

## **SECTION J: STUDENTS**

Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students - admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

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## STUDENT POLICIES GOALS/PRIORITY OBJECTIVES

Students are the first concern of the Caesar Rodney School District Board of Education and must receive the primary attention of the Board of Education and all staff members. In pursuing this primary goal, it is imperative that the welfare of the individual student be kept paramount. This primary goal shall underlie District policies that affect the lives of students.

Through its policies and the administrative regulations which affect students, the Board of Education seeks to advance these goals:

- to enhance equal educational opportunities for all students;
- to promote faithful attendance;
- to ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;
- to develop in students a deep sense of personal responsibility for their actions;
- to attend vigorously to matters of student safety, health and welfare;
- to deal justly and constructively with all students in matters of discipline; and
- to help all students feel that they are valued as individual persons in the school environment.

Current practice codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the Caesar Rodney School District will have equal educational opportunities regardless of race, color, creed, sex, national origin, disability, or marital status.

Further, no student shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District.

More specifically, as prescribed by legal requirements, the District will treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities; nor will any person be subjected to different rules of behavior, sanctions, or other treatment; nor will any person be subjected to different rules of appearance.

The Individual with Disabilities Education Act (IDEA) contains provisions that guarantee the constitutional rights of handicapped students, such as: (1) rights to an education in the least restrictive environment possible, and (2) due process procedures for resolving differences regarding placement of students.

Current practice codified 1995

Adopted: 1972

Amended: 1994

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375

Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register June 4, 1975; Aug. 11, 1975)

Individuals with Disabilities Education Act (IDEA)

Vocational Rehabilitation Act, Sec. 504 (1973)

CROSS REFS.: AC, Nondiscrimination  
IGBA, Programs for Handicapped Children

Caesar Rodney School District, Wyoming, Delaware

## SCHOOL ATTENDANCE AREAS

Attendance areas for the Caesar Rodney School District schools will be established by the Board of Education and changes in attendance areas 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.

The Superintendent of Schools will make recommendations to the Board when enrollment changes or program changes are such that change in attendance areas should be considered to return to a more appropriate balance of students within the schools.

Current practice codified 1995

LEGAL REFS.: 14 Del. C. §1508  
DOD, Contracts for Operating School at Dover Air Force Base

CROSS REFS.: JCA, Assignment of Students to School

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ATTENDANCE

The Caesar Rodney School District Board of Education recognizes that regular school attendance is vital to meeting the educational needs of all pupils. Regular school attendance is a legal requirement for students under age 16 and regular school attendance is expected of students over age 16.

The Board recognizes that the responsibility for regular, daily punctual attendance is shared by the community, the home, pupils, and school personnel.

The Board considers school attendance to include punctuality and active positive participation in class activities.

It shall be the duty of each building principal to assure that adequate attendance records are kept to support required reports to the District Office and to the Department of Education.

The Board directs the Superintendent to establish procedures to monitor student attendance and to use the resources of the District, parents, other state agencies and the court system to minimize inappropriate student absenteeism.

Current practice codified 1995

LEGAL REFS.: 14 Del. Code §2702

**COMPULSORY ATTENDANCE AGES**

Children in the Caesar Rodney School District between the ages of 5 and 16 shall be enrolled in school in accordance with Title 14 §1049 of Delaware Code.

The Superintendent of Schools is authorized to grant exception to the age requirement of a child if it is determined that such is in the best interest of the child.

Parent/guardians of children between the ages of 5 and 16 are responsible for the enrollment and regular school attendance of their children.

Current practice codified 1995

Revised: March 22, 2016

LEGAL REFS.: 14 Del. C. 2702

## ENTRANCE AGE REQUIREMENTS

Children enrolling in the Caesar Rodney School District kindergarten program must have reached the age of five on or before August 31 of the year of enrollment.

Children enrolling in first grade from non-District or home school kindergarten programs must have reached the age of six on or before August 31 of the year of enrollment.

The Superintendent or his/her designee is authorized to grant exceptions if such is in the best interest of the child.

LEGAL REFS: 14 Del. C. §2702

CROSS REFS: JGA, Assignment of New Students to Classes and Grade Levels

Revised: February 20, 2001

## EARLY ADMISSION

### Request: Kindergarten

Only students who currently reside in the Caesar Rodney School District and have reached age five (5) by September 30<sup>th</sup> of the impending school year may be considered for early admission to kindergarten.

Parent(s) / Guardian(s) must submit a written request for early admission and a signed copy of the early admission form no later than August 1<sup>st</sup> to the Division of Instruction. The written request needs to include rationale to support early enrollment as well as documentation regarding the student's involvement in a structured social setting (preschool, Head Start, Sunday School, etc.).

### Testing Process: Kindergarten

Parent(s)/Guardian(s) will be contacted by telephone to set up a date and time for the early admission evaluation. Testing will be administered by trained staff. Parent(s)/Guardian(s) will be accommodated in a separate area while the screening is conducted.

Qualification for early admission is a two part screening process.

- First, the student must score a total percentile rank of 94 or higher on the DIAL screening tool.
- Should the child score at the 94<sup>th</sup> percentile or above on the DIAL, further evaluation by a school psychologist will be scheduled. Students must receive a score that is 1.5 standard deviations above the norm (i.e. full scale IQ of 122.5 or higher) to qualify for early admission.

If a student qualifies for early admission to kindergarten, the student will attend kindergarten at, his/her home school, McIlvaine Early Childhood Center or Major George Welch Elementary School. Test scores are not subject to appeal and retesting will not take place.

A letter including testing results and an enrollment decision will normally be sent to the parent(s)/guardian(s) within seven (7) business days following completion of the evaluation.

### Request: First Grade

Only students who currently reside in the Caesar Rodney School District and have reached age six (6) by September 30<sup>th</sup> of the impending school year may be considered for early admission to first grade.

Parent(s) / Guardian(s) must submit a written request for early admission and a signed copy of the early admission form no later than August 1<sup>st</sup> to the Division of Instruction. The written request needs to include rationale to support early enrollment as well as documentation regarding the student's involvement in a kindergarten program (indicating location, length of time in attendance, and a statement attesting to current level of performance). Completion of kindergarten will be considered for Early Admission, but does not guarantee placement in First Grade.

Testing Process: First Grade

Parent(s)/Guardian(s) will be contacted by telephone to set up a date and time for the early admission evaluation. Testing will be administered by trained staff. Parent(s)/Guardian(s) will be accommodated in a separate area while the screening is conducted. The student must meet end of year Kindergarten benchmark requirements.

If a student qualifies for early admission to first grade, the student will attend a first grade class at his / her home school. Test scores are not subject to appeal and retesting will not take place.

A letter including testing results and an enrollment decision will normally be sent to the parent(s)/guardian(s) within seven (7) business days following completion of the evaluation.

Caesar Rodney School District, Wyoming, Delaware  
Revised 9/17/19

## STUDENT ADMISSIONS TO/WITHDRAWALS FROM SCHOOL

All persons who reside within the boundaries of the Caesar Rodney School District may attend the schools of the District if they meet age, immunization or other eligibility requirements for the school or programs to which they seek admission. All other persons who reside outside the boundaries of the District who qualify for admission per the criteria established for K-12 Choice in Public Education may be eligible for admission.

Students who qualify for admission to a special school because of a handicap or disability may be enrolled at whatever age the special school or program services are authorized by the Department of Education.

The regular schools of the District are programmed to serve students starting at age 5 through 19. The high school principal has the discretion of enrollment of students over the age of 19 who are progressing satisfactorily towards graduation.

Prior to admission, the parent/guardian will be required to provide proof of residency, date of birth, immunization record, or an official transcript from the school last attended.

Minor students must be accompanied by a parent/guardian at the time of initial registration for enrollment. A student 18 years or older may enroll without a parent/guardian but is responsible for providing all data required for enrollment.

Exceptions to enrollment of minor age students not living with a parent/guardian may be authorized by the Superintendent or designee.

Principals shall withdraw a student from the school roster when the principal receives a request for transfer of the student records from another school. Parents or guardians should provide an "official" letter to assist them in enrolling the student in the school to which the students is transferring. However, the "official" transcript is not to be forwarded with the parent/guardian.

Adopted: date of manual adoption

Revised: November 1995

LEGAL REFS.:       14 Del. C. §202  
                          14 Del. C. §401-413  
                          14 Del. C. §607  
                          14 Del. C. §2702

CROSS REFS.:       JFB, School Choice/Open Enrollment  
                          JFBA, Intra-District Choice/Open Enrollment  
                          JFBB, Inter-District Choice/Open Enrollment  
                          JCA, Assignment of Students to School

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ADMISSION TO/WITHDRAWALS FROM SCHOOL

Residency: When a principal has reason to question residency, the issue of residency shall be determined before the student is enrolled.

Citation of a false address by a non-resident of the District or the attendance area the school serves is reason for the principal to deny or terminate enrollment.

### Exceptions:

1. Students approved for enrollment in Programs/Schools operated by Caesar Rodney School District for K-12 Kent County students are eligible for enrollment.
2. Non-resident students who apply for admission via the procedures established associated with K-12 Choice In Public Education may be admitted if admission is authorized by the Board of Education of Caesar Rodney School District.

Date of Birth: A principal may use any of the following as evidence of date of birth:

- an original or certified copy of the student's birth certificate
- a valid, unexpired passport which gives the students date of birth
- an official transcript of the last school attended which includes students date of birth
- an original or certified true copy of the student's baptismal certificate which includes the students date of birth
- other "official" documents presented because a unique circumstance prevents presentation of any of the preceding documents

### Data to be Provided by Parent/Guardian at Initial Registration for Enrollment

The District Enrollment Form (JF-E) is the document used to collect uniform data on all students. The data collected is requested to enable the district to complete required state or federal reports or is needed to maintain accurate student records.

## Immunization Record

### Exception to Minor Age Students Residing with Parent/Guardian

If at the time of enrollment it is determined the child resides with a person other than a parent/guardian, the enrollment process shall cease until it is determined that an exception will be authorized. Principals should inform the person seeking enrollment of the child of the process for gaining an exception.

Principals are to:

1. Call the District Office and inform the Superintendent's secretary of the identity of the person seeking an exception for a minor age student
2. An appointment with the Superintendent or designee will be arranged on the same date if possible.
3. The petitioner will be provided with an authorized letter which the principal shall retain in the student's folder.
4. Persons denied a letter of authorization will be informed of the process for appealing the decision of the Superintendent or designee.

Issued 1995

Revised: November, 1995

## ADMISSION PROCEDURES

The admission procedures for the Caesar Rodney School District pertain primarily to the establishment of an accurate student record or file. Student records are the responsibility of the principal or designee.

Adopted: date of manual adoption

## ADMISSION OF RESIDENT STUDENTS

The Caesar Rodney School District Board of Education authorizes principals to enroll:

- students who are residents of the District residing with parent/guardian in the attendance area assigned to the school;
- a student participating in a foreign exchange program who is residing with a family in the District;
- students who are residents of the District, who are temporarily placed in shelters located outside the District for families or persons in need;
- other students whose temporary enrollment has been authorized by the Superintendent or designee until the matter can be reviewed by the Board of Education;
- “school choice” students whose enrollment was authorized by the Board of Education.

Current practice codified 1995

Revised: November 1995

CROSS REFS: JCA, Assignment of Students to Schools

## ADMISSION OF NONRESIDENT STUDENTS

Non-resident students may be enrolled by a principal under the following circumstances:

- special education students who have been appropriately assigned to a program located in a special school or other school in the District;
- “school choice” students whose enrollment was authorized by the Board of Education;
- students temporarily placed in shelters located in the district for families or persons in need;
- students whose enrollment has been ordered by the courts;
- other students whose temporary enrollment has been authorized by the Superintendent or designee until the matter can be reviewed by the Board of Education.

Current practice codified 1995

Adopted: date of manual adoption

Revised: November 1995

LEGAL REFS.:      14 Del. C.      §202  
                          14 Del. C.      §401-413  
                          14 Del. C.      §607  
                          14 Del. C.      §2702

CROSS REFS.:      JCA, Assignment of Students to Schools

**International Educational Visitor and Exchange Programs**

The Caesar Rodney School Board encourages participation in foreign student exchange programs in order to improve foreign students' knowledge of the American culture and language through active participation in American family, school and community life; to improve American students' knowledge of a foreign culture; and to contribute to international understanding through a sharing of personal experiences.

Only students who are being sponsored by a service club or a non-profit organization/institution approved by the Council on Standards for International Educational Travel (CSIET) will be considered for placement in a Caesar Rodney school under the foreign exchange program.

(A) The Superintendent or his/her designee shall approve the admission of each foreign exchange student/visitor.

(B) The designated sponsoring organization shall assume responsibility for the student's health, safety and legal obligations.

(C) The initial application must be accompanied by the required documentation and shall be submitted to the Superintendent's office by the sponsor of the foreign exchange student/visitor. Foreign exchange student applications and all documentation must be received by the school district no later than June 30th prior to Fall placement.

(D) Foreign exchange students will not be eligible for a State of Delaware diploma.

(E) The foreign exchange student/visitor shall be responsible for filing the following information at the school: name and address of the host family; name and address of an alternative contact in case of emergency; and name, address and telephone number(s) of the sponsoring organization.

(F) All rules, regulations and policies including, but not limited to, the Code of Student Conduct of the Caesar Rodney School Board that apply to all students shall be adhered to by the foreign exchange student/visitor.

(G) In the event of a serious discipline violation and at the discretion of the principal, a foreign exchange student/visitor may not be allowed to continue attending any school in Caesar Rodney School District.

First Reading: August 19, 2014  
Second Reading: September 16, 2014  
Third Reading: October 28, 2014  
Adopted: October 28, 2014

## ADMISSION OF TRANSFER STUDENTS

Caesar Rodney School District students enrolling from another school or state will be placed in the class or classes that the principal deems appropriate based on the data the parent/guardian provides at the time of registration. Such placement is to be modified if the placement is not supported by the "official" transcript when it is received from the student's former school.

Adopted: date of manual adoption

Revised: November 1995

## ADMISSION OF HOMELESS STUDENTS

Children who are identified as homeless shall be provided an appropriate educational placement within the Caesar Rodney School District. The Superintendent or designee is to work cooperatively with state, other District personnel and guardians to determine which school should assume responsibility for the education of homeless children.

Revised- June 20, 2017

Adopted: date of manual adoption

LEGAL REFS.: McKinney Vento Act – §722 (g)(3)(C), § 722 (g)(1)(J), § 722 (g)(3)(B), No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq. Every Student Succeeds Act , Education For Homeless Children – 42 U.S.C. Sec. 11431 et seq. and Guidelines for Enrollment of Homeless Children – Federal Register, 67 81 Fed. Reg. 10698 14432

## ADMISSION OF HOMELESS STUDENTS

### McKinney-Vento Homeless Information and Enrollment Regulation(s)

#### Who is Homeless?

(McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Sec. 725). The term “homeless children and youth”:

- A. means individuals who lack a fixed, regular, and adequate nighttime residence, and
- B. includes:
- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
  - children and youths who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
  - children and youths who are living in emergency or transitional shelters;
  - children and youths who are abandoned in hospitals;
  - children and youths who are awaiting and/or in foster care placement;
  - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances as described above.

#### Educational Rights of Homeless Students:

Under the McKinney-Vento Act, children in homeless situations have the right to:

- ✓ Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- ✓ Receive transportation to and from the school of origin.
- ✓ Enroll in the school immediately, even if missing records and documents normally required for enrollment such as a birth certificate, proof of residence, previous school records, or immunization/medical records.

- ✓ Enroll, attend classes, and participate fully in all school activities while the school arranges for the transfer of records.
- ✓ Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services.
- ✓ Automatic eligibility for free school meals under the Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-2265).

## DISPUTE RESOLUTION PROCEDURE – PLACEMENT AND/OR TRANSPORTATION

### McKinney-Vento Homeless Education Legislation

The Caesar Rodney School District recognizes the rights of homeless students to remain in the school of origin according to the wishes of the parents/guardians and student. The Caesar Rodney School District will make every effort to provide appropriate placement and/or transportation for students in temporary homeless situations. The District recognizes, however, that in some instances it may be in the best interest of a student to enroll in a school closer to the place where the child/family is currently residing. Decisions regarding placement and/or transportation will be made on a case-by-case basis and will consider factors such as the child's age, grade, distance from the school-of-origin, and projected length of stay in the new residence. Any parent or guardian of an identified homeless student enrolled in the Caesar Rodney School District or any student identified as an unaccompanied youth (as defined in the McKinney-Vento Legislation) may file an appeal if he/she believes there has been a violation of the McKinney-Vento Education of the Homeless Act regarding placement and/or transportation decisions. Any such appeal must be filed in writing within five (5) school days after the initial determination is made. The appeal must fully state the facts and the remedy that is being sought. The student will remain in the school which the parent/guardian/unaccompanied youth requests until an appealed decision is rendered. All definitions (including, but not limited to, homelessness, school-of-origin, and unaccompanied youth) used in the decision and appeal process shall be consistent with the federal McKinney-Vento Legislation.

#### Step One:

The appeal for placement and/or transportation to the school-of-origin shall be submitted to the building principal or the District Homeless Coordinator, who shall investigate the circumstances of the alleged violation. The District Homeless Coordinator, in consultation with the Transportation Supervisor, Building Administrator(s), and State Homeless Coordinator at the Delaware Department of Education, shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

#### Step Two:

If the placement and/or transportation issue has not been resolved to the satisfaction of the parent/guardian/unaccompanied youth, he/she may appeal the report to the Superintendent of the Caesar Rodney School District or his designee within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the Superintendent or his designee shall affirm, reverse, or modify the report.

#### Step Three:

If the second appeal has not been resolved in Step Two to the satisfaction of the parent/guardian/unaccompanied youth, he/she may appeal to the Delaware Department of Education within five (5) school days of receipt of the report in Step Two.

Revised- June 20, 2017

**Caesar Rodney School District**  
**McKinney-Vento Homeless Education Legislation**  
**DISPUTE RESOLUTION PROCESS**

The Caesar Rodney School District recognizes the rights of homeless students to remain in the school of origin, when feasible, according to the wishes of the parents/guardians and student. In such cases, the District will make every effort to provide appropriate support services for students. The District further recognizes that in some instances, it may be in the best interest of a student to enroll in the school of residence. For this purpose, the District of origin shall hold a Determining the Feasibility of School Placement meeting with the guardian/caregiver/student, as applicable, and a representative from the District of residence. Written notice of the school's decision regarding school selection or enrollment shall be submitted to the guardian/caregiver/unaccompanied youth.

The recommendation for school placement shall be submitted to the guardian/caregiver/student, as applicable, following this meeting. Please be advised that as guardian/caregiver or unaccompanied youth (through the LEA Homeless Liaison, as applicable) have a right to appeal this recommendation if you believe the decision is in violation of your student's rights under the provision of the McKinney-Vento Homeless Education Assistance Act. The appeal process shall be initiated at the District level. The appellant shall file the appeal within five (5) calendar days of the Determining Feasibility of School Placement meeting recommendation. District representative(s) will render a determination within ten (10) calendar days of the initiation of the appeal. The State level appeal shall be initiated no later than ten (10) calendar days following the District level determination. The State level Office of the Secretary/Department of Education shall have five (5) calendar days to determine whether to hear the case and/or assign the case to an independent and impartial review official (and shall so advise the parties). The review official shall inform the parties of his or her determination within thirty (30) calendar days of the receipt of the notice of appeal.

The appeal shall be initiated, in writing, by the appellant. The notice of appeal can be submitted to the school of attendance or the LEA Homeless Liaison. The student shall remain in the school which the parent/guardian/unaccompanied youth requests until the dispute process is exhausted. The student's enrollment includes full participation in all school activities for which the student is eligible.

If further information or clarification of this dispute is desired by the guardian/caregiver/unaccompanied youth, please contact the District's LEA Homeless Liaison or State Coordinator for Homeless Education:

Nicole Clayton, LEA Homeless Liaison  
Chad Holloway, LEA Homeless Liaison  
Tamara Toles Torain,  
LEA Homeless Liaison, Superintendent Designee  
Caesar Rodney District Office  
(302) 698-4800

John Hulse, State Coordinator  
Department of Education/Townsend Bldg  
(302) 735-4060

**STEP ONE:**

The appeal of school placement decision shall be submitted to building principal or the Local Education Agency (LEA) Homeless Liaison. The LEA Homeless Liaison shall investigate the finding and recommendation of the school placement. Within five (5) calendar days of the initiation of the district level dispute process, the school district shall inform the parties in writing of its determination, along with notice of the right to appeal to the Superintendent's Level.

**STEP TWO:**

If the placement issue has not been resolved to the satisfaction of the parent/guardian/unaccompanied youth, s/he may appeal the recommendation of the LEA Homeless Liaison to the Superintendent or his/her designee. Within five (5) calendar days of receiving the request for appeal, the office of the Superintendent, after review of the LEA Homeless Liaison's recommendation and process for determination, shall affirm, reverse or modify the recommendation of the LEA Homeless in writing.

**STEP THREE:**

To initiate the State-level dispute resolution process, the appellant must file a written notice of appeal with the Secretary of Education no later than ten (10) calendar days after the written notification of the district level decision. The notice of appeal shall state with specificity the grounds of the appeal, and shall be signed by the appellant. Where the appeal is being initiated by a school district, the superintendent of the district must sign the notice of appeal.

Upon receipt of a notice of appeal, the Secretary or his/her designee, shall within five (5) calendars decide whether to hear the appeal or assign it to an independent and impartial review official and shall so advise the parties. Appeals are limited to the record. Parties may support their positions in written statements limited to matters in the existing record. In order to be considered, written statements must be filed with the review official no later than twenty (20) calendars days after the appeal is filed. Within thirty (30) calendars days of the receipt of the notice of appeal, the review official shall inform the parties of his or her determination.

**"LEA Homeless Liaison"** means the Local Educational Liaison for Homeless Children and Youth designated under 42 U.S.C. §11(g)(1)(ii)

LEA Homeless Liaison – work to support district schools in ensuring that students enroll in, and a full and equal opportunity to succeed in school; ensure that children and youth in homeless situations are identified; other duties, arranging transportation, posting notice, resolving disputes.

