



Agenda for Monday, June 15, 2026, at 7:00 PM Regular School Board Meeting

The Milford Board of Education will hold this meeting in-person in the Milford Middle School, 612 Lakeview Ave, Milford, DE 19963. Public comment will be held in-person and online by request.

Public may access this meeting at the following link:

Webinar topic: Milford School District Board Meeting

Date and time: Monday, June 15, 2026 7:00 PM | (UTC-04:00) Eastern Time (US & Canada)

Join link:

<https://milford.webex.com/milford/j.php?MTID=maf24e0909fe79403ec7022eec01995b8>

Webinar number: 2867 544 5157

Webinar password: e3dQguMxy53 (33374869 when dialing from a phone or video system)

Join by phone: +1-415-655-0001 US Toll

Access code: 286 754 45157

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

Page

1. Call to Order by President

2. Adjournment to Executive Session

1. Student Discipline Matters
2. Legal Matters
3. Personnel Matters
4. MHS Principal Interviews

Recommended Action: Approve

3. Return to Open Session

Recommended Action: Approve

4. Pledge of Allegiance

[4 - American Flag.pdf](#)

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5. Roll Call

Roll Call of Board Members: Mr. Scott Fitzgerald, Mr. Matt Bucher, Mrs. Ashlee Connell, Mr. Victor "Butch" Elzey, Mrs. Jennifer Massotti, Ms. Yanelle Powell, Mrs. Cynthia McKenzie

6. Approval of Minutes

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[May 18, 2026 - Board Meeting Minutes.pdf](#) 

Recommended Action: Approve

7. Changes to Agenda

Recommended Action: Approve

8. Recognitions and Presentations

A. Recognition of Spring Sports

B. Board Member Recognition

C. Preliminary Tax Rates Information Updates - Mrs. Tammy Smith

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[8C - Preliminary Tax Presentation June 2026.pdf](#) 

9. Public Comment

Members of the public that wish to address the Board in person must complete a request form that is available before each meeting. Anyone wishing to address the Board via our online meeting broadcast must submit a request to do so via the link below no later than 24 hours prior to each meeting. No personnel issues may be discussed, and names of Board members or District Employees should not be used in public comment. Each person signed up will receive three (3) minutes to speak and this time is not transferable.

[MSD Request for Online Public Comment](#)

10. Superintendent's Report - Mr. Travis Moorman

11. Academic Excellence - Dr. Bobbie Kilgore

No Field Trips to present for the month of June 2026

12. Building Our Future: Mrs. Tammy Smith

A. Monthly Revenue, Expenditures, and Major Capital Reports as of May 31, 2026

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#1. [May 31, 2026 Monthly Revenue Report.pdf](#) 

#2. [May 31, 2026 Monthly Expenditure Report.pdf](#) 

#3. [Major Capital Funding as of 05.31.26.pdf](#) 

Recommended Action: Approve

B. Construction Change Orders

No Construction Change Orders for the month of June

Recommended Action: Approve

- C. Preliminary Fiscal Year 2027 Revenue and Expenditure Budgets 17
[FY 2027 MSD Preliminary Budgets.pdf](#) 

Recommended Action: Approve

13. Empowering and Investing in our People - Dr. Laura Bond

- A. Personnel Report
Recommended Action: Approve
- B. Selection of MHS Principal
Recommended Action: Approve

14. Board Discussion

- A. DSBA Updates
- B. School Choice
Recommended Action: Approve
- C. Recommended Revised Draft Board Policies for "Second Read" 19
4208 - Staff Conduct: Harassment or Sexual Misconduct Toward Students
[C1 - Policy 4208 STAFF CONDUCT HARASSMENT OR SEXUAL MISCONDUCT TOWARD STUDENTS.pdf](#) 
- 4309D - Limited Contract Positions
C2 - [Policy 4309D SY27 Draft.docx \(1\).pdf](#) 
- 4323(a) – Local Salary Supplement: Cafeteria Workers
[C3 - Policy 4323a - Local Salary Supplement Cafeteria Workers.pdf](#) 
- 5109 - Pediculosis (Head Lice)
C4 - [Policy 5109 Pediculosis Head Lice.pdf](#) 
- 5114 - Student Use of Cell Phones
C5 - [Policy 5114 - Student Use of Cell Phones.pdf](#) 
- 5312 - Responding to school Teen Dating Violence and Sexual Assault
C6 - [Policy 5312 - Responding to school Teen Dating Violence.pdf](#) 
- 5402 - Non-Students - Criminal and School Rule Violations
C7 - [Policy 5402 Non-Students - Criminal and School Rule.pdf](#) 
- 5404 - Code of Conduct Update
C8 - [D8 -Draft 26 27 Code of Conduct MSD Board Policy 5404.pdf](#) 
- 6115 - Grading, Reporting, and Homework

Recommended Action: Approve

15. Good of the Order

The phrase "good of the order" refers to matters concerning the general welfare of an organization. Most often found in meetings following parliamentary procedure (like in Robert's Rules of Order) this agenda item allows members to make informal comments, observations, or Suggestions for the benefit of the group.

16. Adjournment

Recommended Action: Approve



**MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR
BOARD MEETING MINUTES
May 18, 2026**

Board Members in Attendance	
Mr. Scott Fitzgerald	Ms. Yanelle Powell
Mr. Matt Bucher	Mrs. Cynthia McKenzie
Mrs. Jennifer Massotti	Mrs. Ashlee Connell
Mr. Travis Moorman, Executive Secretary	

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:31pm PM. The meeting was held at Milford High School.

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Matt Bucher to enter into executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti at 7:05 PM to return to open session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

Mr. Scott Fitzgerald led everyone in reciting the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 6 Board Members were present, with 1 absent. The meeting opened with a quorum.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to accept the minutes for the April 20, 2026, Motion passed unanimously to accept April 20, 2026, minutes as presented.

CHANGES TO AGENDA

There were no changes to the May 18, 2026, agenda.

RECOGNITIONS AND PRESENTATIONS

Recognition - Mr. Moorman recognized Dr. Susan Frampton and Mr. Tom Peet for hosting a special reception in the Middle School main office suite in honor of Mr. Marvin Schelhouse, a long-time former Milford School Board Member. Mr. Schelhouse served on the Milford School Board for over thirty years. In his honor and memory, the main office suite has been named the Marvin P. Schelhouse Quarterdeck. Mr. Moorman thanked the members of the Schelhouse family and friends who attended the reception and dedication held prior to the start of executive session.

Recognition - David Meade, a 5th grader at the Milford Middle School was selected as a Carson Scholar. David is the first ever to receive this award from the Milford School District. To qualify he had to have a 3.75 GPA, exhibit outstanding community service, and have a recommendation letter from a teacher. Once David was nominated, he had to complete a lengthy application. He was selected from thousands of recipients across the nation and was the only recipient from the State of Delaware. The Carson Scholars Fund awards \$1,000 college scholarships to students in grades 4-11 who excel academically and are dedicated to serving their communities.

Secondary ELA Pilot Review Presentation from Dr. Bobbie Kilgore – Dr. Bobbie Kilgore and Mrs. Debra Castille-Hall presented. Teachers, staff, and specialists formed a committee to review the MSD Secondary ELA Curriculum. After reviewing historical data, results showed that updates and improvements were needed. Critical needs areas were chosen based on how to best serve the Milford School District students. HMH was the chosen curriculum that best meet the needs of the MSD students and cost effective. Mr. Matt Bucher confirmed that the NMH curriculum was in alignment with Policy 6111.

Student Representative Report – Merary Haro-Purata, high school Sr. reported that this was her last board meeting. She would be graduating and had begun wrapping things up. She reported on Spirit Week, the Pep Rally, Winter and Spring Sports, AP Exams and Finals, all of which took place during this past week. MHS had an awards ceremonies and prom. Several teachers received gifts from students during Teacher Appreciation Week. Principal Buford was presented with a poster on behalf of the Milford High School students. He was pleasantly surprised. Merary said she will miss everyone and thanked the board for including her and making space for students to attend and report at the board meetings.

Milford Middle School Presentation – Two students presented on behalf of the Milford Middle School. Micah King, a 6th grader, shared memories from this past school year. He mentioned that he and the current students are the first class to attend the newly renovated Milford Middle School building. He concluded his report with his favorite memory, the Buccaneer Broadcasting. Mikey said the Buccaneer Broadcasting always ends with the school's motto. Tianna Teagle was the second presenter on behalf of the Milford Middle School. Teona shared that she appreciated the love and care shown to each student, the allowance to switch between two classes instead of six, and the effort put into keeping each student safe. Teona is the captain of the middle school safety patrol, a member of the creative drama club, and student council.

PUBLIC COMMENT – We received one public comment request online. Christine Allen made a request for public comment but did not attend the meeting virtually or in person. No public comments were made.

SUPERINTENDENT’S REPORT: Mr. Travis Moorman reviewed the end of the year celebrations, events, and activities. Mr. Moorman gave the results of the school board elections and congratulated Mrs. Cynthia McKenzie, Mrs. Sara Hale, and Mr. Scott Fitzgerald on their election to the board. Spring Athletics ended with final games wrapping up in girls lacrosse, boys lacrosse, and softball. The district is preparing for summer break and summer-school programming. Mr. Moorman extended best wishes to Angel Mills who was selected as the Milford School District Behavioral Health Professional of the Year. In conclusion Mr. Moorman stated students have mostly wrapped up testing and are ending the school year with performances, field trips, field days, and other family events. Graduation of the class of 2026 will be held on May 28, 2026, at 6:00pm. Mr. Moorman thanked everyone for their continued support.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore
No Field Trips were presented for approval.

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of April 30, 2026, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell to approve the April 30, 2026, financial reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented one Construction Change Order. The change order was in reference to building a storage unit, maintenance pole building, and fencing completion around the football field at MMS. . **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the Construction Change Order as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented a Preliminary Tax Rate Presentation. Tammy Smith stated that this report is only preliminary and that further discussions are needed prior a recommended action. Technology is expected to increase in the upcoming years. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to table the Preliminary Tax Presentation to be discussed at a future board meeting. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

The Personnel Report was presented for approval as presented in executive session. **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Ashley Connell to approve the Personnel Report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION: DSBA Updates were presented by Mr. Matt Bucher. Mr. Bucher gave results on recent Bills passed at the last Legislative meeting held on April 24, 2026, in Dover, DE.

A School Choice Report was presented on May 18, 2026. . **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the School Choice Report as recommended. Motion passed unanimously.**

Calendar for the School Year 2026-2027: The MSD School Calendar for 2026-2027 was presented for “Revision”. Mr. Moorman asked the board to approve revisions affecting the months of May 2027 and June 2027. May 11th, 2027 is now a Professional Development Day with no school for students due the date being designated as School Board Election day. The second revision proposed

the last day of school for the students, June 9th be changed to a ½ day instead of a full day to allocate time for teachers and staff to complete administrative assignments.

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to approve the revisions to 2026/2027 School Calendar as recommended. Motion passed unanimously.

Board Meeting Schedule 2026-2027: The 26/27 Board Meeting Schedule was presented for approval with one minor change for the July 6, 2026, Executive Session begin at 5:30pm, to be consistent with all other scheduled Executive Session times, and to add two additional meetings to the calendar for board workshops and board policy review on October 5, 2026, and January 11, 2027. **MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Jennifer Massotti to approve 26/27 School Board Meeting Calendar changes and additions as presented. Motion passed unanimously.**

Mr. Travis Moorman presented: Recommended Revised Draft Board Policies for "First Read."

1. 4208 - Staff Conduct: Harassment or Sexual Misconduct Toward Students
2. 4309D - Limited Contract Positions
3. 4323(a) – Local Salary Supplement: Cafeteria Workers
4. 5109 - Pediculosis (Head Lice)
5. 5114 - Student Use of Cell Phones
6. 5312 - Responding to school Teen Dating Violence and Sexual Assault
7. 5402 - Non-Students - Criminal and School Rule Violations
8. 5404 - Code of Conduct Update
9. 6115 - Grading, Reporting, and Homework

Mr. Travis Moorman presented: Recommended Revised Draft Board Policies for "Second Read."

1. 1008 – Required Compliance of Laws Governing the Use of Seatbelt Devices While Driving
2. 3201 – Financial Accountability
3. 3401 – Awarding & Maintaining Bus Contracts
4. 3403 – Cancellation Procedures
5. 3406 – District Owned Vehicle Assignment & Usage Milage Rate for Privately Owned Vehicles
6. 4101B –Section 504 Parent & Student Rights
7. 4221 – Copyright Compliance
8. 4337 – Procedure for Implementation of the State of Delaware Short-Term & Long-Term Disability Insurance Plan
9. 5105 – Student Driving
10. 5106 – Playground Safety Grades K-8
11. 6105 – Emergencies
12. 6109 – School Day
13. 6112A -Library Resources: Selection & Compliant Procedures

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to approve the policies for second read En Mass as presented. Motion passed unanimously.

Note: At 8:25pm Mrs. Ashlee Connell left the meeting. A quorum remained.

The Good of The Order:

The phrase “good of the order” refers to matters concerning the general welfare of an organization. Most often found in meetings following parliamentary procedure (like in Robert’s Rules of Order), this agenda item allows members to make informal comments, observations, or suggestions for the benefit of group. Comment: **Mr. Scott Fitzgerald thanked our student representative, Merary Haro-Purata, for joining the board and always being prepared. He regretted he would not be attending graduation, but ensured Mr. Bucher was prepared and ready to take his place.**

ADJOURNMENT

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie that the Regular meeting of the Milford Board of Education held on Monday May 18, 2026, be adjourned at 8:27pm. Motion passed unanimously.



Fiscal Year 2027 Local School Tax Rates Updates

June 15, 2026

Preliminary Tax Rate Calculations

Current Year Tax Rate Calculations				Prior Year Tax Rates	
	Revenue	Sussex	Kent	Sussex	Kent
Current Expense Revenues	10,713,193.38	0.1885	0.1929	0.1885	0.1929
Other Tax Revenues:					
Debt Service	2,000,000.00	0.0362	0.0341	0.0369	0.0347
Tuition	1,530,000.00	0.0277	0.0260	0.0277	0.0260
Minor Cap	601,884.33	0.0110	0.0103	0.0103	0.0097
Total Other Taxes	4,131,884.33	0.0749	0.0704	0.0749	0.0704
Total	14,845,077.71	0.2634	0.2633	0.2634	0.2633

Average Residential Assessment	248,804	252,088	248,804	252,088
Taxes Assessed	655.35	663.75	655.35	663.75

Change over Prior Year - -



Next Steps

- Final calculations and tax warrants prepared for each County
 - Monitoring legislative process for any changes that would affect local tax rates
- To be presented to the Milford Board of Education for approval on July 6, 2026



Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of May 31, 2026
92% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2026 Budget	Actual to date	% received
STATE FUNDS			
Division I Formula Salaries	\$ 44,470,000.00	\$ 41,615,149.25	93.58%
Cafeteria Salaries	811,152.00	811,152.00	100.00%
Division II, All Other Costs	970,787.64	970,789.00	100.00%
Division II, Vocational	109,339.00	109,339.00	100.00%
Division II, Energy	845,547.00	845,547.00	100.00%
Division III, Equalization	6,167,399.00	6,167,400.00	100.00%
Academic Excellence Cash Option/Mid-Year Unit Count Funds	36,123.00	36,123.00	100.00%
State Transportation	4,649,483.38	4,750,981.80	102.18%
Homeless Transportation	457,746.00	660,246.00	144.24%
Foster Care Transportation	280,598.00	280,598.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	116,598.00	116,598.00	100.00%
Drivers' Education	21,480.00	21,480.00	100.00%
Unique Alternatives	62,382.48	-	0.00%
Delaware Educational Sustainment Fund	794,235.00	794,235.00	100.00%
Technology Block Grant	106,294.00	106,294.00	100.00%
World Language Expansion	137,284.18	150,573.74	109.68%
Education Opportunity Grant	2,595,900.00	2,595,900.00	100.00%
Education Opportunity Grant - Mental Health	454,340.00	454,340.00	100.00%
Student Success Block Grant - Reading	407,740.00	407,740.00	100.00%
Mental Health Block Grant/Cash Option	407,861.00	407,861.00	100.00%
Substitute Reimbursement - Paid Parental Leave	63,672.00	67,110.91	105.40%
School Safety and Security Fund	277,488.00	277,488.00	100.00%
CPR Instruction/Child Safety Awareness	1,058.00	1,058.00	100.00%
Athletic Trainer Block Grant	66,113.00	66,113.00	100.00%
Professional Development	-	-	
Other State Grants	553,474.10	553,474.10	100.00%
Minor Capital Improvements	897,186.00	897,186.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	\$ 65,762,280.78	\$ 63,165,776.80	96.05%
LOCAL FUNDS			
Current Expense (tax rate)	\$ 10,519,303.63	\$ 10,301,380.15	97.93%
Current Expense (capitations)	200.00	37.80	18.90%
Debt Service	2,113,761.87	2,109,142.99	99.78%
Debt Service - County Impact Fees	92,500.00	70,901.11	76.65%
Tuition	2,330,000.00	1,469,041.37	63.05%
Minor Capital Improvements (Local Match)	558,521.42	546,464.50	97.84%
Interest	1,900,000.00	1,529,466.96	80.50%
Athletics	45,000.00	51,236.00	113.86%
Children Services Cost Recovery Project (CSCR)	45,000.00	106,684.10	237.08%
Indirect Costs	75,000.00	13,399.40	17.87%
Child Nutrition Operations	2,700,000.00	2,721,409.56	100.79%
District Donations	175,000.00	184,024.20	105.16%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	2,000.00	2,653.20	
Net Choice Billings	(264,776.01)	(220,196.06)	83.16%
Net Charter Billings	(322,262.44)	(302,313.52)	93.81%
Tuition Billings	(1,725,000.00)	(1,784,897.54)	103.47%
Other Local Revenue	35,000.00	24,276.89	69.36%
Education Opportunity (Local Match)	-	-	
Reading and Math Specialists (Local Match)	-	-	
Extra Time (Local Match)	-	-	
Technology Maintenance (Local Match)	-	-	
TOTAL LOCAL FUNDS	\$ 18,283,748.47	\$ 16,824,631.11	92.02%
FEDERAL FUNDS			
Title I	\$ 2,077,394.41	\$ 2,077,394.41	100.00%
Title II	349,245.00	349,245.00	100.00%
Title III	132,819.00	132,819.00	100.00%
Title IV	204,072.00	204,072.00	100.00%
Perkins	187,351.80	187,351.80	100.00%
IDEA Part B	1,289,407.00	1,289,407.00	100.00%
IDEA Preschool	58,591.00	58,591.00	100.00%
Other Federal Revenue	-	10,086.15	
TOTAL FEDERAL/OTHER FUNDS	\$ 4,298,880.21	\$ 4,308,966.36	100.23%
GRAND TOTAL ALL FUNDS	\$ 88,344,909.46	\$ 84,299,374.27	95.42%

*Note: Budgets are based on the budget allocations as approved by the MSD Board of Education.
Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.*

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of May 31, 2026
92% of the Fiscal Year completed

Operating Unit	Budget Line	Final Budget Amount	Encumbered	Expended	Budget Remaining	% Obligated
9180668A	Benjamin Banneker Elementary School	\$ 50,676.00	\$ 2,386.84	\$ 54,351.89	\$ (6,062.73)	111.96%
9180670A	Evelyn I. Morris Early Childhood Center	57,630.00	3,299.45	74,723.90	(20,393.35)	135.39%
9180672A	Lulu M. Ross Elementary School	72,552.00	6,309.54	96,225.38	(29,982.92)	141.33%
9180673A	Mispillion Elementary School	61,994.00	1,782.07	87,383.83	(27,171.90)	143.83%
9180675A	Milford Central Academy	85,602.50	10,969.50	84,815.81	(10,182.81)	111.90%
9180676A	Milford Middle School	81,664.00	9,533.09	82,882.71	(10,751.80)	113.17%
9180678A	Milford Senior High School	166,235.00	4,102.53	189,887.51	(27,755.04)	116.70%
99900000	Board of Education	15,000.00	-	17,853.98	(2,853.98)	119.03%
	School Resource Officers	15,000.00	-	1,088.58	13,911.42	7.26%
99900100	Legal Services and Audits	90,000.00	5,533.00	84,773.98	(306.98)	100.34%
99900300	District Expenditures	100,000.00	21,239.39	116,746.80	(37,986.19)	137.99%
	School Safety and Security	277,488.00	33,882.23	210,971.44	32,634.33	88.24%
	Intervention Services Grant	150,000.00	1,025.35	15,690.73	133,283.92	
	Public Relations and Communication	40,000.00	15,420.00	17,002.01	7,577.99	81.06%
	Copy Center (District Wide)	200,000.00	27,699.93	165,095.31	7,204.76	96.40%
99910100	Superintendent	1,500.00	-	775.00	725.00	51.67%
99920000	World Language Immersion (State)	137,284.18	3,460.06	92,760.98	41,063.14	70.09%
	Student Success Block Grant - Reading (State)	407,740.00	-	294,419.73	113,320.27	72.21%
	Opportunity Grant Mental Health (State)	862,201.00	-	72,133.00	790,068.00	8.37%
	Education Opportunity Grant (State)	2,595,900.00	-	127.72	2,595,772.28	0.00%
	CPR Instruction and Child Safety Awareness (State)	1,058.00	-	739.55	318.45	69.90%
	Principal Pipeline Project (State)	20,000.00	1,400.00	18,600.00	-	100.00%
	Lit. Emer. Fund - Bridge to Practice Award (State)	383,474.10	-	103,752.00	279,722.10	27.06%
	Summer School	60,000.00	-	57,514.80	2,485.20	95.86%
	Translators	5,000.00	-	-	5,000.00	0.00%
	Extra Time Programs	30,000.00	-	6,918.57	23,081.43	23.06%
	Curriculum and Instruction	150,000.00	-	105,576.77	44,423.23	70.38%
99920700	Athletics - High School	280,000.00	17,159.53	281,216.82	(18,376.35)	106.56%
	Athletics - Middle Schools	46,500.00	-	42,491.11	4,008.89	91.38%
99920800	Driver's Education	21,480.00	-	19,598.37	1,881.63	91.24%
99930200	Tuition - Special Services	330,000.00	-	217,815.53	112,184.47	66.00%
	Tuition - Special Services - ILC	275,000.00	444.28	177,821.34	96,734.38	64.82%
	Unique Alternatives (State)	62,382.48	-	-	62,382.48	0.00%
99930300	Special Services	42,000.00	-	40,703.96	1,296.04	96.91%
	Nurse Supplies	17,500.00	980.00	10,087.48	6,432.52	63.24%
	Related Services (State)	116,598.00	-	118,097.00	(1,499.00)	101.29%
99940100	Contingencies and One-Time Items	925,000.00	670,721.13	142,525.52	111,753.35	87.92%
99940200	Division I Formula and Other State Salaries	44,599,785.00	-	40,576,393.60	4,023,391.40	90.98%
99940300	Division II Vocational	109,339.00	10,765.69	47,381.97	51,191.34	53.18%
99940400	Division III/Local Salaries	13,840,000.00	-	12,978,644.99	861,355.01	93.78%
	Local Limited Contracts	385,000.00	-	234,915.11	150,084.89	61.02%
99940500	Title I	2,077,394.41	110,486.22	517,086.41	1,449,821.78	30.21%
	Title II	349,245.00	-	55,942.00	293,303.00	16.02%
	Title III	132,819.00	-	-	132,819.00	0.00%
	Title IV	204,072.00	-	-	204,072.00	0.00%
	IDEA Part B	1,289,407.00	1,371.76	1,312,998.40	(24,963.16)	101.94%
	IDEA Preschool	58,591.00	-	45,282.07	13,308.93	77.29%
	Perkins	187,351.80	11,520.20	53,474.86	122,356.74	34.69%
99940600	Insurance	160,000.00	-	171,603.75	(11,603.75)	107.25%
99940700	District Donations	175,000.00	856.14	98,672.41	75,471.45	56.87%
99940810	Technology Equipment and Repair	286,500.00	54,809.24	166,080.87	65,609.89	77.10%
	Technology Block Grant	106,294.00	23,343.74	82,593.38	356.88	99.66%
99940900	Tuition Reimbursement - Administration	15,000.00	-	4,386.00	10,614.00	29.24%
	Tuition Reimbursement	100,000.00	-	46,727.23	53,272.77	46.73%
99950000	Personnel/Human Resources	12,500.00	-	7,991.90	4,508.10	63.94%
99960000	Child Nutrition Operations	2,700,000.00	217,437.14	3,654,218.68	(1,171,655.82)	143.39%
	Cafeteria Salaries (State)	811,152.00	-	766,101.99	45,050.01	94.45%
99960100	Facilities Maintenance	100,000.00	-	49,377.73	50,622.27	49.38%
	Custodial Services and Supplies	165,000.00	23,000.00	144,115.49	(2,115.49)	101.28%
99960200	Operations and Utilities	443,000.00	32,242.77	358,018.89	52,738.34	88.10%
	Division II, Energy	845,547.00	225,675.50	572,752.47	47,119.03	94.43%
99960300	State Transportation	4,649,483.38	-	4,254,683.84	394,799.54	91.51%
	State Homeless Transportation	457,746.00	-	488,265.30	(30,519.30)	106.67%
	State Foster Transportation	280,598.00	-	209,805.00	70,793.00	74.77%
	Transportation Supplies	1,000.00	274.86	725.14	-	100.00%
99960400	Transportation Internal Budget	30,000.00	100.86	24,033.24	5,865.90	80.45%
	Local Homeless Transportation Match	50,860.67	3,735.00	54,126.30	(7,000.63)	113.76%
	Local Transportation Match	515,192.60	-	490,187.62	25,004.98	95.15%
Total Operating Budget		\$ 83,372,337.12	\$ 1,552,967.04	\$ 70,569,755.75	\$ 11,249,614.33	86.51%
99970000	Local Debt Service	\$ 2,113,761.87	\$ -	\$ 1,253,362.96	\$ 860,398.91	59.30%
99970200	Minor Capital Improvements	1,455,707.42	827,040.05	11,788.81	616,878.56	57.62%
99970200	Local Capital Investments	1,310,603.05	18,680.00	-	1,291,923.05	1.43%
Total Capital Budget		\$ 4,880,072.34	\$ 845,720.05	\$ 1,265,151.77	\$ 2,769,200.52	43.25%
Grand Total		\$ 88,252,409.46	\$ 2,398,687.09	\$ 71,834,907.52	\$ 14,018,814.85	84.12%

