Milford
SCHOOL DISTRICT

HOME *of the* BUCCANEERS

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.

REVISED: 5/24/99; 9/27/99; 5/22/00; 5/21/01; 6/24/02; 6/23/03; 6/24/04; 5/23/05; 6/26/06; 10/23/06; 1/29/07; 4/23/07; 7/9/07; 12/17/07; 05/19/08; 6/29/09; 4/26/10; 5/17/10; 8/23/10; 10/25/10; 2/28/11; 7/11/11; 1/23/12; 5/20/13; 4/29/14; 6/5/17; 8/1/22; 7/31/23; 5/20/24; 5/19/25, 6/15/2026

Table of Contents

Chapter One: Introduction and Expectations 5
Introduction 5
What Is The Student Code Of Conduct? 5
When Is The Code Of Conduct Applicable? 5
Students With Disabilities 6
Delaware Interscholastic Athletic Association Requirements 6
Unsafe School Student Transfer Option 6
School Administration & In Loco Parentis Rights 6
Code Of Conduct Review 6
Expectations 7
Expectations Of Students 7
Expectations Of Parents/Guardians 7
Expectations Of School Staff 7
Multi-Tiered Systems Of Support In The Milford School District 8
MTSS And Discipline 8
MTSS Tiers In MSD 8
Progressive Discipline In MSD 9
Chapter Two: Student Conduct On The Bus 9
Bus Discipline Referral Process 11
Chapter Three: Students Rights And Responsibilities 12
Search And Seizure 12
Rights And Responsibilities Of Possessions 12
Student Debt Responsibilities 13
Student Motor Vehicle Responsibilities 13
Personal Belongings Responsibilities 14
Chapter Four:Disciplinary Procedures For Violations Of Student Code Of Conduct 14
Student Due Process Rights 14
Due Process Delay Provision 15
Severity Clause 16
State Of Delaware Bullying Ombudsperson 16
Reporting School Crime 16
Alternative Placement 16
Chapter Five: Code of Conduct Violations 17
S Codes: School Based Violations 17
Academic Dishonesty S1002 17
Attorney General Report S0161 18
Careless & Reckless Behavior S0107 18
Consensual Sexual Misconduct S0108 19
Defiance of School Authority S1003 20
Disruptive Behavior S0091 21
Dress Code Violation S0291 22
Falsely Signing & Impersonation S1004 23

Inappropriate Language & Gestures S1005....24
Instigation S0302....25
Leaving School Grounds Without Permission S0051....26
Loitering S0071....27
Misuse of Technology S1006....27
Safety Violation S0102....28
Skipping/Leaving Class S1007....29
Tardiness to School S1008....30
Theft (Less than $1500) S0111....30
Unauthorized Use of an Electronic Device S1009....31
Unsafe Item (S0131)....32
D Codes: Reportable to Department of Education....33
Bullying D0701....33-34
Destruction of Property D0301....34
Exposure D2012....35
Fighting D1101....36
Harassment D2013....36-37
Hate Speech/Conduct D0750....37-38
Inappropriate Touch - Employee Victim D2014....38
Inappropriate Touch - Student Victim D2015....39
Mutual Group Fight D2016....39-40
Possession and/or Production of Pornography D0101....40
Possession and/or Use of Dangerous Instrument D2017....41
Possession and/or Use of Nonprescription and/or Prescription Medications D1601....41-42
Possession and/or Use of Tobacco or Electronic Smoking Devices D1401....42-43
Theft ($1500 or more) D0601....43
Threat of Physical Attack without Weapon D2018....44
C Codes: Criminal Codes reported to law enforcement and Department of Education....44
Assault Causing Physical Injury C0720....45
Distribution of Alcohol and/or Drugs C0721....45
Other School Crime C0722....45
Possession and/or Use of Alcohol and/or Drugs C0723....45-46
Possession and/or Use of Deadly Weapons C0724....46
Possession and/or Use of Explosive Devices C0725....46
Possession and/or Use of Firearms C0726....46
Rape C0727....46-47
Robbery C0728....47
Sexual Assault C0729....47
Threat of Physical Attack with Weapon C0102....47
Threatening Mass Violence C0730....47
Appendix A: Glossary....48
Appendix B: Bullying And Cyberbullying....51
Definition Of Bullying & Cyberbullying....52

Reporting Procedures..... 53
Appendix C: Harassment..... 55
Appendix D: Drugs And Alcohol..... 56
Appendix E: Tobacco And Vaping Products.....57-58
Appendix F: Gun Free Schools Act Weapons Policy.....58-60

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.