**"Secretary"** means the Secretary of Education.

**"State Coordinator"** means the Delaware Coordinator for Education of Homeless Children and Youths designated under 42 U.S.C. §11432(d)(3). State Coordinator – supports the LEA Homeless Liaison in the interpretation of the federal legislation, entitlements of students identified, statewide trainings of LEA Homeless Liaison; compliance monitoring and resolving of inter-district and State level disputes.

State Coordinator – supports the LEA Homeless Liaison in the interpretation of the federal legislation, entitlements of students identified, statewide trainings of LEA Homeless Liaison; compliance monitoring and resolving of inter-district and State level disputes.

**"Unaccompanied Youth"** as defined by the provision of 42 U.S.C. §11434a(6) includes a youth not in the company of a parent or guardian.

**Caesar Rodney School District  
Determining Feasibility of School Placement**

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

Student Name: \_\_\_\_\_

Based on the information presented during the Determining Feasibility of School Placement (Best Interest) Meeting, it is recommended that above mentioned student remain on the roster at the school of origin or enroll at the school of residence. The rationale for the recommendation was based on (please check all that apply):

- \_\_\_\_ time and distance of travel to/from school (considering age of student)
- \_\_\_\_ time of the academic school year
- \_\_\_\_ apparent/no apparent meaningful social and academic relationships established
- \_\_\_\_ special academic related programs student enrolled available/not available (gift, bilingual, remedial education, etc.)
- \_\_\_\_ length of time the family has been in residency or likely to remain at current address
- \_\_\_\_ foster care permanency plan
- \_\_\_\_ other \_\_\_\_\_

If you are not in agreement with the above decision, please be advised that you have a right to appeal this decision, **within five (5) calendar days of the initial school placement decision**, by submitting the request form below to the school or local educational agency liaison. Upon receipt of your appeal, the local education agency liaison or district level designee will investigate your appeal and make a determination within 10 calendar days.

Sincerely,

Building Coordinator/Administrator

C: Chad Holloway, District Coordinator



**Caesar Rodney School District  
McKinney-Vento School Placement  
Dispute Resolution – Level I Determination**

Date \_\_\_\_\_

Dear Guardian/Caregiver/Student,

In response to your request for an appeal hearing of the school placement decision for (student) \_\_\_\_\_, I have reviewed your request, the records from the initial Determining Feasibility of School Placement meeting, and/or communicated with the school representatives at the school of origin and resident school, if applicable.

After reviewing the student/family's individual circumstances and available documentation, it is the recommendation of the District Coordinator (Local Education Agency Liaison) for school placement at \_\_\_\_\_ (school/district). The rationale for this recommendation was based on one or more of the following:

- \_\_\_\_\_ time and distance of travel to/from school (considering age of student)
- \_\_\_\_\_ time of the academic school year
- \_\_\_\_\_ apparent/no apparent meaningful social and academic relationships established
- \_\_\_\_\_ special academic related programs student enrolled available/not available (gift, bilingual, remedial education, etc.)
- \_\_\_\_\_ length of time the family has been residency or likely to remain at current address
- \_\_\_\_\_ foster care permanency plan, if applicable
- \_\_\_\_\_ other \_\_\_\_\_

If you are not in agreement or satisfied with the above decision, please be advised that you have the right to appeal this decision to the Superintendent **within five (5) days school days** of this decision. Within five (5) school days of receipt of your Level II appeal, the Superintendent and/or designee shall affirm, reverse or modify the decision.

Sincerely,

Chad Holloway, LEA Liaison  
Caesar Rodney School District

C: Superintendent

**Caesar Rodney School District  
McKinney-Vento School Placement  
Dispute Resolution – Level II**

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

Student: \_\_\_\_\_

I have received a written determination of my Level I appeal regarding the school placement of the above mentioned student from the McKinney-Vento District Coordinator

\_\_\_\_\_ I accept the decision rendered and agree to placement as recommended.

\_\_\_\_\_ I am not in agreement with the resolution of this appeal. I wish to appeal the District Coordinator's determination to the Superintendent. (Please note that you must exercise the right to appeal **within five (5) calendar days** of the written determination received your Level I Determination).

\_\_\_\_\_  
Guardian/Caregiver/Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Coordinator/Administrator or District Coordinator

\_\_\_\_\_  
Date

**Caesar Rodney School District  
McKinney-Vento School Placement  
Dispute Resolution – Level II Determination**

Date \_\_\_\_\_

Dear Guardian/Caregiver/Student,

In response to your request for Level II appeal of the school placement decision for \_\_\_\_\_(student), I have reviewed your request for school placement, the records from the Determining Feasibility of School Placement meeting, the findings from the McKinney-Vento District Coordinator and other pertinent parties.

After reviewing the student/family's individual circumstances, it is my determination that the District Coordinator has conducted a fair and partial investigation in compliance with the provisions of the McKinney-Vento Homeless Assistance Act. Thus, it is the recommendation of the District Superintendent and/or designee:

The student, \_\_\_\_\_, shall continue enrollment or register for school placement at the following school:

School: \_\_\_\_\_ District \_\_\_\_\_

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

Please be advised that if you are not satisfied with this resolution, you have the right to appeal my recommendation to the Department of Education/State Coordinator **within five (5) calendar days** of this decision. Please address your appeal to the attention of:

John Hulse, McKinney-Vento State Coordinator  
Education Associate, Student Services and Special Populations Delaware Department of Education/Townsend Building, Dover, Delaware 19901-3639  
Phone: (302) 735-4060 Fax: (302) 739-6397

The State Coordinator will schedule and facilitate a meeting to assist in the resolution this dispute. The State Coordinator will render a decision within 10 calendars of this meeting.

Sincerely,

\_\_\_\_\_  
Hearing Office (Superintendent's Designee)  
Caesar Rodney School District

C: District Coordinator – School of Origin  
District Coordinator – School of Residence

## **School Choice Enrollment Program**

The Caesar Rodney School District (hereinafter referred to as “the District”) recognizes that students may qualify for admission to Caesar Rodney School District schools via the process set forth in the Code of Delaware commonly referred to as School Choice.

The Caesar Rodney School Board directs the Superintendent of Schools to establish procedures to facilitate the District’s School Choice Enrollment Program.

### **A. Definitions**

- (1) "District of residence" shall mean any school district in which the parent of a student resides.
- (2) "Good cause" shall mean a change in a child's residence due to a change in family residence, a change in the state in which the family residence is located, a change in a child's parent's marital status, a change caused by a guardianship proceeding, placement of a child in foster care, adoption, participation by a child in a foreign exchange program, or participation by a child in a substance abuse or mental health treatment program, or a set of circumstances consistent with this definition of "good cause."
- (3) "Parent" shall mean parent, relative caregiver or legal guardian of the person of the child.
- (4) "Receiving district" shall mean any school district other than the district of residence in which a student seeks to enroll. Where the district of residence includes more than one school or more than one program within any school providing instruction at a given grade level, and a parent of a child entering such grade level applies to enroll that parent's child in a public school program within the district of residence other than the program in which the child would normally be enrolled based on the child's place of residence, the district of residence shall also be considered to be the receiving district for purposes of this policy.
- (5) “Receiving local education agency” (RLEA) shall mean any public authority legally constituted by the State as an administrative agency to provide control of and direction for kindergarten through twelfth grade public educational institutions, other than the school district of residence, which administers any school or program in which a student seeks to enroll. Where the local education agency is the school district of residence that includes more than one school or more than one program within any school providing instruction at a given grade level, and a parent of a child entering such grade level applies to enroll that parent's child in a public school program within the district of residence other than the program in which the child would normally be enrolled based on the child's place of residence, the district of residence shall also be considered to be the receiving local education agency for purposes of this policy.
- (6) "Working days" shall mean working days as determined by the District’s administrative calendar.

### **B. Pupil Application**

- (1) Any parent of a school age child may apply to enroll that parent's own child in a school or program in the Caesar Rodney School District by submitting a written application, on a standard form provided by the Department of Education, to the Department of Education or to the Caesar Rodney School District and to the district of residence on or before the second Wednesday in January for enrollment during the following school year except that a parent may apply to Caesar Rodney School District until the first day of the school year for enrollment in a kindergarten program during that school year. The Department of Education shall distribute applications to the Caesar Rodney School District no later than 10 working days after the application deadlines. The District may require the submission of information beyond that

contained in the standard form provided that it requires the submission of the same information by the parents of children residing in the attendance zone for the school.

(2) If a parent of a school age child fails to file an application by the established deadline of this section, and good cause exists for the failure to meet the deadline, the Caesar Rodney School District shall accept and consider the application in the same manner as if the deadline had been met.

(3) The parent of a school age child may withdraw the application at any time prior to school board action on the application by giving written notice to the Caesar Rodney School Board.

(4) The parent shall indicate on the standard form the schools and programs to which the parent is applying on behalf of his or her child, as well as the parent's order of preference of the schools or programs.

### **C. Receiving District Procedures**

(1) Within 10 working days of receiving an application, the Caesar Rodney School District shall transmit a notice to the district of residence that it has received the application.

(2) The Caesar Rodney School District shall take action no later than the last day of February of the school year preceding enrollment to approve or disapprove an application for admission to a program in grades 1 through 12, and no later than June 15 of the school year preceding enrollment to approve or disapprove an application for admission to a kindergarten program.

(3) With respect to any application filed in accordance with the stated provisions, the Caesar Rodney School Board shall take action to approve or disapprove the application no later than 45 days after receipt thereof.

(4) The board shall transmit a notice of the board's action to the parent of the child, and to the board of the district of residence within 5 working days after board action.

(5) No later than November 30 of each year, the board shall transmit to the Department of Education notice of the capacity of each school in the receiving district for the following academic year and the projected enrollment for the following academic year. The capacity and projected enrollment figures may be revised until January 30. "Capacity" means the maximum number of students that a program or school can contain as determined solely by considerations of physical space, physical resources, and class size for each grade level. "Lack of capacity" means that the school or program calculates projected enrollment for the following academic year to be at least 85% of its capacity. "Projected enrollment" shall mean the total number of returning students and new attendance zone students the receiving district anticipates will enroll for the following academic year.

(6) No later than October 31 of each year, the District shall hold at least one public information session about choice opportunities available in schools and programs in the District for the coming academic year.

### **D. Criteria for Approval or Disapproval**

(1) Prior to the applicable application deadline the District shall adopt and make available a policy establishing criteria for acceptance or rejection of applications and setting priorities for acceptances. Such criteria shall be reasonably related to the nature of the program or school for which the application is submitted and may not differ from the criteria used for acceptance or rejection of applications submitted by parents of children residing in the attendance zone of the school, if applicable, except that the District shall give priority to the following categories of students in the order listed:

- (1) To returning students who continue to meet the requirements for the program or school, including students graduating from one school to another within a single program;
- (2) To students who meet the requirements for the program or school and who seek to attend based upon the residence of the student's parent within the designated feeder pattern, if any, for the school;
- (3) To the siblings of students already enrolled in the school who will be returning to the school for the following academic year, provided that any siblings seeking priority under this paragraph meet the requirements for the program or school. Priority may be given to siblings of students who live in the district over siblings of students who do not live in the district;
- (4) To students who meet the requirements for the program or school, reside in the Caesar Rodney School District and seek to attend another school or program within the district;
- (5) To active military dependents seeking to attend an instructional program or school per the base contract with the Department of Defense Education Activity (DODEA); and
- (6) To students with extenuating circumstances per superintendent approval.

In addition to the above, the District may next give priority to students who have designated the program or school as a first, second, or third choice; and to children of district employees; as long as they otherwise meet the criteria of the program or school. After the District has admitted all qualifying students consistent with the criteria, the District shall use a lottery process to admit additional students and generate a ranked waiting list.

The District shall accept applications, in a manner consistent with policy, until there is a lack of capacity in each school and program within the District. Students who meet the District's criteria for acceptance in the policy but who are not selected due to a lack of capacity in the school or program shall be placed on a ranked waiting list maintained by the District until June 30.

(2) The District may disapprove an application because of lack of capacity in a particular program or school. "Capacity" means the maximum number of students that a program or school can contain as determined solely by considerations of physical space, physical resources, and class size for each grade level. "Lack of capacity" means that the school or program calculates projected enrollment for the following academic year to be at least 85% of its capacity.

#### **E. Pupils Suspended, Expelled, or Truant**

If a child for whom an application has been submitted pursuant to this policy has been suspended or expelled, or has been absent from school without a valid excuse for more than 15 school days during a school year in the district of residence, the District may, in its sole discretion, refuse to consider the application or refuse to approve the application, or refuse to enroll the child until the child has been reinstated in the district of residence, provided, however that nothing in this policy shall be construed to enlarge upon the authority of the District to accept for re-enrollment any student who has been expelled from a school district in this State.

LEGAL REFS.:           14 Del. C. § 202  
                               14 Del. C. § 401-414  
                               14 Del. C. § 607  
                               14 Del. C. § 2702

CROSS REFS.:         JFB-R

First Reading:         December 17, 2013  
 Revised:               December 2013  
 Second Reading:      January 21, 2014  
 Third Reading:        February 18, 2014  
 Adopted:              February 18, 2014

## INTRA-DISTRICT SCHOOL CHOICE

Intra-District School Choice applies to resident students of the Caesar Rodney School District who would like to attend a school within the District other than the one assigned in their area of residence.

Intra-District School Choice prospective applicants should read and be familiar with the information contained in the application for School Choice prepared by the Delaware Department of Education as well as the information contained policy JFB before submitting the application.

### Schools/Programs Not Open To School Choice

The John S. Charlton School, the District's Intensive Learning Center (ILC) programs, and Pre-Kindergarten programs are not open to School Choice.

Issued: November, 1995  
Revised: January, 1998  
January, 2003  
March 2003  
February, 2014

Caesar Rodney School District, Wyoming, Delaware

CAESAR RODNEY SCHOOL DISTRICT  
UNSAFE SCHOOL STUDENT TRANSFER OPTION PROGRAM

The Caesar Rodney School District Unsafe School Student Transfer Option Program complies with the Federal *No Child Left Behind* legislation by providing transfer options to those students enrolled in a District school that has been identified as “persistently dangerous” pursuant to the provisions of DDOE Regulation 608, Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students Who Have Been Victims of a Violent Felony. Students who have been victims of a violent felony under these provisions may also elect the transfer option program.

Unsafe School Student Transfer Option Programs

Option A: Schools Identified As Persistently Dangerous

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

Option B: Victim of a Violent Felony at a School

- Within five school days from the date of the acknowledgement of a violent felony charge that occurred in or on the grounds of a District school, the District will notify the victim’s parents by certified mail of the Unsafe School Student Transfer Option. A Transfer Option Application will be attached to the notification letter.

- Parents have 10 school days from the date of the certified mailing to exercise their option to transfer to a safe District school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. School options available will be listed on the application form.
- The student will be transferred within 30 school days of the District's notification of violent felony charges being filed. Transferring students will be assigned to bus stops currently servicing their option school by the District Transportation Department. Parents will be responsible for providing transportation to and from their assigned bus stop.

The Caesar Rodney School District Student Transfer Option Program components are subject to Caesar Rodney Board of Education amendment.

December 2005

Revised 2014

Caesar Rodney School District, Wyoming, Delaware

UNSAFE SCHOOL CHOICE OPTION FOR STUDENTS IN PERSISTENTLY  
DANGEROUS SCHOOLS AND FOR STUDENTS WHO HAVE BEEN VICTIMS  
OF A VIOLENT FELONY

SCHOOL DISTRICT/CHARTER SCHOOL

In accordance with Delaware Department of Education Regulation #608, Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students Who Have Been Victims of a Violent Felony, the Caesar Rodney School District has adopted the following policy and procedures.

The regulation requires:

1. A student attending a persistently dangerous school shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.
  
2. A student who is the victim of a violent felony while in or on the grounds of a school in which the student is enrolled shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.

In the event \_\_\_\_\_ School is identified as persistently dangerous, the following plan and time line will be followed and documented. This is done only when a school is identified.

In the event a student is the victim of a violent felony, the School Safety Plan will be followed.

\_\_\_\_\_  
Kevin R. Fitzgerald  
Superintendent

\_\_\_\_\_  
Date

Copy of policy is attached.

## STUDENT WITHDRAWAL FROM SCHOOL/DROP-OUTS

The Caesar Rodney School District Board of Education recognizes that there are three primary reasons for a student to withdraw from school.

- Student withdrawals associated with a change in residence are referred to as a "transfer" and are not a concern of the Board except for the responsibility of the District to forward all records in a timely manner.
- Students who withdraw as a result of completion of the education process are referred to as "graduates". Graduation from high school is the Board's desire for all students. The Board believes that the high school diploma is an essential credential for all students and is a basic qualifier for the opportunities available to graduates.
- Since the Board believes strongly in the merit of completing high school as a minimum preparation for success, the Board strongly urges every member of the school staff to exert positive influence on students so that the fewest number of students will leave school before receiving a diploma, and therefore, be referred to as "dropouts".

Therefore, the Board supports the development of programs and activities designed to provide special assistance to students identified as "at risk" of becoming "dropouts".

Current practice codified 1995

Adopted: date of manual adoption

## STUDENT WITHDRAWAL FROM SCHOOL/DROP-OUTS

For the purposes of reporting, a drop-out is defined as an individual who:

1. Was enrolled in school at some time during the previous school year;
2. Was not enrolled at the beginning of the current school year;
3. Has not graduated from high school or completed a state or District-approved educational program, and
4. Does not meet any of the following exclusionary conditions:
  - a. transfer to another public school district, private school, or state or District-approved education program.
  - b. temporary absence due to suspension or school-approved illness, or
  - c. death.

Principals are responsible for reporting drop-outs directly to the Department of Education through the DELSIS computer system in a timely manner as drop-outs are verified.

Issued: August, 1995

## ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

The Caesar Rodney School District Board of Education supports heterogeneity in the placement of students into classes. Within classes, individual student needs should be determined and addressed. Within certain content areas such as reading and math, instruction by groups within the class is authorized.

In the elementary grades, students are to be assigned to self-contained classrooms for grades K, 1, 2, 3, and 4 in a manner to assure heterogeneity.

For grades 5 and 6, planned heterogeneity shall be followed in assigning students to classes. However, instruction may be departmentalized into no more than three subject areas.

For grades 7 and 8, students are to be grouped heterogeneously, except in math, where students who meet the district standard may be separated for instruction at grade 8 for algebra. Except for the alternative classroom which is self-contained, the junior high/middle school is departmentalized.

High school classes are generally grouped heterogeneously according to student selection. Student selection is limited by the prerequisite listing in the course catalog.

Since the Board is committed to providing for the needs of individuals as well as the total group of students, principals shall have latitude to arrange special schedules for individual students who are extraordinarily gifted. Such exceptions shall be reviewed with the superintendent and parent involvement is required.

Current practice codified 1995

## ASSIGNMENT OF TRANSFERRING STUDENTS TO CLASSES AND GRADE LEVELS

### Transfers Within the District

Students who are currently enrolled in the Caesar Rodney School District and transfer to another school within the District shall be assigned to the same grade level that they are currently attending if the transfer takes place during the regular school year. If the transfer within the District takes place during the summer, the student shall be assigned to the next grade level if the student has met all the requirements for promotion to that grade level.

### Transfers from Public Schools Outside the District

Students who transfer into the District from public schools outside the District shall be initially assigned to the grade level which, in the judgment of the principal, is the most appropriate based on the data that the student's parent or guardian presents to the principal at the time of the enrollment.

At the time of the transfer, if the parent/guardian does not present data or the data presented is insufficient to provide the principal appropriate guidance to make an initial assignment, the principal is authorized to make a temporary placement and contact the transferring student's former school to request data that will assist in the most appropriate final assignment.

All initial assignments shall be considered temporary until such time as the official school record arrives from the transferring student's former school. If the examination of the official school record does not support the initial assignment, the principal shall so notify the parent/guardian and shall adjust the assignment, as the principal deems appropriate. Principals shall inform the parent/guardian that a student's eligibility for special programs in one district may not be transferable for similar programs in the Caesar Rodney School District.

### Transfers from Non-Public or Home Schools

Students who are age appropriate for enrollment in a District elementary or middle school and who have been attending a non-public school or who have been home schooled shall be assessed to determine an appropriate grade placement. If the assessment is at variance with the grade level placement advocated by the parent/guardian then the principal shall consult with the Director of Instruction before making a final grade level assignment.

Students who are age appropriate for enrollment in High School and who have not attended an accredited 8<sup>th</sup> grade program shall be enrolled as freshmen. High school credits awarded by a non-accredited or home school program shall not be accepted for transfer. The high school principal is authorized to establish individual programs for students, which may allow these students to obtain proficiency credits for lower level courses if upper level courses are completed successfully.

### Appeals of Student Assignment

If a parent/guardian of a transferring student at any grade level objects to the student's assignment, the principal shall inform the parent/guardian that an appeal can be made to the Director of Instruction.

CROSS REFS: JEB, Entrance Age Requirements

Revised: February 20, 2001

Caesar Rodney School District, Wyoming, Delaware

## 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 ten (10) per semester or twenty (20) 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 ten (10) per semester or twenty (20) 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 in order 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 with 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 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.

Adopted: date of manual adoption

Revised: August 2024

CROSS REFS.: IKA, Grading/Assessment System

JID, Students of Legal Age LEGAL REFS.: 14 Del. C. §2702 & 2706

Caesar Rodney School District, Wyoming, Delaware

## **STUDENT ABSENCES AND EXCUSES**

Delaware public school attendance laws state that every parent, guardian, or other person having legal control of a child between five (5) and sixteen (16) years of age is required to send such child to school in the district of residence each day of the minimum school term beginning the first day of the school year. A child shall be considered five (5) years of age if that child celebrates his/her birthday on or before August 31 of the respective year.

### **I. Definitions**

**Early Dismissal:** Departure from school prior to the official ending time. All early dismissals will require a written request from the parent or guardian. Requests will not be granted over the telephone. In an emergency, persons having legal custody of the student may present themselves at the student's school office to sign an early dismissal. Upon accumulation of ten (10) unexcused early dismissals per year, the school's Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards' contact with the parents will determine the cause of the student's excessive early dismissals and offer possible interventions. The school may impose disciplinary action as a consequence for repeated unexcused early dismissals from school.

**Excused Absence:** An excused absence is an absence covered under the valid and acceptable excused absences listed in this policy. A signed note from the parent or guardian stating the reason for the absence and the date will be required. It is recommended that the note be submitted the date of the student's return to school; however, the note must be submitted to the school office no later than two (2) days following the student's return to the school or the absence will be coded unexcused. Students who are eighteen years of age or older and who are legally independent may sign their own notes. Parents, guardians and students must understand that writing a note does not excuse a student for an absence unless it can be classified as a necessary and legal absence.

