

Student and Parent Handbook

2025-2026



IT'S A GREAT DAY TO BE A *Rider*

This document will be updated as policies are reviewed/revised.

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

Caesar Rodney School District is an Equal Opportunity Employer

The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services, or activities based on race, color, gender, religion, national origin, veteran or marital status, age, disability, sexual orientation, gender identification or genetic information in accordance with state or federal laws. Inquiries about compliance should be made to the Title IX, District 504, and ADA Compliance Officers: Paul L. Dunbar Administration Building, 7 Front Street, Wyoming, DE 19934. Phone (302)698-4800.

BOARD OF EDUCATION

Jessica Marelli, President
David Failing, Vice President
Dr. Joyce Denman, Member
Nicole Hill, Member
Mike Marasco, Member

Paul L. Dunbar Administrative Offices

7 Front Street, Wyoming DE 19934
(302)698-4800 Main Office
Web address: www.crk12.org

Dr. Corey Miklus, Superintendent
Dr. Jessilene Corbett, Asst. Superintendent

(302) 698-4827 Child Nutrition
(302) 698-4848 Curriculum. & Instruction
(302) 698-4837 Facilities
(302) 698-4812 Finance
(302) 698-4852 Human Resources
(302) 698-4865 Student Services
(302) 697-4343 Technology
(302) 697-4147 Transportation

Air Base Middle School

3100 Hawthorne Drive
Dover, DE 19901
(302) 674-3284 p | (302) 730-4283 f

Allen Frear Elementary

238 Sorghum Mill Road
Camden, DE 19934
(302) 697-3279 p | (302) 697-4056 f

Brown (W. Reily) Elementary

360 Webbs Lane
Dover, DE 19904
(302) 697-2101 p | (302) 697-4973 f

Caesar Rodney High School

239 Old North Road
Camden, DE 19934
(302) 697-2161 p | (302) 697-6888 f

Charlton (John S.) School

278 Sorghum Mill Road
Camden, DE 19934
(302) 697-3103 p | (302) 697-4998 f

Fifer (Fred) III Middle School

109 E. Camden-Wyoming Avenue
Camden, DE 19934
(302) 698-8400 p | (302) 698-8409 f

Magnolia Middle School

133 Thomas More Drive
Magnolia, DE 19962
(302) 387-1780 p | (302) 538-6620 f

McIlvaine (J. Ralph) Early Childhood Center

11 East Walnut Street
Magnolia, DE 19962
(302) 335-5039 p | (302) 335-3705 f

Postlethwait (F. Neil) Middle School

2841 South State Street
Camden, DE 19934
(302) 698-8410 p | (302) 698-8419 f

Robinson (David E.) Elementary

1038 Briarbush Road
Magnolia, DE 19962
(302) 698-4230 p | (302) 698-4235 f

Star Hill Elementary

594 Voshells Mill Star Hill Road
Dover, DE 19901
(302) 697-6117 p | (302) 697-4983 f

Stokes (Nellie H.) Elementary

3874 Upper King Road
Dover, DE 19904
(302) 697-3205 p | (302) 697-4029 f

Simpson (W.B.) Elementary

5 Old North Road
Camden, DE 19934
(302) 697-3207 p | (302) 697-4963 f

Welch (Major George S.) Elementary

3100 Hawthorne Drive
Dover, DE 19901
(302) 674-9080 p | (302) 674-0682 f

Please follow the link for the 2025-2026

 [2025-26 CR Code of Conduct](#)



Caesar Rodney School District

2025-26 District Calendar

2025

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31



2026

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- First Student Day
- Last Student Day
- Schools Closed
- Schools Closed: Teacher In-Service
- Half Day
- School Closed *Half Day*: Conferences

- On all half days, dismissal will be 3 hours early.
- Cafeterias will be open on all half days.
- This calendar reflects 188 teacher work days, 185 paraprofessional work days, 174 student days, and 1110 student hours.
- These three dates listed are paraprofessional non-working days:
 - 11-10-25
 - 01-02-26
 - 06-12-26

August
 19 & 20 New Teacher Orientation
 21 & 22 Schools Closed / Teacher In-Service
 25-28 Schools Closed / Teacher In-Service
 29 Schools Closed (District Offices Open)

September
 1 Schools Closed / Labor Day (District Offices Closed)
 2 First Student Day

October
 10 Schools Closed / Teacher In-Service
 17 Half Day - Districtwide (Homecoming)

November
 10 Schools Closed / Teacher In-Service
 11 Schools Closed / Veterans Day (District Offices Closed)
 24 Half Day - Districtwide (Conferences)
 25 Half Day - Districtwide
 26-28 Schools Closed / Thanksgiving Break (District Offices Closed)

December
 22-31 Schools Closed / Winter Break (District Offices Closed)

January
 1 Schools Closed / Winter Break (District Offices Closed)
 2 Schools Closed / Teacher In-Service
 19 Schools Closed / Dr. MLK Jr. Day (District Offices Closed)

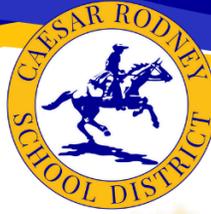
February
 6 Half Day - Districtwide
 9 Schools Closed / Teacher In-Service - T3
 16 Schools Closed / Presidents' Day (District Offices Closed)

March
 20 Schools Closed / Teacher In-Service

April
 2 Schools Closed / Teacher In-Service
 3 Schools Closed / Spring Break (District Offices Closed)
 6-10 Schools Closed / Spring Break (District Offices Open)

May
 25 Schools Closed / Memorial Day (District Offices Closed)

June
 8 Half Day - Districtwide
 9 Half Day - Districtwide
 10 Half Day - Districtwide - Last Student Day (No CREIP Classes)
 11 Schools Closed / Teacher In-Service
 12 Schools Closed / Teacher In-Service Last Teacher Day



DISTRICT-WIDE ACADEMIC PROGRESS REPORTING SCHEDULE

Interim Reports Issued	Marking Period Ends	Report Cards Issued
October 1, 2025	November 7, 2025	November 19, 2025
December 17, 2025	February 5, 2026	February 18, 2026
March 11, 2026	April 1, 2026	April 22, 2026
May 13, 2026	June 10, 2026	June 10, 2026 (Gr. K-5) June 11, 2026 (Gr. 6-8) <i>available through Infinite Campus</i> June 12, 2026 (Gr. 9-12) <i>available through Infinite Campus</i>

NUMBER OF DAYS AND HOURS

	TEACHER DAYS	STUDENT DAYS	STUDENT HOURS
August	6	0	0
September	21	21	136.5
October	23	22	140
November	16	15	91.5
December	15	15	97.5
January	20	19	123.5
February	19	18	114
March	22	21	136.5
April	16	15	97.5
May	20	20	130
June	10	8	43
Total	188	174	1110

SENIOR END-OF-YEAR INFORMATION

Senior Last Day of Regular Classes
May 29, 2026

Senior Awards Program
June 4, 2026

Graduation Practice
June 4, 2026
9:00 a.m. - 11:00 a.m.

Commencement
June 6, 2026

IT'S A GREAT DAY TO BE A *Rider*

“Where Educational Excellence is a Tradition”

STUDENT RIGHTS AND RESPONSIBILITIES

A primary function of the school is to create a positive climate for all students. The school staff, parents, and students have a responsibility to work together to foster a learning climate that will permeate the total school program.

One of the goals of education in the Caesar Rodney School District is to develop, in students, an appreciation of the democratic way of life. An appreciation of the democratic way of life must include, to the fullest extent possible, opportunities for students to exercise their rights and assume their responsibilities of citizenship.

The mature exercise of rights and privileges requires that adults and students alike respect the rights of others and respect legally constituted authority.

Students must be free to and are encouraged to, participate in student government organizations that provide all students with a voice in school affairs. Open channels of communication should exist for the student, student government, faculty, and administration. Recommendations made by the student government should receive a prompt and substantive response.

A student’s exercise of rights and privileges in the school setting must depend on age, maturity and to an extent, the standards of the community in which we live. No right is absolute. Every right has its limitations. One basic limitation is that the exercise of the rights of one individual or group ceases when it infringes on the rights of another individual or group. Other limitations that pertain to the public education process are found in federal and state law, regulations of the Delaware Department of Education (DOE), and policies of the Board of Education.

Rights assumed by students must be accompanied by corresponding responsibilities. Students must further accept the consequences of their actions; recognize the limits of these freedoms and show concern and consideration for the rights exercised by both students and adults. Student rights involve equivalent responsibilities. Thus, students have the following responsibilities:

1. To attend school for the purpose of obtaining a quality and meaningful education.
2. To recognize and function within the policies established by the Board of Education and the rules and regulations of school officials.
3. To contribute toward the improvement of the teaching-learning situation and to strive for the overall betterment of the school environment.
4. To maintain respect for school staff and students and to exhibit conduct reflecting self-control, self-regulation, and self-discipline.
5. To cooperate with the student officers in the development and implementation of student-related policies.
6. To develop a sense of pride and respect for the school and the ideals for which it stands.
7. To provide support for the members of organizations, groups, and teams representing the school as part of the esprit de corps necessary for their success.
8. To accept every person as an individual human being and to promote group relations and understanding.

The district’s disciplinary rules and procedures reflect the age of the students assigned to each school and provide for more meaningful ways for students to demonstrate responsibility.

Student Grievance

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been treated unfairly or has not been afforded due process.

The following persons or groups of persons may use the grievance procedures: students or groups of students; parent or guardian of a student; and groups of parent or guardian of students.

The grievance procedure may be used as follows:

1. Where it is alleged that any student or group of students:
 - a. Is being denied access to an appropriate educational opportunity;
 - b. Is being denied participation in any school activity and/ or event for which the grieving student is eligible;
 - c. Is being denied the opportunity to compete for a position in an activity where the selection is limited;
 - d. Is being subjected to an arbitrary or unreasonable regulation, procedure or standard of conduct or is disputing a district policy or its application, which shall be the only grievance basis with redress before the School Board. Notwithstanding any other provision of this policy (except with regard to student discipline under Regulation 616), all student grievances shall terminate with the final decision of the Principal (or designee) as set forth herein.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

Grievance Procedures

When the grievance procedure is used, these steps shall be followed:

- A. The grievant shall request, in writing, within three (3) school days of the action that is the subject of the complaint, a conference with the person(s) who allegedly treated the student unfairly.
- B. A conference shall be held within one (1) to four (4) school days after the request has been received.
- C. If the conference does not resolve the complaint, the grievant may file a written grievance with the Principal specifying what decision/action is being grieved and the basis for the grievance, including stating the applicable grievance(s) identified in 1 and 2 above, within three (3) school days following the conference.
- D. The Principal shall conduct an investigation, if necessary, review the grievance and relevant records or documentation, and schedule a conference with the grievant to address the grievance no later than (5) school days following the receipt of the grievance and shall issue a written determination within five (5) school days following the investigation/conference. If the grievant seeks relief pursuant to 1(a-c) above, the Principal's decision is final. If the grievant seeks relief pursuant to 1(d) or 2 above, the grievant may appeal the Principal's decision to the Superintendent's designee.
- E. A grievant wishing to appeal the Principal's decision regarding a 1(d) or 2 grievance must file a written notice of appeal with the Superintendent's designee stating the basis for the grievance within three (3) school days of the date of the Principal's written decision.
- F. The Superintendent's designee shall conduct an investigation, if necessary, review the written appeal/records, and schedule a conference with the grievant to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the conference.
- G. The Superintendent's designee's decision may be appealed to the Caesar Rodney School District Board of Education in the case of a grievance arising under 1(d) or 2 above. The notice of appeal must be submitted, in writing stating the basis for the grievance within three (3) school days of the date of the Superintendent's designee's decision.

- H. The District Board shall, review the written appeal/records, and schedule a meeting to address the grievance within (10) school days of its receipt and shall issue a written determination explaining its decision within five (5) school days following the meeting.

Student Due Process Rights

The essential rights involved in disciplinary procedures stem from the concept of due process. In order to ensure student's due process rights, the Caesar Rodney School District Board of Education has established procedures to be followed in resolving disciplinary violations.

When a student commits a violation which may result in disciplinary action less than a suspension from classes or school (such as, but not limited to, detentions, Saturday detentions, Extended Day, bus suspensions of 5 days or less, or lesser bus disciplinary action or disciplinary action involving curricular*, co-curricular** and school functions).

