

906 Lakeview Avenue Milford, DE 19963
Phone: (302) 422-1600

**AGENDA FOR MONDAY, MARCH 18, 2024 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting in-person at Lulu Ross Elementary School, 310 Lovers Lane, Milford, DE 19963. Public comment will be held in-person only.

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=mdf8ba3a18ecf4c62bce1c8ec565a0a6c>

Webinar Number: 2630 605 4950

Webinar Password: wjVGX7K2P7V (95849752 from phones and video systems)

To access the meeting via audio conference, members of the public may use the following information:

Dial in: +1-415-655-0001 US Toll

Access Code: 263 060 54950

It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of this meeting for the reasons identified below, then adjourn into a regular session meeting at approximately 7:00 pm.

1. Call to Order by President

2. Roll Call

_____ Dr. Adam Brownstein
_____ Mr. Matt Bucher
_____ Mrs. Ashlee Connell
_____ Mr. Victor "Butch" Elzey

_____ Mr. Scott Fitzgerald
_____ Mrs. Jennifer Massotti
_____ Mrs. Jean Wylie

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for February 26, 2024 Action Item

5. Adjournment to Executive Session Action Item

A. Personnel Matters – See 29 Del. C § 10004(b)(9)

1. Discussion of the personnel report and the competencies of staff recommended for hire

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
 - A. Strategic Plan Update: Academic Excellence
10. **Academic Excellence: Dr. Carvajal-Hageman**
 - A. 2024-2025 Academic Calendar – Read Only
 - B. Student Climate & Safety Update – Dr. Weller
 - C. Field Trip Action Item * *action required immediately and cannot be deferred to a later meeting*
11. **Building Our Future: Dr. Sara Hale**
 - A. Monthly Revenue and Expenditure Reports as of February 29, 2024 Action Item
 - B. Reassessment Updates
 - C. Update on Current Construction Project
 - D. Construction Change Order Approval Action Item * *action required immediately and cannot be deferred to a later meeting*
12. **Empowering and Investing in our People: Ms. Laura Manges**
 - A. Personnel Action Item
13. **Supporting the Whole Student**
 - A. Winter Sports Summary – Mr. Jed Bell
14. **Board Discussion**
 - A. DSBA Updates
 - B. Introduction of New Draft Board Policy for Action
 1. New Board Policy 1016 Civility Action Item
 - C. Introduction of Recommended Draft Revision of Board Policies
 1. Revised Board Policy 4309D Limited Contract Positions – Read Only
 2. Revised Board Policy 4330 Employee of the Year Awards – Read Only
 3. Revised Board Policy 3202 Outside Agents and Salesmen in the Schools – Read Only
 4. Revised Board Policy 4223 Overtime and Compensatory Time – Read Only
 5. Revised Board Policy 4316 Medical/Hospital Insurance – Read Only
 6. Revised Board Policy 5206 Procedures for Homeless Education Program – Read Only
 7. Revised Board Policy 5404 Student Code of Conduct – Read Only
 - D. Introduction of Recommended Board Policies for Deletion
 1. Delete Board Policy 5414 Student Code of Conduct Elementary Schools K-5 – Read Only
 2. Delete Board Policy 5417 School Bus Code of Conduct General Information – Read Only
15. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
FEBRUARY 26, 2024

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mrs. Jennifer Massotti
Mr. Matt Bucher, Vice President	Mrs. Jean Wylie
Dr. Adam Brownstein	Dr. Bridget Amory, Executive Secretary
Mrs. Ashlee Connell	

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:01 PM on Monday evening, February 26, 2024.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve the Regular Meeting Minutes for January 22, 2024 and February 12, 2024. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI to adjourn into Executive Session at 6:03 PM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL to adjourn Executive Session at 7:10 PM.

CHANGES TO AGENDA

Delete 13C1 Introduction of Recommended Draft Revision of Board Policy for Read Only
Revised Board Policy 4309D Limited Contract Positions

PUBLIC COMMENT

Ethan Lang, Milford High School graduate and former Student Board Representative shared how Black History Month and Carter G. Woodson influenced and shaped his future.

Mr. Frederick Duffy shared concerns about proposed names for the renovated middle school.

SUPERINTENDENT'S REPORT

Morris Early Childhood Center Presentation

Dr. Frampton and Ms. Norman shared a presentation that highlighted Morris students.

Former MMS Naming Committee Presentation – Dr. Hale

Dr. Hale shared a presentation that revealed the committee recommended names for the renovated middle school.: Lakeview Avenue Intermediate School, Lakeview Intermediate School on the Milford Eleven Campus, Milford Schelhouse School, and Marvin P. Schelhouse School.

Community Compass – Dr. Carvajal-Hageman

Dr. Carvajal-Hageman invited the public to join future board meetings starting at 6:00 pm. to engage with staff during the board's executive sessions.

Academic Excellence: Dr. Carvajal-Hageman
2024-2025 Academic Calendar

There were comments regarding self-directed student learning days, completion of assignments and accountability. Two calendars will be presented at the March 18th board meeting for consideration.

School Climate & Safety Update – Dr. Carvajal-Hageman

The code of conduct is under review for revisions. Parenting for Resilience will be held on the secondary campus on February 28, 2024. Fourteen families attended the January Parenting for Resilience workshop.

Field Trip Approval

Revenue and Expenditure Report

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve the field trip as presented. **Motion passed unanimously.**

Building Our Future: Dr. Hale

Revenue and Expenditure Reports

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve the Revenue and Expenditure Reports as of January 31, 2024. **Motion passed unanimously.**

Final Fiscal Year 2024 Revenue and Expenditures Budgets

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve the Final Fiscal Year 2024 Revenue and Expenditures Budgets. **Motion passed unanimously.**

Empowering and Investing in our People: Ms. Manges

Personnel Report

MOTION MADE BY MRS. WYLIE/SECONDED BY MRS. MASSOTTI to accept the Personnel Report as presented during Executive Session. **Motion passed unanimously.**

BOARD DISCUSSION

DSBA UPDATES

Mr. Bucher chaired the School Board Association Legislative Committee. Over two hundred pieces of legislation was introduced. Listed below is a synopsis of legislation:

HB42: Amend Title 14 to limit tax increases after reassessment

HB116: AP Exams – requires Delaware Colleges and Universities to accept standardized AP test scores of three or higher

HB125: Free School Meals – State of DE pays the portion not covered by USDA

BH203: Provides unit funding for full-time athletic trainer

HB252: Amends Delaware code relating to salary step after completion of teacher residency program

HB263: Amends Delaware code relating to meal debt restrictions on student participation in extracurricular activities

HB 279: Amends bereavement leave to coincide with State of Delaware employees

HB290: Student Excellence Equals Degree Act allows students convicted of violent felonies access to SEED Scholarship funds

HB296: Amends Title 29 which allows school districts and charter schools to pay prevailing wages

SB20: Changes donated leave calculation from 2 days = 1 day ratio to 1 day = 1 day ratio

SB69: Exempts religious institutions from providing child-care

SB187: Educator with graduate degree in any major will receive credit for the degree regardless their major

SB188: Interstate Teacher Mobility Compact

SB211: Establishes javelin as a high school track and field event

INTRODUCTION OF NEW DRAFT BOARD POLICY FOR READ ONLY

- Dr. Weller presented new draft Board Policy 1016 Civility

RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION

Revised Board Policy 4308 Salary Schedule: Substitutes

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve revised Board Policy 4308 Salary Schedule: Substitutes. **Motion passed unanimously.**

RECOMMENDED DELETION OF BOARD POLICIES FOR ACTION

Delete Board Policy 5107 Providing Education to Students with HIV Infection

MOTION MADE BY MRS. MASSOTTI/SECONDED MRS. CONNELL to approve deleting Board Policy 5107 Providing Education to Students with HIV Infection. **Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. WYLIE that the Regular Meeting of the Milford Board of Education held on Monday, February 26, 2024, adjourned @ 8:50 PM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

Academic Excellence Update



Charting the Course to Excellence

March 18, 2024



Core Belief

We Believe the foundation of excellence is rooted in an academically rigorous curriculum, supportive instruction, and high expectations for each learner.

[Milford School District Strategic Plan: Charting the Course to Excellence](#)

Goal 1: Demonstrate consistent growth in student proficiency scores across all grade levels.



Strategy 1:

- Quarterly Data Dives have been established to focus all schools on data analysis.
- Data protocols are being developed to guide the analysis of assessments.
- Professional learning for school leaders, district specialists, and reading specialists to strengthen the facilitation of data analysis meetings to guide instruction

Strategy 2:

- Common district assessments aligned to the Smarter Balanced Assessment are being created for reading and math in grades 3-8.
- Data analysis cycles have been integrated into the academic calendar for SY25

Strategy 3:

- MTSS protocols are being established.
- Reading Specialists and MLL team participating in cross training to establish a shared responsibility approach to support our students who struggle to meet literacy targets

Goal 2: Guarantee that students across all grade levels have access to high quality instructional materials aligned with a grade level reporting system that reflects the attainment of standards and an appropriate level of rigor.



Strategy 1:

- Elementary Math - pilot of Bridges Version 3.
- Secondary - ELA book study to establish common research-based strategies to be utilized in all classrooms.
- Coaching support from district reading and math instructional specialists.

Strategy 2:

- Elementary - focus on literacy implementation with training, coaching and deep supports for administrators and specialists at all schools and the district.
- DTGSS professional learning for secondary school administrators to strengthen teacher feedback

Strategy 3:

- Quarterly Data Dives led by District Office at all schools
- Assistant Principal PLCs to develop instructional leadership
- Design of the SY25 academic calendar has a focus on professional learning and data cycles.

Goal 3: Increase the number of students who graduate on time and successfully transition into employment, trade, or post-secondary education through their involvement in Career and Technical Education and higher level coursework.



Strategy 1:

- Partnerships with local businesses are established for work based learning opportunities.
- College/University connections are established to offer dual enrollment/AP courses.
- CTE advisory board meeting, held in March, gets feedback on our students' preparedness for careers.

Strategy 2:

- Data Dives focus on indicators known to impact graduation. "At Risk" students are identified and intervention strategies are discussed and implemented.

Strategy 3:

- Use of Cardonex to establish schedules that support identified learning needs at the secondary level for SY25 is underway.
- MCA alignment to current MHS CTE pathways is occurring.



Our goals are clear: we aspire to be a district of schools that are pillars in our communities, where students can achieve big dreams, where families and community members feel welcomed and respected, and where staff is supported and appreciated as they guide students to their highest potential.