**Extended School Absence Request:** Parents may request, in writing, permission for their child to be excused from school for a family trip or for approved personal matters. Excuses are granted only to students with favorable attendance and academic records. This letter is requested at least one week prior to the departure. The letter should state the purpose and the date of the absence and must also be signed by the parent/guardian. Upon approval of the principal, a copy of the request letter will be attached to an administrative excuse form that must be signed by the principal. A copy of this form will be sent to the parent. It becomes the student's responsibility to obtain all assignments before he/she leaves and to complete the assignments prior to their return to school.

**Homebound:** Instruction furnished by the school district at the student's place of residence. Such instruction is normally furnished when a student's medical condition prevents her/him from attending regularly or for an extended period of time, as deemed necessary by a physician in writing.

**Make-Up Work:** Any student who has an absence from school can make-up class work and assignments missed, if the request is made within a reasonable length of time of the student's return but not to exceed three (3) days. The time allowed to complete make-up work will equal the time missed. It is the student's responsibility to take advantage of this opportunity. If the student does not make-up missed work his/her grade should reflect a failure to comply.

**School Suspension:** In-school suspension (ISS) is considered excused, but work must be completed in ISS that day. Out-of-school suspension (OSS) is considered an excused absence. Students are responsible to make up any work or tests that they miss while they are suspended. Tests missed during suspensions should be made-up within three (3) days after the suspension is fulfilled. Arrangements to complete any make-up tests or work are the responsibility of the student.

**Tardy:** A late arrival after a school's official starting time. Upon accumulation of ten (10) occurrences of unexcused tardiness per year, the school's Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards' contact with the parents will determine the cause of the student's excessive tardiness and offer possible solutions to the problem. The school may impose disciplinary action as a consequence for repeated unexcused tardiness to school.

**Truancy:** Any unexcused absence will be regarded as an incident of truancy. According to 14 Delaware C, 2729 and 2730, "Truancy" or "Truant" shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days without a valid excuse during a given school year.

**Unexcused Absence:** An absence for a reason other than the valid reasons listed in this policy, or an absence with no note. More than three unexcused absences could result in truancy charges being placed against the parent/guardian(s) as provided for in Delaware Code.

## **II. Attendance Procedures and Guidelines**

Each school in the district will establish a "**Student Attendance Review Board**". The purpose of the Attendance Review Board will be to determine the cause of a student's excessive absence and evaluate possible interventions. The Review Board will consist of a minimum of three (3) people: one building administrator, one guidance counselor (if available) or one staff person, and the school nurse. Other staff, such as the attendance clerk, may be added at the discretion of the building administration. This board may meet when deemed necessary; however, it is recommended that the Attendance Review Board meet at the end of each marking period.

A designated staff person in each school building will retain and date all notes from parents/guardians for student absences for the current school year.

A designated staff person in each school building will manage attendance data and mail all required letters to the respective parents/guardians in a timely manner.

Students' attendance will be recorded daily in compliance with state regulations. It is highly recommended that notes from the doctor be submitted when applicable to accurately document absences.

For the purpose of this policy, the following conditions are recognized by the Caesar Rodney School District as being **legal and necessary absences**:

- a. Illness of the child, attested to by a physician, if necessary.
- b. The presence of contagious disease at the child's home subject to regulations of the Department of Health and Social Services.
- c. Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for the funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student's home.
- d. Legal business.

- e. Suspensions or expulsion from school for misconduct.
- f. Appointment with medical practitioner/remedial health treatment (includes student pregnancy).
- g. Prearranged Administrative Excuses with documented parental knowledge:
  - College visit.
  - Participation in other educational experience.
  - Family activities/trips/personal matters.
- h. Emergency situations as determined by the school principal.
- i. Religious holidays.

A student who is receiving homebound instruction in accordance with district procedures will be regarded as present and will not be penalized under any provision of this policy. However, an unexcused absence may be recorded if the student is not present, without just reason, at his/her scheduled location when a homebound instructor arrives to provide service.

Any day of summer school, any session of after school/extra instruction, or any session of mentoring which a child is required to attend as an academic improvement activity is in conformity with this policy and shall be considered a school day.

A student who is absent during regular school hours because of school-directed or district-approved activities (class trips, field trips, early dismissals for athletic participation, etc.) shall be marked as present for attendance purposes.

Exceptions to the Caesar Rodney School District Attendance Policy may be made in cases of severe family hardship or student illness by an appeal to the Attendance Review Board in each school within 10 days of written notice.

### **III. Compulsory Attendance Requirements and Parent Notification**

When a student accumulates **more than three (3) unexcused absences**, he/she is considered in violation of district policy and Delaware state law on attendance. The following actions will be considered:

- Parent notification/letter sent home
- Certified letter sent home
- Parent conference
- Visiting Teacher notified
- Possible home visit
- Charges filed in truancy court
- Notification of The Department of Services for Children, Youth and Their Families

Upon accumulation of three (3), five (5), and seven (7) **unexcused absences**, a letter from the school will be sent home to the parents/guardians. The school's contact with the parents/guardians will determine the cause of the student's excessive absence and offer possible interventions. Any unexcused absence will be regarded as an incident of truancy. According to 14 Delaware C, 2729 and 2730, "**Truancy**" or "**Truant**" shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days without a valid excuse during a given school year. Parents of students deemed truant will be prosecuted to the fullest extent of the law. Parents found guilty of violating Delaware's compulsory attendance requirements may be subject to fines and/or imprisonment.

The following provisions shall be applicable in regard to statewide minimum mandatory attendance requirements:

- a. Following the **10<sup>th</sup> day of unexcused absence** by a student in **grades K-12**, the school shall immediately notify the parent or parents or guardian and a visiting teacher for the district shall visit the student's home;
- b. Following the **15<sup>th</sup> day of unexcused absence** by a student in **grades K-12**, the student's parent or parents or guardian shall be notified by certified mail to appear at the school within 10 days of notification for a conference and counseling;
- c. Following the **20<sup>th</sup> day of unexcused absence** by a student in **grades K-12**, the school shall refer the case for prosecution;
- d. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within 5 school days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department.

If contacted by the school pursuant to paragraph (b) of the above section, each parent/guardian of a student shall sign a contract with the district agreeing they will make every reasonable effort to:

- Have their child or children abide by the school code of conduct;
- Make certain their child attends school regularly; and
- Provide written documentation for the reasons for any absence.

Upon accumulation of ten (10), fifteen (15) and twenty (20) absences (**excused or unexcused**), a letter from the school will be sent home to the parents/guardians. The school's contact with the parents will determine the cause of the student's excessive absence and offer possible interventions.

Upon accumulation of ten (**10 unexcused early dismissals per year**), the school's Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards' contact with the parents will determine the cause of the student's excessive early dismissals and offer possible interventions. The school may impose disciplinary action as a consequence for repeated unexcused early dismissals from school.

Upon accumulation of ten (**10 occurrences of unexcused tardiness per year**), the school's Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards' contact with the parents will determine the cause of the student's excessive tardiness and offer possible interventions. The school may impose disciplinary action as a consequence for repeated unexcused tardiness to school.

Legal Refs: 14 Del. C., Ch. 27  
Adopted: August 1996  
Revised: July 2013  
Caesar Rodney School District, Wyoming, DE

## TARDINESS

The Caesar Rodney School District Board of Education defines the term "tardy" as being late to school, class or an activity, with or without permission of parents/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 an 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 with those students who are developing a pattern of being tardy. The teacher will refer to the principal those students who in the teacher's judgment are not making progress towards correcting the problem.

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

Current practice codified 1995

CROSS REFS.: JH, Student Absences and Excuses

## TRUANCY

A Caesar Rodney School District 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 school property but not present at place or class assigned.

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

A student with more than three days of absence due to truancy in a given school year will be considered a chronic truant. Students who leave school property without permission or who do not report to assigned areas or class three times in a given school year shall also be considered a chronic truant.

A student who is a chronic truant may be referred to the superintendent or designee. Students who reach the age of 16 may be recommended for expulsion from school.

A student expelled for truancy may re-enter school the following school year, but re-entry will be on a probationary basis. If such a student again is classified a chronic truant, per the description of the policy, the student shall be dropped from the attendance roll of the school.

In combating truancy, school officials shall attempt to involve other state agencies as they work to eliminate truancy as a cause for a student being absent from school.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 14 Del. C. §2706

## ATTENDANCE OFFICER

The Code of Delaware identifies the Chief School Officer (Superintendent of Schools) as the attendance officer of the Caesar Rodney School District and authorizes that person to investigate reasons for student absenteeism and seek ways to return the student to school.

The District is authorized to employ a visiting teacher whose responsibility is to assist the Superintendent by serving as a liaison between the school and home in matters of attendance.

The visiting teacher can be assigned to act as an enforcement officer if other actions do not correct a school attendance problem.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: Delaware Handbook for Public Education, pp. B-6 and B-7

## RELEASED TIME FOR STUDENTS

Permission for students to leave school during the school day can only be granted by the school principal or designee in the Caesar Rodney School District.

High school students will be scheduled for a full day except that fifth year seniors may be enrolled for less than a full day. The high school principal may schedule other students for less than a full day schedule after conferring with the Superintendent when extenuating circumstances warrant an individual exception.

Students are not allowed to leave school during the lunch period without specific authorization of the principal or designee.

Current practice codified 1995

Adopted: date of manual adoption

## OPEN/CLOSED CAMPUS

The campuses of the schools in the Caesar Rodney School District are closed and students, after arrival for classes will not, without permission of the principal or designee of the school, leave the campus for any purpose until they have completed their school requirements for the day.

Current policy

Adopted: prior to 1995

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Every child who resides in the Caesar Rodney School District who is at least five years of age, but not more than sixteen years of age, and who is not legally exempt from this requirement will attend the public schools in the District or in some other district to which the student may legally be transferred, for at least 180 days of the regular school term.

### **Exemptions**

The following students are exempt from the compulsory attendance law:

- one who attends a private or parochial school;
- one who is handicapped as defined by law and who cannot be appropriately served by the District in accordance with the requirements of the law;
- one who is receiving homebound instruction provided by the district for a student;
- who has a temporary and remedial physical or mental handicap which renders attendance not feasible, and who has a certificate from a qualified physician which specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence;
- one who is home schooled per the specification established by DOE;
- one who has been suspended in accordance with the requirements of law;
- one who has been expelled in accordance with the requirements of law.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 14 Del. C. §2702, 2703, 2705, 2709

Caesar Rodney School District, Wyoming, Delaware

## STUDENT RIGHTS AND RESPONSIBILITIES

A primary task of each Caesar Rodney School District school is to create a stimulating climate for all students. The school staff, parents, and students have a responsibility to work together so that the learning climate will permeate the total school program.

One of the goals of education in the District is the development in students of 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 demands the exercise by adults and students alike of the responsibility to respect the rights of others and to 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, the faculty, and the 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 state law, regulations of the Delaware Department of Education, 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 their 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.

In developing the student/parent handbook for each school, the building principal shall construct the school disciplinary rules to reflect the age of the students assigned to the school and provide for ever more meaningful ways for students to demonstrate responsibility.

Parts adopted prior to 1995

Revised: date of manual adoption

CROSS REFS.:       ABC, Student Involvement in Decision Making  
                      JJA, Student Organizations  
                      JICE, Student Publications  
                      JI, subcodes  
                      JJ, Student Activities and subcodes  
                      JK, Student Discipline

## STUDENT DUE PROCESS RIGHTS

The essential rights involved in disciplinary procedures stem from the concept of due process. In order to ensure students' 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 actions, or disciplinary action involving curricular\*, co-curricular\*, extra-curricular\*, and school functions\*), the following procedures are to be followed.**

The student shall:

1. Have had 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 and, if the charges are denied, be given an explanation of the 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 or the determination of disciplinary action.

*\*Curricular activities- activities such as, but not limited to, band performances, choral performances, and academic contests outside the regular school day.*

*\*Co-curricular activities- activities such as, but not limited to, school clubs, 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, 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:

1. Have had 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 and, if the charges are denied, be given an explanation of the 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 suspension may be appealed to the next administrative level for failure of the school administration to follow any of the above three procedures, or because of a disagreement with the interpretation of the facts or the determination of disciplinary action.

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

1. The student shall have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
2. When a student allegedly commits a disciplinary violation which may, in the school administration's judgment, result in a recommendation for expulsion, the school principal shall cause an investigation to be made of the incident.
3. If, after reviewing the findings of the investigation, the principal determines that the nature and seriousness of the offense may warrant a recommendation for expulsion, the principal shall suspend the student from school pending a conference with the student and his/her parent(s)/guardian(s).
4. As soon as mutually agreeable, the principal or his/her designee shall hold the conference with the student and the student's parent(s)/guardian(s) in order to review the case.
5. At the conclusion of the conference the principal/designee shall inform the student and his/her parent(s)/guardian(s) whether expulsion is to be recommended.
6. If expulsion is to be recommended, the principal/designee shall inform the student and his/her parent(s)/guardian(s) that the student's suspension shall continue at least until the hearing before the Superintendent.
7. The principal/designee shall submit his/her recommendation for expulsion in writing, and all supporting materials, to the Superintendent as soon as possible.
8. The principal/designee shall coordinate the scheduling of the hearing before the Superintendent at the earliest possible mutually agreeable time. The hearing shall involve the student, the student's parent(s)/guardian(s), the principal/designee, and the Superintendent.
9. The principal/designee shall send a letter to all involved parties expressing his/her recommendation for expulsion, the reason(s) for it, and the date and time of the hearing.
10. The student's parent(s)/guardian(s) may be represented by counsel at the hearing at their expense. If they choose to exercise this option, they need to inform the Superintendent of their intent to do so in adequate time for the Superintendent to arrange for District counsel to be present as well.
11. Following the Superintendent's hearing, the Superintendent shall decide to do one or more of the following:
  - Allow the student to return to school on a probationary status.
  - Assign a specified period of suspension and/or other appropriate disciplinary action, community service, and/or counseling in lieu of expulsion.
  - Allow the family to voluntarily withdraw the student from school rather than go forward with expulsion. If this option is pursued, the Superintendent shall stipulate the conditions for readmission discussed at the conference and in the subsequent documentation correspondence. Before the student may return to school, it shall be necessary for the student and his/her parent(s)/guardian(s) to meet with the Superintendent to review whether all conditions had been met.

- Allow the parent(s)/guardian(s) to waive an expulsion hearing and accept placement of the student in an alternative educational program. If this option is pursued, the Superintendent shall stipulate the conditions the student must meet to successfully re-enter the regular program from the alternative educational program.
  - Recommend an expulsion hearing before the Board.
12. Following the hearing, the Superintendent shall put his/her decision in writing in a letter to the parent(s)/guardian(s). This letter shall also list any and all conditions the student must meet before he/she can return to the regular program at a later date, if applicable.
  13. If the Superintendent's decision is to recommend expulsion, he/she shall schedule an expulsion hearing before the Board and notify all parties in writing.
  14. At an expulsion hearing before the Board, the student, parent(s)/guardian(s), and the District will have the following rights:
    - The right to be represented by counsel.
    - The right to be presented with names of witnesses and copies of written statements of those witnesses within twenty-four hours of the hearing.
    - The right to cross-examine or question witnesses who are present.
    - The right of the parties, including the student, to testify and produce witnesses and documents.
    - The right to a copy of a record of the hearing, which shall be kept by tape recording. If a court stenographer is requested, it will be at the expense of the requesting party and the requesting party will be required to provide a copy of the transcript to the other party at no expense.
  15. Following the hearing, the Board shall determine whether to approve, modify, or reject the recommendation of expulsion.
  16. The Superintendent or his/her designee shall provide the student and his/her parent(s)/guardian(s) with written notice of the decision of the Board in a timely manner. If that notice is of the Board's decision to expel the student, the notice shall also include the procedures to be followed should the student and/or his/her parent(s)/guardian(s) wish to appeal the decision to the State Board of Education.

**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 their return to the District.**

Adopted: June 15, 1999  
 Revised: August 15, 2000

Caesar Rodney School District, Wyoming, Delaware

## STUDENT INVOLVEMENT IN DECISION MAKING

The Caesar Rodney School District's policy on student rights and responsibility (see code JJ) states, in part;

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

One of the goals of education in the District is the development in students of 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 responsibilities of citizenship.

Students must be actively involved in the learning process. Therefore, students shall be encouraged to participate in establishing course goals, suggesting interest areas, planning classroom activities, and appraising the course. Student suggestions and recommendations concerning curricular offerings and opportunities shall be permitted at any time, and shall be solicited by professional staff.

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, the faculty, and the administration. Recommendations made by the student government should receive a prompt and substantive response.

The Board wishes to maintain open, free communications between the students of the district and the various levels of staff, the administration, and the Board itself. As stated in the policy quoted above, such communications will usually go through established channels of student government; however, all students have the right to bring individual concerns and suggestions to the attention of teachers, administrators, and the Board, observing the normal "chain-of-command." In addition, students have the right -- as so all citizens of the district -- to attend open Board meetings and address the Board in accordance with the Board's policy on public participation at Board meetings.

Current practice codified 1995

CROSS REFS.:       BDDH, Public Participation at Board Meetings  
                      JF, Student Rights and Responsibilities, and subcodes

Caesar Rodney School District, Wyoming, Delaware

## STUDENT GOVERNMENT

It is important that Caesar Rodney School District 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:

- publish a charter or constitution as a result of joint administration-faculty-student discussions;
- 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;
- determine eligibility rules for candidates;
- 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 actions 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 regulations and that the rights of any individual are not infringed upon.

Current practice codified 1995

Revised: date of manual adoption

LEGAL REFS.: DOE Guideline for Development of Student Rights and Responsibilities, 1988

Caesar Rodney School District, Wyoming, Delaware

## STUDENT CONDUCT

It is the intention of the Caesar Rodney School Board of Education that the District's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with state law, will approve periodically a code of conduct for students. The rules:

- will not infringe upon constitutionally protected rights;
- will be clearly and specifically described;
- 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.

Incorrigibility or acts interfering with the normal operation of the school will be considered extremely serious offenses and will be dealt with accordingly.

### **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:

- if the incident was initiated in the school building or on school grounds; or
- 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 return of the student would contribute to a disruptive effect on the school's educational program or threaten the health, safety, or welfare of students.

Examples of the type of off school property misconduct that may result in such discipline include but are not limited to:

- use, possession, sale or distribution of dangerous weapons, including knives or guns;
- use, possession, sale or distribution of controlled substances; and
- use of physical force; and
- sex offenses.

The Board may impose discipline up to and including suspension and/or expulsion, if it is determined that a student's:

- use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school;
- use of weapons (guns, etc.), sex offenses or violent conduct in the community presents a likelihood of repeating itself in the school environment; or
- 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.

Current policy adopted prior to 1995

LEGAL REFS.: 14 Del. C. §1043

Revised: October 17, 2000

Caesar Rodney School District, Wyoming, Delaware

## STUDENT DRESS

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

1. Students shall be required to follow dress standards to prevent hazards or dangers in areas such as shop, laboratory, and physical education classes.
2. Teacher and student leaders may counsel with students who affect extreme styles 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 actions.
3. Students shall be required to modify their dress standards when such dress creates a disruptive influence, interferes with the teaching-learning process, or creates classroom disorder.

Current policy adopted prior to 1995

Codified: date of manual adoption

## CARE OF SCHOOL PROPERTY BY STUDENTS

The Caesar Rodney School District 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 student concerned will be billed for the cost of repairs.

Where the principal feels that the student would better learn responsibility for their actions 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.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: ECAC, Vandalism

## STUDENT CONDUCT ON BUSES

Safety is of prime importance as Caesar Rodney School District 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 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.

Current practice codified 1995

CROSS REFS.: EE, Transportation Services

LEGAL REFS.: DOE School Transportation Manual

## STUDENT CONDUCT ON BUSES

### **Regulations for Student Conduct on Buses**

1. Students must obey the driver cheerfully and promptly, be courteous to the driver, and to fellow students. The driver is in full charge of the bus and students, and has the authority of a classroom teacher.
2. Students must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
3. Students should never stand or play on the road while waiting for the bus.
4. Before boarding the bus, students must keep a safe distance from it while it is in motion.
5. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
6. 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.
7. 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.
8. In approaching the bus or a bus stop along the highway, a pupil should always walk on the left side of the road facing traffic. Pupils should be sure that 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 of the bus as directed by the driver 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.
9. In crossing the street or highway at any time, students should look both to the right and to the left, then WALK-not run.
10. Outside of ordinary conversation in normal tone, classroom conduct is to be observed when on the bus.
11. Students must not call out to passers-by. They should not open the bus windows without permission from the driver nor extend head or arms out of the windows.
12. Students shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
13. Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
14. Students are not permitted to smoke while on the bus.
15. Students must not use profanity while on the bus.
16. Students must not throw articles of any kind in, out, or around the bus.
17. Students are not to eat or drink while on the bus.
18. 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.
19. Students are to ride only the bus to which they are assigned.

Revised 2000

Caesar Rodney School District, Wyoming, Delaware

## STUDENT CONDUCT IN SCHOOLS

The Caesar Rodney School District Board of Education is responsible for the establishment and publication of Regulations for Conduct of Students in School. The regulations regarding student conduct shall vary with the age and maturity of students but responsibility for one's actions shall always be the guiding principle for student conduct.

Principals are to take an active role in involving staff, parents, and students in establishing standards of student conduct. The primary guidelines shall reflect an effort to provide a safe educational environment and student conduct which is disruptive to the learning environment is not acceptable and appropriate disciplinary action should be taken to make students understand the concept of responsibility.

Principals shall include in their Parent/Student Handbook information about the rules and regulations regarding student conduct.

The Board shall annually review the process principals use to communicate expectations regarding student conduct to students and parents.

Current policy adopted prior to 1995

Revised:        date of manual adoption

CROSS REFS.:        BGD, Board Review of Regulations  
                              CHB, Board Review of Regulations

## CODE OF CONDUCT

The title "Code of Conduct" is to be an identified section in the Parent/Student Handbook in which the principal publishes the expectations, rules, and regulations regarding appropriate and inappropriate student behavior for Caesar Rodney School District students.

