

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, APRIL 14, 2025 AT 6:00 PM  
REGULAR SCHOOL BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person in the Mispillion Elementary Gymnasium - 311 Lovers Lane, Milford. 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=m387b570892970b7d6e4727f9175131ee>

**Webinar Number:** 2632 663 5699

**Webinar Password:** fKMCr9Put22 (35627978 when dialing from a phone or video system)

**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:** 263 266 35699

*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 March 17, 2025 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. Thank you to Mispillion Elementary for hosting us this evening!
  - B. Board Meetings for the 2025 - 2026 academic year **Action Item**
10. ***Academic Excellence: Dr. Carvajal-Hageman***
  - A. Field Trip Approval **Action Item**
  - B. Students Matters and School Discipline Improvement Plan
11. ***Building Our Future: Dr. Sara Hale***
  - A. Monthly Revenue, Expenditure and Major Capital Reports as of March 31, 2025 **Action Item**
  - B. Construction Change Order Approval **Action Item**
  - C. DDOE Financial Position Report as of March 31, 2025 **Action Item**
  - D. Banneker Playground Purchase Approval **Action Item**
  - E. Facility Assessments and Repair Maintenance Plan Action Item **Action Item**
12. ***Empowering and Investing in our People: Ms. Laura Manges***
  - A. Personnel **Action Item**
13. **Board Discussion**
  - A. DSBA Updates
  - B. Recommended Revised Draft Board Policies for Action
    1. Revised Board Policy 4323a, Local Salary Supplement: Cafeteria Workers **Action Item**
    2. Code of Conduct -5404 - **First Read**
    3. Alternative Placement Policy - 5401.1 **First Read**
14. **Adjournment **Action Item****



**MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING  
MONDAY, MARCH 17, 2025**

Board Members in Attendance	
Mr. Scott Fitzgerald, President	Dr. Adam Brownstein
Mr. Matt Bucher, Vice-President	Mrs. Jennifer Massotti
Mrs. Ashlee Connell - absent	Mrs. Jean Wylie
Mr. Victor "Butch" Elzey	Dr. Bridget Chaves, Executive Secretary

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 p.m. on Monday, March 17, 2025 at Lulu Ross Elementary School.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. JENNIFER MASSOTTI/SECONDED BY MR. MATT BUCHER** to approve the Regular Meeting Minutes for February 24, 2025. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MR. MATT BUCHER/SECONDED BY MRS. JENNIFER MASSOTTI** to adjourn to Executive Session at 6:03 p.m. **Motion passed unanimously.**

**RETURN TO OPEN SESSION MOTION MADE BY MRS. JEAN WYLIE/SECONDED BY MRS. JENNIFER MASSOTTI** at 7:09 PM. **Motion passed unanimously.**

**CHANGES TO AGENDA**

Dr. Chaves asked to remove 11.D and explained the district is awaiting a revised quote

**PUBLIC COMMENT**

The following stakeholders expressed their concerns and/or opposition or support for revised board policy 6103 Policy with Regard to Adherence to the Curriculum:

Maynard Gregory, Patty Maloney, Jesse Jester, Donna Gonyea, Crystal Shear, Michael McKain, Tom Smith, Barbara Lister, Shae Parks

**SUPERINTENDENT'S REPORT**

Dr. Chaves thanked Lulu Ross Elementary School for hosting the school board meeting this month.

Dr. Chaves reminded the public about the upcoming We Are Milford Day scheduled for Saturday, April 5, 2025 and thanked Ms. Kim Webb and Ms. Trish Gerken for their leadership in organizing the event.



## **ACADEMIC EXCELLENCE: Dr. Carvajal-Hageman**

**MOTION MADE BY MRS. JENNIFER MASSOTTI/SECONDED BY MR. BUTCH ELZY** to approve the field trips as presented. Motion passed unanimously.

Dr. Hageman shared the process of how the academic calendar was drafted and thanked the calendar committee for their collaboration. Mr. Bucher thanked Dr. Hageman for her efforts in putting the calendar together.

**MOTION MADE BY MR. MATT BUCHER/SECONDED BY DR. BROWNSTEIN** to approve the academic calendar. Motion passed unanimously.

Dr. Hageman presented an update on Policy 6103 - Controversial Issues.

Dr. Brownstein provided feedback regarding the revisions to the policy.

**MOTION MADE BY MR. MATT BUCHER/SECONDED BY MR. BUTCH ELZY** to make Policy 6103 an action item on the agenda. The motion passed unanimously.

**MOTION MADE BY MR. MATT BUCHER/SECONDED BY MRS. JENNIFER MASSOTTI** to make Policy 6103 and all its iterations subject to a waiver of our practice of a first read for policy revisions. The motion passed unanimously.

**MOTION MADE BY MR. MATT BUCHER/SECONDED BY MR. BUTCH ELZY** moved to delete 6103 in any iteration of our board documents. The motion passed unanimously.

Board President Mr. Fitzgerald and Vice-President Mr. Bucher thanked the committee for their time.

**MR. BUTCH ELZY** departed the meeting at 8:17 p.m.

Dr. Weller provided a District Safety and Security Presentation.

Dr. Brownstein questioned what would happen if we lost power... (everything seems centralized). Dr. Weller explained that there are multiple levels of communication (walkie talkies, cell phone, etc) to assist in an emergency situation. Mr. Bucher thanked Dr. Weller and the building principals for their efforts in helping mitigate behavior problems

**POINT OF ORDER:** Mr. Bucher asked for a 10 minute recess. The meeting reconvened at 8:38pm

## **BUILDING OUR FUTURE: Dr. Sara Hale**

The Monthly Revenue, Expenditure and Major Capital Reports as of February 28, 2025 were presented.

**MOTION MADE BY MRS. JEAN WYLIE/SECONDED BY MRS. JENNIFER MASSOTTI.** The motion passed unanimously.

**MOTION MADE BY MRS. JENNIFER MASSOTTI/SECONDED BY MRS. JEAN WYLIE** to approve all change orders totaling \$54,000 as presented. **MR. MATT BUCHER** abstained.

**MR. SCOTT FITZGERALD** requested a roll call:

**BROWNSTEIN** - yes

**WYLIE** - yes

**MASSOTTI** - yes

**BUCHER** - abstain

**FITZGERALD** - yes

The motion carries.

Dr. Hale thanked MEA Interim President Tina McConnell and all of the MEA members for their collaboration during the negotiated agreements this spring. **MOTION MADE BY MR. MATT BUCHER/SECONDED BY MRS. JEAN WYLIE** to approve the Teachers, Para, Constables negotiated agreements (custodians tabled until next month). The motion passed unanimously.

The Banneker Playground Purchase Approval was tabled for a future meeting.

## **EMPOWERING AND INVESTING IN OUR PEOPLE: Ms. Manges Personnel Report**

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

**SUPPORTING THE WHOLE STUDENT: Dr. Hallman**

Dr Hallman thanked the entire Special education team across Milford School District. She shared challenges (virtual providers, new SIS, etc) and achievements. She additionally updated the board on plans for summer programming.

**BOARD DISCUSSION**

**DSBA UPDATES:**

DR. BROWNSTEIN and MR. BUCHER provided updates that included.

- HB12: (code relating to teacher academy scholarships allowing education students to completed pathway to earn \$2500 scholarship if enrolled in delaware preparation program)
- HB15: Title14 which is related to play based learning in early childhood / permits early childhood educators. This was OPPOSED because it usurps local authority and the legislation was deemed not necessary
- Legislation to support Constables being able to do crossing guard duty was approved. The intent would allow for increased flexibility for districts to control traffic.
- SUPPORTED HB29: Title 14 amended to include education profiles to upload specified information on websites
- SUPPORTED HB32: Title 14 amended to support School Resource Officer and Constable funding which could enable the state to fund position
- SUPPORTED HB38: Title 29 against “double dipping”
- SENATE BILL SUPPORTED disorderly conduct change

**RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION**

Dr. Hale presented Revised Board Policy 4223 Overtime and Compensatory Time. **A MOTION WAS MADE BY MRS. JENNIFER MASSOTTI/SECONDED BY MR. MATT BUCHER. Motion passed unanimously.**

**RECOMMENDED DELETION OF BOARD POLICIES FOR ACTION**

Mr. Sharp presented Board Policy 3105 After School Child Care Using School Facilities due to redundancy and out-of-date information currently covered in our Facilities Rental Policy. **A MOTION WAS MADE BY MR. MATT BUCHER /SECONDED BY MRS. JENNIFER MASSOTTI. Motion passed unanimously.**

**ADJOURNMENT MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. JEAN WYLIE** that the Regular Meeting of the Milford Board of Education held on Monday, March 17, 2025, adjourned @ 9:00 PM. Motion passed unanimously.

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Bridget Chaves, Ed.D., Executive Secretary

# **BOARD AGENDA**

**March 17, 2025**

## **PERSONNEL REPORT – Action Item**

### **RECOMMEND FOR EMPLOYMENT – ADMINISTRATIVE CONTRACT\***

WEBB, Kimberly

Ross – Principal

Effective: July 13, 2025

### **RECOMMEND FOR EMPLOYMENT – PERMANENT CONTRACT\***

NOVAK, Erica

Central – English Teacher

Effective: August 21, 2025

BANDY, Amy

Middle – Art Teacher

Effective: August 21, 2025

HERR, April

Middle – Multi-Lingual Learner Teacher

Effective: August 21, 2025

HABER, Alexander

Middle – Physical Education Teacher

Effective: August 21, 2025

### **RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\***

SYDNOR, Lumekka

Mispillion- School Counselor

Effective: March 18, 2025

### **RECOMMEND FOR EMPLOYMENT\***

DARLING, Jace

Mispillion – Custodian

Effective: March 18, 2025

HUDSON, Nikolas

High – Custodian

Effective: March 18, 2025

ROBINSON, Donna

District – Administrative Secretary

Effective: March 24, 2025

### **TRANSFER**

ROSEMOND, Watasha

From Central Assistant Cafeteria Manager to High Assistant Cafeteria Manager

Effective: March 10, 2025

ROSEMOND, Watasha  
From High Assistant Cafeteria Manager to Banneker Cafeteria Manager  
Effective: August 2025

HUFNAGEL, Jennifer  
From Banneker Cafeteria Manager to Middle Cafeteria Manager  
Effective: August 2025

SCOTT, Jennie  
From Central 6.5-hour Child Nutrition Worker to Central Interim/Substitute Assistant Cafeteria Manager (7.0-hour)  
Effective: March 10, 2025

CREED, Christina  
From High Assistant Cafeteria Manager (7-hour) to Banneker 6.0-hour Child Nutrition Worker  
Effective: March 10, 2025

GUZ, Danielle  
From Mispillion 4.0-hour Child Nutrition Worker to Mispillion 6.0-hour Child Nutrition Worker  
Effective: March 23, 2025

DAVIS, Cole  
From Central Full-Time Educational Support Paraprofessional to Mispillion Full-Time School Climate Paraprofessional  
Effective: TBD

#### RETIREMENT

MANGES, Laura  
District – Director of Human Resources  
Effective: July 1, 2025  
Service to MSD: 16 years

HINTON, Bernard  
Banneker – Custodian  
Effective: April 1, 2025  
Service to MSD: 14 years

#### RESIGNATION

STEVENS, Katria  
Banneker – 6.0-hour Child Nutrition Worker  
Effective: March 3, 2025  
Service to MSD: 4 months

WEIDLEIN, Kelli  
Banneker – 6.0-hour Child Nutrition Worker  
Effective: March 21, 2025  
Service to MSD: 1 year

MATAMOROS, Suhey  
Ross – Spanish Immersion Elementary Teacher  
Effective: June 30, 2025  
Service to MSD: 4 years

SAMICK, Emily  
High – Agriscience Teacher  
Effective: June 30, 2025  
Service to MSD: 1 year

RECOMMEND FOR EMPLOYMENT – 2024 – 2025 LIMITED CONTRACTS

High	Tennis, Asst. Coach	FRENCH, Nathan
High	Athletic Event Coord, Spring	MCKENZIE, Dallas
Central	Softball, Asst. Coach	BRYANT, Jacob
Central	Athletic Event Coord, Spring	DUFFY, Martina

RECOMMEND FOR EMPLOYMENT – 2025 – 2026 LIMITED CONTRACTS

High	Football, Head Coach	MILSTEAD, Roderick
High	Boys Soccer, Head Coach	FRENCH, Nathan

RECOMMEND FOR VOLUNTEERS

High	Boys Lacrosse	SYLVESTER, Shane
High	Boys Lacrosse	HUDSON, Landon
High	Boys Lacrosse	CHRISTIE, Conor
High	Girls Lacrosse	SCHAB, Henry
High	Golf	GREGG, Evan

\*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

## **Proposed FY 2025-2026 SCHEDULE OF BOARD MEETINGS**

<b>July 7, 2025</b>	<b>6:00 pm</b>	<b>Reorganization Meeting/Regular Meeting</b>
<b>July 21, 2025</b>	<b>7:30 am</b>	<b>Regular Meeting</b>
<b>August 4, 2025</b>	<b>7:30 am</b>	<b>Regular Meeting</b>
<b>August 18, 2025</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>September 22, 2025</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>October 20, 2025</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>November 17, 2025</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>December 15, 2025</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>January 26, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>February 23, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>March 16, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>April 20, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>May 18, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>June 15, 2026</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>July 6, 2026</b>	<b>6:00 pm</b>	<b>Reorganization Meeting/Regular Meeting</b>



## April 14, 2025 Board Meeting

### BOARD INFORMATION

Field Trip Name	Trip Date	Location	Trip Duration	Total Cost	Funding Source	Purpose
Six Flgs Great Adventure	5/16/2025	Jackson Township, NJ	1 Day	\$3,172.16	School Budget - Transportation \$3,072.16 Student - \$40	Opportunity to engage in education days exploring the physics of rides and being rewarded for a successful school year.
Salisbury Zoo	5/8/2025	Salisbury, MD	1 Day	\$1,335.57	Student Cost - \$12.00	Trip addresses the interdependent relationships in ecosystems, including the standard of many different kinds of living things. Prior to the trip we will teach biodiversity after the trip we will ask for examples of biodiversity observed
Salisbury Zoo	5/9/2025	Salisbury, MD	1 Day	\$1,015.05	PTO - \$500.00 Student Cost \$5.00	Students will engage in an environment for hands-on learning, where they can explore animal habitats, interact with exhibits, and deepen their understanding of wildlife and conservation
Franklin Institute	5/19/2025	Philadelphia, PA	1 Day	\$2,963.06	509 Student Cost - \$25.00	This is a specialized exhibit showing all parts of human anatomy, DNA biology, and diseases. Students attending will be Allied Health Pathway, AP Bio and Honors Biology Students.



Field Trip Name	Trip Date	Location	Trip Duration	Total Cost	Funding Source	Purpose
Automotive Training Center	4/30/2025	Exton, PA 19341	1 Day	\$707.85	Paid for by Automotive Training Center	Students will connect their knowledge learned in the classroom to real world applications and future career opportunities
Hershey Park Annual Band Trip Competition	5/2 - 5/3, 2025	Hershey, PA 17033	2 Days	\$27,153.60	PTO	Students



# School Discipline Improvement Plan

MCA, Rene Diaz, Kerry Stahl, Tom Peet  
MHS, Seth Buford, Jed Bell, Betsy Coe, Jennifer Martin

# What is SDIP?

- What is SDIP? - School Discipline Improvement Program in which districts discipline practices are monitored by DOE annually.
- State of Delaware Title 14 Ch 700 section 3: Delaware Dept. of Education publishes school discipline practices annually in the School Discipline report.
- The report details data on Out of School Suspensions, Expulsions, Alternative School Assignments, In-School Suspensions
- The data is disaggregated by race, ethnicity, gender, low-income classification, grade level, limited English proficiency, incident type, discipline duration, and student disability
- The report identifies if schools meet/exceed the following thresholds:
  - OSS for any subgroup that exceeds 15 students per 100
  - OSS gap between lowest suspended racial subgroup and highest suspended racial subgroup exceeding 10%
  - OSS gap between students with disabilities and students without disabilities exceeding 10%
- Schools are required to develop an Improvement plan monitored by DOE if the school's data meets the thresholds for three consecutive years

# MSD Identified Schools



School Identified	Thresholds Exceeded	Identified Subgroups
MCA	1 & 2	African American Low-Income Male Students with Disabilities
MHS	1 & 2	African American Low-Income Students with Disabilities

Threshold 1 is 15% suspension rate  
Threshold 2 is the 10% suspension gap

# MSD Plans



- Our team completed several professional development opportunities with DOE and districts across the state that are identified.
- Met several times internally
- Sent out surveys that are still being collected to staff, students, and parents in our identified schools
- Planning focus groups to gather solution ideas to address our disparities

# MCA Plan

- Continue with the BRIDGES program
- Continue to apply progressive discipline using the Code of Conduct appropriately and effectively
- Tier 1 SEL (Social Emotional Learning) lessons working on social skills, monitor growth
- Maintain our Conscious Discipline work and MTSS (Multi-tiered Systems of Support) implementation to address the thresholds
- Create and implement Milford Men and Lady Buccaneer groups for students mentoring students and supporting social skill growth
- Counseling, SFI (Student & Family Interventionists), and Constable staff will run small groups with identified students in areas of need.





# MHS Plan

- Implement the BRIDGES program
- Continue to apply progressive discipline using the Code of Conduct appropriately and effectively
- Tier 1 SEL (Social Emotional Learning) lessons working on social skills, monitor growth
- Maintain our Conscious Discipline work and MTSS (Multi-tiered Systems of Support) implementation to address the thresholds
- Create and implement Milford Men and Lady Buccaneer groups for students mentoring students and supporting social skill growth
- Counseling, SFI (Student & Family Interventionist), and Constable staff will run small groups with identified students in areas of need.





# Questions?



# Milford Middle School Project

## EXPENDITURE

Contract Change										
VENDOR	VENDOR ID	BID #	PO Number	Contract Total	Orders	New Contract Total	Current Encumbrance	Expended to date	Contract Balance	
Construction										
Zack Excavating Inc	27581	B-1	677961	\$ 3,495,949.00	\$ 166,602.69	\$ 3,662,551.69	\$ 1,828,887.09	\$ 1,833,664.60	\$ -	\$ 3,662,551.69
Expense Reduction - CTF Funding (Zack Excavating)						(462,500.00)		(157,500.00)		(157,500.00)
Blue Heron Contracting Inc	650093	B-4	677958	\$ 1,590,069.00	\$ 10,420.00	\$ 1,600,489.00	\$ 63,129.49	\$ 1,537,359.51	\$ -	\$ 1,600,489.00
L. Wilson Masonry Inc	244015	B-5	677956	\$ 2,960,000.00	\$ 35,879.76	\$ 2,995,879.76	\$ 726,386.10	\$ 2,269,493.66	\$ -	\$ 2,995,879.76
Delmarva Veteran Builder	317909	B-7	677955	\$ 5,149,786.00	\$ (46,689.54)	\$ 5,103,096.46	\$ 2,945,364.59	\$ 2,157,731.87	\$ -	\$ 5,103,096.46
Quality Exteriors Inc	26893	B-8	677952	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 1,007,268.02	\$ 1,267,119.98	\$ -	\$ 2,274,388.00
Selma Inc DBA Salisbury Door & Hardware	28649	B-9	677948	\$ 596,815.00		\$ 596,815.00	\$ 59,115.00	\$ 537,700.00	\$ -	\$ 596,815.00
Walker & Laberge of Delaware Inc.	31519	B-10	677945	\$ 2,172,000.00		\$ 2,172,000.00	\$ 1,588,510.00	\$ 583,490.00	\$ -	\$ 2,172,000.00
Master Interiors Inc	26048	B-12	677943	\$ 698,097.00		\$ 698,097.00	\$ 493,041.63	\$ 205,055.37	\$ -	\$ 698,097.00
Jamestown Painting & Decorating Inc	26542	B-14	677941	\$ 585,570.00	\$ 4,777.09	\$ 590,347.09	\$ 553,491.84	\$ 36,855.25	\$ -	\$ 590,347.09
Modular Concepts Inc	26631	B-15	677940	\$ 550,000.00		\$ 550,000.00	\$ 409,229.00	\$ 140,771.00	\$ -	\$ 550,000.00
11400 Inc	137841	B-16	677938	\$ 878,000.00		\$ 878,000.00	\$ 431,025.00	\$ 446,975.00	\$ -	\$ 878,000.00
Ralph G. Degli Obizzi & Sons, Inc	24941	B-17	677936	\$ 8,375,000.00	\$ 105,992.00	\$ 8,480,992.00	\$ 2,183,373.81	\$ 6,297,618.19	\$ -	\$ 8,480,992.00
Bear Industires Inc	25487	B-18	677928	\$ 879,150.00		\$ 879,150.00	\$ 383,608.07	\$ 495,541.93	\$ -	\$ 879,150.00
Continental Electrical Services Inc	125778	B-19	677931	\$ 4,015,000.00	\$ 29,950.00	\$ 4,044,950.00	\$ 2,174,684.05	\$ 1,870,265.95	\$ -	\$ 4,044,950.00
Peninsula Acoustical Co. Inc.	24549	B-20	677925	\$ 1,030,000.00	\$ 128,415.52	\$ 1,158,415.52	\$ 1,145,875.52	\$ 12,540.00	\$ -	\$ 1,158,415.52
North East Contractors Inc	28982	B-11	678374	\$ 4,140,000.00	\$ 90,723.73	\$ 4,230,723.73	\$ 1,822,906.88	\$ 2,407,816.85	\$ -	\$ 4,230,723.73
RC Fabricators	26366	B-6	678391	\$ 4,670,000.00		\$ 4,670,000.00	\$ 440,476.50	\$ 4,229,523.50	\$ -	\$ 4,670,000.00
Flooring Solutions, Inc	28899	B-13	687909	\$ 2,404,266.00	\$ 5,218.90	\$ 2,409,484.90	\$ 1,522,274.66	\$ 887,210.24	\$ -	\$ 2,409,484.90
CM										
Richard Y Johnson & Son Inc	24881		605301	\$ 3,731,124.00	\$ 214,570.23	\$ 3,945,694.23	\$ 920,881.62	\$ 3,024,812.61	\$ -	\$ 3,945,694.23
Architect										
Buck Simpers Architect and Associates	25833		612154	\$ 4,473,229.00		\$ 4,473,229.00	\$ 441,986.67	\$ 4,031,242.33	\$ -	\$ 4,473,229.00
Environmental and Demo										
DIS Associates	701815		664108	\$ 1,296,787.00	\$ 44,350.00	\$ 1,341,137.00	\$ 23,528.44	\$ 1,317,608.56	\$ -	\$ 1,341,137.00
Modulus LLC	671154		648148	\$ 1,140,425.00		\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00
Other										
G.A. Blanco (Furniture)				\$ 1,761,836.54		\$ 1,761,836.54	\$ 1,761,836.54		\$ -	\$ 1,761,836.54
Visual Sound			715486	\$ 195,281.40		\$ 195,281.40	\$ 195,281.40		\$ -	\$ 195,281.40
Dell (Student Devices)				\$ 388,974.00		\$ 388,974.00	\$ -	\$ 388,974.00	\$ -	\$ 388,974.00
Technology Equipment and Consulting				\$ 206,201.37		\$ 206,201.37	\$ 18,150.00	\$ 188,051.37	\$ -	\$ 206,201.37
Cunningham Recreation/Playcore (Playground)				\$ 507,951.00		\$ 507,951.00	\$ 507,951.00		\$ -	\$ 507,951.00
A3 Communications (Advantech) Construction Funded			678196	\$ 3,535,324.40		\$ 3,535,324.40	\$ 1,828,349.40	\$ 1,706,975.00	\$ -	\$ 3,535,324.40
Magnum Electronics Radio Repeater			695443	\$ 10,729.01		\$ 10,729.01	\$ 10,034.01	\$ 695.00	\$ -	\$ 10,729.01
L&W Insurance			Dir. Claim	\$ 95,786.00		\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00
Auditors Office			Dir. Claim	\$ 117,815.65		\$ 117,815.65	\$ -	\$ 117,815.65	\$ -	\$ 117,815.65
Administration				\$ 122,909.80		\$ 122,909.80	\$ -	\$ 122,909.80	\$ -	\$ 122,909.80
Total Project				\$64,098,264.17	\$740,410.38	\$64,253,264.75	\$25,486,646.33	\$39,194,528.22	\$ -	\$64,681,174.55

1.16% Total Per DSC \$ 25,486,646.33 \$ 39,194,528.22 \$ - \$ 64,681,174.55  
Difference \$ - \$ - \$ 64,681,174.55

Balance \$ 7,589,325.45

## REVENUE

FISCAL YEAR	BOND NO.	DATE OF ISSUANCE	PROJECT	STATE	LOCAL	TOTAL REVENUE
2022	Local Bond 239	3/2/2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00
2023	Local Bond 240	5/10/2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00
2024	TBD	May-24	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00
Market Pressure Funding			Milford Middle School	\$ 11,100,000.00	\$ 3,900,000.00	\$ 15,000,000.00
<b>TOTAL REVENUE BUDGET</b>				<b>\$ 53,480,200.00</b>	<b>\$ 18,790,300.00</b>	<b>\$ 72,270,500.00</b>

\$ 72,733,000.00

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended March 31, 2025**

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	%
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 73,450.00	6,448.85	30,787.79	\$ 36,213.36	49.30%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 65,290.00	4,128.23	54,541.31	\$ 6,620.46	10.14%
9180672A	Lulu M. Ross Elementary School	\$ 91,190.00	4,585.76	53,737.05	\$ 32,867.19	36.04%
9180673A	Mispillion Elementary School	\$ 75,690.00	2,449.28	47,000.55	\$ 26,240.17	34.67%
9180675A	Milford Central Academy	\$ 132,855.00	8,793.90	63,104.41	\$ 60,956.69	45.88%
9180678A	Milford Senior High School	\$ 190,350.00	7,535.06	126,676.17	\$ 56,138.77	29.49%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
	School Resource Officer	\$ 15,000.00	-	4,252.70	\$ 10,747.30	71.65%
99900100	Legal Services, Audit and Insurance Premiums	\$ 90,000.00	7,260.27	64,876.01	\$ 17,863.72	19.85%
99900300	District Expenditures	\$ 100,000.00	765.00	34,628.00	\$ 64,607.00	64.61%
	School Safety and Security	\$ 287,717.00	81,340.00	203,041.05	\$ 3,335.95	1.16%
	Public Relations and Communication	\$ 40,000.00	9,950.00	19,871.16	\$ 10,178.84	25.45%
	Copy Center (District Wide)	\$ 165,000.00	47,227.27	115,276.85	\$ 2,495.88	1.51%
99910100	Superintendent	\$ 1,500.00	-	533.54	\$ 966.46	64.43%
99920000	World Language Immersion (State Grant)	\$ 125,575.18	-	56,953.59	\$ 68,621.59	
	Student Success Block Grant (Reading)	\$ 374,860.00	-	197,692.24	\$ 177,167.76	47.26%
	Opportunity Grant Mental Health	\$ 918,870.00	-	120,713.67	\$ 798,156.33	86.86%
	Education Opportunity Grant	\$ 2,584,339.84	-	13,381.68	\$ 2,570,958.16	99.48%
	CPR Instruction (State)	\$ 1,050.72	-	-	\$ 1,050.72	100.00%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 5,000.00	-	2,835.22	\$ 2,164.78	43.30%
	Extra Time Programs	\$ 30,000.00	-	7,021.08	\$ 22,978.92	76.60%
	Curriculum and Instruction	\$ 150,000.00	-	72,389.47	\$ 77,610.53	51.74%
99920700	Athletics - High School	\$ 220,000.00	7,865.90	184,078.01	\$ 28,056.09	12.75%
	Athletics - Milford Central Academy	\$ 46,500.00	-	33,542.34	\$ 12,957.66	27.87%
99920800	Driver's Education	\$ 23,355.00	-	8,925.21	\$ 14,429.79	61.78%
99930200	Tuition - Special Services	\$ 330,000.00	-	275,646.83	\$ 54,353.17	16.47%
	Tuition - Special Services - ILC	\$ 275,000.00	848.74	137,836.13	\$ 136,315.13	49.57%
	Unique Alternatives (State Funds)	\$ 62,382.48	-	-	\$ 62,382.48	100.00%
99930300	Special Services	\$ 59,500.00	8,393.68	42,316.90	\$ 8,789.42	14.77%
	Special Services - State Related Services	\$ 151,760.58	1,562.50	150,198.08	\$ -	0.00%
99940100	Contingencies and One-Time Items	\$ 425,000.00	4,643.65	158,951.46	\$ 261,404.89	61.51%
99940200	Division I/Formula Salaries	\$ 39,043,052.49	-	29,158,341.09	\$ 9,884,711.40	25.32%
99940300	Division II - Vocational	\$ 115,046.00	14,813.32	20,962.18	\$ 79,270.50	68.90%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	9,309,985.73	\$ 3,798,977.21	28.98%
	Union agreed Limited Contracts	\$ 385,000.00	-	249,865.44	\$ 135,134.56	35.10%
99940500	Title I	\$ 1,760,148.00	42,540.86	620,758.42	\$ 1,096,848.72	62.32%
	Title II	\$ 340,367.00	-	51,542.60	\$ 288,824.40	84.86%
	Title III	\$ 115,869.00	305.40	5,864.28	\$ 109,699.32	94.68%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	100.00%
	IDEA Part B	\$ 1,316,991.00	206.70	156,267.33	\$ 1,160,516.97	88.12%
	IDEA Preschool	\$ 58,767.00	-	32,879.43	\$ 25,887.57	44.05%
	Perkins	\$ 146,886.00	40,665.30	37,813.69	\$ 68,407.01	46.57%
99940600	Insurance Expense	\$ 160,000.00	-	158,267.00	\$ 1,733.00	1.08%
99940700	District Donations	\$ 25,000.00	2,631.69	21,102.23	\$ 1,266.08	5.06%
99940810	Technology Equipment & Repair	\$ 286,500.00	29,899.80	169,032.78	\$ 87,567.42	30.56%
	Technology Block Grant	\$ 106,353.00	581.27	12,164.05	\$ 93,607.68	88.02%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	1,793.00	\$ 13,207.00	88.05%
	Tuition Reimbursement	\$ 70,000.00	-	34,999.99	\$ 35,000.01	50.00%
99950000	Personnel/Human Resources	\$ 12,500.00	490.66	7,141.94	\$ 4,867.40	38.94%
99960000	Child Nutrition Operations	\$ 2,700,000.00	358,132.13	2,512,162.29	\$ (170,294.42)	-6.31%
	Cafeteria Salaries	\$ 745,521.00	-	577,935.15	\$ 167,585.85	22.48%
99960100	Facilities Maintenance	\$ 90,000.00	-	52,814.25	\$ 37,185.75	41.32%
	Custodial Services and Supplies	\$ 150,000.00	-	126,658.85	\$ 23,341.15	15.56%
99960200	Operations and Utilities	\$ 356,500.00	45,022.92	353,048.83	\$ (41,571.75)	-11.66%
	Energy Division II	\$ 847,099.00	452,871.25	243,842.67	\$ 150,385.08	17.75%
99960300	State Transportation	\$ 4,172,159.82	-	2,910,240.24	\$ 1,261,919.58	30.25%
	State Homeless Transportation	\$ 645,492.00	-	447,700.50	\$ 197,791.50	30.64%
	State Foster Transportation	\$ 191,196.00	-	141,910.00	\$ 49,286.00	25.78%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 20,000.00	357.19	15,931.31	\$ 3,711.50	18.56%
	Local Homeless Transportation Match	\$ 71,721.33	-	65,950.30	\$ 5,771.03	8.05%
	Local Transportation Match	\$ 462,351.09	-	329,000.02	\$ 133,351.07	28.84%
<b>Total Operating Budget</b>		<b>\$ 74,884,988.47</b>	<b>\$ 1,192,316.58</b>	<b>\$ 50,107,784.09</b>	<b>\$ 23,584,887.80</b>	<b>31.49%</b>
99970000	Local Debt Service	\$ 2,106,795.45	-	1,245,872.72	\$ 860,922.73	40.86%
99970200	Minor Capital Improvements	\$ 869,170.00	83,223.78	122,797.19	\$ 663,149.03	76.30%
<b>Total Capital Budget</b>		<b>\$ 2,975,965.45</b>	<b>\$ 83,223.78</b>	<b>\$ 1,368,669.91</b>	<b>\$ 1,524,071.76</b>	<b>51.21%</b>
<b>Grand Total</b>		<b>\$ 77,860,953.92</b>	<b>\$ 1,275,540.36</b>	<b>\$ 51,476,454.00</b>	<b>\$ 25,108,959.56</b>	<b>32.25%</b>

*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.*

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2025 Monthly Revenue Report**  
**As of March 31, 2025**  
**75% of the Fiscal Year completed**

REVENUE SOURCE	Final FY 2025 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	38,922,522.74	33,846,846.05	86.96%
Cafeteria Salaries	745,521.00	745,521.00	100.00%
Division II, All Other Costs	1,115,494.00	1,115,494.00	100.00%
Division II, All Other Costs - VOC	115,046.00	115,046.00	100.00%
Division II, Energy	847,099.00	847,099.00	100.00%
Division III, Equalization	6,138,589.00	6,138,589.00	100.00%
State Transportation	4,172,159.82	4,163,986.02	99.80%
Homeless Transportation	645,492.00	645,492.00	100.00%
Foster Care Transportation	191,196.00	191,196.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	151,760.58	151,760.58	100.00%
Drivers' Education	23,355.00	23,355.00	100.00%
Unique Alternatives	62,382.48	170,529.48	273.36%
Delaware Sustainment Fund	794,671.00	794,671.00	100.00%
Technology Block Grant	106,353.00	106,353.00	100.00%
World Language Expansion	125,575.18	125,575.18	100.00%
Education Opportunity Grant	2,584,339.84	2,584,339.84	100.00%
Education Opportunity Grant - Mental Health	463,657.00	463,657.00	100.00%
Student Success Block Grant - Reading	374,860.00	374,860.00	100.00%
Mental Health Block Grant Grades 9-12	455,213.00	455,213.00	100.00%
Substitute Reimbursement- Paid Parental Leave	60,662.75	81,378.12	134.15%
School Safety and Security	287,717.00	287,717.00	100.00%
CPR Instruction/Child Safety Awareness	1,050.72	1,050.72	100.00%
Athletic Trainer Block Grant	59,867.00	59,867.00	100.00%
Minor Capital Improvements	521,502.00	910,585.00	174.61%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>58,967,086.11</b>	<b>54,401,180.99</b>	<b>92.26%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	9,985,000.00	9,683,482.85	96.98%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,300,000.00	2,693,111.01	117.09%
Debt Service - County Impact Fees	92,500.00	36,477.67	39.44%
Tuition	1,400,000.00	1,377,151.59	98.37%
Minor Capital Improvements	347,668.00	340,327.42	97.89%
Interest	1,835,000.00	1,408,279.26	76.75%
Athletics	32,500.00	26,010.00	80.03%
CSCR	45,000.00	40,508.50	90.02%
Indirect Costs	75,000.00	49,516.32	66.02%
Cafeteria	2,700,000.00	1,576,845.26	58.40%
District Donations	98,500.00	73,009.73	74.12%
Building Rental	4,500.00	3,760.00	83.56%
E-Rate	-	2,653.20	
Net Choice Billings	(235,427.24)	(235,427.24)	100.00%
Net Charter Billings	(294,701.28)	(294,701.28)	100.00%
Tuition Billings	(2,100,000.00)	(1,570,059.66)	74.76%
Other Local Revenue	35,000.00	14,505.08	41.44%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>16,320,739.48</b>	<b>15,225,449.71</b>	<b>93.29%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,316,991.00	1,316,991.00	100.00%
IDEA - Preschool	58,767.00	58,767.00	100.00%
Title I	1,760,148.00	1,760,148.00	100.00%
Title II	340,367.00	340,367.00	100.00%
Title III English Acquisition	115,869.00	115,869.00	100.00%
Title IV	215,270.00	215,270.00	100.00%
Perkins	146,886.00	146,886.00	100.00%
Other federal revenue	-	-	
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,954,298.00</b>	<b>3,954,298.00</b>	<b>100.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>79,242,123.59</b>	<b>73,580,928.70</b>	<b>92.86%</b>

April 14, 2025

Contract Vendor	Change Order Number	Description	Change Order Amount	
Delmarva Veteran Builders, LLC.	B7-04	Supply and Install reconfigured backstops for gymnasium- original supports not compatible	\$	30,788.81
Continental Electrical Services, LLC.	B19-06	Adjustment to light fixtures and technology rough-in room 234 not previously covered	\$	5,594.00
Continental Electrical Services, LLC.	B19-11	Adjusment to power and lightining system in professional development space (MMS Basement)	\$	11,964.00
Continental Electrical Services, LLC.	B19-10	Remote mounted drivers/canopy unistrut assembly.	\$	12,367.00
Continental Electrical Services, LLC.	B19-09	Adjustment to auditorium lighting	\$	9,472.00
Continental Electrical Services, LLC.	B19-08	Furnish and install double duplex receptacles adjacent to telecomm outlets	\$	14,597.00
TOTAL COST ADJUSTMENT			\$	84,782.81



# AIA® Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT:** (name and address)  
Milford Middle School

612 Lakeview Ave  
Milford, DE 19963

**OWNER:** (name and address)  
Milford School District

906 Lakeview Ave  
Milford, DE 19963

**CONTRACTOR:** (name and address)  
Delmarva Veteran Builders LLC  
120 E. Market St  
Salisbury, MD 21801

**CONTRACT INFORMATION:**  
Contract For: B-7: Carpentry &  
General Work  
Date: 12/19/2023

**ARCHITECT:** (name and address)  
Buck Simpers Architects &  
Associates  
954 Justison St.  
Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**  
Change Order Number: B7-04

Date: April 07, 2025

**CONSTRUCTION MANAGER:** (name and address)  
Richard Y. Johnson & Son, Inc.

18404 Johnson Road  
PO Box 105  
Lincoln, DE 19960

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR #14 Union Wholesale to supply and install reconfigured backstops for gym due to the original supports not being compatible.

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	5,149,786.00
\$	-46,689.54
\$	5,103,096.46
\$	30,788.81
\$	5,133,885.27

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER**

Buck Simpers Architects & Associates

**ARCHITECT** (Firm name)

**SIGNATURE**

Tim Skibicki

**PRINTED NAME AND TITLE**  
4/8/25

**DATE:**

Delmarva Veteran Builders LLC  
**CONTRACTOR** (Firm name)

Richard Y. Johnson & Son, Inc.  
**CONSTRUCTION MANAGER** (Firm name)

**SIGNATURE**

Dean Johnson, CEO/CEO  
**PRINTED NAME AND TITLE**

**DATE:**

Milford School District  
**OWNER** (Firm name)



SIGNATURE

Kathryn Ellis, Vice President/Owner

PRINTED NAME AND TITLE

04.09.2025

DATE:

SIGNATURE

Sara Hale, COO

PRINTED NAME AND TITLE

DATE:



Delmarva Veteran Builders, LLC  
120 E. Market Street  
Salisbury MD 21801

www.delmarvaveteranbuilders.com  
443-736-1584



## Change Order Request

COR Number: 14

Date: 4/4/2025

Project Number: 2401

Contract Date: 12/19/2023

<b>To:</b> Milford School District 906 Lakeview Ave Milford DE 19963	<b>Project:</b> Milford Middle School 612 Lakeview Ave Milford DE 19963
---	--

### Description of Change:

Union Wholesale to supply and install reconfigured backstops for gym due to the original supports not being compatible

	5,149,786.00
Project Original Contract Sum	(46,689.54)
Total of Previously Approved Change Orders	5,103,096.46
Contract Amount Prior to this Change Order	30,788.81
Proposed Contract Amount of this Change Order	5,133,885.27
Proposed Contract Amount Including this Change Order	

### Accepted By:

Delmarva Veteran Builders, LLC  
Contractor (Company Name)

By (Signature)

Joey Joseph  
Printed Name

4/4/2025 12:00:00 AM  
Date

Milford School District  
Owner (Company Name)

By (Signature)

Printed Name

Date

Owner's Change Order Number

Other (Company Name)

By (Signature)

Printed Name

Date

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801  
 www.delmarvaveteranbuilders.com  
 443-736-1584



## Change Order Request

COR Number: 14  
 Date: 4/4/2025

To: Milford School District		Project: Milford Middle School			
Item	Description	Quantity	UOM	Unit Price	Extended Price
COPH - COPH		0.00		0.00	27,934.00
Sub CO	Supply/Install Backstops	2.00	HR	95.00	190.00
Admin	Project Management	1.00	HR	75.00	75.00
PE	Preject Engineer	0.00		0.00	2,095.05
GC OH&P	7.5% OH&P - Subcontractor	0.00		0.00	39.75
GC OH&P	15% OH&P - Self Performance	0.00		0.00	455.01
BOND	Performance & Payment Bond (1.5%)				
COPH Total:					30,788.81
Change Order Total:					30,788.81





since 1956

# UNION WHOLESALE COMPANY

500 E. Front Street Wilmington, DE 19801  
302-656-4462 uwco.com Fax-302-656-1102

## CHANGE ORDER #1

JOB: MILFORD MIDDLE RENO

DATE: 02-14-2025

PAGE 1 OF: 1

TO: DELMARVA VETERAN BUILDERS

FROM: JAMES E. MCLAUGHLIN

WE PROPOSE TO FURNISH & INSTALL THE FOLLOWING:

SECTION 116623.13

BASKETBALL EQUIPMENT

2 - DDTF-20 DOUBLE DROP BACKSTOP  
FORWARD FOLD

ELECTRIC WINCH OPERATION

\$ 27,934

### BID CLARIFICATIONS:

1. Quote valid for 90 days.
2. Work to be performed during Monday through Friday, 7am-3:30pm.
3. Includes for the takedown of existing backstop material on the  
(2) mains in the gym.

Thank you,

jamesm@uwco.com



# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT: (name and address)**

Milford Middle School  
612 Lakeview Ave  
Milford, DE 19963

**OWNER: (name and address)**

Milford School District  
906 Lakeview Ave  
Milford, DE 19963

**CONTRACTOR: (name and address)**

Continental Electrical Services LLC  
3 Mill Park Ct  
Newark, DE 19713

**CONTRACT INFORMATION:**

Contract For: B-19: Electrical  
Date: 12/19/23

**ARCHITECT: (name and address)**

Buck Simpers Architects &  
Associates  
954 Justison St  
Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**

Change Order Number: B19-06  
Date: 02/17/2025

**CONSTRUCTION MANAGER: (name and address)**

Richard Y. Johnson & Son, Inc.  
18404 Johnson Road  
PO Box 105  
Lincoln, DE 19960

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR #18 - ASI #082 & 083 - Coordination with ASI #013 & 016.  
Includes (1) G1-8' light fixtures (ASI 082). This fixture was shown in ASI 016 with no designation. It incorrectly assumed to

b a Type F. ASI 082 formally designated it to be Type H1-8'.

Includes Technology rough-in for Room 234 that were not previously covered in ASI 013 and 016.

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	4,015,000.00
\$	29,950.00
\$	4,044,950.00
\$	5,594.00
\$	4,050,544.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Buck Simpers Architects & Associates  
ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

4/8/25

DATE:

Continental Electrical Services LLC  
CONTRACTOR (Firm name)

SIGNATURE

Richard Y. Johnson & Son, Inc.  
CONSTRUCTION MANAGER (Firm name)

SIGNATURE

Dean Johnson, CEO/CFO  
PRINTED NAME AND TITLE

DATE:

Milford School District  
OWNER (Firm name)

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User Notes:

(3B9ADA43)

<p>SIGNATURE <u><i>Dennis Gregg</i></u></p> <p>PRINTED NAME AND TITLE <u>DENNIS GREGG / PM</u></p> <p>DATE: <u>4/10/2025</u></p>	<p>SIGNATURE _____</p> <p>Sara Hale, COO</p> <p>PRINTED NAME AND TITLE _____</p> <p>DATE: _____</p>
--	---



# CONTINENTAL Electrical Services LLC.

## CHANGE ORDER REQUEST

Submitted To: RICHARD Y. JOHNSON & SON, INC. Original Contract: \$4,015,000.00  
 Job Name: MILFORD MIDDLE SCHOOL Date: 2/14/2025  
 Job #: 24-002 Change Order #: 13

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Original Contract: Reference ASI # 082 & 083 - Coordination with ASI # 013 & 016.