The following procedures are to be followed:

The student shall be afforded initial due process rights for a violation of the School Code of Conduct:

1. Have had prior opportunity to know that the alleged actions were in violation of the Student Code of Conduct rules and/ or regulations.
2. Be given oral or written notice of the charges and, if the charges are denied, be given an explanation of evidence known to school authorities.
3. Be given an opportunity to present his/her side of the story during a conference.
4. Be advised that the disciplinary action may only be appealed to the next administrative level for failure of the school administration to follow any of the above three procedures. The student may not appeal disciplinary actions less than a suspension from classes or school because of a disagreement with the school administration over the interpretation of the facts for the determination of disciplinary action.

Definitions:

*Curricular activities – activities such as, but not limited to, band performance, choral performance and academic contest outside the regular school day.

**Co-Curricular activities – activities such as, but not limited to, school club, and field trips outside the regular school day.

***Extra-curricular activities – activities such as, but not limited to, athletics, drama, yearbook.

****School Functions – activities such as, but not limited to, proms, dances, and graduation.

When a student commits a violation which may result in a suspension from classes or school the following procedures are to be followed:

The student shall be afforded initial due process rights for a violation of the School Code of Conduct as follows:

1. Have prior opportunity to know that the alleged actions were in violation of established rules and regulations.
2. Be given oral or written notice of the charges, the conduct which forms the basis for the allegations and the policy, rule or regulation that is alleged to have been violated.
3. Be given an explanation of the evidence supporting the allegations and an opportunity to present his/her side of the story.
4. Be advised that the suspension may be appealed to the next administrative level for failure of the school administration to follow any of the above three procedures, or pursuant to the policies below.

Due Process Delay Provision

1. 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 or designee, may be immediately removed from school provided that, the initial due process procedures outlined above are followed as soon as possible.
2. In addition to the initial due process rights, a student who is recommended for long-term suspension or expulsion shall receive such additional applicable due process rights as outlined in this document.

In-School Suspension

In-School Suspension is the temporary removal of a student from the area indicated by the regularly assigned schedule.

Short-Term Suspension from School

- A. The Principal or designee shall have the right to impose a short-term suspension on any student in the school who has violated the Student Code of Conduct. The duration of the suspension shall not be more than ten (10) consecutive school days for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- B. The Superintendent or designee shall have the right to temporarily extend a student's suspension beyond the ten (10) school day limit pending an Alternative Placement Meeting or a Board of Education decision regarding an Expulsion hearing or other formalized disciplinary action hearing for the student.
 - a. A student whose suspension has been temporarily extended beyond ten (10) consecutive school days shall receive Appropriate Educational Services beginning on the first day of the extension.
 - b. Educational services shall continue until the student's Alternative Placement Meeting decision has been rendered or the Board of Education decision regarding the student's Expulsion hearing or other formalized Disciplinary Action hearing has concluded.
- C. Prior to any suspension from school, the initial due process shall be provided to the student unless temporarily delayed as allowed above.
- D. When a student receives a suspension from school (in- or out of school), reasonable attempts to provide verbal notification to the parent/guardian shall be made by the Principal or designee prior to the suspension being served. Written notification of the suspension shall be given or sent to the parent/guardian as soon as practicable. The notification shall state the cause and duration of the suspension.
- E. The parent/guardian or the student may appeal the suspension to the next administrative level in accordance with the appeal process as outlined below.
- F. Prior to the student's return from an out-of-school suspension of three (3) school days or more, the Principal or designee may hold a conference with the parent/guardian and the student. The Principal or designee may waive this conference requirement.

**The district's policies and procedures involving student discipline will be applied to students with disabilities in a manner consistent with state and federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Title 14, Chapter 31 of the Delaware Code. Students with disabilities will, as applicable, be afforded the procedural safeguards available to them by state and federal law. Such procedural safeguards shall include the right to a manifestation determination prior to a change in the student's educational placement for disciplinary reasons.

Long-Term Suspension from School

- A. The Superintendent shall have the right to impose a long-term suspension on any student in the school who has violated the Student Code of Conduct. The duration of the suspension shall not exceed the number of school days in a school year for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- B. Prior to any suspension from school, the initial due process shall be provided to the student unless temporarily delayed as allowed above.

- C. When a student receives a suspension from school (in- or out of school), reasonable attempts to provide verbal notification to the parent/guardian shall be made by the Principal prior to the suspension being served. Written notification of the suspension shall be given or sent to the parent/guardian as soon as practicable, but not later than three (3) business days. The notification shall state the cause and duration of the suspension.
- D. The parent/guardian or the student may appeal the suspension to the next administrative level in accordance with the appeal process as outlined below.
- E. Prior to the student's return from an out-of-school suspension of three (3) school days or more, the Principal or designee may hold a conference with the parent/guardian and the student. The Principal or designee may waive this conference requirement.

**The district's policies and procedures involving student discipline will be applied to students with disabilities in a manner consistent with state and federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Title 14, Chapter 31 of the Delaware Code. Students with disabilities will, as applicable, be afforded the procedural safeguards available to them by state and federal law. Such procedural safeguards shall include the right to a manifestation determination prior to a change in the student's educational placement for disciplinary reasons.

Student Appeal Process to Disciplinary Responses for Short-Term and Long-Term Suspensions and Alternative Placement Decisions.

- A. Students, parents and guardians may all engage in the appeal process.
- B. Appeal Process
 - a. Students shall have the option to meet with the Principal or designee regarding proposed disciplinary actions within one (1) school day after the charge was issued to them in writing. This informal/private process should be followed in order to resolve differences/problems in a friendly and cooperative manner.
 - b. Students or parents shall have the right to informally appeal disciplinary action to the Principal or Principal's designee within two (2) school days after the charge. The objective is to resolve the matter informally.
 - c. If the matter is not resolved satisfactorily in the above manner, a final written appeal may be made to the Superintendent within two (2) school days of the previous disciplinary level. The unresolved problem will be discussed in a conference with the parents/student and the Superintendent. The decision of the Superintendent or designee shall be final.
- C. Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident.
- D. As required by Regulation 616, the following also applies to appeals of Long-Term Suspensions, only. A meeting shall be granted by the Board upon receipt of a written request signed by the student stating he/she desires a meeting, received by the Board within 5 days of the student's receipt of the decision of the Superintendent. The Board shall hold a meeting with the parents/student within thirty (30) days after receipt of the appeal. The Board shall submit its written determination explaining its decision within ten (10) school days following the meeting.

When a student commits a violation which may result in a recommendation for expulsion from school, the following procedures are to be followed:

State Regulations define expulsion as “. . . the exclusion of a pupil from school.” When a student commits a violation which may result in a recommendation for expulsion, the following procedures shall be followed:

STEP I

1. The student shall be suspended up to five school days. Prior to the suspension, the student must be informed orally, or in writing, of the allegations against the student, the conduct that forms the basis of the allegations, and policy or rule violated. The student must be given an explanation of the evidence supporting the allegations and an opportunity to present the student's side of the story. If, however, the student's presence in the school environment poses a threat to the health, welfare and safety of the school, the student may be removed immediately with the initial due process procedures followed as soon as practicable.
2. The Principal (references to the Principal include the Principal's designee) shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference to inform the student of the charges, and an opportunity to tell the student's side of the story. When obtaining written statements from witnesses, reasonable efforts shall be made to notify the Parent (references to Parent includes a student's legal guardian or relative caregiver) of each witness.
3. The Principal shall complete the investigation within three school days after the day of the incident under investigation.
4. If the Principal determines the student committed the offense and the nature of the offense warrants a recommendation for expulsion, the Principal shall hold a building level conference with the Parent and the student via phone or in person. The Principal shall inform them of the recommendation for expulsion; that the student will be serving a short-term suspension pending the outcome of the expulsion hearing; and the expulsion procedures. The Principal shall have a person present at the conference to take notes, or shall record the conference.
5. All documentation related to the expulsion recommendation shall be delivered to the Superintendent (references to Superintendent include the Superintendent's designee) within two school days of the building-level conference, or within seven school days of the incident, whichever is sooner.
6. If the Principal determines there is reliable information that would lead a reasonable person to believe that a mandatorily reportable crime under 14 *Del. C.* § 4112 has been committed, the Principal shall notify the police as soon as practicable. All reports must be made by phone, or in person, and followed up by a written report of the incident within 3 school days. Additionally, the Principal shall report all mandatory reportable offenses under 14 *Del. C.* § 4112 and 14 *DE Admin. Code* § 601 within five school days of the incident.
7. If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer following the Step II formal hearing.
8. If the Superintendent does not concur with the recommendation for expulsion, alternative education placement may be considered after consultation with the student and the student's Parent.

STEP II

1. If the Superintendent concurs with the recommendation from the Principal, the Superintendent shall, within 10 school days of the incident giving rise to expulsion recommendation, notify the student and the student's Parent of intent to expel, the reasons for the expulsion, and the date, time, and location for the hearing. The notice of intent to expel shall be sent by certified mail or hand-delivered. In addition, the notice shall be accompanied by a copy of these expulsion procedures.
2. The hearing shall be held not less than 7 school days nor more than 20 school days after the notice of intent or to expel is received. The notice shall be deemed to be received on the 4th school day following the day of mailing. The time period may be extended by agreement of all parties.
3. If requested, the student and Parent will be given the reasons for the recommendation, the names of witnesses who may appear, and copies of exhibits that may be submitted.
4. The hearing shall be conducted by an impartial hearing officer selected by the Superintendent. The hearing officer may be an employee of the District.

5. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. The hearing officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination shall be excluded. The witnesses shall be sworn by the hearing officer or the registered professional reporter. The District shall receive written Parent permission for any witness who is a minor.
6. The student shall have the following rights:
 - a. To be represented by counsel at the student's expense.
 - b. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses.
 - c. To request that any witnesses appear in person and answer questions or be cross-examined (student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission).
 - d. To testify and produce witnesses on his/her behalf.
 - e. To obtain, upon written request, a copy of the transcript or tape of the formal hearing.
7. In lieu of a hearing, a student may elect to waive the hearing and admit to committing the violation. The student's Parent shall submit a signed waiver stating the student is knowingly and voluntarily waiving the right to a hearing. The hearing may be waived prior to the commencement of the hearing. The student waiving the hearing is subject to the consequences set forth in the Code of Conduct. Within five school days of receiving such a waiver, the Superintendent shall prepare a report for the Board's action at its next regular meeting, or at a special meeting scheduled to decide the disciplinary matter.

STEP III

1. Within five school days following the conclusion of the hearing, the hearing officer shall prepare a written report (the "Report") for the Board. The Report shall summarize the evidence, state conclusions of fact, and make a recommendation as to whether the Board should expel the student. If expulsion is not recommended, alternative education placement may be recommended if appropriate.
2. If the hearing officer does not recommend expulsion, the student may be permitted to return to school pending a review of the Report by the Board.
3. The Board will make its decision at its next regular meeting, or at a special meeting scheduled to make a decision on the expulsion recommendation. The Board may accept, reject, or modify the recommendation of the hearing officer. The Board's decision shall be based solely upon the hearing officer's Report, and the record of the expulsion hearing.
4. Eligible expelled students shall be placed in a Consortium Discipline Alternative Program in accordance with 14 *Del. C.* § 1604 and 14 *DE Admin. Code* 611. The Board shall determine if the student is eligible for placement in a Consortium Discipline Alternative Program or shall be expelled with or without Appropriate Educational Services.
5. A decision to expel a student shall be reported to the Delaware Department of Education within five school days of the Board's decision to expel. When the Board expels a student but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision shall address with specificity the reason for non-placement and the evidence in support thereof. Such decisions shall be submitted to the Delaware Department of Education's Office of School Climate and Discipline within five school days of such decision, with a copy to the student's Parent.
6. Within ten school days of the decision by the Board, the Board shall submit its written decision to the Superintendent and Parent. The written decision shall include notice of the right to appeal to the State Board of Education.

7. In calculating the period of time for the term of the expulsion, school days will be used. Students receiving residential services from a Department of Services for Children, Youth and Their Families (DSCYF) program shall have the amount of school days served in such program counted as part of the calculation of time for the expulsion. This does not preclude the District from transitioning a student from a YRS program to the regular school program through an alternative program. However, transition through an alternative program is not required.

STUDENTS WITH DISABILITIES

In the case of students with disabilities as defined in Federal and State regulations, a Manifestation Determination meeting will be convened when a student has been suspended for more than ten days, either consecutively or cumulatively, in any one school year, or if expulsion is being considered. When a student with disabilities has accumulated eight days of suspension, the administrator or dean is to notify the building Special Education Department Team Leader in writing to ensure that appropriate action may be taken prior to reaching ten days of suspension.