The various items are to be listed in an alphabetical order and principals are authorized to rephrase District policy to meet the needs for appropriate communication with the age and maturity levels of the students enrolled in their school.

Codes of conduct are not inclusive listings of all approval 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 to use 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.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 14 Del. C. §1043

## **Bully Prevention & Cyberbullying**

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

### **I. Prohibition of Bullying Which Includes Cyberbullying**

To further these goals and as required by 14 Del. C. 4112D, the District hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored District event.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by the District including, but not limited to, any school, or any motor vehicle owned, operated, leased, rented or subcontracted by the District.

### **II. Definition of Bullying & Cyberbullying**

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

1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

B. As defined in this policy, **cyberbullying** means the use of uninvited and unwelcome electronic communication directed at an identifiable **student or group of students**, through means other than face-to-face interaction which (1) interferes with a student’s physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student’s ability to

participate in or benefit from the educational programs of the school district. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

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

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

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

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

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

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

Sexual Bullying: Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other District policies or building, classroom or program rules.

### **III. 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 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 components
    - 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. Resources and Curricula

The District encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program.

### **IV. Coordinating Committee**

Each School shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12), parents and staff from the before- or after-school program(s). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established pursuant to § § 1605(7) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

When setting up the Committee the principal may wish to consider including other persons in addition to those required. The Committee shall hold regular meetings and determine guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break the rules. The committee shall review and refine the school supervisory system as needed.

## **V. Reporting Requirements**

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

A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

1. Initial Concerns
  - a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.
  - b. Each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
2. Reporting
  - a. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the principal or designated person immediately.

## **VI. Investigative Procedures**

A. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

1. All complaints must be appropriately investigated and handled consistent with due process requirements.
2. Each principal may designate a person or persons to be responsible for responding to bullying complaints.
3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources.
4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.

5. Once the principal or designated person has confirmed that a person has been the victim of bullying, the principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying.
6. After identifying those who committed the act or acts of bullying, the principal or designated person will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.
7. The principal or designated person will keep a written record of the bullying incident, and any disciplinary actions taken.
8. Each confirmed incident must be recorded in the School Register of Bullying Incidents.

B. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.

C. The school administration should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and /or the Department of Education.

## **VII. Non-Classroom Supervision**

To the extent that funding is available, each school must develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen.

## **VIII. Consequences for Bullying**

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

- A. Consequences should take into account:
  1. Nature and severity of the behaviors
  2. Degrees of harm
  3. Student's age, size and personality (including development and maturity levels of the parties involved)
  4. Surrounding circumstances and context in which the incidents occurred
  5. Prior disciplinary history and incidences of past or continuing patterns of behavior
  6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
  7. Ease of use for staff (within available resources and time constraints)
- B. The appropriate range of consequences for bullying is as follows:
  1. Removal of positive reinforcers:
    - a. Time-out
    - b. Loss of a privilege

2. Use of negative or unpleasant consequences:
    - a. Verbal reprimand clearly specifying what is not acceptable
    - b. Notice to parent (required by law)
    - c. Conference with parent/guardian/relative caregiver
    - d. Forbidden to enter certain areas of school
    - e. Reassignment of classes or another mode of transportation
    - f. Detention/Extended Day
    - g. In-school suspension
    - h. Out-of-school suspension
    - i. Referral to Superintendent for Expulsion
    - j. Referral to an external agency
    - k. Report to Law Enforcement officials
  3. In addition, formative activities may include:
    - a. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money.
    - b. Education about what bullying is and why it is not acceptable.
    - c. Completion of psychological assessment or evaluation.
    - d. Completion of counseling (In house or referral to an outside agency, individual or family).
    - e. Cooperation with a behavioral management program developed in consultation with a mental health professional.
    - f. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.
- C. The District believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:
1. Enthusiastic, concrete, behavior-specific praise.
  2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.
- D. The District believes that victims should be given support. If bullying is suspected, staff members will make an effort to:
1. Find a private opportunity for discussion with victim.
  2. Discuss with victim what support they need.
  3. Ensure their safety.
  4. Make referrals to external agencies if necessary.
  5. Provide the victim with information for mental health or medical treatment

## **IX. Training**

A. The District will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

## **X. Reporting Procedures**

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

1. If a child complains of bullying while it is happening, the staff member will respond quickly and intervene.
2. If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
3. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
  - a. Conduct involved
  - b. Persons involved, designated bully, target, and bystanders' roles
  - c. Time and place of the conduct alleged, number of incidents
  - d. Names of potential student or staff witnesses.
  - e. Any actions taken in response
4. Anyone may report bullying.
5. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read.

## **XI. Anonymous Reports**

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

## **XII. Notification of Parents, Guardian or Relative Caregiver**

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

## **XIII. Retaliation**

Retaliation following a report of bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act.

## **XIV. Procedure to Communicate with Medical and Mental Health Professionals**

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

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the

primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.

2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.

3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:

a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

#### **XV. Implementation**

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

#### **XVI. Accountability**

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

#### **XVII. Immunity**

A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school district or charter schools' bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

#### **XVIII. Other Defenses**

A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district initiated under this policy provided there is sufficient school nexus.

B. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district policy.

### **XIX. Relationship to School Crime Reporting Law**

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

### **XX. 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.

### **XXI. Informing Students of Electronic Mediums**

Upon implementation of this policy, and again at the beginning of each academic year, the school district shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy through the end of 2013-14 school year, postings on Facebook, Twitter, MySpace, YouTube, and Pinterest shall, at minimum, be included in the district's list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

### **XXII. Policy Notification**

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

### **XXIII. Rules and Regulations**

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

Adopted December 18, 2007

Revised June 2010

Revised January 2012

Revised June 18, 2013

Caesar Rodney School District, Wyoming, Delaware

## **SCHOOL BULLY PREVENTION**

### **School-wide Bully Prevention Program**

The District is committed to support each school in their adoption of a school-wide bully prevention program that prohibits harassment and bullying on the basis of sex, race, color, national origin, or disability. The school bullying prevention program must be implemented throughout the year.

### **Coordinating Committee**

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

### **Reporting Requirements**

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

### **Investigative Procedures**

- Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred.
- A parent, guardian or relative caregiver or legal guardian of any target of bullying or person who bullies another shall be notified and provided with a form generated by the Department of Justice describing the role of the Department of Justice School Ombudsman and providing contact information. This form shall also inform parents, guardians, or relative caregivers of their right to know when the bullying incident in question has been reported to the Department of Education.
- All confirmed bullying incidents must be reported to the Department of Education by the principal or the principal's designee within five (5) working days.
- Some acts of bullying may also be crimes, which must be reported to the police and/or the Department of Education pursuant to the school crime reporting law (14 *Del. C.* § 4112).

### **Non-Classroom Supervision**

Each school is responsible for developing a plan of supervision in non-classroom areas. This plan must be discussed and reviewed each year.

### **Bullying Parameters**

Bullying is usually defined as involving repeated acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that

bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions, which may become bullying depending on their reasonably foreseeable effect:

- **Physical bullying**: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.
- **Verbal bullying**: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening.
- **Relational Bullying**: Isolation of an individual from his or her peer group, spreading rumors.
- **Cyber-bullying**: Bullying by using information and communication technologies. Cyberbullying may include but is not limited to:
  1. Denigration: spreading information or pictures to embarrass,
  2. Flaming: heated unequal argument online that includes making rude, insulting, or vulgar remarks,
  3. Exclusion: isolating an individual from his or her peer group,
  4. Impersonation: Using someone else's screen name and pretending to be them, or
  5. Outing or Trickery: forwarding information or pictures meant to be private.
- **Sexual Bullying**: Unwanted touching of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

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

### **Consequences For Bullying**

The following, including a combination of the following, may be considered by administrators to be the appropriate range of consequences for bullying:

- Conference with parent/guardian
- Detention/extended day
- In-school suspension
- Out of school suspension
- Referral to Superintendent for expulsion
- Report to law enforcement officials

### **Retaliation**

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

## **Procedure to Communicate with Medical and Mental Health Professionals**

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

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

## **Accountability**

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

## **Other Defenses**

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

## **Relationship to Other Laws**

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

Nothing in the School Bully Prevention Policy or its regulation shall supersede or be construed in such a manner as to conflict with any state or federal laws concerning special education or individuals with disabilities.

Issued: December 18, 2007

Revised: June, 2010

Revised: January 24, 2017

Caesar Rodney School District, Wyoming, Delaware

## STUDENT PUBLICATIONS

Student publications are important elements of the Caesar Rodney School District instructional program and contribute directly to the accomplishment of the school's goals. The Board of Education supports the development of student produced school newspapers, year books, 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, the writers, and the faculty sponsor.

As 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 students and sponsors. The principal must also render prompt decisions to the student editors and sponsors when conflicts occur on the appropriateness of material.

The Board of Education expects student publications to meet the following guidelines:

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

Adopted prior to 1995

Revised: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## UNDERGROUND STUDENT PUBLICATIONS

Caesar Rodney School District students who edit, publish, and/or wish to distribute nonschool-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 definition, or would threaten to disrupt the educational process, they may be prohibited from distributing it.

Current practice codified 1995

Adopted: date of manual adoption

## SECRET SOCIETIES/GANG ACTIVITY

### **Secret Societies**

The Caesar Rodney School District Board of Education has determined that 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 which 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.

### **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.

### **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 offices.

Current policy codified 1995

Revised: date of manual adoption

## HAZING

It is the policy of the Caesar Rodney School District Board of Education that hazing activities of any type are inconsistent with the educational process and are prohibited at all times. Hazing is defined as:

Doing any act or 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 an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of the District will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 14 Del. C. §9301, 9302, 9303, 9304

TOBACCO AND TOBACCO SUBSTITUTE USE BY STUDENTS

Possessing, using, dispensing or selling tobacco or tobacco substitute products in Caesar Rodney School District school buildings, on school grounds, or on school buses is wrong and harmful, and therefore is prohibited and suspension is automatic.

Adopted: November 17, 1998

Revision: May 19, 2015

CROSS REFS.:       ADC, Smoke-Free Environment  
                      GBED, Tobacco use by Staff Members

LEGAL REFS.:       DelCode, HB241

## DRUG AND ALCOHOL USE BY STUDENTS

Caesar Rodney School District students are not permitted to possess, use, distribute, sell or be under the influence of drugs, drug-like substances, look-alike drugs, drug paraphernalia, and/or alcohol on school property or at school sponsored events.

Students who violate this policy shall be immediately suspended from school and school activities. The principal shall refer to the superintendent students who have been suspended for drugs or alcohol related matters where expulsion is a consideration. The Superintendent or designee shall hold a hearing to determine appropriate disciplinary action.

The principal or designee is to notify the appropriate law enforcement agency when students violate this policy. Notification to law enforcement agencies is not a part of the school disciplinary response, but is action required of school officials by the Code of Delaware.

Procedures and regulations for the implementation of this policy are to be developed by the administration and are to be reviewed and authorized by the Board of Education.

Current policy adopted prior to 1995

Revised: date of manual adoption

CROSS REFS.:       JKD, Suspension of Students  
                      JKF, Expulsion of Students  
                      JLCD, Administering Medicines to Students

LEGAL REFS.:       State Board of Education Policy, August 15, 1991  
                      4 Del. C. § 101  
                      16 Del. C. Chapter 47

Caesar Rodney School District, Wyoming, Delaware

**Release Form**  
**Student Possession and Use of Asthmatic Quick Relief Inhaler**  
*(in accordance with 14 DE Admin. Code 612 and 817)*

Student Name: \_\_\_\_\_

Inhaler: \_\_\_\_\_

My child has permission for the possession and discretionary use of an asthma quick relief inhaler while on school property or on a field trip. I release the district, the Board of Education, and district employees from any and all liability arising out of the student's possession and discretionary use of the quick relief inhaler in school, or during any school activity.

I will provide the school nurse with:

1. Written documentation from the health care provider stating the student may self medicate with the inhaler and the dosage and frequency of use.
2. Provide the child with the inhaler that has the prescription label on the inhaler canister.

The school nurse may impose reasonable limitations or restrictions on the student's use and possession of the inhaler based upon the student's age, level of maturity, behavior, or other relevant considerations.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release Form**  
**Student Possession and Use of Autoinjectable Epinephrine**  
*(in accordance with 14 DE Admin. Code 612 and 817)*

Student Name: \_\_\_\_\_ Autoinjectable epinephrine: \_\_\_\_\_

My child has permission for the possession and discretionary use of autoinjectable epinephrine while on school property or on a field trip. I release the district, the Board of Education, and district employees from any and all liability arising out of the student's possession and discretionary use of the autoinjectable epinephrine in school, or during any school activity. I will provide the school nurse with:

1. Written documentation from the health care provider **stating the student may self medicate** with the epinephrine and an **emergency action plan signed by the doctor.**
2. Provide the child with the epinephrine with the prescription label.

The school nurse may impose reasonable limitations or restrictions on the student's use and possession of the epinephrine based upon the student's age, level of maturity, behavior, or other relevant considerations.

**I also understand that my child must:**

1. Demonstrate to the health care provider correct use of the Epipen trainer.
2. Discuss with the health care provider self-assessment of major allergic reactions that require self-medication of epinephrine.
3. Agree that after using the Epipen, he/she will seek help from the school nurse or another adult so that 911 can be called for emergency transport to the emergency room.
4. Agree to never share the Epipen with another student.
5. Demonstrate to the school nurse he/she knows how to use the Epipen trainer.
6. Meet with the school nurse for reinforcement of the health care provider's emergency action plan.
7. Understand that an *accidental puncture* of the hand, foot, or other body part with an Epipen is a medical emergency requiring immediate evaluation in an emergency room. Loss of circulation may occur and cause serious or permanent damage.
8. It is *recommended* that your child wear a medical alert bracelet and have an extra Epipen kept in the nurse's office.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Healthcare provider signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DRUG AND ALCOHOL USE BY STUDENTS

### 1. **THE PROCESS TO BE FOLLOWED FOR GRADES 6-12:**

#### **Alcohol: 1st Incident - Possession/Use/Impairment - Distribution\***

- 5 days minimum to 10 days maximum suspension from school
- appropriate law enforcement agency notified
- no participation in or attendance at curricular activities, co-curricular activities, extra-curricular activities, and school functions for 45 consecutive school days plus 40 hours of school service prior to the end of the 45 consecutive school day restriction (see definitions)
- counseling - mandatory for readmission

\*Students who distribute or make alcohol available to other students will be disciplined as per the provisions listed under Alcohol: 2nd Incident.

#### **2nd Incident**

- expulsion from school for a length of time and conditions for readmission to be determined by the Board of Education
- counseling and community service - mandatory for readmission
- appropriate law enforcement agency notified
- no attendance at curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- no participation in curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- support enrollment into an alternative educational program
- exclusion from school property during time of expulsion

#### **Drugs, Drug Like Substances, Look-alike Substances and/or Drug Paraphernalia: Possession/Use/Impairment/Distribution**

- expulsion from school for a length of time and conditions for readmission to be determined by the Board of Education
- counseling and community service - mandatory for readmission
- notification of appropriate law enforcement agency
- no attendance at curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- no participation in curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- support enrollment into an alternative educational program
- exclusion from school property during time of expulsion

### 2. **THE PROCESS TO BE FOLLOWED FOR GRADES K-5:**

A student found to be in violation of this policy is to be suspended and the principal shall refer the matter to the Superintendent.

In considering appropriate disciplinary action, the Superintendent shall consider the age and maturity of the student involved. The Superintendent shall determine if the circumstances are such that a Board hearing is needed as part of determining the appropriate disciplinary action.

Definitions:

Curricular activities - activities such as, but not limited to, band performances , choral performances, and academic contests outside the regular school day.

Co-curricular activities - activities such as, but not limited to, school clubs 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, graduation.

Authorized August 1996

Revised: January 2000

Revised: December 2004

Caesar Rodney School District, Wyoming, Delaware

## DRUG AND ALCOHOL USE BY STUDENTS

### 1. THE PROCESS TO BE FOLLOWED FOR GRADES 6-12:

#### **Alcohol: 1st Incident - Possession/Use/Impairment - Distribution\***

- 5 days minimum to 10 days maximum suspension from school
- appropriate law enforcement agency notified
- no participation in or attendance at curricular activities, co-curricular activities, extra-curricular activities, and school functions for 45 consecutive school days plus 40 hours of school service prior to the end of the 45 consecutive school day restriction (see definitions)
- counseling - mandatory for readmission

\*Students who distribute or make alcohol available to other students will be disciplined as per the provisions listed under Alcohol: 2nd Incident.

#### **2nd Incident**

- expulsion from school for a length of time and conditions for readmission to be determined by the Board of Education
- counseling and community service - mandatory for readmission
- appropriate law enforcement agency notified
- no attendance at curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- no participation in curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- support enrollment into an alternative educational program
- exclusion from school property during time of expulsion

#### **Drugs, Drug Like Substances, Look-alike Substances and/or Drug Paraphernalia: Possession/Use/Impairment/Distribution**

- expulsion from school for a length of time and conditions for readmission to be determined by the Board of Education
- counseling and community service - mandatory for readmission
- notification of appropriate law enforcement agency
- no attendance at curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- no participation in curricular activities, co-curricular activities, extra-curricular activities and school functions during time of expulsion (see definitions)
- support enrollment into an alternative educational program
- exclusion from school property during time of expulsion

2. **THE PROCESS TO BE FOLLOWED FOR GRADES K-5:**

A student found to be in violation of this policy is to be suspended and the principal shall refer the matter to the Superintendent.

In considering appropriate disciplinary action, the Superintendent shall consider the age and maturity of the student involved. The Superintendent shall determine if the circumstances are such that a Board hearing is needed as part of determining the appropriate disciplinary action.

Definitions:

Curricular activities - activities such as, but not limited to, band performances , choral performances, and academic contests outside the regular school day.

Co-curricular activities - activities such as, but not limited to, school clubs 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, graduation.

*Authorized August 1996*

*Revised: January 2000*

*Revised: December 2004*

Caesar Rodney School District, Wyoming, Delaware

USE OF PRESCRIBED ASTHMATIC QUICK RELIEF INHALERS/  
AUTOINJECTABLE EPINEPHRINE

All policies adopted by public school districts or charter schools relating to the possession or use of drugs shall permit a student's discretionary use and possession of an asthmatic quick relief inhaler ("Inhaler") or autoinjectable epinephrine with individual prescription label; provided, nevertheless, that the student uses the inhaler or autoinjectable epinephrine pursuant to prescription or written direction from a state licensed health care practitioner; a copy of which shall be provided to the school district or charter school; and further provided that the parent(s) or legal custodian(s) of such student provide the school district or charter school with written authorization for the student to possess and use the inhaler or autoinjectable epinephrine at such student's discretion, together with a form of release satisfactory to the school district or charter school releasing the school district or charter school and its employees from any and all liability resulting or arising from the student's discretionary use and possession of the inhaler or autoinjectable epinephrine and further provided that the school nurse may impose reasonable limitations or restrictions upon the student's use and possession of the inhaler or autoinjectable epinephrine based upon the student's age, level of maturity, behavior, or other relevant considerations.

Parents or legal custodians shall not be required to provide or sign a form of release where the student's use and possession of an asthmatic quick relief inhaler or autoinjectable epinephrine is determined by the student's IEP or Section 504 Team to be necessary for the student's educational placement.

Except as provided for in a student's Section 504 Plan or IEP, the school nurse may not unilaterally impose limitations or restrictions on a student's use and possession of an asthmatic quick relief inhaler or autoinjectable epinephrine if a Section 504 or IEP Team has determined the use of the medication is necessary for the student's educational placement.

(For students who use prescribed asthmatic quick relief inhalers or autoinjectable epinephrine, see 14 DE Admin. Code 817, Administration of Medications and Treatments)

*Ref.: Title 14 Education; Delaware Administrative Code, Sections 3.11 - 3.11.2.*

Caesar Rodney School District, Wyoming, Delaware

Date of Adoption: June 30, 2010

## WEAPONS IN SCHOOL

The Caesar Rodney School District Board of Education in compliance with the Federal “Guns-Free Schools Act of 1994” as well as 11 Delaware Code § 1457A (Possession of a firearm in a Safe School Zone), deems the following policy shall apply to all students in the District:

Possession and/or use of any dangerous or deadly weapon on school property, on school buses, other school transportation, or at a school activity away from school is prohibited.

Possession of a weapon at school will result in the immediate suspension of the student and the matter will be referred to the Superintendent. A hearing will be held to determine if a recommendation for expulsion from school shall be presented to the Board.

Delaware’s “Possession of a firearm in a Safe School Zone” law (11 Delaware Code § 1457A) states that a student who possesses a firearm in a Safe School Zone shall be expelled by the local school board for not less than 180 days

### **Definition of a Deadly Weapon**

The term “Deadly Weapon” includes firearms, a bomb, a knife with a blade more than 3 inches in length, switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, or ice pick or any “dangerous instrument” which is used or attempted to be used, to cause death or serious physical injury.

### **Definition of Firearm**

The term “Firearm” includes any weapon from which a shot, projectile or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, whether operable or inoperable, loaded or unloaded. This includes destructive weapons (as defined in 11 Delaware code § 1444a) and BB guns.

### **Exceptions for Educational Purposes**

1. If a weapon is to be used for an appropriate educational purpose, the teacher/student who desires to use a weapon for an educationally related activity may obtain permission of the principal to bring the weapon to school. In such instances, the weapon shall be transported in an enclosed case and stored in the principal's office before and after its use in the educational activity. Whenever, a gun is present for such use, the principal shall determine if it is loaded before accepting the item for storage. The principal is encouraged to use a member of the District Safety & Security team to determine this and oversee the storage and use of the weapon.
2. This policy would not prohibit an activity such as a school rifle or archery team if the contest and practice are conducted at a range away from school which is designed for such activity.

Current policy adopted prior to 1995

Revised: January 21, 2025

LEGAL REFS.:

- Gun- Free Schools Act of 1994
- 11 Delaware Code § 1457A – Possession of a firearm in a Safe School Zone
- 11 Delaware Code § 1444(a) – Definition of destructive weapon
- 11 Delaware Code § 222(6) – Definition of deadly weapon

Caesar Rodney School District, Wyoming, Delaware

## CELL PHONES AND ELECTRONIC DEVICES

In alignment with our mission to prepare students to achieve their academic, social, and emotional potential, the objective of this policy is to strengthen Caesar Rodney School District's focus on learning. To support school environments in which students can fully engage with classmates, teachers, and instruction, the Caesar Rodney School District Board of Education has determined the use of personal electronic devices (including, cell phones, tablets, earbuds, headphones, or any other electronic device which distracts from student learning) by students during school hours should be limited.

