthy relationships with the understanding that harm-doers should be held accountable for and take an active role in repairing the harm they created.

STUDENT EXPECTATIONS

Students are expected to:

1. Conduct themselves in an orderly, safe, and responsible manner.
2. Attend all classes daily and on time.
3. Be prepared for class assignments and activities, with appropriate working materials.
4. Respect other people and their property.
5. Refrain from abusive language, defamatory, inflammatory, and demeaning actions.
6. Be responsible for their own work.
7. Abide by rules and regulations of the school and individual classroom teachers.
8. Accept, understand, and respect diversity and differences among fellow students and staff.
9. Express feelings and needs in constructive, socially appropriate ways.
10. Resolve differences through acceptable, peaceful methods such as dialogue and compromise.

CHAPTER II - STUDENT RIGHTS AND RESPONSIBILITIES

SEARCH AND SEIZURE

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. School officials have a right under the law to search students or their property whenever there is reasonable suspicion that the students have something that violates school rules or endangers the health, safety, or welfare of others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property.

Searches may include the student and his/her locker, desk, automobile, MSD owned computing resources including all data stored on the MSD network, personal belongings, book bags, purses, or any bags or containers used to carry personal property.

RIGHTS AND RESPONSIBILITIES OF POSSESSIONS

Students have the right: To privacy in their personal possessions unless the principal/designee/staff member has reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug- like substance, a look-alike substance, drug paraphernalia or of a student's unauthorized possession of items which include but are not limited to electronic device, cell phone, weapon, stolen property, unsafe item, or dangerous instruments in the school environment.

Students have the responsibility: Not to carry, conceal, or possess any materials which are illegal, disruptive, dangerous, or offensive to others. Cell phones and other electronic devices must have the power turned off and be out of sight during the school day from the time the student arrives on school grounds until the end of the school day and on the bus. Cell phone use during the school day within the school building, school grounds and/or school buses is prohibited. The District is not responsible for a cell phone or electronic device which may be lost or stolen.

Lockers: The District presumes a student possesses, and is responsible for, all items found in the student's locker. Students should regularly check the contents of lockers. If students fail to lock lockers, or provide others access to personal lockers, students remain responsible for items found in personal lockers. Student lockers are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others.

Bookbag/Purse: The District presumes a student possesses, and is therefore responsible for, all items found in the student's bookbag, purse, or similar bag or container used to carry books or personal property (referred to as "bookbag"). Students should regularly check the contents of their bookbags. If a student fails to secure his/her bookbag, or provide others access to his/her bookbag, the student remains responsible for items found in his/her bookbag.

DEBTS

Refusal to pay for lost, damaged, stolen school property or services rendered by a school program, such as but not limited to field trip fees, food, transportation, or other services related to classes, student activities, and athletics. Families may petition to the school principal to set up a payment plan or other compensation plan.

Students who have a debt with the school may be barred from attending school activities including fieldtrips. In addition, the school shall file a claim in Justice of the Peace for restitution of all debts over \$25.

SKATEBOARDS/ROLLERBLADES/WHEELED SHOES

Students are not permitted to bring or use skateboards, rollerblades, or wheeled shoes in or directly around the school.

ELECTRONIC DEVICES AND CELL PHONES

Milford School District discourages students from bringing cell phones and other communication devices to school. Such devices include but are not limited to: cell phones, tablets, beepers, lasers, radios, cameras, CD players, MP3 players, electronic games, etc. Students are prohibited from using cell phones and other electronic communication devices during the school day without permission from a school official. All devices must be turned off and kept out of sight during the entire school day when it is absolutely necessary to bring the phone to school. Violators will receive disciplinary action in accordance with the Student Code of Conduct. Students who do not turn in an electronic device when requested may be considered in defiance of school authority.

OMBUDSPERSON

An ombudsman is made available by the state of Delaware to act as a facilitator in resolving grievances and disputes. The Delaware Department of Justice Bully Prevention and School Crime Contact (Ombudsperson) Anonymous Tip Line is: 1-800-220-5414

CHAPTER III - DISCIPLINARY PROCEDURES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT

DUE PROCESS PROCEDURES & APPEAL PROCESS

1. All students must be informed of the violation(s) and the range of disciplinary actions. These items should be:
 - a. included in the Student Code of Conduct.
 - b. explained to students in person on a yearly basis.
 - c. disseminated in print and electronic copy.
2. Each student involved in a situation which may result in a disciplinary action must be given the following due process by the administrator or designee:
 - a. informed of the allegations against him/her, the conduct which forms the basis of the allegation (s), and explained the policy, rule, or regulation violated
 - b. given an explanation of the evidence supporting the allegation(s) and an opportunity to present his/her side of the story including any evidence, witnesses, or questions
3. A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal, may be immediately removed from the school provided that, as soon as practicable thereafter, the due process procedures are followed.
4. Parent Notification
 - a. Parents are to be informed of incidents as soon as possible either by phone or written notice. When obtaining written statements from witnesses, reasonable efforts may be made to notify the parent/guardian or each witness. Reasonable efforts shall be made to include the allegedly offending student or parent/guardian in an investigation.
5. Student Appeal Process to Disciplinary Responses

The essential rights involved in disciplinary procedures stem from the concept of due process as outlined above.

 - a. Upon initiation of appeal process, penalties shall not be implemented until the student ceases or exhausts his/her appeal, except in cases where a student presents a threat to the health, safety, or welfare of other students and staff.
 - b. Students, parents, and guardians may all engage in the appeal process.
 - c. Disciplinary action may only be appealed to the next administrative level for failure of the school administration to follow any of the above three procedures. The appeal process may be initiated for any of the following reasons:
 - i. Inappropriate due process
 - ii. Incorrect Consequence
 - iii. Incorrect Charge
6. Appeal Process
 - a. Students or parents shall have the right to informally appeal staff disciplinary action to the next disciplinary level within two (2) school days after the charge. The objective is to resolve the matter informally.
 - b. If the matter is not resolved satisfactorily in the above manner, a written appeal to the next disciplinary level will be made within two (2) school days of the previous disciplinary level. parent/student conference shall be conducted within five (5) school days of appeal and shall give a written decision within two (2) school days of conference.
 - c. A final written appeal may be made to the Superintendent/designee within two (2) school days of the previous disciplinary level. The unresolved problem will be discussed in a conference with the parents/student and the Superintendent/designee. The decision of the Superintendent shall be final, except in cases governed by Regulation 616*.
 - d. The following applies to appeals of long-term suspensions only. A hearing shall be granted by the Board upon receipt of a written request stating the student desires a hearing and received by the Board within 5 days of the student's receipt of the decision of the Superintendent. The Board shall hold a hearing with the parents/student within thirty (30) days after receipt

of the appeal. The Board shall submit its written decision within ten (10) school days following the hearing. The decision of the Board shall be final. *See Regulation 616 for more details and definitions.

Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident.

Students suspended, placed at alternative school, or expelled from school are also excluded from school-related activities and are not permitted on any Milford School District property or at any off-campus event during the entire duration of their suspension, alternative placement, or expulsion.