*Note: Budgets are based on the budget allocations as approved by the MSD Board of Education
Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines*

Milford Middle School Project

VENDOR	Contract Change						Contract Balance
	Contract Total	Orders	New Contract Total	Current Encumbrance	Expended to date		
Construction							
Zack Excavating Inc	\$ 3,495,949.00	\$ 316,997.69	\$ 3,812,946.69	\$ 17,447.80	\$ 3,795,498.89	\$ -	\$ 3,812,946.69
Expense Reduction - CTF Funding (Zack Excavating)			(462,500.00)		(462,500.00)		(462,500.00)
11400 Inc	\$ 878,000.00	\$ -	\$ 878,000.00	\$ -	\$ 878,000.00	\$ -	\$ 878,000.00
Bear Industires Inc	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00
Blue Heron Contracting Inc	\$ 1,590,069.00	\$ 33,900.00	\$ 1,623,969.00	\$ -	\$ 1,623,969.00	\$ -	\$ 1,623,969.00
Continental Electrical Services Inc	\$ 4,015,000.00	\$ 184,574.11	\$ 4,199,574.11	\$ 114,525.73	\$ 4,085,048.38	\$ -	\$ 4,199,574.11
Delmarva Veteran Builders LLC	\$ 5,149,786.00	\$ (13,523.25)	\$ 5,136,262.75	\$ 12,377.48	\$ 5,123,885.27	\$ -	\$ 5,136,262.75
Flooring Solutions, Inc	\$ 2,404,266.00	\$ 5,218.90	\$ 2,409,484.90	\$ -	\$ 2,409,484.90	\$ -	\$ 2,409,484.90
Jamestown Painting & Decorating Inc	\$ 585,570.00	\$ 47,538.75	\$ 633,108.75	\$ 52,712.19	\$ 580,396.56	\$ -	\$ 633,108.75
L. Wilson Masonry Inc	\$ 2,960,000.00	\$ 105,585.76	\$ 3,065,585.76	\$ -	\$ 3,065,585.76	\$ -	\$ 3,065,585.76
Master Interiors Inc	\$ 698,097.00	\$ 21,357.09	\$ 719,454.09	\$ -	\$ 719,454.09	\$ -	\$ 719,454.09
Modular Concepts Inc	\$ 550,000.00	\$ 934.00	\$ 550,934.00	\$ -	\$ 550,934.00	\$ -	\$ 550,934.00
North East Contractors Inc	\$ 4,140,000.00	\$ 244,461.76	\$ 4,384,461.76	\$ 109,611.53	\$ 4,274,850.23	\$ -	\$ 4,384,461.76
Peninsula Acoustical Co. Inc.	\$ 1,030,000.00	\$ 146,640.85	\$ 1,176,640.85	\$ -	\$ 1,176,640.85	\$ -	\$ 1,176,640.85
Quality Exteriors Inc	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 138,456.57	\$ 2,135,931.43	\$ -	\$ 2,274,388.00
R C Fabricators	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ -	\$ 4,670,000.00
Ralph G. Degli Obizzi & Sons, Inc	\$ 8,375,000.00	\$ 108,771.95	\$ 8,483,771.95	\$ 27,780.01	\$ 8,455,991.94	\$ -	\$ 8,483,771.95
Selma Inc DBA Salisbury Door & Hardware	\$ 596,815.00	\$ 700.00	\$ 597,515.00	\$ 36,065.00	\$ 561,450.00	\$ -	\$ 597,515.00
Walker & Laberge of Delaware Inc.	\$ 2,172,000.00	\$ 5,580.00	\$ 2,177,580.00	\$ -	\$ 2,177,580.00	\$ -	\$ 2,177,580.00
CM							
Richard Y Johnson & Son Inc	\$ 3,731,124.00	\$ 1,767,409.27	\$ 5,498,533.27	\$ 1,375,656.09	\$ 4,122,877.18	\$ -	\$ 5,498,533.27
Architect							
Buck Simpers Architect and Associates	\$ 4,473,229.00	\$ -	\$ 4,473,229.00	\$ 301,261.67	\$ 4,171,967.33	\$ -	\$ 4,473,229.00
Environmental and Demo							
DIS Associates	\$ 1,296,787.00	\$ 20,821.56	\$ 1,317,608.56	\$ -	\$ 1,317,608.56	\$ -	\$ 1,317,608.56
Modulus LLC	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00
Other							
G.A. Blanco (Furniture)	\$ 1,761,836.54	\$ 83,506.34	\$ 1,845,342.88	\$ 55,086.08	\$ 1,790,256.80	\$ -	\$ 1,845,342.88
Visual Sound	\$ 195,281.40	\$ 2,547.16	\$ 197,828.56	\$ 1,060.00	\$ 196,768.56	\$ -	\$ 197,828.56
Dell (Student Devices)	\$ 388,974.00	\$ 40,155.00	\$ 429,129.00	\$ -	\$ 429,129.00	\$ -	\$ 429,129.00
Technology Equipment and Consulting	\$ 914,941.24	\$ -	\$ 914,941.24	\$ 69,979.75	\$ 844,961.49	\$ -	\$ 914,941.24
Cunningham Recreation/Playcore (Playground)	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00
A3 Communications (Advantech) Construction Funded	\$ 3,535,654.40	\$ 24,796.97	\$ 3,560,451.37	\$ 7,479.40	\$ 3,552,971.97	\$ -	\$ 3,560,451.37
Magnum Electronics Radio Repeater	\$ 20,592.01	\$ 444.00	\$ 21,036.01	\$ -	\$ 21,036.01	\$ -	\$ 21,036.01
Morgans Lawn Service (tree removal)	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
Compliance Environmental Inc.	\$ 4,985.00	\$ -	\$ 4,985.00	\$ -	\$ 4,985.00	\$ -	\$ 4,985.00
Department Equipment & Supplies	\$ 948,676.80	\$ -	\$ 948,676.80	\$ 32,385.87	\$ 916,290.93	\$ -	\$ 948,676.80
L&W Insurance	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00
DelDOT Traffic (school zone signage)	\$ 2,893.59	\$ -	\$ 2,893.59	\$ -	\$ 2,893.59	\$ -	\$ 2,893.59
Auditors Office	\$ 117,815.65	\$ -	\$ 117,815.65	\$ -	\$ 117,815.65	\$ -	\$ 117,815.65
Administration	\$ 191,650.05	\$ -	\$ 191,650.05	\$ -	\$ 191,650.05	\$ -	\$ 191,650.05
Total Project	\$65,845,992.68	\$3,098,617.91	\$68,482,110.59	\$2,351,885.17	\$66,130,225.42	\$ -	\$68,482,110.59
		4.71%	Total Per DSC	\$ 2,351,885.17	\$ 66,130,225.42	\$ -	\$ 68,482,110.59
			Difference	\$ -	\$ -		\$ -
						Balance	\$ 68,482,110.59
REVENUE							
FISCAL YEAR	PROJECT	STATE	LOCAL	TOTAL REVENUE			
2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00			
2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00			
2024	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00			
Market Pressure Funding	Milford Middle School	\$ 11,100,000.00	\$ 3,900,000.00	\$ 15,000,000.00			
TOTAL REVENUE BUDGET		\$ 53,480,200.00	\$ 18,790,300.00	\$ 72,270,500.00			
05/31/2026							

05/31/2026

Preliminary Fiscal Year 2027 Revenue Budget

REVENUE SOURCE	FY 2026 Final Budget	FY 2027 Prelim. Budget
STATE FUNDS		
Division I, Formula Salaries	\$ 44,470,000.00	\$ 45,810,000.00
Cafeteria Salaries	811,152.00	811,152.00
Division II, All Other Costs	970,787.64	1,000,277.00
Division II, Vocational	109,339.00	109,419.00
Division II, Energy	845,547.00	837,551.00
Division III, Equalization	6,167,399.00	6,109,079.00
Academic Excellence Cash Option/Mid-Year Unit Count Funds	36,123.00	-
State Transportation	4,649,483.38	4,749,819.00
Homeless Transportation	457,746.00	660,246.00
Foster Care Transportation	280,598.00	280,598.00
Transportation Supply	1,000.00	1,000.00
Related Services Cash Option	116,598.00	-
Driver's Education	21,480.00	21,480.00
Unique Alternatives	62,382.48	62,382.48
Delaware Educational Sustainment Fund	794,235.00	794,235.00
Technology Block Grant	106,294.00	106,294.00
World Language Expansion	137,284.18	137,284.18
Education Opportunity Grant	2,595,900.00	2,477,580.00
Education Opportunity Grant - Mental Health	454,340.00	384,071.00
Student Success Block Grant - Reading	407,740.00	437,020.00
Mental Health Block Grant/Cash Option	407,861.00	271,919.00
Substitute Reimbursement - Paid Parental Leave	63,672.00	63,672.00
School Safety and Security Fund	277,488.00	277,488.00
CPR Instruction/Child Safety Awareness	1,058.00	10,104.00
Athletic Trainer Block Grant	66,113.00	66,113.00
Professional Development	-	42,427.00
Other State Grants	553,474.10	383,474.10
Minor Capital Improvements	897,186.00	901,279.00
Major Capital Improvements	-	-
TOTAL STATE FUNDS	\$ 65,762,280.78	\$ 66,805,963.76
LOCAL FUNDS		
Current Expense (tax rate)	\$ 10,519,303.63	\$ 10,713,193.38
Current Expense (capitations)	200.00	200.00
Debt Service*	2,113,761.87	2,057,331.96
Debt Service - County Impact Fees	92,500.00	92,500.00
Tuition*	2,330,000.00	2,330,000.00
Minor Capital Improvements (Local Match) *	558,521.42	601,884.00
Interest	1,900,000.00	1,900,000.00
Athletics	45,000.00	45,000.00
Children Services Cost Recovery Project (CSCRCP)	45,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Child Nutrition Operations	2,700,000.00	2,700,000.00
District Donations	175,000.00	100,000.00
Building Rental	4,500.00	4,500.00
E-Rate	2,000.00	2,000.00
Net Choice Billings	(264,776.01)	(264,776.01)
Net Charter Billings	(322,262.44)	(322,262.44)
Tuition Billings	(1,725,000.00)	(1,725,000.00)
Other Local Revenue	35,000.00	35,000.00
Education Opportunity (Local Match)	-	-
Reading and Math Specialists (Local Match)	-	-
Extra Time (Local Match)	-	-
Technology Maintenance (Local Match)	-	-
TOTAL LOCAL FUNDS	\$ 18,283,748.47	\$ 18,389,570.89
FEDERAL FUNDS		
Title I	\$ 2,077,394.41	\$ 1,793,193.00
Title II	349,245.00	350,239.00
Title III	132,819.00	132,991.00
Title IV	204,072.00	204,720.00
Perkins	187,351.80	130,879.00
IDEA Part B	1,289,407.00	1,296,423.00
IDEA Preschool	58,591.00	58,491.00
Other Federal Revenue	-	-
TOTAL FEDERAL/OTHER FUNDS	\$ 4,298,880.21	\$ 3,966,936.00
GRAND TOTAL ALL FUNDS	\$ 88,344,909.46	\$ 89,162,470.65

Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.

* Includes prior year carryover funding

Preliminary Fiscal Year 2027 Expenditure Budget

Operating Unit	Operating Unit Description	FY 2026 Final Budget	FY 2027 Prelim. Budget	\$ Difference	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 50,676.00	\$ 50,676.00	\$ -	0.00%
9180670A	Evelyn I. Morris Early Childhood Center	57,630.00	57,630.00	-	0.00%
9180672A	Lulu M. Ross Elementary School	72,552.00	72,552.00	-	0.00%
9180673A	Mispillion Elementary School	61,994.00	61,994.00	-	0.00%
9180675A	Milford Central Academy	85,602.50	85,602.50	-	0.00%
9180676A	Milford Middle School	81,664.00	81,664.00	-	0.00%
9180678A	Milford Senior High School	166,235.00	166,235.00	-	0.00%
99900000	Board of Education	15,000.00	15,000.00	-	0.00%
99900000	School Resource Officers	15,000.00	15,000.00	-	0.00%
99900100	Legal Services and Audits	90,000.00	90,000.00	-	0.00%
99900300	District Expenditures	100,000.00	100,000.00	-	0.00%
99900300	School Safety and Security	277,488.00	277,488.00	-	0.00%
99900300	Intervention Services Grant	150,000.00	-	(150,000.00)	-100.00%
99900300	Public Relations and Communication	40,000.00	40,000.00	-	0.00%
99900300	Copy Center (District Wide)	200,000.00	200,000.00	-	0.00%
99910100	Superintendent	1,500.00	1,500.00	-	0.00%
99920000	World Language Immersion (State)	137,284.18	137,284.18	-	0.00%
99920000	Student Success Block Grant - Reading (State)	407,740.00	437,020.00	29,280.00	7.18%
99920000	Opportunity Grant Mental Health (State)	862,201.00	655,990.00	(206,211.00)	-23.92%
99920000	Education Opportunity Grant (State)	2,595,900.00	2,477,580.00	(118,320.00)	-4.56%
99920000	CPR Instruction and Child Safety Awareness (State)	1,058.00	10,104.00	9,046.00	855.01%
99920000	Principal Pipeline Project (State)	20,000.00	-	(20,000.00)	-100.00%
99920000	Literacy Emergency Fund - Bridge to Practice Award (State)	383,474.10	383,474.10	-	0.00%
99920000	Summer School	60,000.00	60,000.00	-	0.00%
99920000	Translators	5,000.00	5,000.00	-	0.00%
99920000	Extra Time Programs	30,000.00	30,000.00	-	0.00%
99920000	Curriculum and Instructional	150,000.00	150,000.00	-	0.00%
99920500	Professional Development Programs	-	42,427.00	42,427.00	
99920700	Athletics - High School	280,000.00	280,000.00	-	0.00%
99920700	Athletics - Middle Schools	46,500.00	46,500.00	-	0.00%
99920800	Driver's Education	21,480.00	21,480.00	-	0.00%
99930200	Tuition - Special Services	330,000.00	330,000.00	-	0.00%
99930200	Tuition - Special Services - ILC	275,000.00	275,000.00	-	0.00%
99930200	Unique Alternatives (State)	62,382.48	62,382.48	-	0.00%
99930300	Special Services	42,000.00	42,000.00	-	0.00%
99930300	Nurse Supplies	17,500.00	17,500.00	-	0.00%
99930300	Related Services (State)	116,598.00	-	(116,598.00)	-100.00%
99940100	Contingencies and One-Time Items	925,000.00	925,000.00	-	0.00%
99940200	Division I Formula and Other State Salaries	44,599,785.00	45,939,785.00	1,340,000.00	3.00%
99940300	Division II Vocational	109,339.00	109,419.00	80.00	0.07%
99940400	Division III/Local Salaries	13,840,000.00	14,250,000.00	410,000.00	2.96%
99940400	Local Limited Contracts	385,000.00	385,000.00	-	0.00%
99940500	Title I	2,077,394.41	1,793,193.00	(284,201.41)	-13.68%
99940500	Title II	349,245.00	350,239.00	994.00	0.28%
99940500	Title III	132,819.00	132,991.00	172.00	0.13%
99940500	Title IV	204,072.00	204,720.00	648.00	0.32%
99940500	IDEA Part B	1,289,407.00	1,296,423.00	7,016.00	0.54%
99940500	IDEA Preschool	58,591.00	58,491.00	(100.00)	-0.17%
99940500	Perkins	187,351.80	130,879.00	(56,472.80)	-30.14%
99940600	Insurance	160,000.00	175,000.00	15,000.00	9.38%
99940700	District Donations	175,000.00	100,000.00	(75,000.00)	-42.86%
99940810	Technology Equipment and Repair	286,500.00	286,500.00	-	0.00%
99940810	Technology Block Grant	106,294.00	106,294.00	-	0.00%
99940900	Tuition Reimbursement - Administrative	15,000.00	15,000.00	-	0.00%
99940900	Tuition Reimbursement	100,000.00	100,000.00	-	0.00%
99950000	Personnel/Human Resources	12,500.00	12,500.00	-	0.00%
99960000	Child Nutrition Operations	2,700,000.00	2,700,000.00	-	0.00%
99960000	Cafeteria Salaries (State)	811,152.00	811,152.00	-	0.00%
99960100	Facilities Maintenance	100,000.00	100,000.00	-	0.00%
99960100	Custodial Services and Supplies	165,000.00	165,000.00	-	0.00%
99960200	Operations and Utilities	443,000.00	443,000.00	-	0.00%
99960200	Division II, Energy	845,547.00	837,551.00	(7,996.00)	-0.95%
99960300	State Transportation	4,649,483.38	4,749,819.00	100,335.62	2.16%
99960300	State Homeless Transportation	457,746.00	660,246.00	202,500.00	44.24%
99960300	State Foster Transportation	280,598.00	280,598.00	-	0.00%
99960300	Transportation Supplies	1,000.00	1,000.00	-	0.00%
99960400	Transportation Internal Budget	30,000.00	30,000.00	-	0.00%
99960400	Local Homeless Transportation Match	50,860.67	73,360.67	22,500.00	44.24%
99960400	Local Transportation Match	515,192.60	526,341.00	11,148.40	2.16%
Total Operating Budget		\$ 83,372,337.12	\$ 84,528,584.93	\$ 1,156,247.81	1.39%
99970000	Local Debt Service	2,113,761.87	2,057,331.96	(56,429.91)	-2.67%
99970200	Minor Capital Improvements	1,455,707.42	1,503,163.00	47,455.58	3.26%
99970200	Local Capital Investments	1,310,603.05	-	(1,310,603.05)	-100.00%
Total Capital Budget		\$ 4,880,072.34	\$ 3,560,494.96	\$ (1,319,577.38)	-27.04%

TOTAL	\$ 88,252,409.46	\$ 88,089,079.89	\$ (163,329.57)	-0.19%
Reserve Allocation:				
Discretionary	\$ -	\$ 980,890.76		
Non-Discretionary	92,500.00	92,500.00		
Total Reserve Allocation:	\$ 92,500.00	\$ 1,073,390.76	\$ 980,890.76	
GRAND TOTAL	\$ 88,344,909.46	\$ 89,162,470.65	\$ 817,561.19	0.93%

Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4208

STAFF CONDUCT: HARASSMENT OR SEXUAL MISCONDUCT TOWARD STUDENTS

The Milford School District is committed to maintaining a safe and supportive environment for all students. Harassment, sexual misconduct, or inappropriate conduct by any staff member toward a student is strictly prohibited and will not be tolerated under any circumstances, whether on or off school premises.

For purposes of this Board Policy, “Staff Member” means any person employed by the District, as well as substitutes, contractors, volunteers, student teachers, and any other individuals authorized to work with or supervise students. “Student” means any individual enrolled in or participating in a District school, program, or activity, regardless of age. “Grooming” means conduct or communication intended to build trust with a student for the purpose of exploiting the relationship or assessing a student’s vulnerability, often through repeated or escalating behaviors that blur professional boundaries.

Staff Members are expected to maintain appropriate professional boundaries at all times. The nature of staff-student relationships requires sound judgment to ensure all interactions remain professional and aligned with the educational mission of the District. A student’s or parent’s consent does not make inappropriate conduct acceptable.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Any sexual or romantic relationship, advance, or interaction with a Student
- Physical contact of a sexual or intimate nature
- Sexually explicit, suggestive, or offensive verbal, written, or electronic communication
- Sharing or displaying sexually suggestive materials
- Engaging in grooming behaviors
- Encouraging secrecy in communications or relationships with a Student
- Any conduct that exploits a Student or compromises the Staff Member’s role as a professional authority figure

Professional Boundaries and Interactions

Staff Members must maintain clear and appropriate boundaries with Students at all times. Staff Members shall not:

- Develop relationships with Students that are overly personal, emotionally intimate, or peer-like

- Single out Students for inappropriate attention, gifts, or private interactions without a legitimate educational purpose
- Engage in conduct that could reasonably be perceived as inappropriate, overly familiar, or lacking a legitimate school-related purpose

Physical contact with Students must be limited to what is appropriate, non-invasive, and necessary for a legitimate educational purpose. Staff Members must avoid contact that could reasonably be perceived as intimate or suggestive.

When meeting one-on-one with Students, Staff Members should use observable settings whenever possible. When privacy is necessary, reasonable steps should be taken to ensure transparency.

Reporting Requirements

All Staff Members are mandatory reporters and must promptly report any known or suspected violation of this policy to an administrator and the District's Title IX Coordinator. Staff Members must also comply with all state-required reporting to law enforcement and child protection agencies.

Students, parents, and community members are encouraged to report concerns. Reports may be made to the Title IX Coordinator, an administrator, or other appropriate authority.

Retaliation against any individual who reports a concern or participates in an investigation is strictly prohibited.

Investigation and Consequences

The District will promptly investigate all reports of alleged misconduct and take appropriate action.

Any Staff Member found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Substantiated findings may be disclosed to future employers in accordance with applicable law and District procedures.

APPROVED:

REVISED:

NEXT REVIEW DUE:

**MILFORD SCHOOL DISTRICT
POLICY 4309D**

4309D

LIMITED CONTRACT POSITIONS

Limited contracts may not be added during the school year. In addition, new contracts require Superintendent discretion and subsequent Board approval prior to commencing. The Milford School District values extracurricular activities as a meaningful extension of student learning and engagement. Limited contracts are generally not added during the school year. Any new contract requires the discretion of the Superintendent and subsequent approval by the Board prior to commencement.