*Together, we will
Chart the Course to Excellence!*

Academic Calendar SY 2024-25



Charting the Course to Excellence

March 18, 2024

Academic Calendar Requirements



Students

1060 hours - Grades K-11

1032 hours - Grade 12

Staff

188 Days - Teachers

185 Days - Paraeducators



Milford Academic Calendar



Students

1105 hours - Grades K-11

45 hours > state requirement

1047 hours - Grade 12

15 hours > state requirement

Staff

188 Days - Teachers

185 Days - Paraeducators





Calendar Committee

MSD Stakeholder Groups

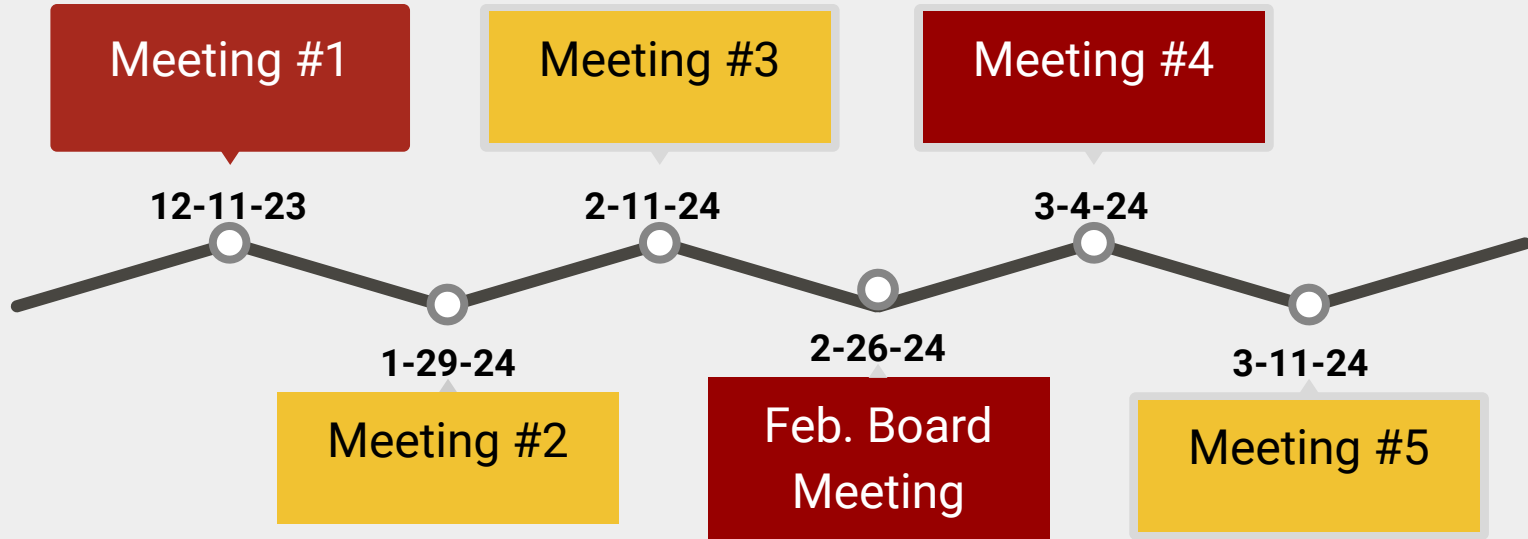
- Parents/Guardians
- Teachers
- Secretaries
- Paraeducators
- Administrators
- Milford Education Association

Committee Members

- Emily Coverdale
- Michelle Messick
- Amber Curtis
- Deanna McKee
- Yvette Dennehy
- Vicki Hudson
- Bobbie Kilgore
- Amy Gephardt
- Kim Sekscinski
- Lauren Vann
- Rebecca Grier
- Kristin Galati



Calendar Committee Timeline





MSD Academic Calendar Considerations

- MSD Strategic Plan Goals
- District instructional goals
- Professional development needs
- State/National Holidays
- State laws and regulations
- Board of Education policies
- Administrative procedural directives
- Negotiated agreements between Milford School District and its employee groups



Draft Academic Calendar Highlights

- Exceed state student instructional hours requirements
- Meet staff requirements
- Fall and spring family conferences
- Student test prep time
- Election year
 - State Primary Day
 - Election Day
 - Return Day



Student K-11 = 170 Days
Student Gr.12 = 161 Days
Teacher = 188 Days
Paraprofessional = 185 Days
Non Work Days for Paraprofessionals
11/26, 2/10, 6/11

August 2024							February 2025										
	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa		
						1	2	3							1		
	4	5	6	7	8	9	10										
	11	12	13	14	15	16	17										
Instr	18	19	20	21	22	23	24	25 District Meet & Great Day 11am-7pm	Instr	9	10	11	12	13	14	15	
								16 Father Richard Day	Feb	16	17	18	19	20	21	22 President's Day	
Aug	25	26	27	28	29	30	31	10 All students return	Total	18	19	20	21	22	23	24	25
September 2024							March 2025										
	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	7	2 Labor Day		2	3	4	5	6	7	8	
	8	9	10	11	12	13	14	10 State Primary Day		9	10	11	12	13	14	15	
	15	16	17	18	19	20	21		Instr	16	17	18	19	20	21	22	
	22	23	24	25	26	27	28		Mar	23	24	25	26	27	28	29	
Sep	29	30							Total	18	19	20	21	22	23	24	
Total	18	19	20	21	22	23	24	25	30 Mid-Marking Period 1	27	28	29	30	31			
October 2024							April 2025										
	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa		
						1	2	3							1		
						3	4	5							3		
						6	7	8							6		
						9	10	11							9		
						12	13	14							12		
						15	16	17							15		
						18	19	20							18		
						21	22	23							21		
						24	25	26							24		
						27	28	29							27		
						30	31								30		
November 2024							May 2025										
	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa		
						1	2	3 Election Day							1		
						4	5	7 Return Day, Half Day for Staff							4		
						6	7	8 Veterans' Day							6		
						9	10	11 Veterans' Day							9		
						12	13	14							12		
						15	16	17							15		
						18	19	20							18		
						21	22	23							21		
						24	25	26							24		
						27	28	29							27		
						30	31								30		
December 2024							June 2025										
	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa		
						1	2	3							1		
						4	5	6							4		
						7	8	9							7		
						10	11	12							10		
						13	14	15							13		
						16	17	18							16		
						19	20	21							19		
						22	23	24							22		
						25	26	27							25		
						28	29	30							28		
						31									31		
January 2025							Calendar Key:										
	Su	M	Tu	W	Th	F	Sa	White	Traditional Student Day								
						1	2	3	Gold	District Closed							
						4	5	6	Maroon	Staff Professional Development (PD)							
						7	8	9	Gray	District Open with no students/staff							
						10	11	12	Navy	Student Test Preparation							
						13	14	15									
						16	17	18									
						19	20	21									
						22	23	24									
						25	26	27									
						28	29	30									
						31											



thank
you

For your support

MILFORD SCHOOL DISTRICT

FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10th for School Board approval for the following school year)

Morris ☐
 Banneker ☒
 Central Academy ☐
 High School ☐
 Mispillion ☐
 Ross ☐

In-State ☐
 Out-of-State ☒
 Overnight ☐

DATE(S) OF TRIP: May 2024 # of School Days missed: 1 <i>May 17, 2024</i>	TRIP DESTINATION: Salisbury Zoological Park	TEACHER(S): 2nd Grade (Nolt, Reyna, Huffman, Smith, Pavlik)
NUMBER OF STUDENTS: 100+	CONTENT AREAS: Science	GRADE(S): 2nd
1. Instructional Unit Title: Mystery Science Animal Biodiversity and Animal Adventures 2. Dates of Instructional Unit: From: March 4th To: April 12th 3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour Research Video Software Other (specify) 4. Relationship of trip to instructional objective(s) (purpose of the trip): This trip to the zoo would provide students with an up close interaction to the biodiversity of animals in our world with different habitats and species.		Field Trip Cost Transportation: \$1,159.41 Meals: pack/bring our own Other expenses (explain): NA (zoo is free admission and free parking) Funding Used: NA Individual student expense: \$12.60 <div style="display: flex; justify-content: space-between;"> \$1,159.41 Total Cost </div>
Closest Medical Facility (with address & phone #): TidalHealth Peninsula Medical 100 E Carroll St, Salisbury, MD 21801 (410)-546-6400 Nurse Initials: <i>ann</i>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> PRINCIPAL'S SIGNATURE: <i>Laurie Moore</i> </div> <div style="width: 30%;"> DIRECTOR'S SIGNATURE: <i>K. C. Hageman</i> </div> <div style="width: 30%;"> SUPT'S SIGNATURE: <i>B. M. M. M.</i> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p>		

12/19/16

MILFORD SCHOOL DISTRICT
Fiscal Year 2024 Monthly Revenue Report
As of February 29, 2024
66.7% of the Fiscal Year completed

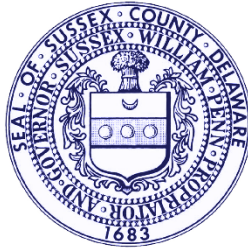
REVENUE SOURCE	Final FY 2024 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	34,396,104.39	31,352,369.86	91.15%
Cafeteria Salaries	639,693.00	639,693.00	100.00%
Division II, All Other Costs	993,184.00	993,184.00	100.00%
Division II, All Other Costs - VOC	116,210.00	116,210.00	100.00%
Division II, Energy	862,232.00	862,232.00	100.00%
Division III, Equalization	6,251,388.00	6,251,388.00	100.00%
State Transportation	4,055,010.98	4,200,463.78	103.59%
Homeless Transportation	534,984.00	804,984.00	150.47%
Foster Care Transportation	92,391.00	92,391.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	316,175.25	325,657.72	103.00%
Drivers' Education	23,169.00	23,169.00	100.00%
Unique Alternatives	408,146.71	408,146.71	100.00%
Delaware Sustainment Fund	823,122.00	823,122.00	100.00%
Technology Block Grant	110,160.00	110,160.00	100.00%
Education Opportunity Grant	1,970,924.40	1,970,924.40	100.00%
Education Opportunity Grant - Mental Health	436,848.00	462,398.00	105.85%
Student Success Block Grant - Reading	344,620.00	344,620.00	100.00%
Filter First - Lead Remediation Funds	100,782.00	100,782.00	100.00%
Year Long Teacher Residencies	43,684.00	43,684.00	100.00%
Substitute Reimbursement- Paid Parental Leave	41,214.00	49,408.20	119.88%
School Safety and Security	289,967.00	289,967.00	100.00%
CPR Instruction	1,147.01	1,147.01	100.00%
School Recognition - Banneker	8,000.00	8,000.00	100.00%
Minor Capital Improvements	417,339.00	417,339.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	53,277,495.74	50,692,440.68	95.15%
LOCAL FUNDS			
Current Expense (tax rate)	9,767,863.00	9,098,379.74	93.15%
Current Expense (capitations)	200.00	75.60	37.80%
Debt Service	2,100,000.00	2,016,176.16	96.01%
Debt Service - County Impact Fees	92,500.00	58,641.93	63.40%
Tuition	1,800,000.00	1,775,380.88	98.63%
Minor Capital Improvements	278,226.00	327,142.09	117.58%
Interest	1,259,000.00	863,390.11	68.58%
Athletics	32,500.00	33,064.00	101.74%
CSCR	45,000.00	46,977.39	104.39%
Indirect Costs	75,000.00	1,187.62	1.58%
Cafeteria	2,700,000.00	1,499,200.47	55.53%
Social Studies Coalition/Donations	98,500.00	81,403.11	82.64%
Building Rental	2,000.00	1,560.00	78.00%
E-Rate	-	2,689.20	
Net Choice Billings	(202,385.26)	(202,385.26)	100.00%
Net Charter Billings	(209,563.67)	(209,563.67)	100.00%
Tuition Billings	(2,100,000.00)	(1,940,360.00)	92.40%
Other Local Revenue	35,000.00	22,147.70	63.28%
Education Opportunity Match	-		
Extra Time Local Match	-		
Reading and Match Specialist Match	-		
Technology Maintenance Match	-		
Major Capital Improvements	-		
TOTAL LOCAL FUNDS	15,773,840.07	13,475,107.07	85.43%
FEDERAL FUNDS			
IDEA Part B	1,292,973.00	1,292,973.00	100.00%
IDEA - Preschool	58,844.00	58,844.00	100.00%
Title I	1,805,919.00	1,805,919.00	100.00%
Title II	346,873.00	346,873.00	100.00%
Title III English Acquisition	108,406.00	108,406.00	100.00%
Title IV	215,270.00	215,270.00	100.00%
Perkins	127,837.00	127,837.00	100.00%
TOTAL FEDERAL/OTHER FUNDS	3,956,122.00	3,956,122.00	100.00%
GRAND TOTAL ALL FUNDS	73,007,457.81	68,123,669.75	93.31%