SUSPENSION FROM SCHOOL

1. Short-Term Suspension

- a. The Principal, in accordance with the rules of the district, shall have the right to impose a Short-term Suspension on any student in the school who has violated the school's Student Code of Conduct. The duration of the Short-term Suspension shall not be more than ten (10) consecutive school days for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- b. The Superintendent, in accordance with the rules of the district/charter school, shall have the right to temporarily extend a student's Short-term Suspension beyond the ten-school day limit pending a district Central Review Committee/Alternative Placement Meeting decision or the district Board of Education decision regarding an Expulsion hearing or other formalized Disciplinary Action hearing for the student.
- c. Due Process will be followed as outlined in Chapter III.
- d. Students suspended out of school are expected to make up their work. It is the responsibility of the student/parent/guardian to contact the teacher for makeup work. Students assigned in-school suspensions are required to complete their work.
- e. A student assigned to an excessive total of in-school suspensions (more than 3) may be assigned out-of-school suspension (OSS) instead of the ISS consequences prescribed in these guidelines.
- f. In all events, parents will be notified to have the student picked up from school. Students whose parents/guardians/emergency contacts cannot be reached by telephone will be retained at school until the end of the school day. However, if this is not feasible or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, or the integrity of the educational process, the necessary notice and hearing will follow as soon as possible.

2. Long-Term Suspension

- a. The Superintendent, in accordance with the rules of the district school, shall have the right to impose a Long-term Suspension on any student in the school who has violated the school's Student Code of Conduct's listed acts of misconduct as defined in 14 DE Admin. Code 614.3. The duration of the Long-term Suspension shall not exceed the number of school days in a school year for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- b. Prior to any Suspension from school, the initial due process procedures outlined in Chapter III shall be followed.
- c. When a student receives a Suspension from school (in or out-of-school), reasonable attempts to provide verbal notification to the Parent shall be made by the Principal prior to the Suspension being served. Written notification of the Suspension and information regarding the districts/charters appeal or Grievance process shall be given or sent to the Parent as soon as practicable, but no later than three business days. The notification shall state the cause and duration of the Suspension.
- d. The Parent or student may appeal the Suspension to the next administrative level in accordance with the district's appeal or Grievance process.
- e. Prior to the student's return from an out-of-school Suspension of three (3) school days or more, the Principal shall hold an in-person or phone conference with the Parent and student. The conference shall be designated by the Principal, who may waive the conference.

ASSIGNMENT TO ALTERNATIVE PROGRAM

A student may be assigned to an Alternative Program because of serious or repeated violations of the Code. Assignment to an Alternative Program is the removal of a student from the regular school program, with placement in special alternatives designed to meet the student's particular needs. A principal may refer a student for Alternative Placement:

- a. for any severe disciplinary violation for which Alternative Placement may be a consequence as specified in the district school Student Code of Conduct and the student's behavior is within the defined conduct under Regulation 616.
- b. in conjunction with an Attorney General's Report or court disposition that indicates that the student has been charged with a Violent Felony and/or is a threat to the health, safety, and welfare of others within the School Environment.
- c. in conjunction with chronic disruptive behaviors which result in Repeated Violations of the Student Code of Conduct after all school based best practice interventions have been put into place for said student.

1. Building Level Conference

When it is alleged that a student committed a violation of the Student Code of Conduct and may be subject to a recommendation for Alternative Placement, the following procedures shall occur. The principal:

- a. shall follow due process as outlined in Chapter III
- b. shall notify the student and parent/guardian.
- c. may impose a Short-term Suspension. If the student is suspended, the student and the Parent shall be provided a copy of a Suspension

form that includes a written notice of the Student Code of Conduct violation(s).

- d. shall compile an Alternative Placement Packet for the student. The Alternative Placement Packet may also include other relevant information at the discretion of the Principal.
- e. shall hold a building level conference (by phone or in person and with a third person present) with the parent/guardian and student to inform them:
 - i. of the referral for Alternative Placement
 - ii. that the student may be suspended and.
 - iii. of the procedures that will take place as follow-up to the referral for Alternative Placement.
- f. shall mail a notice of the Alternative Placement Meeting to the parent/guardian at least 5 business days before the meeting is to occur.

In lieu of a formal Expulsion hearing, a student may elect to waive the hearing and admit to the student's violation charge(s). The student and Parent shall submit a signed written hearing waiver which indicates that the student is knowingly and voluntarily waiving their right to the hearing. Such election may be exercised until the commencement of the hearing. This waiver does not absolve the student from required consequences under Federal or State Law or the Student Code of Conduct. (See Appendix II)

2. Central Review Committee Meeting/District Alternative Placement Meeting

- a. The Central Review/Alternative Placement Team includes: a representative of the Alternative Program Staff, a district level coordinator who will be designated by the superintendent; the building level principal, assistant principal, or other person as appropriate; the student's Parent; guidance counselor or school social worker
- b. A district Central Review Committee/Alternative Placement Meeting shall take place to determine if an alternative setting is appropriate for a referred student.
- c. The Parent and student shall receive verbal and written notification of the district/charter school's Central Review Committee/Alternative Placement Meeting within one day of the meeting. Parents and student may, but are not required to, attend the meeting.
- d. The Parent and student shall be informed of the district/charter school Central Review Committee/Alternative Placement Team's decision for placement within one (1) business day of the meeting.
- e. If the decision is to assign to an Alternative Placement, the Superintendent or designee shall send follow-up written notice within three (3) business days to the Parent describing the circumstances which led to the placement, identifying the Alternative Program to which the student is being assigned, and the conditions which must be met in order for the student to return to the Regular School Program.

3. Student Assignment to Alternative Placement

- a. Milford School District contacts the Alternative Program to set up a date and time for an Intake Meeting.
- b. The Intake Meeting shall not occur unless all required participants are present, unless excused by the Superintendent, and documentation from the Alternative Placement Packet is provided.
- c. Participants required to be present at the Intake Meeting include, but are not limited to, the student, the Parent, a district representative, the Alternative Program administrator, and other appropriate Alternative Program staff. A student assigned to a Consortium Discipline Alternative Program must be registered in Milford School District before the Intake Meeting is held.
- d. The Intake Meeting will include the completion of necessary forms, including the Intake Form, which requires student and Parent signatures.
- e. During the Intake Meeting, Milford School District representative shall communicate to all in attendance, the district/charter school's individualized goals and expectations for the alternatively placed student, including the Individualized Service Plan (ISP) under 14 DE Admin. Code 611, if applicable. The individualized goals and expectations shall be recorded on the Intake Form.
- f. The Intake Form shall be signed by all parties, copied, and distributed to the student and Parent, Alternative Program administrator, and Milford School District representative and shall become part of the student's educational record as defined by 14 DE Admin. Code 252.
- g. Milford School District shall maintain all alternatively placed students' enrollment status in Delaware Student Identification System (DELSIS) and eSchool PLUS database systems or successor Delaware Department of Education approved student database management system. A student placed in a Consortium Discipline Alternative Program shall have both an "active" and "service" status designation in DELSIS.
- h. Students suspended, placed at alternative school, or expelled from school are also excluded from school-related activities and are not permitted on any Milford School District property or at any off-campus events.

EXPULSION

Only the Board of Education may expel a student from school for violation of District Policy. In general, the act of expulsion shall be taken in accordance with due process rights and on the documented evidence presented by the administration. A student will be expelled up to 180 school days and credit will not be given for courses in which a student is currently enrolled. When a student commits a violation which may result in a recommendation for expulsion, the following procedures shall be followed:

STEP I – Investigation and Recommendation for Expulsion

1. The principal or designee investigates the violation and follows due process from Chapter III of this policy.
2. After the student has been afforded initial due process procedures, if the Principal decides that disciplinary action in the form of a recommendation for Expulsion will be made, the following procedures shall be afforded:
 - a. The student shall be given a Short-Term Suspension.

- b. The Principal shall hold a Building Level Conference with the Parent and the student. The Principal shall explain to the Parent and the student the purpose of the meeting is to inform them: 1) of the recommendation for Expulsion; 2) that the student will be serving a Short-term Suspension pending the outcome of the Expulsion hearing and 3) of the procedures that will take place as follow-up to the recommendation for Expulsion. The conference is held by phone or in person and notes are recorded by a second person.
3. All documentation related to the recommendation for Expulsion shall be delivered to the Superintendent within two (2) business days of the Building Level Conference or seven (7) business days of the incident, whichever is sooner.