Limited Contract Compensation Payment Schedule	
Athletics Categories	Instruction Categories
A - \$3,500.00	1 - \$2,500.00
B - \$2,500.00	2 - \$1,750.00
C - \$1,750.00	3 - \$1,250.00
D - \$1,250.00	4 - \$1,000
E - \$1,000	5 - \$750.00

- **Limited Contract for Athletics:** Add \$50 per year (no limit)
- **Limited Contract for Instruction:** Add \$50 per year (no limit)

District - Athletics

Role	Program	Category
Director	Athletics	A
Coordinator	Athletics Event Coordinator	A
Coordinator	Athletics Event Coordinator	A

District - Instruction

Role	Program	Category
Coordinator	Comprehensive Induction Program: Semester 1	4
Coordinator	Comprehensive Induction Program: Semester 2	4
Coordinator	Odyssey of the Mind: Elementary	5
Coordinator	Odyssey of the Mind: Secondary	5
Lead	School Counselor: Elementary	3
Lead	School Counselor: Secondary	3
Lead	School Nurse: Elementary and Secondary	1

High School – Athletics

Role	Program	Category
Coordinator	Athletics Events: Fall	D

Coordinator	Athletics Events: Spring	D
Coordinator	Athletics Events: Winter	D
Head Coach	Baseball	B
Assistant Coach	Baseball	D
Assistant Coach	Baseball: Junior Varsity	D
Head Coach	Basketball: Boys	B
Assistant Coach	Basketball: Boys	D
Assistant Coach	Basketball: Boys - Freshmen	D
Head Coach	Basketball: Girls	B
Assistant Coach	Basketball: Girls	D
Coach	Cheerleading: Fall	C
Coach	Cheerleading: Winter	C
Head Coach	Cross Country	B
Assistant Coach	Cross Country	D
Head Coach	Field Hockey	B
Assistant Coach	Field Hockey	D
Head Coach	Football	A
Assistant Coach	Football	D
Assistant Coach	Football	D
Assistant Coach	Football	D
Assistant Coach	Football	E
Assistant Coach	Football: Defensive Coordinator	B
Assistant Coach	Football: Offensive Coordinator	B
Head Coach	Golf	C
Head Coach	Lacrosse: Boys	B
Assistant Coach	Lacrosse: Boys	D
Head Coach	Lacrosse: Girls	B
Assistant Coach	Lacrosse: Girls	D
Head Coach	Soccer: Boys	B
Assistant Coach	Soccer: Boys	D
Head Coach	Soccer: Girls	B
Assistant Coach	Soccer: Girls	D
Head Coach	Softball: Girls	B
Assistant Coach	Softball: Girls	D
Assistant Coach	Softball Girls: Junior Varsity	D
Head Coach	Swim	B
Assistant Coach	Swim	D
Assistant Coach	Swim	D
Head Coach	Tennis: Boys	C

Assistant Coach	Tennis: Boys & Girls	E
Head Coach	Tennis: Girls	C
Head Coach	Track	B
Assistant Coach	Track	D
Assistant Coach	Track	D
Assistant Coach	Track	D
Assistant Coach	Track	D
Head Coach	Track: Winter	C
Assistant Coach	Track: Winter	D
Assistant Coach	Track: Winter	D
Coach	Unified Basketball	D
Assistant Coach	Unified Basketball	E
Coach	Unified Track	D
Head Coach	Volleyball	B
Assistant Coach	Volleyball	D
Head Coach	Wrestling	B
Assistant Coach	Wrestling	D
Assistant Coach	Wrestling	D

High School – Instruction

Role	Program	Category
Coordinator	Advanced Placement	4
Director	Band	1
Assistant Director	Band	3
Coordinator	Band: Front Color Guard	5
Advisor	Business Professional of America (BPA)	4
Director	Chorus	2
Advisor	DECA	4
Advisor	Educators Rising	4
Advisor	FFA	4
Advisor	Freshman Class	4
Advisor	Health Occupations Student Association (HOSA)	4
Advisor	Homecoming	4
Advisor	Interact Club	3
Advisor	International Club	5
Advisor	Junior Class/Prom	3
Advisor	Math League	4
Advisor	National Honor Society	4
Member	School Leadership Team: At-Large	3

Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: CTE	3
Member	School Leadership Team: Language Arts	3
Member	School Leadership Team: Mathematics	3
Member	School Leadership Team: Related Arts/Health/PE/Drivers' Ed	3
Member	School Leadership Team: Science	3
Member	School Leadership Team: Social Studies	3
Member	School Leadership Team: Special Education	3
Advisor	Senior Class	4
Advisor	Skills USA	4
Advisor	Sophomore Class	4
Advisor	Student Government Association (SGA)	3
Advisor	Technology Student Association (TSA)	4
Choreographer	Theatrical Choreography	3
Director	Theatrical Drama Musical	1
Technician	Theatrical Lighting	3
Conductor	Theatrical Pit Conductor	3
Producer	Theatrical Producer	3
Designer	Theatrical Stage/Set	3
Coach	Theatrical Vocal Coach	3

Milford Central Academy – Athletics

Role	Program	Category
Coordinator	Athletics Event Coordinator: Fall	E
Coordinator	Athletics Event Coordinator: Spring	E
Coordinator	Athletics Event Coordinator: Winter	E
Head Coach	Baseball	C
Assistant Coach	Baseball	D
Head Coach	Basketball: Boys	C
Assistant Coach	Basketball: Boys	E
Head Coach	Basketball: Girls	C
Assistant Coach	Basketball: Girls	E
Coach	Cheerleading: Fall	E
Coach	Cheerleading: Winter	E
Head Coach	Cross Country	B
Head Coach	Field Hockey	C
Assistant Coach	Field Hockey	E
Head Coach	Football	B

Assistant Coach	Football	D
Assistant Coach	Football	D
Head Coach	Lacrosse: Boys	C
Head Coach	Soccer: Boys	C
Assistant Coach	Soccer: Boys	E
Head Coach	Soccer: Girls	C
Assistant Coach	Soccer: Girls	E
Head Coach	Softball: Girls	C
Assistant Coach	Softball: Girls	D
Head Coach	Track	C
Assistant Coach	Track	E
Assistant Coach	Track	E
Assistant Coach	Track	E
Assistant Coach	Track	E
Head Coach	Volleyball	C
Assistant Coach	Volleyball	E
Head Coach	Wrestling	C
Assistant Coach	Wrestling	E

Milford Central Academy – Instruction

Role	Program	Category
Director	Band	2
Advisor	Business Professional of America (BPA)	4
Director	Chorus	3
Advisor	FFA	4
Advisor	Health Occupations Student Association (HOSA)	4
Advisor	National Junior Honor Society	4
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: Language Arts	3
Member	School Leadership Team: Mathematics	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: Science	3
Member	School Leadership Team: Social Studies	3
Member	School Leadership Team: Special Education	3
Advisor	Student Council	4
Advisor	Technology Student Association (TSA)	4
Director	Theatrical	2
Assistant Director	Theatrical	3
Choreographer	Theatrical Choreography	3

Advisor	Yearbook	4
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Milford Middle School

Role	Program	Category
Advisor	Honor Society	4
Advisor	Running Club: Girls	5
Advisor	School Choice: Club	4
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: Grade 5	3
Member	School Leadership Team: Grade 5	3
Member	School Leadership Team: Grade 6	3
Member	School Leadership Team: Grade 6	3
Member	School Leadership Team Literacy Team (Reading/MLL)	3
Member	School Leadership Team Related Arts/Specialists	3
Member	School Leadership Team Special Education	3
Advisor	Student Council	4
Director	Theatrical	3
Advisor	Yearbook	4

Mispillion Elementary School and Ross Elementary School

Role	Program	Category
Advisor	Running Club: Boys	5
Advisor	Running Club: Girls	5
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: Grade 2	3
Member	School Leadership Team: Grade 3	3
Member	School Leadership Team: Grade 4	3
Member	School Leadership Team: Literacy Team (Reading/MLL)	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: Special Education	3
Advisor	Student Council	4
Advisor	Yearbook	4

Banneker Elementary School and Morris Elementary Early Childhood Center

Role	Program	Category
Member	School Leadership Team: PreK	3
Member	School Leadership Team: Grade K	3
Member	School Leadership Team: Grade 1	3

Member	School Leadership Team: Literacy Team (Reading/MLL)	3
Member	School Leadership Team: Special Education	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: At-Large	3
Advisor	Yearbook	4
Member	School Leadership Team: At-Large	3

APPROVED: 7/6/21

REVISED: 8/22/22, 4/15/24, 9/22/25

NEXT REVIEW DUE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4323(a)

LOCAL SALARY SUPPLEMENT: CAFETERIA WORKERS

YEARS EXPERIENCE	LOCAL	
0	2.40	2.71
1	2.43	2.71
2	2.44	2.71
3	2.45	2.71
4	2.49	2.71
5	2.52	3.02
6	2.53	3.02
7	2.57	3.02
8	2.58	3.02
9	2.60	3.02
10	2.61	3.13
11	2.62	3.13
12	2.65	3.13
13	2.69	3.13
14	2.70	3.13
15	2.72	3.26
16	2.72	3.26
17	2.72	3.26
18	2.72	3.26
19	2.72	3.26
20	2.81	3.51
21	2.81	3.51
22	2.81	3.51
23	2.81	3.51
24	2.81	3.51
25	2.87	4.31
26	2.87	4.31

27	2.87	4.31
28	2.87	4.31
29	2.87	4.31
30	2.87	4.31

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

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

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

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

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

ADOPTED: 01/19/81

~~REVISED-AMENDED~~: 06/21/82; 08/20/84; 08/19/85; 08/25/86; 01/23/89; 10/23/89; 02/25/91; 06/21/93; 07/01/97; 07/01/99; 07/01/01; 11/24/03; 05/24/04; 05/23/05; 05/22/06; 05/21/07; 06/30/08; 03/22/10; 06/20/11; 09/24/12; 07/08/13; 12/15/14; 10/19/15; 07/01/16; 07/01/18; 10/18/21; 06/26/23; 07/15/24; 09/16/24; ~~06/15/26~~

NEXT REVIEW DUE: March 2031

POLICY

5109

Pediculosis (Head Lice)

The Milford School Nurses would like to propose the following policy be adopted as it reflects current recommended practice by the National Association of School Nurses and current pediculosis research. Adoption of this policy will require the previously adopted “No Nit Policy”.

I.- Head Lice Definition:

Head lice are tiny, wingless, parasitic insects that move and feed on blood from the scalp. They can spread from person to person by direct contact (head to head) or if the head touches an object that has been infested with lice from another person, such as furniture, bedding, or clothing.

Procedure: Any student who is found to have live lice on their scalp is to be excluded from school until such time as they have been treated with a lice removal product. They are to be lice free before returning to school. The school nurse will check each returning student to determine whether he/she is lice free and may remain at school.

II.- Nits (eggs) Definition:

Nits are the eggs that are laid by live head lice. The nits are adhered to the hair shaft. A large percentage of nits are killed during head lice treatments. Removal of all nits is considered a part of effective head lice treatment. The nits, as such, are not a cause of the spread of head lice. The second phase of treatment, one week after the initial treatment, is designed to eliminate any additional head lice that may hatch from nits that survive or are not removed from the hair.

Procedure: All nits are to be removed from the hair following head lice treatment. Students will be allowed to return to school following head lice treatment before all nits have been removed, in the absence of live lice. The school nurse will continue to frequently examine those students who have nits in their hair until all nits are removed. If live lice are found during these examinations, students will be excluded from school pending treatment.

III. National Association of School Nurses Position Statement Conclusion

It is the position of the National Association of School Nurses that the management of pediculosis should not disrupt the educational process. Children found with live head

lice should be referred to parents for treatment. Data does not support school exclusion for nits. Because no disease process is associated with head lice, schools are not advised to exclude students when nits remain after appropriate lice treatment, although further monitoring for signs of re-infestation is appropriate. The school nurse, as student advocate and nursing expert, should be included in school district community planning;

implementation and evaluation of vector control programs for the school setting. The school nurse retains an important role in education all constituencies about pediculosis and dispelling myths and stigmas regarding lice infestation. (Adopted July 2004) (See the attached copy of the complete NASN Pediculosis Position Statement for a list of References and Resources)

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ADOPTED: 3/21/11

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

5114

STUDENT CELL PHONE USE

Purpose

The Milford School District, in accordance with Senate Bill 106, will establish and maintain this policy for student use of cell phones and personal electronic devices. Students are expected to use cell phones and other personal electronic devices responsibly and in a manner that does not disrupt instruction, compromise student or staff safety, or interfere with the orderly operation of the school. For the purpose of this policy restricted use begins at the first bell and ends at the last bell of the day.

Acceptable Use of cell phones and electronic devices

The district discourages students from bringing cell phones and/or personal electronic devices to school. Such devices include but are not limited to cell phones, smart watches, tablets, lasers, cameras, AI glasses, electronic games, etc.

Prek-8 grade:

Students will not use cell phones or other personal electronic devices during school hours.

9-12 grade:

Student use of cell phones or other personal electronic devices is prohibited during instructional time. During these time periods, phones and personal electronic devices should be powered off and kept out of sight. Use of such devices is permitted only during designated times established by the school, including before school, during lunch, and after school.

Prohibited Use of cell phones and electronic devices

Students may not use devices to:

- Record, photograph, or audio record others without permission
- Air drop/Quick share content
- Engage in bullying, harassment, or intimidation
- Access inappropriate or unsafe content
- Violate academic integrity (cheating, plagiarism, AI misuse)
- Disrupt the educational environment

Approved Exceptions

Use of devices may be permitted with pre-approval and under the following conditions:

- Instructional use directed by a teacher
- Medical necessity (e.g., glucose monitoring)
- Required accommodation in an IEP or 504 Plan
- Translation or accessibility needs
- Administrative approval for extenuating circumstances

Emergency Communication

- Students will have access to school phones to contact families when needed
- In emergencies, school staff will facilitate communication
- Students may be granted access to personal devices during verified emergencies

Consequences of Violations

Students will be disciplined progressively as detailed in the Milford School District Code of Conduct 5404 for Unauthorized Use of an Electronic Device up to and including the use of cell phone pouches and police notification.

Liability

The District is **not responsible** for lost, stolen, or damaged cell phones or electronic personal devices brought to school.

Communication of Policy

The District will:

- Communicate this policy annually via student handbooks, website, and orientation
- Require student and parent/guardian acknowledgment
- Ensure staff consistently reinforce expectations

Data Monitoring and Review

The District will:

- Monitor discipline data related to policy violations
- Use data to ensure equitable enforcement
- Review and adjust the policy periodically with stakeholder input

ADOPTED:

**MILFORD SCHOOL DISTRICT
Milford, DE 19963**

Policy

5312

RESPONDING TO SCHOOL TEEN DATING VIOLENCE AND SEXUAL ASSAULT

Purpose: The Milford School District, in accordance with 14 Del. C. § 4166, will establish and enforce this policy for responding to school teen dating violence and sexual assault. The District prohibits Sexual Assault and Teen Dating Violence by any person at any school sponsored function or on any school property during at any time.

Definitions:

Alleged Perpetrator: is the student who is suspected of committing an act of misconduct against another student.

Child Sexual Abuse: is any sexual act which is non-consensual or prohibited due to the ages of the child and perpetrator.

Parent: includes natural parent, adoptive parent, any person, agency, or institution that has custody or guardianship over a student.

Physical Misconduct: involves any intentional contact that causes physical harm to another student. Physical Misconduct includes, but is not limited to, teen dating violence, school crimes, other crimes and Title IX complaints.

Emotional Misconduct: involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a student. Emotional Misconduct includes, but is not limited to, teen dating violence, other crimes and Title IX complaints.

Minimal Facts Questions: are questions that help reporters to obtain the information needed to make a clear and concise report of child abuse and neglect to the Division of Family Services, and it focuses reporters on the essential information – what, when, where and who?

School Employee: shall include all people employed by a school district or charter school; subcontractors such as bus drivers or security guards; substitute employees; and people hired by or subcontracted by other state agencies to work on school property. This includes school-based wellness center staff and volunteers and community agency staff.

School Environment: means within or on school property, and at school sponsored or supervised activities, including, for example, on school buses, at functions held on school grounds, at school sponsored extracurricular activities held on and off school grounds, and on field trips.

School Crimes: means a school employee has reasonable suspicion that a student has been the victim of a violent felony, Assault III or Unlawful Sexual Contact III and the offense was committed by another student as outlined in Title 14 Del. C. §4112.

School Property: shall include any building, structure, athletic field, sports stadium that is owned, operated, leased or rented by any school district or charter school; any motor vehicle owned, operated, leased, rented or subcontracted by school district or charter school; or remote learning platform.

School Volunteer: means a person 18 years of age or older who, without compensation, renders service to a school district or charter school. School volunteers include parents who assist in school activities or chaperone school functions.⁹

Sexual Misconduct: is conduct of a sexual nature that is committed without consent or by intimidation, coercion, threat or force, or the student is unable to consent due to the student's age. Sexual Misconduct includes, but is not limited to, child sexual abuse, teen dating violence, school crimes, other crimes and Title IX complaints. Please also see attached Determining Age of Consent for Sexual Contact.

Teen Dating Violence: means assaultive, threatening, or controlling behavior, including stalking as defined in § 1312 of Title 11, that one person uses against another person in order to gain or maintain power or control in a current or past relationship and can occur in both heterosexual and same sex relationships and in serious or casual relationships.

Title IX of the Education Amendments of 1972: is federal legislation that prohibits discrimination on the basis of sex in educational programs and activities. Complaints or inquiries concerning sexual harassment or discrimination on the basis of sex should be directed to the School District or Charter School's Title IX Coordinator. 15.

Victim: is a student allegedly harmed by another student.

Confidentiality:

- **School Counselors, School Nurses, 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 under certain circumstances such as law enforcement investigations, mandatory

reporting (such as child sexual abuse) and in the course of certain judicial or administrative proceedings. Additionally, students may give informed consent to release their information. 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 reasonable suspicion of child abuse or neglect, or
 - a student presents with the following: a stab wound; non-accidental poisoning; a bullet/gunshot wound; powder burn, or other injury caused by the discharge of a firearm.
- 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 teen dating violence of a minor and/or any sexual assault, the school employee must take immediate and appropriate action to explore the incident and keep the student victim safe.

Mandatory Reporting:

The district will ensure that 11 Del. C. 4112 is followed at all times regarding mandatory reporting to law enforcement. Staff will report suspected child abuse and neglect to the Division of Family Services. Section 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 section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in 16 Del. C. 901.

Identification of Teen Dating Violence and Sexual Misconduct:

A school employee or volunteer may develop reasonable suspicion that sexual misconduct between students has occurred when:

- The incident was witnessed
- A student makes a disclosure, even if it is minimal in detail; or,
- Indicators of possible sexual misconduct are known (such as a change in behavior or physical sign)

Procedure for Responding to Incidents of Teen Dating Violence and Sexual Assault

The District will investigate all allegations of Teen Dating Violence and/or Sexual Assault in as prompt and confidential a manner as possible.

Procedure Regarding Immediate Response:

- 1) If a student reports an incident(s) of Teen Dating Violence or Sexual Assault, the District employee receiving the report will respond quickly and firmly to intervene, if safety permits. The District employee will provide the victim with a safe location that provides confidentiality and is separate from the accused.
- 2) The District employee will notify the building administrator who will assess for injuries and need for medical or mental health intervention. Contact the School Nurse for medical assistance and 911 if necessary. Connect the victim with mental health resources if necessary.
- 3) Ask minimal facts questions to gather only information to determine what is alleged to have happened, when it happened, who is the alleged perpetrator, and where it happened. Document initial findings in Required DDOE Incident report in state approved Student Information System (SIS).

Immediate notification of the allegations:

- 1) DFS Report Line – the District employee or volunteer will make an immediate report to the Division of Family Services for any sexual misconduct between student, regardless of the victim's age and the relationship between the students. The report will be made regardless of where the offense occurred. Call 1-800-292-9582 or make an online report.
- 2) The administrator will make an immediate report to law enforcement for any sexual misconduct between students, regardless of the victim's age or the relationship between the students. Notification to a School Resource Office fulfills the obligation to report to law enforcement. The report will be made regardless of where the offense occurred.
- 3) District Office and Title IX Coordinator – The Administrator will notify the district office and the Title IX Coordinator as soon as practical. Document time, date, and method of notification to law enforcement, DFS, DOE in the required incident report in the state approved SIS. The District will work closely with legal counsel to determine when to initiate the Title IX investigation when law enforcement are completing an investigation.
- 4) The Administrator will make reasonable efforts to notify the victim's parent/guardian. Written notification of the incident to the victim's parent/guardian will be sent within 3 school days for any physical or emotional misconduct involving school crimes.

Procedure for Overall Response to Incidents:

- The district employees involved will document the details of the victim's disclosure, being sure to include the victim's exact words. Do not require the victim or alleged perpetrator to write a statement.
- Protect physical evidence whether related to the victim, alleged perpetrator, or scene which could be lost prior to law enforcement arrival. Absent from an urgent medical issue, the victim should not be examined for physical evidence nor bathe or wash their hands.
- Await instructions from District office and Title IX coordinator prior to conducting any interviews with anyone involved.
- Supportive Measures - develop and implement a safety plan with the victim to increase, enhance, and monitor the victim's safety. Include IEP and 504 teams as needed to ensure students with disabilities' needs are addressed appropriately.

Follow up Actions for Responding to Incidents:

- Once law enforcement concludes or declines its involvement and the Title IX Coordinator has reviewed and advised on the incident next steps, complete the administrative investigation and administer discipline consequences to the alleged perpetrator for the physical or emotional misconduct per the Code of Conduct.
- Warn against retaliation – inform the alleged perpetrator that retaliation or threats of retaliation in any form designed to intimidate the victim, or those who are witnesses, or those investigating an incident shall not be tolerated.
- Maintain complaints – maintain sexual misconduct complaints in a file separate from academic records.

Training:

- All administrators, school nurses, and school counselors in the District serving students in grades 6 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 the Delaware Code, Title 14, Section 4162(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.

Immunity:

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

Consequences for Offenses:

Any student who commits the offenses of Teen Dating Violence or Sexual Assault is subject to disciplinary action up to expulsion in accordance with Board policy 5404, Milford School District Code of Conduct.

Policy Notification:

The policy will 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 in grades 6 through 12 and their parents, faculty, and staff. This policy will be available on the District website.

Section IX: Rules and Regulations:

Implementation of this policy will comply with all rules and regulations the Delaware Department of Education may promulgate to implement Delaware Code, Title 14, Section 4166 as well as the Milford School District Board of Education Policy 4101 Title IX Rights and Responsibilities.

ADOPTED: 1/26/2015

Updated:

~~This Policy applies to all employees of the Milford School District. Training of the Policy applies to Administrators, School Nurses, and School Counselors.~~

~~The Milford 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.~~

~~The Superintendent shall ensure that all requirements of 14 Del. C. § 4112E in regards to School Teen Dating Violence and Sexual Assault are included in the Student Code of Conduct and are reviewed annually and updated as needed.~~

~~Responding to Teen Dating Violence and Sexual Assault Policy~~

~~Definition: The following words, terms, and phrases, when used in this Policy, shall have the meaning ascribed to them except when the context clearly indicates another meaning:~~

a) ~~“Sexual Assault” means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim, or a perpetrator 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 as defined by Title 11, § 763;~~

~~Sexual contact as defined by Title 11, § 761;~~

~~Sexual intercourse as defined in Title 11, § 761;~~

~~Sexual penetration as defined in Title 11, § 761 and child abuse as defined in Title 10 § 901.~~

b) ~~Teen dating violence means assaultive, threatening, or controlling behavior, including but not limited to, stalking as defined in Title 11, § 1312, that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same-sex relationships and in serious casual relationships.~~

~~Although this Policy is established to comply with Title 14, § 1312E, School Teen Dating Violence and Sexual Assault Act, it also overlaps with Title 14 § 1312, Reporting School Crimes. The following mandatory and non-mandatory reporting protocol is as follows:~~

~~A) School Crimes: Title 14 § 4112 requires an immediate report and shall be made by the school principal or designee to the appropriate police jurisdiction when a school employee has reasonable suspicion that one of the following offenses occurred: A student suffers a violent felony offense, unlawful sexual contact, or an assault that is not sexual in nature. Also, a mandatory reporting is required if the school employee commits any violent felony, assault in the third degree or any sexual offense against a student regardless of where the incident takes place. This offense also requires an immediate report to Division of Family Services. Any school employee who witnessed or who has knowledge of the incident shall also report it.~~

~~B) Sexual Violence: Any abusive sexual behavior that is committed against a minor or an adult, regardless of where the incident took place, must immediately be reported to Division of Family Services. However, if a student, 18 years of age or older, is a victim of sexual violence that occurs outside the school environment, then the incident does not require a mandatory report (unless the perpetrator is a school employee). Law enforcement should also be contacted in cases of sexual violence. This reporting requirement must be made by any school employee who 3-witnessed or was given information about the incident.~~

C) Teen Dating Violence: In general, teen dating violence is not a mandatory report except under certain circumstances. These circumstances include:

a) Violent Felony in the school environment: - An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

b) Assault III in the school environment:

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

c) Unlawful Sexual Contact III in the school environment: - An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

d) Abusive Sexual Behavior Against a Minor regardless of where the incident occurs and Abusive Sexual Behavior against a student 18 years of age or older in the school environment: - An immediate report shall be made to the Division of Family Services. Law Enforcement should also be contacted.

e) Threats of Harm to Self or Others: - An immediate report shall be made to the appropriate police jurisdiction.

D) Responding to Teen Dating & Sexual Violence: This protocol is intended for teen dating violence that occurs (in the school environment or outside the school environment) and do not require a mandatory report to Division of Family Services or law enforcement.

-a) Any school employee who learns that a student may be a victim of teen dating violence not requiring a mandatory report shall take the following steps:

1) Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and alleged perpetrator together.

2) Refer to the Student Code of Conduct based on the behavior but consider additional responses, such as providing outside resources to the student.

3) Refer the victim to the counselor in the school for services and safety planning.

E) Any counselor in the school who learns from another school employee that a student may be a victim of teen dating violence not requiring mandatory reporting shall take the following steps:

- Inform the victim of school and community resources as needed, including their right to access advocacy and counseling services, file charges or seek legal protection, such as a Protection from Abuse Order.

- Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after-schooling activities.

F) Protocol for Responding to Teen Dating Violence When Mandatory Reporting is Required:

Any school employee who learns that a student may be a victim of teen dating violence requiring mandatory reporting shall take the following steps:

- Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and alleged perpetrator together.
- Report mandatory reporting incidents to the appropriate police jurisdiction. Division of Family Services must also be notified if sexual violence occurs in the teen dating relationship. The School Resource Officer may also be notified, if applicable.
- Refer to the Student Code of Conduct based on the behavior, but consider additional responses, such as providing outside resources to the student.