Milford School District
Monthly Report of Expenditures
For the month ended February 29, 2024

Operating Unit	Budget Line	Final Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 65,225.00	5,924.80	27,401.45	\$ 31,898.75	48.91%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 64,600.00	3,215.59	44,675.65	\$ 16,708.76	25.86%
9180672A	Lulu M. Ross Elementary School	\$ 87,425.00	2,136.01	43,542.48	\$ 41,746.51	47.75%
9180673A	Mispillion Elementary School	\$ 70,400.00	5,665.35	33,801.22	\$ 30,933.43	43.94%
9180675A	Milford Central Academy	\$ 131,390.00	7,150.47	81,638.62	\$ 42,600.91	32.42%
9180678A	Milford Senior High School	\$ 188,175.00	17,694.75	91,033.99	\$ 79,446.26	42.22%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	6,880.99	\$ 2,119.01	23.54%
	School Resource Officer	\$ 15,000.00	1,426.00	15,078.00	\$ (1,504.00)	-10.03%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	30,588.35	42,124.97	\$ 57,286.68	44.07%
99900300	District Expenditures	\$ 55,000.00	19.98	17,916.72	\$ 37,063.30	67.39%
	School Safety and Security	\$ 289,967.00	105,189.67	152,500.00	\$ 32,277.33	11.13%
	Public Relations and Communication	\$ 40,000.00	16,417.00	16,749.02	\$ 6,833.98	17.08%
	Copy Center (District Wide)	\$ 135,000.00	43,534.72	82,775.31	\$ 8,689.97	6.44%
99910100	Superintendent	\$ 1,500.00	408.34	1,004.67	\$ 86.99	5.80%
99920000	World Language Immersion (State Grant)	\$ -	-	-	\$ -	-
	Educator Accountability (State Grant)	\$ 1,147.01	-	-	\$ 1,147.01	100.00%
	Student Success Block Grant (Reading)	\$ 344,620.00	-	148,356.54	\$ 196,263.46	56.95%
	Opportunity Grant Mental Health	\$ 436,848.00	-	-	\$ 436,848.00	100.00%
	Education Opportunity Grant	\$ 1,970,924.40	577.52	12,508.97	\$ 1,957,837.91	99.34%
	School Recognition (Banneker)	\$ 8,000.00	8,000.00	-	\$ -	0.00%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 20,000.00	-	200.38	\$ 19,799.62	99.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 150,000.00	-	15,888.83	\$ 134,111.17	89.41%
99920700	Athletics - High School	\$ 180,000.00	12,663.95	142,640.01	\$ 24,696.04	13.72%
	Athletics - Milford Central Academy	\$ 40,000.00	107.73	25,894.33	\$ 13,997.94	34.99%
99920800	Driver's Education	\$ 23,169.00	-	7,815.92	\$ 15,353.08	66.27%
99930200	Tuition - Special Services	\$ 330,000.00	-	294,076.11	\$ 35,923.89	10.89%
	Tuition - Special Services - ILC	\$ 275,000.00	432.00	158,069.50	\$ 116,498.50	42.36%
	Unique Alternatives (State Funds)	\$ 408,146.71	-	244,650.64	\$ 163,496.07	40.06%
99930300	Special Services	\$ 59,500.00	13,090.89	34,971.77	\$ 11,437.34	19.22%
	Special Services - State Related Services	\$ 316,175.25	79,704.17	174,182.53	\$ 62,288.55	19.70%
99940100	Contingencies and One-Time Items	\$ 425,000.00	178,375.89	117,462.61	\$ 129,161.50	30.39%
99940200	Division I/Formula Salaries	\$ 34,437,318.39	-	23,639,672.94	\$ 10,797,645.45	31.35%
99940300	Division II - Vocational	\$ 116,210.00	-	8,837.79	\$ 107,372.21	92.39%
99940400	Division III/Local Salaries	\$ 12,723,962.94	-	7,775,606.39	\$ 4,948,356.55	38.89%
	Union agreed Limited Contracts	\$ 385,000.00	-	187,519.70	\$ 197,480.30	51.29%
99940500	Title I	\$ 1,805,919.00	26,605.13	283,307.85	\$ 1,496,006.02	82.84%
	Title II	\$ 346,873.00	-	140,877.67	\$ 205,995.33	59.39%
	Title III	\$ 108,406.00	-	4,930.49	\$ 103,475.51	95.45%
	Title IV	\$ 215,270.00	-	7,145.69	\$ 208,124.31	96.68%
	IDEA Part B	\$ 1,292,973.00	-	-	\$ 1,292,973.00	100.00%
	IDEA Preschool	\$ 58,844.00	-	21,449.45	\$ 37,394.55	63.55%
	Perkins	\$ 127,837.00	15,799.00	32,230.00	\$ 79,808.00	62.43%
	Homeless	\$ -	-	-	\$ -	-
99940600	Insurance Expense	\$ 142,000.00	-	141,251.00	\$ 749.00	0.53%
99940700	Social Studies Coalition/Donations	\$ 98,500.00	1,077.14	81,271.56	\$ 16,151.30	16.40%
99940810	Technology Equipment & Repair	\$ 286,000.00	5,220.07	108,283.06	\$ 172,496.87	60.31%
	Technology Block Grant	\$ 110,160.00	32,615.42	33,828.13	\$ 43,716.45	39.68%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	7,500.00	\$ 7,500.00	50.00%
	Tuition Reimbursement	\$ 70,000.00	-	35,000.00	\$ 35,000.00	50.00%
99950000	Personnel/Human Resources	\$ 10,000.00	228.29	2,735.04	\$ 7,036.67	70.37%
99960000	Child Nutrition Operations	\$ 2,700,000.00	515,556.45	2,101,708.96	\$ 82,734.59	3.06%
	Cafeteria Salaries	\$ 639,693.00	-	475,338.33	\$ 164,354.67	25.69%
99960100	Facilities Maintenance	\$ 90,000.00	623.56	34,778.89	\$ 54,597.55	60.66%
	Custodial Services and Supplies	\$ 150,000.00	-	100,055.85	\$ 49,944.15	33.30%
99960200	Operations and Utilities	\$ 462,282.00	32,290.42	235,222.36	\$ 194,769.22	42.13%
	Energy Division II	\$ 862,232.00	259,738.58	114,527.00	\$ 487,966.42	56.59%
99960300	State Transportation	\$ 4,055,010.98	745,349.46	2,466,536.24	\$ 843,125.28	20.79%
	State Homeless Transportation	\$ 534,984.00	-	474,181.20	\$ 60,802.80	11.37%
	State Foster Transportation	\$ 92,391.00	-	69,084.00	\$ 23,307.00	25.23%
	Transportation Supplies	\$ 1,000.00	-	24.90	\$ 975.10	97.51%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	284.77	11,599.62	\$ 11,115.61	48.33%
	Local Activities Transportation	\$ 2,000.00	-	-	\$ 2,000.00	100.00%
	Local Homeless Transportation Match	\$ 59,442.67	-	62,895.50	\$ (3,452.83)	-5.81%
	Local Transportation Match	\$ 449,456.77	82,816.63	277,201.65	\$ 89,438.49	19.90%
Total Operating Budget		\$ 68,802,978.12	\$ 2,250,528.10	\$ 40,968,442.49	\$ 25,584,007.53	37.18%
99970000	Local Debt Service	\$ 2,162,746.41	-	1,033,922.76	\$ 1,128,823.65	52.19%
99970200	Minor Capital Improvements	\$ 695,565.00	42,926.78	24,171.82	\$ 628,466.40	90.35%
Total Capital Budget		\$ 2,858,311.41	\$ 42,926.78	\$ 1,058,094.58	\$ 1,757,290.05	61.48%
Grand Total		\$ 71,661,289.53	\$ 2,293,454.88	\$ 42,026,537.07	\$ 27,341,297.58	38.15%

*Note: Budgets are based on the final budget allocations as voted by the MSD Board of Education
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

CHRIS KEELER
DIRECTOR OF ASSESSMENT
(302) 855-7824 T
(302) 855-7828 F
ckeeler@sussexcountyde.gov



Sussex County
DELAWARE
sussexcountyde.gov

Reassessment Status and Timeline for Sussex County

Reassessment Status

- During Fall of 2022, approximately 4,500 commercial property owners received Income and Expense surveys for completion and submission.
- In December of 2023, the first set of data mailers sent to residential owners in the Georgetown area. Mailings will continue at approximately 6,000 per week until complete.
- Sales verification and valuation analysis has begun with over 166,761 parcels visited for data collection representing 90% of the parcels in Sussex County.
- Data collectors are currently in the Milton/Lewes/Rehoboth and Milford/Ellendale/Slaughter Beach areas.

May 2024

- Tyler Technologies will complete data collection phase of reassessment. In field activities will continue through 2024 for new construction.