STEP II – Expulsion Hearing Determination

1. Upon receipt of a recommendation following the Building Level Conference, the Superintendent shall review documentation to affirm that appropriate discipline procedures were followed. The Superintendent shall, within ten (10) business days of the date of the incident, notify the student and the Parent by letter that a district-level Expulsion hearing will be held to consider the recommendation. The Superintendent shall not have been a participant in the disciplinary investigation or Building Level Conference resulting in the recommendation for Expulsion.
2. In lieu of a formal Expulsion hearing, a student may elect to waive the hearing and admit to the student's violation charge(s). The student and Parent shall submit a signed written hearing waiver which indicates that the student is knowingly and voluntarily waiving their right to the hearing. Such election may be exercised until the commencement of the hearing. This waiver does not absolve the student from required consequences under Federal or State Law or the Student Code of Conduct. (Appendix I)
 - a. Within five (5) business days following the waiving of hearing rights and admission of violation charges, the Superintendent shall prepare a report for the Board of Education's action at its next public board meeting or an additional scheduled public board meeting for the sole purpose of deciding on the student disciplinary matter in question.

STEP III – Expulsion Hearing

1. Written notice shall, at a minimum, be sent by regular U.S. and certified mail to the Parent describing the circumstances which led to the recommendation for Expulsion and shall give the date, time, and location of the hearing.
2. The hearing shall be held not less than seven (7) business days or more than twenty (20) business days after receipt of written notice. The written notice shall be deemed to be received on the fourth business day following the day of mailing. This time period may be waived by agreement of the parties. A copy of the documentation shall be made available, upon request, to the student and Parent at the district/charter school office prior to the mailing.
3. The student and Parent may also be given copies of the following: (reason for the recommendation, names of witnesses who may appear, and copies of information that may be submitted as evidence).
4. The Expulsion Hearing shall be conducted by a district Board of Education or Hearing Officer.
5. The Board of Education or Hearing Officer:
 - a. shall have full authority to admit or exclude evidence.
 - b. is not bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as herein stated.
 - c. may exclude plainly irrelevant, immaterial, insubstantial, cumulative, and privileged evidence.
 - d. may limit unduly repetitive proof, rebuttal, and cross examination.
6. In conducting the hearing, the district shall:
 - a. submit evidence first followed by the response of the student, if any.
 - b. allow further evidence by either party to be presented at the hearing if the Board of Education or Hearing Officer determines such evidence is necessary.
 - c. be recorded in a manner that will permit transcription.
 - d. Not allow the Superintendent presenting the case on the part of the District to testify.
7. The student shall have the following rights:
 - a. To be represented by legal counsel at the student's expense;
 - b. To cross-examine witnesses;
 - c. To testify and produce witnesses on his/her behalf; and
 - d. To obtain, at the student's expense, a copy of the transcript of the hearing.

STEP IV – Expulsion Decision by Board of Education

1. Within five (5) business days following the conclusion of an Expulsion hearing conducted by a Hearing Officer, a written report shall be prepared by the Hearing Officer for the Superintendent. The report shall frame the issues, summarize the evidence, state conclusions of fact, and make a recommendation as to whether the student should be expelled.\
2. The Board of Education shall:
 - a. conduct a review of the Hearing Officer's recommendation, the transcript, and all evidence, and then may accept, reject, or modify the recommendation of the Hearing Officer.
 - b. report to the Delaware Department of Education within five (5) business days of the Board's decision to expel.
 - c. grant a decision in writing, within ten (10) business days of the decision by the Board of Education, to the Superintendent, Parent and student. The written decision shall include notice of the right to appeal to the State Board of Education. When a Board of Education expels a student but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision shall address with specificity the reason for non-placement and the evidence in support thereof. Such decisions shall be submitted to the Delaware Department of Education's Office of School Climate and Discipline within five business days of such decision, with a

copy to the student's Parent.

STUDENTS WITH DISABILITIES

1. In the case of a known or suspected disabled student, as defined in federal and state regulations, being considered for expulsion, or change in placement, an Individual Educational Placement (IEP), Manifestation Determination (MD) or Section 504 (as appropriate) team meeting will be convened before change in placement or expulsion.
2. The IEP/504 Team will determine whether (1) the alleged conduct is a manifestation the student's disability, or (2) the student's programming and placement was appropriate at the time of the offense. A disabled student's conduct is a manifestation of the disability if the IEP/MD/Section 504 Team so determines. If the IEP/504 Team determines that the offense is a manifestation of the student's disability, the student's program and/or placement may be changed by the team, but not as a disciplinary consequence, and only to provide appropriate services and placement.
3. If the IEP/504 Team determines that the offense is not a manifestation of the student's disability, the principal will follow the Student Code of Conduct, and continued services and placement shall be determined by the IEP Team.
4. In instances where the student presents a danger to himself or others as afforded by law, Interim Alternative Educational Settings may be invoked by the District, including homebound instruction.

CORPORAL PUNISHMENT

The use of corporal punishment is not permitted in the Milford School District. This does not prohibit an employee of the Milford School District from:

1. Using reasonable and necessary physical contact to quell a disturbance or physical altercation or prevent an act that threatens imminent bodily harm to any other person.
2. Using reasonable and necessary physical contact to obtain possession of a weapon, or other dangerous object within a pupil's control.
3. Using reasonable and necessary physical contact for the purpose of self-defense or the defense of others.
4. Using reasonable and necessary physical contact for the purpose of protecting public school property.
5. Using reasonable and necessary physical contact to prevent a pupil from imminently inflicting harm on himself or herself.
6. Using reasonable and necessary physical contact to protect the bodily safety of others.
7. Using incidental, minor, or reasonable physical contact to maintain order and control.

In determining whether or not an employee of the Milford School District was acting within the above exceptions, deference shall be given to reasonable, good faith judgment made by an official or employee of the school board.

UNSAFE SCHOOL STUDENT TRANSFER OPTION PROGRAM

Milford Elementary Schools have been declared safe schools.

The Milford School District complies with legislation by providing transfer options to those students enrolled in a District school that has been identified as "persistently dangerous" pursuant to the provisions of DDOE Regulation 608, Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students Who Have Been Victims of a Violent Felony. Students who have been victims of a violent felony under these provisions may also elect the transfer option program.

1. Option A: Schools Identified As Persistently Dangerous

- a. Within ten school days of receiving a persistently dangerous designation from the Department of Education, the District will notify parents of eligible Unsafe School Transfer Option Program students by mail. A Transfer Option Application will be attached to the notification letter. Parents of students moving to a persistently dangerous school at the end of their grade level cluster will also be notified by mail. All parents registering students at a designated school will receive a notice and Transfer Option Application at the time of registration.
- b. The District will accept Unsafe School Student Transfer Option Applications for fifteen school days following date of the notification mailing. Applications for in-coming kindergarten students will be accepted through first day of new school year.
- c. Parents will have the option to transfer to another District school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. School options available will be listed on the application form.
- d. Transfers of students will occur within 30 school days of Department of Education notification to the District. Transferring students will be assigned to bus stops currently servicing their option school by the District Transportation Department. Parents will be responsible for providing transportation to and from their assigned bus stop.
- e. A corrective action plan will be developed and filed with the Department of Education within 20 school days from the date that the District learns that a school has been identified as persistently dangerous.