Protocol for Responding to Sexual Violence – Where Mandatory Reporting is not Required

Mandatory reports are required in all instances of sexual violence except for when a student, 18 years of age or older, is a victim of sexual violence that occurs outside of the school environment (unless the perpetrator is a school employee). This protocol is intended for those instances that do not require a mandatory report. Any school employee who learns that a student, 18 years of age or older, may be a victim of sexual violence not requiring mandatory reporting shall take the following steps:

- Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and alleged perpetrator together.
- Refer to the Student Code of Conduct based on the behavior, but consider additional responses, such as providing outside resources to the student.
- Refer the victim to the Counselor in the school for services and safety planning. Any Counselor in the school who learns from another school employee, that a student may be a victim of sexual violence not requiring mandatory reporting, shall take the following steps:
- Inform the victim of school and community resources as needed, including the right to access advocacy and counseling services, file charges, or seek legal protection, such as a Protection from Abuse Order.

- Encourage the victim to seek medical attention. The victim will not be responsible for out of pocket costs by obtaining a Sexual Assault Exam.
- Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after school activities.

Protocol for Responding to Sexual Violence - Mandatory Report Required:

- Regardless of where the incident takes place, any abusive sexual behavior against a minor by another minor or adult requires an immediate report to the Division of Family Services. This should also be reported to the appropriate police jurisdiction.
- Any school employee who learns that a student may be a victim of sexual violence requiring a mandatory report shall take the following steps:
 - Separate the Victim from the alleged perpetrator. Do not under any circumstances meet with the victim and alleged perpetrator together.
 - Report incidents that fall under the mandatory reporting obligation to the appropriate police jurisdiction and Division of Family Services when appropriate and notify the School Resource Officer if applicable. The School Administrator or Designee Shall Take the Following Steps:
 - Speak with the victim and alleged perpetrator separately if approved by the investigating agency. The alleged perpetrator should be told that any statement made may be part of any future discipline or delinquency or criminal proceeding.
 - Speak with bystanders/witnesses who may have been present or involved.
 - Administer disciplinary consequences to the alleged perpetrator per the Student Code of Conduct regarding this type of behavior when appropriate, including but not limited to making a disciplinary referral and a counseling referral.
 - Inform the victim of his/her right to file a Protection from Abuse Order or school-based complaint of sexual harassment, dating violence or sexual violence with any counselor or administrator. Support the victim in documenting the incident.
 - Contact the parents/guardian of the victim and the alleged perpetrator to inform them that an incident of dating violence or sexual violence is being investigated.
 - Document actions taken.

Working with Victims:

- Safety is and always will be the primary focus of concern.
- Identify action to be taken to insure safety and ability of this victim to participate in school without fear of intimidation. Include the victim in determining safety precautions.

- Inform parents/guardians of school resources as needed. These include but are not limited to: right to access advocacy and counseling services, file charges or seek legal protection, such as a Protection from Abuse Order.
- Encourage victim to seek medical attention if needed.
- Encourage victim to report further incidents.
- Inform the victim of his/her right to request an in-school Stay-Away Agreement or another school based alternative to a Protection Order.
- If sexual harassment is involved, inform the victim of his/her right to file a complaint of sexual harassment directly with the Title IX Coordinator.
- Monitor the victim's safety.

Administrators May Advise the Victim of His/Her Right to Have a Support Person Present During All Stages of the Investigation.

Protocol for Working with the Alleged Perpetrator:

- Conference with the alleged perpetrator and parent/guardian.
- Tell alleged perpetrator that any statements made may be part of future disciplinary, delinquency or criminal proceedings.
- Emphasize expectations for positive behavior. 7
- Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents.
- Discuss implications of Stay-Away Agreement, school-based alternative to a Protection from Abuse Order.
- Inform perpetrator's parent/guardian regarding the support available at school or in the community as needed.
- Address the seriousness of retaliation against the victim for reporting the incident or cooperation with the investigation. Inform the alleged perpetrator that retaliation or threats of retaliation in any form intended to intimidate the victim or those who are witnesses, or those investigating an incident shall not be tolerated.
- Consider increased supervision of the alleged perpetrator.
- Document the meeting and any action plans in place.

Documentation of Incidents:

~~The School Administration or Designee Shall:~~

- ~~Maintain teen dating and sexual violence complaints in a file separate from academic records.~~
- ~~The documentation of teen dating and sexual violence shall include the following: -- Obtain through investigation of the facts regarding: who assaulted who; date, and time; where the incident occurred; names of those present, witnesses and other victims. -- The victim and alleged perpetrator information including class schedules, group and club memberships, and school activities. -- Disciplinary and accommodations recommendations.~~
 - ~~o Response actions taken, including safety planning, referrals for services and counseling and disciplinary actions and:~~
 - ~~o Incident updates, including responses to disciplinary action, alleged perpetrator compliance, utilized of referrals for services, review of safety plans, and takes reports from the victim, including further referrals for services.~~

Confidentiality

School Counselors, Mental Health Providers, Medical Professionals

- ~~Maintain confidentiality of all information acquired in a professional capacity 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.~~

Other School Employees Including Teachers and Administrators

- ~~Once any school employee knows or reasonably should know of possible sexual violence of a minor, the school employee must take immediate and appropriate action to explore the incident and keep the student safe.~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY

5402

NON-STUDENTS - CRIMINAL AND SCHOOL RULE VIOLATIONS

Purpose:

The Milford School District is committed to maintaining a positive environment for students, staff, and community members. This policy has been established to address all visitors (adults and students) who violate the Milford School District rules or local, state or federal laws while on our school campuses. This policy will work in collaboration with the Milford School District Board of Education Civility policy, 1016.

Reporting:

All employees shall immediately report any incident involving a non-student that constitutes a criminal act or a violation of Board policy or school rules to the building administrator or designee.

Authority and Responsibility:

The building administrator or designee shall have primary responsibility for addressing incidents involving non-students on school property. In the absence of an administrator, the staff member present is authorized to take reasonable and appropriate action consistent with this policy to maintain safety and order.

Criminal Violations:

In instances where a non-student engages in conduct that constitutes a criminal offense, the following actions shall be taken:

1. The individual shall be directed to immediately cease the unlawful conduct; and
2. Law enforcement shall be notified for appropriate response, including arrest when warranted.

School Rule Violations:

In instances where a non-student violates Board policy or school rules, the following graduated response shall be implemented in sequence, as necessary:

1. Direct the individual to cease the prohibited conduct;
2. Direct the individual to leave school property; and
3. Notify law enforcement to remove the individual if the individual fails to comply.

Enforcement:

Failure of a non-student to comply with lawful directives issued under this policy may result in removal from school property, issuance of a trespass warning, and/or criminal charges as appropriate.

~~1. Staff will report incidents to administrator.~~

~~2. Administrator (if available) will deal with non-student.~~

~~If administrator is not available, then the staff member will deal with the non-student.~~

~~3. Procedure for criminal violations: (Implement both steps)~~

~~First: Request person to quit offense.~~

~~Second: Call police for arrest.~~

~~4. Procedure for school rule violations: (Go to successful step in this sequence.)~~

~~First: Request person to quit offense.~~

~~Second: Require person to leave grounds.~~

~~Third: Call police for removal of person.~~

~~ADOPTED: 4/14/75, 3/21/77, 2/27/78~~



Milford School District Code of Conduct



2026-2027

Milford School District
906 Lakeview Avenue
Milford, Delaware
302-422-1600

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

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Chapter One: Introduction and Expectations

INTRODUCTION:

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

- Students in the Milford School District shall respect constituted authority.
- Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others. Cooperation with all members of the school community is expected.
- High personal standards of appearance, clothing, courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all.
- Students, Parent(s)/Guardian(s), and Staff are expected to become familiar with the entire contents of this document.

This policy aligns with Milford School [District Board Policy 5407 Student Rights - Establishment of a Discipline System.](#)

WHAT IS THE STUDENT CODE OF CONDUCT?

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

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

WHEN IS THE CODE OF CONDUCT APPLICABLE?

THE CODE OF CONDUCT APPLIES:

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

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

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

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

STUDENTS WITH DISABILITIES:

In cases involving students with an IEP or Section 504 Plan, consult with the appropriate coordinator or case manager to determine and consider any behavioral goals and/or intervention plans prior to determining disciplinary consequences.

An IEP team or Section 504 team meeting shall be conducted for students with a disability if disciplinary removal from school for more than ten (10) days, alternative placement, or expulsion is recommended. Ten (10) days can be consecutive or cumulative as defined by Federal and State laws and regulations. Special education services must be provided after the 10th day.

DELAWARE INTERSCHOLASTIC ATHLETIC ASSOCIATION REQUIREMENTS:

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

UNSAFE SCHOOL STUDENT TRANSFER OPTION:

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

SCHOOL ADMINISTRATION & IN LOCO PARENTIS RIGHTS:

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

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

CODE OF CONDUCT REVIEW:

The Milford School District Code of Conduct is an official policy of the Milford School District Board of Education. The Board of Education expects that this Code will be subject to ongoing review and revision in response to: administrative, staff, student, and parent suggestions; legal interpretation; and annual review.

EXPECTATIONS:

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

EXPECTATIONS OF STUDENTS:

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

EXPECTATIONS OF PARENTS/GUARDIANS:

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

EXPECTATIONS OF SCHOOL STAFF:

- Strengthen students' self-concept and promote confidence to learn by maintaining a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, physical characteristics,

national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity/expression or sex

- Know school policies and rules and enforce them in a fair and consistent manner
- Communicate to students and families: course objectives and requirements, marking/grading procedures, assignment deadlines
- Set expectations for students' classroom behavior and discipline
- Maintain confidentiality in accordance with federal and state law
- Communicate regularly with students, families, and other teachers concerning growth and achievement
- Address/report issues of harassment/bullying or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is on school property, or at a school function
- Ensure that for all students with disabilities (IEP or 504) have a Manifestation Determination Review Meeting (MDR) when out of school suspension equals or exceeds 10 days. Educational services should be provided for any days exceeding the 10th day of suspension.

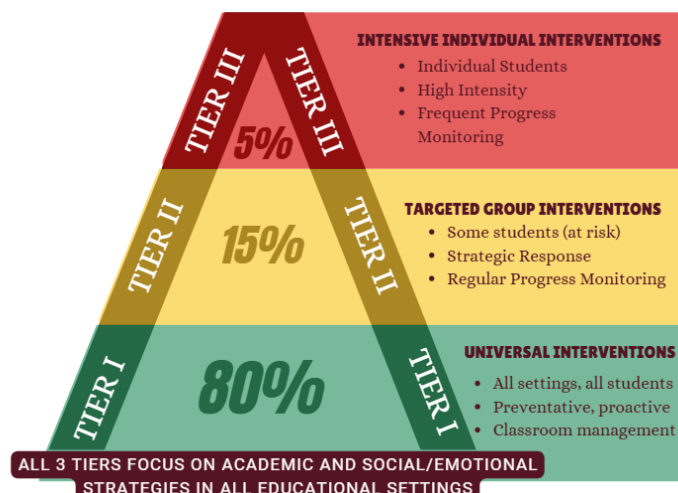
MULTI-TIERED SYSTEMS OF SUPPORT IN THE MILFORD SCHOOL DISTRICT

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

MTSS AND DISCIPLINE:

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

MTSS TIERS IN MSD:



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

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

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

PROGRESSIVE DISCIPLINE IN MSD:

Understanding discipline as a teachable moment is fundamental for a positive approach to discipline. Progressive discipline, to be employed where appropriate, uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

The goal of progressive discipline is the prevention of a recurrence of undesirable behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused;
- Understand what they could have done differently in the same situation;
- Take responsibility for their actions;
- Be given the opportunity to learn prosocial strategies/skills to use in the future;
- Understand the progression of more stringent consequences if the behavior reoccurs

Chapter Two: Student Conduct on the Bus

Student safety is a top priority for the Milford School District. School bus drivers are considered school officials. Students are expected to follow the rules outlined in this Code of Conduct when riding District transportation. Activities for which a student may be on a bus include, but are not limited to, riding their assigned bus to and from school, activity buses, athletic buses, field trips, etc.

The bus and bus stops are an extension of the school, therefore, the Code of Conduct is enforceable on the bus and at bus stops. Students who do not follow safe procedures on the bus, or at the bus stop, will be subject to disciplinary action including suspension or denial of bus privileges as outlined in this Code of Conduct.

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

Each school will be responsible for presenting the following Bus Safety Rules to all students in the District (including walkers). The purpose of these presentations are to ensure students are aware of the bus safety rules, safe procedures while entering and exiting the school bus, and safe street crossing techniques, etc.

THE BUS SAFETY RULES INCLUDE:

- Follow all directions from the Bus Driver/Bus Aid
- Stay seated (bottom to bottom, back to back, book bag on your lap, facing forward)
- No eating or drinking
- Keep your hands and your feet to yourself and out of the aisle
- All body parts belong inside the bus (hands, head, hair, feet, etc.)
- Talk quietly (no shouting, screaming, loud noises, etc.)
- Do not throw or toss objects inside or out of the bus
- Keep your belongings inside your book bag
- Do not touch emergency equipment (back and side door, roof hatches, first aid and body fluid kits, etc.)

In addition to Bus Safety Rules, the following regulations will assist with safety, prompt arrivals and departures of buses, and promote a positive atmosphere on the school bus:

- Students must ride their assigned bus to and from their assigned stop. Switching buses without administrative permission is strictly prohibited.
- Students should be present and visible at their assigned stop ten (10) minutes before the assigned bus stop time. A bus will not be dispatched to pick up students who were not present on time.
- Students are not to leave the bus without the driver's permission, except on arrival at their regular bus stop or at school.
- Students should help keep the bus clean, sanitary, and orderly. Students will be held liable for damaging bus equipment and/or seats.
- The bus windows should not be opened without permission from the Bus Driver.
- Students are prohibited to use any tobacco, drugs or drug-like substances while on the bus. Students are required to follow Appendices F & G (Drug and Alcohol Policy and Tobacco and Vaping Policy) while utilizing District transportation.
- Students are not to use abusive language, profanity, obscene gestures, or spit on the bus.
- Students may not bring live animals (unless service animal outlined in 504 or IEP), balloons, glass containers, or skateboards on the bus.
- Athletic equipment, band instruments, or other school materials brought on the bus must fit between the student's legs and not be placed on the seat or in the aisle. This equipment is not to be used or played with while on the bus. If equipment has sharp edges or hooks it should be bagged properly in order to avoid potential injury to students or damage to the bus.
- Students are to enter the bus, immediately take their seats, and remain seated until the bus comes to a complete stop.
- Students are to conduct themselves in a manner that will not distract the driver. Distracting the driver puts everyone at risk.

****VIOLATION OF THESE REGULATIONS MAY RESULT IN DISCIPLINARY ACTIONS. ****

SAFETY PROCEDURES FOR BOARDING AND EXITING THE BUS:

- Students should never stand or play in the street while waiting for the bus.

- If crossing a street to board the bus, students must look both right and left for cars, wait for the driver's signal to cross, and make sure the red lights are flashing.
- Always cross the street in front of the bus.
- Before boarding and exiting the bus, students must keep a safe distance from the bus.
- Students should enter and exit the bus without crowding or pushing.
- Do not stand in the danger zones of a school bus (minimum of ten (10) feet all around the bus).

BUS DISCIPLINE REFERRAL PROCESS:

THE FOLLOWING STEPS SHOULD BE IMPLEMENTED WHEN CARRYING OUT BUS DISCIPLINE:

- For any suspension from the bus, the Principal/District Designee must contact the Parent/Guardian prior to the suspension. If there is a loss of bus privilege, it will start no later than two (2) days after the school has notified the parents.
- An administrator or bus contractor can enact or prolong a bus suspension if the student presents a threat to the health, safety, or welfare of other students and staff provided that parent contact has been made prior to the suspension.
- Infractions are cumulative regardless of offense type.
- If a student commits a series of related offenses on a bus trip, the offense with the highest penalty is to be chosen for action.
- After each five (5) day suspension there will be a mandatory meeting between the Parent/Guardian and district personnel to discuss next steps and expectations for student conduct. Alternate measures/restricted privileges may be incurred.

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

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

Bus Discipline Matrix: Consequences for bus violations of this Code of Conduct are listed in the following matrix. An Administrator may identify codes in this document not listed on this matrix. An Administrator may also utilize additional consequences as outlined in the Student Code of Conduct that are not listed in this matrix.

- All D and C code referrals will be handled by the building discipline team
- A student with 6 or more (S code) referrals will be sent to the school discipline team.
- K-1 students will receive an extra FYI for bus code of conduct violations.

Code of Conduct Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Subsequent
Abusive Language	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Careless/Reckless Behavior	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Defiance of Authority	DPC/FYI	OR	OR-S3	OR-S5	
Destruction of Bus Property	OR-S5				

	Reimbursement of property				
Fighting (Building response)	OR-S3	OR-S5/Refer to School			
Inappropriate Behavior	DPC/FYI	OR	OR-S1	OR-S3	OR-S5
Safety Violation	OR-S3	OR-S5	OR-S5		
Tobacco/Vaping Use (building response)	OR-S3	OR-S5			

Code of Conduct Consequence Key:	
Consequence Abbreviation:	Meaning:
DPC	Driver makes Parent/Guardian contact (Using District Behavior Contact Form/Phone)
OR	Office Referral - transportation makes contact with parent/guardian by phone.
OR-S1	Office Referral - Up to 1 day bus suspension
OR-S3	Office Referral - Up to 3 days bus suspension
OR-S5	Office Referral - Up to 5 days bus suspension

Chapter Three: Students Rights and Responsibilities

SEARCH AND SEIZURE:

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. School officials have a right under the law to search students or their property whenever there is reasonable suspicion that the students have something that violates school rules or endangers the health, safety, or welfare of others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property. Searches may include the student and his/her locker, desk, automobile, MSD owned computing resources including all data stored on the MSD network, personal belongings, book bags, purses, or any bags or containers used to carry personal property. Hand wand metal detector instruments may be used to assist with searches when necessary.

Students may be subject to screening through weapons detection systems on a random and systematic basis, conducted in accordance with established district safety protocols and applicable law, to maintain a secure educational environment.

Student motor vehicle use to school and in the school environment is a privilege extended by the School District to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession, or distribution of alcohol, a drug, a drug-like substance, a

drug look-alike substance, or drug paraphernalia, or weapon may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle, at the request of school authorities, may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus.

Additionally, in an effort to maintain a safe school environment, any and all Law Enforcement entities in our jurisdiction and Milford School District Administration may periodically conduct safety scans inside of Milford School District buildings. These scans will involve the use of trained K9 officers.

RIGHTS AND RESPONSIBILITIES OF POSSESSIONS:

Students have the right: To privacy in their personal possessions unless the administrator/designee/staff member has reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug-like substance, a look-alike substance, drug paraphernalia or of a student's unauthorized possession of items which include but are not limited to: electronic device, weapon, stolen property, unsafe items, or dangerous instruments in the School Environment. **Hand wand metal detector instruments may be used to assist with searches when necessary.**

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

LOCKERS:

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

BOOKBAG/PURSE:

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

MOTOR VEHICLES:

The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. This presumption applies to any motor vehicle driven to school without regard to who owns or rides in the motor vehicle. Before bringing a motor vehicle to school, or a school activity, students should carefully inspect the motor vehicle. If a student fails to lock his/her motor vehicle, or permits others access to his/her motor vehicle, the student remains responsible for items found in his/her motor vehicle.

STUDENT DEBT RESPONSIBILITIES:

Students are responsible to pay debts incurred during school. Refusal to pay for lost, damaged, stolen school property or services rendered by a school program such as, but not limited to, field trip fees, food, transportation, or other services related to classes, student activities, and athletics may result in loss of participation in school sponsored functions. Students may petition to the school administrator/designee to

set up a payment plan or other compensation plan. Students who have a debt with the school will be barred from attending school activities including field trips, Homecoming, Prom, and Commencement Ceremonies.

STUDENT MOTOR VEHICLE RESPONSIBILITIES:

Driving to school is a privilege granted by the school administration. The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle or other conveyance. This presumption applies to any vehicle a student drives to school without regard to who owns the vehicle. Before a student brings a vehicle to school, or a school activity, he/she should carefully inspect the vehicle. If the vehicle is left unlocked or others are allowed to access your vehicle, the student who drove the vehicle to school remains responsible for items found in the vehicle. Students should follow the rules for driving/parking cars on school grounds as follows:

1. Register all vehicles with the office.
2. Park in designated spots only.
3. Obey the 15 M.P.H. speed limit.
4. Operate the vehicle in a safe manner.
5. Upon arrival at school, students shall go directly into the building.
6. Once on school grounds, students are not to drive off the property without administrative approval.
7. Administrative approval is required for students to be in the parking lot area when school is in session.
8. This is an unauthorized area for students during the school day.
9. No smoking on school grounds.
10. Students shall be on time for school.
11. Students must properly park in the designated student parking spaces.
12. Only junior/senior students who are legally permitted to drive without supervision may purchase registration to legally park/drive on school grounds. Students who disobey these rules may have their school driving/parking privileges suspended/revoked. Students who have unregistered vehicles, suspended/revoked driving privileges, or who park in unauthorized or other assigned spaces will be given disciplinary action in accordance with the Student Code of Conduct, and/or have their vehicle towed at the owner's expense. All illegal conduct in a vehicle will be reported to law enforcement.

PERSONAL BELONGINGS RESPONSIBILITIES:

SKATEBOARDS/ROLLERBLADES/WHEELED SHOES:

Students are not permitted to bring or use skateboards, rollerblades, or wheeled shoes on school property.

ELECTRONIC DEVICES AND CELL PHONES:

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

Refer to MSD Board Policy 5114 Student Cell Phone Use

Chapter Four: Disciplinary Procedures for Violations of Student Code of Conduct

STUDENT DUE PROCESS RIGHTS:

Pursuant to Del. C. 14 § 600 – 616, All students must be informed of the violation(s) and the range of disciplinary actions that can accompany the violation(s). The Code of Conduct is available to all students and families on the Milford School District website (print versions are available upon request) and disseminated and explained to students on a yearly basis. Each student involved in a situation which may result in a disciplinary action must be given the following due process by the administrator or designee:

- Informed of the allegation(s) against them, the conduct which forms the basis of the allegation(s), and explained the policy, rule, or regulation violated.
- Given an explanation of the evidence supporting the allegation(s) and an opportunity to present their side of the story, including any evidence, witnesses, or questions.
- Parents are to be informed of incidents as soon as possible either by phone, verbally, or in writing. Reasonable efforts shall be made to include the allegedly offending student or Parent/Guardian in an investigation.

Students and their Parent/Guardian, as their representative, are afforded the right to appeal assigned discipline. A student appeal procedure is a mechanism by which a student may seek to remedy the situation where they feel they were not afforded due process, an incorrect consequence per the Code of Conduct was given, there is insufficient evidence for the charge, and/or the incorrect charge was used. An appeal can be filed if a student has not been able to obtain a resolution in a less formal manner.

DUE PROCESS DELAY PROVISION:

A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal, may be immediately removed from the school provided that, as soon as practicable thereafter, the due process procedures are followed.

APPEAL PROCESS:

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

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

Upon initiation of the appeal process, penalties shall not be implemented until the student ceases or exhausts their appeal. This “stay-put” provision **does not apply** in the following cases:

- If the student is being suspended as a first step in the Alternative Placement process
- If the student has been charged with a criminal offense for an act committed outside of school
- If the Principal determines the act allegedly committed by the student is a threat to the health, safety, or welfare of the staff or other students in the building

APPEAL STEPS:

- If after an administrator or their designee meets with the student and/or parent/guardian during a conference (either in-person, virtual, phone call, or email correspondence) to discuss a Code of Conduct violation(s) and the disciplinary consequence; a student and/or Parent/Guardian who would like to appeal to the next level administrator, the student or Parent/Guardian must express their intent to appeal within 24 hours of the initial disciplinary action conference.

- The student and/or Parent/Guardian must put the reason for the appeal in writing within three (3) business days following the disciplinary outcome/action being appealed. The written request must identify what decision is being appealed and why to the appropriate level of administration. *If a student is appealing the building Principal's disciplinary action or appeal decision it must go to the District level and start with the Supervisor of Student Services.*
- Within three (3) business days of the written submission, the appeal will be decided upon by the next level administrator and addressed with the student and/or Parent/guardian during a conference (either in-person, virtual, phone call, or email correspondence). A written determination shall be issued by the next level administrator who investigated the appeal within three (3) business days of receipt of the appeal and conference.
- A student/Parent/Guardian wishing to appeal the School's written determination must file a written appeal of that determination with the Supervisor of School Climate and Safety no later than three (3) business days from the date of receipt of the Principal's written determination.
- The Supervisor of School Climate and Safety (or designee) shall schedule a conference (either in person, virtual, phone call, or email correspondence) to hear the appeal no later than five (5) business days following receipt of the notice of appeal and shall issue a written determination, in writing, no later than five (5) business days following the appeal conference.
- A student/Parent/Guardian wishing to appeal the Supervisor of School Climate and Safety's written determination must file a written appeal of that determination with the Superintendent's Office no later than three (3) business days from the date of receipt of the Supervisor of School Climate and Safety's written determination. The Superintendent or their designee will review the Supervisor of School Climate and Safety's written determination and evidence and make a written decision within three (3) business days.
- The determination of the Superintendent's Office shall be the final decision of the school system. A copy of the Superintendent's Office final determination shall be sent to all involved parties no later than five (5) business days following the date of the Superintendent's written decision.