June 2024

- On June 30, 2024, all assessment updates are final for the 2024 Annual Tax Billing. This will be the last annual billing based on 1974 values.

July 2024

- School District tax rates for Annual Billing due to Sussex County no later than July 11, 2024.

August 2024

- 2024 Annual Tax Bills mailed.

September 2024

- All tax bills due from Annual Tax Billing on September 30, 2024



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947

November 2024

- Tyler will mail out Tentative Value Notices to all property owners with their new assessed values. This notice will give the property owner the opportunity to schedule an “informal appeal” with a Tyler representative to discuss their new assessed value.

December 2024 – February 2025

- Informal Hearings with Tyler Technologies.

February 2025

- Tyler will mail out Formal Valuation Notices to all property owners of their final assessed value for the upcoming 2025 Annual Tax Billing.
- Information/GIS map that shows the parcels old, assessed value compared to the new, assessed value.

March 2025 – June 2025

- If property owners are not satisfied with the final value, the next step would be to file a “formal appeal” with the Sussex County Board of Assessment Review.
- Formal Appeal Hearings held with BOAR.

June 2025

- On June 30, 2025, all assessment updates will be complete for the 2025 Annual Tax Billing. This is the first annual tax billing with new values.

July 2025

- School District tax rates for Annual Billing due to Sussex County no later than July 10, 2025.

August 2025

- 2025 Annual Tax Bills mailed. This will be the first billing based on the new assessed values generated by the reassessment process.

September 2025

- All tax bills due from Annual Tax Billing on September 30, 2025.

For the latest news and updates please visit the Sussex County Reassessment webpage at <https://empower.tylertech.com/Sussex-County-Delaware.html>

Milford High School Winter Athletics 2023-2024 Summary

**Milford School District
Board of Education Meeting
Monday, March 18, 2024**

MILFORD HIGH SCHOOL
ATHLETICS

Quick Glance: Team Records (Varsity)

- Boys Basketball: 8-12
- Girls Basketball: 5-15 (Most wins since 2016)
- Wrestling: 12-4 (Regular Season), 12-5 (Overall)
- Boys Swimming: 3-8
- Girls Swimming: 4-7
- Boys Indoor Track: 7th in HAC
- Girls Indoor Track: 7th in HAC
- Unified Basketball: 3-4 (Regular Season), 3-5 (Overall)



Unified Basketball: DIAA State Tournament

- Earned the #4 overall seed for the DIAA State Tournament.
- 3 regular season wins are most in program's history.
- Hosted home playoff game for first time in program history.
- Defeated by Middletown in the DIAA Quarterfinals, 29-25.
- Nathan Waydelis earned 1st Team All-Conference recognition.



MILFORD HIGH SCHOOL
ATHLETICS

Wrestling: DIAA Division I State Tournament Qualifier

- Earned #7 seed for the DIAA Division I Tournament.
- Lost to Salesianum in DIAA Quarterfinal, 46-30.
- Won two dual-meet tournaments during the regular season: Quaker Duals (Wilmington Friends), Cavalier Duals (Middletown).



MILFORD HIGH SCHOOL
ATHLETICS

Swimming: DIAA Individual State Meet Qualifiers

- Eryn O'Brien - 200 Yard Freestyle (2:09.64), 500 Yard Freestyle (5:49.38)
- Carley Mackert - 50 Yard Freestyle (28.22), 100 Yard Breaststroke (1:18.54)
- Eryn O'Brien, Carley Mackert, Madi Stahl, Katie Williams - 200 Yard Freestyle Relay (1:58.11)
- Eryn O'Brien, Carley Mackert, Madi Stahl, Olivia Evans - 400 Yard Freestyle Relay (4:37.45)
- Levi Massotti - 50 Yard Freestyle (24.62)



MILFORD HIGH SCHOOL
ATHLETICS

DIAA Indoor Track & Field State Championships

**SILVER
MEDALISTS**



**DIAA INDOOR TRACK & FIELD
STATE CHAMPIONSHIPS**



**DAVID
FUHRMAN**
SHOT PUT

**BEN
GUSCIORA**
HIGH JUMP

#GOBUCS

MILFORD HIGH SCHOOL
ATHLETICS

Jordan Curry: Henlopen Conference Champion



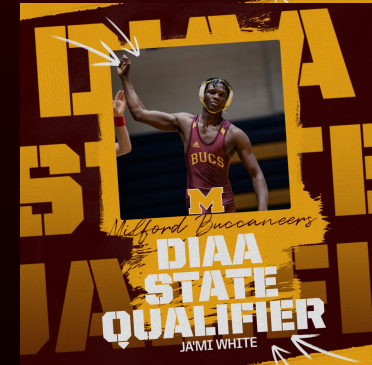
MILFORD HIGH SCHOOL
ATHLETICS

Autumn Littleton: Girls' State Champion



MILFORD HIGH SCHOOL
ATHLETICS

Wrestling: DIAA Individual State Tournament Qualifiers



MILFORD HIGH SCHOOL
ATHLETICS

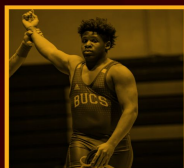
Wrestling: DIAA Individual State Tournament Results

THIRD PLACE **M**

DIAA INDIVIDUAL STATE
WRESTLING TOURNAMENT



190 LBS.
**JORDAN
CURRY**



215 LBS.
**GREG
LOCKETT**

#GOBUCCS

- Jordan Curry - 190 - *3rd Overall
- Davonne Dallas - 138
- Hunter Durham - 150 - *5th Overall
- Greg Lockett - 215 - *3rd Overall
- Daniel McElwee - 126
- Brian Seward - 175 - *8th Overall
- Josue Villareal Gomez - 285
- Ja'mi White - 165 - *6th Overall

MILFORD HIGH SCHOOL
ATHLETICS



2023-24 WINTER

ALL-CONFERENCE

MILFORD ATHLETICS

NEYSEN LEGROS

2ND TEAM BOYS' BASKETBALL

ELIJAH FARRINGTON

HONORABLE MENTION BOYS' BASKETBALL

DAVID FUHRMAN

2ND TEAM BOYS' INDOOR TRACK

BEN GUSCIORA

2ND TEAM BOYS' INDOOR TRACK

MIRACLE MORRIS

HONORABLE MENTION GIRLS' BASKETBALL

ERYN O'BRIEN

2ND TEAM GIRLS' SWIMMING

JORDAN CURRY

1ST TEAM WRESTLING

GREG LOCKETT

2ND TEAM WRESTLING

NATHAN WAYDELIS

1ST TEAM UNIFIED BASKETBALL

#GOBUCS

MILFORD HIGH SCHOOL

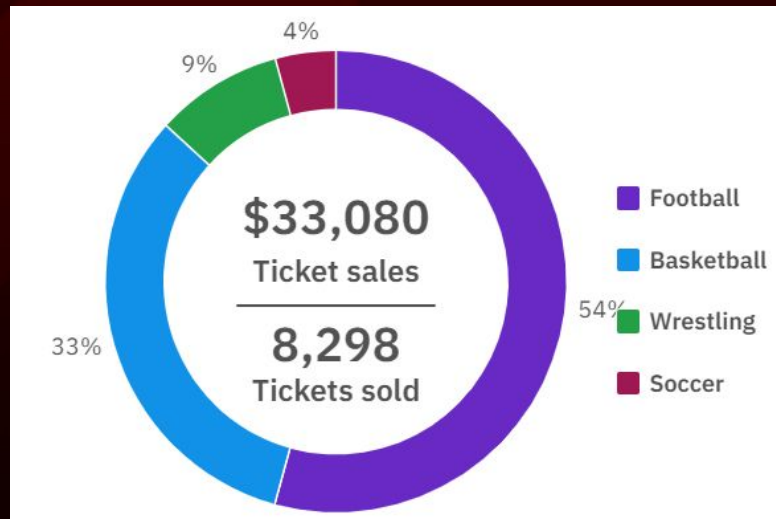
ATHLETICS

Winter Athletic Events: By The Numbers (Event Volume)

- Home Events (MHS): 53
- Home Events (MCA): 14
- Total Home Events (MHS/MCA): 67
- Away Events (MHS): 66
- Away Events (MCA): 20
- Total Away Events (MHS/MCA): 86
- Total Home/Away Events (MHS/MCA): 153

Winter Athletic Events: By The Numbers (Ticket Sales)

- **December (MHS Home Events)**
 - **Basketball: 755 Tickets Sold**
 - **Wrestling: 174 Tickets Sold**
 - **Total: 929 Tickets Sold - \$3,580**
- **January (MHS Home Events)**
 - **Basketball: 753 Tickets Sold**
 - **Wrestling: 401 Tickets Sold**
 - **Total: 1,154 Tickets Sold - \$4,536**
- **February (MHS Home Events)**
 - **Basketball: 1,257 Tickets Sold**
 - **Wrestling: 162 Tickets Sold**
 - **Total: 1,419 Tickets Sold - \$5,584**





M

THANK YOU

**FOR YOUR SUPPORT OF
MHS ATHLETICS!**

#GOBUCS

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

1016

CIVILITY

Purpose

The Milford School District Board of Education believes that a safe, civil environment is essential to high achievement for staff and students. District administration and staff are held to high expectations with regard to the respectful treatment of parents/guardians and other members of the public and expect the same consideration in return. The District is committed to maintaining a positive environment for students, staff, and community members and will work tirelessly to limit any abusive conduct that may occur toward any staff member/administrator by the school community.

Definitions

School Community: The various individuals, groups, businesses, visitors, and institutions that are invested in the welfare and vitality of the Milford School District and the community it serves. For the purpose of this policy the school community does not include students or employees of the Milford School District. This policy is separate from policies governing staff and student expectations of conduct.

Abusive Conduct: Any conduct, speech, or action which:

- a. Involves the use of obscene, discriminatory, and/or otherwise patently offensive language which disrupts or threatens to disrupt school/office operations, or
- b. Is harassing, demeaning, or threatening, or
- c. Amounts to unauthorized or prohibited entry onto District property, or the failure to leave District property when directed to do so, or
- d. Equates to the crime of Disorderly Conduct as provided in 11 Del. C. §1301.

Abusive Conduct in Schools

If any member of the school community engages in abusive conduct towards any District employee while on district property, on a school bus, or at a school bus stop, at a district sponsored event or utilizing a district electronic messaging system, the employee may:

- a. Request that the person cease engaging in the abusive conduct; and/or
- b. Notify the Building Principal, Assistant Principal, Supervisor and/or District Office Administrator that the abusive conduct is occurring. If so notified, the Building Principal, Assistant Principal, Supervisor and/or District Office Administrator shall assess and determine if the behavior is abusive and may:
 - a. Make contact with the person engaging in abusive conduct and attempt to de-escalate the situation, and
 - b. Request the person engaging in abusive conduct to leave district property or the district event,
 - c. Initiate the issuance of a Cease-and-Desist-Letter or Letter of Trespass; and/or
 - d. Contact law enforcement

The district may report to law enforcement any member of the school community who engages in abusive conduct via any media or in person.