If the District decides to change a student's educational placement for disciplinary reasons for more than 10 school days, the District must notify the Parent of its decision, provide the Parent with a copy of the Notice of Procedural Safeguards, and conduct a team meeting to determine whether the student's misconduct was a manifestation of his or her disability. This is referred to as a "Manifestation Determination Review" (MDR). The meeting must take place immediately, if possible, or within 10 school days of the District's decision to take this type of disciplinary action. However, the number of cumulative days that a student can be suspended without services may not exceed ten days, unless the behavior in question is determined not to be a manifestation of the student's disability.

Please refer to the Delaware Procedural Safeguards Notice for Special Education Rights of Parents and Children for information on disciplining children with disabilities on the DOE website: <https://www.doe.k12.de.us/Page/2337>

FOLLOW-UP TO EXPULSION

1. A student who is expelled shall be informed of the duration of the expulsion, after which the student's Parent may petition the Board for readmission.
2. For the duration of the expulsion, a student shall be denied attendance at any school or facility in the District unless there are special considerations required by law.
3. Before making an application for readmission, any student who has been expelled must provide evidence of having received appropriate related services pertinent to the expulsion offense.
4. All students readmitted to school following an expulsion shall be:
 - a. Readmitted on a date to coincide with the beginning of a marking period/semester as defined by the school calendar.
 - b. Advised that the conditions for readmission shall be specified through a written behavioral contract designed by appropriate school personnel and signed by the student and his/her parent.
 - c. Retained on the behavioral contract for one (1) calendar year following the date of readmission.

Any student who transfers from the District before the completion of the disciplinary process outlined in any of the above three procedures, or before serving disciplinary action assigned as a result thereof may, at the discretion of the Superintendent, be required to resume the process or complete the disciplinary action upon return to the District.

Suicide Prevention Training

The Caesar Rodney School District (hereinafter referred to as “The District”) recognizes the serious problem of youth suicide and acknowledges that providing this policy for school and district related to youth suicide recognition and prevention is very important. The District also acknowledges that youth suicide is a complex issue which cannot be addressed by the district and schools alone. This Suicide Prevention Policy meets requirements of **Del.C.§4124**, relative to Suicide Prevention.

1. Suicide Prevention Training for Public School Employees

Each public school employee in the Caesar Rodney School District shall participate in at least one training each year in suicide prevention as required by the Department of Education. The training materials shall be evidence-based and approved by the Department of Education, Department of Health and Social Services and the Department of Service for Children, Youth and Their Families. More than one training program may be approved and, if so, The District has discretion on the training it requires for its public-school employees. Any in-service training required by this section shall be provided within the contracted school year and provided in **14.Del.C§1305(e)**. All district school employees shall provide evidence or proof of participation and completion.

2. Suicide Prevention Program

Each school within The District shall develop a Suicide Prevention Program. The components of the school Suicide Prevention Program may vary to address the needs of different grade levels. The Suicide Prevention Coordination Committee established pursuant to Section III is responsible for the implementation of the Suicide Prevention Program.

3. Suicide Prevention Coordination Committee

Each school shall establish a committee that is responsible for coordinating the Suicide Prevention Program within that school.

When setting up the Committee, the principal/head of school may wish to consider including persons such as a school counselor, school psychologist or other school-based healthcare professional, a school resource officer, a school nurse, or a representative from the medical community who might have insight into the prevention or recognition of the warning signs of youth suicide.

The Committee shall:

1. Hold regular meetings.
2. Meet any of the requirements assigned in Section IV below.

4. Other Requirements

- a. **Procedure for confidential and anonymous reporting of warning signs of suicide.** Each school’s Suicide Prevention Coordinating Committee shall determine the process it will use to provide for confidential and anonymous reporting of a student demonstrating the warning signs of suicide. The procedure may be tailored to meet the school’s specific needs. The document outlining the process will be maintained by the principal of the school or a staff member designated by the principal of the school. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) provisions.
- b. **Procedure for communication between school staff members and medical professionals who are involved in treating students for suicide issues.** Each school’s Suicide Prevention Coordination Committee shall determine the process it will use to provide for communication between school staff members and medical professionals (e.g. nurses counselors, physicians) who are involved in treating students for suicidal issues. The procedure may be tailored to meet the

needs of each school. The document outlining the process will be maintained by the principal of school or staff member designated by the principal of school. At a minimum any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) provisions.

- c. **Posting of the Suicide Prevention Policy.** Each school shall post this Suicide Prevention Policy in all student and staff handbook(s) and on the District's website. Each school within the district may also post this Suicide Prevention Policy on its website.
- d. **Retaliation Restrictions.** No Employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

Procedures for School Staff Members and Healthcare Professionals

The following procedures for communication between school staff members and healthcare professionals who are involved in treating students for self-harm, suicide attempt or threatening of either shall be followed;

I. PURPOSE.

Title 14, Chapter 41 requires school districts to adopt by September 1, 2016 certain policies regarding suicide prevention. The purpose of this policy is to comply with the law and prevent student suicides.

II. ISSUE.

The District recognizes youth suicide is a serious problem.

III. POLICY.

- a. All District employees shall receive combined training each year on suicide prevention in accordance with State regulations. The training materials shall be evidence-based and developed and/or approved by the Department of Health and Social Services, the Department of Services for Children, Youth and their Families and the Department of Education. Any in-service training required by this section shall be provided within the contracted school year as provided in § 1305(e) of Title 14.
- b. The District hereby adopts a suicide prevention program.
- c. Each school shall establish a committee responsible for coordinating the suicide prevention program within that school.
- d. The following procedure is established for addressing student suicide issues:
 - i. Protocol for Responding to Reports of Possible Suicide Risks
 - 1. Procedure Regarding Response
 - a. If an employee learns or observes that a student has threatened suicide, attempted suicide, expressed suicidal ideations, or demonstrated signs of being a suicide risk, the employee receiving the report will respond immediately, and call the office for immediate assistance keeping the student within his or her line of sight until the student is under the supervision of a school counselor, mental health professional, school nurse, or school administrator. The above shall apply regardless of the severity or sincerity of the threat.
 - b. Unless the building administration determines that the report of a potentially suicidal student was fabricated by a third person, the student is not to be alone in the school.

- c. Unless the building administration determines that the report of a potentially suicidal student was fabricated by a third person, the student is not to be released from the line of sight of the principal, school, counselor, mental health professional, or nurse unless:
 - i. The student is released into the care of law enforcement;
 - ii. The student is released into the care of a parent or guardian;
 - iii. The student is released into the care of an outside mental health agency; or
 - iv. The student is released into the care of the Delaware Division of Services for Children, Youth and their Families.
 - d. Even if the building administration determines that the report of a potentially suicidal student was fabricated by a third person, the building administration shall contact the parent or guardian of the student within 24 hours and inform the parent or guardian of the report. Contact to the parent/guardian shall be documented via email and retained.
2. Procedure for Documenting Responses
- a. Any employee who, before the student is released in accordance with section (A)(1)(c) of this procedure, has reliable information that would lead a reasonable person to believe that a student has threatened suicide, attempted suicide, expressed suicidal ideations, or demonstrated signs of being a suicide risk shall prepare a report. The information will be shared with the building administration immediately.
 - b. Documentation of the incident shall be kept for three years.
 - c. The written report from the employee shall be reasonably specific as to actions giving rise to the report, and include:
 - i. Persons involved, identifying all reporters, responders, the individual(s) into whose care the student was released, and the name of the student.
 - ii. Time and place of the incident.
 - iii. What gave rise to the incident; and
 - iv. All actions taken.
 - v. All reports made.
3. Retaliation Prohibited - Retaliation is prohibited against an employee, school volunteer, or student for reporting the warning signs of suicide.
4. Anonymity of Process - Reports (as to self or other (student(s))) may be made anonymously or confidentially by students, if the reporting student so requests. Anonymous or confidential reports shall be acted upon in accordance with section (A)(1) of this procedure.
5. Communications with Medical Professionals - School staff members shall make efforts to secure necessary consent in order to communicate with medical professionals who are involved in treating students for suicide issues.
6. Notice - This policy shall appear in the student and staff handbook and on the website of the District.

Students' and Parents' Right to Privacy

All personal records of students are deemed to be confidential and shall not be subject to disclosure or release beyond the schools of the District unless such disclosure or release is authorized in writing by the parent/guardian or, if the student is 18 years of age, by written authorization of the student. Parents shall have the opportunity to review and challenge the contents of their child's record. Whenever a student has attained the age of 18, the rights afforded the parent shall be those of the student.

Student Government

It is important that students have the opportunity to learn about and participate in the decision-making process necessary for developing responsible and productive citizens. While the forms and functions of student government will vary from school to school, in all cases the scope of its powers, privileges and responsibilities should be a matter of public record. The student government organization should:

1. Publish a charter or constitution as a result of joint administration-faculty-student discussions;
2. Establish procedures for consideration of matters before the group will be formulated, including referral or other disposition of matters considered to be proper concerns of the organization under Board policies, individual school regulations, or the organization's constitution;
3. Determine eligibility rules for candidates;
4. Use the guidelines and practice recommended by the national and state student government associations as models for appropriate student activity in student government.

The decisions of the student government organization shall not be influenced by the staff. However, the administration has the responsibility to monitor the action of the student government for the purpose of assuring that the actions of student government are within the limits of the Board of Education policies, state and federal laws, and DOE regulation and that the rights of any individual are not infringed upon.

Student Conduct

It is the intention of the Board of Education that the District's schools help students achieve maximum development of individual knowledge, skills, and competence and they learn behavior patterns that will enable them to be responsible and contributing members of society. In accordance with state law, the Board will periodically approve code of conduct for students. The rules:

1. Will not infringe upon constitutionally protected rights;
2. Will be clearly and specifically described;
3. Will be printed in a handbook or some other publication made available to students and parents.

In all instances, students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board of Education in all District employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the District will be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. Incurability or acts interfering with the normal operation of the school will be considered an extremely serious offense and will be dealt with accordingly.

1. Student Conduct Off School Grounds; Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Such discipline may result:
 - A. If the incident was initiated in the school building or on school grounds; or
 - B. If the incident occurred or was initiated off school grounds and on non-school time and if, after the occurrence, there was a reasonable likelihood that the return of the student would contribute to a disruptive effect on the school's education program or threaten the health, safety, or welfare of students.
 - C. Examples of the type of off-school property misconduct that may result in such discipline include but are not limited to:
 - i. use, possession, sale or distribution of dangerous weapons, including knives or guns;

- ii. use, possession, sale or distribution of controlled substances and;
 - iii. use of physical force;
2. The Board may impose discipline up to and including suspension and/or expulsion, if it is determined that a student's:
 - A. use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees because of possible sales in the school;
 - B. use of weapons (guns, etc.), or violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or
 - C. a similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds.

Code of Conduct

Codes of Conduct are not inclusive listings of all appropriate or inappropriate behavior, but are intended to be a good faith effort to communicate what common sense ought to be regarding student behavior. Principals have the right and responsibility for their professional judgment in disciplining students and the published Code of Conduct shall not limit their professional judgment unless the Board of Education has presented a specific action regarding a specific student behavior. Common conduct definitions can be found at:
<http://regulations.delaware.gov/AdminCode/title14/600/614.shtml>

Care of School Property by Students

The Board of Education recognizes normal wear and tear to school property will occur and does not hold students responsible for such damage. However, students shall be held responsible for undue wear, willful damage, or loss of school property. Where it has been established without a doubt that students have damaged **school** property, parents of the students concerned will be billed for the cost of repairs. Where the principal feels that the student would better learn responsibility for his/her action by doing work around the school, this arrangement may be made. Where damage may be considered an act of vandalism, the principal shall notify appropriate law enforcement agencies.

Student Dress

Standards for dress and grooming are based on the health and safety of the student as well as the appropriateness of the activity in which the student is engaged.

1. Teachers and student leaders may counsel with students who affect the extreme style of dress and grooming. Faculty members should refer questionable styles to the principal. If it is deemed necessary, the principal will confer with the parents of the students and/or take other appropriate disciplinary action.
2. Students shall be required to modify their dress standards when such dress creates disruptive influences, interferes with the teaching-learning process, or creates classroom disorder.
3. Students shall be required to follow dress standards to prevent hazards or dangers in areas such as shop, laboratory, and physical education classes.

Note: Additional information may be provided by the school in a separate publication regarding appropriate and inappropriate dress.