### Description of Proposed Changes:

- This C.O.R. includes (1) Type H1-8' light fixtures (ASI 082). This fixture was shown in ASI 016 with no designation. It was incorrectly assumed to be a Type F. ASI 082 formally designated it to be Type H1-8'.
- This C.O.R. includes Technology rough-ins for Room 234 that were not previously covered in ASI 013 or 016.
- All work to be performed between the hours of 7:00 - 3:30 PM, Monday through Friday excluding holidays.
- All trash to be taken to an onsite dumpster provided and maintained by others.
- Any contract modification arising from this proposal is subject to mutually agreeable schedule, terms and conditions.

Attached supporting information from: ☐ Subcontractor ☒ Supplier

Labor:			Total
Class	Rate	Hours	
Foreman	\$ 106.88	14	\$ 1,496.32
Journeyman	\$ 106.88	13	\$ 1,389.44
PM/Office	\$ 175.00	2	\$ 350.00
Labor Total =			\$ 3,235.76
Material:			
Kendall Electric Quote dated 2/14/2025			\$ 890.00
Freight			\$ 175.00
Misc. Material			\$ 311.76
Material			\$ -
Material Total =			\$ 1,376.76
Safety			\$ 80.89
Shipping / Receiving			\$ 19.27
Consumables			\$ 20.65
Warranty			\$ 64.72
Gross / Receipts Tax			\$ 46.13
Bond			\$ 57.66
Misc. Total =			\$ 289.32
Sub Total =			\$ 4,901.84
Overhead & Profit			\$ 691.88
Grand Total =			\$ 5,594

We propose hereby to furnish material and labor in accordance with above specifications for the sum of: \$ 5,594  
 Five Thousand Five Hundred Ninety Four Dollars and 00/100

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.  
 The Revision becomes part of and in conformance with, the existing contract and can be voided.  
 Continental Electrical Services, LLC is not responsible for lead times on material.

Authorized Signature: Dennis Gregg

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Description	Qty	Total Mat(\$)	Total Hours
	70	123.64	7
1in. EMT	14	16.52	1.68
1in. EMT STL COMP CONN	14	24.5	3.5
1in. EMT SUPPORT	14	13.3	0.7
1in. PLASTIC BUSHING	30	19.47	0.78
#12/2C MC CABLE 600V	10	7.5	2.5
3/8in. MC CABLE SUPPORT	88	10.38	0.7
POLYTWINE	2	5.5	0.9
4in. OCT BOX 2-1/8 D 1/2 KO	7	19.25	3.15
4in. SQ BOX 2-1/8 D COMBO	7	10.5	0.18
4in. SQ 1G PL-RING 5/8	7	5.29	0.56
GRD SCREW W/6' LEAD#983	12	9.25	0.72
1/4in. PLATED T-ROD	10	2.5	0.5
1/4in. BOLT (PLATED)	10	2.5	0.5
1/4in. FENDER WASHER	14	3.5	0.7
3/4in. x10 S-TAP SCREW	7	4.66	0.35
H23 QK/MTD BOX SUPP	2	33.5	0.5
512 T-BAR BOX HNGR 24in.	1	0	2
Type H1-8'		311.76	26.92
Totals			



Date: Feb 14, 2025

Quote: RL25-46422-1

Quote

Page 1/1



Kendall Electric  
15 Colwell Lane  
Conshohocken PA 19428  
Phone: (610) 832-9000  
Fax: (610) 941-8181  
From: Sheila Stack  
Quoter Ph: (610) 832-9056  
Email: sheila.stack@kendallelectric.com

Project Milford Middle School 612 Lakeview Ave  
- ASI #082  
Location Milford DE  
Quote RL25-46422-1

To: Mr. Dennis Gregg  
Continental Electrical Service  
3 Mill Park CT  
Newark DE 19713  
Email: dgregg@continentalelect.com

For  
Bid Date Feb 14, 2025  
Expires Mar 16, 2025

QTY	Type	MFG	Part	
1	H1-8' ADD	PRECISE LED	ZNLT-PM2-96"-2ZGBM-24V-95C-35K-DLNS-ZO-BK-FXXAX18-GDLN-HNGR	\$890.00

SUBTOTAL  
Note

**\*\*NO SHIPPING COST IF ADDED TO CURRENT ORDER**

**Terms and conditions of sale:**

All materials are subject to prior sale. We reserve the right to correct clerical errors and to provide an alternate equal bill of material, subject to final approval. Minority participation is not guaranteed.

Shipping: Delivery dates are estimates only. Pricing does not include storage or shipping and handling. Freight terms are FCA Origin, freight invoiced.

Payments: Payment terms are Net 30 days, unless otherwise noted. Purchases made with credit cards will be charged a 2% fee. Taxes and tariffs are not included in the price. Retainage terms and back charges are not permitted.

Terms and Conditions: This quotation is an offer to sell you the goods or services described herein on the terms and conditions set forth above and on our standard Terms and Conditions of Sale which are available at [https://www.kendallgroup.com/legal/legal\\_notices](https://www.kendallgroup.com/legal/legal_notices) or by calling 800-632-5422, unless otherwise agreed in writing and signed by authorized representatives of each party. Your order of any goods or services identified in this quotation constitutes your acceptance of our standard Terms and Conditions of Sale. We object to any different or additional terms and reject any prior offers we received from you. Prices are valid for thirty (30) days, unless otherwise noted above.

**\*\*This quote does not include any potential tariff-related price increases that could go into effect in 2025 and beyond. If tariffs on imported components or finished goods are implemented, a revised quote may be required.\*\***





Planning

Architecture

Interior design

Graphic Design

Project Management

# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Date: February 11, 2025

To: J. Dixon, RYJ  
D. Zook, RYJ

From: Joel Newberry, BSA+A

Project Name: Milford Middle School - Bid Pack B  
Milford School District

Project Number: #22.018

Subject: **ASI #82 DRAWING SET  
COORDINATION WITH ASI 13 &  
16.**

## NOTICE:

Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the Contract Documents dated **10/31/2023** and any previously issued addenda, thereby incorporating these items into the Contract Documents.

Attach this Architect's Supplemental Instruction (ASI) to the project manual for this project. Work or materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the drawings.

The work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time.

Any and all Architect's Supplemental Instructions shall be carried out in accordance with AIA Document G710 - 2017 Guidelines and Requirements.

The following clarification, changes and/or additions shall by this reference be incorporated into the contract documents as though fully set forth therein.

Buck Simpers Architect  
+ Associates, Inc.

954 Justison Street  
Wilmington, DE 19801

302.658.9300  
fax 658.1125

[www.simpers.com](http://www.simpers.com)

## **A. GENERAL**

1. This ASI provides for the following items.
  - a. Alternate #16 was accepted by the school district. Alternate 16 called for the replacement of Elevator 3 with a chairlift. Changes were made to Elevator 3 in ASI 13 & 16. Elevator 3 was right on the match line between area C & D and it shows up on both the C & D Sheets. ASI 13 & 16 only updated one of those sheets and the set became uncoordinated. This ASI coordinates the FP, M, E, & P sheets.

## **B. MODIFICATIONS TO DRAWINGS**

1. Drawing FP111.C FIRST FLOOR PLAN – AREA 'C' – FIRE PROTECTION
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
2. Drawing FP112.C SECOND FLOOR PLAN – AREA 'C' – FIRE PROTECTION
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
3. Drawing M111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – DUCTWORK
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
4. Drawing M111.C FIRST FLOOR PLAN – AREA 'C' – DUCTWORK
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
5. Drawing M112.C SECOND FLOOR PLAN – AREA 'C' – DUCTWORK
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
6. Drawing M121.C FIRST FLOOR PLAN – AREA 'C' – PIPING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
7. Drawing M122.C SECOND FLOOR PLAN – AREA 'C' – PIPING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
8. Drawing E111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – LIGHTING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
9. Drawing E111.C FIRST FLOOR PLAN – AREA 'C' – LIGHTING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
10. Drawing E112.C SECOND FLOOR PLAN – AREA 'C' – LIGHTING

- a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 11. Drawing E121.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – POWER
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 12. Drawing E121.C FIRST FLOOR PLAN – AREA 'C' – POWER
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 13. Drawing E122.C SECOND FLOOR PLAN – AREA 'C' – POWER
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 14. Drawing E131.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – SPECIAL SYSTEMS
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 15. Drawing E131.C FIRST FLOOR PLAN – AREA 'C' – SPECIAL SYSTEMS
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 16. Drawing E132.C SECOND FLOOR PLAN – AREA 'C' – SPECIAL SYSTEMS
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 17. Drawing P110.C BELOW SLAB PLAN – AREA 'C' – PLUMBING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 18. Drawing P111.C FIRST FLOOR PLAN – AREA 'C' – PLUMBING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.
- 19. Drawing P112.C SECOND FLOOR PLAN – AREA 'C' – PLUMBING
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/10/2025.

**C. MODIFICATIONS TO PROJECT MANUAL**

- 1. NO MODIFICATIONS TO PROJECT MANUAL

**D. ATTACHMENTS**

- 1. Drawing FP111.C FIRST FLOOR PLAN – AREA 'A' – FIRE PROTECTION, Revision No. 2, dated 02/10/2025.
- 2. Drawing FP112.C SECOND FLOOR PLAN – AREA 'C' – FIRE PROTECTION, Revision No. 2, dated 02/10/2025.

3. Drawing M111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – DUCTWORK, Revision No. 1, dated 02/10/2025.
4. Drawing M111.C FIRST FLOOR PLAN – AREA 'C' – DUCTWORK, Revision No. 1, dated 02/10/2025.
5. Drawing M112.C SECOND FLOOR PLAN – AREA 'C' – DUCTWORK, Revision No. 2, dated 02/10/2025.
6. Drawing M121.C FIRST FLOOR PLAN – AREA 'C' – PIPING, Revision No. 1, dated 02/10/2025.
7. Drawing M122.C SECOND FLOOR PLAN – AREA 'C' – PIPING, Revision No. 2, dated 02/10/2025.
8. Drawing E111.0 LOWER FLOOR PLAN – AREAS 'C' & 'D' – LIGHTING, Revision No. 2, dated 02/10/2025.
9. Drawing E111.C FIRST FLOOR PLAN – AREA 'C' – LIGHTING, Revision No. 4, dated 02/10/2025.
10. Drawing E112.C SECOND FLOOR PLAN – AREA 'C' – LIGHTING, Revision No. 2, dated 02/10/2025.
11. Drawing E121.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – POWER, Revision No. 2, dated 2/10/2025.
12. Drawing E121.C FIRST FLOOR PLAN – AREA 'C' – POWER, Revision No. 1, dated 02/10/2025.
13. Drawing E122.C SECOND FLOOR PLAN – AREA 'C' – POWER, Revision No. 2, dated 02/10/2025.
14. Drawing E131.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – SPECIAL SYSTEMS, Revision No. 2, dated 02/10/2025.
15. Drawing E131.C FIRST FLOOR PLAN – AREA 'C' – SPECIAL SYSTEMS, Revision No. 3, dated 02/10/2025.
16. Drawing E132.C SECOND FLOOR PLAN – AREA 'C' – SPECIAL SYSTEMS, Revision No. 2, dated 02/10/2025.
17. Drawing P110.C BELOW SLAB PLAN – AREA 'C' – PLUMBING, Revision No. 2, dated 02/10/2025.
18. Drawing P111.C FIRST FLOOR PLAN – AREA 'C' – PLUMBING, Revision No. 3, dated 2/10/2025.
19. Drawing P112.C SECOND FLOOR PLAN – AREA 'C' – PLUMBING, Revision No. 3, dated 02/10/2025.

END OF ASI



NEW VOLUME



RESEARCH AND DEVELOPMENT

100% Satisfaction  
 100% Satisfaction  
 100% Satisfaction

Outstanding Engineering  
 Publications

1943 Secretary General's Report, 1943-44  
 Library of Congress  
 1-13027 105-1710

WOMEN / BLACK ENGINEERS  
FUTURE ASSOCIATIONS

Civil Engineer's Office  
P.O. Box 1798  
Cape Town, S.A.

Devita Bowen & Partners  
1 South Ave  
Weymouth MA 01982  
in 1900? 1901-1902

WYOMING CONSULTANTS  
P.O. Box 10000, Cheyenne, WY 82002-0000  
Phone: 307.234.1000  
Fax: 307.234.1001  
E-mail: [wyominfo@wyominfo.com](mailto:wyominfo@wyominfo.com)  
Web: [www.wyominfo.com](http://www.wyominfo.com)

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Psychology  
Educational Specialist Program

100-100117

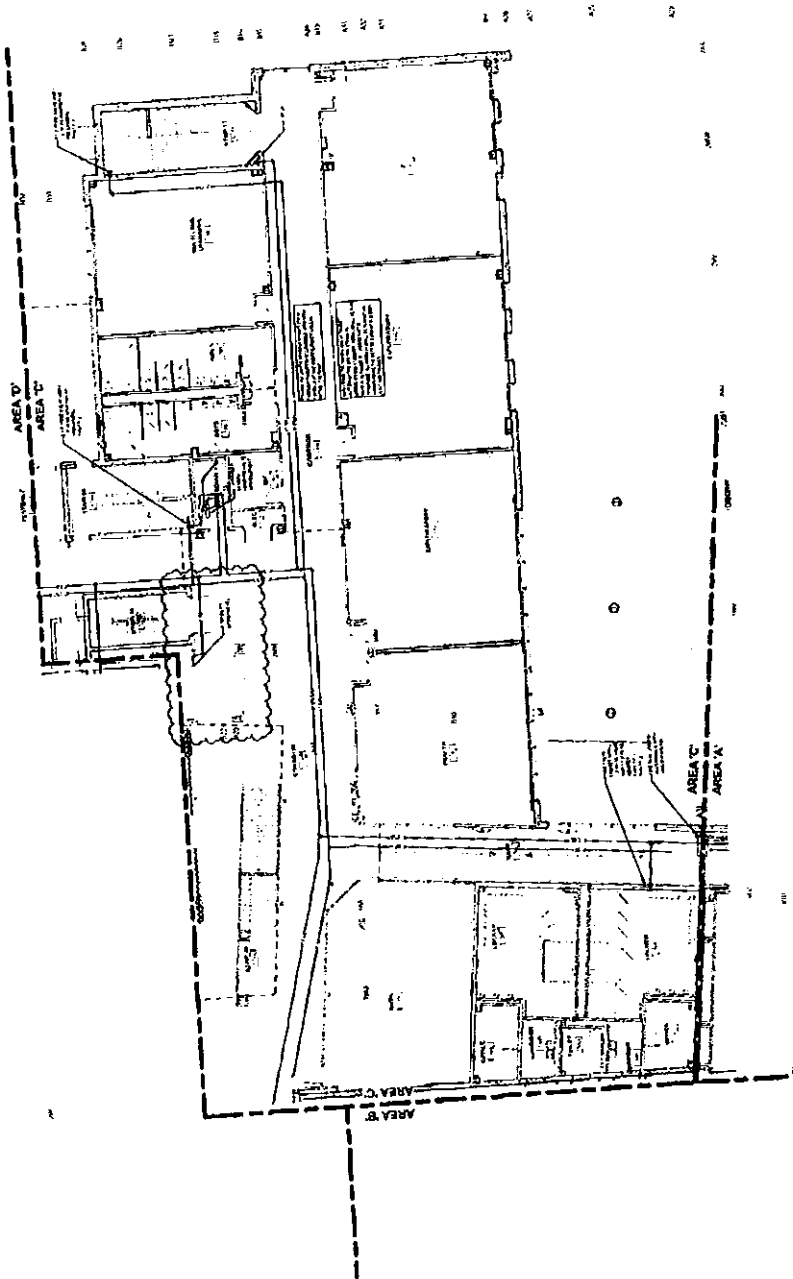
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**Buck Simpers Architect  
+ Associates, Inc.**  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. 22,018  
MILFORD MIDDLE  
SCHOOL

FIRST FLOOR PLAN - AREA  
C - FIRE PROTECTION

**FP111.C**



FIRST FLOOR PLAN - AREA "C" - FIRE PROTECTION



# **OUTDOOR SOUND ATTENUATION SCHEDULE OF WORK**

1. The purpose of this schedule is to provide a summary of the work to be performed for the outdoor sound attenuation project. The work is to be performed in accordance with the specifications and drawings provided.

2. The work is to be performed in accordance with the specifications and drawings provided. The work is to be performed in accordance with the specifications and drawings provided.

3. The work is to be performed in accordance with the specifications and drawings provided. The work is to be performed in accordance with the specifications and drawings provided.

4. The work is to be performed in accordance with the specifications and drawings provided. The work is to be performed in accordance with the specifications and drawings provided.

5. The work is to be performed in accordance with the specifications and drawings provided. The work is to be performed in accordance with the specifications and drawings provided.



KEY PLAN

**Milford**  
SCHOOL DISTRICT

1. The purpose of this schedule is to provide a summary of the work to be performed for the outdoor sound attenuation project. The work is to be performed in accordance with the specifications and drawings provided.

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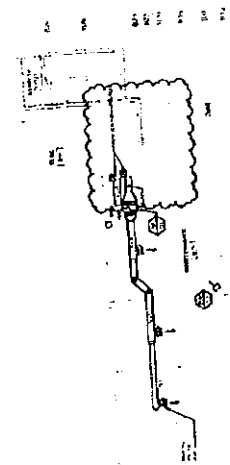
10. The work is to be performed in accordance with the specifications and drawings provided. The work is to be performed in accordance with the specifications and drawings provided.

**B S A + A**

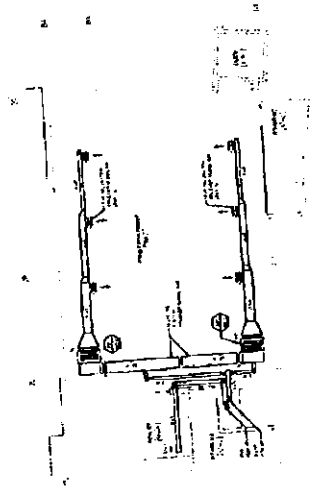
Buck Simpers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

JOB NO. 22018  
MILFORD MIDDLE  
SCHOOL

LOWER FLOOR PLAN -  
AREAS 'B' & 'C' -  
DUCTWORK  
M111.0



LOWER LEVEL PLAN - AREA 'C' - DUCTWORK  
M111.0



LOWER LEVEL PLAN - AREA 'B' - DUCTWORK  
M111.0



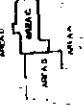
# DUCTWORK SOUND ATTENUATION

**NOTES:**

1. All ductwork shall be insulated with 2" of mineral wool insulation.
2. All ductwork shall be supported by hangers or brackets.
3. All ductwork shall be labeled with the following information:
  - a. Room or area served
  - b. Air flow rate (CFM)
  - c. Static pressure (inches of water)
  - d. Date of installation
4. All ductwork shall be installed in accordance with the manufacturer's instructions.
5. All ductwork shall be tested for air leakage in accordance with the manufacturer's instructions.

## NOTE:

1. All ductwork shall be insulated with 2" of mineral wool insulation.



## KEY PLAN

**Milford**  
SCHOOL DISTRICT

**OWNER:**  
Milford School District  
1000 N. Main St.  
Milford, DE 19966

**ARCHITECT:**  
Buck Simpers Architects  
954 Jettison St.  
Wilmington, DE 19801

**MECHANICAL ENGINEER:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL INSULATION CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL ELECTRICAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL PLUMBING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL ROOFING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL PAINTING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL GLAZING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL FLOORING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL LANDSCAPING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL SIGNAGE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL SECURITY CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL TRENCHING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL CONCRETE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL ROADSIDE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL TRUCK CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL RAILROAD CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL AIRCRAFT CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL SPACE PLANNING CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL EDUCATIONAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL RESEARCH CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL MEDICAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL LEGAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL POLICE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL FIRE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

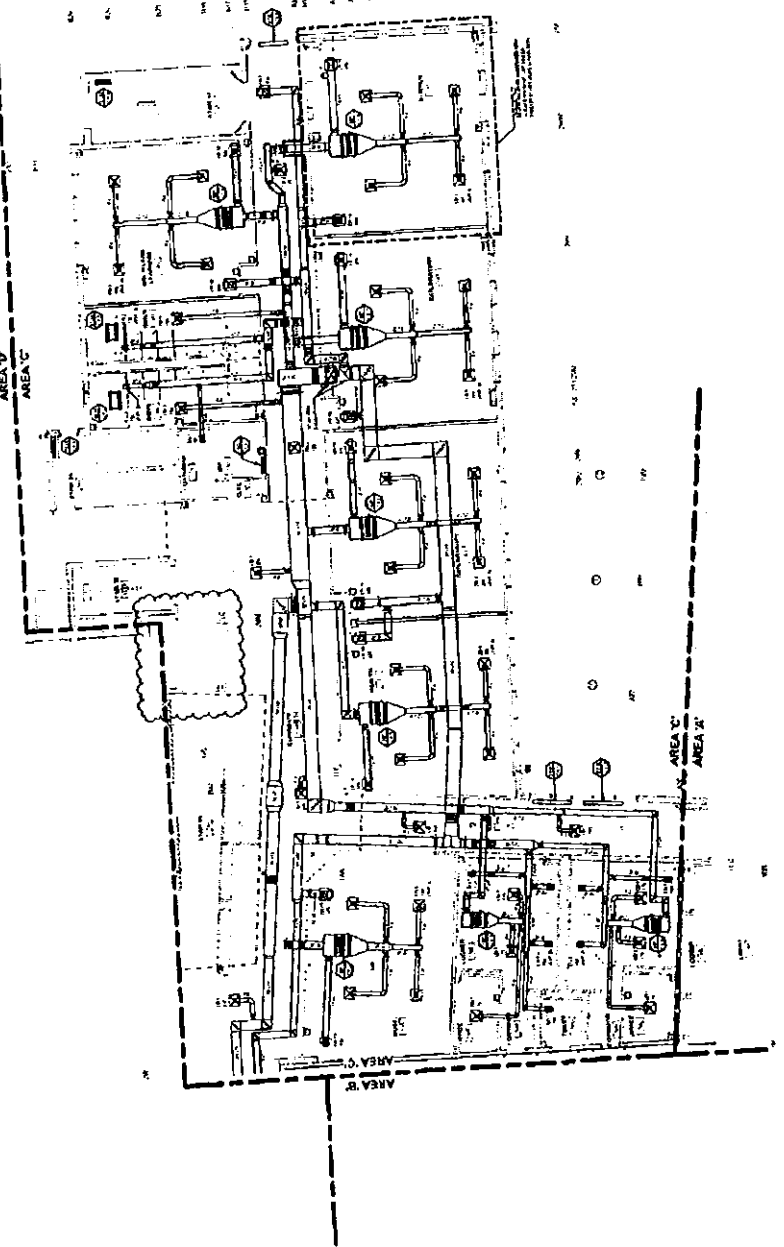
**MECHANICAL JUDICIAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL EXECUTIVE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL LEGISLATIVE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

**MECHANICAL JUDICIAL CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966

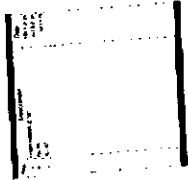
**MECHANICAL EXECUTIVE CONTRACTOR:**  
T. J. H. Engineering  
1100 N. Main St.  
Milford, DE 19966



FIRST FLOOR PLAN - AREA C - DUCTWORK

(1) 10/1/00

**DUCTWORK SUBMITTAL**  
**SCOPE OF WORK**  
 The contractor shall submit a detailed ductwork submittal for review and approval by the architect and engineer. The submittal shall include a list of all ductwork components, including ducts, elbows, tees, and transitions, and shall show the location and size of each component. The submittal shall also include a list of all ductwork accessories, including hangers, supports, and fasteners, and shall show the location and size of each accessory. The submittal shall be submitted in accordance with the requirements of the applicable codes and standards.



**KEY PLAN**  
 AREA A  
 AREA B  
 AREA C  
 AREA D

**Milford**  
 SCHOOL DISTRICT  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**DESIGN**  
 Milford School District  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**STRUCTURAL ENGINEER**  
 Neilson Engineering  
 1705 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**ELECTRICAL ENGINEER**  
 E. J. McElroy  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**Mechanical Engineer**  
 E. J. McElroy  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**MECHANICAL ENGINEER**  
 E. J. McElroy  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

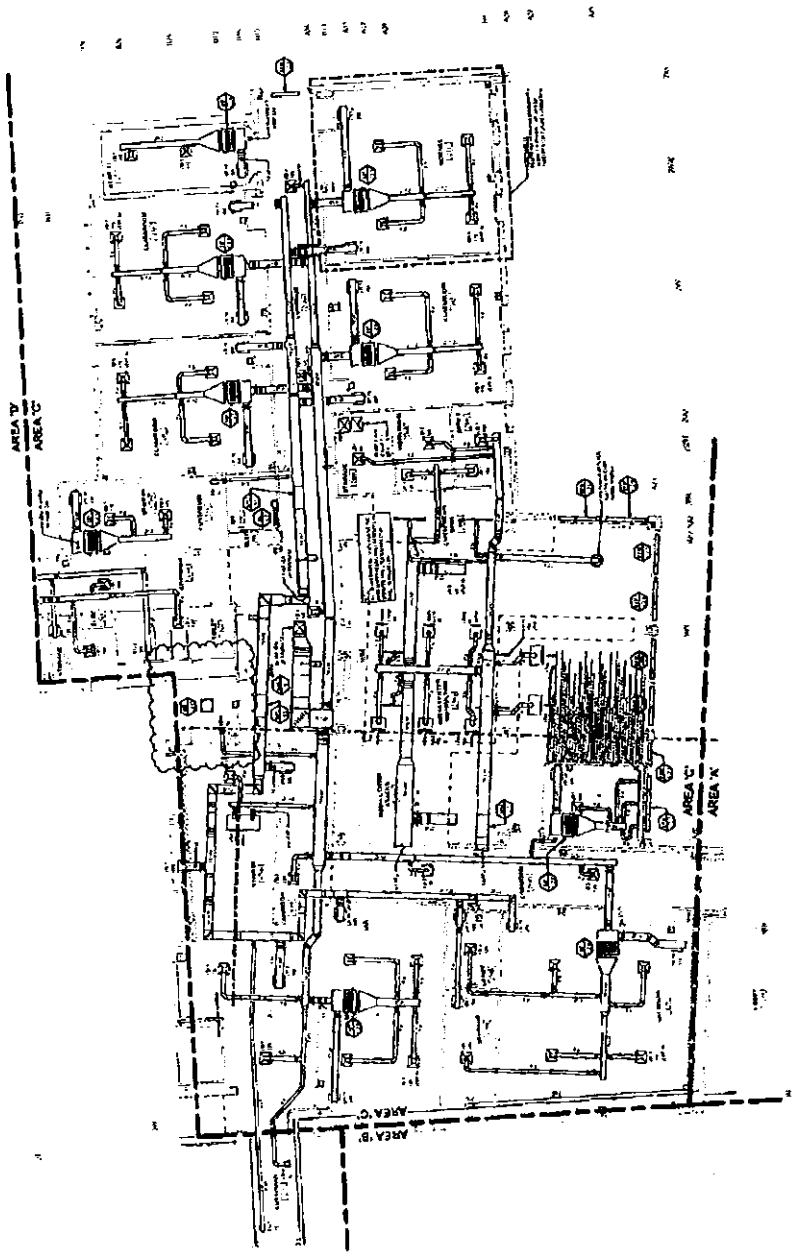
**MECHANICAL ENGINEER**  
 E. J. McElroy  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

**MECHANICAL ENGINEER**  
 E. J. McElroy  
 1000 N. 10th Street  
 Milford, DE 19961  
 Phone: 410-341-1100  
 Fax: 410-341-1101

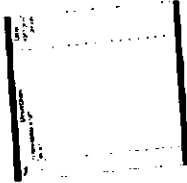
**B S A + A**  
 Buck Simpers Architect  
 + Associates, Inc.  
 954 Justison St.  
 Wilmington, DE 19801  
 302 658-9300  
 Fax 658-1125

**JOB NO.**  
 22,018  
**MILFORD MIDDLE SCHOOL**

**SECOND FLOOR PLAN - AREA C - DUCTWORK**  
**M112.C**



**SECOND FLOOR PLAN - AREA C - DUCTWORK**  
 M112.C



# **KEY PLAN** **Milford** SCHOOL DISTRICT

**OWNER:**  
Milford School District  
1000 North Main Street  
Milford, DE 19961

**ARCHITECT:**  
Buck Sinners Architects  
954 Jackson St.  
Wilmington, DE 19801  
Tel: 302.658.9300  
Fax: 302.658.1125

**DESIGNER:**  
Buck Sinners Architects  
954 Jackson St.  
Wilmington, DE 19801  
Tel: 302.658.9300  
Fax: 302.658.1125

**ENGINEER:**  
Buck Sinners Architects  
954 Jackson St.  
Wilmington, DE 19801  
Tel: 302.658.9300  
Fax: 302.658.1125

**CONSULTANT:**  
Buck Sinners Architects  
954 Jackson St.  
Wilmington, DE 19801  
Tel: 302.658.9300  
Fax: 302.658.1125

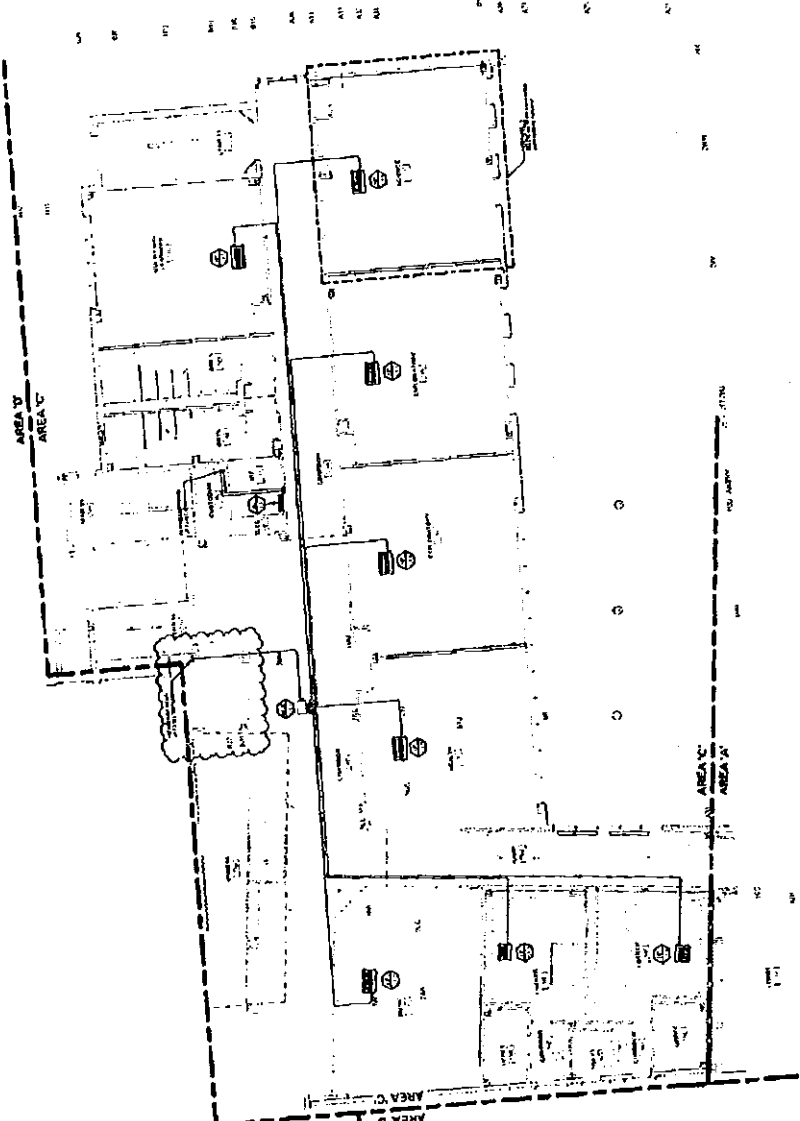
**DATE:**  
10/1/01

**B S A A**

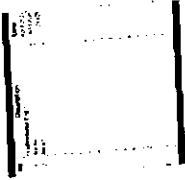
**Buck Sinners Architects**  
Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302.658.9300  
Fax 302.658.1125

**JOB NO. 22.018**  
**MILFORD MIDDLE SCHOOL**

**FIRST FLOOR PLAN - AREA C - PIPING**  
**M121.C**



FIRST FLOOR PLAN - AREA C - PIPING



**KEY PLAN**

**Milford**  
SCHOOL DISTRICT

Director  
Milford School District

Superintendent  
Milford School District

Principal  
Milford School District

Assistant Principal  
Milford School District

Business Manager  
Milford School District

Librarian  
Milford School District

Media Specialist  
Milford School District

IT Specialist  
Milford School District

Facilities Manager  
Milford School District

Security Guard  
Milford School District

Janitor  
Milford School District

Food Service  
Milford School District

Transportation  
Milford School District

Attendance  
Milford School District

Communications  
Milford School District

Health Services  
Milford School District

Counseling  
Milford School District

Special Education  
Milford School District

Gifted/Talented  
Milford School District

English as a Second Language  
Milford School District

Career Development  
Milford School District

Student Activities  
Milford School District

Extracurricular Activities  
Milford School District

Community Relations  
Milford School District

Public Relations  
Milford School District

Media Relations  
Milford School District

Public Information  
Milford School District

Public Affairs  
Milford School District

Public Safety  
Milford School District

Public Health  
Milford School District

Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
Milford School District

Public Safety  
Milford School District

Public Health  
Milford School District

Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
Milford School District

Public Safety  
Milford School District

Public Health  
Milford School District

Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
Milford School District

Public Safety  
Milford School District

Public Health  
Milford School District

Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
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Public Safety  
Milford School District

Public Health  
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Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
Milford School District

Public Safety  
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Public Health  
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Public Works  
Milford School District

Public Utilities  
Milford School District

Public Transportation  
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Public Safety  
Milford School District

Public Health  
Milford School District

Public Works  
Milford School District

Public Utilities  
Milford School District

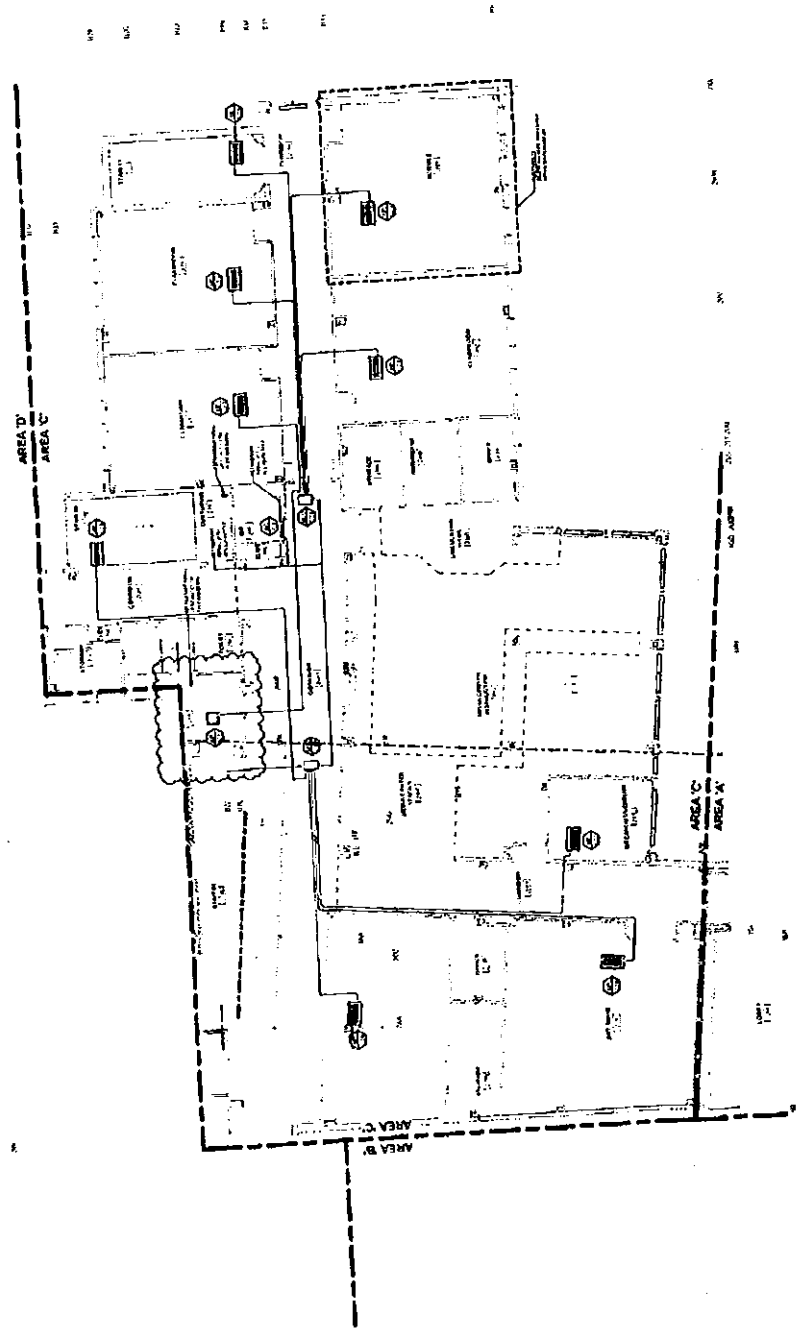
Public Transportation  
Milford School District

**B S A + A**

Buck Simpat's Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 698-9300  
Fax 698-1125

JOB NO. 22,016  
**MILFORD MIDDLE SCHOOL**

SECOND FLOOR PLAN -  
AREA C - PIPING  
**M122.C**



SECOND FLOOR PLAN - AREA C - PIPING  
M122.C



# KEY PLAN



Milford School District

1000 N. 10th St.

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

PO Box 1000

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PO Box 1000

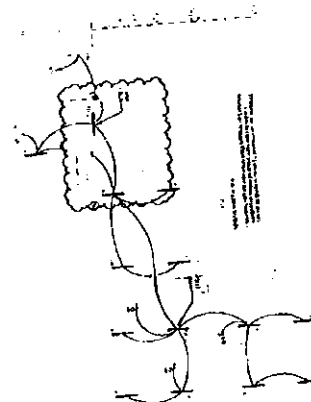
PO Box 1000

PO Box 1000

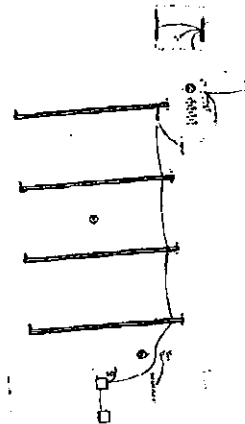
PO Box 1000

PO Box 1000

PO Box 1000



LOWER LEVEL PLAN - AREA 'C' LIGHTING



LOWER LEVEL PLAN - AREA 'D' LIGHTING



Buck Simpers Architects  
+ Associates, Inc.  
954 Juselson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. 22018  
MILFORD MIDDLE SCHOOL

LOWER FLOOR PLAN -  
AREAS 'B' & 'C' LIGHTING  
E1110

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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KEYPLAN

**Milford**  
SCHOOL DISTRICT

**OWNER:**  
Milford School District  
2000 Main Street  
Milford, DE 19968

**DESIGNER:**  
Buck Simpers Architect  
Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-5300  
Fax 302 658-1125

**DATE:**  
10/15/99

**PROJECT:**  
Milford Middle School  
2000 Main Street  
Milford, DE 19968

**ARCHITECT:**  
Buck Simpers Architect  
Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-5300  
Fax 302 658-1125

**ENGINEER:**  
David Bennett Project  
1000 Main Street  
Milford, DE 19968

**MECHANICAL:**  
David Bennett Project  
1000 Main Street  
Milford, DE 19968

**ELECTRICAL:**  
David Bennett Project  
1000 Main Street  
Milford, DE 19968

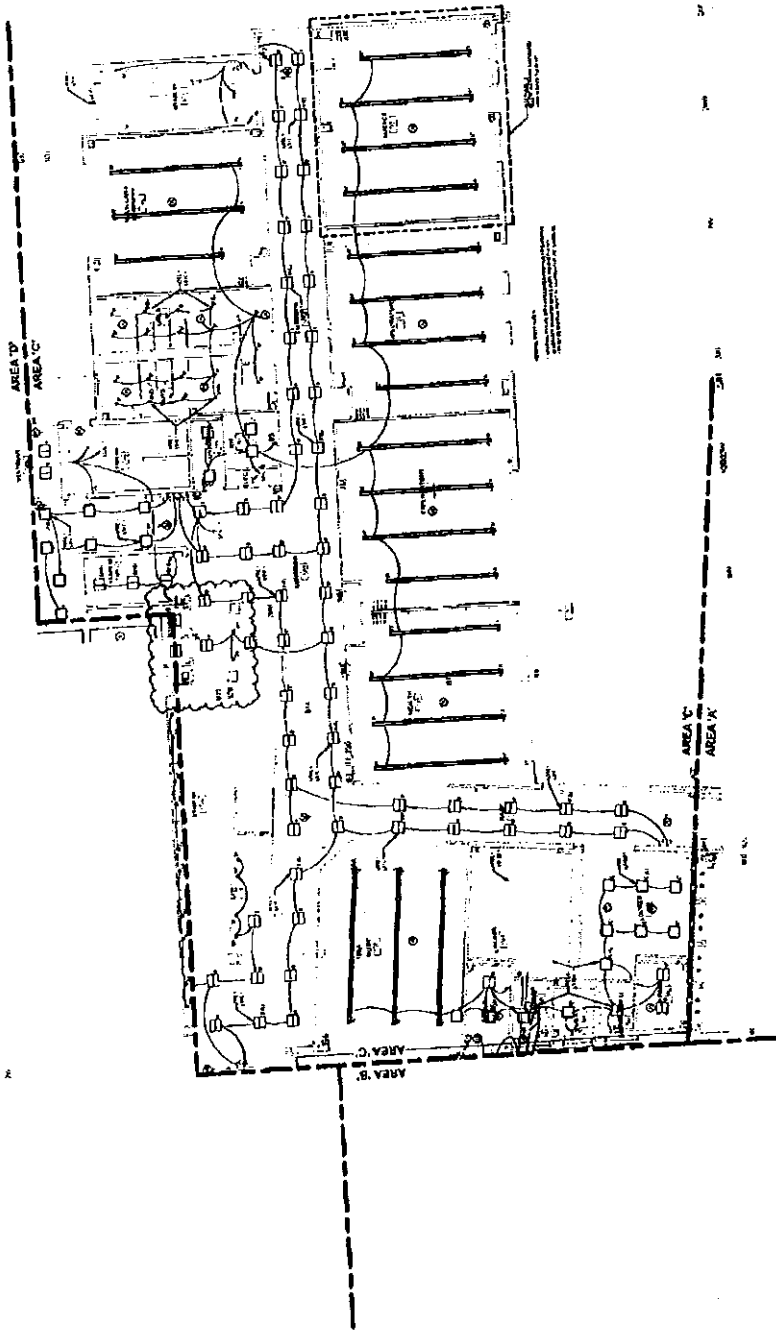
**PLUMBING:**  
David Bennett Project  
1000 Main Street  
Milford, DE 19968

**CONSTRUCTION:**  
David Bennett Project  
1000 Main Street  
Milford, DE 19968

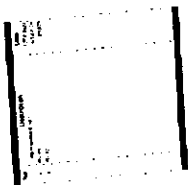
**B S A**  
Buck Simpers Architect  
Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-5300  
Fax 302 658-1125

JOB NO. 22018  
MILFORD MIDDLE  
SCHOOL

FIRST FLOOR PLAN - AREA  
C - LIGHTING  
**E111.C**



FIRST FLOOR PLAN - AREA C - LIGHTING  
E111.C



**KEYPLAN**

**Milford**  
SCHOOL DISTRICT

2000 S. 10th Street  
Milford, DE 19968

**Architect:**  
Buck Simpson Architects  
+ Associates, Inc.  
954 Joubert St.  
Wilmington, DE 19801  
302.658.8300  
Fax 302.658.1125

**Engineer:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**Interior Designer:**  
D. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**Structural Engineer:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**MECHANICAL ENGINEER:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**ELECTRICAL ENGINEER:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**PLUMBING ENGINEER:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**TECHNOLOGY ENGINEER:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**LANDSCAPE ARCHITECT:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**CONSTRUCTION MANAGER:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**GENERAL CONTRACTOR:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**INTERIOR FINISHES:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**PAINTING:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**LANDSCAPE INSTALLATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**CONSTRUCTION ADMINISTRATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**GENERAL CONTRACTOR:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**INTERIOR FINISHES:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**PAINTING:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**LANDSCAPE INSTALLATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**CONSTRUCTION ADMINISTRATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
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**GENERAL CONTRACTOR:**  
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1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