Nothing herein shall prevent any employee from directly contacting law enforcement to report abusive conduct or other safety concerns.

Remedy for Abusive Conduct

Should any individual perpetrate abusive conduct towards any District employee, the District may consider options to limit and/or monitor interaction and/or communications including, but not limited to: Directing any necessary communications between the involved individuals be channeled through a Building Principal, Assistant Principal, Supervisor, limiting access to facilities to certain areas, requiring appointments before appearing on campus, and/or District Level Administrator, and/or the removal of the individual in question from District property and/or from the activity. Parental rights will be accommodated when deciding remedy for abusive conduct.

Documentation

A copy of this policy is available on the District website and in all administrative offices. The employee will immediately notify their supervisor and provide a written report of the incident.

ADOPTED: 3/18/24

MILFORD SCHOOL DISTRICT
POLICY 4309D
LIMITED CONTRACT POSITIONS*

School	Position	Category
District	Coordinator, Odyssey of the Mind Elementary	5
District	Coordinator, Odyssey of the Mind Secondary	5
District	Mentor Site Coordinator	3
District	Lead School Nurse	3
District	Lead School Counselor	3
District	Lead Safety Officer	3
District	Mentor Teacher	3
District	Resident Teacher Mentor	3
District	Athletic Director	A
High	Cheerleading Coach –Winter	C
High	Cheerleading Coach – Fall	C
High	Field Hockey Coach, Head	B
High	Field Hockey Coach, Asst.	D
High	Football Coach, Head	A
High	Football Coach, Asst. (Defensive Coord.)	B
High	Football Coach, Asst. (Offensive Coord.)	B
High	Football Coach, Asst.	D
High	Football Coach, Asst.	D
High	Football Coach, Asst.	D
High	Football Coach, Asst.	E
High	Soccer Boys Coach, Head	B
High	Soccer Boys Coach, Asst.	D
High	Cross Country Coach, Head	B
High	Cross Country Coach, Asst.	D
High	Basketball Boys Coach, Head	B
High	Basketball Boys Coach, Asst.	D
High	Basketball Boys Coach, Asst. – Freshman Coach	D
High	Basketball Girls Coach, Head	B
High	Basketball Girls Coach, Asst.	D
High	Wrestling Coach, Head	B
High	Wrestling Coach, Asst.	D
High	Winter Track, Head	C
High	Winter Track, Asst.	D
High	Winter Track, Asst.	D
High	Swim Coach, Head	B
High	Swim Coach, Asst.	D
High	Baseball Coach, Head	B
High	Baseball Coach, Asst.	D
High	Baseball Coach, Asst. - JV Coach	D
High	Softball Girls Coach, Head	B
High	Softball Girls Coach, Asst.	D
High	Softball Girls Coach, Asst. - JV Coach	D

High	Track Coach, Head	B
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Tennis Boys Coach, Head	C
High	Tennis Girls Coach, Head	C
High	Golf Coach, Head	C
High	Soccer Girls Coach, Head	B
High	Soccer Girls Coach, Asst.	D
High	Lacrosse Boys Coach, Head	B
High	Lacrosse Boys Coach, Asst.	D
High	Lacrosse Girls Coach, Head	B
High	Lacrosse Girls Coach, Asst.	D
High	Volleyball Coach, Head	B
High	Volleyball Coach, Asst.	D
High	Unified Basketball Coach	D
High	Unified Track Coach	D
High	Theatrical Drama/Musical Director	1
High	Theatrical Choreography	3
High	Theatrical Stage/Set	3
High	Theatrical Pit Conductor	3
High	Theatrical Lighting	3
High	Theatrical Producer, Fall & Spring	3
High	Instructional Coach School Leadership Team/Department Chair Visual & Performing Arts	3
High	Instructional Coach School Leadership Team/Department Chair English	3
High	Instructional Coach School Leadership Team/Department Chair Math	3
High	Instructional Coach School Leadership Team/Department Chair CTE	3
High	Instructional Coach School Leadership Team/Department Chair Physical & Drivers Ed	3
High	Instructional Coach School Leadership Team/Department Chair Science	3
High	Instructional Coach School Leadership Team/Department Chair Social Studies	3
High	Instructional Coach School Leadership Team/Department Chair Special Education	3
High	Instructional Coach School Leadership Team/Department Chair World Language	3
High	Instructional Coach School Leadership Team/Department Chair Technology Multilingual Learners	3
High	Band Director	1
High	Asst. Band Director	3
High	Chorus Director	2
High	Advisor, Health Occupations Student Association (HOSA)	4
High	Advisor, Educator's Rising	4
High	Advisor, Business Professional of America (BPA)	4

High	Advisor, DECA	4
High	Advisor, Varsity Club	4
High	Advisor, National Honor Society	4
High	Advisor, Spanish Honor Society	5
High	Advisor, Math League	4
High	Advisor, Technology Student Association (TSA)	4
High	Advisor, Freshman Class	4
High	Advisor, Sophomore Class	4
High	Advisor, Junior Class/Prom	3
High	Advisor, Senior Class	4
High	Advisor, Homecoming	4
High	Advisor, FFA	4
High	Advisor, Student Government Association (SGA)	3
High	Advisor, Interact Club	3
High	Coordinator, Band Front (Color Guard)	5
High	Weight Room Coordinator - Fall/Winter High School Athletics Event Coordinator - Fall	D D
High	Weight Room Coordinator - Winter/Spring High School Athletics Event Coordinator - Winter	D D
High	Weight Room Coordinator - Summer High School Athletics Event Coordinator - Spring	C D
Central	Advisor, FFA	4
Central	Advisor, Business Professional of America (BPA)	4
Central	Advisor, Health Occupations Student Association (HOSA)	4
Central	Advisor, Student Council	4
Central	Advisor, Yearbook	4
Central	Advisory, Technology Student Association (TSA)	4
Central	Advisor, National Junior Honor Society	4
Central	Instructional Coach School Leadership Team/Department Chair English	3
Central	Instructional Coach School Leadership Team/Department Chair Math	3
Central	Instructional Coach School Leadership Team/Department Chair Social Studies	3
Central	Instructional Coach School Leadership Team/Department Chair Science	3
Central	Instructional Coach School Leadership Team/Department Chair Special Education	3
Central	Instructional Coach School Leadership Team/Department Chair Related Arts	3
Central	Instructional Coach School Leadership Team/Department Chair Technology CTE	3
Central	School Leadership Team/Department Chair Multilingual Learners & Dual Language Immersion	3
Central	Band Director	2
Central	Chorus Director	3
Central	Theatrical Director	2
Central	Assistant Theatrical Director	3
Central	Theatrical Choreographer	3
Central	Athletic Events Coordinator, Fall	E
Central	Athletic Events Coordinator, Winter	E

Central	Athletic Events Coordinator, Spring	E
Central	Cheerleading Coach –Fall	E
Central	Cheerleading Coach –Winter	E
Central	Field Hockey Coach, Head	C
Central	Field Hockey Coach, Asst.	E
Central	Lacrosse Boys Coach, Head	C
Central	Lacrosse Boys Coach, Asst.	E
Central	Soccer Boys Coach, Head	C
Central	Soccer Boys Coach, Asst.	E
Central	Football Coach, Head	B
Central	Football Coach, Asst.	D
Central	Football Coach, Asst.	D
Central	Volleyball Girls Coach, Head	C
Central	Volleyball Girls Coach, Asst.	E
Central	Basketball Boys Coach, Head	C
Central	Basketball Boys Coach, Asst.	E
Central	Basketball Girls Coach, Head	C
Central	Basketball Girls Coach, Asst.	E
Central	Wrestling Coach, Head	C
Central	Wrestling Coach, Asst.	E
Central	Cross Country Coach, Head	C
Central	Baseball Coach, Head	C
Central	Baseball Coach, Asst.	E
Central	Softball Coach, Head	C
Central	Softball Coach, Asst.	E
Central	Soccer, Girls Coach, Head	C
Central	Soccer, Girls Coach, Asst.	E
Central	Track Coach, Head	C
Central	Track Coach, Asst.	E
Banneker	Advisor, Girls on the Run	5
Banneker	Advisor, Honor Society	4
Banneker	Advisor, Student Council	4
Banneker	Advisor, Yearbook	3
Banneker	Instructional Coach School Leadership Team, Related Arts	3
Banneker	Instructional Coach School Leadership Team, Grade 1	3
Banneker	Instructional Coach School Leadership Team, Grade 2	3
Banneker	Instructional Coach School Leadership Team, Grade 3	3
Banneker	Instructional Coach School Leadership Team, Grade 4	3
Banneker	Instructional Coach School Leadership Team, Grade 5	3
Banneker	Instructional Coach School Leadership Team, Technology Dual Language Immersion	3
Banneker	Instructional Coach School Leadership Team, Special Education	3
Ross	Advisor, Girls on the Run	5
Ross	Advisor, Honor Society	4
Ross	Advisor, Student Council	4
Ross	Advisor, Yearbook	3

Ross	Instructional Coach School Leadership Team, Related Arts	3
Ross	Instructional Coach School Leadership Team, Grade 1	3
Ross	Instructional Coach School Leadership Team, Grade 2	3
Ross	Instructional Coach School Leadership Team, Grade 3	3
Ross	Instructional Coach School Leadership Team, Grade 4	3
Ross	Instructional Coach School Leadership Team, Grade 5	3
Ross	Instructional Coach School Leadership Team, Special Education	3
Ross	Instructional Coach School Leadership Team, Technology Dual Language Immersion	3
Mispillion	Advisor, Girls on the Run	5
Mispillion	Advisor, Honor Society	4
Mispillion	Advisor, Student Council	4
Mispillion	Advisor, Yearbook	3
Mispillion	Instructional Coach School Leadership Team, Related Arts	3
Mispillion	Instructional Coach School Leadership Team, Grade 1	3
Mispillion	Instructional Coach School Leadership Team, Grade 2	3
Mispillion	Instructional Coach School Leadership Team, Grade 3	3
Mispillion	Instructional Coach School Leadership Team, Grade 4	3
Mispillion	Instructional Coach School Leadership Team, Grade 5	3
Mispillion	Instructional Coach School Leadership Team, Technology Dual Language Immersion	3
Mispillion	Instructional Coach School Leadership Team, Special Education	3
Morris	Instructional Coach School Leadership Team, Kindergarten	3
Morris	Instructional Coach School Leadership Team, Kindergarten	3
Morris	Instructional Coach School Leadership Team, Kindergarten	3
Morris	Instructional Coach School Leadership Team, Kindergarten	3
Morris	Instructional Coach School Leadership Team, Kindergarten Special Education	3
Morris	Instructional Coach School Leadership Team, Pre-K	3
Morris	Instructional Coach School Leadership Team, Technology Multilingual Learners	3
Morris	Advisor, Yearbook	3

* Limited Contracts may be added at the discretion of the Superintendent during the school year, with subsequent Board approval of the candidate necessary prior to the contract beginning.