Student Publication

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board supports the development of student-produced school newspapers, yearbooks, and other publications. Such publications must have a faculty sponsor appointed by the principal. All student publications shall include a statement, prominently displayed, which identifies the

publication's relationship to the District, the staff writers, and the faculty sponsor. As a designee of the Board of Education, the principal is responsible for instructing the faculty sponsor on all legal requirements pertinent to rights and responsibilities of student and sponsor. The principal must also render prompt decisions to the student editors and sponsors when conflicts occur on the appropriateness of material.

The Board expects student publications to meet the following guidelines:

1. Published material does not endanger the health or safety of students;
2. Published material does not threaten to disrupt the educational process;
3. Published material does not indicate a commercial purpose;
4. Published material does not contain obscene and /or inflammatory statements;
5. Published material does not contain libelous or slanderous statements;
6. Published material does not violate the canons of journalism;
7. Published material is distributed in accordance with pre-approved procedures.

Underground Student Publications

Students who edit, publish, and/or wish to distribute non-school-sponsored handwritten, printed, or duplicated materials among their fellow students in the schools must assume responsibility for the content of such materials. They may be restricted in the time and place of distribution; and, if the principal determines that the material is libelous or obscene according to current legal definitions, or would threaten to disrupt the educational process, they may be prohibited from distributing the material.

Sexual Harassment

Any unwanted or unwelcome behavior of a sexual nature which interferes with the right to receive an equal education of any individual by creating an intimidating, hostile, humiliating or sexually offensive educational environment will be dealt with as a disciplinary issue. This behavior can be verbal, nonverbal, or physical in nature.

All reported incidents of sexual harassment will be investigated; parents of students involved will be contacted; and appropriate disciplinary and/or criminal action will be taken.

Secret Societies/Gang Activity

1. **Secret Societies:** Secret fraternities, sororities, or other clubs made up of students from public school are prohibited. Secret fraternities, sororities, or clubs have been adjudged by the courts to include those social clubs, operating off campus, which nevertheless derive their membership wholly or in part from the public schools. These organizations practice a process of selection designed to create an exclusive membership and seek by this process to maintain the club's segregation distinction and caste system of self-perpetuation, rushing, pledging, and undemocratic selection of new members.
2. **Gang Activity:** Student behavior which is "gang" related is prohibited at school or at school sponsored events. Students who engage in such activities shall be suspended until the matter is resolved. Gang paraphernalia, clothing, grooming, etc., or an activity which indicates or implies membership or affiliation with a gang presents a clear and present danger to the educational environment and are prohibited.
3. **Consequences for Membership in Secret Societies or Gangs:** Students who violate this policy will, by such action, immediately forfeit all privileges of participating in extracurricular activities, honors or office.

Hazing

It is a policy of the Board of Education that hazing activities of any type are inconsistent with the educational process and is prohibited at all times. Hazing is defined as: Doing any act of coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by the individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member, or other employee of the school District will encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Tobacco Use by Students

See the Caesar Rodney School District Code of Conduct

Drug and Alcohol Use by Students

See the Caesar Rodney School District Code of Conduct

Drug, Drug-Like Substances, Look-alike Substances and/or Drug Paraphernalia, e-Cigarettes (vapes): Possessions/Use/Impairment/Distribution

See the Caesar Rodney School District Code of Conduct

Weapons in School

See the Caesar Rodney School District Code of Conduct

Terroristic Threatening /Bomb Threats

See the Caesar Rodney School District Code of Conduct

Student Use of Electronic Communications Equipment

See the Caesar Rodney School District Code of Conduct

Students of Legal Age

The District recognizes the fact that when most students reach the age of 18, the student has rights which were formerly rights of the parent/guardian. When an eligible 18-year-old declares independence, the high school principal shall forward a copy of the declaration to the parent/guardian or person who was in control of the student prior to reaching age 18 and provide an explanation as to why the adult will no longer be provided information about the student. If a student who is 18 years of age or older does not declare independence, the school/District shall continue to communicate to the student and the student's parent/guardian as the school/District did before an eligible student declares independence.

A student who is eligible to declare independence may do so by completing the form for such purpose. The form for a student to use to declare independence may be obtained from the school principal or designees.

Note - The Courts may declare a seriously handicapped person a permanent ward and in such instances the student could not declare legal independence.

Pregnant Students

Access to an educational opportunity is not denied to a pregnant student. However, the condition of pregnancy could necessitate modification of a student's program if usual and normal activity could be detrimental to the health of the student or unborn child. The following are guidelines for establishing appropriate educational programs for pregnant students:

1. Whenever a condition of pregnancy exists, the student may remain in regular school attendance provided there is no compelling reason to prevent such attendance. Pregnant students are expected to notify their school counselor and school nurse of their condition as soon as the pregnancy has been diagnosed by a physician.
2. Pregnant students are expected to visit with a physician to obtain appropriate advice for their own health and prenatal-care.
3. Pregnant students shall be expected to participate in all usual and normal student activities until the attending physician prescribes limitations on activities. Two alternative education programs are available for pregnant students. Admission to either the James H. Groves Adult High School or the Delaware Adolescent Program, Inc. (DAPI) is an option for pregnant students. Information regarding those programs can be obtained from the school counselor.
4. Pregnant students who do not opt for one of the alternative programs may continue regular enrollment if attendance prior to time of expected delivery is regular. During the time of absence necessitated by complications or delivery certified by a physician, the student may be eligible for homebound instruction. Such students are expected to return to regular attendance as soon as the attending physician certifies school attendance will not be detrimental to the student's health.

Student Interviews, Searches and Arrests

1. **Student Interviews:** School officials have the right and responsibility to question students as they investigate possible infractions. Such interviews are to be conducted in accordance with Student Due Process Rights. When school officials deem it appropriate to involve law enforcement agencies in the interviews, the school officials shall make a reasonable effort to notify parents prior to the interview of the student by law enforcement personnel. Except as prescribed by the Code of Delaware, any interview of a student by law enforcement officials or other authorized agencies on the school property shall be conducted with a school official present unless the parent authorizes a private interview.
2. **Student Searches:** The school principal or designee is authorized to search a student's person and/or personal effects if the principal or designee has a reasonable suspicion to believe the student may be concealing contraband, illegal and/or prohibited items. All searches of students and students' property shall be conducted in the presence of a witness.
3. **Student Arrests:** The relationship between school officials and law enforcement agencies has been established between the District and law enforcement agencies. If the police arrive at the school for the purpose of arresting a student for a non-school related offense, the principal or designee shall attempt to notify the parent of the action of the police. If possible, all arrests of students, on school property, during a normal school day, will be coordinated through the contracted "School Resource Officer"

Locker Searches

Lockers are school property and are assigned to students for their use. Books and other materials recognized by the school as having educational value may be stored in the locker. Lockers are not transferable by students. The school principal or designee shall reserve the right to inspect any locker at any time, with or without the student's presence or consent. Articles that are not of educational value, or may be deemed harmful to a student or a group of students, or may cause damage to the school or school property, may be confiscated by the school principal and held for proper disposition of disposal. The school shall not be held responsible for money or personal articles of value left in lockers. *Note: There should be no expectation of privacy with respect to use of lockers.*

Parking Lot Searches

Students are permitted to park on school premises as a matter of privilege, not of right*. The school retains authority to conduct routine patrols of student parking lots and inspection of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be

conducted without notice, without student consent and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

Note: Administrative action will be taken in accordance with school policy. It is the driver's responsibility to secure the contents of his/her vehicle. Anything in the vehicle will be presumed to be the driver's property.

**Students must have a valid parking permit for the current school year.*

Student Concerns, Complaints and Grievances

The Board of Education expects students and parents/guardians to seek redress when they believe the action of a support staff person, teacher, or administrator has been unfair in the application of District policy or school regulations. The issue could be related to discipline, curriculum, procedures, regulations or common practice. An appeal should be first presented to the individual whose action is questioned or staff member who supervises the person who is the focus of the action which caused the student or parent/guardian to have a concern, complaint or grievance.

The terms concern, complaint, and grievance are not defined but are used to denote issues that have varying levels of complexity and there are various ways to address issues. An issue which is not related to an appeal of disciplinary action might be appropriately referred to the student government if the issues are related to matters in which the student government has a role or responsibility. Issues related to discipline or the action of a staff person should be appealed to the principal or appropriate designee. Actions or decisions of the staff person may be formally appealed to the principal or Superintendent or designee if the principal's action is in question. Appeals to the principal and superintendent must be submitted in writing. A principal may suspend a student who has filed an appeal if the continued presence of the student is considered to present a danger to the student or other students' health, safety, or welfare. Then the principal should immediately refer the matter to the Superintendent or designee. Principals shall establish procedures which will provide timely review and disposition of appeals. The Superintendent or designee shall establish procedures which will provide timely review and disposition of appeals by a principal's action. Students and parents/guardians have the right to appeal the Superintendent's disposition to the Board of Education. The procedure for such appeal shall be part of the written report to the student and/or parent/guardian prepared by the Superintendent or designee in response to an appeal of a principal's action. Students and parents/guardians have the right to appeal decisions of the Board of Education to the State Board of Education.

Student Protest, Demonstrations, and Strikes

With each school, the Board of Education expects the principal to have established channels of communication and procedures for students to follow in expressing opinions, concerns, or complaints.

Students who willfully disrupt the routine and daily schedule of the school or a school-sponsored event by participating in individual or group activity which has as its purpose the encouragement of noncompliance with an existing school policy, regulation or administrative decision will be subject to disciplinary action as appropriate. They may also be required to forfeit all recognition, student-body participation, honors, awards, and scholarships. Any instance of truancy, insubordination or overt acts of behavior detrimental to the welfare of others resulting from their participation will be subject to appropriate disciplinary action, including arrest.

Bully Prevention and Cyberbullying

The Caesar Rodney 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.

See the Caesar Rodney School District Code of Conduct

1. School-Wide Bully Prevention Program:

The District is committed to support each school in their adoption of a school-wide bully prevention program. Each school is directed to develop or adopt a school-wide bully prevention program that is research-based.

- a. Each school will strive to meet these goals:
 1. Reduce existing bullying problems among students
 2. Prevent the development of new bullying problems
 3. Achieve better peer relations and staff-student connections at school
- b. In order to be a school-wide program, the program will contain:
 1. School-level components
 - a. A Coordinating Committee will be created, as described in Section IV of this policy.
 - b. The school's supervisory system in non-classroom areas will be reviewed as set forth in Section IV of this policy.
 2. Classroom level component
 - a. Enforce and discuss principles against bullying
 3. Individual Level Components
 - a. Supervise students and ensure all staff intervene appropriately when suspected bullying occurs
 4. Community Level Components
 - a. Develop partnerships with community members to support the school's program
- c. Resource and Curriculum – The District encourages staff to find or create appropriate bullying prevention resources that can be used with the overall structure set forth above without compromising the fidelity of the school-wide program.

2. School Ombudsperson Information

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty, and staff; and shall be on the website of the school district and each School. The contact information shall also be prominently displayed in each school.

**School Crime and Bullying Information:
Delaware Department of Justice
School Ombudsperson
1-800-220-5414**

23. Rules and Regulations

A. Responding to Teen Dating Violence and Sexual Assault

The Caesar Rodney School District (the "District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students.

1. **Definitions for terms related to Teen Dating Violence and Sexual Assault can be found at:** <http://crk12.org/cms/lib7/DE01903180/Centricity/Domain/625/sectionJ.pdf> **FILE JLDBG** or a copy can be provided by calling (302)698-4800.
2. **Prohibition of Teen Dating Violence and Sexual Assault**
To further these goals and as required, the District prohibits Sexual Assault and Teen Dating Violence by any person at any school function or on any school property.
3. **Confidentiality**

a. School Counselors, Mental Health & Medical Professional

These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. The Family Education Rights and Privacy Act ("FERPA") rather than the HIPAA (the Health Insurance Portability and Accountability Act of 1996) applies to the confidentiality of education records, including health information, and the consent required to disclose education records. However, certain information can be released in particular circumstances such as; law enforcement investigations, mandatory reporting (such as child abuse) and in the course of certain judicial or administrative proceedings. Mental health and medical professionals are required to maintain confidentiality of all information acquired from clients in a professional capacity (including information regarding teen dating violence) except in the following situations: a student communicates an explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves), or any suspicion of child abuse, or in a case when the student presents with serious burns or respiratory tract burns, non-accidental poisoning, stab wounds, bullet wounds, gunshot wounds, powder burns or other injury caused by the discharge of a gun, pistol or other firearm.

b. Other School Employees, Including Teachers & Administrators

These professionals are bound by the confidentiality of FERPA. However, once a school employee knows or reasonably should know of possible sexual violence of a minor and/or any sexual violence that could have occurred in the school environment, the school employee must take immediate and appropriate action to explore the incident and keep the student victim safe.