SEVERITY CLAUSE:

The student Code of Conduct is not all-inclusive, and a student committing an act of misconduct not listed as a violation may be subject to disciplinary action at the authority of Superintendent or designee. Any behavior that necessitates a more severe disciplinary action shall be subject to the discretionary authority of the Superintendent or their designee.

STATE OF DELAWARE BULLYING OMBUDSPERSON:

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

REPORTING SCHOOL CRIME:

Delaware Code requires mandatory reporting of the offenses listed in [14 Del.C. §4112](#). Each school district employee has a duty to report school crimes and may incur a penalty for failure to report. Milford School District maintains a Memorandum of Agreement (MOA) with the Milford Police Department which is approved by the Department of Education. Superintendent or his/her designee shall report to the Department of Education all school crimes pursuant to [14 Del.C. §4112](#) and any incidents of misconduct pursuant to 14 Del.C. §601. Such reports shall be made on forms as designated by DOE and filed with DOE within the time

prescribed by the statute.

ALTERNATIVE PLACEMENT:

Please see Board Policy 5404.1 Alternative Placement Process for more information on the Alternative Placement Process and Expulsion procedures.

LEGAL DEFINITIONS MAY BE FOUND AT THE FOLLOWING LINK:

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

A complete listing of all the Department of Education Discipline Codes at pertaining to Education can be viewed at the following link: <https://regulations.delaware.gov/AdminCode/title14/600/614.pdf>

Chapter Five: Code of Conduct Violations

S Codes: School Based Violations

Parent/Guardian notification shall be completed per DE regulation 616 at every level for all offenses. In cases involving students with an IEP or Section 504 Plan, consult with the appropriate coordinator or case manager to determine and consider any behavioral goals and/or intervention plans prior to determining disciplinary consequences.

Interventions and consequences listed below shall be used progressively and not in sequential order.

Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation. Administrators reserve the right to adjust the response level for any behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. **Any student who has 4 or more S code violations can be placed on a Positive Behavior Intervention Plan by the school team.**

Academic Dishonesty S1002

Fraudulent deception in preparing or presenting course work or class assignments as a student's own work when it is not. This includes, but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, (4) presenting quotations, words or ideas without proper references or credit (plagiarism), and (5) unauthorized use of AI for completion of student assignments, (6) collusion, working together to provide or receive answers on an independent assignment or assessment.

K-1 Interventions

Offense 1-2 - Teacher conference

Offense 3+ Teacher conference, Educational modules, Counseling referral

K-1 Consequences

Offense 1 - Warning, Redo assignment

Offense 2+ Time out, Privilege restriction, Redo assignment

2-4 Interventions

Offense 1-2 – Teacher conference

Offense 3+ Teacher conference, Educational

2-4 Consequences

Offense 1 - Warning, Time out, Redo assignment

Offense 2+ Time out, Privilege restriction, Redo

modules, Counseling referral	assignment
5-6 Interventions Offense 1-2 – Teacher conference Offense 3+ Teacher conference, Educational modules, Counseling referral	5-6 Consequences Offense 1 - Warning, Time out, Redo assignment Offense 2+ Time out, Privilege restriction, Redo assignment
7-8 Interventions Offense 1 – Reflection, Opportunity to redo assignment for reduced grade Offense 2 – Educational module, Reflection, Opportunity to redo assignment for reduced grade Offense 3 – Counseling referral, Teacher P/G conference Offense 4 – PBIP meeting	7-8 Consequences Offense 1 – Warning, Classroom intervention, Time out, Detention, Cell phone pouch Offense 2 - Classroom intervention, Time out, 1-2 Detentions, 1 Day ISS, privilege restriction, Cell phone pouch Offense 3 - 1-3 detentions, Time out, 1-2 Days ISS, Cell phone pouch Offense 4 - 1- 3 Days ISS, 1-2 days OSS, Mandatory PBIP meeting, Cell phone pouch Offense 5+ 3-5 Days ISS, 3-5 Days OSS, Mandatory PBIP meeting, Cell phone pouch
9-12 Interventions Offense 1 – Reflection, Opportunity to redo assignment with reduced grade Offense 2 – Educational module, Reflection, Opportunity to redo assignment with reduced grade Offense 3 – Counseling referral, Teacher P/G conference Offense 4+ PBIP meeting	9-12 Consequences Offense 1 – Warning, Classroom intervention, Time out, Detention, Cell phone pouch Offense 2 - Time out, 2 Detention, 1 Day ISS, PBIP meeting, Cell phone pouch Offense 3 - 2 Days ISS, 1-2 days OSS, Mandatory PBIP meeting, Cell phone pouch Offense 4 - 3 Days ISS, 3-5 days OSS, Cell phone pouch Offense 5+ 1-5 Days ISS, 3 Days OSS, Mandatory PBIP revision, Cell phone pouch
<u>Attorney General Report S0161</u> Students in regular school programs who engage in alleged out-of-school criminal conduct, regardless of jurisdiction, which demonstrates the propensity to show disregard for the health, safety and welfare of others, including, serious acts of violence, weapons offenses, and drug offenses. The school must also receive a report by the Department of Justice.	
K-1 Interventions Offense 1+ Counseling referral, Outside service referral, Education modules	K-1 Consequences Offense 1+ Time out, 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
2-4 Interventions Offense 1+ Counseling referral, Outside service referral, Education modules	2-4 Consequences Offense 1+ 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
5-6 Interventions Offense 1+ Counseling referral, Outside service referral, Education modules	5-6 Consequences Offense 1+ 1-3 days ISS/OSS, PBIP meeting, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Counseling referral, Outside service referral, PBIP meeting	7-8 Consequences Offense 1+ 1-5 days ISS/OSS, Bridges program, Mandatory PBIP meeting, OSS pending Alternative Placement Process

9-12 Interventions Offense 1+ Counseling referral, Outside service referral, PBIP meeting	9-12 Consequences Offense 1+ 1-5 Days OSS, Bridges program, OSS pending Alternative Placement Team meeting
Careless & Reckless Behavior S0107 Unintentional behavior that threatens to or causes injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.	
K-1 Interventions Offense 1-3 – Educational modules, Teacher conference Offense 4 - Counseling referral, PBIP meeting Offense 5+ Counseling referral, Outside service referral, Student Support Team referral	K-1 Consequences Offense 1-3 - Privilege restriction, Time out Offense 4 - Time out, 1 day ISS, PBIP meeting Offense 5+ 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1-3 –Reflection, P/G contact, Educational modules, Teacher conference Offense 4+ Counseling referral, Outside service referral, Student Support Team referral	2-4 Consequences Offense 1 – Warning, Timeout Offense 2 - Time out, Privilege restriction Offense 3 - 1 day ISS, 1 day OSS, Time out, PBIP meeting Offense 4 - 1-2 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 5+ 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
5-6 Interventions Offense 1-3 – Reflection, Educational modules, Teacher conference Offense 4+ Counseling referral, Counseling referral, Outside service referral, Student Support Team referral	5-6 Consequences Offense 1 – Timeout, Privilege restriction Offense 2 - 1 day Iss, Timeout, PBIP meeting Offense 3 - 1-2 days ISS, Time out, PBIP meeting Offense 4 - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 5+ 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, OSS Pending Alternative Placement
7-8 Interventions Offense 1-3 – Reflection, Educational modules, Teacher conference Offense 4+ Counseling referral, Outside service referral, Student Support Team referral	7-8 Consequences Offense 1 - Warning, Time out, Detention, 1 day ISS Offense 2 - 1-2 days ISS Offense 3 - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 4 - 3-5 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 5+ 5 Days OSS, Bridges Program, Referral to Alternative Placement Process
9-12 Interventions Offense 1-3 – Reflection, P/G Contact, Educational modules, Teacher conference Offense 4+ Counseling referral, Counseling referral, Outside service referral, Student Support Team referral	9-12 Consequences Offense 1 - Warning, Time out, Detention, 1 day ISS Offense 2 - 1-2 days ISS, 1 day OSS Offense 3 - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 4 - 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting Offense 5+ 5 Days OSS, Bridges program, Mandatory PBIP meeting

Consensual Sexual Misconduct S0108

Consensual sexual act(s) between students within the school environment. This may require a report to the Division of Family Services.

K-1 Interventions Offense 1+ Reflection, Educational modules, Counseling referral, Outside services referral	K-1 Consequences Offense 1-3 - Privilege restriction, Time out Offense 4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS, PBIP revision
2-4 Interventions Offense 1+ Reflection, Educational modules, Counseling referral, Outside services referral	2-4 Consequences Offense 1 - Time out Offense 2+ Time out, 1-3 days ISS, 1-2 days OSS, Mandatory PBIP
5-6 Interventions Offense 1+ Reflection, Educational modules, Counseling referral, Outside services referral	5-6 Consequences Offense 1 - 1 day ISS, 1 day OSS, PBIP meeting Offense 2 - 1-2 day ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 3+ 3-5 days OSS, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Counseling referral, Educational module, Outside services referral	7-8 Consequences Offense 1 - 3-5 Days ISS, 1-3 days OSS, Bridges program Offense 2+ 3-5 Days OSS, OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Counseling referral, Educational module, Outside services referral	9-12 Consequences Offense 1 - 3-5 Days ISS, 1-3 days OSS, Bridges program Offense 2+ 3-5 Days OSS, OSS pending Alternative Placement Process

Defiance of School Authority S1003

A verbal or non-verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action that causes either a substantial disruption or material interference with school activities. **This does not include a student who walks away to de-escalate or manage their emotions.**

K-1 Interventions Offense 1+ Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	K-1 Consequences Offense 1 - Time out Offense 2 - Time out, Privilege restriction Offense 3-4 - Time out, 1 day ISS, PBIP meeting Offense 5+ 1-2 days ISS, , 1 day OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	2-4 Consequences Offense 1 - Time out Offense 2 - Time out, Privilege restriction Offense 3 - Time out, 1 day ISS, PBIP meeting Offense 4 - 1-2 days ISS, , 1 day OSS, Mandatory PBIP meeting, Offense 5+ 1-3 days ISS, 1-2 days OSS, OSS pending Alternative Placement process

5-6 Interventions Offense 1+ Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	5-6 Consequences Offense 1 - Time out Offense 2 - Time out, Privilege restriction, 1 day ISS Offense 3 - Time out, 1 day ISS, 1 day OSS, PBIP meeting Offense 4 + 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, OSS Pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	7-8 Consequences Offense 1 - 1-2 Detentions, Time out, 1 day ISS Offense 2 - 2-3 Detentions, 1-2 days ISS, 1-2 days OSS, Mandatory PG PBIP Meeting Offense 3 - 2-4 days OSS, PBIP Revision Meeting Offense 4+ OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ – Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	9-12 Consequences Offense 1 - 1-2 Detentions, Time out, 1 day ISS Offense 2 - 2-3 Detentions, 2-3 days ISS, 1-2 days OSS, PBIP meeting Offense 3 - 3-5 days ISS, 3 days OSS, Mandatory PBIP meeting, Bridges program Offense 4+ 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program, Referral to Alternative Placement Process
<u>Disruptive Behavior S0091</u> Students who intentionally disrupt the school environment by not following expectations and/or interrupt learning or school activities despite non-verbal and verbal redirection. This can include excessive talking that limits others' ability to learn and behaviors by the student or with other students that are distracting to other persons. <i>A major disruptive behavior causes a significant disruption in the school environment (examples: cafeterias, hallways, buses) while a minor disruptive behavior disrupts the classroom or bus environment.</i>	
K-1 Interventions Offense 1+ Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	K-1 Consequences <div style="text-align: center;">Minor</div> Offense 1-2 - Warning, Privilege restriction Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS <div style="text-align: center;">Major</div> Offense 1-2 - Privilege restriction, Time out Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS
2-4 Interventions Offense 1+ Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	2-4 Consequences <div style="text-align: center;">Minor</div> Offense 1 – Warning, Privilege restriction, Time out Offense 2 – Time out, Teacher conference Offense 3 – 1day ISS, PG PBIP meeting Offense 4 – 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 5+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement process

	<p>Major</p> <p>Offense 1 - Time out, privilege restriction Offense 2 - Time out 1 day ISS, PBIP meeting Offense 3 - 1-2 days ISS, Mandatory PBIP meeting, 1 day OSS Offense 4 - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP revision Offense 5+ 3 days ISS, 3 days OSS, Referral to Alternative Placement Process</p>
<p>5-6 Interventions Offense 1+ Educational modules, Teacher P/G conference, Counseling referral, Outside service referral</p>	<p>5-6 Consequences</p> <p>Minor -</p> <p>Offense 1 - Warning, Privilege restriction, Time out Offense 2 - Privilege restriction, Time out, 1 day ISS Offense 3 - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting Offense 4+ 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process</p> <p>Major -</p> <p>Offense 1 - Time out, 1 day ISS, 1 day OSS Offense 2 - 1-3 days ISS, 1-2 days OSS Offense 3+ 2-5 days OSS, Referral to Alternative Placement Process</p>
<p>7-8 Interventions Offense 1+ Educational modules, Teacher conference, Counseling referral, Outside service referral</p>	<p>7-8 Consequences</p> <p>Minor -</p> <p>Offense 1 - Warning, Detention Offense 2 - Detention, Time out, 1 day ISS Offense 3 - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting Offense 4+ 3-5 days ISS, 2-5 days OSS, Mandatory PBIP meeting, Bridges program, Referral to Alternative Placement Process</p> <p>Major -</p> <p>Offense 1 - Time out, 1 day ISS Offense 2 - 1-3 days ISS, 1 day OSS Offense 3+ 2-5 days OSS, Bridges program, Referral to Alternative Placement Process</p>
<p>9-12 Interventions Offense 1+ Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral</p>	<p>9-12 Consequences</p> <p>Minor</p> <p>Offense 1 - Detention, Time out Offense 2 - 1-2 detentions, Time out, 1 day ISS Offense 3 - 1-3 days ISS, 1-3 days OSS, PBIP meeting Offense 4 - 3-5 days ISS, 5 days OSS, Mandatory PBIP meeting, Bridges program, Referral to Alternative Placement Process Offense 5+ OSS pending Alternative Placement process</p> <p>Major</p> <p>Offense 1 - Time out, 1 day ISS Offense 2 - 2-3 days ISS, 1-2 days OSS, PBIP meeting Offense 3 - 3-5 days ISS, 3 days OSS, Mandatory PBIP</p>

	meeting, Bridges program, Referral to Alternative Placement Process Offense 4 - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges Program, Referral to Alternative Placement Process Offense 5+ OSS pending Alternative Placement process
<u>Dress Code Violation S0291</u> Failure to comply with the school-level dress code. Dressing in a manner that is unsafe and/or disrupts the learning environment. This includes, but is not limited to clothing that promotes drugs, alcohol, or profanity.	
K-1 Interventions Offense 1+ Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	K-1 Consequences Offense 1-4 - Warning, Privilege restriction Offense 5+ Time out, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	2-4 Consequences Offense 1 - Warning Offense 2 - Warning, Time out Offense 3 - Time out, Privilege restriction Offense 4 - Time out, Privilege restriction, Mandatory PBIP meeting Offense 5+ 1 day ISS, Mandatory PBIP meeting
5-6 Interventions Offense 1+ Change clothes, Counseling referral, Teacher P/G conference, Outside service referral	5-6 Consequences Offense 1 - Warning Offense 2 - Warning, Privilege restriction, Time out Offense 3 - Time out, Privilege restriction Offense 4 - Time out, Privilege restriction, Mandatory PG PBIP meeting Offense 5+ 1 day ISS, Mandatory PBIP meeting
7-8 Interventions Offense 1+ Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	7-8 Consequences Offense 1 - Warning, Detention Offense 2 - Warning, Detention, Time out Offense 3 - 1-2 detentions, Time out, PBIP meeting Offense 4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting
9-12 Interventions Offense 1+ Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	9-12 Consequences Offense 1 - Warning, Detention Offense 2 - Warning, Detention, Time out Offense 3 - 1-2 detentions, Time out, PBIP meeting Offense 4 - Time out, 1 day ISS, PBIP meeting Offense 5+ 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting
<u>Falsely Signing & Impersonation S1004</u> Falsely or fraudulently signing or altering a document or electronic record such as hall pass, early dismissal note, progress report, absence excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others inaccurately via electronic, verbal or written means.	

K-1 Interventions Offense 1-3 - Reflection, Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PG PBIP meeting	K-1 Consequences Offense 1 - Warning Offense 2 - Time out, Privilege restriction Offense 3+ Time out, Teacher, Mandatory PBIP meeting
2-4 Interventions Offense 1-3 - Reflection, Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PG PBIP meeting	2-4 Consequences Offense 1 - Warning Offense 2 - Time out, Privilege restriction Offense 3 - Time out, Privilege restriction Offense 4 - Mandatory PBIP Meeting Offense 5+ 1-2 days ISS
5-6 Interventions Offense 1-3 - Reflection, Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PG PBIP meeting	5-6 Consequences Offense 1 - Warning Offense 2 - Time out, Privilege restriction Offense 3 - Time out, Privilege restriction Offense 4 - Mandatory PBIP Meeting Offense 5+ 1-2 days ISS
7-8 Interventions Offense 1 – Reflection, Student mediation, Educational modules Offense 2 – Counseling referral, Teacher P/G conference Offense 3+ Outside service referral	7-8 Consequences Offense 1 - Time out, 1 day ISS Offense 2 - 1-2 days ISS, 1 day OSS, PBIP meeting Offense 3 - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting, Bridges program Offense 4 - 3-5 days ISS, 2-3 days OSS, Bridges program Offense 5+ 3-5 days OSS, OSS pending Alternative Placement Process
9-12 Interventions Offense 1 – Reflection, Student mediation, Educational modules Offense 2 – Counseling referral, Teacher P/G conference Offense 3+ Outside service referral	9-12 Consequences Offense 1 – 1-2 detentions, 1 day ISS, 1 day OSS Offense 2 – 1-2 days ISS, 1 day OSS, PBIP meeting Offense 3 – 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 4 – 3-5 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Offense 5+ 3-5 days OSS, OSS pending Alternative Placement Process
<u>Inappropriate Language & Gestures S1005</u> Cursing/swearing or using written or spoken language, gestures, electronic images, photos, or actions, directed towards another person, that are considered sexually explicit, offensive, obscene, or vulgar.	
K-1 Interventions Offense 1-3 - Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PBIP meeting	K-1 Consequences Offense 1-4 - Warning, Privilege restriction, Time out Offense 5+ Time out, 1 day ISS, PBIP meeting
2-4 Interventions Offense 1-3 - Reflection, Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PBIP meeting	2-4 Consequences Offense 1 - Warning Offense 2 - Time out Offense 3 - Time out, Privilege restriction Offense 4 - Mandatory PBIP Meeting Offense 5+ 1-2 days ISS

5-6 Interventions Offense 1-3 - Reflection, Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PBIP meeting	5-6 Consequences Offense 1 - Time out, Privilege restriction Offense 2 - 1 day ISS, 1-2 days OSS, Mandatory PBIP, Cell Phone pouch Offense 3 - 1-2 days ISS, 2-3 days OSS, PBIP revision Offense 4+ -2-3 days ISS, 3-5 days OSS, Mandatory PBIP Meeting, OSS Pending Alternative Placement
7-8 Interventions Offense 1 - Reflection Offense 2 -Educational modules, Reflection Offense 3+ Counseling referral, Teacher P/G conference	7-8 Consequences Offense 1 - Detention, Time out, 1 day ISS, Cell phone pouch Offense 2 - 1-2 days ISS, 1-2 days OSS, PBIP meeting, Cell phone pouch Offense 3 - 2-3 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Bridges program, Cell phone pouch Offense 4+ 2-3 days OSS, Mandatory PBIP revision, Bridges program, Cell phone pouch, OSS Pending Alternative Placement Offense 5+ 3-5 days OSS, OSS pending Alternative Placement Process, Cell phone pouch
9-12 Interventions Offense 1 - Reflection Offense 2 -Educational modules, Reflection Offense 3 -Counseling referral, Teacher P/G conference Offense 4+ PBIP meeting	9-12 Consequences Offense 1 - Detention, Time out, 1 day ISS, Cell phone pouch Offense 2 - 1-2 days ISS, 1-2 day OSS, PBIP meeting, Cell phone pouch Offense 3 - 2-3 days ISS, 3-5 days OSS, Mandatory PBIP, Bridges program, Cell phone pouch Offense 4+ 3-5 days OSS, OSS pending Alternative Placement Process, Cell phone pouch
<u>Instigation S0302</u> Students incite aggressive or physical conflict between two or more students that resulted in a confrontation without directly participating in the confrontation. <i>Examples include taunting, recording with electronic device</i>	
K-1 Interventions Offense 1-3 - Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PBIP meeting	K-1 Consequences Offense 1-4 - Warning, Privilege restriction, Time out Offense 5+ Time out, 1 day ISS, PBIP meeting
2-4 Interventions Offense 1 - Reflection, Student mediation, Educational modules Offense 2 - Counseling referral, Teacher P/G conference Offense 3+ Outside service referral	2-4 Consequences Offense 1 - Time out, Privilege restriction Offense 2 - 1 day ISS, Time out, PBIP meeting Offense 3 - 1-2 days ISS, 1-2 days OSS, PBIP meeting Offense 4+ 1-3 days ISS, 2-3 days OSS, Mandatory PBIP meeting
5-6 Interventions Offense 1 - Reflection, Student mediation, Educational modules Offense 2 - Counseling referral, Teacher P/G conference	5-6 Consequences Offense 1 - Time out, Privilege restriction, 1 day ISS, Cell phone pouch Offense 2 - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting, Cell phone pouch

Offense 3+ Outside service referral	Offense 3 - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP revision, Cell phone pouch Offense 4+ - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
7-8 Interventions Offense 1 - Reflection, Student mediation, Educational modules Offense 2 - Counseling referral, Teacher P/G conference Offense 3+ Outside Service referral	7-8 Consequences Offense 1 - 1-2 detentions, Time out, 1 day ISS, Cell phone pouch Offense 2 - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting, Cell phone pouch Offense 3 - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP revision, Cell phone pouch Offense 4+ - 3-5 days ISS, 3-5 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
9-12 Interventions Offense 1 - Reflection, Student mediation, Educational modules Offense 2 - Counseling referral, Teacher P/G conference Offense 3+ Outside service referral	9-12 Consequences Offense 1 - 1-2 detentions, Time out, 1 day ISS, Cell phone pouch Offense 2 - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting, Cell phone pouch Offense 3 - 3-4 days ISS, 2-3 days OSS, Mandatory PBIP revision, Cell phone pouch Offense 4+ - 3-5 days ISS, 3-5 days OSS, Cell phone pouch, Mandatory PBIP revision, OSS pending Alternative Placement Process
<u>Leaving School Grounds Without Permission S0051</u> Leaving the school building or the school grounds during school hours without required staff permission.	
K-1 Interventions Offense 1-3 - Counseling referral, Educational modules, Teacher P/G conference Offense 4+ PBIP meeting	K-1 Consequences Offense 1-4 - Warning, Privilege restriction, Time out Offense 5+ Time out, 1 day ISS, PBIP meeting
2-4 Interventions Offense 1 - Reflection, Mandatory P/G meeting, Educational modules Offense 2 - Counseling referral Offense 3+ Outside service referral	2-4 Consequences Offense 1 - Warning, Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 - Time out, 1-2 days ISS Offense 3 - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 4 - 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision Offense 5+ OSS pending Alternative Placement Process
5-6 Interventions Offense 1 - Reflection, Parent meeting, Educational modules Offense 2 - Counseling referral Offense 3+ Outside service referral	5-6 Consequences Offense 1 - Warning, Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 - Time out, 1-2 days ISS Offense 3 - 1-3 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 4 - 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision