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1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

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Milford, DE 19968  
302.658.1125

**LANDSCAPE INSTALLATION:**  
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1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**CONSTRUCTION ADMINISTRATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**GENERAL CONTRACTOR:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**INTERIOR FINISHES:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**PAINTING:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

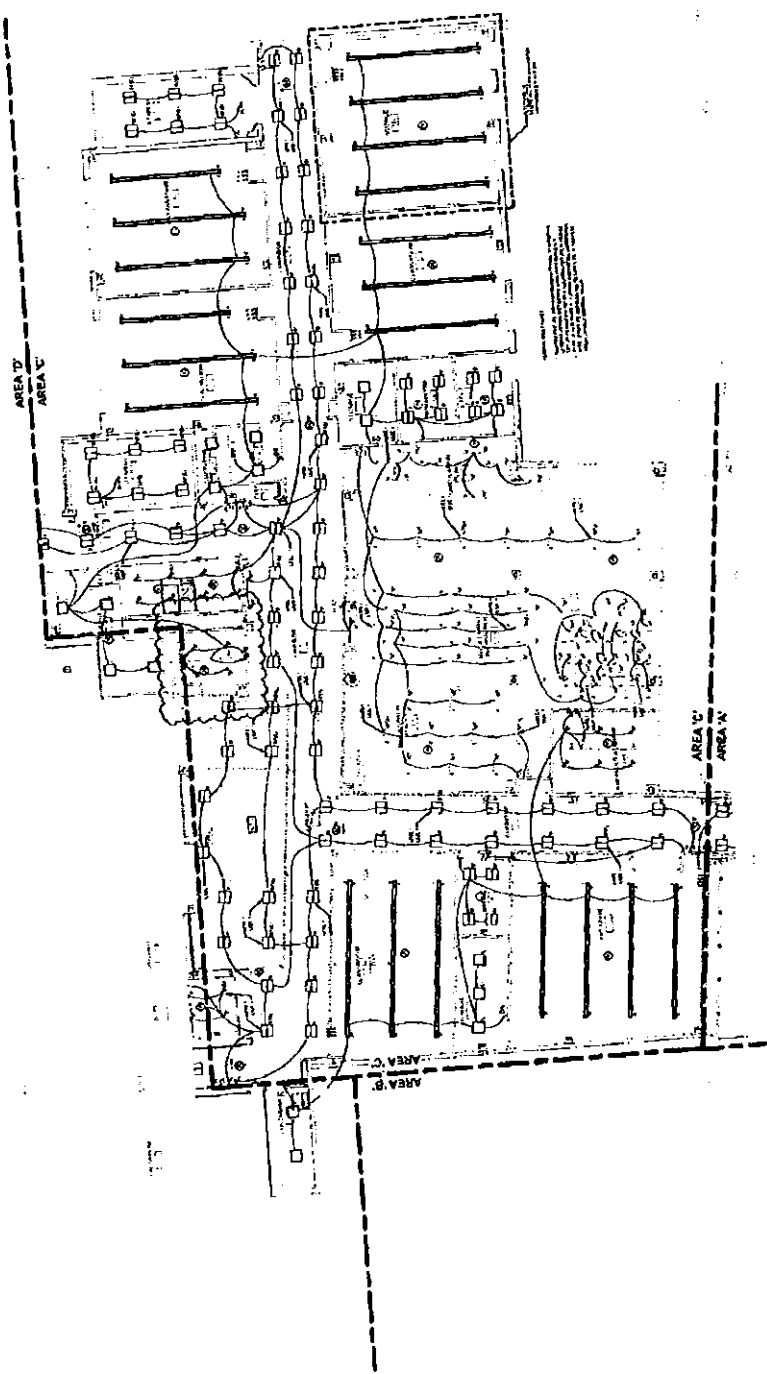
**LANDSCAPE INSTALLATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**CONSTRUCTION ADMINISTRATION:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**GENERAL CONTRACTOR:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**INTERIOR FINISHES:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125

**PAINTING:**  
P. J. J. Associates  
1000 N. 10th Street  
Milford, DE 19968  
302.658.1125



SECOND FLOOR PLAN - AREA C - LIGHTING

**B S A - A**

**Buck Simpson Architects  
+ Associates, Inc.**  
954 Joubert St.  
Wilmington, DE 19801  
302.658.8300  
Fax 302.658.1125

**JOB NO. 22.018  
MILFORD MIDDLE  
SCHOOL**

**SECOND FLOOR PLAN -  
AREA C - LIGHTING  
E112.C**





## REYPLAN



(continued)

**Table A-3** Design  
and construction costs  
per sq ft

[illegible]

SEE YOU AT THE SYMPOSIUM  
PURE APPLICABLE  
650 HANOVER AVE  
CAMDEN, DE 19702  
TEL: 302-398-1100

City is required  
Dwight Bonnell is not  
is that are  
husband of 1963

410-C-4 COMUSJL 8847  
Corp America, LLC  
Wilmington, DE 19801

NE Chemical Corp  
Springfield, MA 01105  
P 408-274-4100

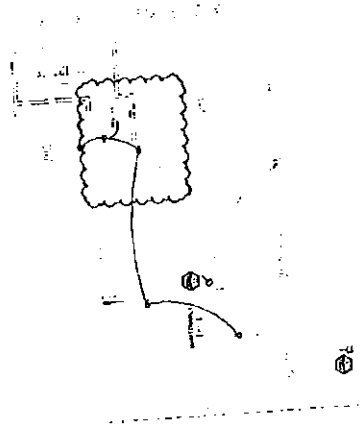
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**Buck Simpers Architect  
+ Associates, Inc.**  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

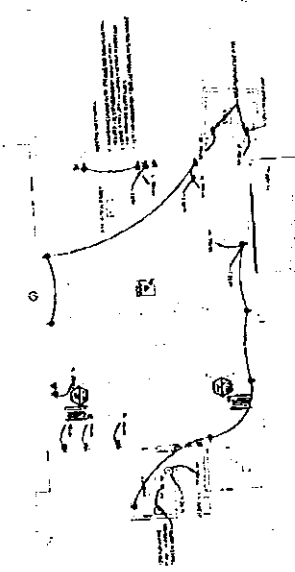
JOB NO. 22-018  
MILFORD MIDDLE SCHOOL

LOWER FLOOR PLAN -  
AREAS B' & C - POWER

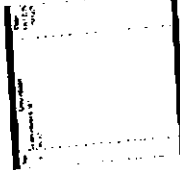
**E121.0**



2) LOWER LEVEL PLAN - AREA 'C' - POWER



LOWER LEVEL PLAN - AREA 'B' - POWER



**Milford**  
SCHOOL DISTRICT

**Overseer**  
Milford School District  
1000 N. 1st St.  
Milford, DE 19963

**Architect**  
Buck Simpson Architects  
+ Associates, Inc.  
954 Jarrison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

**MECHANICAL ENGINEER**  
S. H. H. Associates  
1000 N. 1st St.  
Milford, DE 19963  
302 658-1125

**Electrical Engineer**  
David R. Brown  
1000 N. 1st St.  
Milford, DE 19963  
302 658-1125

**Architectural Consultant**  
Cory-Morgan, LLC  
1000 N. 1st St.  
Milford, DE 19963  
302 658-1125

**Construction Manager**  
Educational Construction Services, Inc.  
1000 N. 1st St.  
Milford, DE 19963  
302 658-1125

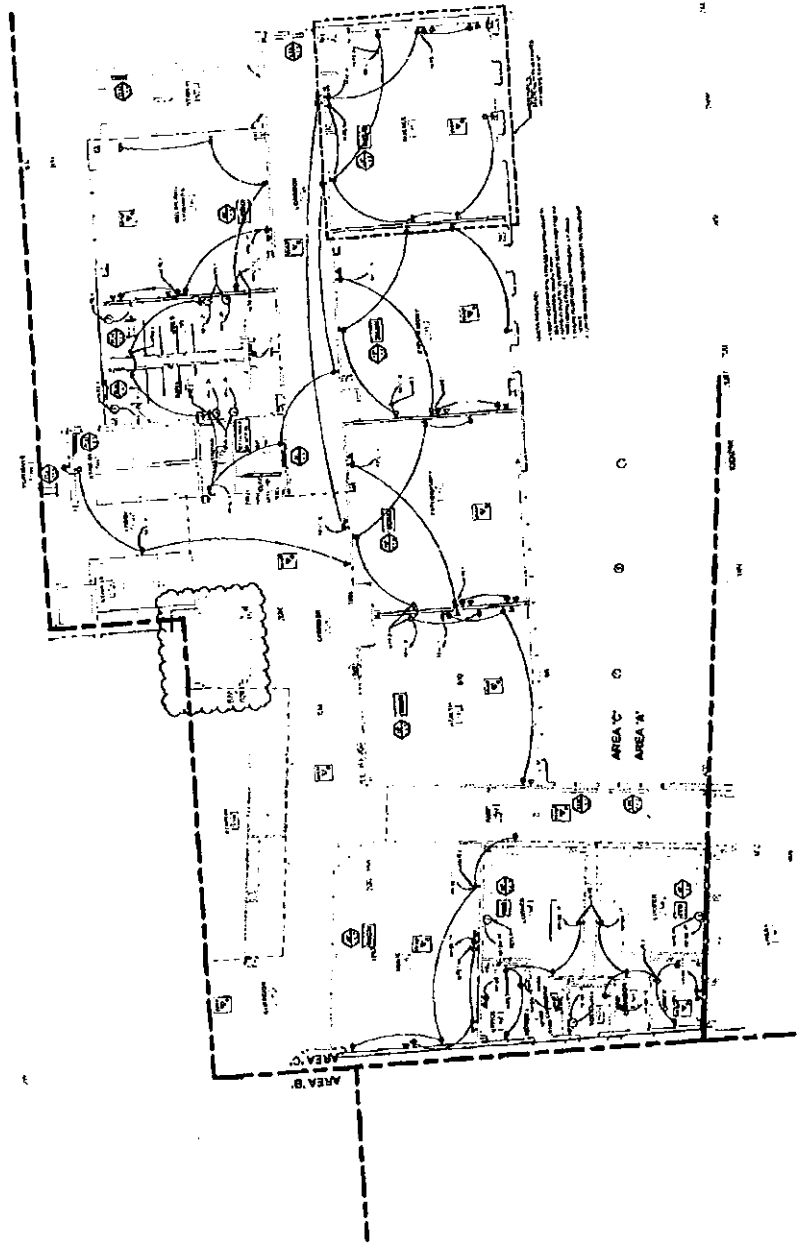
**B S A + A**

**Buck Simpson Architects  
+ Associates, Inc.**  
954 Jarrison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

**2016  
MILFORD MIDDLE  
SCHOOL**

**FIRST FLOOR PLAN - AREA  
C - POWER**

**E121.C**



FIRST FLOOR PLAN - AREA C - POWER



KEY PLAN

**Milford**  
SCHOOL DISTRICT

OWNER:  
Milford School District  
1000 University Ave.  
Milford, DE 19968

DESIGNER:  
Buck Simpers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

DATE: 11/17/98

PROJECT: Milford Middle School  
1000 University Ave.  
Milford, DE 19968

DESIGN: Buck Simpers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

DATE: 11/17/98

PROJECT: Milford Middle School  
1000 University Ave.  
Milford, DE 19968

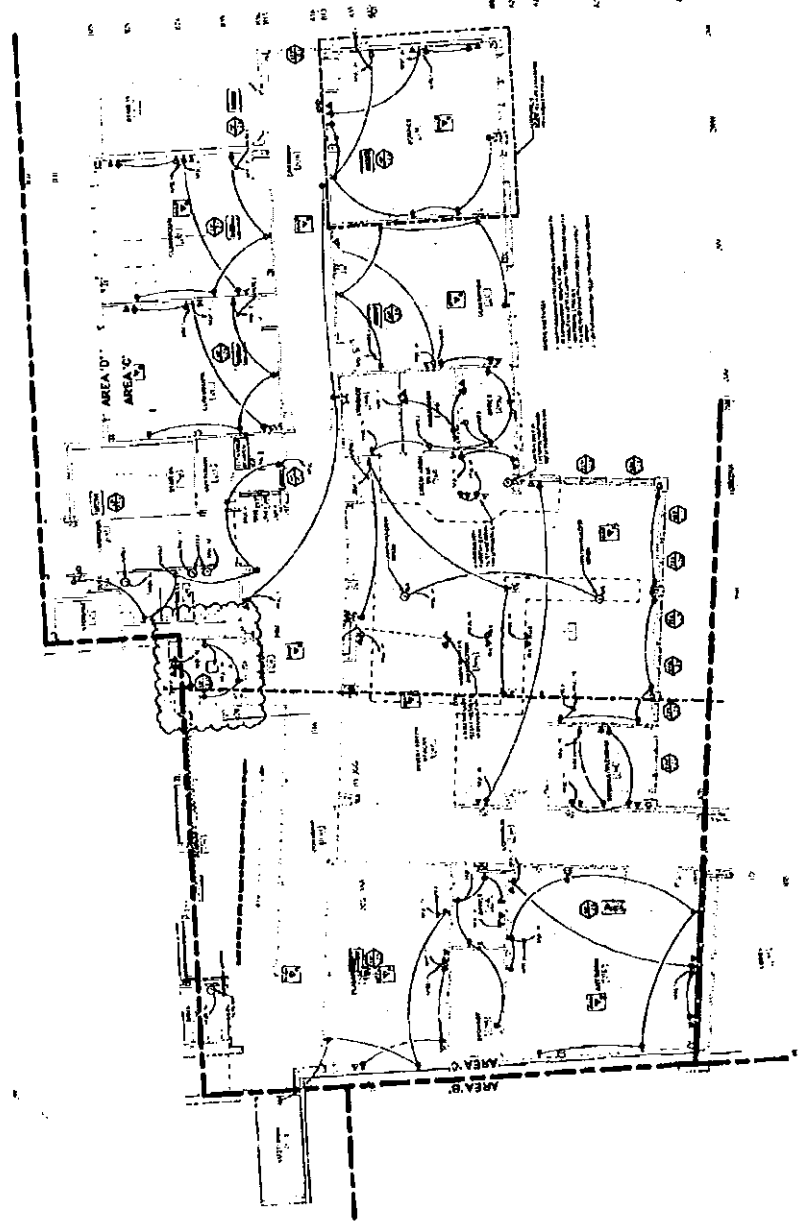
DESIGN: Buck Simpers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

B S A + A

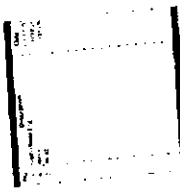
Buck Simpers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

22.015  
JOB NO.  
MILFORD MIDDLE  
SCHOOL

SECOND FLOOR PLAN  
AREA C - POWER  
E122.C



SECOND FLOOR PLAN - AREA C - POWER  
E122.C



**Milford**  
SCHOOL DISTRICT

**OWNER**  
Milford School District  
1000 West 10th Street  
Milford, DE 19968

**ARCHITECT**  
Buck Sampers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
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**MECHANICAL**  
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+ Associates, Inc.  
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**ELECTRICAL**  
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**PLUMBING**  
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**PAINTING**  
Buck Sampers Architect  
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**CONCRETE**  
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**ROOFING**  
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**GLASS**  
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**IRONWORK**  
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**STEEL ERECTION**  
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Wilmington, DE 19801  
302 658-8300  
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**WELDING**  
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Wilmington, DE 19801  
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**CONCRETE FINISH**  
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**PAINTING**  
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**CONCRETE**  
Buck Sampers Architect  
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Wilmington, DE 19801  
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**ROOFING**  
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+ Associates, Inc.  
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Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

**GLASS**  
Buck Sampers Architect  
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Wilmington, DE 19801  
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**IRONWORK**  
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Fax 658-1125

**STEEL ERECTION**  
Buck Sampers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

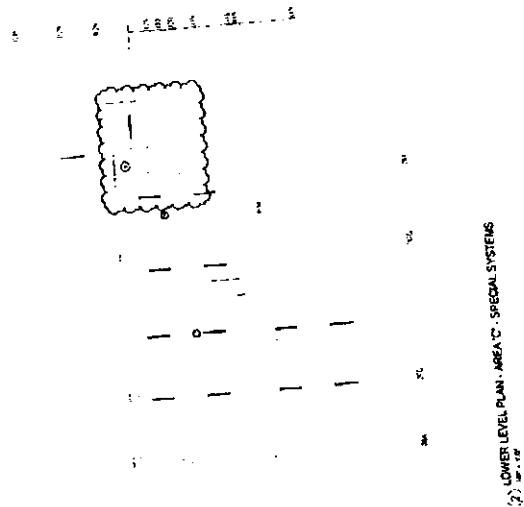
**WELDING**  
Buck Sampers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

**CONCRETE FINISH**  
Buck Sampers Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

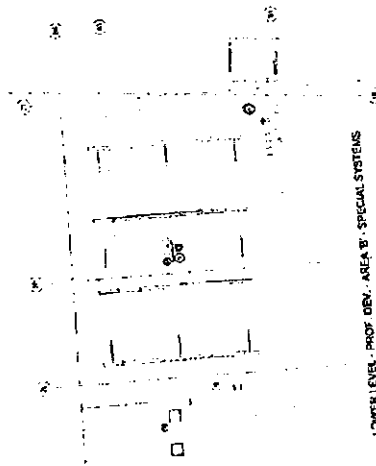
**Buck Sampers Architect  
+ Associates, Inc.**  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

**JOB NO. 22018  
MILFORD MIDDLE  
SCHOOL**

**LOWER FLOOR PLAN -  
AREAS B & C - SPECIAL  
SYSTEMS  
E131.0**



LOWER LEVEL PLAN - AREA C - SPECIAL SYSTEMS  
1/2" = 1'-0"



LOWER LEVEL PLAN - AREA B - SPECIAL SYSTEMS  
1/2" = 1'-0"







# KEY PLAN

**Milford**  
SCHOOL DISTRICT

OWNER:  
Milford School Board

DESIGNER:  
Buck Simpers Architect + Associates, Inc.

ENGINEER:  
Buck Simpers Architect + Associates, Inc.

CONTRACT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

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11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

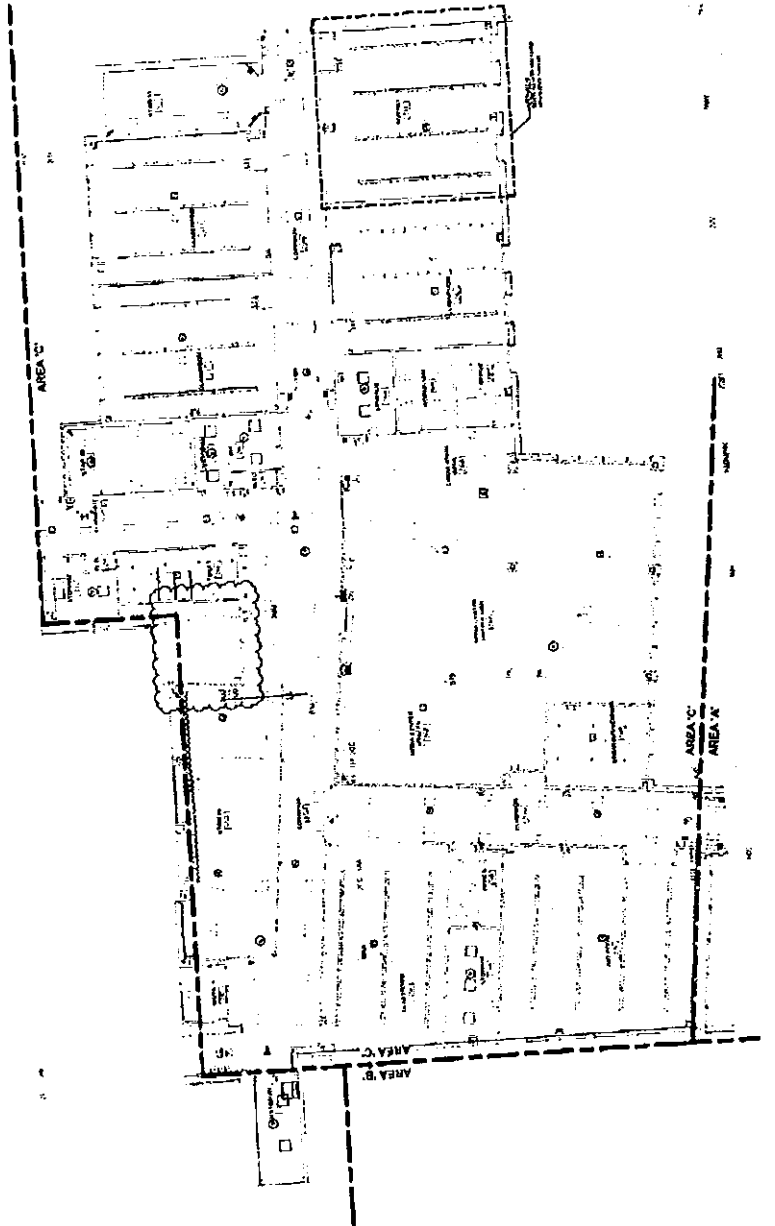
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DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150

DATE:  
11/11/11

PROJECT NO.:  
1150-1150-1150-1150



SECOND FLOOR PLAN - AREA C - SPECIAL SYSTEMS

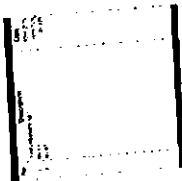
11/11/11

B S A + A

Buck Simpers Architect  
+ Associates, Inc.  
854 Juselson St.  
Wilmington, DE 19801  
302 658-8300  
Fax 302 658-1125

JOB NO. 22,000  
MILFORD MIDDLE SCHOOL

SECOND FLOOR PLAN - AREA C - SPECIAL SYSTEMS  
E132.C



KEYPLAN

**Milford**  
SCHOOL DISTRICT

OWNER  
Milford School District  
1000 West 10th Street  
Milford, DE 19968

DESIGNER  
Buck Sampers Architect  
+ Associates, Inc.  
954 Juselson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

MECHANICAL ENGINEER  
PETERSON ENGINEERING  
1000 West 10th Street  
Milford, DE 19968  
302 658-9300  
Fax 658-1125

ELECTRICAL ENGINEER  
DAVID BOYER ENGINEERING  
1000 West 10th Street  
Milford, DE 19968  
302 658-9300  
Fax 658-1125

PLUMBING ENGINEER  
DAVID BOYER ENGINEERING  
1000 West 10th Street  
Milford, DE 19968  
302 658-9300  
Fax 658-1125

GENERAL CONTRACTOR  
Buck Sampers Architect  
+ Associates, Inc.  
954 Juselson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

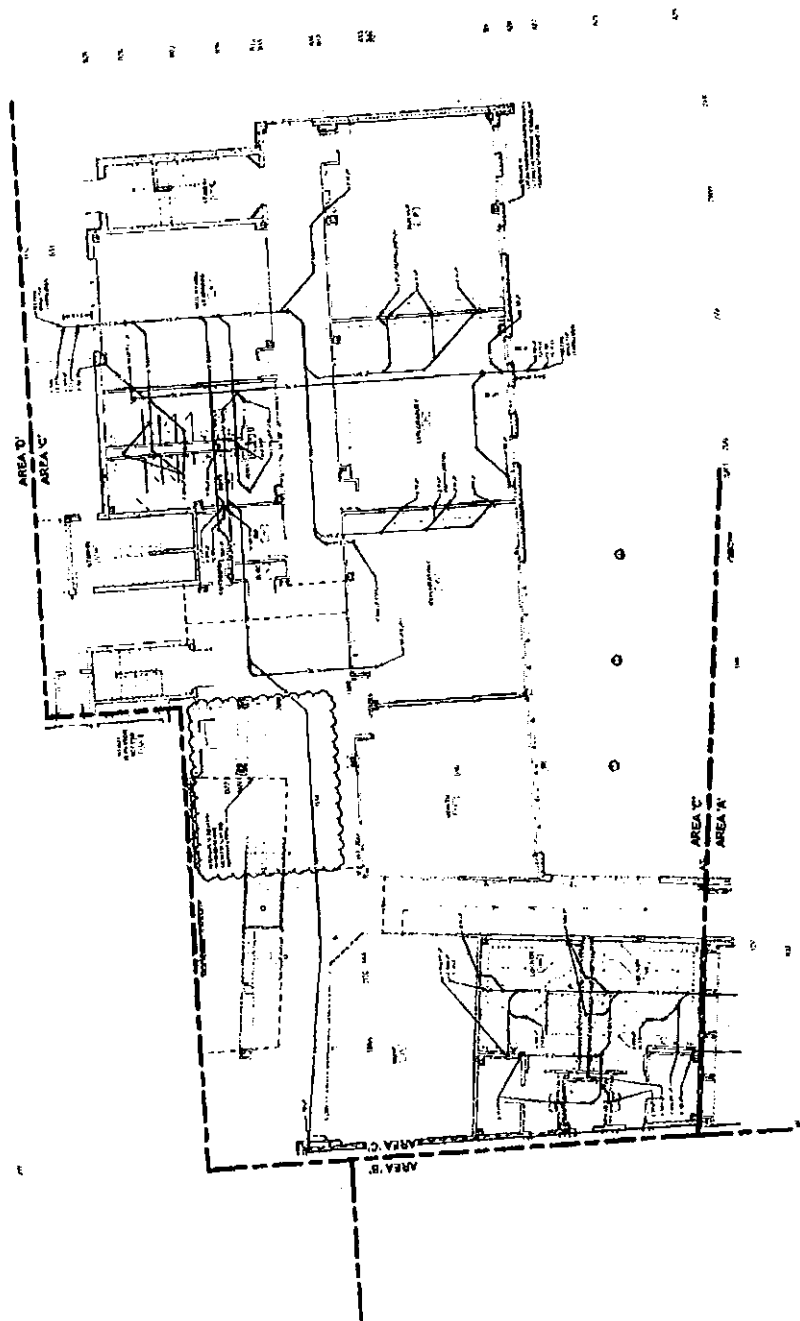
**B S A + A**

Buck Sampers Architect  
+ Associates, Inc.  
954 Juselson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. Z2078  
MILFORD MIDDLE  
SCHOOL

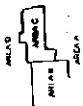
BELOW SLAB PLAN - AREA  
C - PLUMBING

**P110.C**



BELOW SLAB PLAN - AREA C - PLUMBING  
1/8" = 1'-0"

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KEY PLAN

**Milford**  
SCHOOL DISTRICT

Owner: Milford School District  
1000 Lakeside Ave.  
Milford, DE 19968  
Architect: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

Engineer: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

Plumber: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

MECHANICAL: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

ELECTRICAL: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

PAINTING: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

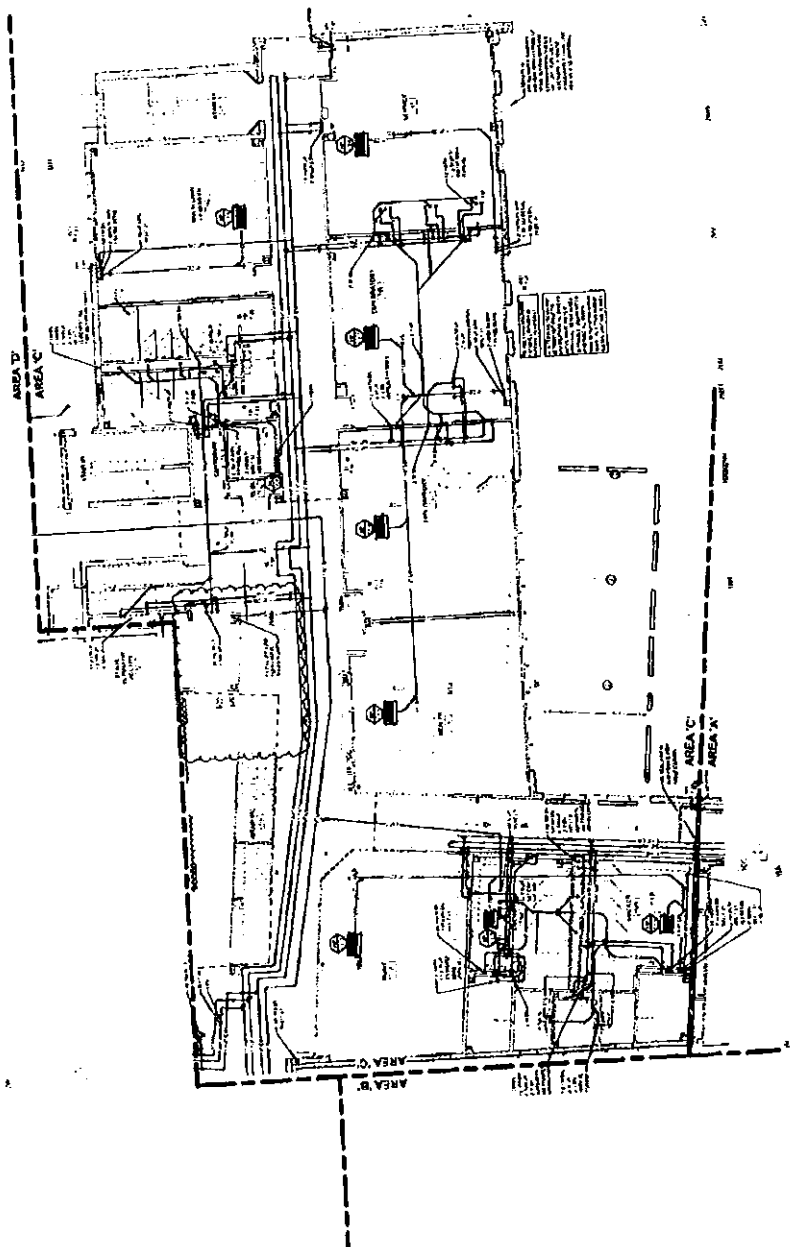
LANDSCAPE: Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

B S A + A

Buck Simpers Architect  
+ Associates, Inc.  
854 Justison St.  
Wilmington, DE 19801  
302.658.8300  
Fax: 302.658.1125

JOB NO. 22-018  
MILFORD MIDDLE SCHOOL

FIRST FLOOR PLAN - AREA C - PLUMBING  
P111.C



FIRST FLOOR PLAN - AREA C - PLUMBING



**Wilford**  
SCHOOL DISTRICT

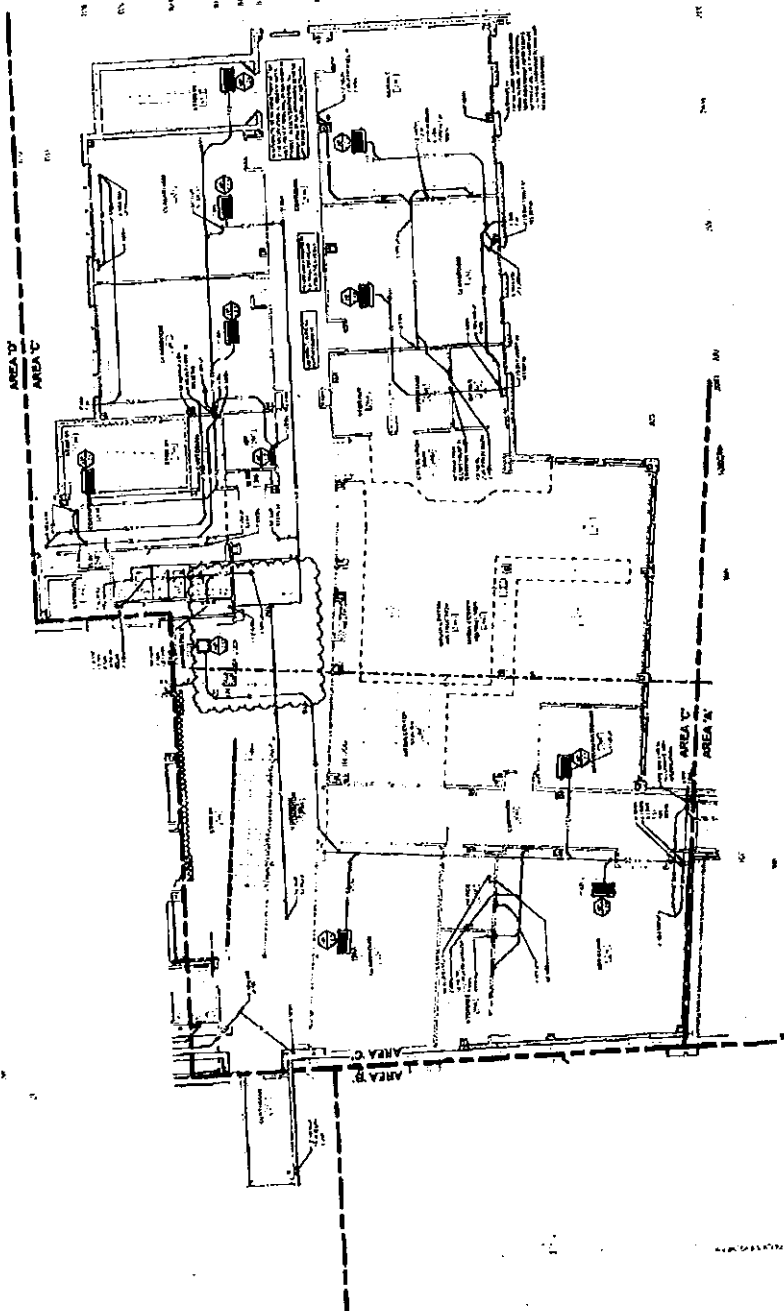
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 2010-2012  
 2012-2014  
 2014-2016  
 2016-2018  
 2018-2020  
 2020-2022  
 2022-2024  
 2024-2026  
 2026-2028  
 2028-2030

**B S A + A**  
**Buck Simpers Architect**  
**+ Associates, Inc.**  
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 302 658-9300  
 Fax 658-1125

UCS NO. Z2.D118  
MILFORD MIDDLE  
SCHOOL

SECOND FLOOR PLAN -  
AREA C - PLUMBING

**P112.C**



1) 1/8" x 1/8"  
SECOND FLOOR PLAN - AREA C - PLUMBING



Planning  
Architecture  
Interior design  
Graphic Design  
Project Management

# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Date: February 11, 2025

To: J. Dixon, RYJ  
D. Zook, RYJ

From: Joel Newberry, BSA+A

Project Name: Milford Middle School - Bid Pack B  
Milford School District

Project Number: #22.018

Subject: **ASI #83 DRAWING SET  
COORDINATION WITH ASI 13 &  
16 PART 2**

## NOTICE:

Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the Contract Documents dated **10/31/2023** and any previously issued addenda, thereby incorporating these items into the Contract Documents.

Attach this Architect's Supplemental Instruction (ASI) to the project manual for this project. Work or materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the drawings.

The work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time.

Any and all Architect's Supplemental Instructions shall be carried out in accordance with AIA Document G710 - 2017 Guidelines and Requirements.

The following clarification, changes and/or additions shall by this reference be incorporated into the contract documents as though fully set forth therein.

Buck Simpers Architect  
+ Associates, Inc.  
954 Justison Street  
Wilmington, DE 19801  
302.658.9300  
fax 658.1125  
[www.simpers.com](http://www.simpers.com)

## **A. GENERAL**

1. This ASI provides for the following items.
  - a. Alternate #16 was accepted by the school district. Alternate 16 called for the replacement of Elevator 3 with a chairlift. Changes were made to Elevator 3 in ASI 13 & 16. The T sheets were not included in ASI 13 or 16 and thus became uncoordinated. This ASI coordinates the T sheets.

## **B. MODIFICATIONS TO DRAWINGS**

1. Drawing T102 OVERALL FIRST FLOOR PLAN
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
2. Drawing T103 OVERALL SECOND FLOOR PLAN
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
3. Drawing T111.0 LOWER FLOOR AREA B & D
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
4. Drawing T111.C FIRST FLOOR PLAN – AREA C
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
5. Drawing T111.D FIRST FLOOR PLAN – AREA D
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
6. Drawing T112.C SECOND FLOOR PLAN – AREA C
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.
7. Drawing T112.D SECOND FLOOR PLAN – AREA D
  - a. Replace existing drawing with attached drawing of same name and number, dated 02/11/2025.

## **C. MODIFICATIONS TO PROJECT MANUAL**

1. NO MODIFICATIONS TO PROJECT MANUAL

## **D. ATTACHMENTS**

1. Drawing T102 OVERALL FIRST FLOOR PLAN, Revision No. 2, dated 02/11/2025.
2. Drawing T103 OVERALL SECOND FLOOR PLAN, Revision No. 2, dated 02/11/2025.
3. Drawing T111.0 LOWER FLOOR AREA B & D, Revision No. 2, dated 02/11/2025.



4. Drawing T111.C FIRST FLOOR PLAN – AREA C, Revision No. 2, dated 02/11/2025.
5. Drawing T111.D FIRST FLOOR PLAN – AREA D, Revision No. 2, dated 02/11/2025.
6. Drawing T112.C SECOND FLOOR PLAN – AREA C, Revision No. 2, dated 02/11/2025.
7. Drawing T112.D SECOND FLOOR PLAN – AREA D, Revision No. 2, dated 02/11/2025.

**END OF ASI**



KEY PLAN

**Milford**  
SCHOOL DISTRICT

**Architect:**  
Buck Simpers Architects  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
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Fax 302 658-1125

**Engineer:**  
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+ Associates, Inc.  
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Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

**Interior Designer:**  
Buck Simpers Architects  
+ Associates, Inc.  
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Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

**MECHANICAL ENGINEER:**  
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Fax 302 658-1125

**ELECTRICAL ENGINEER:**  
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+ Associates, Inc.  
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Wilmington, DE 19801  
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Fax 302 658-1125

**TELEPHONE ENGINEER:**  
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+ Associates, Inc.  
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Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

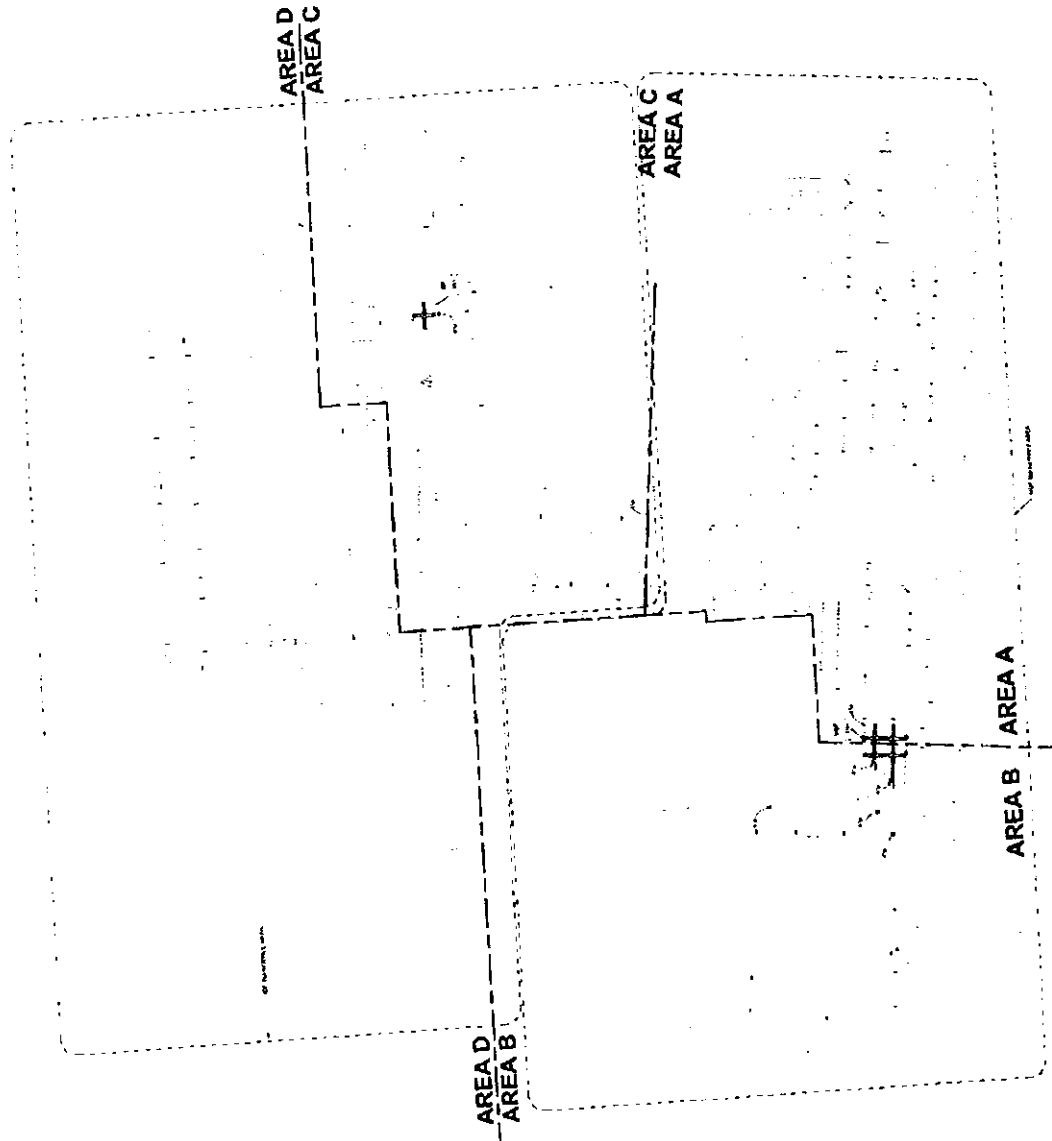
**B S A + A**

**Buck Simpers Architects  
+ Associates, Inc.**  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 302 658-1125

**JOB NO. 22018  
MILFORD MIDDLE  
SCHOOL**

**612 LANEVIEW AVE.  
MILFORD, DE 19663  
OVERALL FIRST FLOOR  
PLAN**

**T102**



OVERALL FIRST FLOOR PLAN

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KEY PLAN



SCHOOL DISTRICT

Overall Project School District

Architectural Services

Structural Engineering

MECHANICAL ENGINEERING

ELECTRICAL ENGINEERING

PLUMBING ENGINEERING

PAINTING CONTRACTOR

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

CONSTRUCTION MANAGER

GENERAL CONTRACTOR

MECHANICAL CONTRACTOR

ELECTRICAL CONTRACTOR

PLUMBING CONTRACTOR

PAINTING CONTRACTOR

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

CONSTRUCTION MANAGER

GENERAL CONTRACTOR

MECHANICAL CONTRACTOR

ELECTRICAL CONTRACTOR

PLUMBING CONTRACTOR

PAINTING CONTRACTOR

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

CONSTRUCTION MANAGER

GENERAL CONTRACTOR

MECHANICAL CONTRACTOR

ELECTRICAL CONTRACTOR

PLUMBING CONTRACTOR

PAINTING CONTRACTOR

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

CONSTRUCTION MANAGER

GENERAL CONTRACTOR

MECHANICAL CONTRACTOR

ELECTRICAL CONTRACTOR

PLUMBING CONTRACTOR

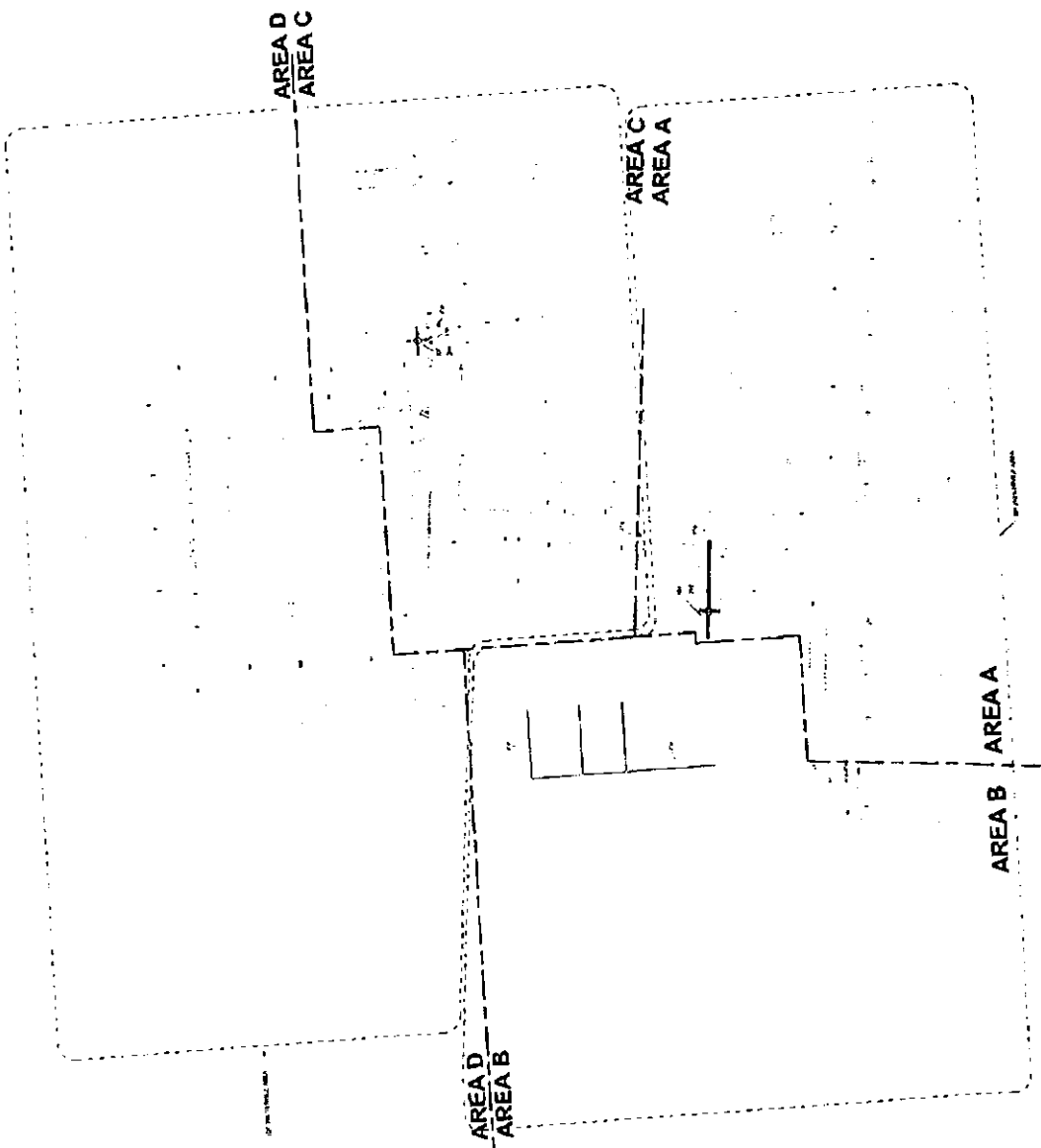
PAINTING CONTRACTOR

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

CONSTRUCTION MANAGER

GENERAL CONTRACTOR



OVERALL SECOND FLOOR PLAN

B S A + A

Buck Simpers Architect  
Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. 2018  
MILFORD MIDDLE SCHOOL