Smart watches that serve a dual purpose may be worn, but the phone features (texting, Internet viewing, and calls) are to be off when phone use is prohibited. If a student needs to call home for a reason determined to be appropriate by school staff, they may request a pass to the main office for phone access.

**Students in grades K-5:** Student's personal electronic devices are to be powered off upon entry into the school building, remain powered off in the student's backpack during the school day until dismissal, at which time students may power on their devices.

**Students in grades 6-8:** Student's personal electronic devices are to be powered off upon entry into the school building, remain powered off in the student's locker until dismissal, at which time students may power on their devices. The use of student devices for sports or any other after school activity, is at the discretion of the coach/club sponsor.

**Students in grades 9-12:** Student's personal electronic devices are to be silenced and put away during all instructional periods. Personal electronic devices may be used on campus before the first bell, after the last bell, during passing periods, and lunches, however, the use of these devices are prohibited in restrooms and locker rooms.

The recording of inappropriate behavior, including acts of delinquency, occurring on school grounds is not permitted.

The principal is authorized to establish procedures to determine whether exceptional circumstances require an individual waiver of this policy including medical and special education necessity.

Students who do not comply are subject to disciplinary action, as indicated in the progressive code of conduct, which may include parent/guardian notification and/or confiscation of the device.

Any device that is confiscated shall be considered contraband until such time as it is returned to the student or parent, and Caesar Rodney School District takes no responsibility for the loss or theft of, or damage to, a student's personal electronic device, whether confiscated or otherwise.

Adopted: August 21, 2024

Revised: July 22, 2025

Caesar Rodney School District, Wyoming, Delaware

## **Use of Cell Phones and Electronic Device Policy**

### **CAESAR RODNEY SCHOOL DISTRICT Student Acceptable Use**

#### **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](http://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

### **Sample 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.**

Revised: July 9, 2013  
August 19, 2025

Caesar Rodney School District, Wyoming, Delaware

Caesar Rodney School District  
Children's Internet Protection Act (CIPA) and Internet Safety Policy

Background (from E-Rate Central):

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 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.

Introduction:

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 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 [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material:

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the Caesar Rodney School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called „hacking,“ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: (Internet Safety Curriculum)

It shall be the responsibility of all members of the Caesar Rodney School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Internet Security Officer (ISO) or designated representatives.

The ISO or designated representatives will provide age appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the Caesar Rodney School District’s online commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Caesar Rodney School District online Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

## STUDENTS OF LEGAL AGE

The Caesar Rodney School District recognizes the fact that when most students reach the age of 18, the student has rights which were formerly rights of the parents.

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 parents as the school/District does 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 designee.

Adopted: prior to 1995

Revised: date of manual adoption

CROSS REFS.: JIG, Married Students

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

STUDENTS OF LEGAL AGE

**STUDENT DECLARATION OF LEGAL INDEPENDENCE**

I, \_\_\_\_\_ whose birthdate is \_\_\_\_\_ have declared legal independence  
with regard to my relationship with the Caesar Rodney School District.

I understand that a copy of this declaration will be forwarded to my parent/guardian by Caesar Rodney School District. I understand that filing this declaration denies my parent/guardian any access to my school records unless I sign a waiver of access.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Date Seal Expires:

Issued: July 1995

*Note: A student who declares legal independence is responsible for all matters formerly the responsibility of the parent/guardian.*

Caesar Rodney School District, Wyoming, Delaware

STUDENTS OF LEGAL AGE

1. Students who desire to declare legal independence shall schedule an appointment with the principal.
2. The principal shall review the legal consequence of the student action as it relates to the student and the student's parent/guardian.
3. The principal shall provide interested students a copy of Form JID-E and inform the student that it is their responsibility to complete the form, have it notarized and returned to the principal before legal independence is recognized.
4. Upon receipt of the notarized form, the principal shall forward a copy of the declaration to the parent/guardian along with an explanation of why the parent/guardian will no longer receive communication from the school regarding confidential records of the student.
5. Once legal independence is declared, it can only be reversed by a court of law.
6. A student who declares legal independence is henceforth responsible for all matters formerly the responsibility of the parent/guardian.

Issued: July, 1995

*Note: Per the provisions of due process, a student who has declared legal independence could invite a parent to a meeting for purposes of providing counsel.*

## PREGNANT STUDENTS

Access to an educational opportunity is not denied to a pregnant student in the Caesar Rodney School District. 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 guidance 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 pre-natal care.
3. Pregnant students shall be expected to participate in all usual and normal student activities until the attending physician prescribes limitations on activities.
4. Two alternative educational 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 guidance counselor.
5. 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.

Adopted: prior to 1995

Revised: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## STUDENTS WITH CHILDREN

Children of Caesar Rodney School District students are considered visitors and the fact that their parents are students does not change that status. All visitors are expected to report to the principal's office immediately upon entry to the school. Visitors may not remain at school without the permission of the principal or designee. Usually children of students would not be authorized as visitors as their presence is apt to be a distraction to the educational environment.

Students with children have responsibilities both as students and as parents. Students with parenting problems which conflict with the students' school responsibilities may need to consider an alternative educational program as problems associated with parenting are not a valid excuse for exception to the responsibility of a student.

Adopted: date of manual adoption

CROSS REFS.:       JI, Student Rights and Responsibilities  
                          KI, Visitors to Schools

## MARRIED STUDENTS

Married Caesar Rodney School District students have the same rights and responsibilities as unmarried students. This includes the right to participate in any extracurricular activities on the same basis, and subject to the same requirements, as unmarried students.

Married students under the age of 18 are considered emancipated with respect to rights and responsibilities usually associated with the relationship existing between the school and parents/guardians.

Adopted prior to 1995: Codified date of manual adoption

CROSS REFS.: JID, Students of Legal Age

## STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

### Student Interrogations:

Caesar Rodney School District school officials have the right and responsibility to question students as they investigate possible infractions. Such interrogations are to be conducted in accordance with Student Due Process Rights.

When school officials deem it appropriate to involve law enforcement agencies in the interrogations, the school officials shall make reasonable effort to notify parents prior to the interrogation of the student by law enforcement personnel. Except as prescribed by the Code of Delaware, any interrogation of a student by law enforcement officials or other authorized agencies on school property shall be conducted with a school official present unless the parent authorizes a private interrogation.

### 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 reason to believe the student may be concealing contraband, illegal and/or prohibited items.

All searches of students and student property shall be conducted in the presence of a witness.

### 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 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.

Adopted: prior to 1995

Revised: date of manual adoption

LEGAL REFS.:       16 Del. C. Chapter 9  
                          School/Police Relations Guidelines, October 1993

## LOCKER SEARCHES

Lockers are Caesar Rodney School District property and are assigned to students for their use. Books and other materials recognized by the school as having education value may be stored in the locker. Lockers are not transferable by students. The school principal or a 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 an educational value, or may be deemed harmful to a student or 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 or disposal. The school shall not be held responsible for money or personal articles of value left in lockers.

Adopted: prior to 1995

## PARKING LOT SEARCHES

Caesar Rodney School District 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 inspections 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.

Current practice codified 1995

Adopted: date of manual adoption

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Caesar Rodney School District Board of Education expects students and parents to seek redress when they believe 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.

Pursuant to Del. C. 14 § 600 – 616, disciplinary action may only be appealed to the next administrative level for failure of the school administration to follow any of the following reasons:

- Inappropriate due process
- Incorrect consequence per the Code of Conduct
- Incorrect charge or charge not supported by substantial evidence

### Short-Term Suspension Appeal/Grievance Process

When a student commits a violation, which may result in a short-term (less than 10 consecutive days) in or out of school suspension, the following procedures are to be followed:

1. The appeal or grievance may be brought by the student or their parents/guardians/caregivers, or both.
2. The student or parents/guardians/caregivers shall have the right to appeal disciplinary action in writing to the Principal or their designee within two (2) school days of receipt of written delivery of the charge.
3. If the matter is not resolved satisfactorily in the above manner, a written appeal to the superintendent's designee shall be made within two (2) school days (or, in the event of an end of school year occurrence, within five (5) calendar days) of parents/guardians/caregivers receipt of the prior decision concerning discipline. A parents/guardians/caregivers and student conference shall be conducted within five (5) school days of appeal and the designee shall give a written decision within five (5) school days of conference. The decision of the superintendent's designee shall be final.
4. 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.

### Long Term Suspension Grievance Process

When a student commits a violation, which may result in a long-term suspension, the following procedures are to be followed:

1. The appeal or grievance may be brought by the student or their parents/guardians/caregivers, or both.
2. The student or parents/guardians/caregivers shall have the right to appeal disciplinary action in writing to the Principal or their designee within two (2) school days of receipt of written delivery of the charge.

Long Term Suspension Grievance Process

3. If the matter is not resolved satisfactorily in the above manner, a written appeal to the superintendent's designee shall be made within two (2) school days of parents/guardians/caregivers receipt of the prior decision concerning discipline. A parents/guardians/caregivers and student conference shall be conducted within five (5) school days of appeal and the superintendent's designee shall give a written decision within five (5) school days of conference.
4. If the matter is not resolved satisfactorily, a written appeal to the Caesar Rodney School District Board of Education shall be made within 2 days (or, in the event of an end of school year occurrence, within five (5) calendar days) of the parents/guardians/caregivers receipt of the prior decision concerning the discipline. The Caesar Rodney School District shall consider the appeal at the next regularly scheduled Board meeting and issue a written decision within 5 school days of the meeting.
5. Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident.

Students and parents have the right to appeal the Superintendent's disposition to the Board of Education only for long-term suspensions.

Student and parents have the right to appeal decisions of the Board of Education to the State Board of Education only as required by law.

Adopted: date of manual adoption

Revised:       October 13, 2025  
                  January 20, 2026

CROSS REFS.:       JI, Student Rights and Responsibilities  
                          JIA, Student Due Process Rights  
                          JIBA, Student Government  
                          JK, Discipline of Students

## STUDENT PROTESTS, DEMONSTRATIONS, AND STRIKES

Within each school, the Caesar Rodney School District 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.

Current practice codified 1995

Adopted: date of manual adoption

STUDENT ACTIVITIES  
(CO-CURRICULAR AND EXTRACURRICULAR)

Student activities are an important part of the total Caesar Rodney School District curriculum. Student activities including athletics, clubs, and organizations provide opportunities for student to explore areas of interest and skill as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride, and fairness.

Student activities are to be considered learning experiences and are to be developed, managed and evaluated with this purpose in mind. Student activities are considered part of the total school curriculum and are to be included in regular curriculum planning, review, and evaluation processes. All student activities are to be approved by the Board of Education and will operate under the policies, rules, and regulations of the Board. Building principals are responsible for the day-to-day operation and management of all student activity programs.

Definition: The term co-curricular and extracurricular are used to define school activities other than classroom activities. In some instances they are an extension of classroom activities; whereas, in other instances they are activities believed to have merit and are included as a part of the school program because of their own merit.

These two terms are both used in the district and use of either does not imply preference or priority.

Cocurricular: Usually associated with activities such as FFA, DECA, concerts, plays, fieldtrips, bands, choirs, etc.

Extracurricular: Usually associated with activities such as athletics, cheerleading, student government, student publications, student clubs, academic competition, etc.

Student Participation: The Board of Education will encourage and sponsor a program of co-curricular and extracurricular activities.

The activity offerings will be of a variety and number to meet the wide range of interests and needs of our students not already met by community programs.

The goals for each student will contain a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the student.

Guidance is necessary to encourage the non-participants who need activities, and to prevent the over-enthusiastic from emphasizing activities at the cost of their academic performance.

Public performances will be supervised in order to prevent excessive time and effort being expended by students. Such performance should not be held for purposes which contribute to private gain or advantage.

Students will have equal access to all extra-curricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or non-applicable handicap.

Booster Clubs: Booster clubs that promote a positive relationship between the school and the community are to be encouraged. The primary purpose of booster clubs is to assist and support the school in recognizing and promoting students activities. Principals are responsible for maintaining close communication with booster organizations to ensure the organization's harmony with the policies and goals of the District.

Postponements: Should inclement weather prohibit the operation of the public schools for any portion of a school day, all co-curricular activities will be cancelled with the exception of state activities. In such situations, the officials responsible for such activities will decide if the activity is to take place and participation by students will be based on their decision. In such cases, the school principal will announce whether or not the activity will take place.

When the schools have been closed due to the expectation of inclement weather, and the situation does not result in potentially dangerous travel conditions, the Superintendent or his designees, after consultation with school principals, will have the authority to waive the cancellation of co-curricular and extracurricular activities as described in the above paragraph.

Evaluation: The Board of Education requests from the administration and teaching staff a continuing program of evaluation for all co-curricular and extracurricular programs. Where possible, the community should also be made aware of these evaluations.

Current practice and policy codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ORGANIZATIONS

All Caesar Rodney School District student organizations and the activities of such organizations shall fall under the supervision of the school principal. Prior to granting final approval of a request for a new organization, principals should obtain support for the proposed organization from the Superintendent.

Qualifications for Membership in Student Organizations: The public school is a democratic institution which requires that membership in clubs and other organizations of the school must be based on objective criteria. These criteria must permit all students to compete for membership without prejudice as to race, creed, or subjective judgment of their peers.

Any combination of the following may be used as the basis for selecting students for membership:

scholarship	grade level
citizenship	subject field
special proficiency evaluated by certificated personnel on the basis of predetermined standards	

Under no circumstances is the membership in a school club to be determined by the subjective judgment of the students constituting the club.

Membership in a co-curricular and extracurricular activities will be voluntary. However, when students enroll in an activity, they then assume certain responsibilities. Among these are good school citizenship, scholarship (required for some activities) and good moral character. Student's behavior in school and in the community should never bring dishonor to the name of the school.

Supervision: The Superintendent has general supervision over the activities of student body organizations.

The Director of Business & Finance will prescribe appropriate accounting and auditing procedures for student organization financial records.

The principal of the school will be directly responsible for the conduct of student organization activities in accordance with the rules and regulations established for this purpose.

Current policy and practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: JICF, Secret Societies/Gang Activities

Caesar Rodney School District, Wyoming, Delaware

## STUDENT SOCIAL EVENTS

The Caesar Rodney School District Board of Education recognizes that social events have an important place in a well-rounded school program and, accordingly, encourages well-conceived and managed social events.

All school-sponsored social events will be under the control and supervision of school personnel. Approval for an event will be secured from the principal of the building involved, and the event will be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored social events will be reasonable and proper.

Current practice codified 1995

Adopted: date of manual adoption

## STUDENT SOCIAL EVENTS

- Student social events should be scheduled on a Friday or Saturday evening with the activity ending no later than 10:30 for 7th and 8th grade, and 11:00 for 9th, 10th, 11th and 12th grades. The Junior/Senior Prom and Homecoming dances shall end no later than midnight.
- All student social events should be scheduled at least a month in advance by the faculty sponsor concerned through the high school principal.
- Unless special facilities are needed, all school-sponsored student social events shall be held on school property.
- The number of student social events per class or organization shall be determined by the principal.
- The number of faculty and parent chaperons shall be determined by the principal.
- When appropriate, an invitation should be extended to the Board of Education, the Wing Commander, and the administrators of the District.
- Rules pertaining to dress, conduct, attendance, care of school facilities, etc., should be developed by the principal and made available to sponsors and organizations.
- Funds raised through school activities or through school organizations shall not be used for student social activities held away from school property except for events scheduled off campus because special facilities are required.

Issued: prior to 1995

## STUDENT PERFORMANCES/EXHIBITS/COMPETITIONS

Caesar Rodney School District public performances, exhibits or competitions of students or students' work as evidence of part of the school program or class function is encouraged; however, public performance for outside groups as a profit-making affair is not condoned.

Although public performances are a valuable means of public relations between the schools and the community, indiscriminate acceptance of invitations to appear at every public function is exploitation of pupil talent and will be discouraged. Public performance should then be limited to those activities which are recognized as school and community service.

Students will not accept payment for public performances when they represent their schools-either as individuals or as members of some school group. However, donations to the organization may be accepted if the funds received benefit all students in the organization.

All public performances, exhibits and competitions shall be scheduled only after the authorization of the principal is obtained.

### Performer Attendance Requirements:

- Public ensemble experience is an essential part of certain music programs. Students enrolled in band courses will be expected to participate in a reasonable number of performance experiences. Absence from a scheduled performance for no valid reason will affect a student's grade in the music class.
- Students who join organizations, teams and other groups which perform for the public are expected to participate in rehearsals and practice to be eligible to perform in public. Failure to attend a performance may be reason for dismissal from the group or team if the principal considers the absence unexcused.

Current policy and practice codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ACTIVITIES FEES

Public education is provided free of charge to students in the Caesar Rodney School District. Fees may not be charged to participate in any function held during the time school is in session.

Fees for activities which are not in conflict with state law may be collected. All fees charged to students must be authorized by the Superintendent.

A principal may waive a fee for a student for whom the fee is an exceptional hardship. Basic building budget funds may be used for this purpose.

Current practice codified 1995

CROSS REFS.: JQ, Student Fees, Fines and Charges

LEGAL REFS.: Delaware Constitution, Article X, Section 1  
14 Del. C. § 201-206  
Handbook for K-12 Education, Section II, K,2 Delaware Department of  
Education

## STUDENT ACTIVITIES FEES

For reference, the following is provided to principals as examples of fees which might be authorized and prohibited.

### Student Fees May be Authorized For:

- Any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials.
- Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Security deposits for the return of materials, supplies, or equipment.
- Personal athletic equipment and apparel. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety established by the Board.
- Items of personal use or products which a student may purchase at his or her own option, such as student publications, class rings, annuals, and graduation announcements.
- Cap and gown for graduation exercises.
- Fees specifically permitted by law.
- Fees for physical examinations, however, students may opt to have the exam performed by their personal physician.
- Any authorized, voluntary student health and accident benefit plan.
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and/or uniforms owned or rented by the district.
- Items of personal apparel which become the property of the student and which are used in extracurricular activities.
- Parking fees and fees for identification cards.

- Driver training courses, provided that such fees will not exceed the actual district cost per student in such programs for the current school year. These fees will be limited to the direct costs of the program as determined by the State Board.
- Summer school tuition and fees.
- Transcripts or copies of student records after graduation.
- Lost or damaged books, equipment, materials.
- Fees for Saturday field trips and educational travel.
- Admission to after school activities.
- Fees associated with testing programs such as; AP, SAT, ACT, etc.
- Optional college credit courses high school students enroll in during regular school hours only to the amount charged by the college offering credit for the course.
- Fees to operate copy machines or to cover paper costs for optional computer printouts.

Student Fees are Prohibited For:

- Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course, except as authorized under this code.
- Field trips scheduled as part of a basic educational program or course.
- Instructional costs for any course required for graduation.
- Library books however, fines may be assessed for lost, damaged, or overdue books.
- Lockers.

Revised: 1995

## STUDENT FUND-RAISING ACTIVITIES

### Student Activities

The Caesar Rodney School District Board of Education prefers that the District support student activities, but it may be necessary for students to raise funds to support some of them. This should be restricted, but if considered necessary, the fund-raising must be approved by the principal and carefully supervised. Such fund-raising projects shall be conducted so that they do not interfere with educational objectives or community standards.

The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of supplies which are used by students in making items that become the individual's property.

### Student Charity Fund Raising

The Board supports limited student involvement in charity fund-raising. It is the belief of the Board that such an activity is a positive experience for students as it assists in the development of values which strengthens responsible citizenship.

Each school is authorized to participate in one charity fund-raising event. The principals are urged to select a charity event which has as its purpose activities which students can relate to and, if possible, the fund-raising activity is associated with educational activities.

The Superintendent is authorized to approve a second such fund-raiser when and if a unique circumstance merits a school or District-wide charity fund-raiser.

Fund-raising activities will not be permitted to interfere with the school's Child Nutrition Program.

Current practice codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ACTIVITY FUNDS

Student activity funds are all funds collected by or for students or raised through activities sponsored by school organizations or clubs. Such funds are to be deposited in the Internal Account Fund and are to be expended only for related activities of the organization.

The Director of Business & Finance is responsible for establishing procedures for collections, depositing, disbursements of student activity funds. No student activity funds shall be disbursed without the signature of the organization sponsor on the pay voucher.

All student activity funds accounts are to be audited annually.

All student activity funds are under the supervision of the building principal who shall also approve the sponsor of the organization.

The organization sponsor is to receive a monthly status report on the fiscal activity of the organization.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.:       DIB, Types of Funds/Revolving Funds  
                      DM, Cash in School Buildings

## CONTESTS FOR STUDENTS

The Caesar Rodney School District Board of Education recognizes the benefits to students from participation in contests other than athletic competition. Such contests ought to be outgrowth activities of the regular or co-curricular program. Participation in such contests should be with minimum disruption to the regular program or regular school attendance.

Participation in state, regional or national competition will be limited to contests which have been authorized, approved or endorsed by:

- Delaware Department of Education
- National Association of Secondary School Principals
- Caesar Rodney Board of Education

Participation in contests sponsored by for-profit businesses or non-profit organizations which use students for profit or promotional purposes is prohibited. The Superintendent is responsible for determining which contests are authorized for student participation.

If a contest at the local, state or regional level is a qualifying contest for a national contest, request to advance to regional or national competition is to be obtained prior to student participation in the initial qualifying contest. Principals or other sponsors presenting request for approval to the Superintendent are to identify how costs for state, regional or national contest will be funded for students who qualify.

No fund raising for student participation in a contest is to be initiated until approval for student participation is authorized.

Current practice codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## STUDENT TRAVEL/FIELD TRIPS

Student travel is categorized into the following three categories in the Caesar Rodney School District:

- Field Trips
- Educational Travel
- Staff-Promoted Non-School Trips

### Section I. Definitions

Field Trips: Type I: Trips by students in a course or class that take place entirely during the time of a regular school day.

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.

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.

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.

### Section II. Board Authorization

All out-of-state Field Trips and Educational Travel shall be presented for Board of Education review and authorization. All over-night educational travel shall be presented for Board Education review and authorization.