B. What Must be Reported and to Whom

Certain school crimes, threats of harm to self or others, child abuse, and sexual violence of a minor and/or any sexual violence that could have occurred in the school environment require mandatory reports to either law enforcement and/or DFS. In and of themselves, teen dating violence, sexual behaviors, and teen pregnancy do not require mandatory reports. The following circumstances require a mandatory report under 14 DEL.C§4112:

1. Violent Felony in the School Environment (includes Assault in the First and Second Degree, Unlawful Sexual Contact in the First and Second Degree, and Stalking);
 - a. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
2. Assault in the Third Degree in the School Environment
 - a. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
3. Unlawful Sexual Contact Third Degree in the School Environment
 - a. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
4. Abusive Sexual Behavior against a Minor regardless of Where the Incident Occurs.
 - a. An immediate report shall be made to DFS. Law enforcement should also be contacted.
5. Abusive Sexual Behaviors against a Student 18 Years of Age or Older in the School Environment.
 - a. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
6. Threats of Harm to Others
 - a. An immediate report shall be made to the appropriate police jurisdiction.

C. How to Respond to Teen Dating & Sexual Dating

There are different protocols to follow depending on the nature of the incident and whether a mandatory report is required. Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Updated 2014.

D. How to Respond to Child Abuse and Neglect

Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

E. How to Respond to Teen Pregnancy

Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

F. How to Respond to Youth-Produced Sexual Images

(often referred to as Sexting)

Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

29. Consequences for Offense

See the Caesar Rodney School District Code of Conduct

30. Training

A. All administrators, school nurses, and school counselors in the District serving students in grades 7 through 12 shall receive this policy and shall attend protocol training during the first year of assignment as an administrator, school nurse, or school counselor, and at least once in every 3-year period thereafter pursuant to 14 Del.C. 4112E. The training materials and training shall be developed and provided by the Delaware Domestic Violence Coordinating Council. Any in-service training required shall be provided within the contracted school year as provided in 14Del.C§1305 (e).

B. The District shall ensure existing health standard programming related to comprehensive healthy relationships, based on Health Standards adopted by the Delaware Department of Education as approved by the State Board of Education, is provided in health education programs or related classes.

31. Immunity

A District employee, District volunteer, or student is individually immune from a cause of action for damages arising from reporting Teen Dating Violence and/or Sexual Assault in good faith and to the appropriate person or persons using the procedures specified in this policy, but there shall be no such immunity if the act of reporting constituted gross negligence and /or reckless, willful or intentional conduct.

32. Relationship to School Crime Reporting Law

An incident may meet the definition of Teen Dating Violence and/or Sexual Assault 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 14 DEL.C.§4112, or from reporting under that section. Nothing in this policy shall abrogate the reporting requirements for child abuse or sexual abuse outlined in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under state or federal law.

33. Policy Notification

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

34. Rules and Regulations

Implementation of this policy shall comply with all rules and regulations that the Delaware Department of Education may promulgate to implement. 14DEL.C§4112E. LEGAL REFS.: 14 Del.C.§4112E, 14 Del.C.§4112, 14 Del.C.§1305(e), 16 Del.C.9CROSS REFS.: Family Educational Rights and Privacy Act (“FERPA”), HIPPA (the Health Insurance Portability and Accountability Act) of 1996, Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Caesar Rodney School District Code Of Conduct.

2025-2026 Student & Parent Information

Half Days

Dismissal will be 3 hours early on all half days. The cafeteria will open on all half days unless special notice is given.

Absences and Excuses

STUDENT ABSENCES AND EXCUSES

I. The Caesar Rodney School District Board of Education recognizes that the Code of Delaware requires that every person having control of a child between the ages of five (5) and sixteen (16) shall send such child to school each day that school is in session. The Code further acknowledges that there are instances when a child's absence is not an illegal act by either the child or the person in control of the child. However, it is clearly the expectation of the State of Delaware that children enrolled in school shall be in regular attendance.

The Board expects those in control of students enrolled in the Caesar Rodney Schools to be responsible for regular and punctual patterns of attendance and such is expected of all enrolled students.

The Board recognizes that under certain conditions, absence from school attendance is necessary or appropriate.

The Superintendent of Schools is charged with maintaining a comprehensive system of attendance records. Classroom teachers and building principals are to maintain an accurate record of student attendance, absence, and tardiness.

The Board classifies absence from school as either "excused" or "unexcused".

Students who are absent from school or a class are responsible for schoolwork missed during their absence. Building principals shall, in cooperation with classroom teachers, establish the procedures for makeup work and shall communicate such procedures to parents in the school parent/student handbook or its equivalent.

It is the student's responsibility to take advantage of opportunities provided by the teacher to make up work. The student's grades could reflect failure to make up schoolwork missed as a result of an absence. It is the responsibility of the person in control of a child to send a note to the school no later than three (3) days following the student's return from an absence describing the reason which caused the student to be absent. A signed note (up to seven (7) per semester or fourteen (14) per school year will be accepted as evidence for excused absence reasons.

EXCUSED ABSENCES INCLUDE THE FOLLOWING:

- absence associated with student illness;
- absence associated with a family emergency;
- absence associated with a mental health concern;
- absence associated with a religious holiday;
- absence associated with a subpoenaed court appearance;
- absence associated with an appointment for treatment by a doctor or dentist, providing evidence of such is provided;
- absence associated with other reasons pre-approved by the principal;
- absence associated with suspension.

UNEXCUSED ABSENCES INCLUDE THE FOLLOWING:

- absence for which no written note (up to seven (7)) per semester or fourteen (14) per school year) was provided by the person in control of the student;
- absence not considered excused.

Students who are absent from school or a class for an unexcused reason are subject to appropriate disciplinary action.

II. Special Circumstances for High School Students

High school students are required to be in four (4) periods per school day to be counted as present for the school day.

High school students absent due to school-sponsored activities are not counted as absent from school or classes. Time spent with Counselors, Nurse/Wellness Office, or Administrators will not be counted toward the total number of absences if the student had a scheduled appointment or was called out of class. All other absences will count toward the total number of absences.

Principals shall establish procedures for informing teachers of students absent from class but not absent from school because the student is engaged in a school activity. Principals and teachers shall establish procedures for such students to follow to make up missed schoolwork.

When an eighteen (18) year-old declares independence, the high school principal shall forward a copy of the declaration to the parent/guardian or the person who was in control of the student prior to reaching age eighteen (18) and provide an explanation as to why the adult will no longer be provided information about the student.

Tardiness

The term “tardy” will be defined as being late to school, class, or an activity, with or without permission of parent/guardian or school personnel. The principal, in consultation with staff, will establish a specific building definition of what constitutes “being late to school, class, or activity.” All teachers will inform their respective classes of the building’s definition of “being late to school, class, or an activity.” The teacher will counsel those students who are developing a pattern of being tardy. The teacher will refer those students to the principal, who in the teacher’s judgment, are not making progress toward correcting the problem.

Excessive tardiness, specifically lateness to school, shall be referred to the attention of the Superintendent or designee just as excessive absence is reported.

Truancy

A student will be considered truant if the student:

- Fails to arrive at school when directed to attend by the person in control of the student;
- Leaves school property without permission of the principal or designee; or is present on the school property but not present at the place of class assigned.

A student who is truant will be disciplined by the principal as appropriate to the circumstance associated with the truancy.

Bus Information

Safety is of prime importance as students are transported to and from school or to school-sponsored activities. Safety requires the cooperation of students, parents/guardians, and school personnel. Parents/guardians should

review and discuss the school bus rules with their children in an effort to help them understand and assume responsibility for good school bus conduct.

Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel, and respect for other students. Failure to abide by the school bus rules, show proper respect to others, and comply with requests of school personnel may result in a student being issued a School Bus Report and subsequent suspension or denial of bus transportation. Incidents of a serious nature will be sufficient grounds for a principal to suspend a student from school and refer the student to the Superintendent or designee for consideration for expulsion.

The Superintendent is responsible for the establishment and publication of regulations for Student Conduct on Buses. These rules are intended to help students become aware of their responsibility and guide discussion. The list is not intended to be an all-inclusive list, but representative of the types of behavior that will be expected.

The Superintendent or designee shall establish procedures for bus drivers to follow to report inappropriate student behavior to the principal.

Transportation is not provided for all students who:

1. Are residing one (1) mile or more from school if elementary (K-6)
2. Are residing two (2) miles or more from school if secondary (7-12)
3. Are in grades 9 through 12 and residing in Eagle Heights, these students will be provided transportation to Caesar Rodney High School.

All students are to ride their assigned bus to and from school. Students are assigned to a bus based on their home address. Parents/guardians must submit a written request to the school for any bus changes. Forms are available at each school. Requests must be updated each school year. Exceptions are limited to prearranged emergency situations approved by the principal. Any questions related to school buses will be answered by the school principal or Supervisor of Transportation. (302-697-4147).

Bus Regulations for Conduct of Students

1. Students must obey the driver cheerfully and promptly, and be courteous to the driver, and to fellow students.
2. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
3. Students must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
4. Students should never stand or play on the road while waiting for the bus.
5. Before boarding the bus, students must keep a safe distance from it while it is in motion.
6. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
7. Students must not try to get on or off the bus when it is in motion. When on the bus they must remain seated until the bus has come to a complete stop.
8. Students must keep out of the driver's seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
9. In approaching the bus or a bus stop along the highway, a student should always walk on the left side of the road facing traffic. Students should be sure the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front as the driver directs and stop before crossing. Students must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.
10. In crossing the street or highway at any time, students should look both to the right and to the left, then WALK not run.
11. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus.
12. Students must not call out to passers-by. They should not open the bus windows without permission from the driver nor extend their heads or arms out of the windows.
13. Students shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.

14. Students should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse the equipment.
15. Students are not permitted to smoke/vape while on the bus.
16. Students must not use profanity while on the bus.
17. Students must not throw articles of any kind in, out, or around the bus.
18. Students are not to eat or drink while on the bus.
19. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from the job of driving.
20. Students are to ride only the bus to which they are assigned.

Bus Video Camera

Buses are equipped to use video cameras to help enforce discipline. The Principal and other school officials may review the films to help them with disciplinary decisions.

Classroom Parties

Elementary classroom teachers may make plans for a maximum of three (3) parties during the course of the school year. Any school party will be held just prior to dismissal and will last no longer than an hour.

Communicable Diseases

Communicable disease control is vested by law in public health officials. The District will comply with regulations established by the State Board of Health to exclude students from school. General protection against communicable diseases is based on the exclusion of any student with suspicious signs pending a diagnosis. The readmission to school of a student having had a communicable disease varies with the nature of the disease, its communicability, and its seriousness. Any student who is absent from school because of a communicable disease must report to the school nurse before being readmitted to the classroom teacher.

Discipline

Discipline is intended to foster student growth while assuring each student an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling; involvement of the student in defining acceptable behavioral standards; and involvement of the parent in cases where a student has repeatedly exhibited a lack of responsibility or self-discipline.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following corrective measures are authorized:

- Suspension of the pupil in accordance with the Board regulations
- Exclusion of the pupil in accordance with the Board regulations
- Other disciplinary actions include, but are not limited to, probation, detention, fees, and fines.

The student has the right to be informed of the reasons for corrective measures taken. Corrective measures should always be based on the need to assist the student in understanding that modification of behavior is necessary for the student to be successful at school.

Corporal Punishment

No teacher, administrator, official employee, or agent of the Board of Education may subject a student to corporal punishment. Corporal punishment means the intentional infliction of physical pain which is used as a means of discipline. Corporal punishment includes, but is not limited to, paddling and slapping, when used as a means of discipline. This policy does not prohibit a teacher, administration, official employee, or agent of the Board of Education from; (1) using reasonable and necessary force to quell a disturbance or prevent an act that threatens

physical injury to any person; (2) using reasonable and necessary force to obtain possession of a weapon, or other dangerous object within a pupil's control; (3) using reasonable and necessary force for the purpose of self-defense or the defense of others; (4) using reasonable and necessary force for the protection of property; 5) using reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself; (6) using reasonable and necessary force to protect the safety of others; or (7) using reasonable and necessary force to maintain order and control (14 DE Code, Ch. 7; 74 Del. Laws, c. 17, § 4; 70 Del. Laws, c. 186, § 1).