Board Approved: 7/6/21

Revised: 8/22/22, 4/15/24

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

4330

EMPLOYEE OF THE YEAR AWARDS

All employees who receive an award will be recognized at an annual district-wide ceremony to honor their accomplishment.

Employee of the Year	Award Amount
<ul style="list-style-type: none">• Building Level Teachers of the Year	\$300
<ul style="list-style-type: none">• Building Level Paraprofessionals of the Year Educational Support Professionals of the Year	\$100 \$300
<ul style="list-style-type: none">• District Child Nutrition Employee of the Year• District Custodial Employee of the Year• District Maintenance Employee of the Year• District Paraprofessional of the Year• District Related Services Employee of the Year• District Secretary of the Year• District School Counselor of the Year• District School Nurse of the Year• District Technology Employee of the Year	\$300 each
<ul style="list-style-type: none">• District Educational Support Professional of the Year	An additional \$1700 (Paraprofessional award winner additional \$1600)
<ul style="list-style-type: none">• District Teacher of the Year	An additional \$1700
<ul style="list-style-type: none">• State Behavioral Health Professional of the Year (Award winner is not eligible for another district employee of the year award.)	\$2000

This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).

ADOPTED: 6/22/92; 2/23/98; 4/26/04; 5/24/04; 8/23/04

REVISED: 3/22/10; 6/7/10; 6/20/11; 9/24/12; 6/22/15; 2/24/20; 3/21/22; 8/22/22; 4/15/24

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3202

OUTSIDE AGENTS AND SALESMEN REPRESENTATIVES IN THE SCHOOLS

Outside agents and salesmen representatives of any kind of textbooks, library books, school supplies, janitorial supplies, etc. must deal with ~~contact the office of the~~ Superintendent or assigned designee ~~other administrators (s) he has designated~~ to coordinate such matters.

Under no circumstances are outside agents and salesmen representatives permitted to contact teachers directly. Permission to see any teacher ~~will~~ may be granted by the Building Principal ~~once approved by district administration~~.

ADOPTED: 8/17/70

REVISED: 1/12/76; 7/19/82; 4/15/24

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4223

OVERTIME and COMPENSATORY TIME POLICY

SUBJECT:

~~Overtime Service Authorization and Payment; Compensatory Time Accrual, Usage and Carry-forward balances in Lieu of Salary Payment for Overtime Service.~~

I. PURPOSE:

The purpose of this policy is to provide guidance for the administration and payment of ~~the authorization to work~~ overtime and ~~payment for such overtime duty~~, and as well as the accrual, accounting, and use of compensatory time, in accordance with the Fair Labor Standard Act, Board Policies, and Collective Bargaining Agreements.

II. LIMITATIONS:

1. Only FLSA nonexempt employees are eligible to receive payment for overtime and/or compensatory time. ~~Employees in the following categories~~ The following employee groups are eligible to receive ~~payment for paid~~ overtime and/or compensatory time ~~for overtime~~:
 - Secretaries
 - ~~Computer support technicians~~ Technology Specialists
 - Custodians and Maintenance Staff
 - Child Nutrition Staff
 - ~~Para Professional~~ Paraprofessionals
2. FLSA exempt employees are not eligible to receive overtime pay and/or compensatory time ~~for overtime~~. ~~Employees in~~ The following categories employee groups are not eligible to receive ~~payment for paid~~ overtime and/or compensatory time ~~for overtime~~:
 1. Administrators
 2. Instructional and Professional ~~faculty and~~ Staff

3. Building Chiefs ~~Custodians~~

III. OVERTIME DUTY AUTHORIZATION:

1. Employee work shall be managed by the employee and their immediate supervisor to minimize the need for overtime duty.
 - Overtime shall accrue on a weekly basis.
 - Hours worked in excess of 37.5 per week, **or 40 hours for Custodial and Maintenance employees**, shall be considered overtime hours. Hours worked in excess of 7.5 or 8.0 per day shall not be considered overtime hours unless and until the number of hours worked in that same week exceed 37.5 **or 40** hours.
 - It is the responsibility of the employee's immediate supervisor to authorize or deny overtime duty.
 - It is the responsibility of the employee to record and submit all hours worked.
 - Overtime duty authorization shall be **scheduled and pre-approved using** ~~on~~ the approved Overtime Authorization Form.
2. ~~Overtime duty is to be scheduled and pre-approved using the Overtime Authorization Form and procedures in III. 2. above, to the extent possible.~~
3. Emergency overtime duty, **as directed by the employee's immediate supervisor**, does not require pre-approval.
4. ~~Upon mutual agreement between the employee and the immediate supervisor,~~ The immediate supervisor shall complete ~~either~~ the Paid Overtime **section** or the Compensatory Time section of the Overtime Authorization Form, **including the funding source**, and turn it in to the payroll office.
5. ~~Paid Overtime:~~
 - ~~The total overtime hours worked for the week shall be recorded to the Overtime Authorization Form.~~
 - ~~The immediate supervisor MUST indicate the budget source to pay the overtime payment. Overtime Authorization Forms that lack the budget source to pay the overtime hours will be returned to the immediate supervisor, thus possibly delaying payment of the overtime to the employee.~~

~~6. Compensatory Time:~~

- ~~• The total overtime hours for the week shall be recorded on the Overtime Authorization Form. Compensatory time must be used as outlined in negotiated agreement.~~

~~7. The completed and signed Overtime Authorization Form shall be forwarded to the Central Office Payroll section for compensatory time accounting and/or payment of overtime hours as warranted.~~

~~8. It is the responsibility of the immediate supervisor to delegate and/or control signature authority for the authorization of paid overtime or compensatory time.~~

IV. OVERTIME DUTY PAYMENT:

1. All approved paid overtime over 37.5 **or 40** hours per week shall be paid at one and one-half (1.5) the employees' hourly rate of pay.
2. It is the responsibility of the immediate supervisor to **assure** ensure that **budget source** funding is available prior to approving scheduled overtime **duty that is to be paid**.

V. COMPENSATORY TIME OFF IN LIEU OF OVERTIME PAYMENT

Compensatory time guidelines are included in the Collective Bargaining Agreements for the following FLSA covered employee groups:

- Secretaries
- Custodial and Maintenance Staff
- Paraprofessionals

For other FLSA covered employees, the following guidelines shall apply:

1. **Accrual:** Approved compensatory time shall be accrued at a rate of one and one-half (1.5) hours for each hour worked in excess of 37.5 **or 40.0** in a week.
 - Compensatory time shall be approved in accordance with the procedures set forth in **Section III** above.
 - Approved compensatory time shall be recorded on Overtime Authorization Forms and forwarded to the **Central** payroll office. ~~Compensatory time must be used as detailed in negotiated agreement for all employee groups.~~

2. Accounting: The Milford School District ~~Central Office~~ Payroll department shall have the authority and responsibility to record and account for compensatory time accrual, usage, and balances for all employees who accrue compensatory time.
3. Usage: Compensatory time leave must be requested, ~~in writing using the existing standard leave request form,~~ at least two (2) working days prior to the actual date of absence. Written approval must be secured from the employee's immediate supervisor for the compensatory time leave prior to the date of the absence.
 - Compensatory time requests shall be approved or denied with due regard to whether sufficient staff remains to provide for the operations of the school or the district.
 - a. No more than 3 days of compensatory time (22.5 hours) may be taken within one pay period ~~without the approval of the immediate supervisor.~~
 - ~~b. Such requests for compensatory leave in excess of 3 days (22.5 hours) must be submitted at least seven (7) working days prior to the date of the leave in order to process and approve/deny.~~
4. Carry forward balance: ~~It shall be the responsibility of the employee's immediate supervisor to manage the compensatory time balances of the employees within their span of authority.~~
 - ~~Compensatory time balances shall be forwarded to the payroll department for initial establishment of the beginning compensatory balances.~~
 - ~~1. Initial compensatory time balances shall be documented and approved by the immediate supervisor and administrator of the building/department prior to forwarding to the payroll department.~~
 2. The Chief ~~Financial Operating~~ Officer has the authority and responsibility to review ~~initial~~ compensatory time balances and audit the records that support the accrual of specific balances.
 3. Any balances in question will be discussed with the employee prior to final determination.
 4. Employees with ~~initial~~ compensatory time balances in excess of 45 hours shall meet with their immediate supervisor to develop a plan to reduce the balance so as to not exceed 45 hours. This plan is to be

submitted ~~with the initial compensatory time balance~~ to the Chief Operating Officer for review and approval.

- ~~Compensatory time balances shall not exceed 45 hours.~~ Compensatory time balances cannot be carried forward into a new ~~fiscal calendar~~ year except as approved by the immediate supervisor ~~or and~~ per the negotiated agreement.

VI. FLEXIBLE WORK SCHEDULES:

1. Flexible schedules shall be used to the extent possible within the work week to avoid the accrual of overtime hours ~~that must be compensated as compensatory time and/or payment.~~
2. Voluntary flexible working schedules are permitted as mutually agreed upon by the immediate supervisor and the employee.
 - Voluntary flexible schedules shall not be approved if they disrupt the operations of the District.
 - All voluntary flexible schedules shall be approved in writing prior to the start of the flexible schedule.
 - The employee's immediate supervisor has the authority and responsibility to terminate and/or rescind an approved voluntary flexible schedule ~~for cause.~~
3. Voluntary flexible working schedules shall be managed within a single work week ~~so as to not accrue FLSA compensatory time.~~
4. ~~Flexible work schedules shall be approved using the attached Flexible Schedule Authorization Form.~~

ADOPTED: 04/26/2004

AMENDED: 4/18/11, 11/25/13, 2/22/16; 4/15/24

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4316

MEDICAL/HOSPITAL STATE OF DELAWARE INSURANCE PROGRAM

The Milford School District will participate fully in the State subsidized plan of medical/hospital insurance as authorized in 23 Del. Code, Chapter 52.

Per this title, all employees will be eligible for the State of Delaware insurance program on the first of the month following employment.