### Section III. Field Trips

The relative merit of a field trip versus classroom activity must be carefully evaluated. When the merits of a field trip outweigh the classroom activity, the field trip will be considered a part of the instructional program. Local trips are to receive priority.

Field trip costs may be partially or fully funded by student fees; however, no student may be denied participation in a school day field trip who did not provide the requested fee to cover the 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.

Saturday trips are encouraged where the trip is more of a social event than an educational event. Saturday trips may be partially or fully financed by student fees. Out-of-state trips must be authorized by the Board of Education.

The building principal is authorized to approve staff requests for field trips not requiring Board of Education approval.

Principals are authorized to cancel field trips if the expected number of chaperones are not present or weather conditions would nullify the benefit of the field trip.

#### Section IV. Educational Travel

Principals are to submit requests early enough to assure placement on a meeting agenda for Board of Education approval far enough in advance of the trip to assure no loss of deposit if the request is denied.

Requests for authorization of an educational travel trip must include data regarding the cost to the student, planned fund-raising activities, dates, trip itinerary, purpose of the trip and other relevant data.

#### Section V. Staff-Promoted Non-School Trips

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 stationary 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.

#### Section VI. Parental Permission

- Field Trips – Type I: Individual parent permission slips are not required providing the notice of the trip has been communicated to parents via school newsletter or other usual school communication procedures.
- Field Trips – Type II and All Educational Travel: Individual parent permission slips authorizing student participation are required.
- 18 Year Old Students: Only students who have declared independence may sign their own permission slips.
- When parent permission slips are required, a principal is not authorized to waive the requirement.

Adopted: February, 1997

Revised: February 17, 1998

March, 2002

CROSS REFS.: IJOA, Field Trips/Student Trips

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ATHLETICS

The Caesar Rodney School District Board of Education supports an athletic program for both male and female students designed to provide any student an opportunity to participate in competitive athletics. The Board realizes winning is the goal of competitive athletics, but also expects student athletes and coaches to demonstrate the highest level of sportsmanship and to be positive ambassadors of the school.

Program Supervisor: The school district athletic program is under direct authority of the Superintendent. Each principal is assisted by an athletic director.

The school principals are responsible for programs serving students assigned to their schools.

Coaches will be responsible for the safety and welfare of all players, whenever the player is under the general supervision of the coach.

Adoption prior to 1995

Codified 1995

Revised: date of manual adoption

CROSS REFS.: AEB, Recognition for Accomplishment  
All subcodes of JJI

LEGAL REFS.: Handbook for K-12 Education, Section II, 6, A-C  
Delaware State Department of Education

## INTRAMURAL SPORTS

It is the desire of the Caesar Rodney School District Board of Education to provide opportunities for more students to engage in competitive athletics than can be accommodated in existing middle school interscholastic athletic programs.

School principals are encouraged to provide a strong intramural athletic program for all middle grade students.

Principals are further encouraged to organize more intramural teams with fewer students on each team, thus providing each participant with the opportunity to actively participate more in each contest or game.

There will be no minimum academic requirements for participating in intramural activities, but students must have satisfactory conduct standing.

Current practice codified 1995

## INTERSCHOLASTIC SPORTS

The Caesar Rodney School District interscholastic athletic program, scheduled competitive games with schools in other communities is a recognized part of the total education program. The prime purpose of the interscholastic program is to benefit the participating students. Interscholastic athletics provide opportunities for physically talented youth to develop physical and social skills and emotional controls to a degree not usually found in regular class instruction in physical education or in intramural games.

### I. Athletics

#### Student Participation:

Students who desire to participate on athletic teams do so on a volunteer basis with the understanding it is a privilege and not a right to be a member of a school team. All students are invited to participate but it is recognized some may not be capable of competing at the varsity level. It is the policy of the District to compete in interscholastic athletics sanctioned by the Delaware Interscholastic Athletic Association and to adopt that organization's rules and regulations that govern student interscholastic activities.

#### No Cut Policy:

Junior High School - Except for basketball, junior high teams will function with a "no cut" policy. Should participation in other sports reach such high numbers that meaningful participation cannot be managed by the coaches, the principal may request of the Superintendent, authorization to "cut" a squad to an agreed upon number of athletes.

High School - It is the preference of the Board of Education that a "no cut" policy be in effect for all sports. However, the Board realizes the limits of facilities may necessitate "cuts" in some sports.

The Board of Education urges coaches to keep squad membership as open as possible. Membership on a squad does not necessarily mean full equipment and full travel privilege. Membership also does not guarantee dressing for games or participation in games.

#### Injuries:

No student should be allowed to practice or play in an athletic contest if he/she is suffering from injury. The diagnosis of and prescription of treatment for injuries is strictly a medical problem and should, under no circumstances, be considered a province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No students will be allowed to practice or compete if there is a question that he/she is not in adequate physical condition.

## II. Cheerleaders

Cheerleaders serve as a support group for the different interscholastic athletic teams within their schools. Cheerleaders should always strive to improve student morale, boost team spirit and help a school achieve the most worthwhile objectives in its interscholastic program.

Positive crowd and student body involvement, directed by the cheerleading squad in support of the school team, should be a major goal and is a very important component of an athletic program. The squad is not intended to develop its skills and talents solely for entertainment or competition purposes.

These activities can provide the student with educational experiences that contribute greatly toward the development of good citizenship.

## III. Awards

Various awards are presented to student athletics. Requirements for athletic awards are established by a committee consisting of the secondary principals and athletic directors.

The Board of Education awards a jacket to state championship teams and individual state champions.

Adopted prior to 1995

Codified, 1995

Revised: date of manual adoption

CROSS REFS.: AEB, Recognition for Accomplishments  
JJI, All subcodes

LEGAL REFS.: Delaware Handbook for K-12 Education  
DIAA Official Handbook

Caesar Rodney School District, Wyoming, Delaware

## STUDENT ATHLETICS

### Awards

It is the coaches' responsibility at the close of each season to provide the Athletic Director with a list (alphabetical by grade) of all participants who completed the season and the award(s) that each has earned. Please include all names of players even if they have not earned an award. Managers should receive all conference, state, or other awards that are given to the playing members of the team.

### Guidelines for Athletic Awards

- I. High School Requirements - Varsity, Junior Varsity and Freshman
- A. Baseball - participated in 1/2 total innings. A pitcher qualifies by participating in 1/2 of the total innings or winning a full 7-inning game.
  - B. Basketball - participated in 1/2 total quarters.
  - C. Cross Country - qualified by either of two criteria:
    - 1. The 7 runners accumulating, by place in meets, the lowest totals in points for the season; or be the runner with the 8th lowest total; or if placed in top 5 finishers in more than 1/2 of the dual meets.
    - 2. Accumulate an average of 1 point per regular season meet by:
      - establishing a record - 3 points
      - win a race - 2 points
      - finish a race before the opposing teams 5th runner - 1 1/2 points
      - finish in the top 10 in a race - 1 point
  - D. Football - participated in 1/2 total quarters.
  - E. Golf - participated in 1/2 total matches.
  - F. Field Hockey - participated in 1/2 total halves.
  - G. Soccer - participated in 1/2 total halves.
  - H. Softball - participated in 1/2 total innings. A pitcher qualifies by participating in 1/2 of the total innings or winning a full 7-inning game.
  - I. Swimming - participated in 1/2 total meets as an official swimmer/diver.
  - J. Tennis - participated in 1/2 total matches.
  - 1. Track - earned first place in a meet or a total of 15 points per season. Two-milers must accumulate a total of 7 points.
  - K. Wrestling - participated in 1/2 total matches, or place in State Tournament.
  - L. Lacrosse - participated in 1/2 total quarters.
  - M. Volleyball - participated in 1/2 total matches.

## II. Awards

### A. Varsity -

Athletes will be awarded only one 7 ½" chenille varsity letter and certificate which will be awarded at the time the athlete meets the initial requirements for a varsity award. Hereafter the athlete will be presented a certificate and an identification insignia in recognition of further achievements. Service bars will be awarded when an athlete repeats as a letter winner.

### B. Junior Varsity -

1. JV Certificate and Caesar Rodney Patch
2. If JV winner did not participate in a Freshman program
  - a. First JV letter - numerals
  - b. Second JV letter - patch
  - c. Third JV letter - certificate only
  - d. JV participants who do not meet JV requirements would receive a participation certificate only

### C. Freshman Winners

1. First time winners a participation certificate and graduation numerals (92, 93, etc.)
2. Second freshman award, etc. - participation certificate only
3. Freshman participants who do not meet freshman requirements would receive a participation certificate only (no numerals)

## III. Exceptions - Requirements and Awards

- A. Any senior who has participated for two years in a varsity sport without meeting letter requirements will be awarded a letter and a certificate.
- B. With the recommendation of the coach, an athlete who participated two years without meeting award requirements may be issued a letter and a certificate.
- C. Other letters may be awarded in unusual situations, except as cited in ineligibility, at the discretion of the coach.
- D. If a student becomes ineligible because of an infraction of school rules or Delaware Interscholastic Athletic Association (DIAA) before the end of the respective season, NO AWARD will be issued for that sport. However, students who have played in the appropriate quarters etc., may receive school (Caesar Rodney) awards by appealing to the principal.

## IV. State Champion Jacket Awards

State Champion Jackets will be bought and awarded to TEAM participants when the TEAM wins a State Championship. Also, a State Champion Jacket will be awarded to an INDIVIDUAL who places first in the State in an INDIVIDUAL sport. In such cases where an individual may have been in two or more sports only one State Champion Jacket will be awarded.

- A. First time a student is a State Champion
  - 1. Receives a 100% nylon jacket
  - 2. Includes screening on back - State Champion - Caesar Rodney - and diagram of Delaware
  - 3. Includes mention of sport involved - patch etc.
  - 4. Includes first name on front breast pocket
- B. Second time a student is a State Champion, the student
  - 1. Receives a plaque engraved with pertinent information
  - 2. An update on their jacket where and when appropriate
- C. Third and fourth time State Champions would receive
  - 1. A plaque engraved and containing a clock section
  - 2. An update on their jacket where and when appropriate

V. Appreciation Awards (DIAA Rule 26)

- A. All awards must have symbolic value only
- B. All awards must be given with the consent of the principal
- C. All awards must first be approved by DIAA. Therefore, inform your booster club or individual giving the award to submit a letter to DIAA.

VI. Athletic Honor Roll Awards

After the conclusion of each marking period, each athlete is entitled to receive a certificate and pin (lamp of knowledge) if they made the honor roll while at the same time participating on any level of any team. This is to include managers.

- 1st marking period -            Fall Sports
- 2nd marking period -           Winter Sports
- 3rd marking period -           Spring Sports

## ELIGIBILITY/MINIMUM STANDARDS FOR PARTICIPATION

The Caesar Rodney School District recognizes that the Delaware Interscholastic Athletic Association sets eligibility requirements for junior and senior interscholastic athletic competition. To participate on a team, a student of the District must meet the minimum standards established by the DIAA.

In addition, a student must abide by the School Code of Conduct. The principal of a school may temporarily suspend or remove a student from an athletic team for a student's willful or repeated violation of school rules.

In addition, the head of a team has the right to establish rules and regulations beyond that stated in the Student Code of Conduct or established by the DIAA. Coaches who establish team rules are expected to provide each participant, parent and the principal with a copy of the coach's special rules.

Current practice codified 1995

CROSS REFS.: JICDA, Code of Conduct

LEGAL REFS.: Delaware Interscholastic Athletic Association Official Handbook

## STUDENT PHYSICAL FOR ATHLETICS

All Caesar Rodney School District athletes who participate in any athletics or practices must have a physical examination signed by a physician. The physical given may not be the same physical examination required of all freshmen entering high school for the first time. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed first by parents to signify their permission and then by the physician. Only proper forms are to be used in all cases.

A school principal shall not include a student's name on a team eligibility list or allow a student to practice with an athletic team if the proper medical physical form is not on file.

Current practice codified 1995

Adopted:        date of manual adoption

LEGAL REFS.:        Delaware Interscholastic Athletic Association Official Handbook

## SPORTSMANSHIP POLICY

The Caesar Rodney School District endorses interscholastic athletics, which assists in students' physical, mental and social development, as part of the total educational experience for Caesar Rodney students. All programs must strive to promote positive experiences for everyone and requires from those involved the same level of responsibility and behavior that is expected from all students in and out of the classroom. In all aspects of interscholastic athletics, everyone involved in the athletic experience (coaches, athletes, staff, students, parents and fans) must be held to the highest standards of sportsmanship, ethics and integrity.

Current Practice: October 2006

Adopted: April 17, 2007

Caesar Rodney School District, Wyoming, Delaware

## EXTRACURRICULAR ACTIVITY ELIGIBILITY

Principals and sponsors of Caesar Rodney School District extracurricular activities may adopt the DIAA eligibility rules as a guide for their specific activity or design an appropriate set of rules for their activity.

Eligibility rules for extracurricular activities shall be approved by the principal and a copy provided to all student participants and their parents.

Current practice codified 1995

## STUDENT DISCIPLINE

Discipline is intended to foster student growth while assuring each student an acceptable environment in which to learn in the Caesar Rodney School District. 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 students in defining acceptable behavioral standards; involvement of the parent in cases where a student has repeatedly exhibited lack of responsibility or of 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 Board regulations.

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 to understand that modification of behavior is necessary for the student to be successful at school.

Current practice codified 1995

Adopted:        date of manual adoption

CROSS REFS.:        Subcodes of JK

## CORPORAL PUNISHMENT

No Caesar Rodney School District teacher, administrator, employee, or agent of the Board of Education may subject a student enrolled in the District 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.

The Delaware Code does not prohibit a public school teacher, administrator, 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 under §§ 464 and 465 of Title 11,
- (4) Using reasonable and necessary force for the protection of property under § 466 of Title 11,
- (5) Using reasonable and necessary force to prevent a pupil from inflicting harm on that pupil's own self,
- (6) Using reasonable and necessary force to protect the safety of others, or
- (7) Using incidental, minor or reasonable physical contact designed to maintain order and control.

In determining whether or not a person was acting within the exceptions listed above, deference shall be given to reasonable, good faith judgments made by the teacher, administrator, official employee or agent.

Nothing in this policy shall prohibit, permit or otherwise affect any action taken by the teacher, administrator, official employee or agent of the Board of Education with regard to a person who is not a student enrolled in the District. (74 Del. Laws, c. 17, § 4; 70 Del. Laws, c. 186, § 1.)

Adopted prior to 1995

Revised: March 2005

LEGAL REFS.: 14 Del. C. Chapter 7

CROSS REFS.: JIA, Student Due Process Rights

## DETENTION OF STUDENTS

The Caesar Rodney School District Board of Education is of the opinion that detention is an important disciplinary action which 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.

Types of detention:

- after school detention
- before school detention
- recess detention
- lunch time detention
- Saturday detention

Detention is an extension, modification or additional day(s) added to the students schedule for disciplinary purposes.

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 lunch time detention, detention shall not be scheduled on the day it is assigned unless parents agree 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-6: by telephone or memo sent home with the student
- For grades 7-12: by verbal message delivered by the student, telephone or memo mailed to the parent so alternative transportation can be arranged for by the parent.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: JFA, Student Due Process Rights

LEGAL REFS.: 14 Del. C. §4112

## PROBATION OF STUDENTS

Caesar Rodney School District 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 time 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 extracurricular activities. At the close of the probationary period, the individual case will be reviewed and the student may regain all privileges.

If the student is further involved in an infraction of school rules during the probationary period, the student will be suspended or denied certain extracurricular privileges under the stipulations set forth in the probationary agreement.

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 the probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: JFA, Student Due Process Rights

LEGAL REFS.: 14 Del. C. §4112

Caesar Rodney School District, Wyoming, Delaware

## SUSPENSION OF STUDENTS

The Code of Delaware gives the Caesar Rodney School District Board of Education 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, 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 behavior 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 which 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 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 are specific limitations on the use of suspension for students identified as eligible for special education services.*

*2) The infractions listed above are examples of unacceptable behavior. If serious enough, more severe disciplinary action, including expulsion, could result.*

Adopted: February 1994

Revised: January 2007

CROSS REFS.:       BDE, Special Procedures for Conducting Hearings  
                          JFA, Student Due Process Rights  
                          JG, Student Discipline

LEGAL REFS.:       14 Del. C. §1043, 1049  
                          14 Del. C. §4112  
                          U.S. Supreme Court, Goss vs. Lopez (1975)  
                          U.S. Supreme Court, Wood vs. Strickland (1975)  
                          Delaware Administrative Manual for Exceptional Children

## SUSPENSION OF STUDENTS

### I. Procedures

When a person authorized to suspend students considers a temporary suspension from school, school activities, or school transportation a proper response to a student action, the following procedures are to be followed:

- A. Ascertain the facts
- B. Inform the student of the charge and state your reasons for considering the student guilty of unacceptable behavior
- C. Provide the student the opportunity to respond to the charges
- D. Determine if the student is a special education student
- E. If it is decided that a temporary suspension is to be a part of the disciplinary action, attempt to make contact with the parents and inform them of the particulars. Invite them to a conference to review the matter
- F. If the parents cannot be contacted, the student is to be kept at school until the end of the school day, unless other procedures provide for an exception or unless immediate removal from the school is considered necessary by the building principal
- G. Preferably on the day the suspension is given, but no later than the next day, a letter is to be sent to the parent. A copy of the letter is to be sent to the Superintendent of Schools or designee. In the letter, include at least the following:
  1. Inform the parent of the matter, or confirm the conversation wherein they were informed
  2. Identify the student by name
  3. Describe the disciplinary matter under question; cite the source of the complaint to you
  4. State that the suspension is for unacceptable behavior, or what other behavior caused the suspension
  5. State the length of the suspension and all procedures for the student's return to school
  6. Inform the parent that any required meeting with the Superintendent of Schools associated with the suspension will be scheduled by the Superintendent's secretary upon receipt of a copy of the letter mailed to parents. The telephone number that the Superintendent's secretary will use to contact the parents must be included in the letter.

## II. Administrative Action

### A. Regular Students

1. Except when authorized by specific regulations, persons authorized to temporarily suspend students shall not suspend a student for more than five consecutive school days without the approval of the Superintendent. Except for unusual circumstances, a suspension from school will not be for more than ten days.
2. In all cases where a student is suspended for a period of five or more days, the student may not be returned to a normal schedule without a parental conference.
3. The building principal shall refer to the Superintendent, all students who are suspended for six or more consecutive days more than once during the school year.
4. The building principal shall refer to the Superintendent, all students who are suspended for an aggregate of 15 days within a given school year.

### B. Special Education Students

1. Any time a special education student is suspended for an aggregate of 11 days in a given school year or a change of program maybe considered because of the student's behavior, an IEP (Individualized Educational Plan) meeting must be scheduled.
2. If a special education student is to be referred to the Superintendent of Schools because of inappropriate behavior, an IEP meeting must have been held before the date of the student's meeting with the Superintendent.
3. An IEP meeting shall be scheduled for each subsequent suspension.
4. If possible, the date of the IEP meeting should be included in the notice of suspension letter. If not, the parent should be notified within five days of the date of the suspension.

### C. Reporting of Suspensions

1. Principals are responsible for reporting suspensions directly to the Department of Public Instruction through the DELSIS computer system in a timely manner as suspensions occur.

## III. Board Action

The Board of Education is not involved in student suspension unless a suspension is appealed, and the suspension is supported by the Superintendent and the parent/guardian appeals the action of the Superintendent. If an appeal is filed and the hearing cannot be scheduled within ten (10) days of the suspension, home-bound educational opportunities will be offered by the Superintendent of Schools.

Issued: June 1995

Revised: February 1997

Caesar Rodney School District, Wyoming, Delaware

Page 2 of 2 pages

## EXPULSION OF STUDENTS

The Delaware Code gives the Caesar Rodney School District Board of Education the power to expel students from school.

"Expulsion" is disciplinary action approved by the Board of Education resulting in a student being removed from the regular school program for a duration not to exceed the total number of student days in a school year. An expelled student is not eligible to enroll in any other Delaware public school during the period of the expulsion and until any reasonable terms of the expulsion are fulfilled.

As set forth in the Student Code of Conduct, a student who commits an expellable offense, or engages in out of school conduct that demonstrates a propensity to disregard the health, welfare, and safety of others, may be expelled from the 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 the alleged misbehavior or misconduct.

Policy JKE-R sets forth the procedures for expulsion.

Adopted: April, 2024

Revised: date of manual adoption

CROSS REFS.: BDE, Special Procedures for Conducting Hearings  
JFA, Student Due Process Rights  
JG, Student Discipline (and subcodes)

LEGAL REFS.: 14 Del. C. Chapter 10 §1043, 1049, 1059  
14 DE Admin. Code § 616  
U.S. Supreme Court, Goss vs. Lopez (1975)  
U.S. Supreme Court, Wood vs. Strickland (1975)  
State of Delaware H.B. 247, 1994  
Delaware Administrative Manual for Exceptional Children

*Note: Students expelled from the regular programming may be eligible for an alternative program. In some instances, placement in an alternative program is a state mandate.*

## EXPULSION OF STUDENTS

**Expulsion** means Disciplinary Action approved by the Board of Education resulting in a student being removed from the Regular School Program for a duration not to exceed the total number of student days in a school year. A student expelled without Appropriate Educational Services shall be unenrolled from the district during the term of the expulsion. Regardless of whether without or with services, including Alternative Placement, the expelled student is not eligible to enroll in any other Delaware public school during the period of the Expulsion and until any reasonable terms of the Expulsion are fulfilled.

### **I. Preliminary Procedures for the Expulsion of Students**

When it is alleged that a student committed a violation of the Student Code of Conduct and may be subject to a recommendation for Expulsion, the following procedures shall be followed:

1. The Principal will conduct a preliminary investigation as set forth in 14 DE *Admin. C.* § 616.3.0 to determine if there is reasonable basis to pursue disciplinary action. The investigation shall be completed within three (3) school days of the date the incident in question was reported.
2. If the investigation verifies that disciplinary action may be warranted, initial due process procedures as set forth in 14 DE *Admin. C.* § 616.4.0 will be followed.
3. After the student has been afforded initial due process procedures, if the Principal decides that disciplinary action in the form of a recommendation for Expulsion will be made, the following procedures will be followed:
  - a. The student will be given written notice of charges, and the Parent will be notified verbally and in writing as soon as practicable thereafter.
  - b. The student will be given a short-term suspension (10 consecutive school days or less) and the Parent will be provided a copy of a Suspension form that includes a written notice of the Student Code of Conduct violation(s).
  - c. The Principal will hold a Building Level Conference with the Parent and the student. The Principal will explain to the Parent and the student the purpose of the meeting is to inform them: 1) of the recommendation for Expulsion; 2) that the student will be serving a Short-term Suspension pending the outcome of the Expulsion hearing and; 3) of the procedures that will take place as follow-up to the recommendation for Expulsion. The conference shall be held by phone or in person. The Principal will have at least one other person present to take notes during the conference or will have the conference audio recorded.
  - d. Documentation related to the recommendation for Expulsion will be delivered to the Superintendent within two (2) business days of the Building Level Conference or seven (7) business days of the incident, whichever is sooner.