Detention of Students

Detention is an extension, modification or additional day(s) added to the student's schedule for disciplinary purposes. The Board of Education is of the opinion that detention is an important disciplinary action that can be effective and supports the use of detention as one way to hold students accountable for inappropriate behavior. For minor infractions of the Code of Conduct or other policies and regulations, teachers or administrators may use detention. There are several types of detention which may be used. While in detention, a student may be expected to:

- be engaged in meaningful academic activities;
- be engaged in school/community service activities;
- assigned to a specified area for a period of time.

Except for recess and lunchtime detention, detention will not be scheduled on the day it is assigned unless the parent agrees to the scheduling.

Detention shall be under the supervision of an administrator, teacher, or instructional aide. **Notice to Parents:** When detention is assigned which will affect transportation, the principal or teacher assigning the detention shall notify the parent:

- For grades K-5: by telephone or memo sent home with the student;
- For grades 6-12: by verbal message delivered by the student, telephone, or memo mailed to the parent so alternative transportation can be arranged by the parent.

Suspension of Students

The Code of Delaware gives the School Board the power to suspend students and the authority to confer this power on members of the professional staff. In the Caesar Rodney School District, the Superintendent, designee, principals, and those teachers identified by the principal and approved by the Superintendent are authorized to temporarily suspend students from school, school-related activities, or transportation. The following are examples (not an all-inclusive list) of unacceptable behaviors that, depending upon circumstances, could result in the student being temporarily suspended or expelled from school;

- fighting, assaults, threats, acts of harassment, or verbal abuse directed toward a student, school employee or visitor to the school.
- use of profanity, obscenities, or immoral acts
- use of tobacco
- creating a false emergency
- terroristic threatening/bomb threat
- theft
- truancy and excessive tardiness
- refusal to follow the directions of school staff or those in authority
- failure or refusal to follow District policy or school regulations
- intentional or malicious destruction of property
- possession or use of alcohol, narcotics, or other controlled substances
- possession of weapons
- acts which endanger the safety of oneself or others
- acts that disrupt the educational environment
- misuse of electronic equipment
- plagiarism

- violation of the District's Acceptable Use Policy

Parents and students should be aware of the fact that, under certain circumstances, school officials are obligated to inform State of Delaware law enforcement agencies of some of the behavior described above. In addition, legal action may be instituted by school officials or by the State's attorney.

Note: 1) There is a specific limitation on the use of suspension for students identified as eligible for special education services. 2) The infractions listed above are examples of unacceptable behavior. Severe infractions could result in expulsion.

Probation of Students

Students who have been involved in an infraction of school rules may be placed on behavioral probation. The Board of Education or Superintendent may place a student on probationary status as part of a disciplinary action for dealing with student disciplinary matters. The conditions of the probationary status will be presented to the student and parents in written form. Principals may place a student on probation in addition to, or in lieu of, other disciplinary action.

Probation will be for a definite period during which critical examination and evaluation of the student's progress will take place. During the probation period, the student may be denied the privilege of participation in or attendance at some or all extra-curricular activities. At the close of the probationary period, the individual case will be reviewed and the student may regain all privileges.

The parent will be notified by the principal that a student is being placed on behavioral probation, including the length of the period, the terms of probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

Expulsion/Exclusion of Students

The Code of Delaware gives the Board of Education the power to expel students from school. A student whose misbehavior or misconduct is considered to be "grossly inappropriate" in the area of morality, violation of school policy/regulations, or whose continued attendance is considered to be detrimental to the best interest of the school, may be expelled from school. Such action shall be by the majority vote of the members of the Board of Education following a hearing to determine the severity of alleged misbehavior or misconduct.

The expulsion of the student shall be considered only after a thorough examination of the facts in the matter at a disciplinary hearing. Disciplinary hearings shall be scheduled by the Superintendent when, in the Superintendent's opinion, the expulsion of the student is one of the viable alternatives for the case under consideration.

Students expelled from school shall be considered for readmission only by the Board of Education. The procedures for readmission shall be forwarded to the parents of the student in the letter of expulsion.

Note:

- 1. Students expelled from regular programming may be eligible for an alternative program. In some instances, placement in an alternative program is a state mandate.*
- 2. Expelled students or students attending alternative schools are prohibited from being on Caesar Rodney School District property at any time during the duration of the expulsion without written consent of the Superintendent.*

Dismissal

Students are not permitted to leave the school grounds with any individual except their own parents/guardians. The only time an exception will be made to this rule is when the office has a written request by the parent stating that the student is permitted to leave school with some other-named authorized person on file.

Early dismissal from school is discouraged. However, requests for early dismissal will be handled on an individual basis through the school office.

Students may not remain in the school building or on school property beyond a reasonable length of time after dismissal unless engaged in or attending an approved school function under the supervision of a school employee.

DeSSA Testing/Security

It will be considered a testing security violation for a student to fail to follow DeSSA test administration procedures established by the school, District, and state. Students may not provide answers to or coach another student orally, in writing, or by any other means. Students must follow security regulations and procedures for handling test materials and testing environments. Students must follow electronic procedures.

A student who violates these regulations shall be subjected to such disciplinary action as deemed appropriate by the school and District. Also, at the discretion of DOE, the student's test score may be invalidated and the student may be declared ineligible to retake the test.

Electronic Surveillance and Recording

The Caesar Rodney School District Board of Education authorizes the use of electronic surveillance and the recording of video and/or audio data in order to monitor student behavior and to help protect students and staff from breaches of security. Such electronic surveillance and recording may take place on school property that includes but is not limited to, classrooms, hallways and stairs, auditoriums, cafeterias, gymnasiums, parking areas, athletic fields, and buses (both District and those owned by subcontractors). However, in no event shall video cameras be used at any time or in any location that would violate an individual's reasonable expectation for privacy including, but not limited to, locker rooms, restrooms, or other areas where individuals would be expected to disrobe. The decision to utilize electronic surveillance and/or recording devices on buses shall be made by the Superintendent or his/her designee. The decision to utilize electronic surveillance and/or recording devices on District-owned property other than buses or individual schools shall be made by the Director of Business and Finance or his/her designee. The decision to utilize electronic surveillance and/or recording devices in individual schools or on individual school sites shall be made by the building principal.

However, in no event shall such means be used for classroom surveillance unless the principal of the school and the teacher of the classroom agree in writing to the surveillance. Electronic surveillance and/or recording devices may be used without prior notification to the general public, including students, as determined by the authorized decision maker listed above. Authorization to view and/or listen to electronic surveillance and or recording will also be determined by those same authorized decision-makers.

Excusal from Physical Education and Health

State Board policy makes provisions for parents to request excusal of students from physical education for physical reasons as well as excusal from physical education and health education for religious objections. Parents with concerns in either of these subjects are urged to call the principal of the school the student attends requesting the opportunity to review objectionable material and/or requesting excusal in accordance with State Board rules and regulations. Alternative assignments may be made.

Federal Programs General Complaint Procedures

A copy of the state education agency's complaint procedure is available to parents by accessing the district instruction websites at <http://crk12.org/domain/560>. A copy of the procedure may also be obtained by contacting the district's Title I Coordinator at (302)698-4800.

Fire and Emergency Preparedness Drills

Fire drills are held monthly in accordance with the Delaware fire code. In addition, emergency preparedness drills are planned and conducted throughout the year. Students are provided instruction concerning the procedures that will be used during these drills.

Enrichment Programs

Students may participate in enrichment programs offered in elementary and middle school. Eligibility requirements for each program may be obtained from the student's school of attendance. Students in grades 9-12 may enroll in Advanced, Advanced Placement, and Independent Study options as available. Although there is no formal gifted program, students have the opportunity to study various areas of interest; as well as participate in many extra-curricular activities, including, but not limited to, academic competitions, drama, band, music, and interest-specific clubs.

Health Services

The school nurse is always on call to administer first aid and care for students who become ill while at school. They are not permitted, however, to diagnose an illness: Therefore, students should not be sent to school if the parent is aware of a student's illness. School nurses are the only school employees who are permitted to administer medication at school during the day. Other trained school employees may assist students with the self-administration of medication on field trips. When any medication is sent to school, it must be in the original container. A written order from the child's physician is required to administer prescription medication and the original container constitutes such authorization.

Parent permission is required to administer non-prescription medication. Students who are required to use prescriptive inhalers during the school day must inform the school nurse of this need. Inhalers must be used in accordance with the school's guidelines. School nurses will not administer non-FDA-approved medications or products. Such products include but are not limited to, homeopathic, herbal, or non-traditional remedies and dietary supplements.

As per Delaware Code Title 24 § 1931 treatment or examination of minors: A parent, guardian or other caretaker, or an adult staff member, shall be present when the school nurse provides outpatient treatment to a minor patient who is disrobed or partially disrobed or during an outpatient physical examination involving the breast, genitalia or rectum, regardless of sex of the licensed person and patient, except when rendering care during an emergency. When using an adult staff member to observe the treatment or examination, the adult staff member shall be of the same gender as the patient when practicable. The minor patient may decline the presence of a third person with the consent of a parent, guardian, or caretaker. The minor patient may request a private consultation with the licensee without the presence of a third person after the physical examination.

Homework

Homework may be assigned in limited amounts in grades K-2 with larger assignments beginning in the third grade and increasing as the student advances. It is frequently individualized as student's needs and speed of work differ. In general, it will be work that has been started in school and requires further practice at home to improve skills. Reading of supplementary material and research projects is assigned to help enrich the regular class program. Parents can help by providing adequate space and regular time for such work at home.

Immunizations

All students must show proof that they have been immunized before entering or continuing school unless they have presented an affidavit for exemption in accordance with the State Board policy. State Board policy makes provisions for parents to request excusal of students from immunization for physical and/or religious beliefs. For additional information, parents wishing to excuse students from immunizations for either of these reasons should call the principal of the school(s) attended. The school nurse will verify immunizations for diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, hepatitis B, and varicella. Immunizations can be obtained through a family doctor or by contacting Delaware Public Health at (302-857-5130).

Instrumental Music

An orientation to instrumental music and group instrumental music instruction begins in Grade 5 for students who elect the program. Each year, a district-wide beginning band parent meeting is held in September. At this meeting information about instrument purchase or rental is given.

Intervention Programs

Intervention programs such as Title I and Multi-Lingual Learners (MLL) are available to eligible students. Eligibility requirements are available from each school. For more information, call the Director of Instruction at (302)698-4800.

Parent/Guardian Involvement

A strong partnership between the school and home is essential if a quality educational program is to be provided to all students. The Caesar Rodney School District is dedicated to the philosophy that parent involvement is integral to the success of each child. The District believes that:

- each school will work with parents/guardians to establish regular, two-way meaningful communication;
- parents/guardians play an integral role in assisting their child's learning;
- parent/guardians are encouraged to be actively involved in their child's education at school;
- parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- parents'/guardians' involvement may be defined as, but is not limited to: parenting, communication, learning and home, volunteering, decision-making, and collaborating with the community.

The Caesar Rodney School District will continue to build its capacity for strong parental involvement. The District will support a partnership between its schools, parents/guardians, and the community to improve student academic achievement and school performance.

The Caesar Rodney School District will also provide assistance to parents/guardians of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the state's academic content standards,
- the district curriculum that aligns with the content standards,
- the state and local academic assessments, and
- monitoring their child's progress (the district will provide Infinite Campus information to assist parents with progress monitoring)

Parent Telephone Messages and Email Content

Unless there is an emergency, teachers will not be called from their classrooms during the school day. Parents who would like to speak with a teacher by phone are requested to do so at a time that will not interfere with instruction. Teachers will make an effort to respond to email communications within 24 hours or at their earliest convenience.

Parents' Right to Know

Under the **Elementary and Secondary Education Act**, a parent has the right to know the following information:

- The qualification of the school staff providing instruction to their child.
- Their child's level of achievement in each state academic assessment.
- Whether their child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified.

Upon the parent's request, the school is to provide the following information:

The following letter will provide details on how parents may easily access information regarding their child's teacher(s).

Dear Parent:

As a parent of a student in the Caesar Rodney School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom, and teachers and requires us to give you the information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the Delaware Department of Education has licensed or qualified the teacher for the grades and subject he or she teaches.
- The Delaware Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major – whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide Title I services to your child and, if they do, their qualifications.

A website has been set up for you to obtain this information at <https://deeds30.doe.k12.de.us/#/VerifyLicense>. Enter the last name of your child's teacher and click "search". Click the "profile" link after your child's teacher's name. You will find the teacher's certification under "credentials" and the college major under "qualification". If you are unable to obtain the necessary information, you may call your child's principal for this information, or our office of Human Resources at (302)698-4800.