612 LAKEVIEW AVE.  
MILFORD, DE 19955  
OVERALL SECOND FLOOR PLAN

T103





## KEY PLAN

**Wilford**  
**SCHOOL DISTRICT**

Smart School Grading

17500 N. 10th Ave. Suite 200  
Denver, CO 80231  
© 2001 HOD-1750

GUYA ENGINEER  
 AND MECHANICAL ENGINEER  
 CHICAGO, ILL. 60611  
 b. 1909; Feb. 1974

David Bowen Frost  
11000 14th Ave  
Seattle, WA 98148  
206-735-1400

CONN. ASSOCIATES, LLC  
 171 South Main Street  
 Springfield, MA 01104  
 Tel: (413) 262-1111

2645 Holly Avenue  
Aurora, IL 60006  
Tel: (708) 327-0000







**Buck Simpers Architect  
+ Associates, Inc.**  
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Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. 22-018  
MILFORD MIDDLE SCHOOL

612 LAKEVIEW AVE.  
MILFORD, DE 19963

FIRST FLOOR PLAN - AREA C

**T111.C**

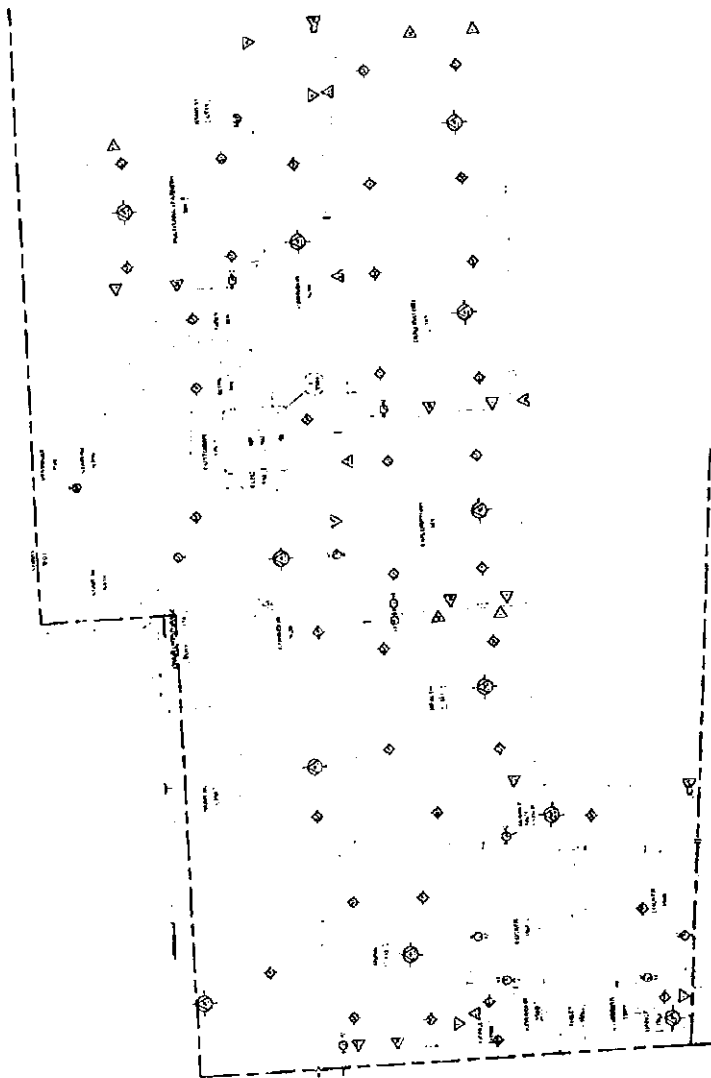
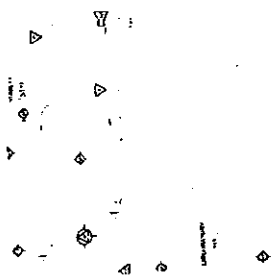
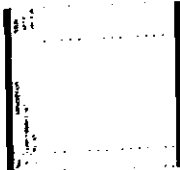


FIGURE 1. TOP PLAN - AREA C



### APPENDIX 1B. FIRST FLOOR PLAN TECHNOLOGY



KEY PLAN

**Milford**  
SCHOOL DISTRICT

**OWNER**  
Milford School District  
1000 N. 10th St.  
Milford, DE 19961

**ARCHITECT**  
Buck Sempers Architects  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302.658-9300  
Fax 302.658-1125

**ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**MECHANICAL ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**ELECTRICAL ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**PLUMBING ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**STRUCTURAL ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**GEOTECHNICAL ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**ENVIRONMENTAL ENGINEER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**LANDSCAPE ARCHITECT**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**INTERIOR DESIGNER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**SCULPTOR**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**PAINTER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**WALLPAPER HANGER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**CARPENTER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**JOINER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**STAINER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**PAINTER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**WALLPAPER HANGER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**CARPENTER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**JOINER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

**STAINER**  
T111.D  
1111 N. 10th St.  
Milford, DE 19961  
302.658-1125

B S A A

Buck Sempers Architects  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302.658-9300  
Fax 302.658-1125

JOB NO. 22,918  
MILFORD MIDDLE SCHOOL  
SCHOOL

611 LANEVIEW AVE  
MILFORD, DE 19963  
FIRST FLOOR PLAN - AREA D

T111.D

DATE: 01/11/11  
BY: T111.D

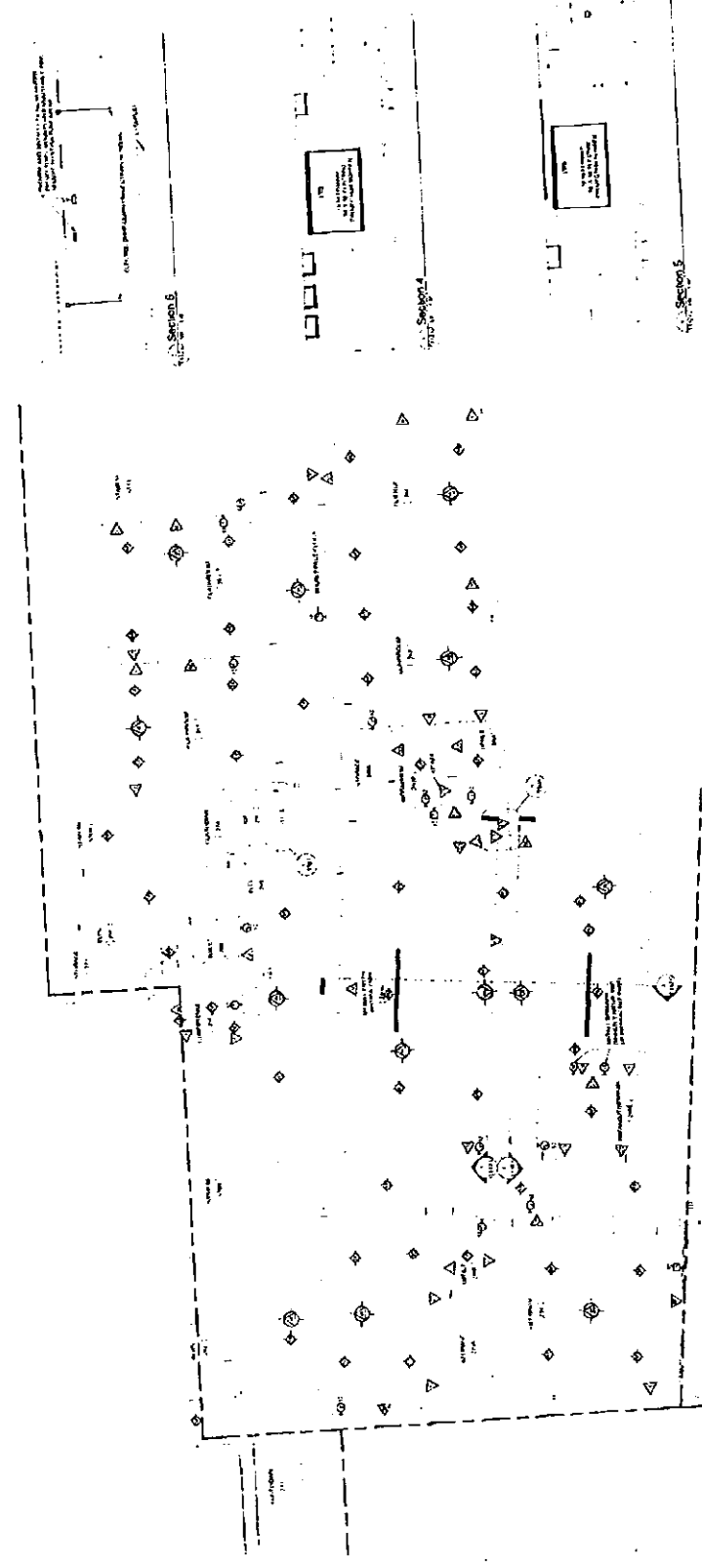
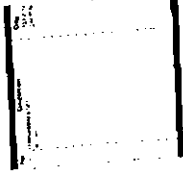


AUDITORIUM AN SECTION 1



FIRST FLOOR PLAN - AREA D





SECOND FLOOR PLAN - AREA C

ALTERNATE 18 - SECOND FLOOR PLAN - TECHNOLOGY

**KEY PLAN**



**Milford School District**  
 School District  
 1000 Lakeview Ave.  
 Milford, DE 19963  
 Phone: 302.658.9300  
 Fax: 302.658.9300

**Owner:**  
 Milford School District  
 1000 Lakeview Ave.  
 Milford, DE 19963  
 Phone: 302.658.9300  
 Fax: 302.658.9300

**Architect:**  
 Buck Simpers Architects  
 & Associates, Inc.  
 954 Justison St.  
 Wilmington, DE 19801  
 Phone: 302.658.9300  
 Fax: 302.658.9300

**Engineer:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**Interior Designer:**  
 D. J. Design  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**Structural Engineer:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**MECHANICAL ENGINEER:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**ELECTRICAL ENGINEER:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**PLUMBING ENGINEER:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**HEATING ENGINEER:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**CIVIL ENGINEER:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**ARCHITECTURAL CONSULTANT:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**GENERAL CONTRACTOR:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179

**MECHANICAL CONTRACTOR:**  
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 Fax: 302.739.1179

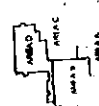
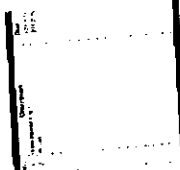
**ELECTRICAL CONTRACTOR:**  
 M. J. E. Engineering  
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 Fax: 302.739.1179

**ARCHITECTURAL CONSULTANT:**  
 M. J. E. Engineering  
 11000 New Castle Road  
 Newark, DE 19711  
 Phone: 302.739.1179  
 Fax: 302.739.1179



KEY PLAN

**Milford**  
SCHOOL DISTRICT

**PROJECT:** Milford School District  
1000 Lakeside Drive  
Milford, DE 19963  
PROJECTED: 1990  
DESIGNED BY: Buck Simbers Architects  
1950 Lakeside Drive  
Wilmington, DE 19809  
F 302.658.1125

**ARCHITECT:** Buck Simbers Architects  
1950 Lakeside Drive  
Wilmington, DE 19809  
F 302.658.1125

**ENGINEER:** Lyle E. Hume, Inc.  
1000 Lakeside Drive  
Milford, DE 19963  
F 302.658.1125

**LANDSCAPE ARCHITECT:** Lyle E. Hume, Inc.  
1000 Lakeside Drive  
Milford, DE 19963  
F 302.658.1125

**INTERIOR DESIGNER:** Lyle E. Hume, Inc.  
1000 Lakeside Drive  
Milford, DE 19963  
F 302.658.1125

**PLANNING:** Lyle E. Hume, Inc.  
1000 Lakeside Drive  
Milford, DE 19963  
F 302.658.1125

**B S A + A**  
Buck Simbers Architects  
+ Associates, Inc.  
954 Juptison St.  
Wilmington, DE 19809  
302.658.9300  
Fax 302.658.1125

JOB NO. 22-016  
MILFORD MIDDLE SCHOOL

812 LAKEVIEW AVE.  
MILFORD, DE 19963  
SECOND FLOOR PLAN - AREA D

**T112.D**



SECOND FLOOR PLAN - AREA D

**AIA****Document G731™ – 2019****Change Order, Construction Manager as Adviser Edition****PROJECT: (name and address)**

Millford Middle School  
612 Lakeview Ave  
Milford, DE 19963

**OWNER: (name and address)**

Milford School District  
906 Lakeview Ave  
Milford, DE 19963

**CONTRACTOR: (name and address)**

Continental Electrical Services LLC  
3 Mill Park Ct  
Newark, DE 19713

**CONTRACT INFORMATION:**

Contract For: B-19: Electrical  
Date: 12/19/23

**ARCHITECT: (name and address)**

Buck Simpers Architects &  
Associates  
954 Justison St  
Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**

Change Order Number: B19-08  
Date: March 26, 2025

**CONSTRUCTION MANAGER: (name and address)**

Richard Y. Johnson & Son, Inc.  
18404 Johnson Road  
PO Box 105  
Lincoln, DE 19960

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR #16 Furnish and install double duplex receptacles adjacent to "DD" tele/comm outlets.

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	4,015,000.00
\$	38,194.00
\$	4,053,194.00
\$	14,597.00
\$	4,067,791.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Buck Simpers Architects & Associates

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

4/8/25

DATE:

Continental Electrical Services LLC

CONTRACTOR (Firm name)

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER (Firm name)

SIGNATURE

Dean Johnson, CEO/CFO

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER (Firm name)

<p>SIGNATURE <u>Dennis Gregg</u></p> <p>PRINTED NAME AND TITLE <u>DENNIS GREGG / P.M.</u></p> <p>DATE: <u>4/10/2025</u></p>	<p>SIGNATURE _____</p> <p>Sara Hale, COO</p> <p>PRINTED NAME AND TITLE _____</p> <p>DATE: _____</p>
---	---



# CONTINENTAL Electrical Services LLC.

## CHANGE ORDER REQUEST

Submitted To: RICHARD Y. JOHNSON & SON, INC. Original Contract: \$4,015,000.00  
Job Name: MILFORD MIDDLE SCHOOL Date: 3/26/2025  
Job #: 24-002 Change Order #: 16

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Original Contract: Reference RFI-0061 - Furnish and install double duplex receptacles adjacent to "DD" tele/comm outlets.

### Description of Proposed Changes:

- Refer to attached response to RFI-0061. Install quad receptacles adjacent to Type "DD" tele/comm outlets in classrooms.
- This RFI was submitted on Dec. 3, 2024 and was answered on Feb. 7, 2025. At the time the response was received, seventeen classrooms were rough wired and drywalled. These classrooms were 202, 206, 208, 210, 212, 214, 216, 218, 213, 211, 204, 135, 146, 220, 242, 243 and 241. The quad receptacles (adjacent to the Type "DD" outlets) in these rooms were installed after the drywall was complete. The quad receptacle on the corridor wall in these classrooms was left in place.
- Any contract modification arising from this proposal is subject to mutually agreeable schedule, terms and conditions.

Attached supporting information from: ☐ Subcontractor ☐ Supplier

Labor:			Total
Class	Rate	Hours	
Foreman	\$ 106.88	48	\$ 5,130.24
Journeyman	\$ 106.88	48	\$ 5,130.24
PM/Office	\$ 175.00	2	\$ 350.00
Labor Total =			\$ 10,610.48

Material:		
Misc. Material		\$ 1,397.04
Material		\$ -
Material		\$ -
Material		\$ -
Material Total =		\$ 1,397.04

Safety	\$ 265.26
Shipping / Receiving	\$ 19.56
Consumables	\$ 20.96
Warranty	\$ 212.21
Gross / Receipts Tax	\$ 120.08
Bond	\$ 150.09
Misc. Total =	\$ 788.15
Sub Total =	\$ 12,795.67

Overhead & Profit	\$ 1,801.13
Grand Total =	\$ 14,597

We propose hereby to furnish material and labor in accordance with above specifications for the sum of: \$ 14,597  
*Fourteen Thousand Five Hundred Ninety Seven Dollars and .....00/100*

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.  
The Revision becomes part of and in conformance with, the existing contract and can be voided.  
Continental Electrical Services, LLC is not responsible for lead times on material.

Authorized Signature: Dennis Gregg

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Description	Qty	Total Mat(\$)	Total Hours
#12/2C MC CABLE 600V	1000	\$649.00	26
3/8in. MC CABLE SUPPORT	238	\$178.50	11.9
B2-1 RED WIRE CONN	51	\$22.95	5.1
WIRE MARKER	102	\$5.10	4.08
GRD SCREW W/6' LEAD#983	17	\$0.21	1.02
20A 125V DUPLEX REC (SG)	34	\$130.90	8.5
2G SS RECEPTACLE PLATE	17	\$66.98	1.7
BOX SUPPORTS	34	\$76.50	8.5
OLD WORK BOX	34	\$266.90	28.9
Totals		\$1,397.04	95.7



# Milford Middle School

OFFICIAL NUMBER: RFI-0061-00  
SUBCONTRACTOR NUMBER: 18  
TITLE: Quad Receptacle Locations in Classrooms  
DUE DATE: 12/10/2024  
DATE SUBMITTED: 12/03/2024  
DATE RETURNED: (open)  
CONSULTANT DUE DATE: N/A  
QUESTION: Electrical floor plan drawings show a quad receptacle and data outlet on the corridor in most classrooms. The Technology drawings do not show data outlets in these locations. We have been directed to follow these Technology drawings for placement of all data outlets. The Tech drawings show a Type "DD" data outlet further down the adjacent wall with no quad receptacle next to it.  
Question: Should the quad receptacle be relocated next to the Type "DD" data outlet?  
Please refer to attached drawings E122.A and T112.A & B.  
SUGGESTION:  
SUB/MANUFACTURER: Dennis Gregg  
TRADE/DISCIPLINE: MEP  
CATEGORY: N/A  
COST/SCHEDULE IMPACT: Not Applicable

## Attachments

12/03/2024 Milford\_MS\_-\_RFI\_18\_-\_Quad\_Receptacle\_Locations\_in\_Classrooms\_combined.pdf Subcontractor - Suellen Lewandowski

## History

12/03/2024 09:35 AM Forwarded Project Admin (Contractor) - Dean Johnson  
12/03/2024 09:24 AM Forwarded Subcontractor - Suellen Lewandowski  
12/03/2024 09:24 AM Added Subcontractor - Suellen Lewandowski

## Answer History

(pending) Project Admin (Design) - Kelly Lucas

## References

(None)

## Revisions

## Statistics

DAYS IN REVIEW: 1  
DAYS REQUESTED FOR REVIEW: 7



Milford Middle School / RFI-0061-00: Quad Receptacle L

Milford Middle School

Project ID:

RFI Number: RFI-0061-00

Title: Quad Receptacle Locations in Classrooms



Owner:

ConstructionTeam: Richard Y Johnson & Son, Inc

Design Team:

Date Due: 12/10/2024

Date Issued: 12/03/2024

Date Returned:

### INFORMATION

Trades: MEP

Categories: N/A

### QUESTION

Electrical floor plan drawings show a quad receptacle and data outlet on the corridor in most classrooms. The Technology drawings do not show data outlets in these locations. We have been directed to follow these Technology drawings for placement of all data outlets. The Tech drawings show a Type "DD" data outlet further down the adjacent wall with no quad receptacle next to it. Question: Should the quad receptacle be relocated next to the Type "DD" data outlet? Please refer to attached drawings E122.A and T112.A & B.

### SUGGESTION

*This is an automated cover sheet generated by Newforma ConstructEx. It will update when the construction team issues the RFI to the design team and when the design team returns the RFI to the construction Team. It is important not to download this PDF and upload a new version as it will not be automated and it will cause duplication of data.*

Project: Milford Middle School  
RFI Number: RFI-0061-00  
Title: Quad Receptacle Locations in Classrooms

## ANSWERS

02/07/2025

Reviewer - Kirsten Evans  
2/7/2025

Yes. Quad outlet to be coordinated with  
Tech Drawings.

Douglas M Green  
Furlow Associates, Inc.

02/07/2025

NO ADDITIONAL COMMENTS.

-JOEL NEWBERRY

BSA+A

## REFERENCES

*This is an automated cover sheet generated by Newforma ConstructEx. It will update when the construction team issues the RFI to the design team and when the design team returns the RFI to the construction Team. It is important not to download this PDF and upload a new version as it will not be automated and it will cause duplication of data.*





# REQUEST FOR INFORMATION

Continental Electrical Services, LLC  
3 Mill Park Court  
Newark, DE 19713

Phone: 302-294-6311

Fax: 302-286-7240

REQUESTED BY: Dennis Gregg  
REQUEST NUMBER: 18

DATE SENT: 12/3/2024

METHOD SENT: FAX: EMAIL: ☒

TO: Richard Y Johnson & Sons, Inc  
18404 Johnson Rd.  
Lincoln, DE 19960

ATTENTION: Dean Johnson  
EMAIL: djohnson@ryjson.com  
PHONE: 302-422-3732  
FAX: 302-422-4696

TRADE AFFECTED: Electric  
JOB NAME: Milford Middle School

SPECIFICATION SECTION #: N/A  
PROJECT #: 24-002

## Reason for Request:

☒ Insufficient Information  
☐ Engineering Conflict  
☐ Alternate Proposal  
☐ Other: \_\_\_\_\_

## Possible Effect:

☐ Increase Cost ☒ Increase Time  
☐ Decrease Cost ☐ Decrease Time  
☐ No Cost Change ☐ No Time Impact  
☒ To Be Determined

## Action Requested:

☒ Clarification  
☐ Direction  
☐ Approval

## PLEASE SUPPLY THE FOLLOWING INFORMATION: Clarification of Quad Outlets in Classrooms

Electrical floor plan drawings show a quad receptacle and data outlet on the corridor in most classrooms. The Technology drawings do not show data outlets in these locations. We have been directed to follow these Technology drawings for placement of all data outlets.

The Tech drawings show a Type "DD" data outlet further down the adjacent wall with no quad receptacle next to it. Question: Should the quad receptacle be relocated next to the Type "DD" data outlet?

Please refer to attached Drawings E122.A and T112.A & B

## RESPONSE:

☐ Proceed with recommendation

☐ Proceed with the following instructions:

---

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---

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Signature: \_\_\_\_\_

**BILLING TO BE:** Unit Price: Cost Plus: Lump Sum: N/A:  
A formal Change Order is requested before proceeding.

Owner Signature: \_\_\_\_\_

12/2/2024

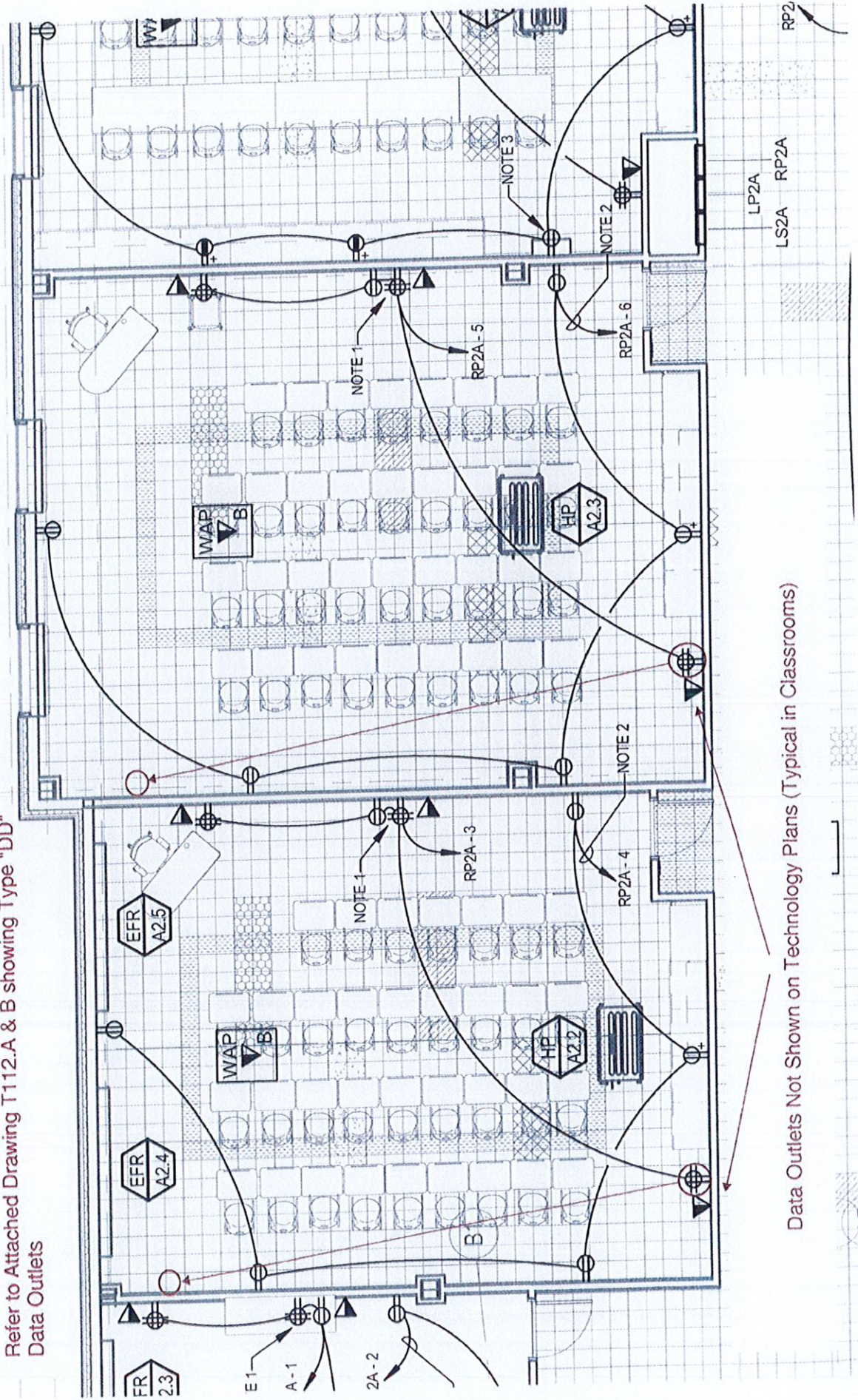


4. 120V FOR HAND DRYER. FIELD COORDINATE MOUNTING HEIGHT.

## Drawing E122.A

Should Quad Outlets be Relocated Adjacent to Type "DD" Data Outlets Shown on "T" Drawings? This Would be Typical in All Classrooms.

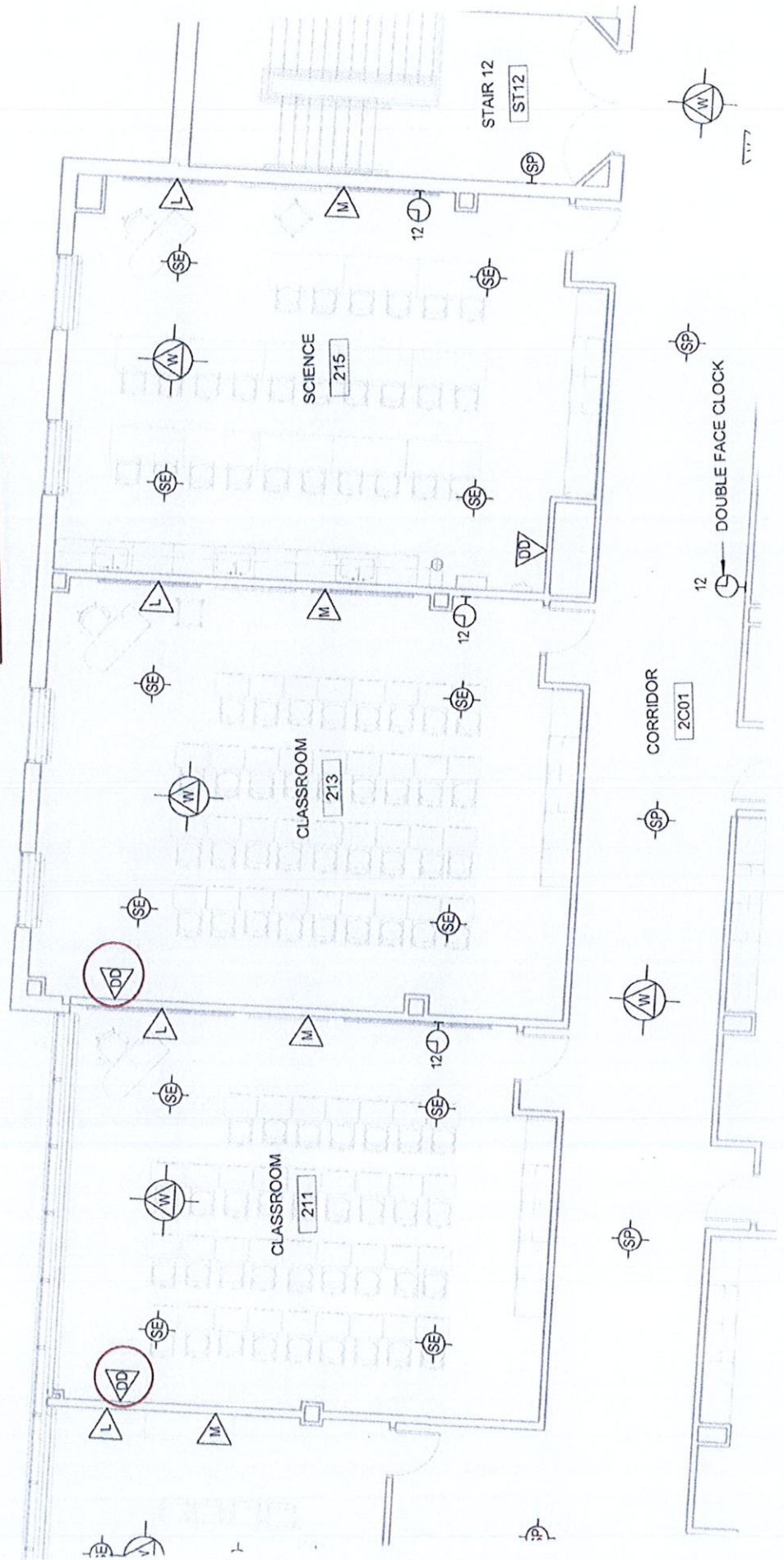
Refer to Attached Drawing T112.A & B showing Type "DD" Data Outlets



Data Outlets Not Shown on Technology Plans (Typical in Classrooms)



Drawing T112.A & B



## **Carolyn Anderson**

---

**To:** Tim Skibicki  
**Subject:** RE: Milford Middle School/Change Order Question

Hi Tim,

I went back through my emails from yesterday and I wouldn't find these two. I did just receive the email you send today with both change orders attached.

Thank you so much.

Have a great day.

**Carolyn Anderson**

Administrative Assistant  
Richard Y. Johnson & Son, Inc.  
[canderson@ryjson.com](mailto:canderson@ryjson.com)  
302-422-3732

---

**From:** Tim Skibicki [mailto:[tskibicki@simpers.com](mailto:tskibicki@simpers.com)]  
**Sent:** Thursday, April 10, 2025 12:56 PM  
**To:** Kelly Lucas <[klucas@simpers.com](mailto:klucas@simpers.com)>; Carolyn Anderson <[canderson@ryjson.com](mailto:canderson@ryjson.com)>  
**Cc:** Joel Newberry <[jnewberry@simpers.com](mailto:jnewberry@simpers.com)>  
**Subject:** RE: Milford Middle School/Change Order Question

Hi Carolyn, I just sent them. If you don't have them soon please let me know. Thank you.

---

**From:** Kelly Lucas <[klucas@simpers.com](mailto:klucas@simpers.com)>  
**Sent:** Thursday, April 10, 2025 11:36 AM  
**To:** Carolyn Anderson <[canderson@ryjson.com](mailto:canderson@ryjson.com)>  
**Cc:** Tim Skibicki <[tskibicki@simpers.com](mailto:tskibicki@simpers.com)>; Joel Newberry <[jnewberry@simpers.com](mailto:jnewberry@simpers.com)>  
**Subject:** RE: Milford Middle School/Change Order Question

Hi Carolyn,

Can you please inquire with Tim and Joel about the status of Milford items?  
They have been tracking that project and want to make sure you receive the most accurate information.

Thanks,

Kelly M. Lucas





**Buck Simpers Architect  
+ Associates, Inc.**

954 Justison Street  
Wilmington, DE 19801  
P. 302.658.9300 [200]  
F. 302.658.1125  
C. 484.880.5951

**From:** Carolyn Anderson <[canderson@ryison.com](mailto:canderson@ryison.com)>  
**Sent:** Thursday, April 10, 2025 11:29 AM  
**To:** Kelly Lucas <[klucas@simpers.com](mailto:klucas@simpers.com)>  
**Subject:** Milford Middle School/Change Order Question

Good morning Kelly,

I am checking in with you to see if you received Continental Electrical Services Change Order B19-06 and B19-08 for approval and signature. B19-06 was emailed around 2/19/2025 and B19-08 was emailed . I'm thinking maybe there were two big. I sent them again on 4/08. If you don't have them please let me know and I will resend them individually. Last week I did get back B19-09, B19-10 and B19-11 last week. I was going to send them onto the owner but I didn't want them to question where B19-06 and B19+-08 are.

Thank you for looking into this for me.

Have a great day.

***Carolyn Anderson***

Administrative Assistant  
Richard Y. Johnson & Son, Inc.  
[canderson@ryison.com](mailto:canderson@ryison.com)  
302-422-3732

Certificates of Insurance	BFR
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Architect Correspondence	BFR
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Contract	BFR
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RYJ Change Orders	BFR
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Permits	BFR
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Owner Correspondence	BFR
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Inspections	BFR
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Punch List	BFR
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# **AIA** Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT: (name and address)**

Milford Middle School  
612 Lakeview Ave  
Milford, DE 19963

**OWNER: (name and address)**

Milford School District  
  
906 Lakeview Ave  
Milford, DE 19963

**CONTRACTOR: (name and address)**

Continental Electrical Services LLC  
3 Mill Park Ct  
Newark, DE 19713

**CONTRACT INFORMATION:**

Contract For: B-19: Electrical  
Date: 12/19/23

**ARCHITECT: (name and address)**

Buck Simpers Architects &  
Associates  
954 Justison St  
Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**

Change Order Number: B19-09  
Date: April 03, 2025

**CONSTRUCTION MANAGER: (name and address)**

Richard Y. Johnson & Son, Inc.  
  
18404 Johnson Road  
PO Box 105  
Lincoln, DE 19960

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CO #17 ASI #84 Auditorium Lighting

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	4,015,000.00
\$	52,791.00
\$	4,067,791.00
\$	9,472.00
\$	4,077,263.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER**

Buck Simpers Architects & Associates

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Continental Electrical Services LLC

CONTRACTOR (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

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User Notes:

(3B9ADA42)



# CONTINENTAL Electrical Services LLC.

## CHANGE ORDER REQUEST

Submitted To: RICHARD Y. JOHNSON & SON, INC.  
 Job Name: MILFORD MIDDLE SCHOOL  
 Job #: 24-002

Original Contract: \$4,015,000.00  
 Date: 4/2/2025  
 Change Order #: 17

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Original Contract: Reference ASI #084 - Perform changes to Auditorium Lighting in accordance with ASI #084.

### Description of Proposed Changes:

- Reference ASI - #084 - Reconfigure circuitry to create (3) rows of emergency fixtures in lieu of previous design which showed 1 to 3 fixtures in each row.
- Furnish and install control equipment to control three rows of fixtures over the balcony in accordance with the attached email thread dated March 28, 2025.
- All work to be performed between the hours of 7:00 - 3:30pm, Monday through Friday excluding holidays.
- Any contract modification arising from this proposal is subject to mutually agreeable schedule, terms and conditions.

Attached supporting information from: ☐ Subcontractor ☒ Supplier

Labor:			Total
Class	Rate	Hours	
Foreman	\$ 106.88	23	\$ 2,458.24
Journeyman	\$ 106.88	23	\$ 2,458.24
PM/Office	\$ 175.00	2	\$ 350.00
Labor Total =			\$ 5,266.48
Material:			
Misc. Material			\$ 521.85
Lift Rental			\$ 1,250.00
Cramer Associates Quote Dated March 28, 2025			\$ 775.00
Material Total =			\$ 2,546.85
Safety			\$ 131.66
Shipping / Receiving			\$ 35.66
Consumables			\$ 38.20
Warranty			\$ 105.33
Gross / Receipts Tax			\$ 78.13
Bond			\$ 97.67
Misc. Total =			\$ 486.65
Sub Total =			\$ 8,299.98
Overhead & Profit			\$ 1,172.00
Grand Total =			\$ 9,472

We propose hereby to furnish material and labor in accordance with above specifications for the sum of: \$ 9,472  
 Nine Thousand Four Hundred Seventy Two Dollars and .....00/100

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.  
 The Revision becomes part of and in conformance with, the existing contract and can be voided.  
 Continental Electrical Services, LLC is not responsible for lead times on material.

Authorized Signature: Dennis Gregg

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Description	Qty	Total Mat(\$)	Total Hours
#12/2C MC CABLE 600V	500	\$324.50	18
#18- 1P TWISTED CABLE	250	\$73.75	5
3/8in. MC CABLE SUPPORT	100	\$75.00	10
B2-1 RED WIRE CONN	120	\$48.60	0
# 12 WIRE TERM-POWER	33	\$0.00	3.3
#18 WIRE TERM-CONTROL	38	\$0.00	2.66
DUAL ZONE DMX RELAY	1	\$0.00	4
MOUNTING KIT	1	\$0.00	1
LOAD CONTROL RELAY	1	\$0.00	2
Totals		\$521.85	45.96



# **AIA** Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT:** (name and address)  
 Milford Middle School  
 612 Lakeview Ave  
 Milford, DE 19963  
**OWNER:** (name and address)  
 Milford School District

906 Lakeview Ave  
 Milford, DE 19963

**CONTRACTOR:** (name and address)  
 Continental Electrical Services LLC  
 3 Mill Park Ct  
 Newark, DE 19713

**CONTRACT INFORMATION:**  
 Contract For: B-19: Electrical  
 Date: 12/19/23

**ARCHITECT:** (name and address)  
 Buck Simpers Architects &  
 Associates  
 954 Justison St  
 Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**  
 Change Order Number: B19-10  
 Date: 4/7/2025

**CONSTRUCTION MANAGER:** (name and address)  
 Richard Y. Johnson & Son, Inc.

18404 Johnson Road  
 PO Box 105  
 Lincoln, DE 19960

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CO #18 ASI #086 - Type P Fixture - Remote Mounted Drivers/Canopy Unistrut Assembly

The original Contract Sum was  
 Net change by previously authorized Change Orders  
 The Contract Sum prior to this Change Order was  
 The Contract Sum will be increased by this Change Order in the amount of  
 The new Contract Sum including this Change Order will be

\$	4,015,000.00
\$	62,263.00
\$	4,077,263.00
\$	12,367.00
\$	4,089,630.00

The Contract Time will be increased by Zero (0) days.  
 The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Buck Simpers Architects & Associates  
**ARCHITECT** (Firm name)

SIGNATURE

PRINTED NAME AND TITLE  
 4/7/25

DATE:

Continental Electrical Services LLC  
**CONTRACTOR** (Firm name)

SIGNATURE

PRINTED NAME AND TITLE  
 DENNIS GREGG

DATE:

Richard Y. Johnson & Son, Inc.  
**CONSTRUCTION MANAGER** (Firm name)

SIGNATURE

PRINTED NAME AND TITLE  
 Dean Johnson, CEO/CFO

DATE:

Milford School District  
**OWNER** (Firm name)

SIGNATURE

PRINTED NAME AND TITLE  
 Sara Hale, COO

DATE:

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User Notes:



# CONTINENTAL Electrical Services LLC.

## CHANGE ORDER REQUEST

Submitted To: RICHARD Y. JOHNSON & SON, INC. Original Contract: \$4,015,000.00  
Job Name: MILFORD MIDDLE SCHOOL Date: 4/4/2025  
Job #: 24-002 Change Order #: 18

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Original Contract: Reference ASI #086 - Type P Fixture - Remote Mounted Drivers / Canopy Unistrut Assembly

### Description of Proposed Changes:

- Reference ASI - #086 - Type P Fixture Remote Mounted Drivers / Canopy Unistrut Assembly (ASI Attached)
- Furnish and install conduit, wiring and (2) NEMA 1 junction boxes to remote mount (25) drivers (for the Type P fixture) above the accessible ceiling on second floor Main Entrance Lobby.
- Furnish and install (1) unistrut frame to provide rigid support for the canopy of the Type P fixture.
- All work to be performed between the hours of 7:00 - 3:30pm, Monday through Friday excluding holidays.
- Any contract modification arising from this proposal is subject to mutually agreeable schedule, terms and conditions.

Attached supporting information from: ☒ Subcontractor ☐ Supplier

- Excludes alterations to structural steel and painting.

Labor:			Total
Class	Rate	Hours	
Foreman	\$ 106.88	31	\$ 3,313.28
Journeyman	\$ 106.88	31	\$ 3,313.28
PM/Office	\$ 175.00	2	\$ 350.00
Labor Total =			\$ 6,976.56

Material:		
Misc. Material		\$ 1,973.81
Low Voltage Driver Cable - West Penn #280 (Equal)		\$ 1,000.00
Shipping		\$ 250.00
Material		\$ -
Material Total =		\$ 3,223.81
Safety		\$ 174.41
Shipping / Receiving		\$ 45.13
Consumables		\$ 48.36
Warranty		\$ 139.53
Gross / Receipts Tax		\$ 102.00
Bond		\$ 127.50
Misc. Total =		\$ 636.94
Sub Total =		\$ 10,837.31
		\$ -
Overhead & Profit		\$ 1,530.06
Grand Total =		\$ 12,367

We propose hereby to furnish material and labor in accordance with above specifications for the sum of: \$ 12,367  
Twelve Thousand Three Hundred Sixty Seven Dollars and 00/100

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.  
The Revision becomes part of and in conformance with, the existing contract and can be voided.  
Continental Electrical Services, LLC is not responsible for lead times on material.