- e. The Superintendent may temporarily extend a student's short-term suspension beyond the 10 school day limit pending a Board of Education decision regarding an expulsion hearing.

If a student's short-term suspension has been temporarily extended beyond ten (10) consecutive school days, the student will receive appropriate educational services beginning on the first day after the extension.

## **II. Expulsion Hearings**

1. Upon receipt of a recommendation following the Building Level Conference, the Superintendent will review documentation to affirm that appropriate discipline procedures were followed. The Superintendent will, within ten (10) business days of the date of the incident, notify the student and the Parent by letter that a district-level Expulsion hearing will be held to consider the recommendation.

Written notice shall, at a minimum, be sent by regular U.S. and certified mail to the Parent describing the circumstances which led to the recommendation for Expulsion and shall give the date, time, and location of the hearing.

2. The hearing will be held not less than seven (7) business days or more than twenty (20) business days after receipt of written notice. The written notice shall be deemed to be received on the fourth business day following the day of mailing. This time period may be waived by agreement of the parties. A copy of the documentation shall be made available, upon request, to the student and Parent at the district office prior to the mailing.
3. If requested, the student and Parent will also be given a copy of the following: the reason(s) for the recommendation; the name(s) of witnesses who may appear; and copies of information that may be submitted as evidence.
4. The hearing shall be conducted by a district's Board of Education or Hearing Officer.
5. The Board of Education or Hearing Officer shall have full authority to admit or exclude evidence.
6. Evidence presented at the Expulsion hearing may include, but is not limited to, witness statements, police or Attorney General's Reports, and photocopies of evidence.
7. The Board of Education or Hearing Officer is not bound by common law or statutory rules of evidence or by technical or formal rules of procedure.
8. The Board of Education or Hearing Officer may exclude plainly irrelevant, immaterial, insubstantial, cumulative and privileged evidence.
9. The Board of Education or Hearing Officer may limit unduly repetitive proof, rebuttal and cross examination.

10. In conducting the hearing, the district shall submit evidence first followed by the response of the student, if any.
11. Further evidence by either party may be presented at the hearing if the Board of Education or Hearing Officer determines such evidence is necessary.
12. The Superintendent presenting the case on the part of the district shall not testify.
13. The hearing shall be recorded in a manner that will permit transcription.
14. The student shall have the following rights: to be represented by legal counsel at the student's expense; to cross-examine witnesses; to testify and produce witnesses on his/her behalf; and to obtain, at the student's expense, a copy of the transcript of the hearing.
15. In lieu of a formal Expulsion hearing, a student may elect to waive the hearing and admit to the student's violation charge(s). The student and Parent shall submit a signed written hearing waiver which indicates that the student is knowingly and voluntarily waiving their right to the hearing. Such election may be exercised until the commencement of the hearing. This waiver does not absolve the student from required consequences under Federal or State Law or the Student Code of Conduct.

### **III. Expulsion Decision by Board of Education**

1. Decision after Hearing Officer Presides over Hearing
  - a. Within five (5) business days following the conclusion of an Expulsion hearing conducted by a Hearing Officer, a written report shall be prepared by the Hearing Officer for the Superintendent.
  - b. The report shall frame the issues, summarize the evidence, state conclusions of fact, and make a recommendation as to whether the student should be expelled.
  - c. The Board of Education shall make its decision at the next scheduled public Board Meeting or additional scheduled public board meeting for the sole purpose of deciding on the student disciplinary matter in question.
  - d. The Board shall conduct a review of the Hearing Officer's recommendation. The Board may accept, reject, or modify the recommendation of the Hearing Officer. The Board's decision shall be in writing and shall be based solely upon the report from the Hearing Officer and the record of the Expulsion hearing, if any.
  - e. Any decision to expel a student will be reported to the Delaware Department of Education within five (5) business days of the Board's decision to expel. When a Board of Education expels a student, but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision will address with specificity the reason for non-placement and the evidence in support thereof. Such decisions will be submitted to the Delaware Department of Education's Office of School Climate and Discipline within five business days of such decision, with a copy to the student's Parent.

## 2. Decision after Board of Education Presides over Hearing

- a. Following the conclusion of an Expulsion hearing conducted by the Board of Education, the Board shall frame the issues, summarize the evidence, state conclusions of fact and render its decision.
- b. The Board's decision shall be in writing and shall be based solely upon the record of the Expulsion hearing of which it presided over.
- c. Any decision to expel a student will be reported to the Delaware Department of Education within five (5) business days of the Board's decision to expel. When a Board of Education expels a student, but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision will address with specificity the reason for non-placement and the evidence in support thereof. Such decisions will be submitted to the Delaware Department of Education's Office of School Climate and Discipline within five business days of such decision, with a copy to the student's Parent.

## 3. Decision After Waiving of Hearing Rights and Admission to Violation Charges

- a. Within five (5) business days following the waiving of hearing rights and admission of violation charges, the Superintendent will prepare a report for the Board of Education's action at its next public board meeting or an additional scheduled public board meeting for the sole purpose of deciding on the student disciplinary matter in question.

## **IV. Alternative Programs**

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 students not eligible for placement in a Consortium Discipline Alternative Program shall be expelled with or without Appropriate Educational Services.

Any decision to expel a student shall be reported to the Delaware Department of Education within five (5) business days of the Board's decision to expel. When the Board of Education expels a student, but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision shall address with specificity the reason for non-placement and the evidence in support thereof. Such decisions shall be submitted to the Delaware Department of Education's Office of School Climate and Discipline within five business days of such decision, with a copy to the student's Parent.

## **V. Notice of Appeal Rights**

Within ten (10) business days of the decision by the Board, the Board, through its designee, shall submit its decision to the Superintendent and Parent and student in writing. The written decision shall include notice of the right to appeal to the State Board of Education.

Issued: June, 1995  
Revised: June, 2024  
September 23, 2025

## STUDENT WELFARE

The Caesar Rodney School District Board of Education expects school personnel assigned supervision responsibilities to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

School personnel must report suspected child abuse or other threats to the safety and welfare of students to the appropriate school official or other state or law enforcement official.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.:       EB, Environmental and Safety Program  
                      EBC, Emergencies and all subcodes under EBC  
                      JLF, Reporting Child Abuse/Child Protection

LEGAL REFS.:       16 Del. C. Chapter 9

## STUDENT INSURANCE PROGRAMS

Student accident insurance will be made available annually to all students in the Caesar Rodney School District. The cost of accident and liability insurance coverage will be borne by the student and parents and is an optional purchase except as noted hereafter in this policy.

### Interscholastic Athletics:

To participate in the interscholastic program a student must:

1. have student accident insurance or,
2. have presented a waiver signed by the parent/guardian that acknowledges the parents have provided personal coverage for the child
3. presented a statement signed by the parent that the purchase of insurance is contrary to their religious values

### District Purchase of Insurance for Student Athletics:

At one time it was the practice of the Board of Education to purchase student accident insurance for students participating in football and wrestling. The Board has found it appropriate to end that practice. However, the Board desires to encourage students to participate in interscholastic athletics and will provide or assist in providing student accident insurance for all students who participate in interscholastic athletics providing:

1. the cost for the coverage can be included in the District budget without a reduction in financial support for academic programs
2. the cost for coverage for all student athletics is not greater than the cost for FY96 adjusted by the percentage growth in Division II
3. in April of each year, the Board will review this policy and determine its level of fiscal support for student accident insurance for students participating in interscholastic athletics the next school year

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware



## PHYSICAL EXAMINATIONS OF STUDENTS

The Caesar Rodney School District Board of Education requires physical examination of students by a physician, nurse practitioner, or physician's assistant as follows:

- Any enrollee into Delaware public schools for the first time (including but not limited to foreign exchange students, immigrants, students from other states and territories and children entering from a non-public school) is required to have a physical examination completed. Examinations completed no more than two years prior to entry will be accepted.
- A second health examination is required for all students entering 9<sup>th</sup> grade. Examinations completed no more than two years prior to entry into 9<sup>th</sup> grade will be accepted.
- For all students participating in interscholastic sports and cheerleaders a DIAA sports physical is required on or after April 1<sup>st</sup> of the current playing year.
- For those students whose health status suggests further follow-up based on the observation of a school nurse.
- A parent, guardian or Relative Caregiver, or the student if 18 years or older, or an unaccompanied homeless youth (as defined by 42 USC 11434a) may request exemption from physical exams by presenting a written declaration acknowledged before a notary public, that states because of individual religious beliefs, they reject the concept of health examinations.

LEGAL REFs.:       14 DE Admin. Code 815  
                          42 USC 11434a  
                          14 DE Admin. Code 1008.3  
                          14 Del.C.§122(b)

First Reading-       February 18, 2014  
Second Reading-    April 15, 2014  
Third Reading-     May 20, 2014  
Adopted-            May 20, 2014

Caesar Rodney School District, Wyoming, Delaware

## IMMUNIZATION OF STUDENTS

No Caesar Rodney School District student will be allowed to enroll or continue in school attendance without first having presented evidence of compliance with statutes requiring immunization.

The principal or school nurse is authorized to exclude any student from school attendance for noncompliance with the statutes, and will notify the parent or guardian in writing of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements. The notice will also inform the parent or guardian that a hearing will be afforded upon request.

The Superintendent will refer parents who do not comply with the requirement to Family Court.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.:       14 Del. C. §131  
                          School Nurse: A Guide to Responsibilities, Delaware Department of  
                          Education



## STUDENTS WITH HIV/AIDS

The Caesar Rodney School District Board of Education recognizes the need to establish a deliberate plan of procedures to protect the rights of any student, who has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV Infection).

The Board of Education directs the Superintendent to prepare for Board review and authorization, regulations for dealing with students who are HIV positive or who have acquired AIDS. Such regulations shall be developed to meet the requirements of the State Board of Education's HIV/AIDS Infection Policy.

Adopted: May, 1989

LEGAL REFS.: Handbook for K-12 Education, Section II, M, 10, Delaware Department of Education

## STUDENTS WITH HIV/AIDS

For the purpose of these regulations, the following definitions shall apply:

- AIDS shall mean acquired immunodeficiency syndrome
- HIV shall mean human immunodeficiency virus identified as the causation agent of AIDS

Any student with HIV infection who enrolls or enters a school in the Caesar Rodney School District shall be permitted to attend school unless the student, in the opinion of the attending physician, is at risk from communicable diseases (e.g. measles, chicken pox) present in that school or has other medically related problems.

All questions regarding the attendance of a HIV infected student will be reviewed, on a case-by-case basis, by the State Advisory Panel which is appointed by the State Department of Education. This panel consists of the State Health Officer, State Epidemiologist, a representative from the Medical Society of Delaware, a representative from the State Department of Education, a school nurse, and a school Superintendent. The Caesar Rodney School District will submit to the panel: (a) evidence that the student exhibits or manifests symptoms which justify exclusion; (b) a current report from the student's personal physician. If recommended by the student's physician, the student will remain in the school until a determination is made by the panel.

The student shall be readmitted to the school or program when the student's physician verifies to the State Advisory Panel that the condition for which removal occurred has been corrected or has abated, and the panel determines the student can return to school.

The school nurse, in cooperation with the building principal, shall function as: (a) the liaison with the student's physician and the State Advisory Panel; (b) the advocate for the HIV infected student in the school (i.e., assist in problem resolution, answer questions); and (c) the coordinator of services provided by other staff.

A student entitled to a free public education pursuant to 14 Del. C. ch. 2 and/or ch. 31, with HIV infection who is removed for reasons stated in paragraph 1, shall be provided with an appropriate alternative education according to already established procedures.

Dissemination of the knowledge that a student has HIV infection is subject to State and Federal privacy laws and regulations.

Routine and standard procedures (i.e. universal precautions) for handling all body fluids established by the State Department of Education and Division of Public Health and approved by the Delaware State Board of Education on December 19, 1985 shall be utilized in every school and program. These procedures will be found in the School Nurse Handbook, School Bus Drivers Handbook, Handbook for School Food Services, and K-12 Handbook.

Educational programs about HIV infection, mode of transmission, care of body fluids, and good hand washing techniques shall be offered to all school personnel. The Department of Education shall coordinate training programs for school nurses and other designated personnel who will be responsible for school district programs.

## ADMINISTERING MEDICINES TO STUDENTS

Prescription Drugs: Any medication prescribed by a physician, physician's assistant, nurse practitioner, dentist, or podiatrist can be administered to a student by the school nurse and no one else. In such cases, the school nurse shall:

- read the description label on the bottle;
- pour the proper dosage;
- hand it to the student, or place it in the student's mouth;
- observe that the child has actually swallowed the medication;
- maintain a record that includes the date, time, and dosage

In order to assure the above regime is followed, the medication must be in the original container.

Non-Prescription Drugs: Non-prescription drugs can be administered by school nurses by following the guidelines below:

- No medication is to be administered without parental permission.
- A careful history of any allergies, especially to medications, must be noted on student's school health record.
- A record that includes the date, time, dosage, and purpose must be kept.
- An assessment of the particular complaint and symptoms must be made before medication is administered. See the School Nursing Technical Assistance Manual.
- Medical attention should be sought if symptoms or conditions persist.
- Medications may be considered for the following: dysmenorrhea, orthodontics discomfort, follow-up of known medically treated injuries, general malaise, severe allergic reactions, skin lesions.
- All containers must be properly labeled and stored
- Nurses must use restraint at all times in the administration of nonprescription medications.

Non FDA-Approved Medications or Products:

- School nurses will not administer non-FDA approved medications or products. Such products include, but are not limited to, homeopathic, herbal or nontraditional remedies and dietary supplements.

Revised and issued: August 1995  
Revised: January 2006  
Revision First Reading: February 18, 2014  
Revision Second Reading: March 12, 2014  
Revision Third Reading: April 15, 2014  
Approved: April 15, 2014  
LEGAL REFS.: 24 Del. C. 1902 (6) or (8)  
14 DE Reg. 800  
School Nursing Technical Assistance Manual

Caesar Rodney School District, Wyoming, Delaware

## GUIDANCE AND COUNSELING

A major purpose of the Caesar Rodney School District guidance program is to help students develop the competencies necessary to make personal choices from relevant alternatives with a greater understanding of their own values, interests, and abilities. The K-12 program should be organized in such a way that it provides a supportive environment which is recognized as interrelated with, yet distinct from, the total educational program.

A comprehensive guidance program, along with its services, should be directed at the developmental requirements of students and should help counselors, teachers, administrators, and parents to work with students in the following three domains:

1. Personal/Social Development  
Students, given appropriate opportunities, will be capable of understanding themselves, their effect on others, and of integrating this self understanding into a realistic and positive self-concept.
2. Academic Development  
Students, given appropriate opportunities, will understand their potential, will know and evaluate educational opportunities, and will make well-informed educational decisions.
3. Career/Life Planning  
Students, given appropriate opportunities, will develop skills which will assist them in choosing realistic career goals and will enable them to ultimately take responsibility for the direction of their own lives.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: Handbook for K-12 Education, Appendix B, Delaware Department of Education

Caesar Rodney School District, Wyoming, Delaware

## CONFIDENTIALITY OF STUDENT COMMUNICATIONS

The Caesar Rodney School District Board of Education believes that it is the professional responsibility of school counselors to respect the right of privacy of those with whom they enter counseling relationships.

Confidentiality must be maintained by the counselor except:

- where there is a clear and present danger to the client or to other persons
- to consult with other professionally competent persons when this is in the interests of the client
- when the client verbally or in writing waives this privilege

Records of the counseling relationship including interview notes, non-academic test data, correspondence, tape recordings, and other documents are to be considered professional information for use in counseling, and they are not part of the student records.

When a counselor is in doubt about what information to release in a judicial proceeding, the counselor should request a conference with the school attorney to explain the dilemma and receive advice on how to proceed.

Current practice codified 1995

Adopted: date of manual adoption

## **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 schools and districts 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 districts and schools alone. This Suicide Prevention Policy (“Policy”) meets the requirements of 14 **Del. C.** §4124, relative to Suicide Prevention.

### **I. Suicide Prevention Training For Public School Employees**

Each public school employee in the Caesar Rodney School District shall participate in at least one combined training each year totaling at least ninety (90) minutes in suicide prevention. The training materials shall be evidence-based and approved by the Department of Education, Department of Health and Social Services, and the Department of Services 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 as provided in 14 **Del. C.** §1305(e). All district school employees shall provide evidence or proof of participation and completion.

### **II. 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 Coordinating Committee established pursuant to Section III shall be responsible for the implementation of the Suicide Prevention Program.

### **III. Suicide Prevention Coordinating Committee**

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

- A. 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 representative from the medical community who might have insight into the prevention or recognition of the warning signs of youth suicide.
- B. The Committee shall:

1. Hold regular meetings.
2. Coordinate any required staff training. The Committee may determine additional training is required for its school.
3. Create and maintain a training log (either paper or electronic) to record that all appropriate staff have been trained, as well as the specific training they received.
4. Meet any of the requirements assigned in Section IV below.

#### **IV. Other Requirements**

##### **A. Procedure for the 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 school or a 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.

##### **B. Procedure for communication between school staff members and medical professional who are involved in treating students for suicide issues.**

Each school's Suicide Prevention Coordinating 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 suicide 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 a 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.

**LEGAL REFS.:** 14 Del. C. §4124, 14 Del. C. §1305(e)

**1st Reading:** March 22, 2016

**2nd Reading:** April 19, 2016

**3rd Reading:** May 17, 2016

**Approved:** **May 17, 2016**

**Caesar Rodney School Board**

**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:

1. Caesar Rodney School District School's process is to immediately report any student thought to be demonstrating the warning signs of suicide to the school nurse, school counselor, or principal of school, (or his/her designee). This may be done verbally initially; however, a written record of the report shall be prepared. A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting warning signs of suicide in accordance with these procedures unless that reporting constituted gross negligence and/or reckless, willful or intentional conduct.
2. Healthcare Professionals. The primary contacts at the District School are identified in Section 1 above. For a student who has not reached the age of 18, Release of Information forms shall be signed by the parent, guardian, or relative caregiver in order for the primary care physician or healthcare professional to communicate with school personnel regarding any treatment of a student. Notwithstanding the foregoing, communications between healthcare professionals and school staff regarding any treatment of a student may occur for any student 14 years or older who has provided consent for voluntary outpatient treatment in accordance with 16 Del. C. § 5003. In accordance with HIPAA and FERPA guidelines, releases shall be signed before communication may take place. Communications without signed releases in emergency situation may occur in accordance with HIPPA and FERPA regulations and guidelines.
3. If a parent refuses to sign a release form at school, the school will review this policy with them, explaining the reasons the release would be advantageous to the student.
4. After confirmation that a student has been involved in a suicide ideation or suicidal behavior, the student shall be evaluated by a licensed healthcare professional

or a non-licensed healthcare professional working under the supervision of a licensed healthcare professional.

5. The recommendations from the healthcare evaluation which are pertinent to managing the student's risk in school shall be shared at a meeting between the student, parent/guardian, school nurse, school counselor, or principal (or his/her designee) prior to the student's return to school. Recommendations will be shared with school personnel who are responsible for their implementation.

6. Emergency evaluations can be obtained from hospital emergency departments; a licensed healthcare professional; a physician; or nurse practitioner; or from the state's Child Priority Response Mobile Crisis Service if the student is under 18 years of age, or from the Adult Mobile Crisis Service if student is between the ages of 18-21.

## **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.

### **I. Definitions**

**A. “Sexual Assault”** – as used in this policy, means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim, or who is known by the victim or related to the victim by blood, marriage, or civil union. Behaviors that fall under this definition include, but are not limited to:

- *Sexual Harassment*: which includes when (1) A person threatens to engage in conduct likely to result in the commission of a sexual offense against any person; or (2) A person suggests, solicits, requests, commands, importunes or otherwise attempts to induce another person to have sexual contact or sexual intercourse or unlawful sexual penetration with the actor, knowing that the actor is thereby likely to cause annoyance, offense or alarm to that person.
- *Sexual Contact*: which is defined as (1) Any intentional touching by the perpetrator of the anus, breast, buttocks or genitalia of another person; or (2) Any intentional touching of another person with the perpetrator’s anus, breast, buttocks or genitalia; or (3) Intentionally causing or allowing another person to touch the perpetrator’s anus, breast, buttocks or genitalia which touching, under the circumstances as viewed by a reasonable person, is intended to be sexual in nature. Sexual contact shall also include touching when covered by clothing.
- *Sexual Intercourse*: which is defined as (1) Any act of physical union of the genitalia or anus of 1 person with the mouth, anus

or genitalia of another person. It occurs upon any penetration, however slight. Ejaculation is not required. This offense encompasses the crimes commonly known as rape and sodomy; or (2) Any act of cunnilingus or fellatio regardless of whether penetration occurs. Ejaculation is not required.

- *Sexual Penetration*: which is defined as (1) The unlawful placement of an object (item, device, instrument, substance or any part of the body), inside the anus or vagina of another person; or (2) The unlawful placement of the genitalia or any sexual device inside the mouth of another person.
- *Child Sexual Abuse*: The deliberate exposure of a minor to sexual activity that the minor cannot comprehend or consent to. This means a minor is forced or coerced into sex or sexual activities by another person. This behavior includes acts such as inappropriate touching of a minor's breasts or genitalia, someone exposing their genitalia to a minor, fondling, oral-genital contact, genital and anal intercourse, as well as exhibitionism, voyeurism, and exposure to pornography

**B. “Teen Dating Violence”** as used in this policy, includes

Involves assaultive and controlling behaviors (often evolving into a pattern of behaviors) that one person uses against another in order to gain or maintain power in a current or past relationship. The abuser intentionally behaves in ways that can cause fear, degradation, humiliation, injury or harm or uses any other coercive behaviors to control the other person. Abuse can occur in both heterosexual and same-sex or serious and casual relationships and covers a wide range of behaviors that include harassment, verbal, emotional and economic abuse, sexual abuse, stalking and physical abuse.