Physical Examinations

All students, upon entrance to the Delaware school system, must have a physical examination. A second examination is required for all students entering 9th grade. Examinations can be obtained at a private physician's office or a health clinic. For more information call Delaware Public Health at (302) 857-5730 or your school nurse.

School Attendance Areas

Attendance areas for the schools will be established by the Board of Education and changes in attendance area will be approved by the Board of Education. Parents/guardians are expected to enroll their child in the school assigned to serve the area in which the student resides.

Except for those exceptions authorized in the contract for services between the Department of Defense and the Caesar Rodney School Districts, students residing on Dover Air Force Base housing shall attend schools located at Dover Air Force Base and students residing in areas of the District outside the property of Dover Air Force Base shall not attend a school located on Dover Air Force Base, unless approved for School Choice. Questions about school attendance areas should be directed to the District Office ((302)698-4800).

School Choice

All applications for School Choice must be completed online at www.schoolchoicede.org according to established timelines. Whenever a Caesar Rodney School District residence student moves from the District, it is the responsibility of the parent to immediately notify the school principal and file a Good Cause Affidavit in order to be considered for continuing enrollment. Otherwise, the parent is obligated to immediately transfer the student to the school that serves the student's new residence. All questions regarding School Choice should be directed to the District's School Choice Coordinator at (302)698-4800.

School Crime and Bullying Contact Information

School Meals

Breakfast and lunch are served in all schools every day. A variety of nutritious foods are offered daily, following the USDA guidelines. All students will receive a healthy breakfast and lunch at school at **no cost**. Students can participate in these meal programs without paying a fee or submitting a meal benefit application. Second meals, extra entrees, and ala carte items will require purchase. Families can pre-pay for extras by placing money in their student's cafeteria account by logging on to <http://linqconnect.com> or bringing cash or checks to their cafeteria staff.

Sex Offender Community Notification

Any student who is a registered sex offender is required by law to notify the principal of the school the student is attending. At the time of notification, the principal will take appropriate action to ensure the maintenance of a safe and orderly environment for all students.

Inquiries about the Sex Offender Registry can be made by calling the Delaware State Police at (302) 739-5882 or viewing the State Police website at <http://dsp.delaware.gov>.

Special Instruction for Students with Disabilities

Students who have disabling conditions as defined by the Individuals with Disabilities Education Act (IDEA) are provided individualized educational programs specifically designed to meet their needs. Such programs of instruction are supervised by trained professionals. For more information please contact the Director of Inclusive Education at (302)698-4800.

Student Accident Insurance

Information and application forms regarding student accident insurance are available to parents at [Accident Insurance Registration](#). The cost of this insurance is minimal and covers students while attending school, going to and from school, and all school-sponsored activities. Parents are advised to review the coverage and exclusions as outlined in the application form. This insurance will provide full coverage where parents are not covered by other group insurance.

Students Records/Directory Information –Annual Notice of Rights

State and Federal law gives parents (and students over 18 years of age) certain rights concerning the student's school record. These rights include the rights listed below:

1. You have the right to look at your school record. To look at your school records you should give the Principal a written request listing the records that you want to see. The Principal must allow you to see the records within 45 days of receiving your request.
2. You have the right to request changes in your school records if you believe the records are inaccurate or misleading. If you want to change your records, you should tell the Principal in writing what you want changed and why you think it ought to be changed. If the Principal agrees with you, your records will be changed. If the Principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your records; however, the law allows some people to see your records without your consent. For example, a school official, which includes an instructor, support staff member, administrator, health or medical staff and law enforcement unit personnel; a School Board member; an attorney, auditor, medical consultant, or therapist with whom the school has contracted to perform a special task; or adult volunteer may see your records if they need information or records to do their job as employees or volunteers. In addition, the Caesar Rodney School District discloses school records, including disciplinary records, with or without consent to officials of another school District in which a student seeks or intends to enroll.

4. You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The Family Education Rights and Privacy Act requires that the Caesar Rodney School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from the student's educational records. However, some of the information in student records is not confidential and may be released without your consent. This information is known as "Directory Information".

Directory information includes the following:

- Student's name,
- Address,
- Telephone listing,
- Date and place of birth.
- The parent or lawful custodian's name and address,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Image or likeness in pictures, videotapes, film or other medium,
- Degrees, honors, and awards received,
- Major Field of study,
- Dates of attendance, dates of enrollment, withdrawal, re-entry,
- Grade level,
- The most recent educational agency or institution attended,
- Other educational institution(s) attended,
- Academic work intended for publication or display.

The primary purpose of Directory Information is to allow the Caesar Rodney School District to include this type of information from the school records in certain school publications. Examples of those publications include:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor Roll and other recognition lists
- Graduation programs
- Sports activities sheet, showing the weight and height of team members
- Newspapers

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Directory Information released, you must tell the Principal in writing what types of Directory Information you do not want to be released. That written notice to the Principal must be received no later than September 15th of each school year or within 15 days of receiving this annual notice.

Military recruiters and institutions of higher education are entitled under Federal law to a list of names, addresses, and phone numbers of high school students unless they object to such release. If you notify your Principal in writing that you do not wish your child's name, address, and phone number released without your written consent the District will honor that request.

Both parents have the right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access the school records. Copies of school records are

available for a minimal copying charge. If you have any questions about these rights, please contact your school Principal.

Student Travel

Student travel is categorized into the following categories:

1. **Field Trips:**

Type I: Trips by students in a course or class that take place entirely during the time of the regular school day. Individual parent permission slips are not required providing the notice of the trip has been communicated to parents via the school newsletter or other usual school communication procedures.

Type II: Trips by students in a course or class that take place on a regular school day and part of the trip includes time before or after the regular school day. Individual parent permission slips authorizing student participation are required.

2. **Educational Travel:** Trips by students, individually or in a group under the sponsorship of the school to participate in a competition, exhibit, study activity, or student conference and overnight lodging is often necessary. Individual parent permission slips authorizing student participation are required.

3. **Staff Promoted Non-School Trips:** Trips promoted by staff that are personally and privately being planned, and in no way reflective, supported by, or authorized by the District or specific school. Since staff-promoted non-school trips are personally and privately planned and are in no way reflective, supported by, or authorized by the District or specific school, the staff promoting such trips must adhere to the following requirements:

- No school or District stationery is to be used in relation to planning, organizing or promoting such trips.
- No statement or implication is to be made that such trips are reflective, supported by or authorized by the District or specific school.
- Collection of money associated with such trips cannot be conducted during school hours or on school property.
- Promotion, recruitment, and planning associated with such trips cannot be held during school hours or on school property at any time.
- The District and Board of Education assume no liability for such trips.

Field trip cost may be partially or fully funded by student fees; however, no student may be denied participation in a school day field trip that did not provide the requested fee to cover cost of the field trip. Basic Building Budget funds or donations shall be used to cover the costs of field trip participation for a student who did not pay the fee.

Eighteen year old students: Only students who have declared independence may sign their own permission slips.

Student Use of Telephone

Office phones may be used by students for incoming and outgoing calls if there is an emergency and if permission is granted.

Supportive Instruction (Homebound Instruction)

Supportive instruction (homebound instruction) is provided for students who are temporarily unable to attend school in accordance with the rules and regulations as prescribed by the Department of Education in 14 DE Admin. Code 930. If this service is needed, contact the school office.

Testing Services

The Caesar Rodney Schools are serviced by qualified school psychologists. Individual testing and study of any student may be undertaken if deemed advisable by the school and parent. Parents will be notified of individual testing and may consult with appropriate school personnel. The psychologist is available for consultation with the parent. Also, group tests of achievement are administered as per District or state guidelines.

Visiting Schools

Parents are welcome to visit schools. All visitors should report to the main office immediately upon arriving at any school. If a parent wishes to speak to a teacher, it should be done by arrangement before school begins or at the end of the day. Visitors are not permitted to interrupt classroom activities. Conferences with teachers and principals can be arranged by calling the school office.

Weather Emergencies

When weather conditions necessitate, all schools in the Caesar Rodney School District will be closed or have a delayed opening. Notice of such closing or delay will be broadcasted on radio and TV stations. In addition, school closing and/or early dismissal information is available on the District's social media pages and website and through the District's mass communication system.

Parents and students are requested NOT to call the school office, the District Office or a radio station for further information concerning the emergency closing of schools. In the event the weather conditions necessitate an early dismissal, students should have a specific, prearranged place to go should their parents not be home.

Asbestos Notification

All school districts are required to have a detailed inspection of each building to determine the existence, location and condition of asbestos containing materials. As per Environmental Protection Agency (EPA) guidelines, every Local Education Agency (LEA) must notify all workers, building occupants and legal guardians of all inspections, re-inspections, and activities being conducted to control asbestos exposure, including periodic surveillance and asbestos removal that are planned or in progress.

In accordance with the EPA regulations pertaining to the management of asbestos in school, the Caesar Rodney School District has had the required inspections. The last three year re-inspection was completed September 3, 2020 by Harvard Environmental, Inc. and six month surveillance inspections are scheduled every June & December of each year. All records are filed and maintained in the Caesar Rodney School District's Asbestos Hazardous Emergency Response Act (AHERA) management plan. This plan is available for all to review and is located in the district office and in the main office of each school building.

The next AHERA three-year re-inspection is scheduled to be performed in September 2023. Any asbestos abatement work within the facilities will be performed in a compliant manner by professionally licensed asbestos contractors and consultants. If you have any questions regarding these subjects, please contact the Supervisor of Facilities Management at 302-697-4048.

DISTRICT NONDISCRIMINATION POLICY

Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, gender, veteran or marital status, age, disability, sexual orientation, gender identification or genetic information in accordance with state and federal laws. Inquiries should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administrative Office, 7 Front Street, Wyoming, DE 19934. Phone: (302)698-4800.

It is also the policy of this District to ensure that curriculum content and instructional materials used by our schools reflect the cultural and racial diversity found in our country, and to create an awareness of the rights, duties, and responsibilities of each individual as a member of the multicultural, nonsexist society.

Inquiries about compliance with Title IX, Title VI, or VII may be directed to the compliance coordinators appointed in the District.

The District appoints compliance coordinators for Title IX, Title VII and for Section 504 of the Rehabilitation Act of 1973, as required by law. These compliance coordinators serve as grievance officers and are responsible for the District's efforts to comply with nondiscrimination requirements under Title IX, Title VII, & Section 504.

NONDISCRIMINATION ON THE BASIS OF SEX (Compliance Violation Grievance Procedure)

Any student or employee of the Caesar Rodney School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 or in Title VII of the Civil Rights Act of 1974.

Level One - Principal or Immediate Supervisor (informal)

A student with a complaint of sex discrimination shall discuss it with the teacher, counselor, or principal.

Level Two - Title IX Compliance Officer

If the grievance is not resolved at level one and the student wishes to pursue the grievance, the student may formalize the grievance by filing a complaint in writing on a Compliance Violation Form, which can be obtained from the Title IX compliance officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within 21 days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting about the complaint be held with the Title IX compliance officer. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX compliance officer shall investigate the complaint and attempt to resolve it. A written report from the compliance officer about action taken will be sent to the grievant within 21 days after receipt of the complaint receipt of the written appeal.

NONDISCRIMINATION ON THE BASIS OF SEX

Level Three – Superintendent

If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the Superintendent within 15 days after the grievant receives the report from the compliance officer. A decision will be rendered and conveyed to the grievant by the Superintendent or his/her designee within 15 days after.

Level Four - Other Agencies

The grievant may file formal complaints with the Delaware Civil Rights Commission or other agencies available for mediation or rectification of affirmative action grievances, or may seek private counsel for complaints alleging discrimination.

COMPLIANCE COORDINATORS AND GRIEVANCE OFFICERS

The following have been appointed to serve as the District's compliance coordinators and grievance officers. These coordinators can be contacted at the Paul L. Dunbar Administration Building at 7 Front Street, Wyoming, DE 19934 or at (302)698-4800.

TITLE IX: CIVIL RIGHTS ACT OF 1972

(nondiscrimination on the basis of sex, educational programs)

Compliance Coordinator: Supervisor of Instruction

TITLE VII: CIVIL RIGHTS ACT OF 1974

(nondiscrimination in employment practices)

Compliance Coordinator: Director of Human Resources

TITLE VI: CIVIL RIGHTS ACT OF 1964

Compliance Coordinator: Coordinator of Equity and Diversity

SECTION 504 OF THE REHABILITATION ACT OF 1973

District Coordinator: Director of Student Services

Compliance Officers: Building Principals

Building Access Issue Officer: Director of Business and Finance

Hearing Officer: Director of Curriculum and Instruction

AMERICANS WITH DISABILITIES ACT (ADA) OF 1992

District Coordinator: Supervisor of Facilities Management

GENDER-EQUITY COORDINATOR

Compliance Coordinator: Coordinator of Equity and Diversity

CAESAR RODNEY SCHOOL DISTRICT

Student Acceptable Use Policy

Introduction

The Caesar Rodney School District recognizes that access to technology enhances learning by providing students with opportunities to engage, communicate, and develop essential skills for college, careers, and responsible citizenship. We are committed to supporting students in developing 21st-century technology and communication skills, including the ethical and responsible use of Artificial Intelligence.