2. Option B: Victim of a Violent Felony at a School

- a. Within five school days from the date of the acknowledgement of a violent felony charge that occurred in or on the grounds of a District school, the District will notify the victim's parents by certified mail of the Unsafe School Student Transfer Option. A Transfer Option Application will be attached to the notification letter.
- b. Parents have 10 school days from the date of the certified mailing to exercise their option to transfer to a safe District school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. School options available will be listed on the application form.
- c. The student will be transferred within 30 school days of the District's notification of violent felony charges being filed. Transferring

students will be assigned to bus stops currently servicing their option school by the District Transportation Department. Parents will be responsible for providing transportation to and from their assigned bus stop.

The Milford School District Student Transfer Option Program components are subject to amendments as may be required by law.

WEAPONS – GUN FREE SCHOOLS ACT OF 1994 The Milford Board of Education recognizes that students and staff must be provided with a safe and secure environment for learning, free from fear, harassment or injury caused by the possession of firearms in school. In compliance with the Federal Gun-Free Schools Act of 1994, the District adopts the following policy:

Possession of a firearm, as defined by Delaware Code, on school property, in a school bus, at any school- sponsored co-curricular activity, shall result in expulsion for a period of not less than 180 school days. The superintendent shall modify the expulsion requirement to the extent a modification is required by Federal or state law in respect to students who have been determined to have disabilities. The procedures and definitions by which this policy will be implemented are contained in the Student Code of Conduct and Delaware Code.

COMBINATION OF OFFENSES

In single instances where more than one violation of the Code occurs prior to disciplinary action given, the student may be dealt with at the highest level and may be given the most severe action allowed for any of the offenses committed.

In separate incidents of violations of the Code, offenses cannot be combined prior to disciplinary action in order to determine the appropriate level and action for the latest offense. Offenses are to be considered separate, except as may be provided elsewhere in this policy. If several separate instances of the same offense occur prior to disciplinary action, all of the offenses should be processed at the appropriate level of action specified for each violation.

REMOVAL OF STUDENTS FROM CLASS OR OTHER SCHOOL ACTIVITY

Faculty and administration have authority over student conduct at all times during school and school related activities outside the school day, including riding buses. Students will be removed from class or school activity based upon the judgment of teachers and administrators. Criteria for removal of students include the safety of student and others, any form of violence, persistent disruption that interferes with learning, prevention of such situations and compelling need to speak to student privately. In using their judgment to remove a student, staff will use the Student Code of Conduct as the guide for their decisions. When a punishment or penalty is given to a student, it will be at the discretion of school authorities and based upon the Code of Conduct. If a student needs to be removed, the teacher will contact the office/follow procedures established in that school to summon assistance to remove a student.

STUDENT RECORD

All discipline offenses are made a part of the student's discipline record. The discipline referral process will start over at the beginning of each school year.

CHAPTER IV - VIOLATIONS OF THE STUDENT CODE OF CONDUCT

HARASSMENT

Sexual harassment by district students or harassment or misconduct by students based upon race, color, creed, religion, gender (including pregnancy, childbirth, and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law.

Sexual harassment is a form of sex discrimination and illegal under Title VII of Civil Rights Act of 1964, which protects persons in workplace, and Title IX of Education Amendments of 1972, which protects persons from sex discrimination at school. Sexual harassment can be defined as any unwelcome attention of a sexual nature that interferes with a person's work (school) performance or creates a hostile, intimidating work (school) environment. It may include but is not limited to: demeaning remarks about one's clothing, body, or sexual activity based on gender; unnecessary touching, patting, or pinching; leering at another person; demanding sexual favors accompanied by threats relating to job or school performance and evaluation; and physical assault. It is important to remember that no person deserves to have his/her individual freedoms violated and that persons who have experienced sexual harassment often feel guilty, angry, powerless, and fearful. Such sexual harassment or misconduct, whether the harasser is another student or adult: shall include, but is not limited to the following:

written contact--suggestive or obscene letters, notes, invitations, graffiti, and electronic messages of a sexual nature.

visual contact--sexually suggestive looks or gestures, displaying sexually suggestive or explicit objects or pictures, cartoons, photographs, electronic images, posters, magazines, or other materials.

verbal contact--sexually suggestive gestures or obscene comments including, but not limited to, those about a person's body, body parts, or sexual characteristics that are used in a negative or embarrassing way; verbal advances or sexually explicit statements which may take the form of threats, jokes, teasing, phone calls, or pressure for sexual contact or favors.

physical contact--uninvited and intentional touching, blocking, or cornering of a person's freedom of movement; pinching, patting, invasion of the person's privacy by leaning over him/her or brushing up against the other person's body; or actual sexual contact, assault, or rape.

retaliation--any action taken or threatened against another person for complaining about any of the behaviors described above.

Harassment based upon a person's race, national origin, disability, religion, sexual orientation, or similar characteristics by a student directed against or toward another person that occurs on the school district's premises or at school activities off the school premises is a form of conduct which is prohibited. Such harassment or misconduct shall include, but is not limited to:

1. Any assault, offensive touching, menacing, or reckless endangering of another person that is motivated by the victim's race, national origin, disability, religion, sexual orientation, or similar characteristic;
2. Oral or written words communicated by any student to another person that attack, degrade, stereotype, or offend based on the person's race, national origin, disability, religion, sexual orientation, or similar characteristic;
3. Any oral, written, or symbolic communication that can reasonably be perceived and considered as offensive, including slurs, jokes with negative connotations, apparel decorated with negative or degrading words or symbols, negative stereotyping, or other communications that are based upon race, national origin, disability, religion, sexual orientation, or similar characteristic.
4. The use of threats, coercion, or intimidation to prevent a person from reporting such harassment or misconduct as set forth in #s 1-3 above.

If you believe you or another person are the subject of such harassment or misconduct or sexual harassment or if you witness such actions or communication in general, you should report the circumstances immediately to a teacher or the principal or assistant principal at your school, to a parent or guardian, or to any employee of the school district who is in a position of authority. Persons are urged to report violations of these policies, and no one will, in any way, use threats, coercion, or intimidation to prevent a person from reporting harassment or sexual harassment. All complaints made to district staff must be reported by such staff to the Milford School District Title IX Coordinator. Upon receiving notice of a complaint of harassment, sexual harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, an investigation will be conducted as soon as possible. Confidentiality of the person and/or witnesses to the prohibited conduct will be maintained to the fullest extent possible. A school district student, who is found to have committed harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, will be subject to appropriate disciplinary action, and all reports of such harassment or misconduct will be actively and diligently investigated. Appropriate action will be taken consistent with the provisions of the student disciplinary code and/or state law. The type of disciplinary action taken will depend upon the seriousness of the offense committed and may include placing the offending student on probation, suspension, expulsion, or imposing other disciplinary alternatives. Follow-up inquiries may be made to ensure that harassment, including sexual harassment, has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

DRUGS AND ALCOHOL

The Milford School District strives to:

1. promote student awareness/education concerning the dangers of substance abuse in the schools;
2. make known the availability of drug and alcohol counseling, rehabilitation, and student assistance programs;
3. provide a fair and equitable framework for administering consequences to students who violate the policy;
4. provide prior notice to all students of the District's position that the use of drugs, alcohol or steroids in the school environment is destructive of the educational process and will not be tolerated.

The misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the school community. In cases of drug use, possession and/or distribution of drugs and/or alcohol and/or paraphernalia and/or inhalants and/or medications, the Milford School District will:

1. Follow the code of conduct to administer consequences to students.
2. Alert law enforcement of possible criminal violations.
3. Turn over all substances and paraphernalia to law enforcement officials.
4. Request analysis of the substance if necessary.
5. Require that all prescription or non-prescription drugs ~~are~~ to be handled through the office of the school nurse. Authorized drugs are those prescribed to a student by a licensed physician or that which can be purchased over the counter and for which the student has written permission from his/her parent or guardian. Both are to be brought in the original labeled container to the school environment in the dosage or amounts prescribed, or for which written permission has been obtained. In all cases, they are to be delivered to the school nurse and administered as per the physician's/parent's/guardian's written order. Violations of the policy could result in disciplinary action. All medications not reported to the nurse will be considered unauthorized.
6. Offer help and assistance to any student who feels that she/he has a problem with drugs or alcohol. School personnel will offer assistance, assessment and/or identify appropriate outside resources without penalty, unless a violation of this policy has occurred. In cases involving student assistance, cost for such treatment is the responsibility of the parent, but the school administration will be an active partner at the parent's request in securing help of a limited cost nature.
7. Be committed to developing preventative strategies for dealing with this issue through counseling efforts, instructional programs, and many other related activities. The Milford School District has also designated the school nurse, school psychologist and/or school counselors as the professionals to which staff can refer students to receive initial counseling and to obtain information or counseling/treatment services available to the student in need.

NONCONTROLLED SUBSTANCES

The act of possessing or transferring a drug-like or look-alike substance (includes all substances which fall under the definition set forth in the Uniform Controlled Substance Act 16 Del. D 4701 et seq.) shall constitute intent to use, possess, or distribute if any of the following conditions is present:

1. The express representation that the substance is a controlled substance; or
2. The express representation that the substance is of such a nature or appearance that the recipient of said delivery will be able to distribute said substance as a controlled substance; or
3. Circumstances which would lead a reasonable person to believe that the substance was a controlled substance.

It is prima facie evidence of such circumstances if any two of the following factors are established:

The non-controlled substance is packaged in a manner normally used for the illegal delivery of controlled substances.

The delivery or attempted delivery included an exchange of or demand for money or other valuable property as consideration for delivery of the substance, and the amount of such consideration was substantially in excess of the reasonable value of the non-controlled substance.

The physical appearance of the finished product containing the substance is substantially identical to a specific controlled substance.

TOBACCO AND VAPING PRODUCTS

The Milford School Board of Education recognizes that tobacco and vaping products, including any product marketed as an electronic cigarette, product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. The purpose of this policy is to prohibit student possession, use, transfer, purchase, and sale of tobacco and vaping products, including Juuls and other all electronic cigarette products on school grounds and buses and during school activities. The State of Delaware prohibits smoking by all persons within all buildings, facilities, and school grounds of the District in accordance with MSD policy 4220.

Definition:

Tobacco products, for the purposes of this policy and in accordance with § 1115(9)a of Title 11 of Delaware Code, shall be defined to include the following:

1. Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including smoking, heating, chewing, absorbing, dissolving, inhaling, “vaping” or ingesting.
2. A component or accessory used in the consumption of a tobacco product, including filters, rolling papers, and pipes.

Authority:

The Board prohibits possession, use, transfer, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the Milford School District; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility:

1. The Superintendent or designee may develop administrative regulations to implement this policy.
2. The Superintendent or designee shall notify students, parents/guardians and staff about the Board’s tobacco and vaping products policy by publishing information in various forms, not limited to: the student handbooks, posted notices, signs, social media, and on the district website.
3. The Superintendent or designee shall coordinate with school staff to ensure students are referred to voluntary cessation education and support programs that address the physical and social issues associated with nicotine addiction.

Reporting:

School administration shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. School administration shall inform the parent/guardian whether local law enforcement has been or may be notified of the incident. School administration shall document attempts made to reach the parent/guardian.

AGGRESSIVE GROUPS AND GANG POLICY

The Milford School District recognizes that the harm done by the presence and activities of gangs and aggressive groups in public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang and aggressive group activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of this activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Milford School District that gangs and aggressive groups are prohibited in the Milford School District Schools, according to the following:

I. Definitions for Purposes of this Policy

1. An “aggressive group” is any group of two or more students who act collectively in an aggressive, confrontational, or territorial

manner toward other students within the school or in violation of disciplinary rules of the school district.

2. An “organized aggressive group” act collectively in an aggressive, confrontational, or territorial manner toward other students within the school or in violation of disciplinary rules of the school district have one or more of the following characteristics: An action against a single member of the group is responded to by multiple members of the group, the group identifies itself with a name, similar clothing or colors, established symbols and handshakes, similar hairstyles, or other identifying characteristics
3. A "gang" is any group of two or more students whose purposes include the commission of illegal acts; “gang related activity” includes but is not limited to the prohibited conduct set forth below.

II. Prohibitions

No student on school property or at any school activity on or off campus shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge,
2. symbol, sign, or other items that evidences or reflects membership in or affiliation with any gang or aggressive group.
3. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang or aggressive group.
4. Engage in any act to further the interests of any gang or aggressive group, including, but not limited to:
 - a. soliciting membership in, or affiliation with, any gang;
 - b. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
 - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;
 - e. soliciting any person to engage in physical violence against any other person.

III. Procedures

1. **WATCH:** the same students are noted to be persistent in aggressive group behavior
 - a. A list of the students is established and maintained
 - b. Record all relevant actions, interactions, reports, and rumors
2. **INTERVENTION:** When sufficient documentation has accumulated
 - a. Interview, set limits, and warn individually
 - b. Send letter to parents
 - c. Apply appropriate discipline for all group activity: Inflammatory Actions, Bullying, and defiance
3. **GANGS AND ORGANIZED AGGRESSIVE GROUPS**
 - a. Prohibited from assembly on school grounds
 - b. Arrests off campus will result in a referral under S0161 - Attorney General’s Report
 - c. Expulsion hearing for all acts of violence or intimidation

IV. Application and Enforcement

1. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.
2. This policy is intended to work in conjunction with the Bullying Policy found elsewhere in the MSD Code of Conduct.
3. The removal of graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered as soon as possible.
4. School officials are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang-related activities in the area, including names and characteristics of local gangs.
5. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to School Board and local law-enforcement authorities for further action.

SCHOOL BULLYING & CYBERBULLYING PREVENTION

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

Prohibition of Bullying Which Includes Cyberbullying

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

Definition of Bullying & Cyberbullying

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

1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical

- well-being, or substantial damage to his or her property; or
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions, or due to a power differential between the bully and the target; or
 3. Interfering with a student having a safe school environment necessary to facilitate educational performance, opportunities, or benefits; or
 4. Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another student, school volunteer or school employee.
 5. As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.
 - a. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
 - b. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

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

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

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

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

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

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

Sexual Bullying: With the exception of physical contact which is deemed criminal and/or meets the definition of Unlawful Sexual Contact as defined in DE Code §4112, unwanted touching of a sexual nature, unwanted talking about private parts, and unwanted comments about target's sexuality or sexual activities.

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

School-Wide Bully Prevention Program

The District is committed to support each school in their adoption of a school-wide bully prevention Program. Each school is directed to develop or adopt a school-wide, research-based bully prevention program. A Coordinating Committee will be created, as described in Section IV of this policy.

Coordinating Committee

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

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff, and parents to report instances of bullying or suspicions of bullying, with the understanding that all

such reports will be listened to and taken seriously. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

Investigative Procedures

1. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.
2. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or the principal's designee within five (5) working days.
3. Some acts of bullying may also be crimes which must be reported to the police and/or the department of education pursuant to the school crime reporting law (14 Del. C. § 4112)

Non-Classroom Supervision

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

Consequences for Bullying

Consequences for bullying are outlined in the disciplinary matrix in the school code of conduct. A written notice to parents/guardians will be provided in both alleged and substantiated cases to both victims and bullying perpetrators. Repeated and/or serious bullying violations will be reported to law enforcement.