Authorized Signature:

*Dennis Gregg*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Description	Qty	Total Mat(\$)	Total Hours
1 1/4in. EMT	120	\$308.96	19.2
1 1/4in. EMT STL COMP CONN	4	\$9.61	0.8
1 1/4in. EMT STL COMP CPLG	8	\$19.28	1.92
1 1/4in. EMT SUPPORT	12	\$47.52	2.4
1 1/4in. PLASTIC BUSHING	4	\$11.80	1.6
LOW VOLTAGE CABLE (QUOTED)	1500	\$0.00	9
P-1000 1 5/8in. STRUT	60	\$217.20	9.6
3/8in. SPRING NUT	40	\$80.80	1.6
STRUT L - JOINER B-905	4	\$32.84	0.64
STRUT T - JOINER B-905	4	\$60.60	0.72
1/4in. BOLT (PLATED)	8	\$2.00	0.16
3/8in. BOLT (PLATED)	40	\$30.00	1.2
1/4in. FENDER WASHER	8	\$2.00	0.08
3/8in. FENDER WASHER	40	\$30.00	0.4
4T124 1/4 ROD 1/4 FLG	8	\$14.00	0.8
LOCTITE	1	\$79.20	0.5
NEMA 1 ENCLOSURES	2	\$1,028.00	4
1-1/4' CONDUIT ENTRY	4	\$0.00	1.4
DRIVER MOUNTING	25	\$0.00	6.25
Totals		\$1,973.81	62.27



Planning

Architecture

Interior design

Graphic Design

Project Management

# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Date: March 19, 2025

To: J. Dixon, RYJ  
D. Zook, RYJ

From: Joel Newberry, BSA+A

Project Name: Milford Middle School - Bid Pack B  
Milford School District

Project Number: #22.018

Subject: **ASI #86**  
**Fixture 'P' Remote Drivers**

## NOTICE:

Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the Contract Documents dated 10/31/2023 and any previously issued addenda, thereby incorporating these items into the Contract Documents.

Attach this Architect's Supplemental Instruction (ASI) to the project manual for this project. Work or materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the drawings.

The work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time.

Any and all Architect's Supplemental Instructions shall be carried out in accordance with AIA Document G710 – 2017 Guidelines and Requirements.

The following clarification, changes and/or additions shall by this reference be incorporated into the contract documents as though fully set forth therein.

Buck Simpers Architect  
+ Associates, Inc.

954 Justison Street  
Wilmington, DE 19801

302.658.9300  
fax 658.1125

[www.simpers.com](http://www.simpers.com)

**A. GENERAL**

1. This ASI provides the following items related to Light Fixture "P."
  - a. Installation of LED drivers in NEMA-1 enclosures on a mounting surface to be located above the suspended ceiling in Corridor 2C01.
  - b. Suspension of the fixture canopy from from steel support beams above Lobby 1L01.
  - c. Specification and routing of electrical conduit from the enclosures to the fixture canopy.

**B. MODIFICATIONS TO DRAWINGS**

1. DRAWING NO. A112.A, SECOND FLOOR CEILING PLAN – AREA A
  - a. REPLACE existing drawing  
WITH attached drawing of same name and number, dated 03/19/2025.
2. DRAWING NO. S512, TYPICAL FRAMING DETAILS
  - a. REPLACE existing drawing  
WITH attached drawing of same name and number, dated 03/06/2025.
3. DRAWING NO. E112.A, SECOND FLOOR PLAN – AREA A – LIGHTING
  - a. REPLACE existing drawing  
WITH attached drawing of same name and number, dated 02/18/2025.

**C. MODIFICATIONS TO PROJECT MANUAL – NOT USED**

**D. ATTACHMENTS**

1. DRAWING NO. A112.A, SECOND FLOOR CEILING PLAN – AREA A,  
Revision No. 6, 03/19/2025.
2. DRAWING NO. S512, TYPICAL FRAMING DETAILS,  
Revision No. 13, 03/06/2025.
3. DRAWING NO. E112.A, SECOND FLOOR PLAN – AREA A – LIGHTING,  
Revision No. 1, 2/18/2025.

**END OF ASI**



REPLAN

**Milford**  
SCHOOL DISTRICT

**Architect**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
FAX 658-1125

**Engineer**  
M. J. J. Engineering  
11000 Avenue of the Americas  
New York, NY 10037  
212 692-1234  
FAX 212 692-1235

**Structural Engineer**  
M. J. J. Engineering  
11000 Avenue of the Americas  
New York, NY 10037  
212 692-1234  
FAX 212 692-1235

**Structural Engineer**  
M. J. J. Engineering  
11000 Avenue of the Americas  
New York, NY 10037  
212 692-1234  
FAX 212 692-1235

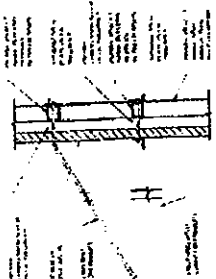
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**Buck Simpson Architect  
+ Associates, Inc.**  
954 Justison St.  
Wilmington, DE 19801  
302 658-8300  
FAX 658-1125

JOB NO. 22018  
**MILFORD MIDDLE SCHOOL**

TYPICAL FRAMING DETAILS

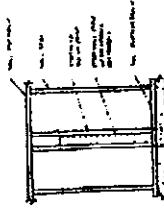
S512



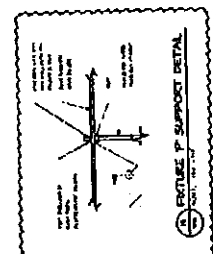
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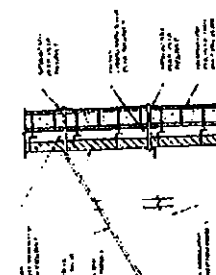
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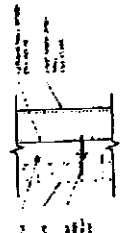
TYPICAL CANOPY WALL DETAIL



TYPICAL SUPPORT DETAIL



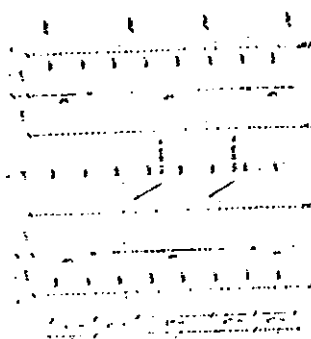
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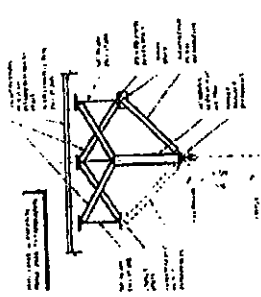
TYPICAL VENEER DETAIL @ LIGHT GAUGE STEEL WALL



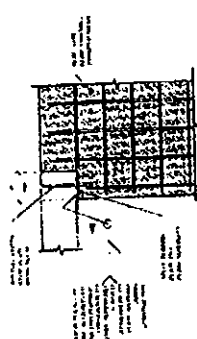
TYPICAL VENEER DETAIL @ CMU WALL



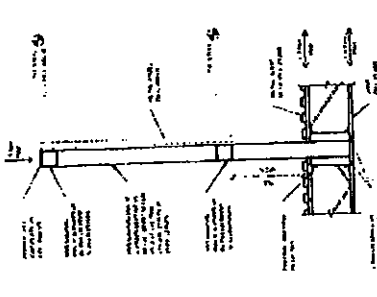
TYPICAL JOINT LOCATION IN COMPOSITE DECK



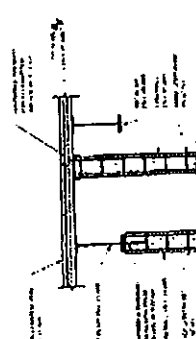
TYPICAL INTERIOR PARTITION SUPPORT DETAIL @ FLOOR FRAMING



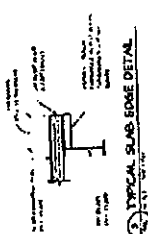
TYPICAL STEEL BEAM & CMU/CONCRETE WALL DETAIL



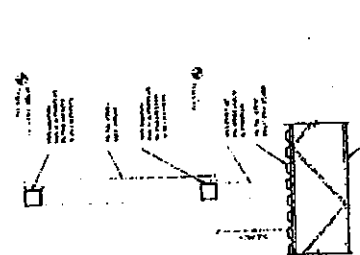
TYPICAL ROOF SCREEN POST-UP DETAIL



TYPICAL INTERIOR CMU PARTITION SUPPORT DETAIL



TYPICAL SLAB EDGE DETAIL

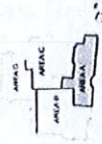


TYPICAL DETAIL OF ROOF SCREEN CANOPY

PRELIMINARY - NOT FOR CONSTRUCTION



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KEY PLAN



OWNER  
Milford School District  
1000 N. 10th Street  
Milford, DE 19960

DESIGNER  
Buck Simpers Architect  
+ Associates, Inc.  
954 Jettison St.  
Wilmington, DE 19801  
302.658.9300  
FAX 302.658.1125

GENERAL CONTRACTOR  
Educational Systems Planning  
1000 N. 10th Street  
Milford, DE 19960  
302.658.1125  
FAX 302.658.1125

CONSULTANT  
Educational Systems Planning  
1000 N. 10th Street  
Milford, DE 19960  
302.658.1125  
FAX 302.658.1125

DATE  
10/1/00

PROJECT  
MILFORD MIDDLE SCHOOL

SECOND FLOOR CEILING PLAN - AREA A

100 NO. 22018  
MILFORD MIDDLE SCHOOL

612 LAKEVIEW AVE.  
MILFORD, DE 19960

SECOND FLOOR CEILING PLAN - AREA A

A122.A

# RCP LEGEND

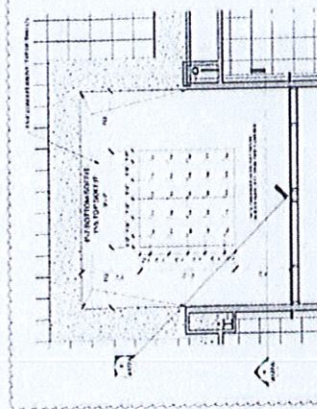
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## GENERAL REFLECTED CEILING PLAN NOTES

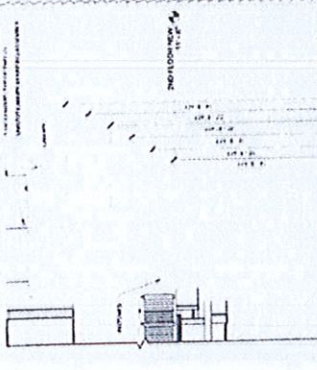
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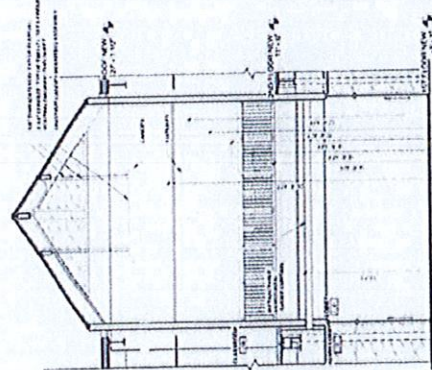
1. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN



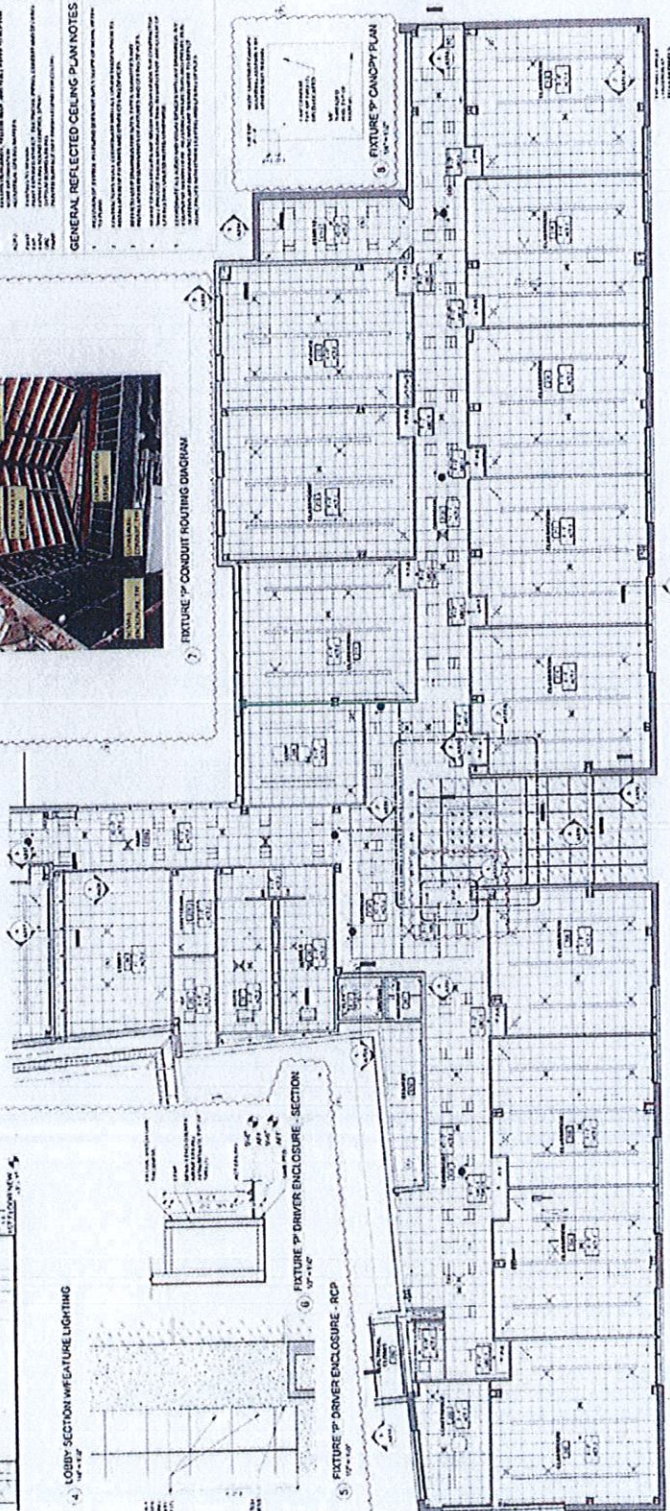
2. 3D RENDERING OF CEILING LIGHTING



3. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE



4. LOBBY SECTION W/FIXTURE LIGHTING



5. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

6. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

7. LOBBY SECTION W/FIXTURE LIGHTING

8. 3D RENDERING OF CEILING LIGHTING

9. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

10. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

11. LOBBY SECTION W/FIXTURE LIGHTING

12. 3D RENDERING OF CEILING LIGHTING

13. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

14. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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16. 3D RENDERING OF CEILING LIGHTING

17. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

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29. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

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32. 3D RENDERING OF CEILING LIGHTING

33. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

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36. 3D RENDERING OF CEILING LIGHTING

37. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

38. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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40. 3D RENDERING OF CEILING LIGHTING

41. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

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54. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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56. 3D RENDERING OF CEILING LIGHTING

57. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

58. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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60. 3D RENDERING OF CEILING LIGHTING

61. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

62. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

63. LOBBY SECTION W/FIXTURE LIGHTING

64. 3D RENDERING OF CEILING LIGHTING

65. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

66. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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68. 3D RENDERING OF CEILING LIGHTING

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92. 3D RENDERING OF CEILING LIGHTING

93. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

94. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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96. 3D RENDERING OF CEILING LIGHTING

97. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

98. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

99. LOBBY SECTION W/FIXTURE LIGHTING

100. 3D RENDERING OF CEILING LIGHTING

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102. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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105. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

106. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

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111. LOBBY SECTION W/FIXTURE LIGHTING

112. 3D RENDERING OF CEILING LIGHTING

113. MAIN ENTRANCE LOBBY LIGHTING - ENLARGE PLAN

114. LOBBY SECTION W/FIXTURE LIGHTING 45 DEGREE

115. LOBBY SECTION W/FIXTURE LIGHTING

116. 3D RENDERING OF CEILING LIGHTING







**AIA**

# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT: (name and address)**

Milford Middle School  
612 Lakeview Ave  
Milford, DE 19963

**OWNER: (name and address)**

Milford School District

906 Lakeview Ave  
Milford, DE 19963

**CONTRACTOR: (name and address)**

Continental Electrical Services LLC  
3 Mill Park Ct  
Newark, DE 19713

**CONTRACT INFORMATION:**

Contract For: B-19: Electrical  
Date: 12/19/23

**ARCHITECT: (name and address)**

Buck Simperts Architects &  
Associates  
954 Justison St  
Wilmington, DE 19801

**CHANGE ORDER INFORMATION:**

Change Order Number: B19-11  
Date: 4/7/2025

**CONSTRUCTION MANAGER: (name and address)**

Richard Y. Johnson & Son, Inc.

18404 Johnson Road  
PO Box 105  
Lincoln, DE 19960

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CO #19 ASI #078 - Changes to Professional Development ceiling including power, lighting and systems

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	4,015,000.00
\$	74,630.00
\$	4,089,630.00
\$	11,964.00
\$	4,101,594.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Buck Simperts Architects & Associates

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

4/7/25

DATE:

Continental Electrical Services LLC

CONTRACTOR (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

4/7/2025

DATE:

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER (Firm name)

SIGNATURE

Dean Johnson, CEO/COO

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER (Firm name)

SIGNATURE

Sara Hale, COO

PRINTED NAME AND TITLE

DATE:

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User Notes:



# CONTINENTAL Electrical Services LLC.

## CHANGE ORDER REQUEST

Submitted To: RICHARD Y. JOHNSON & SON, INC. Original Contract: \$4,015,000.00  
 Job Name: MILFORD MIDDLE SCHOOL Date: 4/4/2025  
 Job #: 24-002 Change Order #: 19

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Original Contract: Reference ASI #078 - Changes to Professional Development ceiling including power, lighting and systems.

### Description of Proposed Changes:

- Reference ASI - #078 - Changes to Professional Development area including changes to power, lighting and special systems.
- Includes changes to Drawing E121.0 and E131.0.
- No credit for Type A fixtures that are to be deleted. They are in production and are non-cancellable. These will be turned over to the owner at completion of the project. Labor to install these fixtures will be credited.
- All work to be performed between the hours of 7:00 - 3:30pm, Monday through Friday excluding holidays.
- Any contract modification arising from this proposal is subject to mutually agreeable schedule, terms and conditions.

Attached supporting information from: ☒ Subcontractor ☐ Supplier

Labor:			Total
Class	Rate	Hours	
Foreman	\$ 106.88	29	\$ 3,099.52
Journeyman	\$ 106.88	28	\$ 2,992.64
PM/Office	\$ 175.00	2	\$ 350.00
Labor Total =			\$ 6,442.16

Material:		
Misc. Material		\$ 1,219.62
Lighting (Kendall quote dated 4/2/2025)		\$ 2,210.00
Material		\$ -
Material		\$ -
Material Total =		\$ 3,429.62
Safety		\$ 161.05
Shipping / Receiving		\$ 48.01
Consumables		\$ 51.44
Warranty		\$ 128.84
Gross / Receipts Tax		\$ 98.72
Bond		\$ 123.40
Misc. Total =		\$ 611.47
Sub Total =		\$ 10,483.25
Overhead & Profit		\$ 1,480.77
Grand Total =		\$ 11,964

We propose hereby to furnish material and labor in accordance with above specifications for the sum of: \$ 11,964  
 Eleven Thousand Nine Hundred Sixty Four Dollars and .....00/100

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.  
 The Revision becomes part of and in conformance with, the existing contract and can be voided.  
 Continental Electrical Services, LLC is not responsible for lead times on material.

Authorized Signature:

*Dennis Gregg*

Signature:

Date:

Description	Qty	Total Mat(\$)	Total Hours
#12/2C MC CABLE 600V	440	\$285.56	11.44
1/2in. MC CONN T&B#302	48	\$45.12	3.38
3/8in. MC CABLE SUPPORT	105	\$78.75	5.25
B2-1 RED WIRE CONN	84	\$37.80	8.4
4in. SQ BOX 2-1/8 D COMBO	8	\$26.48	3.6
4in. OCTAGON BOX	3	\$9.93	1.35
4in. SQ 1G PL-RING 5/8	8	\$22.00	0.2
GRD SCREW W/6' LEAD#983	4	\$5.00	0.24
20A 125V DUPLEX REC (SG)	4	\$15.40	1
1G SS RECEPTACLE PLATE	4	\$11.76	0.4
1/2in. x8 S-TAP SCREW	16	\$4.00	0.64
TAPPING SCREW	96	\$24.00	3.84
4ACS T-BAR BOX SUPP	3	\$53.82	1.5
DEMO 12/2 MC	60	\$0.00	1.8
Type A-28' Fixture	-4	\$0.00	-6
Type C Fixture	21	\$0.00	15.75
Type CE Fixture	3	\$0.00	2.25
Occ Sensor	1	\$275.00	1.2
Room Controller	1	\$325.00	1
Totals		\$1,219.62	57.22



Date: Apr 2, 2025

Quote: RL25-47339-1

Quote

Page 1/2



Kendall Electric  
15 Colwell Lane  
Conshohocken PA 19428  
Phone: (610) 832-9000  
Fax: (610) 941-8181  
From: Sheila Stack  
Quoter Ph: (610) 832-9056  
Email: sheila.stack@kendallelectric.com

Project Milford Middle School 612 Lakeview Ave  
- ASI 78  
Location Milford DE  
Quote RL25-47339-1

To: Mr. Dennis Gregg  
Continental Electrical Service  
3 Mill Park CT  
Newark DE 19713  
Email: dgregg@continentalelect.com

For  
Bid Date Apr 2, 2025  
Expires May 2, 2025

QTY	Type	MFG	Part	
21	C	ELITE	22-FPL1-LED-3400L-DIM10-MVOLT-35K-85	
3	CE	ELITE	22-FPL1-LED-3400L-DIM10-MVOLT-35K-85-GTD- UL924	
1			LOT	
1			SHIPPING COST	\$2,210.00
SUBTOTAL			**INCLUDES SHIPPING COST	
Note				
Note			**CANNOT CANCEL (4) TYPE A-28' FIXTURES - FIXTURES ARE PRODUCED AND WAITING ON LED BOARDS.	
Note				

#### Terms and conditions of sale:

All materials are subject to prior sale. We reserve the right to correct clerical errors and to provide an alternate equal bill of material, subject to final approval. Minority participation is not guaranteed.

Shipping: Delivery dates are estimates only. Pricing does not include storage or shipping and handling. Freight terms are FCA Origin, freight invoiced.

Payments: Payment terms are Net 30 days, unless otherwise noted. Purchases made with credit cards will be charged a 2% fee. Taxes and tariffs are not included in the price. Retainage terms and back charges are not permitted.

\*\*Tariffs: Given current economic uncertainty, The Kendall Group may, at any time prior to shipment and upon notice to Buyer, adjust prices to accommodate price increases related to tariffs.

Terms and Conditions: This quotation is an offer to sell you the goods or services described herein on the terms and conditions set forth above and on our standard Terms and Conditions of Sale which are available at [https://www.kendallgroup.com/legal/legal\\_notices](https://www.kendallgroup.com/legal/legal_notices) or by calling 800-632-5422, unless otherwise agreed in writing and signed by authorized representatives of each party. Your order of any goods or services identified in this quotation constitutes your acceptance of our standard Terms and Conditions of Sale. We object to any different or additional terms and reject any prior offers we received from you. Prices are valid for thirty (30) days, unless otherwise noted above.

Kendall Electric Sheila Stack

Page 1/2



Date: Apr 2, 2025

Quote: RL25-47339-1

# Quote

Page 2/2



Kendall Electric  
15 Colwell Lane  
Conshohocken PA 19428  
Phone: (610) 832-9000  
Fax: (610) 941-8181  
From: Sheila Stack  
Quoter Ph: (610) 832-9056  
Email: sheila.stack@kendallelectric.com

Project Milford Middle School 612 Lakeview Ave  
- ASI 78  
Location Milford DE  
Quote RL25-47339-1

\*\*This quote does not include any potential tariff-related price increases that could go into effect in 2025 and beyond. If tariffs on imported components or finished goods are implemented, a revised quote may be required.\*\*

Kendall Electric Sheila Stack

Page 2/2



Planning  
Architecture  
Interior design  
Graphic Design  
Project Management

# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Date: March 29, 2025

To: J. Dixon, RYJ  
D. Zook, RYJ

From: Joel Newberry, BSA+A

Project Name: Milford Middle School - Bid Pack B  
Milford School District

Project Number: #22.018

Subject: **ASI #78 MODIFICATIONS TO  
PROFESSIONAL  
DEVELOPMENT CEILING IN  
RESPONSE TO RFI 64**

## NOTICE:

Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the Contract Documents dated 10/31/2023 and any previously issued addenda, thereby incorporating these items into the Contract Documents.

Attach this Architect's Supplemental Instruction (ASI) to the project manual for this project. Work or materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the drawings.

The work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time.

Any and all Architect's Supplemental Instructions shall be carried out in accordance with AIA Document G710 - 2017 Guidelines and Requirements.

The following clarification, changes and/or additions shall by this reference be incorporated into the contract documents as though fully set forth therein.

Buck Simperts Architect  
+ Associates, Inc.  
954 Justison Street  
Wilmington, DE 19801  
302.658.9300  
fax 658.1125  
[www.simperts.com](http://www.simperts.com)

#### **A. GENERAL**

1. This ASI provides for the following items.
  - a. Adds new ACT ceiling in Professional Development space

#### **B. MODIFICATIONS TO DRAWINGS**

1. Drawing A110.B&C LOWER FLOOR AREA B & C
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/29/2025.
2. Drawing M111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – DUCTWORK
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/14/2025.
3. Drawing E111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – LIGHTING
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/14/2025.
4. Drawing E121.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – POWER
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/14/2025.
5. Drawing E131.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – SPECIAL SYSTEMS
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/14/2025.
6. Drawing P111.0 LOWER FLOOR PLAN – AREAS 'B' – PLUMBING
  - a. Replace existing drawing with attached drawing of same name and number, dated 03/14/2025.

#### **C. MODIFICATIONS TO PROJECT MANUAL**

1. NO MODIFICATIONS TO PROJECT MANUAL

#### **D. ATTACHMENTS**

1. Drawing A110,B&C LOWER FLOOR AREA B & C, Revision No. 2, dated 03/29/2025.
2. Drawing M111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – DUCTWORK, Revision No. 2, dated 03/14/2025.
3. Drawing E111.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – LIGHTING, Revision No. 3, dated 03/14/2025.
4. Drawing E121.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – POWER, Revision No. 3, dated 03/14/2025.
5. Drawing E131.0 LOWER FLOOR PLAN – AREAS 'B' & 'C' – SPECIAL SYSTEMS, Revision No. 3, dated 03/14/2025.

6. Drawing P111.0 LOWER FLOOR PLAN -- AREAS 'B' -- PLUMBING, Revision No. 1, dated 03/14/2025.

**END OF ASI**





# **DUCTWORK SCHEDULING ATTENTION** **SCHEDULE OF WORK**

1. The owner is to provide the schedule of work for the ductwork to be installed.
2. The owner is to provide the schedule of work for the ductwork to be installed.
3. The owner is to provide the schedule of work for the ductwork to be installed.
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## **KEY PLAN**

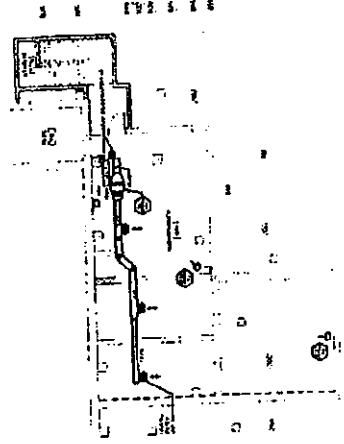


**Office of the Superintendent**  
**Superintendent**  
**Assistant Superintendent**  
**Business Manager**  
**Director of Instruction**  
**Director of Student Services**  
**Director of Facilities**  
**Director of Transportation**  
**Director of Nutrition**  
**Director of Health Services**  
**Director of Special Education**  
**Director of Title I**  
**Director of Title II**  
**Director of Title III**  
**Director of Title IV**  
**Director of Title V**  
**Director of Title VI**  
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**Director of Title XXX**

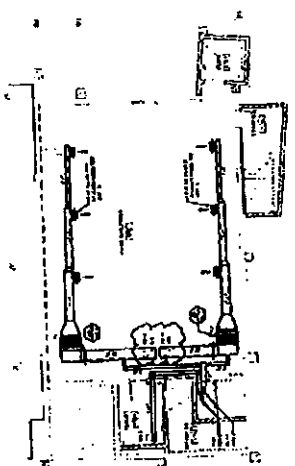
**B S A**  
**Buck Simpers Architect**  
**+ Associates, Inc.**  
**954 Justison St.**  
**Wilmington, DE 19801**  
**302 658-5300**  
**Fax 302-658-1125**

**JOB NO. 2008**  
**MILFORD MIDDLE SCHOOL**

**LOWER LEVEL PLAN - AREA 'C' - OUTDOOR**  
**M111.0**



**LOWER LEVEL PLAN - AREA 'C' - OUTDOOR**  
**1/4" = 1'-0"**



**LOWER LEVEL PLAN - AREA 'B' - OUTDOOR**  
**1/4" = 1'-0"**



TEYROLAN

**STANDARD**

**Minimum Educational Qualification**

TRANSLUCID, LUMINOUS  
 AND REFLECTIVE  
 POLYMER FILMS

1. **What is the purpose of the study?**  
 2. **What are the research objectives?**  
 3. **What is the research methodology?**  
 4. **What are the results of the study?**  
 5. **What are the conclusions of the study?**  
 6. **What are the limitations of the study?**  
 7. **What are the implications of the study?**  
 8. **What are the future research directions?**  
 9. **What are the contributions of the study?**  
 10. **What are the key findings of the study?**

Author's note: I am grateful to the following people for their comments on earlier drafts of this paper: David Colander, David Foray, and two referees for *Journal of Economic Surveys*.

STAN, CHARLES  
TODD, THOMAS FRODO

三、

CONTACT: 1-800-445-5555  
Crown Automotive, LLC  
10000 Highway 100, Suite 100  
Dallas, TX 75243

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715-704-0644  
Sustainable Systems Planning  
2040 North Avenue, Suite 200  
Chattanooga, TN 37402

Subject Line: [Redacted]

**RES +**

Chuck Simpers Archives

954 Justice S

Wilmington, DE 19801  
302 658-9300

21-059 x03

**JOB NO.** 22.07

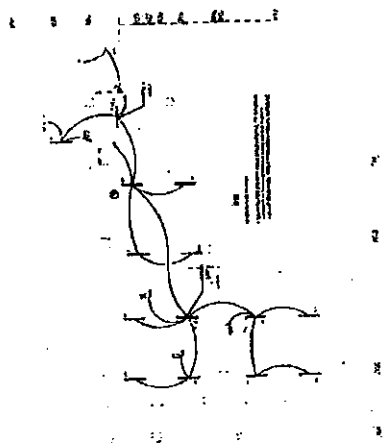
MILFORD MIDDLE SCHOOL

\_\_\_\_\_

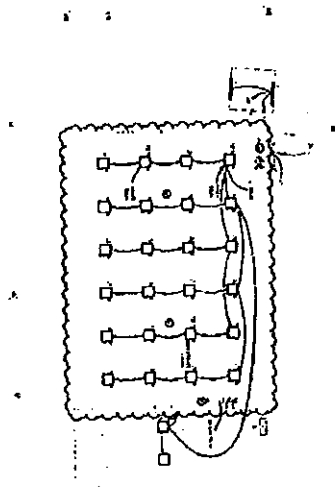
LOWER FLOOR AND  
AREAS 8 & 9 - LIGHT

E111.

**[REDACTED] AND ASSOCIATES**



... LOWER LEVEL PLAN - AREA C - LIGHTING



(1) LOWER LEVEL - PROF. DEV. - LIGHTING



# KEY PLAN

**Milford**  
SCHOOL DISTRICT

**Architect:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

**Engineer:**  
Buck Simpson Architect  
+ Associates, Inc.  
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**Structural Engineer:**  
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**PLUMBING ENGINEER:**  
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**CONSTRUCTION MANAGEMENT:**  
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**TRANSPORTATION ENGINEER:**  
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**HAZARDOUS WASTE ENGINEER:**  
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**VEGETATION ENGINEER:**  
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**ARCHITECTURAL HISTORIC ENGINEER:**  
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**ARCHITECTURAL PAINT ENGINEER:**  
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**ARCHITECTURAL RESTAURATION ENGINEER:**  
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**ARCHITECTURAL SECURITY ENGINEER:**  
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+ Associates, Inc.  
954 Jackson St.  
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**ARCHITECTURAL SUSTAINABILITY ENGINEER:**  
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**ARCHITECTURAL THERMAL ENGINEER:**  
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**ARCHITECTURAL VIBRATION ENGINEER:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

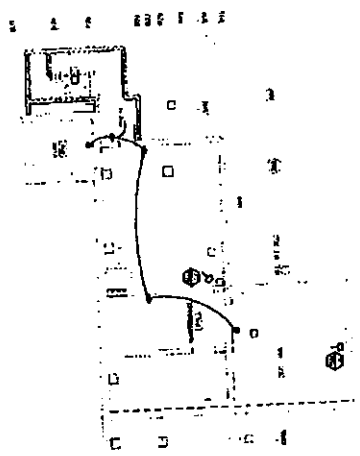
**ARCHITECTURAL WEATHER ENGINEER:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

**ARCHITECTURAL WIND ENGINEER:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

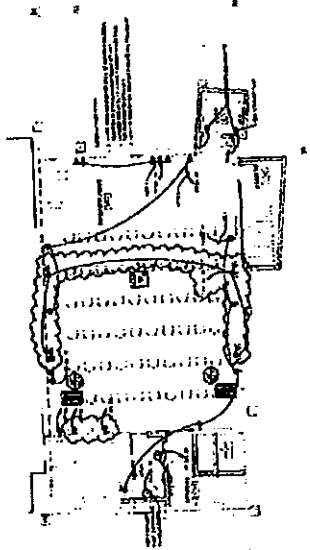
**ARCHITECTURAL X-RAY ENGINEER:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

**ARCHITECTURAL YACHT ENGINEER:**  
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

**ARCHITECTURAL ZOO ENGINEER:**  
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+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125



LOWER LEVEL PLAN - AREA C - POWER



LOWER LEVEL PLAN - AREA B - POWER

**B S A + A**

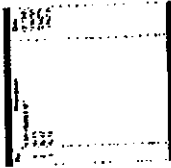
Buck Simpson Architect  
+ Associates, Inc.  
954 Jackson St.  
Wilmington, DE 19801  
302 658-9300  
Fax 658-1125

JOB NO. 22,813  
MILFORD MIDDLE SCHOOL

LOWER FLOOR PLAN -  
AREAS B & C - POWER

E121.0





# KEY PLAN



**Milford School District**

1000 N. 10th St.  
Milford, DE 19961

Phone: (302) 426-1000  
Fax: (302) 426-1001

Website: www.milfordschools.org

Superintendent: Dr. Robert L. Smith

Principal: Dr. Robert L. Smith

Assistant Principal: Dr. Robert L. Smith

Director of Special Services: Dr. Robert L. Smith

Director of Athletics: Dr. Robert L. Smith

Director of Transportation: Dr. Robert L. Smith

Director of Technology: Dr. Robert L. Smith

Director of Facilities: Dr. Robert L. Smith

Director of Nutrition: Dr. Robert L. Smith

Director of Safety: Dr. Robert L. Smith

Director of Community Relations: Dr. Robert L. Smith

Director of Intergovernmental Relations: Dr. Robert L. Smith

Director of Public Information: Dr. Robert L. Smith

Director of Student Services: Dr. Robert L. Smith

Director of Teacher Services: Dr. Robert L. Smith

Director of Parent/Family Services: Dr. Robert L. Smith

Director of Career/Technical Education: Dr. Robert L. Smith

Director of Adult/Continuing Education: Dr. Robert L. Smith

Director of International Education: Dr. Robert L. Smith

Director of Lifelong Learning: Dr. Robert L. Smith

Director of Special Education: Dr. Robert L. Smith

Director of Gifted/Talented: Dr. Robert L. Smith

Director of English Language Learners: Dr. Robert L. Smith

Director of Special Services: Dr. Robert L. Smith

Director of Athletics: Dr. Robert L. Smith

Director of Transportation: Dr. Robert L. Smith

Director of Technology: Dr. Robert L. Smith

Director of Facilities: Dr. Robert L. Smith

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Director of Adult/Continuing Education: Dr. Robert L. Smith

Director of International Education: Dr. Robert L. Smith

Director of Lifelong Learning: Dr. Robert L. Smith

Director of Special Education: Dr. Robert L. Smith

Director of Gifted/Talented: Dr. Robert L. Smith

Director of English Language Learners: Dr. Robert L. Smith

Director of Special Services: Dr. Robert L. Smith

Director of Athletics: Dr. Robert L. Smith

Director of Transportation: Dr. Robert L. Smith

Director of Technology: Dr. Robert L. Smith

Director of Facilities: Dr. Robert L. Smith

Director of Nutrition: Dr. Robert L. Smith

Director of Safety: Dr. Robert L. Smith

Director of Community Relations: Dr. Robert L. Smith

Director of Intergovernmental Relations: Dr. Robert L. Smith

Director of Public Information: Dr. Robert L. Smith

Director of Student Services: Dr. Robert L. Smith

**B S A + A**

Buck Simpos Architects

+ Associates, Inc.

854 Justison St.

Wilmington, DE 19801

302 658-9300

Fax: 658-1125

JOB NO. 22018

MILFORD MIDDLE SCHOOL

LOWER FLOOR PLAN -

AREAS B & C SYSTEMS

E131.0

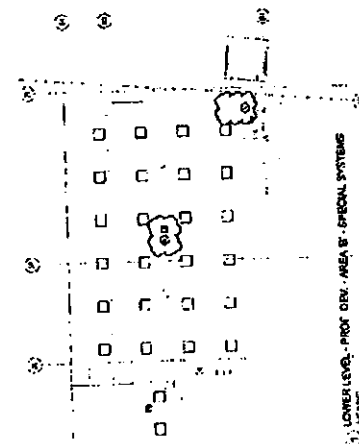
DATE: 08/01/00

BY: [Signature]

1 2 3 4 5 6 7 8 9 10 11 12



LOWER LEVEL PLAN - AREA C - SPECIAL SYSTEMS



LOWER LEVEL - PROT. DR. AREA B - SPECIAL SYSTEMS



**KEY PLAN**

**Milford School District**

**OWNER:**  
Milford School District  
1000 School Drive  
Milford, DE 19966

**ARCHITECT:**  
Buck Sinners Architect  
+ Associates, Inc.  
954 Juleston St.  
Wilmington, DE 19801  
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**ENGINEER:**  
Buck Sinners Architect  
+ Associates, Inc.  
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Wilmington, DE 19801  
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Fax 658-1125

**PLUMBING:**  
Buck Sinners Architect  
+ Associates, Inc.  
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Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

**B S A**

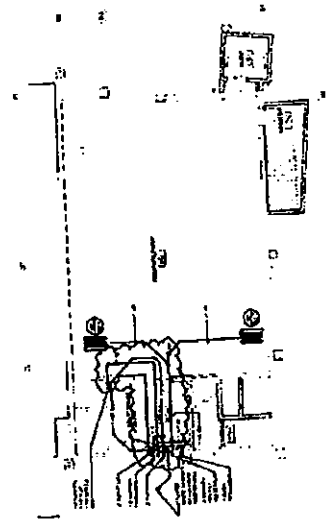
**Buck Sinners Architect  
+ Associates, Inc.**  
954 Juleston St.  
Wilmington, DE 19801  
302 658-8300  
Fax 658-1125

**JOB NO. 22216  
MILFORD MIDDLE  
SCHOOL**

**LOWER FLOOR PLAN -  
AREA 5 - PLUMBING**

**P111.0**

**DATE: 10/10/2000**



**LOWER LEVEL PLAN - AREA 5 - PLUMBING**

# Financial Position Report

as of March 31, 2025

Forecast Period: Q4-2025

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4		Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30	Projected 1 month Local Payroll
Local Expenses	\$28,848,411.33	\$126,370.17	\$278,487.00	\$29,253,268.50		\$3,446,331.77	\$593,719.17	\$4,040,050.94	\$25,213,217.56	\$984,666.22
Div II	\$714,788.28	\$521,919.47	\$0.00	\$1,236,707.75		\$0.00	\$1,226,707.75	\$1,226,707.75	\$10,000.00	
Div III	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$280,982.24	\$0.00	\$0.00	\$280,982.24		\$280,982.24	\$0.00	\$280,982.24	\$0.00	
<b>Total Discretionary Fund Revenue</b>	<b>\$29,844,181.85</b>	<b>\$648,289.64</b>	<b>\$278,487.00</b>	<b>\$30,770,958.49</b>		<b>\$3,727,314.01</b>	<b>\$1,820,426.92</b>	<b>\$5,547,740.93</b>	<b>\$25,223,217.56</b>	

Approved by Superintendent: \_\_\_\_\_

Approved by Board President: \_\_\_\_\_

Preparer: \_\_\_\_\_

Proposal for

**Milford School District  
Milford, DE**

Prepared by



3/18/2025

173041

Benjamin Banneker Elementary-Revised



800-438-2780 | [cunninghamrec.com](http://cunninghamrec.com)



Hello!

We are excited for the opportunity to work with you on your upcoming exciting new playground project! For almost 60 years, Cunningham Recreation has designed and built thousands of playgrounds for children of all ages and all abilities. We partner with municipalities, schools, architects and youth organizations to plan, design and build their vision from the ground-up.

Cunningham Recreation is the exclusive representative for GameTime park and playground equipment in North Carolina, South Carolina, Virginia, West Virginia, Arkansas, Kansas, Missouri, Illinois, Oklahoma, Texas, Tennessee, Iowa, Nebraska, North Dakota, South Dakota, Delaware, Maryland, and DC.

The following pages will provide greater detail about our proposal(s), more information on Cunningham Recreation and GameTime and how we can meet the goals of your project.

Please reach out with any questions or additional details. I look forward to working with you.

Sincerely,



Brian Lewis, CPSI  
Sales Associate  
410-490-9003  
[blewis@cunninghamrec.com](mailto:blewis@cunninghamrec.com)



# About Cunningham Recreation and GameTime



Since 1929, GameTime has been a pioneer in the commercial playground equipment industry. GameTime has continued to bring meaningful research around the importance of play to the design, engineering, manufacture, and delivery of play equipment. GameTime Play Equipment's work has elevated industry standards on safety, physical and mental development, inclusion, and intergenerational interaction.

GameTime play systems, site furnishings and amenities are constructed from the highest quality materials and are backed by the industry's best warranty and customer service. Equipment is manufactured to meet current ASTM, CPSC and ADA guidelines for playground safety and accessibility.

For almost 60 years, Cunningham Recreation has been providing commercial park and playground equipment from design to construction. We are proud to serve as GameTime Play Equipment's exclusive representative in North Carolina, South Carolina, Virginia, West Virginia, Arkansas, Kansas, Missouri, Illinois, Oklahoma, Tennessee, Texas, Iowa, Nebraska, North Dakota, South Dakota, Delaware, Maryland, and DC.

Cunningham Recreation has adequate coverage in each territory to ensure our customers receive professional assistance and excellent customer service.

## Range of Installation and Services

GameTime holds an ISO 9001 certification, which validates our high-quality manufacturing standards and our commitment to excellence in the design, production, installation, inspection and testing of our products. Our ISO 14001 certification supports our dedication to environmental sustainability and our commitment to eliminating waste, implementing recycling practices in our manufacturing facility, and offering recycled and recyclable products to our customers.

Cunningham Recreation specializes in complete park and playground solutions. We offer a full range of commercial park and play equipment for children of all ages and all abilities, and we have completed thousands of installations.

Cunningham Recreation offers a variety of resources and design approaches for planning and maintaining parks and playgrounds.



Both Cunningham Recreation and GameTime are considered leaders in the playground industry. Why not partner with a leader? Our research, design principles, innovative products and available resources are at your disposal.





## SIGNATURE PROJECTS



### Pirate's Wharf – Quantico, MD

Pirate's Wharf is a large nature themed playground with lots of play activities. This playground design includes one GameTime play structure for ages 5-12 with a large GFRC Treehouse, integrated shade, TriNet, GFRC log climbers and balance beam, mushroom stepping pods, a boulder functionally linked. The play space also includes a Whirlwind Seat and swings including adaptive seats. Children can enjoy finding the hidden animals included in the GFRC Treehouse. The playground is completed with engineered wood fiber (EWF) safety surfacing.