To support this mission, the District provides access to technology resources for student and staff use. Students are granted access to these systems with the expectation that they will comply with both the Caesar Rodney School District (CRSD) Acceptable Use Policy and the State of Delaware Acceptable Use Policy.

For the purposes of this Acceptable Use Policy, the term *users* refers to students.

The CRSD Acceptable Use Policy complies with the State of Delaware Acceptable Use Policy and complete copies of the District Agreement and the State of Delaware Acceptable Use Policy are available at school offices, school libraries, and on the district website located at www.crk12.org. The District makes no warranties of any kind, whether expressed or implied, for the services being provided. The Caesar Rodney School District will not be responsible for any damages, including loss of data or service interruptions. The use of any information obtained via the system is at the user's own risk and the District denies any responsibility for the accuracy or quality of information obtained through the system.

Summary

The CRSD Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district. 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, proxy avoidance, passwords or configurations, or deletion of files is prohibited. This 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.

- The Caesar Rodney School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Caesar Rodney School District makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

The Caesar Rodney School District may provide internet access, devices, desktop computers, video conferencing capabilities, online collaboration capabilities, messaging, Google Drive productivity tools and cloud storage.

As new technologies emerge, the Departments of IT and Instruction will collaborate to incorporate use of these technologies throughout the district. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

The District reserves the right to monitor, inspect, copy, review, and store, without prior notice, all usage of its network and related resources. This includes user files, disk space utilization, applications, bandwidth, document files, folders, electronic communications, internet access, and information transmitted or received via the network, Google Workspace, and messaging systems. All such information and files are the property of the District.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should users provide their passwords to another person, and no users should remain logged on to a workstation when not in a position to supervise the use of that workstation. Students will immediately notify their teacher(s) if they have identified a possible security problem. Students will not look for security problems as this may be construed as an illegal attempt to gain access.

Students may not use the District's system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use, political lobbying, or any other unacceptable purposes.

Illegal Activities:

- Students will not attempt to gain unauthorized access to the District system or to any other computer system through the District system or go beyond their authorized access. This includes attempting to log on through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Students will not make deliberate attempts to disrupt the computer system's performance or destroy data by spreading computer viruses or by any other means. Students will not use the District system to engage in any other illegal acts such as, but not limited to, arranging for drug sales or the purchase of alcohol, engaging in criminal gang activities, threatening the safety of another person, gambling, etc.
- Students will not plagiarize electronic works. Plagiarism is defined as taking the ideas or works of others and presenting them as if they were original to the user. Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work, or portions of a work, including electronic media. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use the work, they should request permission from the copyright owner.
- **Cyberbullying**
(Refer to Caesar Rodney School District Bully Prevention and Cyber Bullying Policy: JICDB)
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send, or forward, emails or post comments or media content (i.e. images, videos, etc.) with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained.

Inappropriate Access To Materials

The District provides filtering of internet access through filtering software provided by the State of Delaware. Nonetheless, internet filtering is not infallible, and inappropriate sites may fail to be blocked at times. As a result, the District expects that: Students will not use the District system to access material that is profane, obscene, pornographic, or of a sexual nature, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). If students inadvertently access such information, they should immediately disclose the inadvertent access to their teacher(s) in order to protect themselves against allegations that they intentionally violated this Acceptable Use Policy. Violations of this Acceptable Use Policy may result in the restriction or loss of

access to the District's system, disciplinary action in accordance with the District's Student Rights and Responsibilities regulations, and/or possible legal action.

Children's Internet Protection Act (CIPA) and Internet Safety Policy The Children's Internet Protection Act (CIPA), enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children's Internet Protection Act ("NCIPA") which addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21 st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior. It is the policy of Caesar Rodney School District to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic, mail, or other forms of direct electronic communications ; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Internet Access

The Caesar Rodney School District provides its users with access to the internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. (i.e. proxy avoidance, VPN's etc)

Messaging and Online Communication

All messaging is to be managed via our district messaging programs and apps. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or IT policy. Students will not post chain letters or engage in "spamming." Spamming is defined as sending an annoying or unnecessary message to a large number of people. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Messaging is monitored and archived.

Messages and Internet site visits are not guaranteed to be private. An electronic record of all messages is maintained at the state level and an electronic record of Internet site visits may be maintained at the State or District level. Furthermore, messages relating to or in support of illegal activities may be reported and/or provided to appropriate law enforcement authorities. Nonetheless, with respect to privacy in the system: Students will not re-post a message that was sent to them privately whenever the sender designates that the message is confidential and should not be shared with others. Students will not reveal personal contact information, as defined earlier, of others at any time.

Inappropriate Language

The following restrictions against the use of inappropriate language by students apply to public messages, private messages, and material posted on web pages and apply to both text and visual representations:

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unacceptable or disrespectful language.
- Students will not post information that, if acted upon, could cause damage or a danger of disruption to the educational process.
- Students will not engage in personal attacks including, but not limited to, prejudicial or discriminatory attacks. Students will not engage in the harassment of another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a student is told by an individual to stop sending them messages, the student must honor the request immediately. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Digital Citizenship

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post

anything online that they wouldn't want parents, teachers, future colleges or employers to see. Once something is online, it is viewable for all audiences and can sometimes be shared and spread in ways never intended.

Recognizing the benefits that collaboration brings to education, the Caesar Rodney School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. In these situations, proper digital citizenship is expected and required.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to physically meet someone they met online without parental permission. If a user sees a message, comment, image, or anything else online that causes concern for personal safety, bring it to the attention of an adult (teacher or staff at school; parent if at home) immediately.

Artificial Intelligence

The Caesar Rodney School District recognizes the role of Artificial Intelligence (AI) in education and its potential to enhance the learning experience. As technology advances, it is crucial that students use these tools ethically and responsibly, in line with academic integrity and legal guidelines such as the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). The Caesar Rodney School District is committed to complying with all laws concerning minors' use of Artificial Intelligence. By adhering to this policy, students help uphold the values of integrity, honesty, and respect in their academic work.

General Guidelines

- **Teacher Permission Required:** The use of AI tools for school assignments is strictly prohibited unless explicitly permitted by the teacher. Teachers will provide clear instructions when AI is allowed for specific assignments.
- **Consultation with Teachers:** If a student is unsure whether their use of AI is appropriate or falls within acceptable guidelines, they are responsible for seeking
- **Unacceptable Use Examples (not all encompassing):**
 - Using AI to complete assignments without prior permission from the teacher.
 - Submitting AI-generated work as one's own without proper citation.
 - Using AI to plagiarize content from other sources.
- **Academic Integrity:** Students are responsible for producing their own work. Using AI to generate responses or content for assignments and submitting it as one's own is considered plagiarism.
- **Citing AI Sources:** Any use of AI-generated content must be properly cited. This includes crediting the specific AI tool or algorithm used, as well as any other sources referenced in the creation of the work.
- **Transparency in AI Use:** Students must be transparent about their use of AI in assignments. This means clearly indicating when AI tools have been used and explaining how they contributed to their work.

Consequences of Misuse

- Any unauthorized use of AI tools in violation of this policy may result in disciplinary action as outlined by the Caesar Rodney School District's code of conduct. The aim is to maintain a fair and honest learning environment, promoting the responsible use of AI in the classroom.

Devices

The Caesar Rodney School District provides devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user. Users should report any loss, damage, or malfunction to a teacher or administrator so they can contact the IT Department. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Every school issued student device and charger/power adapter is the property of the Caesar Rodney School District.

Personally-Owned Devices Policy

Users should keep personally-owned devices (including tablets, smart phones, and cell phones) secure during school hours unless district or school Bring Your Own Device (BYOD) policies permit their use for educational purposes or in the event of an emergency. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without the explicit permission from a teacher or administrator who has received approval from the IT Department. In some cases, a separate network may be provided for personally-owned devices.

System Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a user believes a computer or mobile device may be infected with a virus, please alert a teacher or administrator so they can contact the IT Department. Do not attempt to remove the virus or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download programs over the school network or onto school resources without the expressed permission from a teacher or administrator who has obtained approval through the IT Department.

- Students will be respectful of the limited system storage resources and will actively manage their files.
- Students will use district technology only for educational purposes or career development activities.
- Students will not install applications or files that are not for educational purposes on the local hard drives, Google Drive, or the network.

For educational purposes, users may be granted permission to download other file types, such as images or videos. For the security of the district's network, your teacher or administrator should contact the district IT Department for assistance in finding reputable download sites.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, technology or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or inappropriate messages

- Post personally-identifying information, about myself or others.
- Share my school user account password with other students or non-trusted adults.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Use Artificial Intelligence for academic work without teacher permission
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Download files to my local drive or Google Drive that are not for school work.
- Log onto an account that is not mine

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Issuance of Chromebook or other Technology

Student Chromebooks or other technology will be labeled by the District with a record of the serial number, District barcode, and student identifying information. At no time should the identification information be covered, modified, or removed. Each device is assigned to an individual, and the responsibility and care of the device rests solely with that individual.

Chromebooks will be issued at the beginning of each school year once the Acceptable Use Policy has been signed by the student and parent. Students in grades 6-12 are expected to take their Chromebook to and from school daily and charge it at home overnight. Devices for students in grades K-5 will remain in the classroom overnight unless there is an anticipated need to send them home.

The District recognizes that electronic devices can be damaged. Families are responsible for paying incident fees and/or replacement costs for District-issued devices, as outlined below. Students must immediately notify their teachers if the Chromebook is damaged.

Accidental vs. Intentional Damage

- **Accidental Damage:** Damage deemed accidental (e.g., unintentional drops or minor mishandling) will incur a \$20 fee per incident. If the damage is accidental, the student may be issued a loaner Chromebook, if available, while their device is repaired. This amount can accrue and will carry over year to year.
- **Intentional Damage:** Damage resulting from intentional misuse, abuse, or neglect (e.g., graffiti, personal stickers, or deliberate destruction) will require the family to pay the face value of parts to fix the device or pay a full replacement cost of the device if multiple components (e.g., screen, keyboard, or other parts) need repair or replacement up to a max of \$150. The District will determine whether damage is accidental or intentional based on an investigation by school staff.

In the event of the following, please contact your administrator to discuss replacement:

- Theft (must be reported to the police with a copy of the police report shared with the District)
- Fire, Flood, or Natural Disaster (claim must be shared with the District)
- Power Surge

Families will be responsible for paying for parts or replacements due to:

- Loss
- Intentional Misuse Abuse, and Neglect
- Graffiti or personal stickers placed on the Chromebook

Debt Letter

To the parents of _____ :

This correspondence is an attempt to collect a student debt. We are contacting you to collect student debt in the amount of \$ _____ for a damaged/lost District-issued Chromebook. Please send a check in the amount of \$ _____ addressed to "Caesar Rodney School District" by _____. If you are unable to make full payment, please contact us to make payment arrangements.

Limitation of Liability

The Caesar Rodney School District will not be responsible for damage or harm to persons, files, data, or hardware.

While the Caesar Rodney School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, the District makes no guarantees as to their effectiveness. The Caesar Rodney School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

Students:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Below (Next Page):

Parental/Guardian/Relative Caregiver/Student Required Signatures

I have read and discussed the Acceptable Use Policy with my child.



This is to confirm that I have read and received the Caesar Rodney School District Parent and Student Handbook, the Caesar Rodney School District Acceptable Use Policy, and the Notification of Rights under the Family Education Rights and Privacy Act (FERPA). Furthermore, by signing this handbook, I grant the Caesar Rodney School District permission for my child to access and use various educational applications, online platforms, and digital tools utilized for instructional purposes.

Parent/Guardian Name _____
(Please Print)

Parent/Guardian Signature _____

Date _____

This is to confirm that I have read and received the Caesar Rodney School District Parent and Student Handbook, the Caesar Rodney School District Acceptable Use Policy, and the Notification of Rights under the Family Education Rights and Privacy Act (FERPA).

Student Name _____
(Please Print)

Student Signature _____

Date _____

Return the signed sheet to your child's homeroom teacher.