- i. **Economic Abuse**: Involves behaviors that control one’s ability to acquire, use, and maintain economic resources, thus threatening one’s economic security and ability to be self-sufficient.

ii. **Verbal Abuse:** Includes withholding, bullying, defaming, defining, trivializing, harassing, diverting, interrogating, accusing, blaming, blocking, countering, lying, berating, taunting, put downs, abuse disguised as a joke, discounting, threatening, name-calling and yelling.

iii. **Emotional Abuse:** Includes yelling, name-calling, making victim feel worthless, making victim feel crazy, telling victim they are stupid, embarrassing victim in front of others, making victim feel bad about himself or herself, using technology to stalk, harass, or embarrass the victim.

iv. **Physical Abuse:** Can include pushing or shoving, being held down, biting, kicking, slapping, punching, strangling (choking), hair pulling, being thrown against the wall or on the ground, being stabbed or shot, being tied up, throwing things at the victim, being kept from food/water/sleep, etc.

v. **Stalking:** When a person knowingly engages in a course of conduct directed at a specific person causing that person to either fear physical injury to himself or herself or that of another person; or suffer other significant mental anguish or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

**C. “School function”** includes any field trip or any District sponsored event.

**D. “School property”** means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by the District, or any motor vehicle owned, operated, leased, rented or subcontracted by the District.

**E. “District employee”** includes all persons employed by the District; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property. This includes school-based wellness center staff and volunteers.

**F. “Principal”** means the building principal, or the equivalent of the building principal, of any District school.

**G. “Child Abuse and Neglect”** The Child Abuse Prevention and Treatment Act (CAPTA) defines child abuse and neglect as any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm.

**H. “Teen Pregnancy”** in and of itself, pregnancy that occurs in girls, ages 12 to 17, is not child abuse. However, teen pregnancy is a risk factor of abuse and in some instances may be the result of sexual abuse.

**I. “Youth-Produced Sexual Images”** nude, sexually suggestive, or explicit images possessed and/or transmitted by way of cell phone, electronic device or online.

**J. “Student”** Any student enrolled in school grades preschool to 12.

**K. “Child”** Means an individual who has not reached his or her 18th birthday.

**L. “Minor”** Means an individual who has not attained the age of 18 years.

## **II. Prohibition of Teen Dating Violence and Sexual Assault**

To further these goals and as required by, the District prohibits Sexual Assault and Teen Dating Violence by any person at any school function or on any school property.

## **III. Confidentiality**

### **A. School Counselors, Mental Health & Medical Professionals**

These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. The Family Educational Rights and Privacy Act (“FERPA”), rather than 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, nonaccidental 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 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.

**IV. 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:

A. 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);

1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

B. Assault in the Third Degree in the School Environment

1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

C. Unlawful Sexual Contact Third Degree in the School Environment

1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

D. Abusive Sexual Behaviors Against a Minor regardless of Where the Incident Occurs

1. An immediate report shall be made to DFS. Law enforcement should also be contacted.

E. Abusive Sexual Behaviors Against a Student 18 Years of Age or Older in the School Environment

1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction

F. Threats of Harm to Others (Mental Health providers only)

1. An immediate report shall be made to the appropriate police jurisdiction.

\*Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Updated 2014 attached as Exhibit A for clarification and additional information regarding reporting requirements.

**V. How to Respond to Teen Dating & Sexual Violence**

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 attached as Exhibit A for specific protocols.

**VI. 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, Updated 2014 attached as Exhibit A for specific protocols.

**VII. 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, Updated 2014 attached as Exhibit A for specific protocols.

**VIII. 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, Updated 2014 attached as Exhibit A for specific protocols.

**IX. Consequences for Offenses**

A student who commits the offenses of Teen Dating Violence or Sexual Assault is subject to disciplinary action up to expulsion in accordance with the Caesar Rodney School District Code of Conduct.

**X. 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 trainings 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 14 *Del. C.* § 1305(e).

B. The District shall ensure existing health standard programming related to comprehensive healthy relationships, based on the 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.

**XI. 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, wilful or intentional conduct.

**XII. 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 probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this policy shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

**XIII. 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.

**XIV. Rules and Regulations**

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement 14 *Del. C.* § 4112E.

1<sup>st</sup> Reading: March 17, 2015

2<sup>nd</sup> Reading: April 21, 2015

3<sup>rd</sup> Reading: May 19, 2015

LEGAL REFS.:        14 *Del. C.* § 4112E  
                             14 *Del. C.* § 4112  
                             14 *Del. C.* § 1305(e)  
                             16 *Del. C.* 9

CROSS REFS.:        Family Educational Rights and Privacy Act (“FERPA”)  
                             HIPAA (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

Caesar Rodney School District, Wyoming, Delaware

## REPORTING CHILD ABUSE/CHILD PROTECTION

The Code of Delaware requires all Caesar Rodney School District school employees to report all instances of suspected child abuse or neglect involving students to the Department of Services for Children, Youth, and Their Families.

The employee is to notify the principal of the school when a report has been filed. Failure to report suspected child abuse or neglect is a violation of the law and could result in a fine or jail sentence.

Employees are immune from liability, civil or criminal, if the suspected child abuse or neglect was reported in good faith.

The principal of each school shall annually schedule a staff in-service activity designed to assist employees in understanding their responsibility and how to interpret and implement the law.

Current policy adopted prior to 1995

Codified 1995

CROSS REFS.: JL, Student Welfare

LEGAL REFS.: 16 Del. C. Chapter 9  
Handbook for K-12 Education, Section II, M, 9  
Delaware Department of Education

## HOMELESS STUDENTS

The Caesar Rodney School District Board of Education directs the staff of the District to provide full education service and opportunities to students categorized as homeless by the regulations of the State Department of Education.

The Superintendent will appoint a district coordinator for servicing homeless students.

Approved: June 20, 2017

CROSS REFS.: JFABD, Admission of Homeless Students

LEGAL REFS.: McKinney Vento Act – §722 (g)(3)(C), § 722 (g)(1)(J), § 722 (g)(3)(B), Every Student Succeeds Act , Education For Homeless Children – 42 U.S.C. Sec. 11431 et seq. and Guidelines for Enrollment of Homeless Children – Federal Register, 81 Fed. Reg. 14432

Caesar Rodney School District

## STUDENT SAFETY

The safety of Caesar Rodney School District students will be assured through close supervision of students in all school buildings and grounds and through special attention to the following:

- maintaining a safe school environment; safety experts will be called in periodically to inspect the physical condition of all buildings and grounds
- observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards
- offering safety education to students as germane to particular subjects such as laboratory courses in science, shop courses, and health and physical education
- providing, through the services of the school nurse, first aid care for students in case of accident or sudden illness
- providing adequate supervision of playgrounds when they are used by students during school hours

In addition, school personnel will be constantly on the lookout for persons acting suspiciously who loiter in or near school buildings or who sit in parked automobiles nearby. The principal will notify the police if the circumstances seem to warrant such action.

Teachers will instruct students not to accept gifts or automobile rides from strangers, and the students also will be instructed to tell the teachers, their parents, police, or school patrols of any suspicious strangers.

Current practice codified 1995

Adopted: date of manual adoption

Caesar Rodney School District, Wyoming, Delaware

## SUPERVISION OF STUDENTS

The Caesar Rodney School District Board of Education affirms that when students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

Supervision outside the classroom is necessary to protect the physical safety of the students. Each principal will be responsible to draw up a list of supervisory duties and assign staff members within the building to cover them. The duties specifically will include: lunch, recess, hall monitoring, bus duties as well as other duties peculiar to a particular building or educational level. The numbers of staff members required for a particular duty or set of duties will be determined by the principal.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except if an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administrators will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 14 Del. C. Chapter 7

## STUDENT DISMISSAL PRECAUTIONS

No Caesar Rodney School District school or grade may be dismissed before the regular time for dismissal except with the approval of the Superintendent or designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

### Release of Child to Non-custodial Parent

Before releasing a child to a parent or guardian, the school principal or designee will ascertain that the person calling for the child is the parent/guardian. A child will be released to either parent if the parents are divorced and have joint custody. A child will be released to a non-custodial parent only if there is a permission slip for doing so signed by the custodial parent on file with the school office.

Current practice codified 1995

Adopted: date of manual adoption

## STUDENT BICYCLE USE

The principal of each Caesar Rodney School District school will set rules for students who ride bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe these rules.

Students who ride bicycles to school are requested to park them in an orderly fashion and at the location established by the building principal. They are requested to park them upon arrival at school and leave them until ready to return home. For safety reasons, riding bicycles on school grounds during school hours will not be permitted. Bicycle riders should know the rules of the road and follow them.

Current practice codified 1995

Adopted: date of manual adoption

## STUDENT AUTOMOBILE USE AND PARKING

The privilege of driving an automobile on Caesar Rodney School District property is granted to students who meet the criteria established by the principal.

The privilege of driving an automobile on school property may be withdrawn if a student fails to observe the rules established for student drivers.

The principal is authorized to establish a system for registering vehicles and issuing parking permits. A fee may be assessed for a parking permit.

The principal is authorized to establish fines for violations of the rules for student use of automobiles on school property.

Current policy codified 1995

CROSS REFS.: JIHB, Parking Lot Searches

## STUDENT AWARDS, HONORS, AND SCHOLARSHIPS

The Caesar Rodney School District Board of Education encourages the recognition of students' outstanding achievements in academic, co-curricular and extracurricular activities. Such recognition may appropriately occur at all levels within the school system from the Board to the individual schools including, but not limited to, the following:

### Honor Rolls and Honor Societies:

- The Board recognizes the value of honor roll lists and supports their establishment at all schools.
- The operation of honor societies at the high school and middle school level is authorized providing the society is associated with a national program.

### Criteria for Recognition:

- Corporate or personal gain and/or publicity is incidental to the recognition awarded to the student, students, or school.
- The award is consistent with district goals and philosophy. Accepting the award will not jeopardize a student's eligibility as established by the Delaware Interscholastic Athletic Association.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: AEB, Recognition for Accomplishment

LEGAL REFS.: Handbook, Delaware Interscholastic Athletic Association

Caesar Rodney School District, Wyoming, Delaware

## STUDENT AWARDS, HONORS AND SCHOLARSHIPS

### Caesar Rodney High School

Academic honors and awards shall include the following:

Honor Roll: to be published at the end of each marking period. A student must make composite average grade of 90 to be placed on the honor roll.

Valedictorian and Salutatorian: The graduating student with the highest cumulative academic average for grades 9-12 will be named valedictorian.

The graduating student with the second highest cumulative academic average for grades 9-12 will be named Salutatorian.

The Valedictorian and Salutatorian will be announced at the Senior Awards Assembly.

Board of Education Scholars: A pin and certificate is awarded to the top five percent of the graduating class.

### Other Schools

#### Honor Rolls: Academic

Middle Schools: The criteria for selection shall be the same for all middle schools.

Grades 4-5: The criteria for selection shall be the same for all schools.

Grades 1-3: Each school may establish the criteria for selection.

Honor Rolls: Other than academic: The principal of each school may establish honor rolls to recognize qualities such as School Citizenship.

Financial Support: All honor rolls are fiscally supported from the Basic Building Budget. All honor societies shall be self-supporting or be partially or fully supported from the Basic Building Budget.

Revised: November 16, 2001

Revised: July 15, 2019

## STUDENT DONATIONS AND GIFTS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to teachers and other Caesar Rodney School District personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Students, parents and other patrons of the district will be discouraged from the routine presentation of gifts to District employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The Board of Education will consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This policy will not be interpreted as intending to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude will not be regarded as violations of this policy.

Student groups may make gifts to the district after obtaining their principal's recommendation and the approval of the Superintendent. Gifts may be accepted and acknowledged by the Superintendent or his/her designated representative acting for the Board.

Graduating classes may leave gifts to schools with the approval of the sponsors and the principal who will decide on the appropriateness of the gift, its utility and placement. When a gift is accepted it becomes the property of the Caesar Rodney School District.

Adopted: date of manual adoption

## STUDENT FEES, FINES AND CHARGES

Public education is provided free of charge to Caesar Rodney School District students. Therefore, the Board of Education will provide all textbooks, workbooks, and manuals at no cost to students. District owned musical instruments are provided at no charge to students. However, students may be charged to cover the cost for lost, stolen or damaged items provided free of charge.

The Board recognizes the need for student fees to fully or partially fund certain school activities. It also recognizes that some students may not be able to pay these fees. When students are charged fees, a principal may waive the fee if the students cannot pay the fee and support the student's fee from the basic building budget.

All fees, fines and charges must be authorized by the Superintendent. The Superintendent will provide guidelines to the principals regarding what fees, fines and charges may be collected.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: JJD, Student Activity Fees

LEGAL REFS.: Delaware Constitution, Article X, Section I  
14 Del. C. §201-206  
Handbook for K-12 Education, Section II, K, 2, Delaware Department  
of Education

## STUDENT FEES, FINES AND CHARGES

The following is provided to principals as examples of fees which are authorized and prohibited.

### Student Fees May be Charged For:

- Any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials.
- Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Security deposits for the return of materials, supplies, or equipment.
- Personal athletic equipment and apparel. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety established by the Board.
- Items of personal use or products which a student may purchase at his or her own option, such as student publications, class rings, annuals, and graduation announcements.
- Cap and gown for graduation exercises.
- Fees specifically permitted by law.
- Fees for physical examinations, however, students may opt to have the exam performed by their personal physician.
- Any authorized, voluntary student health and accident benefit plan.
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and/or uniforms owned or rented by the District.
- Items of personal apparel which become the property of the student and which are used in extracurricular activities.
- Parking fees and fines
- Fees for identification cards.

- Driver training courses, provided that such fees will not exceed the actual district cost per student in such programs for the current school year. These fees will be limited to the direct costs of the program as determined by the State Board.
- Summer school tuition and fees.
- Transcripts or copies of student records after graduation.
- Lost or damaged books, equipment, materials.
- Fines for lost, damaged, or overdue library books.
- Fees for Saturday field trips and educational travel.
- Admission to after school activities.
- Fees associated with testing programs such as; AP, SAT, ACT, etc.
- Optional college credit courses high school students enroll in during regular school hours only to the amount charged by the college offering credit for the course.
- Fees to operate copy machines or to cover paper costs for optional computer printouts.

Student Fees are Prohibited For:

- Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course, except as authorized under this code.
- Field trips scheduled as part of a basic educational program or course.
- Instructional costs for any course required for graduation.
- Lockers.

Revised: 1995

## COLLECTION OF MONEY FROM STUDENTS

No money is to be collected from students for any activity which has not been authorized by Caesar Rodney School District policy, the Board of Education, Superintendent or principal.

Whenever money is collected from students, receipts are to be issued or appropriate record of the collection must be made.

All monies collected from students shall be deposited with the building's Internal Fund account manager on the day the monies are collected from students.

No monies collected from students are to be left overnight in any location other than the school safe or secure cabinet authorized by the Director of Business & Finance.

No monies collected from students are to be removed from the school rather than depositing it with the building Internal Fund account manager or placing it in the approved storage place for overnight storage.

Adopted: date of manual adoption

CROSS REFS.: DM, Cash in School Buildings

LEGAL REFS.: 29 Del. C. §6105

## STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the Caesar Rodney School District to maintain accurate and sometimes personal information regarding the students and their families. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, is entitled to access to student records without prior written consent. This consent will come from the individual student if over age 18 or from the parent(s) or guardian(s) if the student is under 18.

The Superintendent will develop appropriate rules to provide for the proper administration of student records in keeping with state and federal requirements and to standardize procedures for the collection of necessary information about individual students throughout the District.

### Cumulative Record

The cumulative record follows the student through school and remains the record of education experience after the student leaves school. Care should be taken to keep the cumulative record accurate, neat, clean, up-to-date, and safe. Each year under the principal's direction, the teacher or counselor should purge the record of all out-of-date and unnecessary material.

### Exceptional Student Records

Records for students identified as "exceptional" will be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed and a current/dated list is to be posted in the student records location.

### Access to Records

The parent or legal guardian of a student will have access to these records upon request to the principal or designee who will schedule a review session for the parent/guardian or student over age 18.

The parent, guardian, or student over age 18 will have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

School personnel having access to student data are defined as “any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school.”

A sign-in log will be maintained for each school record. The sign-in log process will be developed in such a way so that each person signing in will not see the names of the other people who have reviewed the record in question.

### Rights of Non-custodial Parents

Unless precluded by a legally binding document provided by the custodial parent, a non-custodial parent will have access to a student’s records. In the case of joint custody, each parent will be granted access.

### Legal Names of Students

The District will recognize name changes of adopted students when a court order showing same is shown to a school official. The original name will remain on the student’s permanent record in addition to the name change. In instances where students or parents want the student to be called by a different first or last name, this will be done, with both names remaining on the student’s permanent record.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: Federal Family Educational Rights and Privacy Act of 1974  
Handbook for K-12 Education, Appendix C, Delaware Department of  
Education

## RELEASE OF INFORMATION ON STUDENTS

The Caesar Rodney School District Board of Education authorizes school administrators to compile directory information as defined in the Federal Family Educational Rights and Privacy Act of 1975.

Unless a parent/guardian or student over the age of 18 has filed at the District Office a limitation on the release of directory information, a school administrator is authorized to release student directory data. However, if the administrator determines that it is for a commercial purpose or the administrator has reason to believe the use of the data could cause embarrassment or annoyance to the student(s) and or parent(s), the directory information will not be released.

In the Caesar Rodney School District the following is considered directory information:

- student's name, address, and date and place of birth;
- parent or lawful custodian's name, address;
- major field of student and grade level classification, (example: elementary, 7th grade, sophomore);
- student's participation in school sponsored activities and sports;
- eligibility and program data for members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal, re-entry;
- diplomas, certificates, awards and honors received;
- most recent previous educational agency or institution attended by the student.

The use of student directory information and the right of a parent/guardian or student over the age of 18 to limit the release of directory information shall be included in the annual District Parent/Student Handbook.

Adopted: date of manual adoption

LEGAL REFS.: Federal Family Educational Rights and Privacy Act of 1975  
Handbook for K-12 Education, Appendix C, Delaware Department of  
Education

Caesar Rodney School District, Wyoming, Delaware

PARENT REQUEST FORM FOR LIMITING RELEASE OF STUDENT DIRECTORY INFORMATION\*

The Caesar Rodney Board of Education authorizes school administrators to compile directory information as defined in the Federal Family Educational Rights and Privacy Act of 1975.

The following is considered directory information:

- student's name, address, date and place of birth;
- parent or lawful custodian's name and address;
- major field of student and grade level classification (i.e., elementary, 7th grade, sophomore);
- student's participation in school sponsored activities and sports;
- eligibility and program data for members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal; and re-entry;
- diplomas, certificates, awards, and honors received;
- most recent previous educational agency or institution attended by the student.

Parents or students over the age of 18, have the right to have the above-listed information restricted from release except the usual and routine release of data for reporting to appropriate State and Federal agencies.

Your signature below indicates your decision to exercise this right for the \_\_\_\_\_ school year.

This form must be exercised annually in order to keep it in effect.

Acknowledgement of Receipt

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Note: When this request is invoked, it must be understood that participation in extra and co-curricular activities may be affected; especially where students' names are listed in printed programs; i.e. athletics, school plays; newspaper accounts of activities, award ceremonies, etc.

Adopted: August 1995

## RELEASE OF INFORMATION ON STUDENTS

### I. Parental Request for Limitation of Release

The Assistant Superintendent is responsible for establishing and monitoring the process for limiting release of Student Directory Information as specified in policy JRC: Release of Student Records.

The following guidelines have been established to assure parental rights with respect to limiting release of Student Directory Information and to assure an orderly process for implementing the parent request:

1. Only requests submitted on the district form titled "Parent Request Form for Limiting Release of Student Directory Information: will be honored as the "official" request for limitation of release of Student Directory Information.
2. The request must be filed annually and the specific student(s) to be affected must be identified by the parent who must date and sign the form in the presence of a District official for the form to be "official".
3. The form may be obtained only at the District Office. Principals should encourage parents with such an interest to phone for an appointment to assure availability of a person at the District Office to assist the parent.
4. Parents who make inquiry about limiting release of Student Directory Information are to be informed of the potential consequences of limiting release of Student Directory Information with respect to student involvement in school activities.
5. Parents who file the form for limiting release of Student Directory Information are to be provided a copy of the completed form as their receipt of filing the form.
6. The form shall list the data which will not be released if the form is filed.
7. The Assistant Superintendent is to establish procedures for informing principals of requests for limitation of release of Student Directory Information and for monitoring compliance with "official" requests.
8. Principals are responsible for establishing procedures to carry out the request for limitations of release of Student Directory Information for all "official" requests received from the Assistant Superintendent.

## II. School Administrator Release of Student Directory Information

1. Usual and routine release of data for reporting to appropriate State and Federal agencies and to assure student participation in school, extracurricular, co-curricular and athletic activities is considered an appropriate release of Student Directory Information.
2. Release of Student Directory Information associated with honors such as honor rolls, diplomas awarded, awards earned and special recognitions is considered to be appropriate release of Student Directory Information.
3. Photos of groups of students engaged in regular activities sponsored by the school are considered to be appropriate release of Student Directory Information. However, parental permission should be considered if an individual or small group photo is to be released of a student and the photo identifies the student who is engaged in special education, remedial, disciplinary or other unique activity which might be embarrassing to the student or parent.
4. Media interviews of students should not be authorized without parental permission for activities other than those associated with school extracurricular, co-curricular or athletic programs.
5. Principals should be especially aware of persons who request Student Directory Information for commercial use. When in doubt, refer the inquiry to the Assistant Superintendent.

Issued: August 1995

## STUDENT PHOTOGRAPHS

The Caesar Rodney School District will provide the opportunity for students to have their pictures taken on an annual basis. To assure that these pictures will be offered to the students at the lowest possible price and with no profits being derived thereof by the District, specifications for said pictures will be offered for competitive bidding to interested photographic firms or companies.

Adopted: prior to 1995