	Offense 5+ OSS pending Alternative Placement Process
7-8 Interventions Offense 1 - Reflection, Parent meeting, Educational modules Offense 2 - Counseling referral Offense 3+ Outside service referral	7-8 Consequences Offense 1 - 1-3 Detentions, 1 day ISS, PBIP meeting Offense 2 - 1-2 days ISS, Mandatory PBIP meeting Offense 3 - 1-2 days OSS, PBIP Revision, Bridges Program Offense 4 - 2-3 days OSS, PBIP Revision Offense 5+ OSS Pending Alternative Placement Process
9-12 Interventions Offense 1 - Reflection, Parent meeting, Educational modules Offense 2 - Counseling referral Offense 3+ Outside service referral	9-12 Consequences Offense 1 - 1-3 Detentions, 1 day ISS, PBIP meeting Offense 2 - 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 3-4 - 2-3 days OSS, PBIP Revision, Bridges program Offense 5+ OSS Pending Alternative Placement Process
<u>Loitering S0071</u> Student's unauthorized presence in any school area for an extended period of time and/or student's failure to leave the school grounds at the time designated.	
K-1: Refer to S0052 Skipping/Leaving Class	
2-4: Refer to S0052 Skipping/Leaving Class	
5-6: Refer to S0052 Skipping/Leaving Class	
7-8 Interventions Offense 1 - Reflection Offense 2 - Reflection, Teacher P/G conference, Educational modules, Counseling referral Offense 3+ Student Support Team referral, Outside Service Referral	7-8 Consequences Offense 1 - Warning, Detention Offense 2 - Warning, Detention, Time out, 1 day ISS Offense 3 - 1-2 detentions, 1-2 days ISS, PBIP meeting Offense 4 - 2-3 days ISS, 1 day OSS, Mandatory PBIP meeting Offense 5+ 2-3 days OSS, Mandatory PBIP revision
9-12 Interventions Offense 1 - Reflection Offense 2 - Reflection, Teacher P/G conference, Educational modules, Counseling referral Offense 3+ Student Support Team referral, Outside service referral	9-12 Consequences Offense 1 - Detention, Time out, 1 day ISS Offense 2 - 2 Detentions, 1-2 days ISS, PBIP Meeting Offense 3-4 - 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 5+ 1 day OSS, Mandatory PBIP meeting
<u>Misuse of Technology S1006</u> Any use of school technology for unauthorized purposes such as, but not limited to, copying software, inappropriate internet or email usage, unauthorized use of school issued electronic devices, tampering with databases, passwords or configurations, or deletion of files. Also includes the use of school technology equipment in: soliciting, using, posting on social media, receiving or sending inappropriate images or materials; or accessing unauthorized email; or the unauthorized downloading and/or installing of files; or intentionally damaging technology equipment in the school environment.	
K-1 Interventions Offense 1-3 - Counseling referral, Educational modules, Teacher P/G conference	K-1 Consequences Offense 1-4 - Warning, Privilege restriction, Time out Offense 5+ Time out, 1 day ISS, PBIP meeting

Offense 4+ PBIP meeting	
2-4 Interventions Offense 1-3 - Behavioral threat assessment or Suicide risk assessment process, Reflection, P/G contact, Educational modules, Teacher conference Offense 4 -5+ Counseling referral, Outside service referral, Student Support Team referral	2-4 Consequences Offense 1 - Warning, Time out Offense 2-3 - Time out, Privilege restriction Offense 4 - 1 day ISS, Time out, Mandatory PBIP meeting Offense 5+ 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting
5-6 Interventions Offense 1-3 - Behavioral threat assessment or Suicide risk assessment process, Reflection, P/G contact, Educational modules, Teacher conference Offense 4 -5+ Counseling referral, Outside service referral, Student Support Team referral	5-6 Consequences Offense 1-3 - Warning, Time out, Privilege restriction, Cell phone pouch Offense 4 - 1 day ISS, Time out, Cell phone pouch, Mandatory PBIP meeting Offense 5+ 1-2 days ISS, 1 day OSS, Cell phone pouch, Mandatory PBIP meeting
7-8 Interventions Offense 1-3 - Reflection ,Educational modules, Teacher conference Offense 4+ Counseling referral, Outside service referral, Student Support Team referral	7-8 Consequences Offense 1 - Warning, Detention, Cell phone pouch Offense 2 - Timeout, Detention, 1 day ISS, Cell phone pouch Offense 3 - 1-2 detentions, 1-2 days ISS, PBIP meeting, Computer check in/out, Cell phone pouch Offense 4 - 1-3 days ISS, PBIP meeting, Computer check in/out, Cell phone pouch Offense 5+ 1 day OSS, Mandatory PBIP meeting, Computer check in/out, Cell phone pouch
9-12 Interventions Offense 1-3 - Reflection, Educational modules, Teacher conference Offense 4+ Counseling referral, Outside referral, Student Support Team referral	9-12 Consequences Offense 1-2 - Timeout, 1-2 days ISS, Cell phone pouch Offense 3-4 - 2-3 days ISS, 1 day OSS, PBIP meeting, Referral to Alternative Placement Process, Offense 5+ 3-5 days OSS, Mandatory PBIP meeting, OSS pending Alternative Placement Process, Cell phone pouch
<u>Safety Violation S0102</u> Students who engage in any behavior that is not appropriate for school and has the potential to put the students or others in danger.	
K-1 Interventions Offense 1-3 - Educational modules, PG PBIP meeting, Counseling referral Offense 4+ Outside service referral	K-1 Consequences Offense 1-2 - Warning, Privilege restriction Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS
2-4 Interventions Offense 2-3 - Educational modules, PBIP meeting, Counseling referral Offense 4+ Outside service referral	2-4 Consequences Offense 1 - Reflection, Privilege restriction Offense 2-3 - Privilege restriction, Time out Offense 4 - 1 day ISS, Time out , PBIP meeting, Offense 5+ 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process

5-6 Interventions Offense 1-3 - Educational modules, Teacher conference, PBIP meeting, Counseling referral Offense 4+ Outside service referral	5-6 Consequences Offense 1-3 Privilege restriction, Time out, 1 day ISS, Cell phone pouch Offense 4 - 1-2 days ISS, 1 day OSS, PBIP meeting, Cell phone pouch Offense 5+ 2-3 days ISS, 1-2 days OSS, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process
7-8 Interventions Offense 1 - Reflection, Teacher conference, Educational modules Offense 2+ Counseling referral, Outside service referral	7-8 Consequences Offense 1 - Detention, Time out, 1 day ISS, Offense 2 - Time out, 1-2 days ISS, 1 day OSS, Cell phone pouch Offense 3 - 2-3 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Bridges program, Cell phone pouch Offense 4+ 3-5 days OSS, OSS pending Alternative Placement Process, Cell phone pouch
9-12 Interventions Offense 1 - Reflection, Teacher conference, Educational modules Offense 2+ Counseling referral, Outside service referral	9-12 Consequences Offense 1 - Detention, Time out, 1 day ISS, Cell phone pouch Offense 2 - Time out, 1-2 days ISS, 1 day OSS, PBIP meeting, Cell phone pouch Offense 3 - 2-3 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Bridges program, Cell phone pouch Offense 4+ 3-5 days OSS, OSS pending Alternative Placement Process, Cell phone pouch
<u>Skiping/Leaving Class S1007</u> Absence from school or class without authorization or permission and/or leaving the assigned classroom without permission.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Teacher conference, Outside service referral	K-1 Consequences Offense 1 - Warning Offense 2-3 - Time out, Privilege restriction Offense 4 - Time out, 1 day ISS, PBIP meeting Offense 5+ 1 day ISS, 1 day OSS
2-4 Interventions Offense 1-3 - Reflection, Educational modules, Teacher conference Offense 5+ - Counseling referral, Outside service referral, Student support team referral	2-4 Consequences Offense 1 - Warning, Time out Offense 2 - Time out, Privilege restriction Offense 3 - 1 day ISS, Privilege restriction, PBIP meeting Offense 4+ 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting
5-6 Interventions Offense 1-3 - Reflection, Educational modules, Teacher conference Offense 5+ - Counseling referral, Outside service referral, Student support team referral	5-6 Consequences Offense 1-2 - Time out, Privilege restriction Offense 3 - 1 day ISS, Privilege restriction, PBIP meeting Offense 4+ 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting
7-8 Interventions Offense 1 - Educational modules, Reflection	7-8 Consequences Offense 1 - Warning, Detention, Time out,

Offense 2+ Student Support Team referral, counseling referral, Outside service referral	Offense 2 - 1-2 Detentions, 1 day ISS, Cell phone pouch Offense 3 - 2-3 days ISS, 1 day OSS, Bridges program, PBIP meeting, Cell phone pouch Offense 4 - 3-5 days ISS, 2-3 days OSS, Bridges program, Mandatory PBIP meeting, Cell phone pouch Offense 5+ 3-5 days OSS, Mandatory PBIP revision, Cell phone pouch
9-12 Interventions Offense 1 - Educational modules, parent meeting Offense 2+ Student Support Team referral, Counseling referral, Check in/out adult identified	9-12 Consequences Offense 1 - Warning, Detention, Time out, 1 day ISS Offense 2 - 1-3 Detentions, 1-2 days ISS, Cell phone pouch Offense 3 - 2-3 days ISS, 1 day OSS, PBIP meeting, Cell phone pouch Offense 4 - 3 days ISS, PBIP meeting, Bridges program, Cell phone pouch Offense 5+ 1-3 days OSS, Bridges program, Mandatory PBIP meeting, Cell phone pouch
<u>Tardiness to School S1008</u> Unexcused lateness to school or class without authorization or permission. <i>Every third tardy.</i>	
K-1: Not applicable	
2-4: Not applicable	
5-6: Not applicable	
7-8 Interventions Offense 1-3 - Reflection, P/G contact, Educational modules, Teacher conference Offense 4 - Counseling referral Offense 5+ Counseling referral, Outside Service referral, Student Support Team referral	7-8 Consequences Offense 1 - Warning, Detention Offense 2 - Time out, Warning, 1-2 Detentions, 1 day ISS Offense 3 - 1-2 detentions, 1-2 days ISS, PBIP meeting Offense 4 - 2-3 days ISS, Mandatory PBIP meeting Offense 5+ 1 day OSS, Mandatory PBIP meeting
9-12 Interventions Offense 1-3 - Reflection, P/G contact, Educational modules, Teacher conference Offense 4 - Counseling referral Offense 5+ Counseling referral, Outside service referral, Student Support Team referral	9-12 Consequences Offense 1 - Warning, Detention Offense 2 - Time out, 1-2 Detentions Offense 3 - 2-3 detentions, 1 day ISS, PBIP meeting Offense 4 - 1-2 days ISS, Mandatory PBIP meeting Offense 5+ 1 day OSS, Mandatory PBIP revision
<u>Theft (Less than \$1500) S0111</u> Students who take, obtain, or intentionally have possession of school property or the personal property of another person(s).	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, PBIP meeting	K-1 Consequences Offense 1 - Warning Offense 2-4 - Time out, Privilege restriction Offense 5+ Time out, 1 day ISS
2-4 Interventions Offense 1+ Reflection, educational modules,	2-4 Consequences Offense 1 - Warning

Student mediation, P/G contact, Counseling referral	Offense 2-4 - Teacher/PG conference, Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 5+ 1-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting
5-6 Interventions Offense 1+ Reflection, educational modules, Student mediation, Counseling referral	5-6 Consequences Offense 1-2 - Time out, Privilege restriction, 1 day ISS Offense 2-4 - Teacher/PG conference, Privilege restriction, Time out, 1-2 days ISS, 1 day OSS, PBIP meeting Offense 5+ 1-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process
7-8 Interventions Offense 1 - Reflection, Counseling referral, Educational modules Offense 2+ Outside service referral	7-8 Consequences Offense 1 - 1-3 days ISS, 1-2 days OSS, PBIP meeting, Possible police notification Offense 2-3 - 3-5 days OSS, Mandatory PBIP meeting, Possible police notification Offense 4+ OSS pending Alternative Placement Process, police notification
9-12 Interventions Offense 1 - Reflection, Counseling referral, Educational modules Offense 2+ Outside service referral	9-12 Consequences Offense 1 - 1-3 days ISS, 1-2 days OSS, PBIP meeting, Possible police Notification Offense 2-3 - 3-5 days OSS, Mandatory PBIP meeting, Possible police Notification Offense 4+ OSS pending Alternative Placement Process, Police notification
<u>Unauthorized Use of an Electronic Device S1009</u> Students who engage in non-educational activities in the school environment, including but not limited to capturing, distributing, displaying, sharing, and/or posting inappropriate images, videos, movies, and/or music from personal devices. Engaging in social media, texting, playing games, and/or streaming that disrupts the learning environment. <i>*This includes personal cell phone use not approved by staff member</i>	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, PBIP meeting	K-1 Consequences Offense 1 - Warning Offense 2-4 - Time out, Privilege restriction Offense 5+ Time out, 1 day ISS
2-4 Interventions Offense 1/2 - Reflection, Educational modules Offense 3+ Teacher conference, Counseling referral, Outside service referral, Student Support Team referral	2-4 Consequences Offense 1 - Warning Offense 2 - Privilege restriction, Time out Offense 3 - Time out, Privilege restriction Offense 4 - 1 day ISS, Privilege restriction, Mandatory PBIP meeting, cell phone pouch Offense 5+ 1-2 days ISS, 1 day OSS, Mandatory PBIP meeting, cell phone pouch
5-6 Interventions Offense 1/2 - Reflection, Educational modules, Counseling referral Offense 3+ Student Support Team referral, Outside	5-6 Consequences Offense 1 - Warning, Privilege restriction Offense 2 - Time out, Warning, Privilege restriction, 1 day ISS, cell phone pouch

service referral	Offense 3 - Privilege restriction, Time out, 1-2 days ISS, PBIP meeting, Cell phone pouch Offense 4 - 2-3 days ISS, Mandatory PBIP meeting, Cell phone pouch Offense 5+ 1 day OSS, Mandatory PBIP revision, Cell phone pouch
7-8 Interventions Offense 1/2 - Reflection, Educational modules, Counseling referral Offense 3+ Student Support Team referral, Outside service referral	7-8 Consequences Offense 1 - Warning, Detention, Time out, Cell phone pouch Offense 2 - Time out, 2 Detentions, 1-2 days ISS, Cell phone pouch Offense 3 - 1-2 detentions, 1-2 days ISS, PBIP meeting, Cell phone pouch Offense 4 - 2-3 days ISS, Mandatory PBIP meeting, Cell phone pouch, Bridges program Offense 5+ 1 day OSS, Mandatory PBIP revision, Cell phone pouch
9-12 Interventions Offense 1/2 - Reflection, Educational modules, Counseling referral Offense 3+ Student Support Team referral, Outside service referral	9-12 Consequences Offense 1 - Warning, Detention, Time out, 1 day ISS, Cell phone pouch Offense 2 - 1-2 days ISS, Cell phone pouch, 1 day OSS Offense 3 - 2-3 days ISS, 1-2 days OSS, PBIP meeting, Cell phone pouch Offense 4 - 2-3 days ISS, 2-3 days OSS, Mandatory PBIP meeting, Cell phone pouch, Bridges program Offense 5+ 1 day OSS, Mandatory PBIP revision, Cell phone pouch
Unsafe Item S0131 Any item, device or substance that may be deemed disruptive and/or is used for a purpose in which it was not intended.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral	K-1 Consequences Offense 1 - Warning, Time out, Privilege restriction Offense 2 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 3-4 - 1 day ISS Offense 5+ 1-3 days ISS, 1 day OSS, Mandatory PBIP revision
2-4 Interventions Offense 1+ Counseling referral, Outside Service referral, Reflection, PBIP meeting, Educational modules, schedule change	2-4 Consequences Offense 1 - Time out, 1 day ISS, Privilege restriction, PBIP meeting, Confiscation Offense 2 - 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting, Confiscation Offense 3+ 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting revision, OSS Pending Alternative Placement Process, Confiscation
5-6 Interventions Offense 1+ Counseling referral, Outside service	5-6 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS, Privilege

referral, Reflection, PBIP meeting, Educational modules, schedule change	restriction, PBIP meeting, Confiscation Offense 2 - 1-2 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting, Confiscation Offense 3+ 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PBIP meeting revision, OSS Pending Alternative Placement Process, Confiscation
7-8 Interventions Offense 1+ Counseling referral, Outside service referral, Reflection, Educational modules	7-8 Consequences Offense 1- Time out, 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Possible Police Referral, Confiscation, Bridges program Offense 2-3 - 3-5 days OSS, Mandatory PBIP meeting, Bridges program, Possible Police notification, Referral to Alternative Placement Process, Confiscation Offense 4+ OSS Pending Alternative Placement Process, Police notification, Confiscation
9-12 Interventions Offense 1+ Counseling referral, Outside service referral, Reflection, Educational modules, Schedule change	9-12 Consequences Offense 1- Time out, 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Possible Police Referral, Confiscation, Bridges program Offense 2-3 - 3-5 days OSS, Mandatory PBIP meeting, Bridges program, Possible Police notification, Referral to Alternative Placement Process, Confiscation Offense 4+ OSS Pending Alternative Placement Process, Police notification, Confiscation

D Codes: Reportable to Department of Education

Parent/Guardian notification shall be completed per DE regulation 616 at every level for all offenses. In cases involving students with an IEP or Section 504 Plan, consult with the appropriate coordinator or case manager to determine and consider any behavioral goals and/or intervention plans prior to determining disciplinary consequences.

Interventions and consequences listed below shall be used progressively and not in sequential order. Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation. Administrators reserve the right to adjust the response level for any behavior. The definitions are intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. Any student who has 3 or more S code violations can be placed on a Positive Behavior Intervention Plan by the school team.

Bullying D0701

Any intentional written, electronic, verbal, or physical act against another student, a school district volunteer, or a school district employee that a reasonable person under the circumstances should know will have any of the following effects: A. Place a student, school district employee or volunteer in reasonable fear of substantial harm to the student's, employee/volunteer's emotional or physical well-being or substantial damages to the student's, employee/volunteer's property. B. Creates 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. C. Interfere with a student having a safe school environment that is necessary to facilitate

educational performance, opportunities, or benefits. D. Perpetuate 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 district school employee or volunteer.	
K-1 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	K-1 Consequences Offense 1 - Privilege restriction, Time out Offense 2 -Time out, 1 day ISS, PBIP meeting Offense 3+ 1-2 days ISS, 1-2 days OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 – 1-2 days ISS, 1 day OSS, Time out, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	5-6 Consequences Offense 1 - 1 day ISS, 1 day OSS, PBIP meeting Offense 2 – 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 3+ 3-5 days ISS, 3-5 days OSS, Referral to Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	7-8 Consequences Offense 1+ 3-5 days OSS, Bridges program, Police Notification, OSS Pending Alternative Placement Process
9-12 Interventions Offense 1+ Counseling referral, Outside service referral, Reflection, Educational modules	9-12 Consequences Offense 1+ - 3-5 days OSS, Bridges program, Police notification, Mandatory PBIP meeting, OSS Pending Alternative Placement Process
<u>Destruction of Property D0301</u> Students who damage or deface school property or the personal property of another person. This includes tampering with security, medical, or fire protective equipment. Minor - under	
K-1 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	K-1 Consequences Offense 1 - Privilege restriction, Time out Offense 2 -Time out, 1 day ISS, PBIP meeting Offense 3+ 1-2 days ISS, 1-2 days OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 – 1-2 days ISS, 1 day OSS, Time out, Privilege restriction, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
5-6 Interventions	5-6 Consequences

Educational modules, Outside service referral, Counseling referral	Offense 1 - Privilege restriction, Time out, 1 day ISS, 1 day OSS, PBIP meeting Offense 2 – 1-2 days ISS, 1-2 days OSS, Time out, Privilege restriction, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
7-8 Interventions Offense 1+ - Counseling referral, Outside Service referral, Reflection, Educational Modules, Behavioral Threat Assessment	7-8 Consequences Offense 1 - 1-3 days ISS, Bridges program, 1 day OSS, Possible Police notification, Mandatory PBIP meeting Offense 2 - 2-3 days OSS, Police notification, Mandatory PBIP revision Offense 3+ Police Notification, OSS pending Alternative Placement Process
9-12 Interventions Offense 1 + Counseling referral, Outside Service referral, Reflection, Educational modules	9-12 Consequences Offense 1 - 1-3 days ISS, 1-2 days OSS, Bridges program, Possible police notification, Mandatory PBIP meeting Offense 2/3 - 3-5 days OSS, Bridges program, Mandatory PBIP meeting, Possible police notification Offense 4+ OSS Pending Alternative Placement Process, Police notification
Exposure D2012 Students who expose their genitals, breasts, or buttocks to another person.	
K-1 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	K-1 Consequences Offense 1-2 - Time out Offense 3+ Time out, Privilege restriction, 1 day ISS, PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 – 1-2 days ISS, 1 day OSS, Time out, Privilege Restriction, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	5-6 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS, PBIP meeting Offense 2 – 2-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting Offense 3+ 3-5 days ISS, 3-5 days OSS, Referral to Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	7-8 Consequences Offense 1+ 3-5 days OSS, Bridges program, OSS Pending Alternative Placement Process, Police Notification
9-12 Interventions Offense 1+ Counseling referral, Outside service referral, Reflection,	9-12 Consequences Offense 1 - 3-5 days OSS, Bridges program, Police notification, Mandatory PBIP meeting

Educational modules	Offense 2+ OSS Pending Alternative Placement Process, Police notification
Fighting D1101 Students who willingly engage in a one-on-one physical altercation. This is a physical altercation in which none of the participants are identified as victims <i>by the school district</i> .	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, PBIP meeting, Outside counseling referral, Behavioral Threat Assessment	K-1 Consequences Offense 1-2 - Privilege restriction, Time out Offense 3-4 - Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting Offense 5+ 1-2 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
2-4 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	2-4 Consequences Offense 1 - Privilege restriction, 1 day ISS Offense 2 - Privilege restriction, 2 days ISS, 1 day OSS, mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	5-6 Consequences Offense 1 - Privilege restriction, Cell phone pouch 1-2 day ISS, 1-3 days OSS, Mandatory PBIP meeting Offense 2 - Privilege restriction, 2-3 days ISS, 2-5 days OSS, mandatory PBIP revision, Referral to Alternative Placement Process Offense 3+ 3-5 days OSS, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	7-8 Consequences Offense 1 - 1-5 days OSS, Bridges program, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, counseling referral, Behavioral Threat Assessment	9-12 Consequences Offense 1 - 5 Days OSS, Bridges program, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ OSS Pending Alternative Placement Process
Harassment D2013 Students who engage in unwelcome verbal, written, electronic, graphic or physical conduct relating to another person's actual or perceived sex, gender, age, race, color, national origin, sexual orientation, gender identity expression, pregnancy or related conditions, religion, disability, English language proficiency, socioeconomic status, and/or physical appearance. The behavior must be considered severe, persistent or pervasive to be considered harassment. The behavior does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. <i>Milford School District Board Policy regarding Bullying, Cyberbullying may apply.</i>	
K-1 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral,	K-1 Consequences Offense 1 - Time out Offense 2 - Privilege restriction, Time out, PBIP meeting

Behavioral Threat Assessment	Offense 3 - 1 day ISS, Mandatory PBIP meeting Offense 4+ 1 day ISS, 1 day OSS
2-4 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS Offense 2 - 1-3 days ISS, 1 day OSS, PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, mandatory PBIP, Referral to Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	5-6 Consequences Offense 1 - Time out, Cell phone pouch, 1 day ISS, 1 day OSS Offense 2 - Cell phone pouch, 2-3 days ISS, 2-3 days OSS, PBIP meeting Offense 3+ Cell phone pouch, 1-3 days ISS, 3-5 days OSS, mandatory PBIP, Referral to Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	7-8 Consequences Offense 1 - 1-5 days OSS, Bridges program, Police Notification, Cell phone pouch, Mandatory PG PBIP meeting, Schedule change, Student activities/athletic suspension, OSS pending Alternative Placement Process Offense 2+ OSS Pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	9-12 Consequences Offense 1 - 1-5 days OSS, Bridges program, Police notification, Cell phone pouch, Mandatory PBIP meeting, Schedule change, OSS pending Alternative Placement Process Offense 2+ OSS Pending Alternative Placement Process, Police notification
<u>Hate Speech/Conduct D0750</u> Verbal or electronic communication and/or actions directed toward a member or members of a protected class of individuals for the explicit purpose of creating alarm, fear and/or causing emotional distress. <i>Includes written actions.</i>	
K-1 Interventions Offense 1+ Warning, Educational modules, Counseling referral, Outside services referral	K-1 Consequences Offense 1-2 - Time out, Privilege restriction Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS, Mandatory PBIP revision
2-4 Interventions Offense 1+ Warning, Reflection, Educational modules, Counseling referral, Outside services referral	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS Offense 2 - 1-3 days ISS, PBIP meeting, 1 day OSS Offense 3 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting Offense 4+ OSS Pending Alternative Placement Process
5-6 Interventions Offense 1+ Warning, Reflection, Educational modules, Counseling referral, Outside services referral	5-6 Consequences Offense 1 - Time out, Cell phone pouch, 1 day ISS, 1 day OSS Offense 2 - 2-3 days ISS, 2-3 days OSS, PBIP meeting

	Offense 3+ 1-3 days ISS, 3-5 days OSS, mandatory PBIP, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Reflection, mandatory Educational modules, Student mediation, Counseling referral, Outside service referral, Behavioral threat assessment	7-8 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Cell phone pouch, Bridges program, Mandatory PBIP meeting, Police notification, Referral to Alternative Placement Process Offense 2+ 3-5 days OSS, Bridges program, Mandatory PBIP revision, OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Mandatory educational modules, Reflection, Counseling referral, Outside services referral	9-12 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Cell phone pouch, Bridges program, Mandatory PBIP meeting, Police notification, Referral to Alternative Placement Process Offense 2+ 3-5 days OSS, Bridges program, Mandatory PBIP revision, OSS pending Alternative Placement Process
<u>Inappropriate Touch - Employee Victim D2014</u> Students who intentionally engage in physical aggression towards a school employee or volunteer either with their own body or with an object and it does not result in physical injury. This includes, but is not limited to pushing, pinching, punching, kicking, slapping, grabbing, scratching, poking with an object, throwing an object at, or spitting on a school employee or volunteer. The behavior does not have to include intent to harm. This offense should be used for students under the age of 12 who caused a physical injury to a school employee or volunteer that is not classified as serious.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	K-1 Consequences Offense 1-2- Time out, Privilege restriction, PBIP meeting Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day OSS, Mandatory PBIP revision
2-4 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS, PBIP meeting Offense 2 1-2 days ISS, 1 day OSS, Privilege restriction, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	5-6 Consequences Offense 1 - Time out, 1-2 day ISS, 3-5 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ 2-3 days ISS, 3-5 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	7-8 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	9-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process

Inappropriate Touch - Student Victim D2015

Students who intentionally engage in physical aggression towards another student either with their own body or with an object and it does not result in physical injury. This includes, but is not limited to pushing, pinching, punching, kicking, slapping, grabbing, scratching, poking with an object, throwing an object at, or spitting on another student. The behavior does not have to include intent to harm. This offense should be used for students under the age of 12 who caused a physical injury to another student that is not classified as serious.