Retaliation

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

Reporting Procedures

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

1. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits. The staff member will report the complaint to the administration or designee.
2. If a child expresses a desire to discuss a personal incidence of bullying with a staff- member, the staff-member will assist to provide the child with a practical, safe, private, and age-appropriate method of doing so. The staff member will report the concern to the administration or designee.
3. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
 - a. Conduct involved
 - b. Persons involved, designated bully, target, and bystanders' roles
 - c. Time and place of the conduct alleged number of incidents
 - d. Names of potential student or staff witnesses
 - e. Any actions taken in response
4. Short, easy to use complaint forms can be obtained from the school administration or district office. (Appendix II – MSD Bullying Reporting Form)
5. The MSD Bullying Reporting Form may be completed on the school website and automatically sent to school administration.
6. Anyone may report bullying. A report may be made to any staff member.
7. Each principal will designate a person or persons responsible for responding to bullying complaints.
8. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents (Milford School District RAP), which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

Notification of Parents, Guardian, or Relative Caregiver

A Parent, guardian, or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

Procedure to Communicate with Medical and Mental Health Professionals

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

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian, or relative caregiver pursuant to 14 *Del. C.* § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPPA and FERPA guidelines.
2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to the parent's child.
3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:
 - a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
 - b. Require that the student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
4. A summary of the evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Prevention and Behavioral Health Services, State of Delaware 24-hour hot line (302)-633-5128. Non-emergent services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting a medical insurance company for recommended providers in the area.

Implementation

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

Accountability

Each school shall notify the District in writing of its compliance with this policy and submit a copy of the procedures adopted under this policy by *January 1* of each school year. Each school shall verify for the District the method and date the policy has been distributed to all students, parents, faculty, and staff.

Informing Students of Electronic Mediums

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy, postings on Facebook, Twitter, YouTube, SnapChat, Instagram, TikTok, and Pinterest shall, at minimum, be included in each districts and charter's school list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. This list is not considered exclusive and any social media outlet which allows for communications that may be viewed by the intended victim or refers to the victim shall be considered an electronic medium for the purposes of enforcing the electronic bullying aspects of this policy. Internet sites such as "blogs" which may be used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible internet portals.

Policy Notification

The policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy will be distributed annually to all students, parents, faculty, and staff.

Rules and Regulations

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement *Title 14 Section 4112D of the Delaware Code.*

Other Defenses

1. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action initiated under this policy provided there is sufficient school nexus.
2. This section does not apply to any person who uses data or computer software accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district policy and with the approval of the superintendent.

Relationship to Other Laws

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

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

Reporting School Crime

Delaware Code requires mandatory reporting of the offenses listed in 14 Del.C. §4112. Each school district employee has a duty to report school crimes and may incur a penalty for failure to report.

Milford School District maintains a Memorandum of Agreement (MOA) with the Milford Police Department which is approved by the Department of Education.

Superintendent or his/her designee shall report to the Department of Education all school crimes pursuant to 14 Del.C. §4112 and any incidents of misconduct pursuant to 14 Del.C. §601. Such reports shall be made on forms as designated by DOE and filed with DOE within the time prescribed by the statute.

DISCIPLINE OFFENSE AND ACTION MATRIX

Levels (key below) T – Teacher/Staff A – Administrator/Designee	Offense	Definition	Category	Number of Offenses			
				1	2	3	4 +
	Hate Crimes	Any person who commits, or attempts to commit, any crime as defined by the laws of this State, and who intentionally:(1) Commits said crime for the purpose of interfering with the victim’s free exercise or enjoyment of any right, privilege or immunity protected by the First Amendment to the United States Constitution, or commits said crime because the victim has exercised or enjoyed said rights; or (2) Selects the victim because of the victim’s race, religion, color, disability, sexual orientation, gender identity, national origin or ancestry, shall be guilty of a hate crime. For purposes of this section: a. “Gender identity” means a gender-related identity, appearance, expression, or behavior of a person, regardless of the person’s assigned sex at birth. b. “Protective hairstyle” includes braids, locks, and twists. c. “Race” includes traits historically associated with race, including hair texture and a protective hairstyle. d. “Sexual orientation” means heterosexuality, bisexuality, or homosexuality.	4	A			
	Discriminatory Behavior or Speech	Any electronic, physical, verbal or written, or action (direct or indirect) that excludes, marginalizes, or discriminates against other people or groups of people that are members of a protected class.	3	A	A		
	Abusive/Inappropriate Language	Student uses written/spoken language, materials, or gestures which are offensive, obscene, or vulgar towards an employee of the Milford School District.	1	T	T	A	A
	Deadly Weapon Possession/Concealment/ Sale	Possession, concealment, or sale of a Deadly Weapon in the School Environment. Any instrument from which a shot may be discharged, including the	4	A			

	<p>discharge of a pellet, slug, bullet, or BB shot by compressed air or by spring discharge; a knife of any sort; switchblade knife; billy club; blackjack; bludgeon; metal knuckles; slingshot; razor, bicycle chain; ice pick; xacto knife; mace; pepper gas; taser; non-functional weapons; box cutter; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or using in an aggressive and threatening manner articles commonly used for other purposes.</p> <p>Also, any dangerous instrument, as defined in this Code, will be considered a weapon/deadly weapon when used, displayed in a threatening manner, or attempted to be used, to cause death or serious physical injury.</p>					
Dangerous Instrument(s) Possession/Concealment/Sale	Possession/concealment/sale by a student in the School Environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.	4	A			
Academic Cheating	To be dishonest or deceptive in order to obtain an advantage or gain for oneself or another student. Examples include, but are not limited to, giving, or receiving answers, test questions, work results, or projects. Use of cell phone during an assessment is classified as cheating. Also, plagiarism, the adoption or reproduction of original creations of another author without due acknowledgement, is considered academic cheating.	1	T	T	A	A
Defiance of School Authority	A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.	1	T	T	A	A
Disruption of Educational Process	Individual or group behavior which seriously or repeatedly interferes with effective functioning of the teacher, student, or class in the classroom; individual or group behavior outside of the classroom which seriously or repeatedly interferes with effective functioning of the teacher, student, class, or school.	1	T	T	A	A
Dress Code Violation	Violation of Dress Code outlined in Milford School District Board Policy 5415.	1	T	T	A	A
Failure to Obey Safety Procedures I	Student does not obey safety procedures as outlined by school officials.	1	T	T	A	A
Inappropriate Behavior: Careless and Reckless Behavior	Intentional/unintentional behavior that threatens to or causes personal injury or property damage. For example: shoving, horseplay, and reckless play including but not limited to: detonating caps or snaps, hair pulling, pinching, pushing, or tripping, running, slamming, or kicking doors, sticking, stinging, tacks on chair or floor, throwing objects, etc.	1	T	T	A	A
Falsification – Written/Verbal	This includes but is not limited to making something false for the purpose of deception or fraud, altering something for the purpose of deception, or using a false name or identification.	1	T	T	A	A
Use of Profanity	Student uses written/spoken language, materials, or gestures which are offensive, obscene, or vulgar	1	T	T	A	A
Unauthorized Use of Cell Phone/Electronic Device	This includes but is not limited to tablets, computers, radios, MP3 players, electronic games, beepers, cell	1	T	A	A	A