Total Cost: \$327,000

### Worcester Tech Childcare Center – Newark, MD

This playground was designed for The Nest Early Learning Center located at Worcester Technical High School. The playground consists of a 2-5 play structure with integrated shade, a GFRP frog climber, slides, musical panels and other interactive play components. The play space also includes spring riders and an outdoor seating area with shade. Benches are included around the perimeter to provide visual monitoring of the playground. Safety surfacing is poured-in-place rubber with graphics for added play value.

Total Cost: \$338,000



### Newark Park – Newark, MD

Newark Park playground is a farm themed playground honoring the location of an old John Deere store. This playground features a 5-12 barn themed play structure with a spiral slide, silo, custom tractor climber and cornstalk climbers. The play space also includes an inclusive seesaw, spin-with-me and swings. A custom interactive animal panel offers children a unique play experience. This playground is completed with engineered wood fiber (EWF) safety surfacing and a sway bench under a nearby shade tree.

Total Cost: \$200,000



# Benjamin Banneker Elementary Revised

Design • Build • PLAY!

Rendered Colors:  
Deck: Blue  
HDPE: Beige  
Basic: Metallic  
Coated Site: Blue  
Accent/Arch: Burgundy  
Accent/Arch2: Burgundy  
2 Color HDPE: Burgundy/White  
RotoPlastic: Burgundy  
Metal Roof: Burgundy  
PIP: Blue



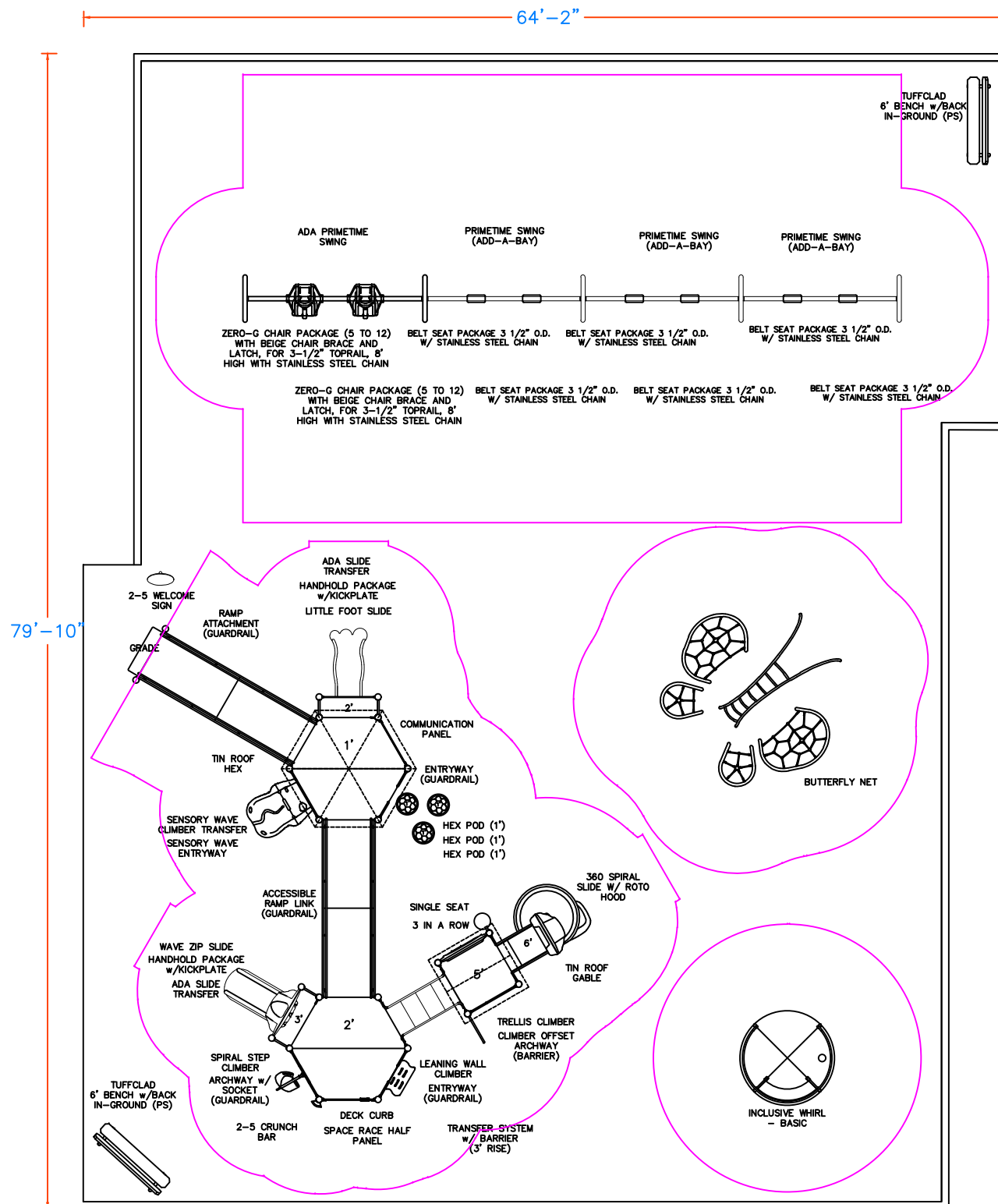
View 2



View 3







SURFACING		CURBING	
TYPE	PIP	TYPE	J CRBS
SQ FT	3865	LN FT	218
CFH	8'	HT	FLUSH

1	5
0	2
10	

SCALE IN FEET



A PLAYCORE Company

150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com



Milford School District  
Benjamin Banneker Elem  
Milford, DE

Representative  
Cunningham Recreation

This play  
equipment is  
recommended  
for children ages  
2-5

Minimum Area Required:

Scale:

This drawing can be  
scaled only when in  
an 11" x 17" format

**IMPORTANT:** Soft resilient surfacing  
should be placed in the use zones of all  
equipment, as specified for each type of  
equipment, and at depths to meet the  
critical fall heights as specified by the U.S.  
consumer Product Safety Commission,  
ASTM standard F 1487 and Canadian  
Standard CAN/CSA-Z-614

Drawn By:  
CR/BM

Date:  
12/3/24

Drawing Name:  
173041-01-02





Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX  
www.cunninghamrec.com

03/18/2025  
Quote #  
173041-01-02

## Benjamin Banneker Elem- Revised

Milford School District  
Attn: Mike Sharp  
449 North Street  
Milford, DE 19963  
United States  
Phone: 302-381-0223  
msharp@msd.k12.de.us

Ship to Zip 21813

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - PowerScope Modular Unit for Ages 2-5 (per attached drawing) [Accent:_____] [Basic:_____] [Deck:Pvc:_____] [RotoPlastic:_____] [MetalRoof:_____] [Accent2:_____] [HDPE:_____] [Arch:_____] [Tube:_____] [2ColorHDPE:_____]	\$97,680.00	\$97,680.00
		(2) 16465 -- Slide Transfer (Ada)		
		(3) 32022 -- Hex Pod Step (1')		
		(1) 80000 -- 49" Sq Punched Steel Deck		
		(1) 80203 -- Tin Roof Gable		
		(1) 80206 -- Tin Roof Hex		
		(1) 80612 -- Deck Curb		
		(2) 80687 -- Handhold/Kick Plate Pkg		
		(1) 81680 -- Single Seat		
		(1) 81696 -- Crunch Bar (Ps 2-5)		
		(2) 90005 -- Two Piece Hex Deck, Ada Ramp Access		
		(1) 90023 -- 3'-0" Transfer System W/ Barrier		
		(1) 90249 -- 2' Leaning Wall Climber		
		(2) 90264 -- 6' Upright, Alum		
		(1) 90266 -- 8' Upright, Alum		
		(1) 90267 -- 9' Upright, Alum		
		(2) 90269 -- 11' Upright, Alum		
		(4) 90272 -- 14' Upright, Alum		
		(1) 90305 -- Climber Archway W/Socket & Guardrail		
		(1) 90336 -- Climber Offset Archway W/ Barrier		
		(1) 90503 -- 2'-6"/3' Single Wave Zip Slide		
		(1) 90530 -- 2'/2'-6" Little Foot Slide W/Enclosu		
		(1) 90666 -- Spiral Step Climber (2'-0" & 2'6")		
		(1) 90673 -- Ramp (Guardrail)		



Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX  
www.cunninghamrec.com

03/18/2025  
Quote #  
173041-01-02

## Benjamin Banneker Elem- Revised

Quantity	Part #	Description	Unit Price	Amount
		(1) 90674 -- Std Access Ramp Link 3 Dk Gr		
		(1) 90834 -- 3-in-a-Row Panel		
		(1) 90882 -- 360 Spiral Slide 5' w/roto hood		
		(2) 91146 -- Entryway - Guardrail		
		(1) 91373 -- PS Sensory Challenge Transfer 1'/1'6"		
		(1) 91457 -- Sensory Wave Entryway		
		(1) 91583 -- Space Race Half Panel		
		(1) 91774 -- Trellis Climber 3'6" to 5'6"		
		(1) 91805 -- Communication Board		
		(4) G90262 -- 4' Upright, Galv		
		(1) G90266 -- 8' Upright, Galv		
		(3) G90267 -- 9' Upright, Galv		
		(4) G90269 -- 11' Upright, Galv		
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08
1	38003	GameTime - Butterfly Net [Basic:_____]	\$23,747.78	\$23,747.78
1	6262	GameTime - Inclusive Whirl - Basic [2 Color HDPE:_____] [Basic:_____] [HDPE:_____]	\$18,814.44	\$18,814.44
1	RDU	GameTime - 4-Bay Primetime Swings (per attached drawing) [Basic:_____] [RotoPlastic:_____]	\$10,082.00	\$10,082.00
		(1) 12583 -- Ada Primetime Swing Frame, 3 1/2" Od		
		(3) 18827 -- Primetime Swing Add A Bay 3 1/2" X 8'		
		(2) SS8558 -- 3 1/2" Zero-G Chair (5-12)-Stainless		
		(6) SS8910 -- Belt Seat 3 1/2" /8' W/Clevis		
2	28009	GT-Site - 6' P/S Bench W/Back Inground [Basic:_____] [Coated Site:_____]	\$1,138.89	\$2,277.78
1	5178	GameTime - Welcome Sign (2-5) [Basic:_____]	\$831.00	\$831.00
270	INSTALL	MISC - Installation (per man hour)	\$205.00	\$55,350.00
1	GSS24641- PLAYGROUND	Cunningham Recreation - State of Delaware Playground and Recreation Equipment and Accessories Contract-  <ul style="list-style-type: none"> <li>Contract Number: GSS24641 - Playground</li> <li>Contract Term: October 1, 2024 thru July 31, 2026.</li> <li>Contract may be renewed for three (3) one (1) year periods.</li> </ul>		
			<b>Sub Total</b>	<b>\$208,875.08</b>
			<b>Total</b>	<b>\$208,875.08</b>



Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX  
www.cunninghamrec.com

03/18/2025  
Quote #  
173041-01-02

## Benjamin Banneker Elem- Revised

### Comments

\* Site must be clear, level, free of obstructions, and accessible. *Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.*

### TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **PAYMENT TERMS:** Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Cunningham Recreation or this signed quotation is required for all orders unless otherwise noted. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Checks should be made payable to Cunningham Recreation unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or as permitted by law) will be added to invoices over 30 days past due.
- **TAXES:** Taxes will be shown as a separate line item when included. Any applicable taxes not shown will be added to final invoice. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.
- **SHIPMENT:** Multiple shipments may be required based on point of origin. Above costs assume one shipment for each vendor quoted.
- **LEAD TIME:** Standard orders ship **6-8 weeks** after receipt of order and acceptance of your purchase order, color selections, approved submittals (if required) unless otherwise noted. Custom equipment and shades may require a longer lead times. Surfacing lead time is approximately 2 weeks after scheduling request.
- **DELIVERY:** It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery.

### INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.



Cunningham Recreation  
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800.438.2780  
704.525.7356 FAX  
www.cunninghamrec.com

03/18/2025  
Quote #  
173041-01-02

## Benjamin Banneker Elem- Revised

### **ACCEPTANCE OF QUOTATION:**

*Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.*

Accepted By (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Amount: **\$208,875.08**

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_

(PLEASE PROVIDE A COPY OF CERTIFICATE)

\_\_\_\_\_  
Salesperson's Signature

\_\_\_\_\_  
Customer Signature

### **BILLING INFORMATION:**

Bill to: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **SHIPPING INFORMATION:**

Ship to: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_





GameTime c/o Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

03/18/2025  
Quote #  
173041-02-02

## Benjamin Banneker Elem (Surfacing & Borders)-Revised

Milford School District  
Attn: Mike Sharp  
449 North Street  
Milford, DE 19963  
United States  
Phone: 302-381-0223  
msharp@msd.k12.de.us

Ship to Zip 21813

Quantity	Part #	Description	Unit Price	Amount
4558	PIP	GT-Impax - Poured in Place Safety Surfacing (per SF)- Price Includes: <ul style="list-style-type: none"><li>• 3.75" thick for 8' CFH</li><li>• 50% Standard Color 50% Black</li><li>• Small Granules under belt seats</li><li>• Trash Removal</li><li>• Freight</li><li>• Installation</li></ul>	\$21.94	\$100,002.52
4558	INSTALL	MISC - Supply/Install Crushed Stone Sub-base (4" thickness)	\$5.00	\$22,790.00
30	Curb	GT-Impax - Rubber J Curbs	\$67.80	\$2,034.00
1	INSTALL	MISC - Installation of J Curbs	\$3,000.00	\$3,000.00
Contract: OMNIA #2017001134			<b>Sub Total</b>	\$127,826.52
			<b>Estimated Freight</b>	\$1,305.00
			<b>Total</b>	<b>\$129,131.52</b>

### Comments

\* Site must be clear, level, free of obstructions, and accessible. *Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.*



GameTime c/o Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

03/18/2025  
Quote #  
173041-02-02

## Benjamin Banneker Elem (Surfacing & Borders)-Revised

### GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** **Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

### INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.



GameTime c/o Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

03/18/2025  
Quote #  
173041-02-02

## Benjamin Banneker Elem (Surfacing & Borders)-Revised

### ACCEPTANCE OF QUOTATION:

*Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.*

Accepted By (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Amount: **\$129,131.52**

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_

(PLEASE PROVIDE A COPY OF CERTIFICATE)

\_\_\_\_\_  
Salesperson's Signature

\_\_\_\_\_  
Customer Signature

### BILLING INFORMATION:

Bill to: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### SHIPPING INFORMATION:

Ship to: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

# MATERIAL COLOR OPTIONS

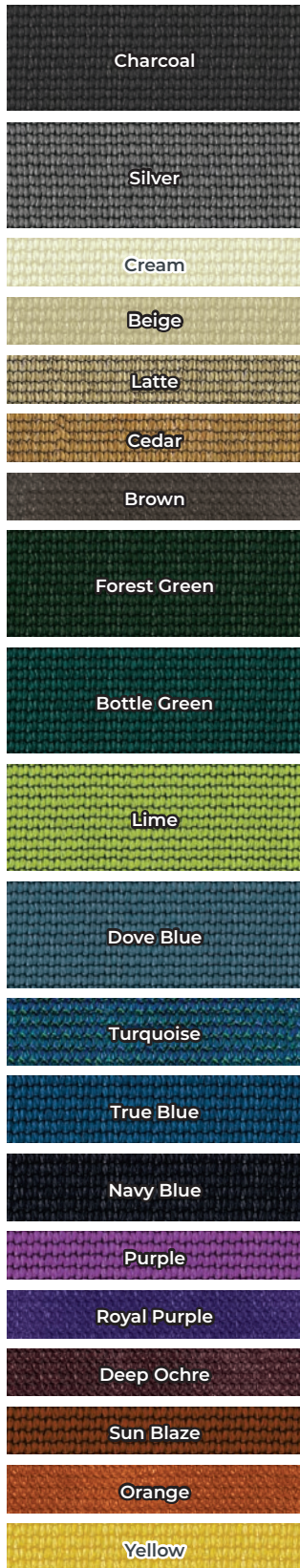
METAL	PLASTIC	HDPE	2 COLOR HDPE
Black		Black	Black/White
Starlight Black			
Metallic	Champagne	Dolphin Gray	Gray/Black
White			White/Black
Vanilla			
Champagne	Beige	Beige	Beige/Green
Beige			
Brown	Brown	Brown	Brown/White
Bronze			
Dark Green	Green	Green	Green/White
Green			
Sage			
Ice Butter	Chartreuse		
Ice Mint			
Chartreuse	Spring Green	Spring Green	Spring Green/White
Spring Green			
Ocean			
Azure	Azure	Azure	Azure/White
Sea Mist			
Sky Blue	Sky Blue	Sky Blue	Sky Blue/White
Blue	Blue	Blue	Blue/White
Periwinkle	Periwinkle	Purple	Purple/White
Royal Purple	Royal Purple		
Burgundy	Burgundy	Burgundy	Burgundy/White
Red	Red	Red	Red/White
Orange	Orange	Orange	Orange/White
Butterscotch			
Yellow	Yellow	Yellow	Yellow/Black

Actual colors may differ from the images represented here. Contact your local GameTime representative for sample materials.

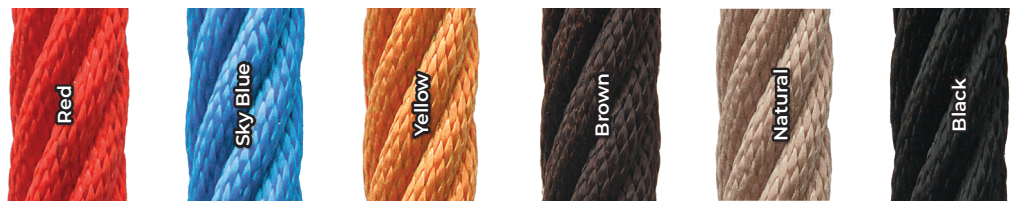


# MATERIAL COLOR OPTIONS

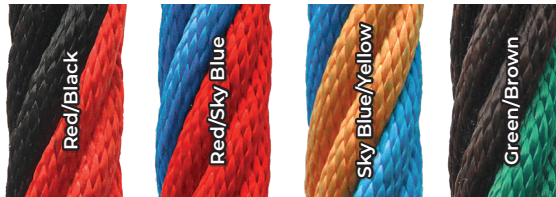
## SHADE FABRIC



## VISTAROPETM STANDARD

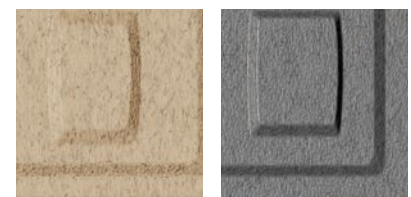


## VISTAROPETM CUSTOM



\*Colors for VistaRope products only. All standard GameTime ropes are black.

## SPECIAL ROCK



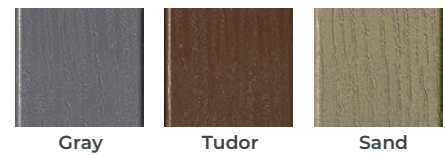
Sandstone

Deep Granite

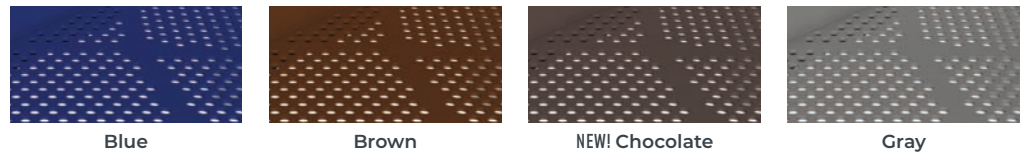
## WALLCANO® HANDHOLDS



## SITE RECYCLED PLASTIC LUMBER



## DECKS





HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

---

## MEMORANDUM

TO: Milford School District Board of Education  
FROM: Michael Sharp, Supervisor of Buildings and Grounds  
SUBJECT: Facilities Assessment Plan 2025

Senate Bill 270 passed in June 2022, establishing an evaluation and assessment system to determine whether a school facility is in a state of good repair. The purpose of the assessment is to assure that school facilities are clean, safe, and functional for staff and students. This new annual requirement must identify deficiencies in all school buildings according to the state required good repair matrix and include a plan to remedy identified deficiencies. The Milford Board of Education is required to review this plan and approve submission to the Department of Education by May 1 each year. Outlined in this memo is the Milford School Districts Facility Assessment Plan for 2025 for approval.

Using a combination of funds over the past several years, the district has worked diligently to take a proactive approach to self-identify concerns and improve our buildings with multiple initiatives. The district has been able to make significant renovations to Milford High School including the Heating, Ventilation, and Air Conditioning system, gymnasium, and turf fields. Additionally, to address moisture and humidity concerns, most of the carpet in the district has been replaced with tile, and the windows and chiller at Banneker Elementary are slated to be replaced this summer.

This assessment confirms that our buildings are in great shape due to our preventative maintenance efforts, thanks to our dedicated team of maintenance staff, custodians, and contractors. Our work order system is utilized to track and resolve maintenance issues as they arise. The district utilizes external contracts for preventative maintenance on our playgrounds, building automation systems, fire system and new video security system. The plan below addresses the state's requirement for good repair assessment only.



HOME of the BUCCANEERS

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

LuLu Ross Elementary	
Identified Good Repair Deficiency	Remedy Plan
Section of roof over cafeteria has been identified to have leaks.	Section identified in 2024 good repair plan over cafeteria was replaced fall of 2024. If and when a leak happens, we will work with a contractor to identify and fix them. We call as soon as a leak is identified.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.
Some Classroom built-in countertops are in fair shape	Will repair and work with a contractor to address them as needed.

Banneker Elementary	
Identified Good Repair Deficiency	Remedy Plan
Small roof leaks when it rains heavily.	Leaks were addressed from the 2024 good repair plan and fixed. If and when a leak happens, we will work with a contractor to identify any leaks and have them fixed. We call as soon as a leak is identified.
Window leaks identified	Windows are scheduled to be replaced Summer 2024
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.
Areas of the building found to have humidity issues	Chiller was replaced fall of 2024 with a start of spring break 2025 to address humidity issues. All classroom windows were replaced Summer/Fall 2024



HOME of the BUCCANEERS

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

Mispillion Elementary	
Identified Good Repair Deficiency	Remedy Plan
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.

Morris Elementary	
Identified Good Repair Deficiency	Remedy Plan
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.

Milford Central Academy	
Identified Good Repair Deficiency	Remedy Plan
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.





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

Milford High School	
Identified Good Repair Deficiency	Remedy Plan
Small roof leaks when it rains heavily.	Working with contractor to identify any leaks and have them fixed. We call as soon as a leak is identified. Significant replacement of the roof over the past two years with HVAC and Gym renovation projects.
Window leaks in a few offices.	Plan to fix the leaks as they arise.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.
Identified some countertop and case work that are in fair condition.	Will address as part of future projects.

Upon approval from the school board this plan will be sent to the state to satisfy the annual requirement.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

4323(a)

**LOCAL SALARY SUPPLEMENT: CAFETERIA WORKERS**

YEARS EXPERIENCE	LOCAL
0	2.40
1	2.43
2	2.44
3	2.45
4	2.49
5	2.52
6	2.53
7	2.57
8	2.58
9	2.60
10	2.61
11	2.62
12	2.65
13	2.69
14	2.70
15	2.72
16	2.72
17	2.72
18	2.72
19	2.72
20	2.81
21	2.81
22	2.81
23	2.81
24	2.81
25	2.87
26	2.87
27	2.87
28	2.87
29	2.87
30	2.87

Completion of two (2) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: (\$ 0.30) cents per hour added to local salary supplement.

Completion of four (4) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: (\$0.75) cents per hour added to local salary supplement.

~~Schools with more than 800 students qualify for an Assistant Manager: Additional \$2,000 stipend.~~

~~Schools with 800 students or less qualify for a Team Lead: Additional \$1,000 stipend.~~

~~All schools will have an Assistant Manager position. Assistant Managers will receive an additional \$3,500 stipend annually.~~

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ADOPTED: 1/19/81; 6/21/82; 8/20/84; 8/19/85; 8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97;  
7/1/99; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13; 12/15/14, 10/19/15, 7/1/16, 7/1/18, 10/18/21,6/26/23,  
7/15/24; 9/16/24

# Milford

## SCHOOL DISTRICT

HOME *of the* BUCCANEERS



## Milford School District Code of Conduct

2025-2026





**Milford School District**

906 Lakeview Avenue  
Milford, Delaware  
302-422-1600

**Milford School District Board Members**

Dr. Adam Brownstein  
Mr. Matt Bucher  
Mrs. Ashlee Connell  
Mr. Victor “Butch” Elzey  
Mr. Scott Fitzgerald  
Mrs. Jennifer Massotti  
Mrs. Jean Wylie

**District Administrators**

Dr. Bridget Amory, Superintendent  
Dr. Kelly Carvajal Hageman, Chief Academic Officer  
Dr. Sara Hale, Chief Operations Officer  
Ms. Laura Manges, Human Resources Director, Title IX Coordinator  
Dr. Jennifer Hallman, Director of Student Services  
Dr. Jessica Weller, Supervisor of Climate and Safety

This document is not all inclusive, nor does it restrict the Milford School District, the Superintendent and/or Board of Education’s authority to take actions that are appropriate to maintain a safe and orderly educational environment.

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; 6/26/06;  
10/23/06; 1/29/07; 4/23/07; 7/9/07; 12/17/07; 05/19/08; 6/29/09; 4/26/10; 5/17/10; 8/23/10;  
10/25/10; 2/28/11; 7/11/11; 1/23/12; 5/20/13; 4/29/14; 6/5/17; 8/1/22; 7/31/23; 5/20/24

## Table of Contents

<b>Chapter One: Introduction and Expectations.....</b>	<b>5</b>
Introduction.....	5
What Is The Student Code Of Conduct?.....	5
When Is The Code Of Conduct Applicable?.....	5
Students With Disabilities.....	6
Delaware Interscholastic Athletic Association Requirements.....	6
Unsafe School Student Transfer Option.....	6
School Administration & In Loco Parentis Rights.....	6
Code Of Conduct Review.....	6
<b>Expectations.....</b>	<b>7</b>
Expectations Of Students.....	7
Expectations Of Parents/Guardians.....	7
Expectations Of School Staff.....	7
Multi-Tiered Systems Of Support In The Milford School District.....	8
MTSS And Discipline.....	8
MTSS Tiers In MSD.....	8
Progressive Discipline In MSD.....	9
<b>Chapter Two: Student Conduct On The Bus.....</b>	<b>9</b>
Bus Discipline Referral Process.....	11
<b>Chapter Three: Students Rights And Responsibilities.....</b>	<b>12</b>
Search And Seizure.....	12
Rights And Responsibilities Of Possessions.....	12
Student Debt Responsibilities.....	13
Student Motor Vehicle Responsibilities.....	13
Personal Belongings Responsibilities.....	14
<b>Chapter Four:Disciplinary Procedures For Violations Of Student Code Of Conduct.....</b>	<b>14</b>
Student Due Process Rights.....	14
Due Process Delay Provision.....	15
Severity Clause.....	16
State Of Delaware Bullying Ombudsperson.....	16
Reporting School Crime.....	16
Alternative Placement.....	16
<b>Chapter Five: Code of Conduct Violations.....</b>	<b>17</b>
<b>S Codes: School Based Violations.....</b>	<b>17</b>
Academic Dishonesty S1002.....	17
Attorney General Report S0161.....	18
Careless & Reckless Behavior S0107.....	18
Consensual Sexual Misconduct S0108.....	19

Defiance of School Authority S1003.....	20
Disruptive Behavior S0091.....	21
Dress Code Violation S0291.....	22
Falsely Signing & Impersonation S1004.....	23
Inappropriate Language & Gestures S1005.....	24
Instigation S0302.....	25
Leaving School Grounds Without Permission S0051.....	26
Loitering S0071.....	26
Misuse of Technology S1006.....	27
Safety Violation S0102.....	28
Skipping/Leaving Class S1007.....	28
Tardiness to School S1008.....	29
Theft (Less than \$1500) S0111.....	30
Unauthorized Use of an Electronic Device S1009.....	30
Unsafe Item (S0131).....	31
<b>D Codes: Reportable to Department of Education.....</b>	<b>32</b>
Destruction of Property D0301.....	33
Exposure D2012.....	33
Fighting D1101.....	34
Harassment D2013.....	35
Hate Speech/Conduct D0750.....	36
Inappropriate Touch - Employee Victim D2014.....	36
Inappropriate Touch - Student Victim D2015.....	37
Mutual Group Fight D2016.....	38
Possession and/or Production of Pornography D0101.....	38
Possession and/or Use of Dangerous Instrument D2017.....	39
Possession and/or Use of Nonprescription and/or Prescription Medications D1601.....	40
Possession and/or Use of Tobacco or Electronic Smoking Devices D1401.....	40
Theft (\$1500 or more) D0601.....	41
Threat of Physical Attack without Weapon D2018.....	42
<b>C Codes: Criminal Codes reported to law enforcement and Department of Education.....</b>	<b>43</b>
Assault Causing Physical Injury C0720.....	43
Distribution of Alcohol and/or Drugs C0721.....	43
Other School Crime C0722.....	43
Possession and/or Use of Alcohol and/or Drugs C0723.....	43
Possession and/or Use of Deadly Weapons C0724.....	44
Possession and/or Use of Explosive Devices C0725.....	44
Possession and/or Use of Firearms C0726.....	44
Rape C0727.....	45
Robbery C0728.....	45
Sexual Assault C0729.....	45
Threat of Physical Attack with Weapon C0102.....	45
Threatening Mass Violence C0730.....	45

Appendix A: Glossary..... 46

Appendix B: Bullying And Cyberbullying.....50

    Definition Of Bullying & Cyberbullying..... 50

    Reporting Procedures..... 52

Appendix C: Harassment..... 54

Appendix D: Drugs And Alcohol..... 55

Appendix E: Tobacco And Vaping Products..... 56

**Chapter One: Introduction and Expectations**

**INTRODUCTION:**

The Milford School District strives to provide a safe, drug-free, positive school climate that allows students to succeed. Schools must be free from disruptions that interfere with teaching and learning activities. Students, Parent(s)/Guardian(s), and school staff must assume a responsible role in creating a relationship as partners in the educational process of the students. By working together, a positive school environment that encourages the academic, social, and emotional development of all students can be achieved. With this in mind, the Milford School District Board of Education has developed this policy statement:

- Students in the Milford School District shall respect constituted authority.
- Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others. Cooperation with all members of the school community is expected.
- 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.
- Students, Parent(s)/Guardian(s), and Staff are expected to become familiar with the entire contents of this document.

**WHAT IS THE STUDENT CODE OF CONDUCT?**

The Student Code of Conduct is an official declaration of the Milford School District Board of Education which:

- Specifies the responsibilities and rights of students
- Defines conduct that is expected to maintain a positive and safe learning environment
- Provides standardized procedures for disciplinary action
- Defines appeal procedures
- Incorporates excerpts from State and Federal laws and regulations

**WHEN IS THE CODE OF CONDUCT APPLICABLE?**

**THE CODE OF CONDUCT APPLIES:**

- On school property prior to, during, and following regular school hours when school is closed.
- On a school bus or at a designated school bus stop for any purpose.



- At all Milford School District sponsored events and other activities at which school administrators or staff have jurisdiction over students.
- Off school property resulting in criminal charges.

The Discipline Code of Conduct shall apply to out-of-school conduct by a student if the District believes that the nature of such conduct demonstrates that the student presents a threat to the health, safety, or welfare of other students and staff. Out-of-school conduct rising to this level of severity may result in an alternative placement or expulsion recommendation of up to/including 180 school days and shall include but is **not limited** to:

- Acts of violence, which are punishable by law
- Sexual offenses, which are punishable by law
- The sale, transfer, or possession of drugs and drug paraphernalia, which would constitute an offense punishable by law
- Felony charges

### **STUDENTS WITH DISABILITIES:**

An IEP team or Section 504 team meeting shall be conducted for students with a disability if disciplinary removal from school for more than ten (10) days, alternative placement, or expulsion is recommended. Ten (10) days can be consecutive or cumulative. The student's disability must be identified, as defined by Federal and State laws and regulations.

### **DELAWARE INTERSCHOLASTIC ATHLETIC ASSOCIATION REQUIREMENTS:**

A student may not participate in a practice, scrimmage, or contest during the time of a suspension, either in school or out of school, is in effect or during the time the student is assigned to an alternative school for disciplinary reasons.

### **UNSAFE SCHOOL STUDENT TRANSFER OPTION:**

The Milford School District complies with the Delaware Department of Education Regulation 608, Unsafe School Choice Option Policy. This policy provides transfer options to students enrolled in a district that has been identified as "persistently dangerous" pursuant to the provisions outlined in 14 Delaware Code, Section 122(b)(2) (14 Del.C. § 122(b)(2)) 14 DE Admin. Code 608.

### **SCHOOL ADMINISTRATION & IN LOCO PARENTIS RIGHTS:**

The term *in loco parentis*, Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Originally derived from British common law, it allows institutions such as colleges and schools to act in the best interests of the students as they see fit, allowing what would otherwise be considered violations of the students' civil liberties.

[Delaware Code, Title 14 \(Education\), Chapter 7 \(Lawful Authority of Teachers Over Pupils\), § 701 \(b\)](#) states: *While a student is entrusted in their care or supervision, public school teachers and administrators have the same authority to control the behavior of the student and to discipline or punish the student as a parent, custodian, guardian or other person similarly responsible for the care and supervision of the student except as provided in § 702 of this title. The authority includes removing a student from a classroom or school-sponsored activity.*

### **CODE OF CONDUCT REVIEW:**

The Milford School District Code of Conduct 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: administrative, staff, student, and parent suggestions; legal interpretation; and annual review.

## **EXPECTATIONS:**

The Code of Conduct serves as a reminder that our collective success is contingent upon the active engagement and collaboration of all stakeholders. We encourage students to embrace their roles as responsible learners and citizens of your school community. We invite parents to be active partners in your student's educational journey, supporting their growth, communicating openly with our staff, and reinforcing the portrait of a buccaneer. School personnel will foster an environment that nurtures academic and personal growth. By working together and adhering to the below expectations, our schools will be safe, secure, equitable, and inclusive learning environments where all students can succeed.

### **EXPECTATIONS OF STUDENTS:**

- Conduct themselves in an orderly, safe, and responsible manner, while being responsible for their own work and behavior
- Attend all classes daily and on time
- Be prepared for class assignments and activities with appropriate working materials
- Respect all persons and property
- Refrain from abusive language, or inflammatory or demeaning actions
- Abide by the rules and regulations set forth by the Milford School District
- Accept, understand, and respect diversity and differences among fellow students and staff
- Express feelings and needs in constructive, socially appropriate ways
- Seek changes and resolve differences in an orderly, peaceful, and approved manner

### **EXPECTATIONS OF PARENTS/GUARDIANS:**

- Recognize that the education of their child (ren) is a joint responsibility between the parents and the school community, and collaborate with the District to optimize their child's educational opportunities.
- Send their children to school to participate and learn.
- Ensure their children attend school regularly and arrive on time. Know school rules and help their children understand them so that their children can help create a safe supportive school environment.
- Keep in contact with the school concerning their child's progress and conduct
- Maintain up-to-date home, cellular, work, and emergency contacts at the school
- Ensure that their child maintains daily attendance and promptly report and explain an absence or tardiness to the school
- Provide their child with resources needed to complete classwork and homework
- Refrain from abusive language, or inflammatory or demeaning actions
- Bring to the attention of the school authorities any changes in the home situation or any conditions may affect their child's conduct or performance
- Discuss report cards and work assignments with their child
- Seek changes and resolve differences in an orderly, peaceful, and approved manner

### **EXPECTATIONS OF SCHOOL STAFF:**

- Strengthen students' self-concept and promote confidence to learn by maintaining a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, physical characteristics, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity/expression or sex.
- Know school policies and rules and enforce them in a fair and consistent manner.
- Communicate to students and families: course objectives and requirements, marking/grading procedures, assignment deadlines.
- Set expectations for students' classroom behavior and discipline.

- Maintain confidentiality in accordance with federal and state law.
- Communicate regularly with students, families, and other teachers concerning growth and achievement.
- Address/report issues of harassment/bullying or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is on school property, or at a school function.

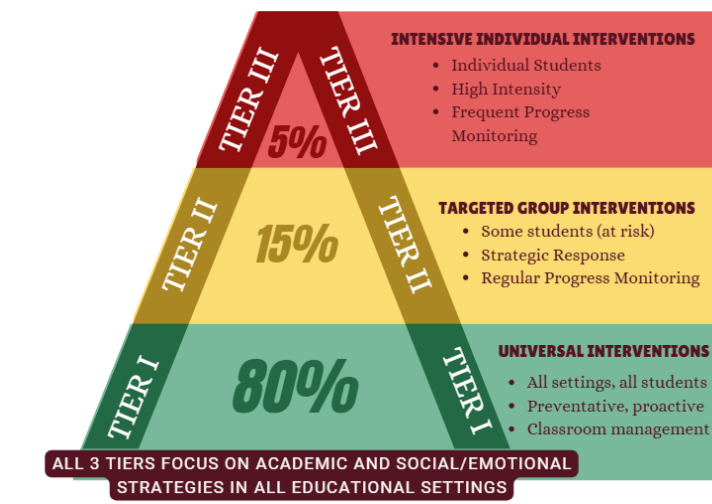
## **MULTI-TIERED SYSTEMS OF SUPPORT IN THE MILFORD SCHOOL DISTRICT**

School Culture and climate have a profound impact on students' academic progress and their relationships with peers and adults. Each school is expected to promote a positive school culture that provides students with a supportive environment in which to grow, both socially and academically. This is done by connecting students to school through opportunities to participate in a wide range of pro-social activities and to bond with caring supportive adults. These pro-social opportunities are coupled with a framework of prevention and intervention called MTSS. MTSS is required by state regulations in Delaware. MTSS provides students with experiences, strategies, life skills, and support they need to thrive in the Milford School District.

### **MTSS AND DISCIPLINE:**

MTSS (Multi-Tiered Systems of Support) is the Milford School District's framework for supporting the success of the whole child. It provides proactive and responsive support and intervention with the mindset that improvement is always possible and mistakes are learning opportunities. MTSS should be utilized in conjunction with the discipline system of the Milford School District. Students may be referred for additional or intensified behavioral or social-emotional support through the MTSS process at any level as a consequence of behaviors outlined in the Code of Conduct. The ultimate goal of both MTSS and the Code of Conduct is to recognize areas for student growth and teach the behaviors and skills necessary to live a full life as a caring, creative, resilient adult.

### **MTSS TIERS IN MSD:**



All students are provided with proactive, universal (Tier 1) opportunities that support age appropriate development of core social-emotional competencies (self-management, responsible decision making, relationship skills, social awareness, and self-awareness).

Strategically targeted (Tier 2) support is provided when students begin to show emerging difficulties in any of the core competencies.

Responsive, intensified support (Tier 3) is provided when students exhibit behaviors that strongly interfere with their learning.

### **PROGRESSIVE DISCIPLINE IN MSD:**

Understanding discipline as a teachable moment is fundamental for a positive approach to discipline. Progressive discipline, to be employed where appropriate, uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

The goal of progressive discipline is the prevention of a recurrence of undesirable behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused;
- Understand what they could have done differently in the same situation;
- Take responsibility for their actions;
- Be given the opportunity to learn prosocial strategies/skills to use in the future;
- Understand the progression of more stringent consequences if the behavior reoccurs

## **Chapter Two: Student Conduct on the Bus**

Student safety is a top priority for the Milford School District. School bus drivers are considered school officials. Students are expected to follow the rules outlined in this Code of Conduct when riding District transportation. Activities for which a student may be on a bus include, but are not limited to, riding their assigned bus to and from school, activity buses, athletic buses, field trips, etc.

The bus and bus stops are an extension of the school, therefore, the Code of Conduct is enforceable on the bus and at bus stops. Students who do not follow safe procedures on the bus, or at the bus stop, will be subject to disciplinary action including suspension or denial of bus privileges as outlined in this Code of Conduct.

School Bus Drivers should take steps to organize and promote a safe school bus environment. Drivers and Principal/District 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 to assume primary responsibility for student conduct.

Each school will be responsible for presenting the following Bus Safety Rules to all students in the District (including walkers). The purpose of these presentations are to ensure students are aware of the bus safety rules, safe procedures while entering and exiting the school bus, and safe street crossing techniques, etc.

### **THE BUS SAFETY RULES INCLUDE:**

- Follow all directions from the Bus Driver/Bus Aid
- Stay seated (bottom to bottom, back to back, book bag on your lap, facing forward)
- No eating or drinking



- Keep your hands and your feet to yourself and out of the aisle
- All body parts belong inside the bus (hands, head, hair, feet, etc.)
- Talk quietly (no shouting, screaming, loud noises, etc.)
- Do not throw or toss objects inside or out of the bus
- Keep your belongings inside your book bag
- Do not touch emergency equipment (back and side door, roof hatches, first aid and body fluid kits, etc.)

In addition to Bus Safety Rules, the following regulations will assist with safety, prompt arrivals and departures of buses, and promote a positive atmosphere on the school bus:

- Students must ride their assigned bus to and from their assigned stop. Switching buses without administrative permission is strictly prohibited.
- Students should be present and visible at their assigned stop ten (10) minutes before the assigned bus stop time. A bus will not be dispatched to pick up students who were not present on time.
- Students are not to leave the bus without the driver's permission, except on arrival at their regular bus stop or at school.
- Students should help keep the bus clean, sanitary, and orderly. Students will be held liable for damaging bus equipment and/or seats.
- The bus windows should not be opened without permission from the Bus Driver.
- Students are prohibited to use any tobacco, drugs or drug-like substances while on the bus. Students are required to follow Appendices F & G (Drug and Alcohol Policy and Tobacco and Vaping Policy) while utilizing District transportation.
- Students are not to use abusive language, profanity, obscene gestures, or spit on the bus.
- Students may not bring live animals (unless service animal outlined in 504 or IEP), balloons, glass containers, or skateboards on the bus.
- Athletic equipment, band instruments, or other school materials brought on the bus must fit between the student's legs and not be placed on the seat or in the aisle. This equipment is not to be used or played with while on the bus. If equipment has sharp edges or hooks it should be bagged properly in order to avoid potential injury to students or damage to the bus.
- Students are to enter the bus, immediately take their seats, and remain seated until the bus comes to a complete stop.
- Students are to conduct themselves in a manner that will not distract the driver. Distracting the driver puts everyone at risk.

**\*\*VIOLATION OF THESE REGULATIONS MAY RESULT IN DISCIPLINARY ACTIONS. \*\***

#### **SAFETY PROCEDURES FOR BOARDING AND EXITING THE BUS:**

- Students should never stand or play in the street while waiting for the bus.
- If crossing a street to board the bus, students must look both right and left for cars, wait for the driver's signal to cross, and make sure the red lights are flashing.
- Always cross the street in front of the bus.
- Before boarding and exiting the bus, students must keep a safe distance from the bus.
- Students should enter and exit the bus without crowding or pushing.
- Do not stand in the danger zones of a school bus (minimum of ten (10) feet all around the bus).

## **BUS DISCIPLINE REFERRAL PROCESS:**

### **THE FOLLOWING STEPS SHOULD BE IMPLEMENTED WHEN CARRYING OUT BUS DISCIPLINE:**

- For any suspension from the bus, the Principal/District 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.
- An administrator or bus contractor can enact or prolong a bus suspension if the student presents a threat to the health, safety, or welfare of other students and staff provided that parent contact has been made prior to the suspension.
- Infractions are cumulative regardless of offense type.
- 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.
- After each five (5) day suspension there will be a mandatory meeting between the Parent/Guardian and district personnel to discuss next steps and expectations for student conduct. Alternate measures/restricted privileges may be incurred.

**Parent/Guardian Contact:** Drivers and/or contractors are to make a reasonable attempt to contact parent/guardian prior to writing a bus referral. This effort should be documented on the referral form when necessary. A Principal/District 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.

**Bus Discipline Matrix:** Consequences for bus violations of this Code of Conduct are listed in the following matrix. An Administrator may identify codes in this document not listed on this matrix. An Administrator may also utilize additional consequences as outlined in the Student Code of Conduct that are not listed in this matrix.

- A student with 6 or more referrals will be sent to the school discipline team.
- K-1 students will receive an extra FYI for bus code of conduct violations.