K-1 Interventions

Offense 1+ Educational modules, Outside service referral, Counseling referral

K-1 Consequences

Offense 1-2- Privilege restriction

Offense 3-4 - Time out, PBIP meeting

Offense 5+ Time out, 1 day ISS, Mandatory PBIP revision

2-4 Interventions

Offense 1+ Educational modules, Outside service referral, Counseling referral

2-4 Consequences

Offense 1 - Privilege restriction, Time out, 1 day ISS, PBIP meeting

Offense 2 1-2 days ISS, 1 day day OSS, Privilege restriction, Mandatory PBIP meeting

Offense 3+ 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process

5-6 Interventions

Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment

5-6 Consequences

Offense 1-2 - Time out, 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting

Offense 3+ 1-3 days ISS, 3-5 days OSS, OSS pending Alternative Placement Process

7-8 Interventions

Offense 1+ Educational, modules, Outside service referral, counseling referral, Behavioral threat assessment

7-8 Consequences

Offense 1 - 1-5 days OSS, Cell phone pouch, Mandatory PBIP meeting, Bridges, **Referral to Alternative Placement Process**

Offense 2+ OSS pending Alternative Placement Process

9-12 Interventions

Offense 1+ Educational, modules, Outside service referral, counseling referral, Behavioral threat assessment

9-12 Consequences

Offense 1 - 3-5 Days OSS, **Cell phone pouch**, Bridges program, Mandatory PBIP meeting, **Referral to Alternative Placement Process**

Offense 2 + OSS pending Alternative Placement Process

Mutual Group Fight D2016

Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as victims *by the school district*.

K-1 Interventions

Offense 1+ Educational modules, Counseling referral, PBIP meeting, Outside counseling referral

K-1 Consequences

Offense 1-2 - Privilege restriction, Time out

Offense 3-4 - Privilege restriction, Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting

Offense 5+ 1-2 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process

2-4 Interventions

Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral

2-4 Consequences

Offense 1 - Privilege restriction, time out, 1 day ISS

Offense 2 - Privilege restriction, 2 days ISS, 1 day OSS, mandatory PBIP meeting

	Offense 3+ 1-3 days ISS, 1-3 days OSS, OSS pending Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral threat assessment	5-6 Consequences Offense 1 - Privilege restriction, Cell phone pouch, 1-2 day ISS, 1-3 days OSS, Mandatory PBIP meeting Offense 2 - Privilege restriction, Cell phone pouch, 2-3 days ISS, 2-5 days OSS, mandatory PBIP revision, Referral to Alternative Placement Process Offense 3+ 3-5 days OSS, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral threat assessment	7-8 Consequences Offense 1 - 5 days OSS, Bridges program, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Reflection, Student mediation, Outside service referral, Counseling referral	9-12 Consequences Offense 1 - 5 Days OSS, Bridges program, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
<u>Possession and/or Production of Pornography D0101</u> Students who possess, share, or produce any known pornographic or obscene material in the school environment. This would include a student who distributes photos or videos of another student who did not consent to getting their photos taken or shared, or cannot consent to the photos due to their age (under age 12).	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral	K-1 Consequences Offense 1-2 - Time out, Privilege restriction Offense 3-4 - Time out, 1 day ISS, Mandatory PBIP meeting Offense 5+ 1 day ISS, 1 day OSS, Mandatory PBIP revision
2-4 Interventions Offense 1+ Outside service referral, Counseling referral, Educational modules	2-4 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting Offense 2+ 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
5-6 Interventions Offense 1+ Outside service referral, Counseling referral, Educational modules	5-6 Consequences Offense 1 - Time out, 1 day ISS, Cell phone pouch, 1 day OSS, Mandatory PBIP meeting Offense 2+ 2-3 days ISS, 2-3 days OSS, Referral to Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, counseling referral	7-8 Consequences Offense 1+ 1-3 days ISS, 1-3 days OSS, Cell phone pouch, Bridges program, Mandatory PBIP meeting, Police notification, OSS pending Alternative Placement Process
9-12 Interventions	9-12 Consequences

Offense 1+ Educational modules, Outside service referral, Counseling referral	Offense 1+ 1-3 days ISS, 1-3 days OSS, Cell phone pouch, Bridges program, Mandatory PBIP meeting, Police notification, OSS pending Alternative Placement Process
<u>Possession and/or Use of Dangerous Instrument D2017</u> Students who possess and/or use any object, device, or instrument in the school environment classified as a dangerous instrument under 11 Del. C. § 222 . This includes, but is not limited to pellet/air guns, tasers, mace or other dangerous instruments.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, PBIP meeting, Outside counseling referral	K-1 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS, mandatory PBIP meeting Offense 2+ 1-3 days ISS, 1-5 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
2-4 Interventions Offense 1+ Outside service referral, Counseling referral, Educational modules, Behavioral threat assessment process	2-4 Consequences Offense 1+ 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting, Confiscation, Referral to Alternative Placement Process, Police notification
5-6 Interventions Offense 1+ Outside service referral, Counseling referral, Educational modules, Behavioral threat assessment process	5-6 Consequences Offense 1 - 1-5 days OSS, Bridges program, Cell phone pouch, Police notification, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral, Behavioral threat assessment process	7-8 Consequences Offense 1 - 1-5 days OSS, Bridges program, Cell phone pouch, Police notification, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Outside Service referral, Counseling referral, Behavioral threat assessment process	9-12 Consequences Offense 1 - 1-5 days OSS, Bridges program, Cell phone pouch, Police notification, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
<u>Possession and/or Use of Nonprescription and/or Prescription Medications D1601</u> Students who use or are under the influence of nonprescription and/or prescription medications, or who are found to be in possession of nonprescription and/or prescription medications in the school environment without proper documentation.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Turn into nurse	K-1 Consequences Offense 1 - Privilege restriction Offense 2 - Time out Offense 3-4 - Time out, 1 day ISS, PBIP meeting Offense 5+ 1 day ISS, 1 day OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral, Turn into Nurse	2-4 Consequences Offense 1 - Privilege restriction, Time out, 1 day ISS, Offense 2 - Privilege restriction, 1-2 days ISS, 1 Day OSS, PBIP meeting

	Offense 3+ 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
5-6 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral, Turn into Nurse	5-6 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS Offense 2 - 1-3 days ISS, 1-2 Day OSS, PBIP meeting Offense 3+ 1-3 days ISS, 3-5 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification
7-8 Interventions Educational modules, Outside service referral, Counseling referral, Suicide risk assessment, Behavioral threat assessment	7-8 Consequences Offense 1 - 1-3 days ISS, 1-2 days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification Offense 2+ 3-5 days ISS, 3-5 days OSS, Bridges program, OSS pending Alternative Placement Process, Police notification
9-12 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral, Substance abuse counseling, Turn into nurse	9-12 Consequences Offense 1 - 1-3 days ISS, 1-2 Days OSS, Bridges program, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification Offense 2+ Police notification, OSS pending Alternative Placement Process
<u>Possession and/or Use of Tobacco or Electronic Smoking Devices D1401</u> Students who use or possess any tobacco product or any electronic smoking device in the school environment. This includes, but is not limited to products containing tobacco, electronic cigarettes and any vape device.	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral	K-1 Consequences Offense 1 - Privilege restriction Offense 2 - Time out, Privilege restriction Offense 3 - Time out, 1 day ISS, PBIP meeting Offense 4+ 1 day ISS, 1 day OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral	2-4 Consequences Offense 1 - 1 day ISS, 1 day OSS, Privilege restriction, Mandatory PG PBIP meeting, cessation class Offense 2 - 1-3 days ISS, 1-2 days OSS, Privilege restriction, Mandatory PG PBIP meeting revision Offense 3+ 1-3 days ISS, 1-3 Days OSS, Privilege restriction, PBIP Mandatory PBIP meeting
5-6 Interventions Offense 1+ Cessation class, Counseling referral, Outside services referral, Educational modules	5-6 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting Offense 2-3 - 3-5 days OSS, Mandatory PBIP revision, Referral to Alternative Placement process Offense 4-5+ OSS Pending Alternative Placement Process
7-8 Interventions Offense 1+ Cessation class, Counseling	7-8 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Cell phone pouch,

referral, Outside services referral, Educational modules	Mandatory PBIP meeting, Bridges Program, Referral to Alternative Placement process if in classroom Offense 2-3 - 3-5 days OSS, Cell phone pouch, Mandatory PBIP revision, Bridges Program, Referral to Alternative Placement process Offense 4-5+ OSS Pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Cessation class, Counseling referral, Outside services referral	9-12 Consequences Offense 1 - 2-3 days ISS, Cell phone pouch, Bridges Program , Mandatory PBIP meeting, Referral to Alternative Placement process if in classroom Offense 2-3 - 1-3 days OSS, Cell phone pouch, Bridges program, Mandatory PBIP revision Offense 4-5+ 3-5 days OSS, OSS Pending Alternative Placement Process
<u>Theft (\$1500 or more) D0601</u> Students who take, obtain, or intentionally have possession of school property or the personal property of another person(s).	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral	K-1 Consequences Offense 1 - Privilege restriction Offense 2 - Time out, Privilege restriction Offense 3 - Time out, 1 day ISS, PBIP meeting Offense 4+ 1 day ISS, 1 day OSS, Mandatory PBIP meeting
2-4 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	2-4 Consequences Offense 1 - Privilege restriction, 1 day ISS, PBIP meeting, Offense 2+ 2-3 days ISS, 1-3 Days OSS, Privilege restriction, Mandatory PBIP meeting
5-6 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	5-6 Consequences Offense 1 - Time out, 1 day ISS, 1 day OSS, PBIP meeting Offense 2 - 2-3 days ISS, 1-3 Days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 3+ OSS Pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	7-8 Consequences Offense 1 - 1-5 Days OSS, Mandatory PBIP meeting, Bridges Program, OSS Pending Alternative Placement Process, Police Notification Offense 2 + Police Notification, OSS Pending Alternative Placement Process
9-12 Interventions Offense 1+ Educational modules, Outside service referral, Counseling referral	9-12 Consequences Offense 1 - 3-5 Days OSS, Mandatory PBIP meeting, Bridges Program, OSS Pending Alternative Placement Process, Police Notification Offense 2+ Police Notification, OSS Pending Alternative Placement Process
<u>Threat of Physical Attack without Weapon D2018</u> Students who threaten to engage in an act that causes harm and introduces fear in another school community	

member. Threats can be made verbally, in writing, or with gestures and may refer to a weapon that is not present. A threat may or may not be made in person.

K-1 Interventions Offense 1+ Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	K-1 Consequences Offense 1 - Time out, Privilege restriction, 1 day ISS/OSS Offense 2 - 2-3 days ISS/OSS, Mandatory PBIP meeting Offense 3+ 1-3 days ISS, 1-3 Days OSS, Mandatory PG PBIP meeting revision, Referral to Alt. Placement Process
2-4 Interventions Offense 1+ Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	2-4 Consequences Offense 1 - Time out, Privilege restriction, 1 day ISS/OSS Offense 2 - 2-3 days ISS/OSS, Mandatory PBIP meeting Offense 3+ 2-3 days ISS, 2-5 Days OSS, Mandatory PG PBIP meeting revision, Referral to Alt. Placement Process
5-6 Interventions Offense 1+ Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	5-6 Consequences Offense 1 - 1-2 days ISS, 1-2 days OSS, Cell phone pouch, Referral to Alternative Placement Process Offense 2 - Cell phone pouch, 3-5 days ISS, 3-5 days OSS, Referral to Alternative Placement process Offense 3+ OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Behavior threat assessment, Outside service referral, Counseling referral	7-8 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Cell phone pouch, Bridges program, Police notification, Referral to Alternative Placement Process Offense 2 - 3-5 days OSS, Cell phone pouch, Bridges program, Police notification, Referral to Alternative Placement process Offense 3+ OSS pending Alternative Placement Process, Police notification
9-12 Interventions Offense 1+ Reflection, Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	9-12 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Cell phone pouch, PBIP meeting, Police Notification Offense 2 - 3-5 days OSS, Cell phone pouch, Bridges program, PBIP revision meeting, Police Notification Offense 3+ OSS Pending Alternative Placement Process

C Codes: Criminal Codes reported to law enforcement and Department of Education

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Interventions and consequences listed below shall be used progressively and not in sequential order.

Administrators have the authority to choose one or more resolutions from the list of available interventions and consequences below for each infraction depending on the circumstances of the code of conduct violation. Administrators reserve the right to adjust the response level for any behavior. The definitions are

intended for clarity and not intended to be fully comprehensive of every situation or behavior. It is our goal that all situations are handled as quickly as possible. **Any student who has 1 or more S code violations can be placed on a Positive Behavior Intervention Plan by the school team.**

Assault Causing Physical Injury C0720

Students who intentionally engage in an act that causes physical injury or serious physical injury to another person. This includes, but is not limited to bruises, lacerations, puncture and stab wounds, dislocations, sprains, and/or bone fracture. This offense is not used for students under the age of 12, unless the student causes a serious physical injury, which are injuries that create the risk of death or cause disfigurement, impairment of health, or loss or impairment of the function of any bodily organ or limb.

K-12 Interventions

Offense 1+ External service referral, Counseling referral, Educational modules

K-12 Consequences

Offense 1+ Police notification, OSS pending Alternative Placement Process

Distribution of Alcohol and/or Drugs C0721

Students who are found to be selling and/or distributing alcohol, drugs or other substances in the school environment. This includes, but is not limited to inhalants, marijuana (cannabis, edible, liquid, etc.), drug like substances, look alike substances, nonprescription medication, and prescription medications.

K-12 Interventions

Offense 1+ External service referral, Counseling referral, Educational modules

K-12 Consequences

Offense 1+ Police notification, OSS pending Alternative Placement Process

Other School Crime C0722

Any significant incident resulting in disciplinary action not classified previously, but required to be reported under the School Crimes Reporting Law ([14 Del. C. § 4112](#)). This may include arson, manslaughter, etc. (*reckless burning included*)

K-12 Interventions

Offense 1+ Outside service referral, Counseling referral, Educational modules

K-12 Consequences

Offense 1+ Police notification, OSS pending Alternative Placement Process

Possession and/or Use of Alcohol and/or Drugs C0723

Students who use or are under the influence of alcohol, drugs or other substances, or who are found to be in possession of alcohol, drugs, other substances, or drug paraphernalia in the school environment. This includes, but is not limited to inhalants, marijuana (cannabis, edible, liquid, etc.), drug like substances, look alike substances.

K-1 Interventions

Offense 1+ Counseling referral, Outside service referral, Educational modules

K-1 Consequences

Offense 1 - Time out, 1 day ISS, PBIP meeting
Offense 2- 1-2 days ISS, Mandatory PBIP meeting
Offense 3+ 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process

2-4 Interventions

Offense 1+ Outside service referral, Counseling referral, Educational modules

2-4 Consequences

Offense 1 - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP meeting
Offense 2+ 2-3 days OSS, OSS pending Alternative Placement Process

5-6 Interventions

Offense 1+ Educational modules, Outside

5-6 Consequences

Offense 1 - 1-3 days ISS, 1-3 days OSS, **Cell phone pouch,**

service referral, Counseling referral	Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Outside service referral, counseling referral, substance abuse counseling	7-8 Consequences Offense 1 - Bridges program, 1-5 days OSS, Cell phone pouch, Mandatory PBIP meeting, OSS pending Alternative Placement Process, Police notification Offense 2+ Police notification, OSS pending Alternative Placement Process
9-12 Interventions Offense 1+ Outside service referral, Counseling referral	9-12 Consequences Offense 1 - 1-5 days OSS, Cell phone pouch, Mandatory PBIP meeting, Bridges program, Referral to Alternative Placement Process Offense 2+ OSS pending Alternative Placement Process
<u>Possession and/or Use of Deadly Weapons C0724</u> Students who possess and/or use any object, device, or instrument in the school environment classified as a deadly weapon under 11 Del. C. § 222 . This includes, but is not limited to a knife of any sort, switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot and/or razor. This does NOT include toys, or ordinary objects including pocket knives with blades less than 3 inches. Firearms and bombs are captured under separate offenses.	
K-12 Interventions Offense 1+ External service referral, Counseling referral, Educational modules	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
<u>Possession and/or Use of Explosive Devices C0725</u> Students who are found to be in possession and/or use incendiary devices such as fireworks, firecrackers, pipe bombs and/or other explosives in the school environment.	
K-12 Interventions Offense 1+ External Service Referral, Counseling Referral, Educational Modules	K-12 Consequences Offense 1+ Police Notification, OSS Pending Alternative Placement Process
<u>Possession and/or Use of Firearms C0726</u> Students who possess and/or use any firearm in the school environment. This includes, but is not limited to handguns, rifles, shotguns, starter guns, and/or other firearms identified in 11 Del. C. § 222 , whether loaded or not. BBs are included per § 1457 and § 1457A . This does NOT include toys or pellet/air guns; these should be captured other Possession and/or Use of Dangerous Instruments.	
K-12 Interventions Offense 1+ External service referral, Counseling referral	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
<u>Rape C0727</u> Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent, including when a person is unable to give consent. All persons, regardless of sex, sexual orientation, or gender identity, can be victims of rape.	
K-12 Interventions Offense 1+ External service referral,	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative

Counseling referral	Placement Process
<u>Robbery C0728</u> Students who take or attempt to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that robbery involves a threat or assault.	
K-12 Interventions Offense 1+ External service referral, Counseling referral	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
<u>Sexual Assault C0729</u> Is any sexual act directed against another person without consent, including when a person is unable to give consent. It includes threatened rape, fondling, indecent liberties, or child molestation. Rape is not included. All persons, regardless of sex, sexual orientation, or gender identity, can be victims of sexual assault. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).	
K-12 Interventions Offense 1+ Outside service referral, Counseling referral	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
<u>Threat of Physical Attack with Weapon C0102</u> Students who threaten to engage in an act that causes harm and introduces fear in another person, and the threat is made while displaying, brandishing, or discharging a weapon but with no actual physical contact of any person. A threat may or may not be made in person. A threat of physical attack using words that refer to a weapon would be considered a threat without a weapon.	
K-12 Interventions Offense 1+ Outside service referral, Counseling referral	K-12 Consequences Offense 1+ Police notification, OSS pending Alternative Placement Process
<u>Threatening Mass Violence C0730</u> Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm in the school environment. This includes, but is not limited to bomb threats and other threats that are likely to cause an evacuation of a building. See <i>Threats of Physical Attack with and without weapon(s) for threats against people</i> .	
K-1 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	K-1 Consequences Offense 1 - Time out, 1 day ISS, PBIP meeting Offense 2- 1-2 days ISS, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 3+ 1-3 days ISS, 1-2 days OSS, Mandatory PBIP revision, OSS pending Alternative Placement Process
2-4 Interventions Offense 1+ - Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	2-4 Consequences Offense 1 - 1-3 ISS, 1-3 days OSS, Mandatory PBIP meeting, Referral to Alternative Placement Process Offense 2+ 1-3 days OSS, OSS pending Alternative Placement Process
5-6 Interventions Offense 1+ Educational modules, Counseling	5-6 Consequences Offense 1 - 1-3 days ISS, 1-3 days OSS, Mandatory PBIP

referral, Outside service referral, Behavioral threat assessment	meeting, Referral to Alternative Placement Process Offense 2+ 3-5 days OSS, OSS pending Alternative Placement Process
7-8 Interventions Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	7-8 Consequences Offense 1 - Bridges program, 1-5 days OSS, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification Offense 2+ Police notification, OSS pending Alternative Placement Process
9-12 Consequences Offense 1+ Educational modules, Counseling referral, Outside service referral, Behavioral threat assessment	9-12 Consequences Offense 1 - Bridges program, 1-5 days OSS, Cell phone pouch, Mandatory PBIP meeting, Referral to Alternative Placement Process, Police notification Offense 2+ Police notification, OSS pending Alternative Placement Process

Appendix A: Glossary

ALTERNATIVE PLACEMENT PROCESS: A process that begins at the conclusion of an administrative investigation, as result of a severe or repetitive Code of Conduct violation(s) listed within the Code of Conduct in which a Principal is requesting a referral for Alternative Placement for the student after the administrative investigation is complete. An Alternative Placement Team Meeting will take place to determine if any alternative setting is appropriate for the referred student. The Alternative Placement Team will decide on whether to assign a student to an Alternative Placement Program. If a Parent/Guardian chooses to appeal the Alternative Placement Decision, the appeal must be in writing to the Superintendent's office no later than 5 business days following the Alternative Placement Team Meeting. This process must adhere to Delaware Regulations Administrative Code: Title 14 Education: Section 600 School Climate and Discipline, Section 611 Consortium Discipline Alternative Programs for Treatment of Severe Discipline Problems, Section 613 Uniform Procedures for Processing Attorney General's Reports, Section 614 Uniform Definitions for Student Conduct Which May Result in Alternative Placement or Expulsion, and Section 616 Uniform Due Process Procedures for Alternative Placement Meetings and Expulsion Hearings.

ALTERNATIVE PROGRAM: A school discipline improvement program that provides Appropriate Educational Services that has been created for students whose behavior(s) is within the defined conduct under 14 DE Admin. Code 614. This includes any programs managed by a school district/charter or the Consortium Discipline Alternative Program.

ALTERNATIVE PLACEMENT TEAM MEETING: The Alternative Placement Team follows Regulation 616 and is led by the appropriate school district director/designee. The Alternative Placement Team decides on the placement of students in an alternative setting, alternate school setting, long-term suspension, or expulsion. The administrator/designee may schedule an Alternative Placement Team meeting based upon the offenses in the Code of Conduct which serve as a basis for placement at an alternative school in accordance with 14 Del. C. § 614.

ATTORNEY GENERAL'S REPORT: Any charges received by a student either in school or out of school are reported to school district officials from the Attorney General's office. School district officials are provided access to view specifics of each charge against a student via a state crime database. The Milford School

District may take disciplinary action on the charges to ensure the safety and welfare of the student body even if the charges have not been adjudicated and in accordance with Due Process procedures.

BEHAVIORAL THREAT ASSESSMENT (BTA): A systematic process that is designed to identify situations or persons of concern, investigate, gather information, and assess and manage the situation to mitigate risk. Threat assessment is a prevention strategy based on a problem-solving approach to violence prevention. See board policy 5112 for more information on the Behavioral Threat Assessment process.

BRIDGES PROGRAM: A temporary classroom setting that provides educational services as well as social and emotional support focusing on conflict resolution, reflection and education for behavioral change. **Students who are in Bridges for disciplinary reasons are not to participate in extracurricular or after school activities without principal approval.**

BUILDING LEVEL CONFERENCE: A meeting which is held by phone or in person between the Principal, other appropriate school staff members as determined by the Principal, a student and a student's Parent to discuss the student's misconduct relative to a recommendation for Suspension, Alternative Placement, or Expulsion.

BUSINESS DAY: A day in which schools are open with Administration present.

COUNSELING REFERRAL: A referral to the School Counselor, Wellness Center, or Outside Counseling Agency.

CRIME: Includes a felony, misdemeanor or violation defined in the Delaware Code, as well as behavior of a person under 18 years of age which would be considered a felony, misdemeanor, or violation if it had been committed by an adult.

DETENTION: An established time when a student is detained in a supervised area. Detention can be held during lunch or after school.

DISCIPLINE REFERRAL: Formal documentation completed by the staff and returned to Administration with information about an incident or student behavior that occurred.

EDUCATIONAL MODULE: An individualized lesson educating a student on a social, emotional, or behavioral competency regarding behavior that violates the Code of Conduct.

FYI (FOR YOUR INFORMATION): The use and documentation of tier one interventions to educate and document behaviors prior to issuing a discipline referral and consequences. FYIs are tracked in the behavior history, but not considered a referral.

EXPULSION: A disciplinary action approved by the Board of Education resulting in a student being removed from the Regular School Program for a duration not to exceed the total number of student days in a school year. A student expelled without Appropriate Educational Services shall be unenrolled from the district/charter during the term of the expulsion. Whether the expulsion is with or without educational services (including Alternative Placement), the expelled student is not eligible to enroll in any other Delaware public school during the period of the expulsion and until any reasonable terms of the expulsion are fulfilled.