	phones, CD players, lasers, camera, and all electronic equipment, etc. NOTE: Cell phone power must be turned off and out of sight during the school day. Cell phone use during the school day within the school building is prohibited without permission from a school official. Use of cell phone during an assessment is classified as cheating.					
Destruction of School Property Criminal Mischief (Vandalism)	A student, in the School Environment, intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tampers with tangible property of another person so as to endanger person or property. This includes student and school property.	2	T	A	A	A
Forgery or School Paperwork Destruction Falsification – Written/Verbal	This includes but is not limited to making something false for the purpose of deception or fraud, altering something for the purpose of deception, or using a false name or identification.	2	T	A	A	A
Inappropriate Behavior: School Disruption	Language, gestures, or actions that produce distractions, frictions, property damage, or disturbances that interfere with the effective functioning of the teacher, another student, a class, or any school activity.	2	T	A	A	A
Inappropriate Behavior: Offensive touching	Intentionally touching another person with a part of their body or an instrument knowing that it is likely to cause offense or alarm.	2	T	A	A	A
Inappropriate Behavior Consensual and/or Sexual Misconduct	Any request or suggestion of action by one or more persons involving the use or display of those parts of the body generally referred to as “private” (unacceptable in public) in which he/she knows this conduct is likely to cause alarm to another person; explicit sexual actions or display; explicit written or spoken words of a sexual nature (includes photographs, other pornography, and sexually related items). A consensual sexual act(s) between two individuals within the School Environment.	2	T	A	A	A
Stealing/Theft	Taking, exercising control over, or obtaining property of another person intending to deprive that person of it or appropriate it.	2	T	A	A	A
Leaving Assigned Area Without Permission	Leaving an assigned area without authorization.	2	T	A	A	A
Acceptable Use Policy Violation	Soliciting, using or sending pornographic or obscene material, accessing unauthorized email, downloading and/or installing files with or without malicious intent, and/or damage to equipment within the school environment; or a situation in which a student tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of information or the ability of the system to operate; or In any way disrupts or degrades the school or District's technology infrastructure.	2	T	A	A	A
Attorney General's Report	Includes a felony, misdemeanor or violation defined in the Delaware Code, as well as behavior of a person under 18 years of age which would be considered a felony, misdemeanor, or violation if it had been committed by an adult. Attorney General's Report shall mean the Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety, and welfare of others, including, but not limited to acts of	3	A	A		

	violence, weapons offenses, and Drug offenses.					
Defiance of School Authority	A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.	3	A	A		
Failure to Perform Properly during ISS/ISD	Student does not report for disciplinary action (such as ISS, detention, etc.) and/or fails to comply with disciplinary consequence. Student does not perform properly in ISS.	3	A	A		
Fire Alarm Incident	A person intentionally set off a false school fire alarm or call in a false 911 emergency directly or indirectly; recklessly damage or interfere with effective functioning of school's fire alarm system.	4	A	A		
Inappropriate Behavior	A student uses, or threatens to use, language, gestures, or physical actions which create or might create a disturbance and/or cause physical harm to another person.	3	A	A		
Leaving School Grounds without Permission	Leaving the school grounds, after arriving on school grounds, without authorization prior to the end of the student's scheduled day.	3	A	A		
Tobacco Possession/Use	Possession or distribution of any tobacco product and/or lighted cigarette (cigar, pipe, vape pipe, e-cigarette, etc.), inhaling or exhaling smoke, chewing, or using tobacco products	3	A	A		
Unsafe Items	Items such as: utility knives, ice pick, lighter, pocketknife, scissors, fireworks, and anything causes alarm or is as deemed unsafe by the administration.	3	A	A		
Distribution of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Medications	The sale, transfer, or Distribution in school, on school property, or on school field trip of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Nonprescription Medication or Prescription Drugs and/or look-alike substances.	4	A			
Use and/or Possession of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Medications	In the School Environment, a student unlawfully Possesses, Uses or is under the influence of Alcohol, a Drug, Drug Paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia. Unlawful Use or Possession of drug or alcohol look-alike substances. Unlawful Use or Possession of steroids. Unlawful Use or Possession of chemical vapors that are inhaled for their mind-altering effects. Possessing or using Nonprescription Medication or Prescription Drugs of any type in the School Environment in violation of 14 DE Admin. Code 612.	4	A			
Assault III	A person intentionally or recklessly causes physical injury to another person or With criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or a Dangerous Instrument.	4	A			

Terroristic Threatening	<p>When a person makes a false statement or statements: (1) Knowing that the statement or statements are likely to cause evacuation in the School Environment; (2) Knowing that the statement or statements are likely to cause serious inconvenience in the School Environment; or (3) In reckless disregard of the risk of causing terror or serious inconvenience in the School Environment. A person threatens to commit any Crime likely to result in death or in serious injury to person or property; or A person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury.</p>	4	A			
Bullying/Cyberbullying	<p>Any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another student, school volunteer or school employee. The use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.</p>	4	A			
Criminal Mischief (Vandalism)	<p>A student, in the School Environment, intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tamper with tangible property of another person so as to endanger person or property. This includes student and school property.</p>	4	A			

GLOSSARY

Behavioral Contract - When repeated inappropriate behaviors occur or when a student fails to respond to recommended or required consequences for inappropriate behaviors, the student may be placed in a behavioral contract. A behavioral contract is an agreement between a student, the student's parent(s) or guardians, and an administrator. The behavioral contract will specifically state the conditions that, unless met, will result in a recommendation for further disciplinary action. In accordance with 14 Del. C. § 614, violation of a Behavior Contract can be used as a basis for alternative placement or recommendation for expulsion.

Central Review Committee – Central Review Committee is a school-based committee to consider students who have repeatedly and/or seriously violated school rules and regulations and have been referred by an administrator. Committee is headed by the Principal/designee and identifies possible interventions and determines next steps in the discipline process.

Alternative Placement Team Meeting – The Alternative Placement Team follows Regulation 616 and is led by the appropriate school district Director/designee. The Alternative Placement Team decides on the placement of students in an alternative setting.

Gambling – School Violation - student participates in games of chance for money and/or other things of value. **Loitering** - student is present in any school area without authorization including student on school property after dismissal.

Notification – direct contact by telephone, in person, or by certified mail, unless otherwise designated.

Parent – includes natural parent, adoptive parent, or any person, agency, or institution that has temporary or permanent custody or guardianship over a student under 18 years of age.

Parent Contact or Conference - means a telephone contact, written communication, or meeting with a parent/legal guardian in person unless otherwise designated.

School Employee – includes all persons 18 years of age or older hired by a school district; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property.

School Function – includes any field trip or any officially sponsored public school event in the State.

School Volunteer – a person 18 years of age or older who, without compensation, renders service to a public school.

“School Volunteer” includes parents who assist in school activities or chaperone school functions.

Written Report – includes printed paper filings and electronic filings that can be printed.

DDOE Regulation 614 - Uniform Definitions for Student Conduct Which May Result in Alternative Placement or Expulsion. The regulation can be found at the following link:

<http://regulations.delaware.gov/AdminCode/title14/600/614.shtml#TopOfPage>.

Student Support Team (SST) - Students who exhibit repetitive disciplinary actions may be referred to the school's SST. The SST is a committee of school teachers, administrators, and support staff such as school nurse, psychologist or visiting teacher who meet to discuss strategies aimed at supporting students.

Parent Contact - Whenever a student receives disciplinary actions, a parent will be contacted. This includes phone call to the parent, email/text, or a face-to-face conference. School administrators may require a face-to-face conference with a parent/guardian in order for a student to return to school.

Attorney General's Report: Any charges received by a student either in school or out of school are reported to school district officials from the Attorney General's office. School district officials are provided access to view specifics of each charge against a student via a state crime database. The Milford School District may take disciplinary action on the charges to ensure the safety and welfare of the student body even if the charges have not been adjudicated and in accordance with Due Process procedures.