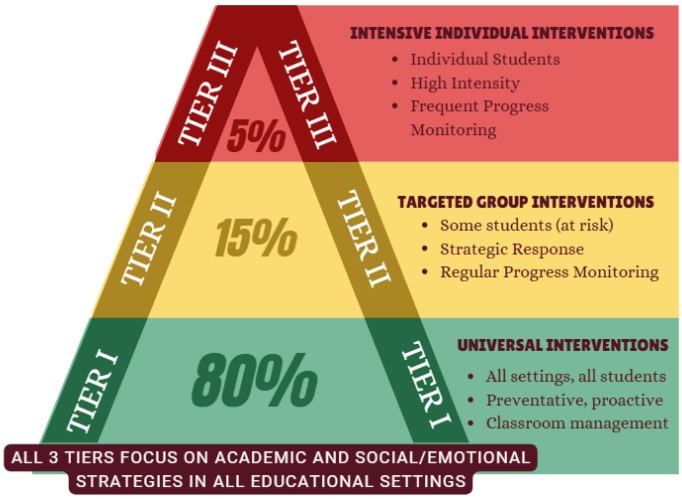
MULTI-TIERED SYSTEMS OF SUPPORT IN THE MILFORD SCHOOL DISTRICT

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:

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 modules, Counseling referral	**2-4 Consequences** **Offense 1 -** Warning, Time out, Redo assignment **Offense 2+** Time out, Privilege restriction, Redo assignment
5-6 Interventions **Offense 1-2 –** Teacher conference **Offense 3+** Teacher conference, Educational modules, Counseling referral	**5-6 Consequences** **Offense 1 -** Warning, Time out, Redo assignment **Offense 2+** Time out, Privilege restriction, Redo assignment
7-8 Interventions **Offense 1 –** Reflection, Opportunity to redo assignment for reduced grade **Offense 2 –** Educational module, Reflection, Opportunity to redo assignment for reduced grade **Offense 3 –** Counseling referral, Teacher P/G	**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

conference **Offense 4 –** PBIP meeting	**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
<u>Careless & Reckless Behavior S0107</u> 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	**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

Offense 5+ Counseling referral, Outside service referral, Student Support Team referral	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
<u>Consensual Sexual Misconduct S0108</u> 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. *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.*	
K-1 Interventions **Offense 1+** Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	**K-1 Consequences** **Minor** **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 **Major** **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** **Minor** **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 **Major** **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
5-6 Interventions **Offense 1+** Educational modules, Teacher P/G	**5-6 Consequences** **Minor -**

conference, Counseling referral, Outside service referral	**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 **Major -** **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
7-8 Interventions **Offense 1+** Educational modules, Teacher conference, Counseling referral, Outside service referral	**7-8 Consequences** **Minor -** **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 **Major -** **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
9-12 Interventions **Offense 1+** Reflection, Educational modules, Teacher P/G conference, Counseling referral, Outside service referral	**9-12 Consequences** **Minor** **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 **Major** **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 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
Dress Code Violation S0291 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	**K-1 Consequences**

Offense 1+ Change clothes, Parent contact, Counseling referral, Teacher P/G conference, Outside service referral	**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 -** 1day 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	**7-8 Consequences** **Offense 1 -** Detention, Time out, 1 day ISS, Cell phone pouch

Offense 3+ Counseling referral, Teacher P/G conference	**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. *Examples include taunting, recording with electronic device*	
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 **Offense 3+** Outside service referral	**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 -** 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	**9-12 Consequences** **Offense 1-** 1-3 Detentions, 1 day ISS, PBIP meeting **Offense 2-** 1-2 days ISS, 1 day OSS, Mandatory PBIP

Offense 2 - Counseling referral **Offense 3+** Outside service referral	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 **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 -** 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	**5-6 Consequences** **Offense 1-3 -** Warning, Time out, Privilege restriction, Cell phone pouch

contact, Educational modules, Teacher conference **Offense 4 -5+** Counseling referral, Outside service referral, Student Support Team referral	**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, 1day 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	**7-8 Consequences** **Offense 1 -** Detention, Time out, 1 day ISS, **Offense 2 -** Time out, 1-2 days ISS, 1 day OSS, Cell phone