IN-SCHOOL SUSPENSION (ISS): The removal of a student from their class for more than a half school day from the area indicated by the regularly assigned schedule.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS): Delaware Regulations Administrative Code: Title 14: Section 500 Curriculum and Instruction, Subsection 508 defines MTSS as a framework that is designed to meet the needs of the whole child through an integrated multi-level prevention system that optimizes team-based leadership and data-driven decision making to meet the academic and non-academic needs of all students. High quality core academic instruction and non-academic practices as universal support to all children. Evidence-based intervention and support are matched to student needs and informed by ongoing progress monitoring and additional formative assessments.

NOTIFICATION: Direct contact by telephone, email, in person, or by certified mail, unless otherwise designated. Parent – Includes natural parent, adoptive parent, or any person, agency, or institution that has temporary or permanent custody or guardianship over a student under 18 years of age.

OUT-OF-SCHOOL SUSPENSION (OSS): A form of short-term suspension that can be applied as a consequence for violating the Code of Conduct. During this time of suspension, extra curricular activities are not allowed. The duration shall not be more than five (5) consecutive school days for any single conduct violation or ten (10) consecutive school days for a combination of violations which occurred during a single disciplinary incident. The student will still be responsible for class work and assignments during out-of-school suspension. The Superintendent or their designee shall have the right to temporarily extend a student's suspension beyond the ten (10) school day limit pending an Alternative Placement Process decision or Board of Education decision regarding a Discipline Hearing or other formalized disciplinary action hearing for the student. A student whose suspension has been temporarily extended beyond ten (10) consecutive school days shall receive Appropriate Educational Services. Educational services shall continue until the student's Alternative Placement Process decision has been rendered or the Board of Education decision regarding the student's expulsion hearing or other formalized Disciplinary Action hearing has concluded.

PARENT/GUARDIAN (PG): Includes natural parent, adoptive parent, or any person, agency, or institution that has temporary or permanent custody or guardianship over a student under 18 years of age.

PARENT/GUARDIAN POSITIVE BEHAVIOR INTERVENTION PLAN (PBIP) MEETING: A conference that can occur via telephone/virtually/in person with the Parent/guardian, student, and school team. The purpose of the conference is to collaborate and create a detailed action/intervention plan outlining interventions, options, and/or steps for the student to be successful and avoid the accumulation of additional/repeat Code of Conduct violations. Interventions can include, but are not limited to change of class, time-outs, character education, check-ins, identification of trusted adult(s) for the student to talk with in and out of school who can be reached if necessary, breaks, counseling plan, wellness plan, and identified goals. A Positive Behavior Intervention Plan will be created and agreed upon and signed by all parties at the conclusion of this meeting for the student's success.

POLICE NOTIFICATION: The notification to local law enforcement of an incident that occurred on school property during or after school hours that must be reported per Delaware law or Milford School District policy.

POSITIVE BEHAVIOR INTERVENTION PLAN (PBIP): A collaborative plan between a student, their Parent/Guardian, and the school team (administrator, teacher, counselor, other staff member if needed) that identifies areas of growth and resources for the student to be successful in school. Failure to follow the intervention plan could result in a recommendation for further disciplinary action and/or placement on principal's probation for defiance of school authority. In accordance with 14 Del. C. § 614, violation of an Intervention plan can be used as a basis for alternative placement or recommendation for expulsion.

PRINCIPAL'S PROBATION: A probationary period when a student is unable to attend or participate in any non academic activities outside the regular school day unless as part of a grade for a class. Principal's probation period will be outlined as part of a Positive Behavior Intervention Plan.

PRIVILEGE RESTRICTION: A consequence of losing/altering an in-school privilege, with parent agreement or an extracurricular activity.

REFLECTION: Time for a student to process their behaviors, regulate from dysregulation, and work with an adult (teacher, counselor, administrator) to find remedies to the code of conduct violation. Examples of remedies can include an apology, educational module completion, SEL worksheets.

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

SCHOOL EMPLOYEE/OFFICIAL: Includes all persons 18 years of age or older hired by a school district; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property.

SCHOOL FUNCTION: Includes any field trip or any officially sponsored public school event in the State.

SCHOOL VOLUNTEER: A person 18 years of age or older who, without compensation, renders service to a public school. "School Volunteer" includes Parent/Guardians who assist in school activities or chaperone school functions.

SERVICE REFERRAL: Referral to Internal and/or external service providers. Examples include: clothing closet, food bank, counseling, medical providers, state services.

STUDENT CONFERENCE MEDIATION: A meeting between two or more students to discuss the conflict and work out a resolution.

STUDENT SUPPORT TEAM (SST): Students who exhibit repetitive disciplinary actions may be referred to the school's SST. The SST is a committee of school teachers, administrators, and support staff such as school nurse, psychologist or visiting teacher who meet to discuss strategies aimed at supporting students. SST input can be used to create the Positive Behavior Intervention Plan. School-Based Intervention Services should include both short-term and long-term intervention strategies that include character education, short-term and or long-term counseling to improve behavior which impacts educational performance, and methods to identify the need to refer student for additional services within the District or to other agencies

TIME OUT: A temporary, supervised behavior management technique which occurs outside of the regular classroom setting for no more than half of a full school day, which provides opportunities to regain emotional regulation. A student being removed from their regular setting for less than a half day is considered a time out.

TRANSITION MEETING: The purpose of this meeting is to ensure that students have the support they need to be successful in the school setting after serving a suspension or expulsion. In addition, the meeting serves to reinforce the expectations for student behavior and outline the plan in a Positive Behavior Intervention Plan. ~~This is being removed because it is already defined in PBIP meeting above.~~

WARNING: A verbal or written Warning for a student after a discussion is had around the code of conduct violation.

Appendix B: BULLYING AND CYBERBULLYING

The Milford School District recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students and all employees. The Board directs the Superintendent and/or designee to develop a school-wide bullying prevention program. The Board authorizes the Superintendent and/or designee to consistently implement this policy and regulations throughout the District. The Board, through the Superintendent and/or designee, authorizes each principal to consistently implement this policy and regulations within each school.

Prohibition of Bullying

To further these goals, and as required by 14 Del. C. § 4164, the District prohibits the bullying of any person on

school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of the District from grades kindergarten through grade twelve. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

“School function” includes any field trip or any officially sponsored school event. “School property” means any building, structure, athletic field, sports stadium or real property owned, operated, leased or rented by any public school district including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school.

DEFINITION OF BULLYING & CYBERBULLYING:

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

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

As used in this policy, **cyberbullying** means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which:

- Interferes with a student’s physical well-being; or
- Is threatening or intimidating; or
- Is so severe, persistent, or pervasive that it is reasonably likely to limit a student’s ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group or posted in a medium that the sender knows is likely to be available to a broad audience within the school community.
 - The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.
 - The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district initiated under this section provided there is sufficient school nexus.

REPORTING REQUIREMENTS:

It is the responsibility of each member of the school community: pupils, staff, and parents to report instances of bullying or suspicions of bullying. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

INVESTIGATIVE PROCEDURES:

- The administration will promptly investigate a report of bullying in a timely manner and determine

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

- All reports of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the administrator/designee within five (5) working days.

Consequences for Bullying:

Consequences for bullying are outlined in Chapter five of the School Code of Conduct.

Retaliation:

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

REPORTING PROCEDURES:

The procedures for a student/Parent/guardian to report alleged bullying will be as follows:

- If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits. The staff member will report the complaint to administration or designee.
- If a child expresses a desire to discuss a personal incident of bullying with a staff member, the staff member will assist to provide the child with a practical, safe, private, and age-appropriate method of doing so. The staff member will report the concern to the administrator or designee.
- Written complaints shall be specific as to actions giving rise to the complaint and should include the following information:
 - Conduct involved
 - Persons involved, designated bully, target, and bystanders' roles
 - Time and place of the conduct and alleged number of incidents
 - Names of potential students or staff witnesses
 - Any actions taken in response
- Short, easy to use complaint forms can be obtained from the school administration or district office. (MSD Bullying Reporting Form)
- The MSD Bullying Reporting Form may be completed on the school website and automatically sent to school administration.
- Anyone may report bullying. A report may be made to any staff member.
- Every bullying report of bullying will be recorded in the student information system. This will give an indication of patterns which may emerge of both bullies and victims.

ANONYMOUS REPORTS:

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

NOTIFICATION OF PARENTS, GUARDIAN, OR RELATIVE CAREGIVER:

Administration must make reasonable efforts to notify parent/guardian of any target of bullying or person who bullies another.

PROCEDURE TO COMMUNICATE WITH MEDICAL AND MENTAL HEALTH PROFESSIONALS:

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

- School staff members and medical professionals who are involved in treating students for bullying issues can communicate once a release of information form is signed by the parent/guardian regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to FERPA guidelines.
- If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to the parent's child.

IMPLEMENTATION:

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

SITE-BASED COORDINATION COMMITTEE:

Each school shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval, and monitoring of the program. A majority of the members of the site-based committee must be members of the school professional staff, of which a majority must be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for schools enrolling students in grade seven through twelve), parents, and staff from the before- or after-school program or programs. These representatives shall be chosen by members of each respective group, except that the school principal shall appoint the representatives of the nonemployee groups. The committee shall operate on a 1-person, 1-vote principle.

INFORMING STUDENTS OF ELECTRONIC MEDIUMS:

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

OTHER DEFENSES:

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

POLICY NOTIFICATION:

The policy shall appear in the student and staff handbook. This policy will be posted on the MSD website.

RELATIONSHIP TO OTHER LAWS:

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code. An incident may meet the definition of bullying and also the definition of a particular crime under State or Federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or Federal law. Nothing in this policy shall supersede or be construed in a manner as to conflict any State or Federal laws concerning special education or individuals with disabilities.

APPENDIX C: HARASSMENT

SEXUAL HARASSMENT: Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District ("the District"), that receive any Federal funds must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- A school employee conferring an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

The District has a responsibility to respond promptly and equitably. If the District knows or reasonably should know about sex discrimination, sexual harassment, or sexual violence within the District's education program or activity, the District will take immediate action to eliminate the sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities. The District strives to provide an environment free from sex discrimination, including sexual harassment. The District encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (e.g., the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the District's Title IX coordinator in person, or by phone, mail, or e-mail, or to the Office of Civil Rights. Any person (e.g., the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be

received and investigated in a prompt and equitable manner.

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

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

If you believe you or another person are the subject of such harassment or misconduct or sexual harassment or if you witness such actions or communication in general, you should report the circumstances immediately to a teacher or the administrator/designee at your school, to a parent or guardian, or to any employee of the school district who is in a position of authority. Persons are urged to report violations of these policies, and no one will, in any way, use threats, coercion, or intimidation to prevent a person from reporting harassment or sexual harassment. All complaints made to district staff must be reported by such staff to the Milford School District Title IX Coordinator.

Upon receiving notice of a complaint of harassment, sexual harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, an investigation will be conducted as soon as possible. Confidentiality of the person and/or witnesses to the prohibited conduct will be maintained to the fullest extent possible. A school district student, who is found to have committed harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, will be subject to appropriate disciplinary action, and all reports of such harassment or misconduct will be actively and diligently investigated.

Appropriate action will be taken consistent with the provisions of the student disciplinary code and/or state law. The type of disciplinary action taken will depend upon the seriousness of the offense committed and may include placing the offending student on probation, suspension, expulsion, or imposing other disciplinary alternatives. Follow-up inquiries may be made to ensure that harassment, including sexual harassment, has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

Appendix D: DRUGS AND ALCOHOL

The Milford School District strives to promote student awareness/education concerning the dangers of substance abuse in the schools. The district will make known the availability of drug and alcohol counseling, rehabilitation, and student assistance programs. The district will provide a fair and equitable framework for administering consequences to students who violate the policy. The district will also provide prior notice to all students of the District's position that the use of drugs, alcohol or steroids in the school environment is

destructive of the educational process and will not be tolerated.

POLICY:

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

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

NON-CONTROLLED SUBSTANCES:

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

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

It is prima facie evidence of such circumstances if any two (2) of the following factors are established:

- The non-controlled substance is packaged in a manner normally used for the illegal delivery of controlled substances.
- The delivery or attempted delivery included an exchange of or demand for money or other valuable property as consideration for delivery of the substance, and the amount of such consideration was substantially in excess of the reasonable value of the non-controlled substance.
- The physical appearance of the finished product containing the substance is substantially identical to a specific controlled substance.

Appendix E: TOBACCO AND VAPING PRODUCTS

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

DEFINITION:

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

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

AUTHORITY:

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

DELEGATION OF RESPONSIBILITY:

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

REPORTING:

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

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Appendix F: Gun Free Schools Act Weapons Policy

PURPOSE: To set forth a policy that establishes a gun free school zone in accordance with the Gun-Free Schools Act of 1994 (20 U.S.C. §7961) and 11 Del. C. §1457A.

DEFINITIONS

"Safe School Zone" Any building, structure, athletic field, sports stadium or real property owned, operated, leased or rented by the district; or any motor vehicle owned, operated, leased or rented by the District.

"Deadly Weapon" includes a firearm (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. It does not include a BB gun), a bomb, a knife of any sort (other than an ordinary pocketknife carried in a closed position), switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain or ice pick or any "dangerous instrument" (any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury, or any disabling chemical spray or any electronic control devices including but not limited to a neuromuscular incapacitation device designed to incapacitate a person), which is used, or attempted to be used, to cause death or serious physical injury. For the purpose of this definition, an ordinary pocketknife shall be a folding knife having a blade not more than 3 inches in length.

"Firearm" is defined in Section 921 of Title 18, United States code.

"Gun Free Schools Violation" shall mean students are prohibited from bringing a Firearm into a Safe School Zone, or Possession of a Firearm while in a Safe School Zone.

POLICY STATEMENT: The Board of Education of the Milford School District ("Board") complies with Delaware's establishment of a gun free school zone and prohibits possession of a Firearm or other Deadly Weapon while in or on a Safe School Zone in compliance with the Gun-Free Schools Act of 1994 and 11 *Del.C.* §1457A.

The District prohibits any person from bringing, possessing, or transferring a Firearm or

Deadly Weapon in a Safe School Zone, including those individuals who have a permit to carry a concealed weapon.

A student who is determined to have brought a Firearm to a Safe School Zone, or to have possessed a Firearm in a Safe School Zone, shall be expelled for a period of not less than 180 school days.

Pursuant to 11 *Del.C.* §1457A(f), modification to the expulsion requirement may be made on a case-by-case basis by the Board. Any modification to the expulsion requirement must be reported to the Delaware Department of Education.

All students shall receive a Student Handbook that contains this policy at the beginning of each school year, and whenever a student enters or re-enters the District during the school year, to be shared with their parent/guardian/custodial adult. This policy will be accessible on the District's website and a paper version can be requested from the front office in each school.

This policy shall apply to all students. Nothing in this policy shall alter the District's duties pursuant to the Individuals with Disabilities Education Act.

EXCEPTIONS: The following are exceptions to possession of a firearm while in a Safe School Zone:

- (1) Police officer

- (2) A constable employed by the District who is acting in an official capacity within a Safe School Zone.
- (3) An active-duty member of the United States Armed Forces or Delaware National Guard who is acting in an official capacity within a Safe School Zone.
- (4) A holder of a valid license to carry concealed deadly weapons issued by the Superior Court, but only if the firearm is in a motor vehicle.
- (5) Employees of the Department of Services for Children, Youth, and Their Families who are authorized by the Secretary of the Department to carry a firearm or projectile weapon while acting in the employee's official capacity.
- (6) Probation and parole officers acting within the officer's official capacity.
- (7) A qualified retired law-enforcement officer who is employed or contracted by the District to assist with security or investigations and who is acting in an official capacity within a Safe School Zone.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY

6115

GRADING, ~~HIGH SCHOOL~~ REPORTING, AND HOMEWORK

The Milford School District Board of Education establishes this Board Policy to ensure that grading, reporting, and homework practices ensure effective student learning, promote equity, and provide clear and consistent communication to Parent(s)/Guardian(s) regarding their child's academic progress.

Grading

The District will maintain a grading system that is researched-based, equitable, and aligned to State content standards. Grades will reflect student academic performance only and will not include behavior, effort, or attendance.

All grading practices shall align with district-approved internal grading guidance documents, which establish expectations for assessment, reporting, and structures that support student learning and growth.

Teachers will:

- Communicate grading expectations, procedures, and course requirements to students and Parent(s)/Guardian(s) at the beginning of each school year or semester.
- Align grading practices with District-adopted curriculum as outlined in internal grading documents.
- Maintain accurate and current grades in the state-approved Student Information System (SIS).

School Administrators will ensure grading practices are consistent across grade levels and subject areas and aligned with this Board Policy.

Grading Scales

In grades K–4, the District utilizes a standards-based reporting system to communicate student progress at the Domain level. This approach measures student performance against grade-level standards rather than averaging scores across assignments.

Standards-based reporting is designed to provide clear, specific feedback to students and families about what students know and are able to do, as well as their progress toward meeting end-of-year expectations.

Grades K–4 will use the following standards-based scale:

- Exceeds The Grade Level Standard
- Meets the Grade Level Standard
- Satisfactory Progress Toward the Standard
- Unsatisfactory Progress Toward the Standard

Grades reflect student learning through a combination of assessments, assignments, and demonstrated understanding over time, with an emphasis on progress toward mastery of grade-level standards.

In grades 5–8, student performance is reported using a percentage-based grading system aligned to grade-level standards and course expectations. This system serves as a transition from standards-based reporting to the high school grading structure.

Grades 5–12 will use the following scale:

- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: Below 60

A final grade of 60 or higher will be required to earn course credit. For elementary students (Grades K-4) a minimum of 60% of the domains within the subject area must be “Meeting the Grade Level Standard” or higher to earn a passing score.

Grade Calculation

Grades will be calculated as follows:

- Elementary (Grades – K-4)– Standards Based. Final scores in MP 4 will determine mastery of grade level standards. Both process and product scores will be used as outlined in the district-approved internal grading guidance for the grade level.
- Secondary (Grades 5-12):
 - Process (formative): 40%
 - Product (summative): 60%
- Category Descriptions:
 - Process: Processes allow students to practice and apply learning. Processes are exercises to encourage students’ preparation and rehearsal of content, skill, procedure, or product. These are to be the progressions of learning including but not limited to, classwork,

quizzes, exercises, warm-ups, exit tickets, questions, homework and drafts.

Product: Products indicate a measurement of ability based on learning. Products are an indication of a students' mastery of content, skill, or process. These are to be products of learning such as tests, common grade level quizzes, essays, projects, and rubric based assessments.

Homework:

- Will reinforce previously taught skills
- May be included in process grades only
- Will not exceed 10% of the total marking period grade
- No individual assignment will count for more than 20% of a marking period grade.

Minimum Grade Provisions

- No report card grade will be lower than a 50 for MP1 and MP2. The parent(s)/guardian(s) will be notified in writing of the student's actual grade.
 - During the third and fourth marking period, the student's actual grade earned will appear on the student's report card.
 - Students shall have ten school days after the end of MP1, MP2, and MP3 to make up "I" or incomplete grades. If the student fails to make up the work within the ten school days, the grade of "I" converts to a zero for the work missed and will be used by the teacher in computing marking period grades.
- Final course grades will be an average of all four marking period grades.

Reporting of Student Progress

The District will provide regular and timely reporting of student progress.

- Report cards will be issued quarterly.
- Secondary Schools - interim progress reports will be issued at the midpoint of each marking period.

Teachers will:

- Update grades once a week at a minimum in the SIS. The gradebook should reflect a minimum of eight (8) Processes and three (3) Products for each marking period.

- Maintain regular communication with Parent(s)/Guardian(s) and document all parent communication efforts in the SIS.

- At the conclusion of each marking period, teachers must submit a list of all students who have failing grades to their designated administrator. The list will be submitted before the report cards are sent home to parents/guardians so that the administrators can review.

- Notify Parent(s)/Guardian(s) when a child is in danger of failing

No student will receive a failing grade without being referred to SST and documented prior communication with Parent(s)/Guardian(s).

Academic Support

All students will be provided with opportunities for support throughout the marking period to attain, at minimum, a passing grade. Examples of support include, but are not limited to, reteaching and retesting, extra time programs and small group instruction.

In accordance with Title 14 Del. C. § 508

The District will provide academic support through a Multi-Tiered System of Support (MTSS) outlined in the district MTSS guidebook which will be updated yearly.

Students identified as at risk of failure will receive:

- Targeted interventions based on the area(s) of need
- Additional instructional support
- Progress monitoring
- A documented support plan communicated to Parent(s)/Guardian(s) and logged in the Student Information System (SIS).

Grade Appeals and Changes

Grade concerns will follow this process:

1. Informal Grade Appeal
 - Most challenges can and should be resolved informally with discussion with the teacher. Students/Guardians who wish to appeal grades should notify the teacher in writing with their rationale the grade should be changed. Teachers will meet with the requestor to review the request. The teacher will notify students/guardians in writing of their decision and rationale.
2. Formal Grade Appeal

- If all parties cannot reach agreement the “Grade Appeal Form” will be submitted to the School Administrator. The School Administrator will review all documentation. The School Administrator will respond, in writing, to all parties within 5 workdays of receipt of the form with their decision and rationale.
- 3. **Reconsideration Grade Appeal**
 - If resolution cannot be obtained at the school level, students/guardians will submit the “Grade Appeal Form” to the District Administrator. The District Administrator will review all documentation and respond, in writing, to all parties within 5 workdays of receipt of the form with their decision and rationale.
- 4. **Final Challenge**
 - If the requestor is not satisfied with the decision, that person may appeal the decision in writing to the superintendent within five workdays. After reviewing the reconsideration documentation, the superintendent will render a decision within ten workdays. The superintendent’s decision is final.
 - All documents used within this appeal procedure will be kept within the superintendent’s office.

In accordance with Title 14 Del. C. § 4132:

- Only the teacher of record or the Superintendent may change a grade
- Any grade change by the Superintendent will be documented in writing and provide it to the teacher who assigned said grade and the Secretary of Education.

GPA and Class Rank

The District will maintain a weighted Grade Point Average (GPA) system.

- Advanced Placement, college-level courses, and honors courses will receive the highest weight
- All other courses will receive standard weight

Class rank will begin in Grade 9 and will be based on weighted GPA.

For the purpose of calculating grades at Milford High School, Grade Point Averages and letter grades on report cards and transcripts shall be based on the following numeric ranges:

Grade Percentage	Quality Points	Weighted Quality Points
A+ = 95-100	4.25	5.25
A = 90-94	4.0	5.0
B+ = 85-89	3.25	4.25
B = 80-84	3.0	4.0
C+ = 75-79	2.25	3.25
C = 70-74	2.0	3.0
D = 65 60-69	1.0	
F = below 60 60	0	

Graduation Recognition

- Academic Hall of Fame – GPA of 3.9 or higher
- Superintendent's Award – Honor Roll for all 4 years of High School
- Valedictorian and Salutatorian will be determined based on class rank and District criteria outlined in the Student Handbook

When there is a tie for valedictorian, there will be no salutatorian.

Homework

Homework will support and extend classroom learning and reinforce previously taught skills. Feedback on homework must occur before the next related learning activity or

assessment. Feedback is more effective when it occurs as close to the completion of the assignment as possible.

Elementary Guidelines (Grades K–4)

- A minimum of 20 minutes of nightly reading is recommended
- Additional homework: Up to 15 minutes per night

Secondary Guidelines (Grades 5–12)

- A minimum of 20 minutes of nightly reading is recommended
- Homework will be reasonable in length and aligned to instruction
- No new content will be introduced through homework

ADOPTED: 6/25/01

AMENDED 11/26/01, 4/26/10

NEXT REVIEW DUE: _____

Rationale: There was no policy that addressed grading across all grade levels which led to each school creating their own systems. There were also inconsistencies across content areas/grade levels within each building.

A committee of teachers, specialist, and administrators in grades K-12 developed and reviewed this policy. The draft policy presented incorporates what other local districts are doing as well as aligns to common current practice.

Elementary teachers noted a desire to look at reporting down to the individual standard but recognized that would require a lot of additional work on teachers to report on at that level. A summer task force will look at the assessments that are currently used and suggestions for ways to enhance feedback to parents without over burdening our teaching staff. We may be able to leverage technology to lessen the workload of this detail of reporting. As our curriculum are all standards based traditional grading would result in most students failing until the end of the school year. There are limited numbers of problems assessed (4) so students would earn an A (100% correct), C (missing one problem), or F (missing 2 or more problems on most assignments. The design of these programs does not align to traditional grading, so traditional grading was not recommended.

The practice of entering a “minimum grade” into end of marking period calculations has been a common practice in schools giving traditional letter grades. This prevents students from not being able to recover from a rocky start. At MMS and MCA the traditional practice has been to record a 55% on MP 1-MP3. At MHS it has been to record a 55% on MP 1& MP2. The committee preferred to lower this to a 50% and lower the threshold for a D to 60%-69% (which aligns to surrounding districts). The committee also recommended allowing this for MP 1 & MP2 but having the “real average” reported in MP 3 and MP 4. An appeal process was added to align to Title 14

Weighting of grades/homework and reporting of progress were previously outlined in building staff handbooks and were inconsistent. What is presented aligns to what the committee discussed and surrounding districts' procedures.