ACTION CATEGORIES

LEVELS:

A – Administrator
T – Teacher

Restitution - Payment for damages may be required for any disciplinary action which results in property damage.

CATEGORY 1

<u>Offenses</u>	<u>Level</u>	<u>Action</u>
1	T	30 minutes individual reflection time with supervision (in classroom) Parent contact
2	T	Up to 60 minutes individual reflection time in school (in classroom) Parent contact
3	A	Up to 2 hrs. in-school individual reflection time Parent contact Restrict or provide alternate class activities Loss of privilege(s)
4	A	School Suspension/In-School - up to 1 day

Parent contact
 Restrict or provide alternate class activities

5+ A School Suspension/In-School - up to 2 days
 Parent contact - required conference with administrators and teachers.
 Restrict or provide alternate class activities
 Central Review Committee referral

CATEGORY 2

Restitution - Payment for damages may be required for any disciplinary action which results in property damage.

<u>Offenses</u>	<u>Level</u>	<u>Action</u>
1	T	Up to 60 minutes individual reflection time with supervision (in classroom) Parent contact Confiscate electronic device
2	A	Up to 3 hrs. in-school reflection time Parent contact Restrict or provide alternate class activities Confiscate electronic device
3	A	School Suspension/In-School – up to 1 day Parent contact Restrict or provide alternate class activities Confiscate electronic device
4+	A	School Suspension/In-School - up to 2 days Parent contact - required conference with administrators and teachers. Restrict or provide alternate class activities Confiscate electronic device

CATEGORY 3

Restitution - Payment for damages may be required for any disciplinary action which results in property damage.

<u>Offenses</u>	<u>Level</u>	<u>Action</u>
1	A	School Suspension/In-School - up to 2 days Parent contact Restrict or provide alternate class activities Central Review Committee referral
2	A	School Suspension/In-School – up to 4 days Parent contact - required conference with administrators and teachers. Restrict or provide alternate class activities Central Review Committee referral
3+	A	School Suspension up to 5 days Mandatory Central Review Committee referral

CATEGORY 4

Restitution - Payment for damages may be required for any disciplinary action which results in property damage.

<u>Offenses</u>	<u>Level</u>	<u>Action</u>
1	A	School Suspension, up to 5 days Central Review Committee Referral

Doe Regulation 601. School-Police Relationships

A. For purposes of the reporting required pursuant to 4.7 of this regulation, “Bullying” is defined as when one person, or a group of persons, targets another person with repeated direct or indirect negative actions over a period of time which are harmful to the victim either emotionally or physically. A negative action occurs when a person knowingly inflicts or attempts to inflict, physical or emotional injury or discomfort upon another person. The following offenses should be reported to the appropriate police agency for investigation: 1) All felonies; 2) Serious assaults when any weapon is used; 3) Report of explosives, knives, firearms, ammunition, fireworks or blasting caps being brought into school; 4) Narcotic offenses or allegations; drinking; 5) Indecent assaults on pupils or staff; 6) Rape or assault with intent to rape; 7) Morals offenses (pornography, exhibitionism, peeping, etc.); 8) Organized gambling (numbers and pools); 9) Neglect or abuse of children; 10) Persons or conditions which are factors in contributing to the delinquency of minors; 11) Adults loitering on or near school property; 12) Unknown persons parked near schools at the time pupils are going to and from school; 13) Observations of reckless driving and traffic hazards endangering lives of school children; 14) Telephoned threats to the school; 15) Arson, attempted arson, or suspicion of arson; 16) Rumors or observations of gang rivalries or activities; 17) Reports of promiscuity or incest; 18) Evidence of threats or intimidation; 19) Larceny involving the personal property of school personnel; 20) Larceny of school equipment; 21) Burglary and attempted burglary of school buildings; 22) Malicious mischief and school vandalism; 23) Trespassing on school property.

For purposes of the reporting required pursuant to 4.7 of this regulation, “Bullying” is defined as when one person, or a group of persons, targets another person with repeated direct or indirect negative actions over a period of time which are harmful to the victim either emotionally or physically. A negative action occurs when a person knowingly inflicts or attempts to inflict, physical or emotional injury or discomfort upon another person. The following offenses should be reported to the appropriate police agency for investigation: 1) All felonies; 2) Serious assaults when any weapon is used; 3) Report of explosives, knives, firearms, ammunition, fireworks or blasting caps being brought into school; 4) Narcotic offenses or allegations; drinking; 5) Indecent assaults on pupils or staff; 6) Rape or assault with intent to rape; 7) Morals offenses (pornography, exhibitionism, peeping, etc.); 8) Organized gambling (numbers and pools); 9) Neglect or abuse of children; 10) Persons or conditions which are factors in contributing to the delinquency of minors; 11) Adults loitering on or near school property; 12) Unknown persons parked near schools at the time pupils are going to and from school; 13) Observations of reckless driving and traffic hazards endangering lives of school children; 14) Telephoned threats to the school; 15) Arson, attempted arson, or suspicion of arson; 16) Rumors or observations of gang rivalries or activities; 17) Reports of promiscuity or incest; 18) Evidence of threats or intimidation; 19) Larceny involving the personal property of school personnel; 20) Larceny of school equipment; 21) Burglary and attempted burglary of school buildings; 22) Malicious mischief and school vandalism; 23) Trespassing on school property.

Police matters shall not include conduct which has been traditionally treated as a matter of discipline to be handled administratively by the schools. All school misconduct of a serious nature should be promptly reported to the parent/legal guardian of the involved student. Correlated with Delaware Department of Education Regulation 601 School/Police Relations, 2005.

MILFORD SCHOOL DISTRICT
906 Lakeview Avenue
Milford, Delaware 19963
302-422-1600

EVELYN I. MORRIS EARLY CHILDHOOD CENTER

8609 Third Street, Lincoln, Delaware 19960
School Phone Number – 302-422-1650

Principal Mrs. Jen Hallman
Assistant Principal Mrs. Jen Norman
Administrative Secretary..... Mrs. Sharon Smith
Secretary Ms. Melissa Shockley
Nurse Mrs. Colleen Dean
Child Nutrition Manager (302-422-1632)..... Mrs. Laura Nailor

BENJAMIN BANNEKER ELEMENTARY SCHOOL

449 North Street, Milford, Delaware 19963
School Phone Number – 302-422-1630

Principal Dr. Bobbie Kilgore
Assistant Principal Mrs. Laurie Moorman
Administrative Secretary..... Mrs. Sarah Seibel
Secretary Ms. Tiffany Weldon
Nurse Mrs. Ann-Marie Nash
Child Nutrition Manager (302-422-1632)..... Ms. Patty Zabel

MISPILLION ELEMENTARY

311 Lovers Lane, Milford, Delaware 19963
School Phone Number – 302-424-5800

Principal Mrs. Teresa Wallace
Assistant Principal Mrs. Jodi Messick
Administrative Secretary..... Mrs. Kristine Shockley
Secretary Mrs. Kristin Caiola
Nurse Mrs. Pat Ayers
Child Nutrition Manager (302-424-5822)..... Ms. Lorraine Stout

LULU M. ROSS ELEMENTARY SCHOOL

310 Lovers Lane, Milford, Delaware 19963
School Phone Number – 302-422-1640

Principal Mrs. Cynthia McKenzie
Assistant Principal Ms. Kim Webb
Administrative Secretary..... Mrs. Christina Oplinger
Secretary Mrs. Shannon Davis
Nurse Mrs. Jackie Wolfe
Child Nutrition Manager (302-422-1642)..... Mr. Henry Smith