~~Since 29 Del. C. Chapter 52 does not provide basic medical/hospital insurance coverage for personnel who have not completed at least three months of employment for the State of Delaware, the Board agrees to subsidize said medical/hospital insurance coverage for these full time employees from local funds in an amount not to exceed identical coverage provided for experienced employees by the State. Coverage from local funds will terminate as soon as the employee qualifies and is enrolled in the State subsidized program.~~

~~Any first year full time employee who qualifies for participation in the State medical/hospital insurance program, except for the three month experience clause, is eligible for inclusion in the local program.~~

ADOPTED: June 15, 1970

AMENDED: July 18, 1977; 3/25/13; 4/15/24

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY

5206

PROCEDURES FOR HOMELESS AND FOSTER CARE EDUCATION PROGRAM

The liaison appointed by the Superintendent shall work to identify homeless and foster care children and facilitate each homeless and foster care child's access to and success in school. The primary functions of the liaison shall be to mediate disputes concerning school enrollment, assist in making transportation arrangements, assist in requesting the student's records, provide information and give referrals on services and opportunities, assist any homeless and foster care child who is not in the custody of a parent or guarding with enrollment decisions.

Enrollment:

A homeless and foster care student is deemed to reside, and may enroll and attend school in:

- The attendance area where the child is presently located, or
- The attendance area in which the student attended school previous to becoming homeless and foster care or the school in which the child was last enrolled

Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible the district shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the district shall seek reimbursement through Medicaid if possible.

If a homeless and foster care student becomes permanently housed outside the district during the school year, the student shall no longer be considered homeless and foster care and may only continue enrollment in the district of the remainder of the year.

Enrollment Determination:

In making determinations, the liaison shall consult with the student's parent/guardian or unaccompanied youth, the principals of the schools involved, the director of transportation, and the homeless and foster care liaison for the sending or receiving districts. The liaison shall consider all relevant factors in making the determination including but not limited to:

- The best interests of the homeless and foster care student
- (To the extent feasible) keeping the homeless and foster care student in his/her school or origin
- The wishes of the student and of the student's parent/guardian
- Which school can best meet the student's educational and other needs
- The student's transportation needs related to various selection options

Enrollment Disputes:

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities." If the school's decision is to deny enrollment, the parent/guardian will be notified by the school in writing. If the parent/guardian wishes to appeal that decision, he/she will be referred to the districts homeless and foster care liaison who will carry out the dispute resolution process as expeditiously possible.

**MILFORD SCHOOL DISTRICT
POLICY 5414**

**STUDENT CODE OF CONDUCT
ELEMENTARY SCHOOLS GRADES 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. When students are on a bus, Board Policy 5417, School Bus Code of Conduct, shall be in effect.
4. At all school sponsored events and other activities where school administrators and personnel have jurisdiction over students (i.e.: field trips, 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.

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 administrator/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. Students may petition to the school administrator/designee to set up a payment plan or other compensation plan.

Students who have a debt with the school will be barred from attending school activities including field trips. 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, lasers, cameras, 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

All students must be informed of the violation(s) and the range of disciplinary actions. These items should be:

1. Included in the Student Code of Conduct.
2. Explained to students in person on a yearly basis.
3. Disseminated in print and electronic copy.

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:

1. 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.
2. 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.

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 administrator/designee, may be immediately removed from the school provided that, as soon as practicable thereafter, the due process procedures are followed.

Parent Notification

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.

Student Appeal Process to Disciplinary Responses for short- and long-term suspensions and alternative placement decisions. The essential rights involved in disciplinary procedures stem from the concept of due process as outlined above.

1. 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.
2. Students, parents and guardians may all engage in the appeal process.
3. Disciplinary action may only be appealed to the next administrative level.

Appeal Process

1. Student shall have an option to meet/discuss with an administrator or designee their proposed disciplinary actions within one (1) school day after the charge was issued to them in writing. This informal/private process should be followed in order to resolve differences/problems in friendly and cooperative manner.
2. Students or parents shall have the right to informally appeal staff disciplinary action to the administrator/designee within two (2) school days after the charge. The objective is to resolve the matter informally.
3. If the matter is not resolved satisfactorily in the above manner, a written appeal to the superintendent or superintendent's designee shall be made within two (2) school days of the previous disciplinary level. A 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.
4. A final written appeal may be made to the Superintendent 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.

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.

As required by Regulation 616, the following also applies to appeals of Long-Term Suspensions, only. A hearing shall be granted by the Board upon receipt of a written request signed by the student stating he/she desires a hearing, 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.

SUSPENSION FROM SCHOOL

Short-Term Suspension

1. The administrator/designee, 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.
2. 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.
3. Due Process will be followed as outline in Chapter III.
4. 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.
5. A student assigned to an excessive total of in-school suspensions (more than 3) may be assigned out-of-school suspensions (OSS) instead of the ISS consequences prescribed in these guidelines.
6. 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.

Long-Term Suspension

1. The Superintendent, in accordance with the rules of the District, 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.
2. Prior to any Suspension from school, the initial due process procedures outlined in Chapter III shall be followed.
3. 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 administrator/designee 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.

4. The parent or student may appeal the Suspension to the next administrative level in accordance with the District's appeal or Grievance process.
5. Prior to the student's return from an out-of-school Suspension of three (3) school days or more, the administrator/designee shall hold an in-person or phone conference with the parent and student. The conference shall be designated by the administrator/designee, 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. An administrator/designee may refer a student for Alternative Placement:

1. 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.
2. 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.
3. 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.

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 administrator/designee:

1. Shall follow due process as outlined in Chapter III.
2. Shall notify the student and parent/guardian.
3. 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).
4. Shall compile an Alternative Placement Packet for the student. The Alternative Placement Packet may also include other relevant information at the discretion of the administrator/designee.
5. 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:
 - a. Of the referral for the Alternative Placement;
 - b. That the student may be suspended; and
 - c. Of the procedures that will take place as follow-up to the referral for alternative placement.
 - d. Shall mail a notice of the Alternative Placement Meeting to the parent/guardian at least five (5) business days before the meeting is to occur.

Central Review Committee Meeting/District Alternative Placement Meeting

1. 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 administrator/designee, the student's parent, guidance counselor or school social worker.
2. A district Central Review Committee/Alternative Placement Meeting shall take place to determine if an alternative setting is appropriate for a referred student.
3. 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.
4. 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.
5. 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.

Student Assignment to Alternative Placement

1. Milford School District contacts the Alternative Program to set up a date and time for an Intake Meeting.
2. 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.
3. 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.
4. A student assigned to a Consortium Discipline Alternative Program must be registered in Milford School District before the Intake Meeting is held.
5. The Intake Meeting will include the completion of necessary forms, including the Intake Form, which requires student and parent signatures.
6. 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.
7. 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.
8. 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.
9. 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.

Expulsion Process

When a student commits a violation which may result in a recommendation for expulsion, the following procedure shall be followed.

STEP I – Investigation and Recommendation for Expulsion

1. The administrator/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 administrator/designee 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.
3. The administrator/designee shall hold a Building Level Conference with the parent and the student. The administrator/designee 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 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.
4. 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.

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)

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, in Individual Education 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 of 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 administrator/designee will follow the Student Code of Conduct and continues services and placement shall be determined by the IEP/504 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 Central Academy and Milford High School 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.

Option A: Schools Identified as Persistently Dangerous

1. Within ten (10) 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.
2. 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.
3. 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.
4. 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.
5. A corrective action plan will be developed and filed with the Department of Education within twenty (20) school days from the date that the District learns that a school has been identified as persistently dangerous.

Option B: Victim of a Violent Felony at a School

1. Within five (5) 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.
2. Parents have ten (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.
3. The student will be transferred within thirty (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:

1. 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:

1. **Written contact**--suggestive or obscene letters, notes, invitations, graffiti, and electronic messages of a sexual nature.
2. **Visual contact**--sexually suggestive looks or gestures, displaying sexually suggestive or explicit objects or pictures, cartoons, photographs, electronic images, posters, magazines, or other materials.
3. **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.
4. **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.
5. **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 administrator/designee 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.

NON-CONTROLLED 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 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 (2) of the following factors are established:

1. The non-controlled substance is packaged in a manner normally used for the illegal delivery of controlled substances.
2. 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.
3. 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 the 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 atobacco 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:

Definitions for Purposes of this Policy

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.

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.

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.

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, symbol, sign, or other items that evidences or reflects membership in or affiliation with any gang or aggressive group.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang or aggressive group.
3. 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.

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.

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 administrator/designee, 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 & CYBER BULLYING 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 administrator/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 ~~downloaded from~~ 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 administrator/designee 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 administrator/designee 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 administrator/designee 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 district 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.

GLOSSARY

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.

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.

Behavior/Support 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 on 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 - A 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 administrator/designee and identifies possible interventions and determines next steps in the discipline process.

Central Review/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, alternate school setting, long-term suspension, or expulsion. The administrator/designee may schedule a Central Review meeting based upon the offenses in the Code of Conduct which serve as a basis for placement at an alternative school in accordance with 14 Del. C. § 614. This includes five (5) or more violations of the Code of Conduct or violation of a behavior contract. If the administrator/designee believes that an infraction by a student is so severe as to warrant more serious consequences than outlined in the Student Code of Conduct, the administrator/designee may call for a Central Review of the case. The Central Review Committee may assign any level of consequences from A through Z based on their determination of the magnitude of the seriousness of the infraction. A Behavior Contract will be created at the end of the Central Review meeting.

Code - The Student Code of Conduct.

Crime - 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.

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>.

Detention - An established time when a student is detained in a supervised area.

For Your Information (FYI) - Classroom system to document student information.

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, email, 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 – 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.

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

Principal's Probation - A probationary period when a student is unable to attend or participate in any activities outside the regular school day unless as part of a grade for a class. principal's probation period will be outlined as part of a Behavior Contract.

Re-Entry Meeting - The purpose of this meeting is to ensure that students have the support they need to be successful in the school setting after serving a suspension or expulsion. In addition, the meeting serves to reinforce the expectations for student behavior, plan a restorative conference or activities, and outline the plan in a behavior contract.

Restitution - Seeking the payment for or restoration of damaged property from the student(s) responsible. In no event is the District responsible for the restitution.

School Employee/Official – 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 function.

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

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.

***Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.**

Category 1 Discipline Offense Action Matrix		
Offense	Description	Action:
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.	Offense 1 - Teacher: •30 minutes Individual Reflection Time with Supervision (in classroom)
Academic Cheating	Fraudulent deception in preparing or presenting course work or class assignments as a student's own work when it is not. Includes copying, unauthorized use of notes, presenting another's work as one's own. Use of cell phone during an assessment is classified as cheating.	Offense 2 - Teacher: •Up to 60 minutes Individual Reflection Time in School (in classroom)
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 nonverbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.	Offense 3 - Admin: •Up to 2 hrs. In-School Individual Reflection Time •Restrict or Provide Alternate Class Activities •Loss of Privilege(s)
Disruption of Educational Process: Localized	Individual or group behavior which interferes with effective functioning of the teacher, student, or class in the classroom.	Offense 4 - Admin: •School Suspension/In-School - up to 1 day •Restrict or Provide Alternate Class Activities
Dress Code Violation	Violation of Dress Code outlined in Milford School District Board Policy 5415.	•Mandatory Behavior/Support Contract
Failure to Obey Safety Procedures	Student does not obey safety procedures as outlined by school officials.	Offense 5+ - Admin: •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 •Mandatory Behavior/Support Contract
<i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i>		

Category 1 – Page 2	
Inappropriate Behavior: NOS	Violation of classroom rules not specifically covered by the Student Code of Conduct.
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.
Profanity, Use of	Student uses written/spoken language, materials, or gestures which are offensive, obscene, or vulgar.
Unauthorized Use of Cell Phone/ Electronic Device	This includes but is not limited to tablets, computers, radios, MP3 players, electronic games, beepers, cell 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. Cell phone/electronic device will be confiscated.
<p><i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i></p>	

Category 2 Discipline Offense Action Matrix		
Offense	Description	Action:
Acceptable Use Policy Violation Misuse of Technology	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.	Offense 1- Teacher: <ul style="list-style-type: none"> •Up to 60 minutes Individual Reflection Time with Supervision (in classroom) •Mandatory Behavior/Support Contract Offense 2 - Admin: <ul style="list-style-type: none"> •Up to 3 hours of In School Reflection Time in School (in classroom) •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract
Disruption of Educational Process: Broad	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.	Offense 3 - Admin: <ul style="list-style-type: none"> •School/In School Suspension- up to 1 day •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral
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.	Offense 4+ - Admin: <ul style="list-style-type: none"> •School Suspension/In-School - up to 2 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral
<i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i>		

Category 2 – Page 2	
Leaving Assigned Area Without Permission	Leaving an assigned area without authorization.
Offensive Touching: Student Victim	Intentionally touching another person with a part of their body or an instrument knowing that it is likely to cause offense or alarm.
Stealing/Theft	Taking, exercising control over, or obtaining property of another person intending to deprive that person of it or appropriate it.
<i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i>	

Category 3 Discipline Offense Action Matrix		
Offense	Description	Action:
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.	Offense 1 - Admin: •School Suspension/In-School - up to 2 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral Offense 2 - Admin: •School Suspension/In-School - up to 4 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral Offense 3+ - Admin: •School Suspension/In-School - up to 5 days •Parent Contact - Required Conference with Administrators and Teachers. •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Mandatory Review Committee Referral
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. This includes the use of racial epithets and ethnic slurs.	
Failure to Report or Perform Disciplinary Action	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.	
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.	Offense 2 - Admin: •School Suspension/In-School - up to 4 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral
Tobacco and/or Drug Possession and/or Use	Possession or distribution of any tobacco and/or drug product and/or lighted cigarette (cigar, pipe, vaping, vape pipe, Juul, e-cigarette, etc.), inhaling or exhaling smoke, chewing, or using tobacco products.	
Unsafe Items	Items such as: utility knives, ice pick, lighter, pocketknife, scissors, fireworks, and anything that causes alarm or is as deemed unsafe by the administration.	
<i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i>		

Category 4 Discipline Offense Action Matrix

Offense	Description	Action:
Attorney General's Report/Off Campus Conduct	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 violence, weapons offenses, and drug offenses.	Offense 1 - Admin: •School Suspension/In-School - up to 5 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Central Review Committee Referral Offense 2+ - Admin: •School Suspension/In-School - up to 10 days •Parent Contact - Required Conference with Administrators and Teachers •Restrict or Provide Alternate Class Activities •Mandatory Behavior/Support Contract •Mandatory Review Committee Referral
Assault III and IV	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.	
Bullying/Cyberbullying	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.	
<i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i>		

Category 4 – Page 2	
Criminal Mischief Vandalism	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.
Criminal Violent, Sexual, Weapons, Dangerous Instrument: Felony Offense	Commission by a student of any violent felony as specified in 11 Del.C. §4201(c).
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.
Deadly Weapon Possession/ Concealment/ Sale	<p>The possession, concealment, or sale of a Deadly Weapon in the School Environment. A “deadly weapon” includes a firearm, a bomb, a knife of any sort (other than an ordinary pocketknife carried in a closed position); switchblade knife; billy; blackjack; bludgeon; metal knuckles; slingshot; razor; bicycle chain; ice pick or any “dangerous instrument,” as defined above, which is used, or attempted to be used, to cause death or serious physical injury. For the purpose of definition, an ordinary pocketknife shall be a folding knife having a blade not more than 3 inches in length.</p> <p>The term “firearm” means: 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) The frame or receiver of any such weapon; 3) Any firearm muffler or firearm silencer; or 4) Any destructive device.</p>
Drugs: 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.
<p><i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i></p>	

Category 4 – Page 3	
Drugs: Use and/or Possession of Drugs and/or Alcohol and/or Inhalants Paraphernalia 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.
Extortion	To obtain or attempt to obtain money, goods, services, or information from another by force or the threat of force.
Felony Theft (\$1,500+)	<p>a) When a person takes, exercises control over or obtains property of another person intending to deprive that person of it or appropriate it; or</p> <p>b) When a person, in any capacity, legally receives, takes, exercises control over or obtains property of another which is the subject of theft, and fraudulently converts the property to the person's own use. The theft is considered a felony when the value of the property received, retained, or disposed of is \$1500 or more or the victim is 62 years of age or older, or an "adult who is impaired" as defined in § 3902(2) of Title 31, or a "person with a disability" as defined in § 3901(a)(2) of Title 12.</p>
Fighting/Disorderly Conduct	<p>Any aggressive physical altercation between two or more individuals.</p> <p>Conduct in the School Environment which causes public inconvenience, annoyance or alarm or creates a risk thereof by engaging in fighting or violent tumultuous or threatening behavior, or making an unreasonable noise, or an offensively coarse utterance or gesture or display, or addressing, or abusive language to any person present.</p>
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.
<p><i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i></p>	

Category 4 – Page 4	
Hate Crimes	<p>Any person who commits, or attempts to commit, any crime as defined by the laws of this State, and who intentionally:</p> <ol style="list-style-type: none"> 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. <p>For purposes of this section:</p> <ol style="list-style-type: none"> 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.
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.
Offensive Touching (Employee)	Intentionally touching another person with a part of their body or an instrument knowing that it is likely to cause offense or alarm.
Pornography: Possession and/or Production	Possession, sharing, or production of any known obscene material in the School Environment.
<p><i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i></p>	

Category 4 – Page 4	
Sexual Harassment	A threat to engage in conduct likely to result in the commission of a sexual offense against another individual. The offender suggests, solicits, requests, commands, demands, or otherwise attempts to induce another individual to have sexual contact or sexual intercourse or unlawful sexual penetration knowing that it is likely to cause annoyance, offense, or alarm to that individual.
Terroristic Threatening	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.
Unlawful Sexual Contact III	When a student has sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim's consent.
<p><i>*Note: Administration reserves the right to adjust the response level for any behavior. This is NOT an exhaustive list of every behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. The parent/guardian shall always be notified for any listed situation.</i></p>	

ADOPTED: 5/18/87; 11/23/87; 6/27/88; 7/10/89; 7/9/90; 7/1/91; 6/22/92; 7/12/93; 12/20/93; 6/27/94; 11/28/94; 6/26/95; 6/24/96; 6/14/99; 7/12/99; 9/27/99; 5/22/00; 6/25/01; 6/24/02; 6/23/03; 10/27/03; 6/28/04; 5/23/05; 5/19/08; 5/18/09; 6/21/10; 5/16/11; 7/11/11; 1/23/12; 5/21/12; 4/22/13; 3/24/14; 6/5/17; 7/30/18; 7/8/19; 8/1/22; 7/31/23

APPENDIX I:

Expulsion or Alternative School Placement Hearing Waiver

MILFORD SCHOOL DISTRICT
REQUEST WAIVER OF EXPULSION HEARING

Student
Name:

School:

Grade:

PLEASE CHECK ONE:

_____ I am the parent/legal guardian of _____; or

_____ I am the student, and I am eighteen years of age or older.

- I waive my right to have an expulsion hearing.
- Upon waiving my right, the expulsion hearing scheduled for _____ is cancelled.
- I understand that **(student)** will be expelled through **(time frame) with alternative educational placement**.
- I understand that I, **Student**, will not be allowed on Milford School District property for any reason for the duration of the expulsion period.
- By waiving my right to a hearing, I understand I am also waiving my right to file an appeal.

**APPENDIX II:
Bullying Reporting Form**

Bullying Definition: Any overt acts by a student, or a group of students, directed against a student victim with the intent to ridicule, harass, humiliate, intimidate, or inflict bodily harm while at school, on school grounds, or at a school-sponsored activity. These acts are typically repeated against the student victim over time.

Student _____ Date _____

Parent/Guardian _____ Date _____

Name(s) of victim (s):	Name(s) of student(s) accused:	Name(s) of witnesses / bystanders:

Type of Incident (check all that apply):

____ Name calling

____ Threatening

____ Excluding (left out)

____ Physical (Hit, kicked, punched)

____ Cyber (online or text)

____ Rumors

____ Racial or demeaning comments

____ Sexual Comments

____ Stolen or damaged possessions

____ Other: _____

Where did the incident happen? (Check all that apply):

____ Hallway

____ Classroom

____ Bathroom

____ Gym

____ Locker Room

____ Cafeteria

____ Bus

____ Bus stop

____ School Trip

____ Cyber (online or text)

____ Other _____

Who have you reported the incident to: (check all that apply):

____ Teacher

____ Counselor

____ Dean

____ Administrator

____ Parent/Guardian

____ Friend

____ Other: _____

Explain the incident:

Based on this report of alleged bullying, an investigation will take place.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5417

SCHOOL BUS CODE OF CONDUCT POLICY – 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:

1. 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.
2. 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 be 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

NOTE: All Disciplinary Infractions listed in Policies #5404 and #5414 are applicable to transportation Code of Conduct for all students.

Student Appeal Process for Bus Code of Conduct

All appeals should follow the appeal process as outlined in MSD Policy #5414 and #5404.

ADOPTED: 12/15/86; 7/20/87; 1/25/88; 7/11/88; 7/10/89; 7/9/90; 5/20/91; 6/3/91; 6/22/92; 7/12/93; 6/27/94; 11/28/94; 6/26/95; 6/24/96; 6/25/01; 6/20/05

REVISED: 5/24/99; 9/27/99; 5/22/00; 5/21/01; 6/24/02; 6/23/03; 6/24/04; 5/23/05; 6/20/11; 5/21/12; 4/20/15; 7/8/19