Code of Conduct Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Subsequent
Abusive Language	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Careless/Reckless Behavior	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Defiance of Authority	DPC/FYI	OR	OR-S3	OR-S5	
Destruction of Bus Property	OR-S5 Reimbursement of property				
Fighting	OR-S3	OR-S5/Refer to School			
Inappropriate Behavior	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Safety Violation	OR-S3	OR-S5	OR-S5		
Tobacco/Vaping Use	OR-S3	OR-S5			

Code of Conduct Consequence Key:	
Consequence Abbreviation:	Meaning:
DPC	Driver makes Parent/Guardian contact (Using District Behavior Contact Form/Phone)
OR	Office Referral - transportation makes contact with parent/guardian by phone.
OR-S1	Office Referral - Up to 1 day bus suspension
OR-S3	Office Referral - Up to 3 days bus suspension
OR-S5	Office Referral - Up to 5 days bus suspension

## Chapter Three: Students 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.

Student motor vehicle use to school and in the school environment is a privilege extended by the School District to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession, or distribution of alcohol, a drug, a drug-like substance, a drug look-alike substance, or drug paraphernalia, or weapon may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle, at the request of school authorities, may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus.

Additionally, in an effort to maintain a safe school environment, any and all Law Enforcement entities in our jurisdiction and Milford School District Administration will periodically conduct safety scans inside of Milford School District buildings. These scans will involve the use of trained K9 officers.

### 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, 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 cell phones or electronic devices 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.

#### **MOTOR VEHICLES:**

The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. This presumption applies to any motor vehicle driven to school without regard to who owns or rides in the motor vehicle. Before bringing a motor vehicle to school, or a school activity, students should carefully inspect the motor vehicle. If a student fails to lock his/her motor vehicle, or permits others access to his/her motor vehicle, the student remains responsible for items found in his/her motor vehicle.

#### **STUDENT DEBT RESPONSIBILITIES:**

Students are responsible to pay debts incurred during school. 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 may result in loss of participation in school sponsored functions. 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, Homecoming, Prom, and Commencement Ceremonies.

#### **STUDENT MOTOR VEHICLE RESPONSIBILITIES:**

Driving to school is a privilege granted by the school administration. The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle or other conveyance. This presumption applies to any vehicle a student drives to school without regard to who owns the vehicle. Before a student brings a vehicle to school, or a school activity, he/she should carefully inspect the vehicle. If the vehicle is left unlocked or others are allowed to access your vehicle, the student who drove the vehicle to school remains responsible for items found in the vehicle. Students should follow the rules for driving/parking cars on school grounds as follows:

1. Register all vehicles with the office.
2. Park in designated spots only.
3. Obey the 15 M.P.H. speed limit.



4. Operate the vehicle in a safe manner.
5. Upon arrival at school, students shall go directly into the building.
6. Once on school grounds, students are not to drive off the property without administrative approval.
7. Administrative approval is required for students to be in the parking lot area when school is in session.
8. This is an unauthorized area for students during the school day.
9. No smoking on school grounds.
10. Students shall be on time for school.
11. Students must properly park in the designated student parking spaces.
12. Only junior/senior students who are legally permitted to drive without supervision may purchase registration to legally park/drive on school grounds. Students who disobey these rules may have their school driving/parking privileges suspended/revoked. Students who have unregistered vehicles, suspended/revoked driving privileges, or who park in unauthorized or other assigned spaces will be given disciplinary action in accordance with the Student Code of Conduct, and/or have their vehicle towed at the owner's expense. All illegal conduct in a vehicle will be reported to law enforcement.

### **PERSONAL BELONGINGS RESPONSIBILITIES:**

#### **SKATEBOARDS/ROLLERBLADES/WHEELED SHOES:**

Students are not permitted to bring or use skateboards, rollerblades, or wheeled shoes on school property.

#### **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 device to school. Violators will receive disciplinary action in accordance with the Student Code of Conduct.

## **Chapter Four: Disciplinary Procedures for Violations of Student Code of Conduct**

### **STUDENT DUE PROCESS RIGHTS:**

Pursuant to Del. C. 14 § 600 – 616, All students must be informed of the violation(s) and the range of disciplinary actions that can accompany the violation(s). The Code of Conduct is available to all students and families on the Milford School District website (print versions are available upon request) and disseminated and explained to students on a yearly basis. 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:

- Informed of the allegation(s) against them, the conduct which forms the basis of the allegation(s), and explained the policy, rule, or regulation violated.
- Given an explanation of the evidence supporting the allegation(s) and an opportunity to present their side of the story, including any evidence, witnesses, or questions.
- Parents are to be informed of incidents as soon as possible either by phone, verbally, or in writing. Reasonable efforts shall be made to include the allegedly offending student or Parent/Guardian in an investigation.

Students and their Parent/Guardian, as their representative, are afforded the right to appeal assigned

discipline. A student appeal procedure is a mechanism by which a student may seek to remedy the situation where they feel they were not afforded due process, an incorrect consequence per the Code of Conduct was given, there is insufficient evidence for the charge, and/or the incorrect charge was used. An appeal can be filed if a student has not been able to obtain a resolution in a less formal manner.

#### **DUE PROCESS DELAY PROVISION:**

A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal, may be immediately removed from the school provided that, as soon as practicable thereafter, the due process procedures are followed.

#### **APPEAL PROCESS:**

Pursuant to Del. C. 14 § 600 – 616, disciplinary action may only be appealed to the next administrative level for failure of the school administration to follow any of the following reasons:

- Inappropriate due process
- Incorrect consequence per the Code of Conduct
- Incorrect charge or charge not supported by substantial evidence

Upon initiation of the appeal process, penalties shall not be implemented until the student ceases or exhausts their appeal. This “stay-put” provision **does not apply** in the following cases:

- If the student is being suspended as a first step in the Alternative Placement process
- If the student has been charged with a criminal offense for an act committed outside of school
- If the Principal determines the act allegedly committed by the student is a threat to the health, safety, or welfare of the staff or other students in the building

#### **APPEAL STEPS:**

- If after an administrator or their designee meets with the student and/or parent/guardian during a conference (either in-person, virtual, phone call, or email correspondence) to discuss a Code of Conduct violation(s) and the disciplinary consequence; a student and/or Parent/Guardian who would like to appeal to the next level administrator, the student or Parent/Guardian must express their intent to appeal within 24 hours of the initial disciplinary action conference.
- The student and/or Parent/Guardian must put the reason for the appeal in writing within three (3) business days following the disciplinary outcome/action being appealed. The written request must identify what decision is being appealed and why to the appropriate level of administration. *If a student is appealing the building Principal's disciplinary action or appeal decision it must go to the District level and start with the School Climate and Safety Supervisor.*
- Within three (3) business days of the written submission, the appeal will be decided upon by the next level administrator and addressed with the student and/or Parent/guardian during a conference (either in-person, virtual, phone call, or email correspondence). A written determination shall be issued by the next level administrator who investigated the appeal within three (3) business days of receipt of the appeal and conference.
- A student/Parent/Guardian wishing to appeal the School's written determination must file a written appeal of that determination with the Supervisor of School Climate and Safety no later than three (3) business days from the date of receipt of the Principal's written determination.
- The Supervisor of School Climate and Safety (or designee) shall schedule a conference (either in person, virtual, phone call, or email correspondence) to hear the appeal no later than five (5) business days

following receipt of the notice of appeal and shall issue a written determination, in writing, no later than five (5) business days following the appeal conference.

- A student/Parent/Guardian wishing to appeal the Supervisor of School Climate and Safety's written determination must file a written appeal of that determination with the Superintendent's Office no later than three (3) business days from the date of receipt of the Supervisor of School Climate and Safety's written determination. The Superintendent or their designee will review the Supervisor of School Climate and Safety's written determination and evidence and make a written decision within three (3) business days.
- The determination of the Superintendent's Office shall be the final decision of the school system. A copy of the Superintendent's Office final determination shall be sent to all involved parties no later than five (5) business days following the date of the Superintendent's written decision.

#### **SEVERITY CLAUSE:**

The student Code of Conduct is not all-inclusive, and a student committing an act of misconduct not listed as a violation may be subject to disciplinary action at the authority of Superintendent or designee. Any behavior that necessitates a more severe disciplinary action shall be subject to the discretionary authority of the Superintendent or their designee.

#### **STATE OF DELAWARE BULLYING 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.

#### **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.

#### **ALTERNATIVE PLACEMENT:**

Please see Board Policy 5404.1 Alternative Placement Process for more information on the Alternative Placement Process and Expulsion procedures.

#### **LEGAL DEFINITIONS MAY BE FOUND AT THE FOLLOWING LINK:**

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

A complete listing of all the Department of Education Discipline Codes at pertaining to Education can be viewed at the following link: <https://regulations.delaware.gov/AdminCode/title14/600/614.pdf>

## Chapter Five: Code of Conduct Violations

### **S Codes: School Based Violations**

Parent/Guardian notification shall be completed per DE regulation 616 at every level for all offenses. Prior to writing a referral, check the Individual Education Plan (IEP) for behavior goals.

Interventions and consequences listed below shall be used progressively and not in sequential order.

**Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation.** Administrators reserve the right to adjust the response level for any 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.

### **Academic Dishonesty S1002**

Fraudulent deception in preparing or presenting course work or class assignments as a student's own work when it is not. This includes, but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, (4) presenting quotations, words or ideas without proper references or credit (plagiarism), and (5) unauthorized use of AI for completion of student assignments.

#### **K-1 Interventions**

**Offense 1-2** - Teacher conference

**Offense 3+** Teacher conference, Educational modules, Counseling referral

#### **K-1 Consequences**

**Offense 1** - Warning, Redo assignment

**Offense 2+** Time out, Privilege restriction, Redo assignment

#### **2-4 Interventions**

**Offense 1-2** – Teacher conference

**Offense 3+–** Teacher conference, Educational modules, Counseling referral

#### **2-4 Consequences**

**Offense 1** - Warning, Time out, Redo assignment

**Offense 2+** - Time out, Privilege restriction, Redo assignment

#### **5-6 Interventions**

**Offense 1-2** – Teacher conference

**Offense 3+–** Teacher conference, Educational modules, Counseling referral

#### **5-6 Consequences**

**Offense 1** - Warning, Time out, Redo assignment

**Offense 2+** - Time out, Privilege restriction, Redo assignment

#### **7-8 Interventions**

**Offense 1** – Reflection, Opportunity to redo assignment for reduced grade

**Offense 2** – Educational module, Reflection, Opportunity to redo assignment for reduced grade

**Offense 3** – Counseling referral, Teacher P/G conference

**Offense 4** – PBIP meeting

#### **7-8 Consequences**

**Offense 1** – Warning, Classroom intervention, Time out, Detention

**Offense 2** - Warning, Classroom intervention, Time out, 1-2 Detentions, 1 Day ISS, privilege restriction

**Offense 3** - 1-3 detentions, Time out, 1-2 Days ISS

**Offense 4** - 1- 3 Days ISS, 1-2 days OSS, Mandatory PBIP meeting

**Offense 5+** - 3-5 Days ISS, 3-5 Days OSS, Mandatory PBIP meeting

#### **9-12 Interventions**

**Offense 1** – Reflection, Opportunity to redo assignment with reduced grade

#### **9-12 Consequences**

**Offense 1** – Warning, Classroom intervention, Time out, Detention



<b>Offense 2</b> – Educational module, Reflection, Opportunity to redo assignment with reduced grade <b>Offense 3</b> – Counseling referral, Teacher P/G conference <b>Offense 4</b> – PBIP meeting	<b>Offense 2</b> - Time out, 2 Detention, 1 Day ISS, PBIP meeting <b>Offense 3</b> - 2 Days ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 4</b> - 3 Days ISS, 3-5 days OSS <b>Offense 5+</b> - 1-5 Days ISS, 3 Days OSS, Mandatory PBIP revision
<b><u>Attorney General Report S0161</u></b> Students in regular school programs who engage in alleged 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. The school must also receive a report by the Department of Justice.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Education modules	<b>K-1 Consequences</b> <b>Offense 1+</b> Time out, 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
<b>2-4 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Education modules	<b>2-4 Consequences</b> <b>Offense 1 +</b> 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Education modules	<b>5-6 Consequences</b> <b>Offense 1 +</b> 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, PBIP meeting	<b>7-8 Consequences</b> <b>Offense 1+</b> 1-5 days ISS/OSS, Bridges program, Mandatory PBIP meeting, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+ –</b> Counseling referral, Outside service referral, PBIP meeting	<b>9-12 Consequences</b> <b>Offense 1+</b> 1-5 Days OSS, Bridges program, OSS pending Alternative Placement Team meeting
<b><u>Careless &amp; Reckless Behavior S0107</u></b> Unintentional behavior that threatens to or causes injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> – Educational modules, Teacher conference <b>Offense 4</b> - Counseling referral, PBIP meeting <b>Offense 5+</b> - Counseling referral, Outside service referral, Student Support Team referral	<b>K-1 Consequences</b> <b>Offense 1-3</b> - Privilege restriction, Time out <b>Offense 4</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1-3</b> –Reflection, P/G contact, Educational modules, Teacher conference <b>Offense 4+</b> - Counseling referral, Outside service referral, Student Support Team referral	<b>2-4 Consequences</b> <b>Offense 1</b> – Warning, Timeout <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - 1 day ISS, 1 day OSS, Time out, PBIP meeting <b>Offense 4</b> - 1-2 days ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 5+</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP

	meeting
<b>5-6 Interventions</b> <b>Offense 1-3</b> – Reflection, Educational modules, Teacher conference <b>Offense 4+</b> Counseling referral, Counseling referral, Outside service referral, Student Support Team referral	<b>5-6 Consequences</b> <b>Offense 1</b> – Warning, Timeout <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - 1 day ISS, Time out, PBIP meeting <b>Offense 4</b> - 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 5+</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
<b>7-8 Interventions</b> <b>Offense 1-3</b> – Reflection, Educational modules, Teacher conference <b>Offense 4+</b> Counseling referral, Outside service referral, Student Support Team referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Time out, Detention, 1 day ISS <b>Offense 2</b> - 1-2 days ISS <b>Offense 3</b> - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 4</b> - 3-5 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 5+</b> 5 Days OSS, Bridges Program, Referral to Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1-3</b> – Reflection, P/G Contact, Educational modules, Teacher conference <b>Offense 4+</b> Counseling referral, Counseling referral, Outside service referral, Student Support Team referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Warning, Time out, Detention, 1 day ISS <b>Offense 2</b> - 1-2 days ISS, 1 day OSS <b>Offense 3</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 4</b> - 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting <b>Offense 5+</b> 5 Days OSS, Bridges program, Mandatory PBIP meeting
<b><u>Consensual Sexual Misconduct S0108</u></b> Consensual sexual act(s) between students within the school environment. This may require a report to the Division of Family Services.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Reflection, Educational modules, Counseling referral, Outside services referral	<b>K-1 Consequences</b> <b>Offense 1-3</b> - Privilege restriction, Time out <b>Offense 4</b> - Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day ISS, 1 day OSS, PBIP revision
<b>2-4 Interventions</b> <b>Offense 1+</b> Reflection, Educational modules, Counseling referral, Outside services referral	<b>2-4 Consequences</b> <b>Offense 1-</b> Time out <b>Offense 2+</b> Time out, 1-3 days ISS, 1-2 days OSS, Mandatory PBIP
<b>5-6 Interventions</b> <b>Offense 1+</b> Reflection, Educational modules, Counseling referral, Outside services referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Time out, 1 day ISS, 1 day OSS, PBIP meeting <b>Offense 2</b> - 1-2 day ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 3+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b>	<b>7-8 Consequences</b>

<b>Offense 1+</b> Counseling referral, Educational module, Outside services referral	<b>Offense 1</b> - 3-5 Days ISS, 1-3 days OSS, Bridges program <b>Offense 2+</b> - 3-5 Days OSS, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> - Counseling referral, Educational module, Outside services referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 3-5 Days ISS, 1-3 days OSS, Bridges program <b>Offense 2+</b> - 3-5 Days OSS, OSS pending Alternative Placement Process
<b><u>Defiance of School Authority S1003</u></b> A verbal or non-verbal refusal to 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 that causes either a substantial disruption or material interference with school activities. <b>This does not include a student who walks away to de-escalate or manage their emotions.</b>	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Time out <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3-4</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> - 1-2 days ISS, , 1 day OSS, Mandatory PBIP meeting,
<b>2-4 Interventions</b> <b>Offense 1+</b> Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Time out <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 4</b> - 1-2 days ISS, , 1 day OSS, Mandatory PBIP meeting, <b>Offense 5+</b> 1-3 days ISS, 1-2 days OSS, OSS pending Alternative Placement process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Time out <b>Offense 2</b> - Time out, Privilege restriction, 1 day ISS <b>Offense 3</b> - Time out, 1 day ISS, 1 day OSS, PBIP meeting <b>Offense 4</b> - 1-2 days ISS, , 1-2 days OSS, Mandatory PBIP meeting, <b>Offense 5+</b> 3 days ISS, 3 days OSS, OSS pending Alternative Placement process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-2 Detentions, Time out, 1 day ISS <b>Offense 2</b> - 2-3 Detentions, 1-2 days ISS, 1-2 days OSS, Mandatory PG PBIP Meeting <b>Offense 3</b> - 2-4 days OSS, PBIP Revision Meeting <b>Offense 4+</b> OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> – Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-2 Detentions, Time out, 1 day ISS <b>Offense 2</b> - 2-3 Detentions, 2-3 days ISS, 1-2 days OSS, PBIP meeting <b>Offense 3</b> - 3-5 days ISS, 3 days OSS, Mandatory PBIP meeting, Bridges program

	<p><b>Offense 4</b> - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program, Referral to Alternative Placement Process</p> <p><b>Offense 5+</b> OSS pending Alternative Placement process</p>
<p><b><u>Disruptive Behavior S0091</u></b></p> <p>Students who intentionally disrupt the school environment by not following expectations and/or interrupt learning or school activities despite non-verbal and verbal redirection. This can include excessive talking that limits others' ability to learn and behaviors by the student or with other students that are distracting to other persons. <i>A major disruptive behavior causes a significant disruption in the school environment (examples: cafeterias, hallways, buses) while a minor disruptive behavior disrupts the classroom or bus environment.</i></p>	
<p><b>K-1 Interventions</b></p> <p><b>Offense 1+</b> Educational modules, Teacher P/G conference, Counseling referral, Outside service referral</p>	<p><b>K-1 Consequences</b></p> <p style="text-align: center;"><b>Minor</b></p> <p><b>Offense 1-2</b> - Warning, Privilege restriction</p> <p><b>Offense 3-4</b> - Time out, 1 day ISS, Mandatory PBIP meeting</p> <p><b>Offense 5+</b> 1 day ISS, 1 day OSS</p> <p style="text-align: center;"><b>Major</b></p> <p><b>Offense 1-2</b> - Privilege restriction, Time out</p> <p><b>Offense 3-4</b> - Time out, 1 day ISS, Mandatory PBIP meeting</p> <p><b>Offense 5+</b> 1 day ISS, 1 day OSS</p>
<p><b>2-4 Interventions</b></p> <p><b>Offense 1+</b> Educational modules, Teacher P/G conference, Counseling referral, Outside service referral</p>	<p><b>2-4 Consequences</b></p> <p style="text-align: center;"><b>Minor</b></p> <p><b>Offense 1</b> – Warning, Privilege restriction, Time out</p> <p><b>Offense 2</b> – Time out, Teacher conference</p> <p><b>Offense 3</b> – 1day ISS, PG PBIP meeting</p> <p><b>Offense 4</b> – 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting</p> <p><b>Offense 5+</b> 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement process</p> <p style="text-align: center;"><b>Major</b></p> <p><b>Offense 1</b> - Time out, privilege restriction</p> <p><b>Offense 2</b> - Time out 1 day ISS, PBIP meeting</p> <p><b>Offense 3</b> - 1-2 days ISS, Mandatory PBIP meeting, 1 day OSS</p> <p><b>Offense 4</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP revision</p> <p><b>Offense 5+</b> 3 days ISS, 3 days OSS, Referral to Alternative Placement Process</p>
<p><b>5-6 Interventions</b></p> <p><b>Offense 1+</b> Educational modules, Teacher P/G conference, Counseling referral, Outside service referral</p>	<p><b>5-6 Consequences</b></p> <p style="text-align: center;"><b>Minor -</b></p> <p><b>Offense 1</b> - Warning, Privilege restriction, Time out</p> <p><b>Offense 2</b> - Privilege restriction, Time out, 1 day ISS</p> <p><b>Offense 3</b> - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting</p> <p><b>Offense 4+</b> 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process</p> <p style="text-align: center;"><b>Major -</b></p>

	<b>Offense 1</b> - Time out, 1 day ISS, 1 day OSS <b>Offense 2</b> - 1-3 days ISS, 1-2 days OSS <b>Offense 3+</b> 2-5 days OSS, Referral to Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Teacher conference, Counseling referral, Outside service referral	<b>7-8 Consequences</b> <b>Minor -</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Detention, Time out, 1 day ISS <b>Offense 3</b> - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 4+</b> 3-5 days ISS, 2-5 days OSS, Mandatory PBIP meeting, Bridges program, Referral to Alternative Placement Process <b>Major -</b> <b>Offense 1</b> - Time out, 1 day ISS <b>Offense 2</b> - 1-3 days ISS, 1 day OSS <b>Offense 3+</b> 2-5 days OSS, Bridges program, Referral to Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> – Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	<b>9-12 Consequences</b> <b>Minor</b> <b>Offense 1</b> - Detention, Time out <b>Offense 2</b> - 1-2 detentions, Time out, 1 day ISS <b>Offense 3</b> – 1-3 days ISS, 1-3 days OSS, PBIP meeting <b>Offense 4</b> – 3-5 days ISS, 5 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 5+</b> OSS pending Alternative Placement process <b>Major</b> <b>Offense 1</b> - Time out, 1 day ISS <b>Offense 2</b> - 2-3 days ISS, 1-2 days OSS, PBIP meeting <b>Offense 3</b> - 3-5 days ISS, 3 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 4</b> - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program, Referral to Alternative Placement Process <b>Offense 5+</b> OSS pending Alternative Placement process
<b><u>Dress Code Violation S0291</u></b> Failure to comply with the school-level dress code. Dressing in a manner that is unsafe and/or disrupts the learning environment. This includes, but is not limited to clothing that promotes drugs, alcohol, or profanity.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1-4</b> - Warning, Privilege restriction <b>Offense 5+</b> Time out, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Warning, Time out <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> - Time out, Privilege restriction, Mandatory



	PBIP meeting <b>Offense 5+</b> 1 day ISS, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1+</b> Change clothes, Counseling referral, Teacher P/G conference, Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Warning, Privilege restriction, Time out <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> - Time out, Privilege restriction, Mandatory PG PBIP meeting <b>Offense 5+</b> 1 day ISS, Mandatory PBIP meeting
<b>7-8 Interventions</b> <b>Offense 1+</b> - Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Warning, Detention, Time out <b>Offense 3</b> - 1-2 detentions, Time out, PBIP meeting <b>Offense 4</b> - Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 5+</b> - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting
<b>9-12 Interventions</b> <b>Offense 1+</b> - Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Warning, Detention, Time out <b>Offense 3</b> - 1-2 detentions, Time out, PBIP meeting <b>Offense 4</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting
<b><u>Falsely Signing &amp; Impersonation S1004</u></b> Falsely or fraudulently signing or altering a document or electronic record such as hall pass, early dismissal note, progress report, absence excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others inaccurately via electronic, verbal or written means.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Reflection, Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PG PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3+</b> - Time out, Teacher, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1-3</b> - Reflection, Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PG PBIP meeting	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> -Mandatory PBIP Meeting <b>Offense 5+</b> 1-2 days ISS
<b>5-6 Interventions</b> <b>Offense 1-3</b> - Reflection, Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PG PBIP meeting	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> -Mandatory PBIP Meeting <b>Offense 5+</b> 1-2 days ISS
<b>7-8 Interventions</b>	<b>7-8 Consequences</b>

<b>Offense 1</b> – Reflection, Student conference, Educational modules <b>Offense 2</b> – Counseling referral, Teacher P/G conference <b>Offense 3+</b> - Outside service referral	<b>Offense 1</b> - Time out, 1 day ISS <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 3</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 4</b> - 3-5 days ISS, 2-3 days OSS, Bridges program <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1</b> – Reflection, Student conference, Educational modules <b>Offense 2</b> – Counseling referral, Teacher P/G conference <b>Offense 3+</b> - Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> – 1-2 detentions, 1 day ISS, 1 day OSS <b>Offense 2</b> – 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 3</b> – 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 4</b> – 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting, <b>Offense 5+</b> - 3-5 days OSS, OSS pending Alternative Placement Process
<b><u>Inappropriate Language &amp; Gestures S1005</u></b> Cursing/swearing or using written or spoken language, gestures, electronic images, photos, or actions, directed towards another student, that are considered sexually explicit, offensive, obscene, or vulgar.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1-4</b> - Warning, Privilege restriction, Time out <b>Offense 5+</b> Time out, 1 day ISS, PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1-3</b> - Reflection, Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Time out <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> -Mandatory PBIP Meeting <b>Offense 5+</b> 1-2 days ISS
<b>5-6 Interventions</b> <b>Offense 1-3</b> - Reflection, Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> -1-2 days ISS, 1 day OSS, Mandatory PBIP Meeting <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, PBIP revision
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection <b>Offense 2</b> -Educational modules, Reflection <b>Offense 3+</b> Counseling referral, Teacher P/G conference	<b>7-8 Consequences</b> <b>Offense 1</b> - Detention, Time out, 1 day ISS <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 3</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 4</b> - 2-3 days OSS, Mandatory PBIP revision, Bridges program <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>9-12 Interventions</b>	<b>9-12 Consequences</b>

<b>Offense 1</b> - Reflection <b>Offense 2</b> -Educational modules, Reflection <b>Offense 3</b> -Counseling referral, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>Offense 1</b> - Detention, Time out, 1 day ISS <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 3</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP, Bridges program <b>Offense 4</b> - 2-3 days OSS, Mandatory PBIP revision, Bridges program <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b><u>Instigation S0302</u></b> Students incite aggressive or physical conflict between two or more students that resulted in a confrontation without directly participating in the confrontation. <i>Examples include taunting, recording with electronic device</i>	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1-4</b> - Warning, Privilege restriction, Time out <b>Offense 5+</b> Time out, 1 day ISS, PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1</b> - Reflection, Student conference, Educational modules <b>Offense 2</b> - Counseling referral, Teacher P/G conference <b>Offense 3+</b> Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> -Time out, Privilege restriction <b>Offense 2</b> - 1 day ISS, Time out, PBIP meeting <b>Offense 3</b> - 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 4+</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1</b> - Reflection, Student conference, Educational modules <b>Offense 2</b> - Counseling referral, Teacher P/G conference <b>Offense 3+</b> Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> -Time out, Privilege restriction, 1 day ISS <b>Offense 2</b> - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 3</b> - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP revision <b>Offense 4</b> - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP revision <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection, Student conference, Educational modules <b>Offense 2</b> - Counseling referral, Teacher P/G conference <b>Offense 3+</b> Outside Service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-2 detentions, Time out, 1-2 days ISS, 1 day OSS <b>Offense 2</b> - Time out, 2-3 days ISS, 1-2 days OSS, PBIP meeting <b>Offense 3</b> - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Bridges Program <b>Offense 4</b> - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1</b> - Reflection, Student conference, Educational modules <b>Offense 2</b> - Counseling referral, Teacher P/G	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-2 detentions, Time out, 1-2 days ISS, 1 day OSS <b>Offense 2</b> - Time out, 2-3 days ISS, 1-2 days OSS, PBIP

conference <b>Offense 3+</b> Outside service referral	meeting <b>Offense 3</b> - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Bridges Program <b>Offense 4</b> - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program <b>Offense 5+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b><u>Leaving School Grounds Without Permission S0051</u></b> Leaving the school building or the school grounds during school hours without required staff permission.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1-4</b> - Warning, Privilege restriction, Time out <b>Offense 5+</b> Time out, 1 day ISS, PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1</b> - Reflection, Mandatory P/G meeting, Educational modules <b>Offense 2</b> - Counseling referral <b>Offense 3+</b> Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning, Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> - Time out, 1-2 days ISS <b>Offense 3</b> - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 4</b> - 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision <b>Offense 5+</b> OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1</b> - Reflection, Parent meeting, Educational modules <b>Offense 2</b> - Counseling referral <b>Offense 3+</b> Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning, Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> - Time out, 1-2 days ISS <b>Offense 3</b> - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 4</b> - 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision <b>Offense 5+</b> OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection, Parent meeting, Educational modules <b>Offense 2</b> - Counseling referral <b>Offense 3+</b> Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 Detentions, 1 day ISS, PBIP meeting <b>Offense 2</b> - 1-2 days ISS, Mandatory PBIP meeting <b>Offense 3</b> - 1-2 days OSS, PBIP Revision, Bridges Program <b>Offense 4</b> - 2-3 days OSS, PBIP Revision <b>Offense 5+</b> - OSS Pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1</b> - Reflection, Parent meeting, Educational modules <b>Offense 2</b> - Counseling referral <b>Offense 3+</b> Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-3 Detentions, 1 day ISS, PBIP meeting <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 3-4</b> - 2-3 days OSS, PBIP Revision, Bridges program <b>Offense 5+</b> - OSS Pending Alternative Placement Process
<b><u>Loitering S0071</u></b> Student's unauthorized presence in any school area for an extended period of time and/or student's failure to	

leave the school grounds at the time designated.	
<b>K-1: Refer to S0052 Skipping/Leaving Class</b>	
<b>2-4: Refer to S0052 Skipping/Leaving Class</b>	
<b>5-6: Refer to S0052 Skipping/Leaving Class</b>	
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection <b>Offense 2</b> - Reflection, Teacher P/G conference, Educational modules, Counseling referral <b>Offense 3+</b> Student Support Team referral, Outside Service Referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Warning, Detention, Time out, 1 day ISS <b>Offense 3</b> - 1-2 detentions, 1-2 days ISS, PBIP meeting <b>Offense 4</b> - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 5+</b> 2-3 days OSS, Mandatory PBIP revision
<b>9-12 Interventions</b> <b>Offense 1</b> - Reflection <b>Offense 2</b> - Reflection, Teacher P/G conference, Educational modules, Counseling referral <b>Offense 3+</b> Student Support Team referral, Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Detention, Time out, 1 day ISS <b>Offense 2</b> - 2 Detentions, 1-2 days ISS, PBIP Meeting <b>Offense 3-4</b> - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day OSS, Mandatory PBIP meeting
<b>Misuse of Technology S1006</b> Any use of school technology for unauthorized purposes such as, but not limited to, copying software, inappropriate internet or email usage, unauthorized use of school issued electronic devices, tampering with databases, passwords or configurations, or deletion of files. Also includes the use of school technology equipment in: soliciting, using, posting on social media, receiving or sending inappropriate images or materials; or accessing unauthorized email; or the unauthorized downloading and/or installing of files; or intentionally damaging technology equipment in the school environment.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Counseling referral, Educational modules, Teacher P/G conference <b>Offense 4+</b> PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1-4</b> - Warning, Privilege restriction, Time out <b>Offense 5+</b> Time out, 1 day ISS, PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1-3</b> - Behavioral threat assessment or Suicide risk assessment process, Reflection, P/G contact, Educational modules, Teacher conference <b>Offense 4 -5+</b> Counseling referral, Outside service referral, Student Support Team referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning, Time out <b>Offense 2-3</b> - Time out, Privilege restriction <b>Offense 4</b> - 1 day ISS, Time out, Mandatory PBIP meeting <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1-3</b> - Behavioral threat assessment or Suicide risk assessment process, Reflection, P/G contact, Educational modules, Teacher conference <b>Offense 4 -5+</b> Counseling referral, Outside service referral, Student Support Team referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning, Time out <b>Offense 2-3</b> - Time out, Privilege restriction <b>Offense 4</b> - 1 day ISS, Time out, Mandatory PBIP meeting <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting
<b>7-8 Interventions</b> <b>Offense 1-3</b> - Reflection ,Educational modules, Teacher conference	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Timeout, Detention, 1 day ISS



<b>Offense 4+</b> Counseling referral, Outside service referral, Student Support Team referral	<b>Offense 3</b> - 1-2 detentions, 1-2 days ISS, PBIP meeting, Computer check in/out <b>Offense 4</b> - 1-3 days ISS, PBIP meeting, Computer check in/out <b>Offense 5+</b> 1 day OSS, Mandatory PBIP meeting, Computer check in/out
<b>9-12 Interventions</b> <b>Offense 1-3</b> - Reflection, Educational modules, Teacher conference <b>Offense 4+</b> Counseling referral, Outside referral, Student Support Team referral	<b>9-12 Consequences</b> <b>Offense 1-22</b> - Timeout, 1-2 days ISS <b>Offense 3-4</b> - 2-3 days ISS, 1 day OSS, PBIP meeting, Referral to Alternative Placement Process <b>Offense 5+</b> 3-5 days OSS, Mandatory PBIP meeting, OSS pending Alternative Placement Process
<b><u>Safety Violation S0102</u></b> Students who engage in any behavior that is not appropriate for school and has the potential to put the students or others in danger.	
<b>K-1 Interventions</b> <b>Offense 1-3</b> - Educational modules, PG PBIP meeting, Counseling referral <b>Offense 4+</b> Outside service referral	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Warning, Privilege restriction <b>Offense 3-4</b> - Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day ISS, 1 day OSS
<b>2-4 Interventions</b> <b>Offense 2-3</b> - Educational modules, PBIP meeting, Counseling referral <b>Offense 4+</b> Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Reflection, Privilege restriction <b>Offense 2-3</b> - Privilege restriction, Time out <b>Offense 4</b> - 1 day ISS, Time out , PBIP meeting, <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1-3</b> - Educational modules, Teacher conference, PBIP meeting, Counseling referral <b>Offense 4+</b> Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Reflection, Privilege restriction <b>Offense 2-3</b> - Privilege restriction, Time out <b>Offense 4</b> - 1 day ISS, Time out , PBIP meeting, <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection, Teacher conference, Educational modules <b>Offense 2+</b> Counseling referral, Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Detention, Time out, 1 day ISS <b>Offense 2</b> - Time out, 1-2 days ISS, 1 day OSS <b>Offense 3</b> - 2-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 4+</b> 3-5 days OSS, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1</b> - Reflection, Teacher conference, Educational modules <b>Offense 2+</b> Counseling referral, Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Detention, Time out, 1 day ISS <b>Offense 2</b> - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting <b>Offense 3</b> - 2-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Bridges program <b>Offense 4+</b> 3-5 days OSS, OSS pending Alternative

Placement Process	
<b><u>Skipping/Leaving Class S1007</u></b> Absence from school or class without authorization or permission and/or leaving the assigned classroom without permission.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Teacher conference, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2-3</b> - Time out, Privilege restriction <b>Offense 4</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> 1 day ISS, 1 day OSS
<b>2-4 Interventions</b> <b>Offense 1-3</b> - Reflection, Educational modules, Teacher conference <b>Offense 5+</b> - Counseling referral, Outside service referral, Student support team referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning, Time out <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - 1 day ISS, Privilege restriction, PBIP meeting <b>Offense 4+</b> 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1-3</b> - Reflection, Educational modules, Teacher conference <b>Offense 5+</b> - Counseling referral, Outside service referral, Student support team referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning, Time out <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - 1 day ISS, Privilege restriction, PBIP meeting <b>Offense 4+</b> 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting
<b>7-8 Interventions</b> <b>Offense 1</b> - Educational modules, Reflection <b>Offense 2+</b> Student Support Team referral, counseling referral, Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Detention, Time out <b>Offense 2</b> - 1-2 Detentions, 1 day ISS <b>Offense 3</b> - 2-3 days ISS, 1 day OSS, Bridges program, PBIP meeting <b>Offense 4</b> - 3-5 days ISS, 2-3 days OSS, Bridges program, Mandatory PBIP meeting <b>Offense 5+</b> - 3-5 days OSS, Mandatory PBIP revision
<b>9-12 Interventions</b> <b>Offense 1</b> - Educational modules, parent meeting <b>Offense 2+</b> Student Support Team referral, Counseling referral, Check in/out adult identified	<b>9-12 Consequences</b> <b>Offense 1</b> - Warning, Detention, Time out, 1 day ISS <b>Offense 2</b> - 1-3 Detentions, 1-2 days ISS <b>Offense 3</b> - 2-3 days ISS, 1 day OSS, PBIP meeting <b>Offense 4</b> - 3 days ISS, PBIP meeting, Bridges program <b>Offense 5</b> - 1-3 days OSS, Bridges program, Mandatory PBIP meeting
<b><u>Tardiness to School S1008</u></b> Unexcused lateness to school or class without authorization or permission. <i>Every third tardy.</i>	
<b>K-1: Not applicable</b>	
<b>2-4: Not applicable</b>	
<b>5-6: Not applicable</b>	
<b>7-8 Interventions</b>	<b>7-8 Consequences</b>

<b>Offense 1-3</b> - Reflection, P/G contact, Educational modules, Teacher conference <b>Offense 4</b> - Counseling referral <b>Offense 5+</b> Counseling referral, Outside Service referral, Student Support Team referral	<b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Time out, Warning, 1-2 Detentions, 1 day ISS <b>Offense 3</b> - 1-2 detentions, 1-2 days ISS, PBIP meeting <b>Offense 4</b> - 2-3 days ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day OSS, Mandatory PBIP meeting
<b>9-12 Interventions</b> <b>Offense 1-3</b> - Reflection, P/G contact, Educational modules, Teacher conference <b>Offense 4</b> - Counseling referral <b>Offense 5+</b> Counseling referral, Outside service referral, Student Support Team referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Warning, Detention <b>Offense 2</b> - Time out, 1-2 Detentions <b>Offense 3</b> - 2-3 detentions, 1 day ISS, PBIP meeting <b>Offense 4</b> - 1-2 days ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day OSS, Mandatory PBIP revision
<b><u>Theft (Less than \$1500) S0111</u></b> Students who take school property or the personal property of another person(s).	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2-4</b> - Time out, Privilege restriction <b>Offense 5+</b> Time out, 1 day ISS
<b>2-4 Interventions</b> <b>Offense 1+</b> Reflection, educational modules, Student conference, P/G contact, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2-4</b> - Teacher/PG conference, Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> 1-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1+</b> Reflection, educational modules, Student conference, Counseling referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2-4</b> - Teacher/PG conference, Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> 1-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting
<b>7-8 Interventions</b> <b>Offense 1</b> - Reflection, Counseling referral, Educational modules <b>Offense 2+</b> Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-2 days OSS, PBIP meeting, Possible police notification <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP meeting, Possible police notification <b>Offense 4+</b> OSS pending Alternative Placement Process, police notification
<b>9-12 Interventions</b> <b>Offense 1</b> - Reflection, Counseling referral, Educational modules <b>Offense 2+</b> Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-2 days OSS, PBIP meeting, Possible police Notification <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP meeting, Possible police Notification <b>Offense 4+</b> OSS pending Alternative Placement Process, Police notification
<b><u>Unauthorized Use of an Electronic Device S1009</u></b> Students who engage in non-educational activities in the school environment, including but not limited to	

capturing, distributing, displaying, sharing, and/or posting inappropriate images, videos, movies, and/or music from personal devices. Engaging in social media, texting, playing games, and/or streaming that disrupts the learning environment. *\*This includes personal cell phone use not approved by staff member*

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, PBIP meeting	<b>K-1 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2-4</b> - Time out, Privilege restriction <b>Offense 5+</b> Time out, 1 day ISS
<b>2-4 Interventions</b> <b>Offense 1/2</b> - Reflection, Educational modules <b>Offense 3+</b> Teacher conference, Counseling referral, Outside service referral, Student Support Team referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Warning <b>Offense 2</b> - Privilege restriction, Time out <b>Offense 3</b> - Time out, Privilege restriction <b>Offense 4</b> - 1 day ISS, Privilege restriction, Mandatory PBIP meeting, cell phone pouch <b>Offense 5+</b> 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting, cell phone pouch
<b>5-6 Interventions</b> <b>Offense 1/2</b> - Reflection, Educational modules, Counseling referral <b>Offense 3+</b> Student Support Team referral, Outside service referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Warning, Privilege restriction <b>Offense 2</b> - Time out, Warning, Privilege restriction, 1 day ISS, cell phone pouch <b>Offense 3</b> - Privilege restriction, Time out, 1-2 days ISS, PBIP meeting, Cell phone pouch <b>Offense 4</b> - 2-3 days ISS, Mandatory PBIP meeting, Cell phone pouch, Bridges program <b>Offense 5+</b> 1 day OSS, Mandatory PBIP revision, Cell phone pouch
<b>7-8 Interventions</b> <b>Offense 1/2</b> - Reflection, Educational modules, Counseling referral <b>Offense 3+</b> Student Support Team referral, Outside service referral	<b>7-8 Consequences</b> <b>Offense 1</b> - Warning, Detention, Time out, Cell phone pouch <b>Offense 2</b> - Time out, Warning, Detention, 1 day ISS, cell phone pouch <b>Offense 3</b> - 1-2 detentions, 1-2 days ISS, PBIP meeting, Cell phone pouch <b>Offense 4</b> - 2-3 days ISS, Mandatory PBIP meeting, Cell phone pouch, Bridges program <b>Offense 5+</b> 1 day OSS, Mandatory PBIP revision, Cell phone pouch
<b>9-12 Interventions</b> <b>Offense 1/2</b> - Reflection, Educational modules, Counseling referral <b>Offense 3+</b> Student Support Team referral, Outside service referral	<b>9-12 Consequences</b> <b>Offense 1</b> - Warning, Detention, Time out, 1 day ISS, Cell phone pouch <b>Offense 2</b> - 1-2 days ISS, Cell phone pouch, 1 day OSS <b>Offense 3</b> - 2-3 days ISS, 1-2 days OSS, PBIP meeting, Cell phone pouch <b>Offense 4</b> - 2-3 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Cell phone pouch, Bridges program <b>Offense 5+</b> 1 day OSS, Mandatory PBIP revision, Cell phone pouch

**Unsafe Item (S0131)**

Any item, device or substance that may be deemed disruptive and/or is used for a purpose in which it was not intended.

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Warning, Time out, Privilege restriction <b>Offense 2</b> - Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 3-4</b> - 1 day ISS <b>Offense 5+</b> 1-3 days ISS, 1 day OSS, Mandatory PBIP revision
<b>2-4 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside Service referral, Reflection, PBIP meeting, Educational modules, schedule change	<b>2-4 Consequences</b> <b>Offense 1</b> - Time out, 1 day ISS, Privilege restriction, PBIP meeting, Confiscation <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting, Confiscation <b>Offense 3+</b> 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting revision, OSS Pending Alternative Placement Process, Confiscation
<b>5-6 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Reflection, PBIP meeting, Educational modules, schedule change	<b>5-6 Consequences</b> <b>Offense 1</b> - Time out, 1 day ISS, 1 day OSS, Privilege restriction, PBIP meeting, Confiscation <b>Offense 2</b> - 1-2 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting, Confiscation <b>Offense 3+</b> 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting revision, OSS Pending Alternative Placement Process, Confiscation
<b>7-8 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Reflection, Educational modules	<b>7-8 Consequences</b> <b>Offense 1-</b> Time out, 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Possible Police Referral, Confiscation, Bridges program <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP meeting, Bridges program, Possible Police notification, Referral to Alternative Placement Process, Confiscation <b>Offense 4-5+</b> OSS Pending Alternative Placement Process, Police notification, Confiscation
<b>9-12 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Reflection, Educational modules, Schedule change	<b>9-12 Consequences</b> <b>Offense 1-</b> Time out, 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Possible Police Referral, Confiscation, Bridges program <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP meeting, Bridges program, Possible Police notification, Referral to Alternative Placement Process, Confiscation <b>Offense 4-5+</b> OSS Pending Alternative Placement Process, Police notification, Confiscation

**D Codes: Reportable to Department of Education**

Parent/Guardian notification shall be completed per DE regulation 616 at every level for all offenses. Prior to



writing a referral, check the Individual Education Plan (IEP) for behavior goals.

Interventions and consequences listed below shall be used progressively and not in sequential order.

**Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation.** Administrators reserve the right to adjust the response level for any 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.

#### **Destruction of Property D0301**

Students who damage or deface school property or the personal property of another person. This includes tampering with security, medical, or fire protective equipment.

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out <b>Offense 2</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 3+</b> 1-2 days ISS, 1-2 days OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> - 1-2 days ISS, 1 day OSS, Time out, Privilege restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
<b>5-6 Interventions</b> Educational modules, Outside service referral, Counseling referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, 1 day OSS, PBIP meeting <b>Offense 2</b> - 1-2 days ISS, 1-2 days OSS, Time out, Privilege restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> - Counseling referral, Outside Service referral, Reflection, Educational Modules, Behavioral Threat Assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, Bridges program, 1 day OSS, Possible Police notification, Mandatory PBIP meeting <b>Offense 2</b> - 2-3 days OSS, Police notification, Mandatory PBIP revision <b>Offense 3+</b> Police Notification, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1 +</b> Counseling referral, Outside Service referral, Reflection, Educational modules	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-2 days OSS, Bridges program, Possible police notification, Mandatory PBIP meeting <b>Offense 2/3</b> - 3-5 days OSS, Bridges program, Mandatory PBIP meeting, Possible police notification <b>Offense 4+</b> OSS Pending Alternative Placement Process, Police notification

**Exposure D2012**

Students who expose their genitals, breasts, or buttocks to another person.

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Time out <b>Offense 3+</b> Time out, Privilege restriction, 1 day ISS, PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> – 1-2 days ISS, 1 day OSS, Time out, Privilege Restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> – 1-2 days ISS, 1 day OSS, Time out, Privilege Restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>7-8 Consequences</b> <b>Offense 1+</b> 3-5 days OSS, Bridges program, OSS Pending Alternative Placement Process, Police Notification
<b>9-12 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Reflection, Educational modules	<b>9-12 Consequences</b> <b>Offense 1</b> - 3-5 days OSS, Bridges program, Police notification, Mandatory PBIP meeting <b>Offense 2+</b> OSS Pending Alternative Placement Process, Police notification

**Fighting D1101**

Students who willingly engage in a one-on-one physical altercation. This is a physical altercation in which none of the participants are identified as victims *by the school district*.

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, PBIP meeting, Outside counseling referral, Behavioral Threat Assessment	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Privilege restriction, Time out <b>Offense 3-4</b> - Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 5+</b> 1-2 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, 1 day ISS <b>Offense 2</b> - Privilege restriction, 2 days ISS, 1 day OSS, mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b>	<b>5-6 Consequences</b>

<b>Offense 1+</b> Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	<b>Offense 1</b> - Privilege restriction, 1 day ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 2</b> - Privilege restriction, 2 days ISS, 2 days OSS, mandatory PBIP revision <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	<b>9-12 Consequences</b> <b>Offense 1</b> - 5 Days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process <b>Offense 2+</b> OSS Pending Alternative Placement Process
<b><u>Harassment D2013</u></b> Students who engage in unwelcome verbal, written, electronic, graphic or physical conduct relating to another person's actual or perceived sex, gender, age, race, color, national origin, sexual orientation, gender identity expression, pregnancy or related conditions, religion, disability, English language proficiency, socioeconomic status, and/or physical appearance. The behavior must be considered severe, persistent or pervasive to be considered harassment. The behavior does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. <i>Milford School District Board Policy regarding Bullying, Cyberbullying may apply.</i>	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	<b>K-1 Consequences</b> <b>Offense 1</b> - Time out <b>Offense 2</b> - Privilege restriction, Time out, PBIP meeting <b>Offense 3</b> - 1 day ISS, Mandatory PBIP meeting <b>Offense 4+</b> 1 day ISS, 1 day OSS
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS <b>Offense 2</b> 1-3 days ISS, 1 day OSS, PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, mandatory PBIP, Referral to Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, 1 day OSS <b>Offense 2</b> 1-3 days ISS, 1-2 days OSS, PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, mandatory PBIP, Referral to Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Police Notification, Mandatory PG PBIP meeting, Schedule change, Student activities/athletic suspension, OSS pending Alternative Placement Process <b>Offense 2+</b> OSS Pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection,	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Police

Outside service referral, Counseling referral, Behavioral Threat Assessment	notification, Mandatory PBIP meeting, Schedule change, OSS pending Alternative Placement Process <b>Offense 2+</b> OSS Pending Alternative Placement Process, Police notification
<b><u>Hate Speech/Conduct D0750</u></b> Verbal or electronic communication and/or actions directed toward a member or members of a protected class of individuals for the explicit purpose of creating alarm, fear and/or causing emotional distress. <i>Includes written actions.</i>	
<b>K-1 Interventions</b> <b>Offense 1+</b> Warning, Educational modules, Counseling referral, Outside services referral	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Time out, Privilege restriction <b>Offense 3-4</b> - Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day ISS, 1 day OSS, Mandatory PBIP revision
<b>2-4 Interventions</b> <b>Offense 1+</b> Warning, Reflection, Educational modules, Counseling referral, Outside services referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS <b>Offense 2</b> - 1-3 days ISS, PBIP meeting, 1 day OSS <b>Offense 3</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 4+</b> OSS Pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Warning, Reflection, Educational modules, Counseling referral, Outside services referral	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, 1 day OSS <b>Offense 2</b> - 1-3 days ISS, PBIP meeting, 1-2 day OSS <b>Offense 3</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 4+</b> OSS Pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Reflection, mandatory Educational modules, Student conference, Counseling referral, Outside service referral, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Bridges program, Mandatory PBIP meeting, Police notification, Referral to Alternative Placement Process <b>Offense 2+</b> 3-5 days OSS, Bridges program, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Mandatory educational modules, Reflection, Counseling referral, Outside services referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Bridges program, Mandatory PBIP meeting, Police notification, Referral to Alternative Placement Process <b>Offense 2+</b> 3-5 days OSS, Bridges program, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b><u>Inappropriate Touch - Employee Victim D2014</u></b> Students who intentionally engage in physical aggression towards a school employee or volunteer either with their own body or with an object and it does not result in physical injury. This includes, but is not limited to pushing, pinching, punching, kicking, slapping, grabbing, scratching, poking with an object, throwing an object at, or spitting on a school employee or volunteer. The behavior does not have to include intent to harm. This offense should be used for students under the age of 12 who caused a physical injury to a school employee or volunteer that is not classified as serious.	
<b>K-1 Interventions</b>	<b>K-1 Consequences</b>

<b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>Offense 1-2-</b> Time out, Privilege restriction, PBIP meeting <b>Offense 3-4 -</b> Time out, 1 day ISS, Mandatory PBIP meeting <b>Offense 5+</b> 1 day OSS, Mandatory PBIP revision
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>2-4 Consequences</b> <b>Offense 1 -</b> Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> 1-2 days ISS, 1 day day OSS, Privilege restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>5-6 Consequences</b> <b>Offense 1 -</b> Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 2</b> 2-3 days ISS, 1-2 days day OSS, Privilege restriction, Mandatory PBIP revision <b>Offense 3+</b> 1-3 days ISS, 3-5 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1+</b> Police notification, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>9-12 Consequences</b> <b>Offense 1+</b> Police notification, OSS pending Alternative Placement Process
<b><u>Inappropriate Touch - Student Victim D2015</u></b> Students who intentionally engage in physical aggression towards another student either with their own body or with an object and it does not result in physical injury. This includes, but is not limited to pushing, pinching, punching, kicking, slapping, grabbing, scratching, poking with an object, throwing an object at, or spitting on another student. The behavior does not have to include intent to harm. This offense should be used for students under the age of 12 who caused a physical injury to another student that is not classified as serious.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>K-1 Consequences</b> <b>Offense 1-2-</b> Privilege restriction <b>Offense 3-4 -</b> Time out, PBIP meeting <b>Offense 5+</b> Time out, 1 day ISS, Mandatory PBIP revision
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1 -</b> Privilege restriction, Time out, 1 day ISS, PBIP meeting <b>Offense 2</b> 1-2 days ISS, 1 day day OSS, Privilege restriction, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral	<b>5-6 Consequences</b> <b>Offense 1 -</b> Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting



threat assessment	<b>Offense 2</b> 2-3 days ISS, 1-2 days day OSS, Privilege Restriction, Mandatory PBIP revision <b>Offense 3+</b> 1-3 days ISS, 3-5 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational, modules, Outside service referral, counseling referral, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Mandatory PB PBIP meeting, Bridges <b>Offense 2+</b> OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational, modules, Outside service referral, counseling referral, Behavioral threat assessment	<b>9-12 Consequences</b> <b>Offense 1</b> - 3-5 Days OSS, Bridges program, Mandatory PBIP meeting <b>Offense 2 +</b> OSS pending Alternative Placement Process
<b><u>Mutual Group Fight D2016</u></b> Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as victims <i>by the school district</i> .	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, PBIP meeting, Outside counseling referral	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Privilege restriction, Time out <b>Offense 3-4</b> - Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 5+</b> 1-2 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, time out, 1 day ISS <b>Offense 2</b> - Privilege restriction, 2 days ISS, 1 day OSS, mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral threat assessment	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege restriction, 1 day ISS, 1 day OSS, Mandatory PBIP meeting <b>Offense 2</b> - Privilege restriction, 2 days ISS, 2 days OSS, mandatory PBIP revision <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Reflection, Student conference, Outside service referral, Counseling referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 5 Days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process

**Possession and/or Production of Pornography D0101**

Students who possess, share, or produce any known pornographic or obscene material in the school environment. This would include a student who distributes photos or videos of another student who did not consent to getting their photos taken or shared, or cannot consent to the photos due to their age (under age 12).

**K-1 Interventions**

**Offense 1+** Educational modules, Counseling referral, Outside service referral

**K-1 Consequences**

**Offense 1-2** - Time out, Privilege restriction

**Offense 3-4** - Time out, 1 day ISS, Mandatory PBIP meeting

**Offense 5+** 1 day ISS, 1 day OSS, Mandatory PBIP revision

**2-4 Interventions**

**Offense 1+** Outside service referral, Counseling referral, Educational modules

**2-4 Consequences**

**Offense 1** - Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting

**Offense 2+** 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process

**5-6 Interventions**

**Offense 1+** Outside service referral, Counseling referral, Educational modules

**5-6 Consequences**

**Offense 1** - Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting

**Offense 2+** 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process

**7-8 Interventions**

**Offense 1+** Educational modules, Outside service referral, counseling referral

**7-8 Consequences**

**Offense 1+** 1-3 days ISS, 1-3 days OSS, Bridges program, Mandatory PBIP meeting, Police notification, OSS pending Alternative Placement Process

**9-12 Interventions**

**Offense 1+** Educational modules, Outside service referral, Counseling referral

**9-12 Consequences**

**Offense 1+** 1-3 days ISS, 1-3 days OSS, Bridges program, Mandatory PBIP meeting, Police notification, OSS pending Alternative Placement Process

**Possession and/or Use of Dangerous Instrument D2017**

Students who possess and/or use any object, device, or instrument in the school environment classified as a dangerous instrument under [11 Del. C. § 222](#). This includes, but is not limited to pellet/air guns, tasers, mace or other dangerous instruments.

**K-1 Interventions**

**Offense 1+** Educational modules, Counseling referral, PBIP meeting, Outside counseling referral

**K-1 Consequences**

**Offense 1** - Time out, 1 day ISS, 1 day OSS, mandatory PBIP meeting

**Offense 2+** 1-3 days ISS, 1-5 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process

**2-4 Interventions**

**Offense 1+** Outside service referral, Counseling referral, Educational modules, Behavioral threat assessment process

**2-4 Consequences**

**Offense 1+** 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Confiscation, Referral to Alternative Placement Process, Police notification

**5-6 Interventions**

**Offense 1+** Outside service referral, Counseling referral, Educational modules, Behavioral threat assessment process

**5-6 Consequences**

**Offense 1+** 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Confiscation, Referral to Alternative Placement Process, Police Notification

<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral, Behavioral threat assessment process	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Police notification, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> - Outside Service referral, Counseling referral, Behavioral threat assessment process	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Bridges program, Police notification, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process
<b><u>Possession and/or Use of Nonprescription and/or Prescription Medications D1601</u></b> Students who use or are under the influence of nonprescription and/or prescription medications, or who are found to be in possession of nonprescription and/or prescription medications in the school environment without proper documentation.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Turn into nurse	<b>K-1 Consequences</b> <b>Offense 1</b> - Privilege restriction <b>Offense 2</b> - Time out <b>Offense 3-4</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 5+</b> 1 day ISS, 1 day OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral, Turn into Nurse	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, Time out, 1 day ISS, <b>Offense 2</b> - Privilege restriction, 1-2 days ISS, 1 Day OSS, PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral, Turn into Nurse	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege Restriction, Time out, 1 day ISS, 1 day OSS <b>Offense 2</b> - Privilege restriction, 1-3 days ISS, 1-2 Day OSS, PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 3-5 days OSS, Mandatory PBIP meeting
<b>7-8 Interventions</b> Educational modules, Outside service referral, Counseling referral, Suicide risk assessment, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-2 days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification <b>Offense 2+</b> 3-5 days ISS, 3-5 days OSS, Bridges program, OSS pending Alternative Placement Process, Police notification
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral, Substance abuse counseling, Turn into nurse	<b>9-12 Consequences</b> <b>Offense 1</b> – 1-3 days ISS, 1-2 Days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification <b>Offense 2+</b> Police notification, OSS pending Alternative Placement Process
<b><u>Possession and/or Use of Tobacco or Electronic Smoking Devices D1401</u></b> Students who use or possess any tobacco product or any electronic smoking device in the school	

environment. This includes, but is not limited to products containing tobacco, electronic cigarettes and any vape device.

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Privilege restriction <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 4+</b> 1 day ISS, 1 day OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral	<b>2-4 Consequences</b> <b>Offense 1</b> - 1 day ISS, 1 day OSS, Privilege restriction, Mandatory PG PBIP meeting, cessation class <b>Offense 2</b> - 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PG PBIP meeting revision <b>Offense 3+</b> 1-3 days ISS, 1-3 Days OSS, Privilege restriction, PBIP Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1+</b> Cessation class, Counseling referral, Outside services referral, Educational modules	<b>5-6 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP revision <b>Offense 4-5+</b> OSS Pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Cessation class, Counseling referral, Outside services referral, Educational modules	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Bridges Program <b>Offense 2-3</b> - 3-5 days OSS, Mandatory PBIP revision, Bridges Program <b>Offense 4-5+</b> OSS Pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Cessation class, Counseling referral, Outside services referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 2-3 days ISS, Mandatory PBIP meeting <b>Offense 2-3</b> - 1-3 days OSS, Bridges program, Mandatory PBIP revision <b>Offense 4-5+</b> 3-5 days OSS, OSS Pending Alternative Placement Process

#### **Theft (\$1500 or more) D0601**

Students who take school property or the personal property of another person(s).

<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral	<b>K-1 Consequences</b> <b>Offense 1</b> - Privilege restriction <b>Offense 2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 4+</b> 1 day ISS, 1 day OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Privilege restriction, 1 day ISS, PBIP meeting, <b>Offense 2+</b> 2-3 days ISS, 1-3 Days OSS, Privilege restriction, Mandatory PBIP meeting
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Outside	<b>5-6 Consequences</b> <b>Offense 1</b> - Privilege Restriction, 1 day ISS, 1 day OSS, PBIP

service referral, Counseling referral	meeting <b>Offense 2</b> - 2-3 days ISS, 1-3 Days OSS, Privilege Restriction, Mandatory PBIP meeting <b>Offense 3+</b> OSS Pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-5 Days OSS, Mandatory PBIP meeting, OSS Pending Alternative Placement Process, Police Notification <b>Offense 2 +</b> Police Notification, OSS Pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 3-5 Days OSS, Mandatory PBIP meeting, OSS Pending Alternative Placement Process, Police Notification <b>Offense 2+</b> Police Notification, OSS Pending Alternative Placement Process
<b><u>Threat of Physical Attack without Weapon D2018</u></b> Students who threaten to engage in an act that causes harm and introduces fear in another school community member. Threats can be made verbally, in writing, or with gestures and may refer to a weapon that is not present. A threat may or may not be made in person.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	<b>K-1 Consequences</b> <b>Offense 1-2</b> - Time out, Privilege restriction <b>Offense 3</b> - Time out, Privilege restriction, 1 day ISS, PBIP meeting <b>Offense 4+</b> 1 day ISS, 1 day OSS, Mandatory PBIP meeting
<b>2-4 Interventions</b> <b>Offense 1+</b> Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	<b>2-4 Consequences</b> <b>Offense 1</b> - Time out, Privilege restriction <b>Offense 2</b> - 1 day ISS, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-3 Days OSS, Mandatory PG PBIP meeting revision, OSS Pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	<b>5-6 Consequences</b> <b>Offense 1</b> - 1-2 days ISS, 1-2 days OSS, Referral to Alternative Placement Process <b>Offense 2</b> - 3-5 days ISS, 3-5 days OSS, Bridges program, Referral to Alternative Placement process <b>Offense 3+</b> OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	<b>7-8 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Bridges program, Police notification, Referral to Alternative Placement Process <b>Offense 2</b> - 3-5 days ISS, 3-5 days OSS, Bridges program, Police notification, Referral to Alternative Placement process <b>Offense 3+</b> OSS pending Alternative Placement Process, Police notification
<b>9-12 Interventions</b>	<b>9-12 Consequences</b>



<b>Offense 1+</b> Reflection, Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, PBIP meeting, Police Notification <b>Offense 2</b> - 3-5 days ISS, 3-5 days OSS, Bridges program, PBIP revision, Police Notification <b>Offense 3+</b> 5 days OSS, Bridges program, OSS Pending Alternative Placement Process
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### **C Codes: Criminal Codes reported to law enforcement and Department of Education**

Parent/Guardian notification shall be completed per DE regulation 616 at every level for all offenses. Prior to writing a referral, check the Individual Education Plan (IEP for behavior goals.

Interventions and consequences listed below shall be used progressively and not in sequential order.

**Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation.** Administrators reserve the right to adjust the response level for any 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.

#### **Assault Causing Physical Injury C0720**

Students who intentionally engage in an act that causes physical injury or serious physical injury to another person. This includes, but is not limited to bruises, lacerations, puncture and stab wounds, dislocations, sprains, and/or bone fracture. This offense is not used for students under the age of 12, unless the student causes a serious physical injury, which are injuries that create the risk of death or cause disfigurement, impairment of health, or loss or impairment of the function of any bodily organ or limb.

#### **K-12 Interventions**

**Offense 1+** External service referral, Counseling referral, Educational modules

#### **K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

#### **Distribution of Alcohol and/or Drugs C0721**

Students who are found to be selling and/or distributing alcohol, drugs or other substances in the school environment. This includes, but is not limited to inhalants, marijuana (cannabis, edible, liquid, etc.), drug like substances, look alike substances, nonprescription medication, and prescription medications.

#### **K-12 Interventions**

**Offense 1+** External service referral, Counseling referral, Educational modules

#### **K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

#### **Other School Crime C0722**

Any significant incident resulting in disciplinary action not classified previously, but required to be reported under the School Crimes Reporting Law ([14 Del. C. § 4112](#)). This may include arson, manslaughter, etc. (*reckless burning included*)

#### **K-12 Interventions**

**Offense 1+** Outside service referral, Counseling referral, Educational modules

#### **K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

#### **Possession and/or Use of Alcohol and/or Drugs C0723**

Students who use or are under the influence of alcohol, drugs or other substances, or who are found to be in possession of alcohol, drugs, other substances, or drug paraphernalia in the school environment. This

includes, but is not limited to inhalants, marijuana (cannabis, edible, liquid, etc.), drug like substances, look alike substances, nonprescription medication, and prescription medications.	
<b>K-1 Interventions</b> <b>Offense 1+</b> Counseling referral, Outside service referral, Educational modules	<b>K-1 Consequences</b> <b>Offense 1</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 2-</b> 1-2 days ISS, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b>2-4 Interventions</b> <b>Offense 1+</b> Outside service referral, Counseling referral, Educational modules	<b>2-4 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 2+</b> 2-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, Counseling referral	<b>5-6 Consequences</b> <b>Offense 1</b> - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 2+</b> 2-3 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Outside service referral, counseling referral, substance abuse counseling	<b>7-8 Consequences</b> <b>Offense 1</b> - Bridges program, 1-5 days OSS, Mandatory PBIP meeting, OSS pending Alternative Placement Process, Police notification <b>Offense 2+</b> Police notification, OSS pending Alternative Placement Process
<b>9-12 Interventions</b> <b>Offense 1+</b> Outside service referral, Counseling referral	<b>9-12 Consequences</b> <b>Offense 1</b> - 1-5 days OSS, Mandatory PBIP meeting, Bridges program, Referral to Alternative Placement Process <b>Offense 2+</b> OSS pending Alternative Placement Process
<b><u>Possession and/or Use of Deadly Weapons C0724</u></b> Students who possess and/or use any object, device, or instrument in the school environment classified as a deadly weapon under <a href="#">11 Del. C. § 222</a> . This includes, but is not limited to a knife of any sort, switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot and/or razor. This does NOT include toys, or ordinary objects including pocket knives with blades less than 3 inches. Firearms and bombs are captured under separate offenses.	
<b>K-12 Interventions</b> <b>Offense 1+</b> External service referral, Counseling referral, Educational modules	<b>K-12 Consequences</b> <b>Offense 1+</b> Police notification, OSS pending Alternative Placement Process
<b><u>Possession and/or Use of Explosive Devices C0725</u></b> Students who are found to be in possession and/or use incendiary devices such as fireworks, firecrackers, pipe bombs and/or other explosives in the school environment.	
<b>K-12 Interventions</b> <b>Offense 1+</b> External Service Referral, Counseling Referral, Educational Modules	<b>K-12 Consequences</b> <b>Offense 1+</b> Police Notification, OSS Pending Alternative Placement Process

**Possession and/or Use of Firearms C0726**

Students who possess and/or use any firearm in the school environment. This includes, but is not limited to handguns, rifles, shotguns, starter guns, and/or other firearms identified in [11 Del. C. § 222](#), whether loaded or not. BBs are included per [§ 1457](#) and [§ 1457A](#). This does NOT include toys or pellet/air guns; these should be captured other Possession and/or Use of Dangerous Instruments.

**K-12 Interventions**

**Offense 1+** External service referral,  
Counseling referral

**K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

**Rape C0727**

Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent, including when a person is unable to give consent. All persons, regardless of sex, sexual orientation, or gender identity, can be victims of rape.

**K-12 Interventions**

**Offense 1+** External service referral,  
Counseling referral

**K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

**Robbery C0728**

Students who take or attempt to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that robbery involves a threat or assault.

**K-12 Interventions**

**Offense 1+** External service referral,  
Counseling referral

**K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

**Sexual Assault C0729**

Is any sexual act directed against another person without consent, including when a person is unable to give consent. It includes threatened rape, fondling, indecent liberties, or child molestation. Rape is not included. All persons, regardless of sex, sexual orientation, or gender identity, can be victims of sexual assault. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).

**K-12 Interventions**

**Offense 1+** Outside service referral,  
Counseling referral

**K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

**Threat of Physical Attack with Weapon C0102**

Students who threaten to engage in an act that causes harm and introduces fear in another person, and the threat is made while displaying, brandishing, or discharging a weapon but with no actual physical contact of any person. A threat may or may not be made in person. **A threat of physical attack using words that refer to a weapon would be considered a threat without a weapon.**

**K-12 Interventions**

**Offense 1+** Outside service referral,  
Counseling referral

**K-12 Consequences**

**Offense 1+** Police notification, OSS pending Alternative Placement Process

**Threatening Mass Violence C0730**

Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm in the school environment. This includes, but is not limited to bomb threats and other threats that are likely to cause an evacuation of a building. See *Threats of Physical Attack with and without*

<i>weapon(s) for threats against people.</i>	
<b>K-1 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>K-1 Consequences</b> <b>Offense 1</b> - Time out, 1 day ISS, PBIP meeting <b>Offense 2-</b> 1-2 days ISS, Mandatory PBIP meeting <b>Offense 3+</b> 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
<b>2-4 Interventions</b> <b>Offense 1+</b> - Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>2-4 Consequences</b> <b>Offense 1</b> - 1-3 ISS, 1-3 days OSS, Mandatory PBIP meeting <b>Offense 2+</b> 1-3 days OSS, OSS pending Alternative Placement Process
<b>5-6 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>5-6 Consequences</b> <b>Offense 1</b> - 1-3 ISS, 1-3 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process <b>Offense 2+</b> 1-3 days OSS, OSS pending Alternative Placement Process
<b>7-8 Interventions</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>7-8 Consequences</b> <b>Offense 1</b> - Bridges program, 1-5 days OSS, Mandatory PBIP meeting, OSS pending Alternative Placement Process, Police notification <b>Offense 2+</b> Police notification, OSS pending Alternative Placement Process
<b>9-12 Consequences</b> <b>Offense 1+</b> Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	<b>9-12 Consequences</b> <b>Offense 1</b> - Bridges program, 1-5 days OSS, Mandatory PBIP meeting, OSS pending Alternative Placement Process, Police notification <b>Offense 2+</b> Police notification, OSS pending Alternative Placement Process

## Appendix A: Glossary

**ALTERNATIVE PLACEMENT PROCESS:** A process that begins at the conclusion of an administrative investigation, as result of a severe or repetitive Code of Conduct violation(s) listed within the Code of Conduct in which a Principal is requesting a referral for Alternative Placement for the student after the administrative investigation is complete. An Alternative Placement Team Meeting will take place to determine if any alternative setting is appropriate for the referred student. The Alternative Placement Team will decide on whether to assign a student to an Alternative Placement Program. If a Parent/Guardian chooses to appeal the Alternative Placement Decision, the appeal must be in writing to the Superintendent's office no later than 5 business days following the Alternative Placement Team Meeting. This process must adhere to Delaware Regulations Administrative Code: Title 14 Education: Section 600 School Climate and Discipline, Section 611 Consortium Discipline Alternative Programs for Treatment of Severe Discipline Problems, Section 613 Uniform Procedures for Processing Attorney General's Reports, Section 614 Uniform Definitions for Student Conduct Which May Result in Alternative Placement or Expulsion, and Section 616 Uniform Due Process Procedures for Alternative Placement Meetings and Expulsion Hearings.

**ALTERNATIVE PROGRAM:** A school discipline improvement program that provides Appropriate Educational Services that has been created for students whose behavior(s) is within the defined conduct under 14 DE Admin. Code 614. This includes any programs managed by a school district/charter or the Consortium Discipline Alternative Program.

**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 an Alternative Placement Team 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.

**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.

**BEHAVIORAL THREAT ASSESSMENT (BTA):** A systematic process that is designed to identify situations or persons of concern, investigate, gather information, and assess and manage the situation to mitigate risk. Threat assessment is a prevention strategy based on a problem-solving approach to violence prevention. See board policy 5112 for more information on the Behavioral Threat Assessment process.

**BRIDGES PROGRAM:** A temporary classroom setting that provides educational services as well as social and emotional support focusing on conflict resolution, reflection and education for behavioral change.

**BUILDING LEVEL CONFERENCE:** A meeting which is held by phone or in person between the Principal, other appropriate school staff members as determined by the Principal, a student and a student's Parent to discuss the student's misconduct relative to a recommendation for Suspension, Alternative Placement, or Expulsion.

**BUSINESS DAY:** A day in which schools are open with Administration present.

**COUNSELING REFERRAL:** A referral to the School Counselor, Wellness Center, or Outside Counseling Agency.

**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.

**DETENTION:** An established time when a student is detained in a supervised area. Detention can be held during lunch or after school.

**DISCIPLINE REFERRAL:** Formal documentation completed by the staff and returned to Administration with information about an incident or student behavior that occurred.

**EDUCATIONAL MODULE:** An individualized lesson educating a student on a social, emotional, or behavioral competency regarding behavior that violates the Code of Conduct.

**EXPULSION:** A disciplinary action approved by the Board of Education resulting in a student being removed from the Regular School Program for a duration not to exceed the total number of student days in a school year. A student expelled without Appropriate Educational Services shall be unenrolled from the district/charter during the term of the expulsion. Whether the expulsion is with or without educational services (including Alternative Placement), the expelled student is not eligible to enroll in any other Delaware public school during the period of the expulsion and until any reasonable terms of the expulsion are fulfilled.



**IN-SCHOOL SUSPENSION (ISS):** The removal of a student from their class for more than a half school day from the area indicated by the regularly assigned schedule.

**MULTI-TIERED SYSTEM OF SUPPORT (MTSS):** Delaware Regulations Administrative Code: Title 14: Section 500 Curriculum and Instruction, Subsection 508 defines MTSS as a framework that is designed to meet the needs of the whole child through an integrated multi-level prevention system that optimizes team-based leadership and data-driven decision making to meet the academic and non-academic needs of all students. High quality core academic instruction and non-academic practices as universal support to all children. Evidence-based intervention and support are matched to student needs and informed by ongoing progress monitoring and additional formative assessments.

**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.

**OUT-OF-SCHOOL SUSPENSION (OSS):** A form of short-term suspension that can be applied as a consequence for violating the Code of Conduct. The duration shall not be more than five (5) consecutive school days for any single conduct violation or ten (10) consecutive school days for a combination of violations which occurred during a single disciplinary incident. The student will still be responsible for class work and assignments during out-of-school suspension. The Superintendent or their designee shall have the right to temporarily extend a student's suspension beyond the ten (10) school day limit pending an Alternative Placement Process decision or Board of Education decision regarding a Discipline Hearing or other formalized disciplinary action hearing for the student. A student whose suspension has been temporarily extended beyond ten (10) consecutive school days shall receive Appropriate Educational Services. Educational services shall continue until the student's Alternative Placement Process decision has been rendered or the Board of Education decision regarding the student's expulsion hearing or other formalized Disciplinary Action hearing has concluded.

**PARENT/GUARDIAN (PG):** 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/GUARDIAN POSITIVE BEHAVIOR INTERVENTION PLAN (PBIP) MEETING:** A conference that can occur via telephone/virtually/in person with the Parent/guardian, student, and school team. The purpose of the conference is to collaborate and create a detailed action/intervention plan outlining interventions, options, and/or steps for the student to be successful and avoid the accumulation of additional/repeat Code of Conduct violations. Interventions can include, but are not limited to change of class, time-outs, character education, check-ins, identification of trusted adult(s) for the student to talk with in and out of school who can be reached if necessary, breaks, counseling plan, wellness plan, and identified goals. A Positive Behavior Intervention Plan will be created and agreed upon and signed by all parties at the conclusion of this meeting for the student's success.

**POLICE NOTIFICATION:** The notification to local law enforcement of an incident that occurred on school property during or after school hours that must be reported per Delaware law or Milford School District policy.

**POSITIVE BEHAVIOR INTERVENTION PLAN (PBIP):** A collaborative plan between a student, their Parent/Guardian, and the school team (administrator, teacher, counselor, other staff member if needed) that identifies areas of growth and resources for the student to be successful in school. Failure to follow the intervention plan could result in a recommendation for further disciplinary action. In accordance with 14 Del. C. § 614, violation of an Intervention plan can be used as a basis for alternative placement or recommendation for expulsion.

**PRINCIPAL'S PROBATION:** A probationary period when a student is unable to attend or participate in any non academic 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 Positive Behavior Intervention Plan.

**PRIVILEGE RESTRICTION:** A consequence of losing/altering an in-school privilege, **with parent agreement**, or an extracurricular activity.

**REFLECTION:** Time for a student to process their behaviors, regulate from dysregulation, and work with an adult (teacher, counselor, administrator) to find remedies to the code of conduct violation. Examples of remedies can include an apology, educational module completion, SEL worksheets.

**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 Parent/Guardians who assist in school activities or chaperone school functions.

**SERVICE REFERRAL:** Referral to Internal and/or external service providers. Examples include: clothing closet, food bank, counseling, medical providers, state services.

**STUDENT CONFERENCE:** A meeting between two or more students to discuss the conflict and work out a resolution.

**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. SST input can be used to create the Positive Behavior Intervention Plan. School-Based Intervention Services should include both short-term and long-term intervention strategies that include character education, short-term and or long-term counseling to improve behavior which impacts educational performance, and methods to identify the need to refer student for additional services within the District or to other agencies

**TIME OUT:** A temporary, supervised behavior management technique which occurs outside of the regular classroom setting for no more than half of a full school day, which provides opportunities to regain emotional regulation. A student being removed from their regular setting for less than a half day is considered a time out.

**TRANSITION 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 and outline the plan in a Positive Behavior Intervention Plan.

**WARNING:** A verbal or written Warning for a student after a discussion is had around the code of conduct violation.

## Appendix B: BULLYING AND CYBERBULLYING

The Milford School 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. The Board directs the Superintendent and/or designee to develop a school-wide bullying prevention program. The Board authorizes the Superintendent and/or designee to consistently implement this policy and regulations throughout the District. The Board, through the Superintendent and/or designee, authorizes each principal to consistently implement this policy and regulations within each school.

### **Prohibition of Bullying**

To further these goals, and as required by 14 Del. C. § 4164, the District prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of the District from grades kindergarten through grade twelve. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

“School function” includes any field trip or any officially sponsored school event. “School property” means any building, structure, athletic field, sports stadium or real property owned, operated, leased or rented by any public school district including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school.

### **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:

- A. 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
- B. 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
- C. Interfering with a student having a safe School Environment necessary to facilitate educational performance, opportunities, or benefits; or
- D. 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.

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:

- Interferes with a student’s physical well-being; or
- Is threatening or intimidating; or
- 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 sender knows is likely to be available to a broad audience within the school community.
  - 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.
- The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district initiated under this section provided there is sufficient school nexus.

### **REPORTING REQUIREMENTS:**

It is the responsibility of each member of the school community: pupils, staff, and parents to report instances of bullying or suspicions of bullying. 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:**

- The administration will promptly investigate a report of bullying in a timely manner and determine whether bullying has occurred and that such procedure include investigation, 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.
- All reports 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.

### **Consequences for Bullying:**

Consequences for bullying are outlined in Chapter five of the School Code of Conduct.

### **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.

### **REPORTING PROCEDURES:**

The procedures for a student/Parent/guardian to report alleged bullying will be as follows:

- 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 administration or designee.
- If a child expresses a desire to discuss a personal incident 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 administrator or designee.
- Written complaints shall be specific as to actions giving rise to the complaint and should include the following information:
  - Conduct involved
  - Persons involved, designated bully, target, and bystanders' roles
  - Time and place of the conduct and alleged number of incidents
  - Names of potential students or staff witnesses
  - Any actions taken in response
- Short, easy to use complaint forms can be obtained from the school administration or district office. (MSD Bullying Reporting Form)

- The MSD Bullying Reporting Form may be completed on the school website and automatically sent to school administration.
- Anyone may report bullying. A report may be made to any staff member.
- Every bullying report of bullying will be recorded in the student information system. 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. Verification of the anonymous report is necessary in order for any disciplinary action to be applied.

#### **NOTIFICATION OF PARENTS, GUARDIAN, OR RELATIVE CAREGIVER:**

Administration must make reasonable efforts to notify parent/guardian of any target of bullying or person who bullies another.

#### **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:

- School staff members and medical professionals who are involved in treating students for bullying issues can communicate once a release of information form is signed by the parent/guardian 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 FERPA guidelines.
- 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.

#### **IMPLEMENTATION:**

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

#### **SITE-BASED COORDINATION 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. A majority of the members of the site-based committee must be members of the school professional staff, of which a majority must be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for schools enrolling students in grade seven through twelve), parents, and staff from the before- or after-school program or programs. These representatives shall be chosen by members of each respective group, except that the school principal shall appoint the representatives of the nonemployee groups. The committee shall operate on a 1-person, 1-vote principle.

#### **INFORMING STUDENTS OF ELECTRONIC MEDIUMS:**

At the beginning of each academic year, each 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. 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 above shall also be treated in the same manner as other publicly accessible internet portals.



### **OTHER DEFENSES:**

- 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.
- 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.

### **POLICY NOTIFICATION:**

The policy shall appear in the student and staff handbook. This policy will be posted on the MSD website.

### **RELATIONSHIP TO OTHER LAWS:**

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. 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 a manner as to conflict any State or Federal laws concerning special education or individuals with disabilities.

## **APPENDIX C: HARASSMENT**

**SEXUAL HARASSMENT:** Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District ("the District"), that receive any Federal funds must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- A school employee conferring an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

The District has a responsibility to respond promptly and equitably. If the District knows or reasonably should know about sex discrimination, sexual harassment, or sexual violence within the District's education program or activity, the District will take immediate action to eliminate the sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities. The District strives to provide an environment free from sex discrimination,

including sexual harassment. The District encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (e.g., the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the District's Title IX coordinator in person, or by phone, mail, or e-mail, or to the Office of Civil Rights. Any person (e.g., the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

**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:

- 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.
- 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.
- 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.
- The use of threats, coercion, or intimidation to prevent a person from reporting such harassment or misconduct as set forth in bullets 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.

## Appendix D: DRUGS AND ALCOHOL

The Milford School District strives to promote student awareness/education concerning the dangers of substance abuse in the schools. The district will make known the availability of drug and alcohol counseling, rehabilitation, and student assistance programs. The district will provide a fair and equitable framework for administering consequences to students who violate the policy. The district will also 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.

### **POLICY:**

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:

- Follow the Code of Conduct to administer consequences to students.
- Alert law enforcement of possible criminal violations.
- Turn over all substances and paraphernalia to law enforcement officials.
- Request analysis of the substance if necessary.
- 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.
- Offer 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.
- 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 or 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) shall constitute intent to use, possess, or distribute if any of the following conditions is present:

- The express representation that the substance is a controlled substance; or
- 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
- 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:

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

controlled substances.

- The delivery or attempted delivery included an exchange of or demand for money or other valuable property as consideration for delivery of the substance, and the amount of such consideration was substantially in excess of the reasonable value of the non-controlled substance.
- The physical appearance of the finished product containing the substance is substantially identical to a specific controlled substance.

## **Appendix E: TOBACCO AND VAPING PRODUCTS**

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

### **DEFINITION:**

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

- 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.
- A component or accessory used in the consumption of a tobacco product, including filters, rolling papers, and pipes.

### **AUTHORITY:**

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

### **DELEGATION OF RESPONSIBILITY:**

The Superintendent or designee may develop administrative regulations to implement this policy. 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, student handbooks, posted notices, signs, social media, and on the District website. 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:**

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 e-cigarette, as soon as practicable. School administration shall inform the Parent/Guardian whether law enforcement has been or may be notified. School administration shall document attempts made to reach the Parent/Guardian.

**MILFORD SCHOOL DISTRICT POLICY**  
**Alternative Placement and Expulsion Process**  
**5404.1**

**Alternative Placement:**

A student may be assigned to an Alternative Program because of serious and/or repeated violations of the Code of Conduct. 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 to the School Climate and Safety Supervisor for Alternative Placement:

- 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 600-616.
- In conjunction with an Attorney General's Report or court disposition that indicates that the student has been charged with criminal charge, regardless of jurisdiction, which demonstrates the propensity to show a disregard for the health, safety and welfare of others, including serious acts of violence, weapons offenses, and drug offenses.
- 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.

**Alternative Placement Process:**

The following procedures shall be followed by Administrators when investigating a code of conduct violation that could result in a referral for alternative placement/expulsion in accordance with 14. Del. C. § 616:

- The Principal/Designee shall conduct a preliminary investigation to determine if there is reasonable basis to pursue disciplinary action. This investigation shall be complete within 3 school days of the incident.
- If the preliminary investigation verifies that disciplinary action may be warranted, initial due process procedures shall be followed including: A student shall be afforded initial due process rights for discipline procedures which result in the removal of a student for one day or more from regular school program due to a violation of the school's student code of conduct. These rights shall be afforded prior to any removal of one day or more from the regular school program:
  - The student had prior opportunity to be informed in accordance with the established student code of conduct rules and/or regulations.



- Administrator shall inform the student, orally and in writing within three days at completion of the administrative investigation, the allegations(s) against him/her, the conduct which forms the basis of the allegations(s), and the policy, rule, or regulation violated
- The student shall be given an explanation of evidence supporting the allegation(s) and an opportunity to present his/her side of the story including any evidence.
- \*Due Process Delay Provision: A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal, may be immediately removed from the school provided that, as soon as practical Due Process is followed.
- After the student has been afforded initial due process procedures, and if the Principal/Designee decides that disciplinary action will be taken, the student and Parent/Guardian shall be notified.
- If the Principal/Designee decides that the disciplinary action should be a referral for an alternative placement/expulsion, the Principal/Designee shall follow due process explained in the Code of Conduct and hold a Building Level Conference with the Parent/Guardian and the student. The conference shall be held by phone or in person. The Principal/Designee shall have at least one other person present to take notes during the conference or shall have the conference audio recorded. The Principal/Designee shall explain to the parent and the student the purpose of the meeting is to inform them:
  - of the referral for alternative placement/expulsion;
  - that the student may be suspended pending the outcome of the Alternative Placement Team Meeting and;
  - of the procedures that will take place as follow up to the referral for alternative placement or expulsion.

### **Alternative Placement Team Meeting**

- The Principal/Designee will notify the School Climate and Safety Supervisor of the referral for alternative placement/expulsion once the decision is made to refer to Alternative Placement. An Alternative Placement Team Meeting will be scheduled and conducted pursuant to 14. Del. C. §616 Uniform Due Process Procedures for Alternative Placement Meetings and Expulsion Hearings: 7.0 Assignment to Alternative Placement; 7.3 Alternative Placement Meeting for Districts/Charter Schools.
- An Alternative Placement Team Meeting shall take place to determine if an alternative setting is appropriate for a referred student. The meeting shall take place as soon as practical. A notice of the scheduled Alternative Placement Team Meeting shall be mailed to the Parent/Guardian at least five (5) business days before the

meeting is to occur. A Parent/Guardian may sign a waiver to waive the five (5) business days prior to the meeting. The Alternative Placement Team includes: the Supervisor of School Climate and Safety who serves as the district representative, the building level administrator/designee, the student's parent (must be invited, but not required to attend), guidance counselor or school social worker.

- If a decision is made to assign a student to an alternative placement, the District will notify the student/family verbally within one (1) business day of the decision. The District shall send a follow-up written notice within three (3) business days to the parent describing the circumstances which lead 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.

### **Alternative Placement Appeal Procedures**

- A student/Parent/Guardian wishing to appeal the Alternative Placement Team's written determination must file a written appeal of that determination with the Superintendent's Office no later than three (3) business days from the date of receipt of the Alternative Placement Team's written determination. The Superintendent or their designee will review the Alternative Placement Team's written determination and evidence and make a written decision within three (3) business days.
- The determination of the Superintendent's Office shall be the final decision of the school system. A copy of the Superintendent's Office final determination shall be sent to all involved parties no later than five (5) business days following the date of the Superintendent's written decision.

### **Student Assignment to Alternative Placement**

- Milford School District contacts the Alternative Program to set up a date and time for an Intake Meeting.
- 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.
- Participants required to be present at the Intake Meeting include, but are not limited to, the student, the parent, a district representative, the Alternative Program administrator, and other appropriate Alternative Program staff.
- A student assigned to a Consortium Discipline Alternative Program must be registered in Milford School District before the Intake Meeting is held.
- The Intake Meeting will include the completion of necessary forms, including the Intake Form, which requires student and parent signatures.
- During the Intake Meeting, Milford School District representatives 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.

- 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.
- 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:**

An expulsion may be requested as a form of discipline in the Alternative Placement Process. This level of discipline process must be approved by the Superintendent's office. Only the Board of Education may expel a student from school for violation of District Policy. Expulsion shall be taken in accordance with due process rights and on the documented evidence presented by the administration. A student will be expelled for up to 180 school days.

### **Expulsion Process:**

A Principal/designee may refer a student for Expulsion to the Supervisor of School Climate and Safety. A determination will be made to move forward with expulsion from long-term suspension alternative placement. The Superintendent's Office may at their discretion send an appeal of Alternative Placement Team Meeting to an Expulsion Hearing.

- If the district moves forward with expulsion: An Expulsion Hearing would be scheduled no later than 3 days of district determination to move forward with the expulsion process.
- Due process for expulsion hearings per Regulation 600 would be initiated and followed.
- A third party hearing officer will hear the district and student and Parent/Guardian's evidence and create a Finding of Facts report and make a recommendation for placement that will be presented to the Milford School Board at the next scheduled Board Meeting.
- The hearing will be transcribed by a third party transcriber.
- The Milford School Board shall vote on the finding of facts and recommendation of the third party Hearing Officer pursuant to 14. Del. C. §616 Uniform Due Process Procedures for Alternative Placement Meetings and Expulsion Hearings; 10.0 Procedures for the Expulsion of Students.