Offense 2+ Counseling referral, Outside service referral	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>Skipping/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 **Offense 2+** Student Support Team referral, counseling referral, Outside service referral	**7-8 Consequences** **Offense 1 -** Warning, Detention, Time out, **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	**9-12 Consequences** **Offense 1 -** Warning, Detention, Time out, 1 day ISS **Offense 2 -** 1-3 Detentions, 1-2 days ISS, Cell phone pouch

identified	**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
Tardiness to School S1008 Unexcused lateness to school or class without authorization or permission. *Every third tardy.*	
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
Theft (Less than $1500) S0111 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, Student mediation, P/G contact, Counseling referral	**2-4 Consequences** **Offense 1 -** Warning **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. **This includes personal cell phone use not approved by staff member*	
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 service referral	**5-6 Consequences** **Offense 1 -** Warning, Privilege restriction **Offense 2 -** Time out, Warning, Privilege restriction, 1 day ISS, cell phone pouch **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 referral, Reflection, PBIP meeting, Educational modules, schedule change	**5-6 Consequences** **Offense 1 -** Time out, 1 day ISS, 1 day OSS, Privilege 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 D 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	**2-4 Consequences** **Offense 1 -** Privilege restriction, Time out, 1 day ISS, PBIP meeting

referral	**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
Destruction of Property D0301 Students who damage or deface school property or the personal property of another person. This includes tampering with security, medical, or fire protective equipment. 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 Educational modules, Outside service referral, Counseling referral	**5-6 Consequences** **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
<u>Exposure D2012</u> 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 1-2 –** 1-3 days ISS, 1-2 days OSS, Mandatory PBIP meeting, referral to Alternative Placement process **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, Educational modules	**9-12 Consequences** **Offense 1 -** 3-5 days OSS, Bridges program, Police notification, Mandatory PBIP meeting **Offense 2+** OSS Pending Alternative Placement Process, Police notification
<u>Fighting D1101</u> Students who willingly engage in a one-on-one physical altercation. This is a physical altercation in which none of the participants are identified as victims *by the school district*.	
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
<u>Harassment D2013</u> 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. *Milford School District Board Policy regarding Bullying, Cyberbullying may apply.*	
K-1 Interventions **Offense 1+** Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral Threat Assessment	**K-1 Consequences** **Offense 1 -** Time out **Offense 2 -** Privilege restriction, Time out, PBIP meeting **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. *Includes written actions.*	
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
<u>Inappropriate Touch - Student Victim D2015</u> 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	**2-4 Consequences**

Offense 1+ Educational modules, Outside service referral, Counseling referral	**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 PB 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
<u>Mutual Group Fight D2016</u> 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	**7-8 Consequences**

Offense 1+ Educational modules, Reflection, Outside service referral, Counseling referral, Behavioral threat assessment	**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
Possession and/or Production of Pornography D0101 Students who possess, share, or produce any known pornographic or obscene material in the school environment. This would include a student who distributes photos or videos of another student who did not consent to getting their photos taken or shared, or cannot consent to the photos due to their age (under age 12).	
K-1 Interventions **Offense 1+** Educational modules, Counseling referral, Outside service referral	**K-1 Consequences** **Offense 1-2 -** Time out, Privilege restriction **Offense 3-4 -** Time out, 1 day ISS, Mandatory PBIP meeting **Offense 5+** 1 day ISS, 1 day OSS, Mandatory PBIP revision
2-4 Interventions **Offense 1+** Outside service referral, Counseling referral, Educational modules	**2-4 Consequences** **Offense 1 -** Time out, 1 day ISS, 1 day OSS, Mandatory PBIP meeting **Offense 2+** 1-3 days ISS, 1-3 days OSS, Referral to Alternative Placement Process
5-6 Interventions **Offense 1+** Outside service referral, Counseling referral, Educational modules	**5-6 Consequences** **Offense 1 -** Time out, 1 day ISS, Cell phone pouch, 1 day OSS, Mandatory PBIP meeting, referral to Alternative Placement Process **Offense 2+** 2-3 days ISS, 2-3 days OSS, OSS pending 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 **Offense 1+** Educational modules, Outside service referral, Counseling referral	**9-12 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
Possession and/or Use of Dangerous Instrument D2017 Students who possess and/or use any object, device, or instrument in the school environment classified as a dangerous instrument under 11 Del. C. § 222. This includes, but is not limited to pellet/air guns, tasers, mace or other dangerous instruments.	
K-1 Interventions **Offense 1+** Educational modules, Counseling referral, PBIP meeting, Outside counseling	**K-1 Consequences** **Offense 1 -** Time out, 1 day ISS, 1 day OSS, mandatory PBIP meeting

referral	**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
Possession and/or Use of Nonprescription and/or Prescription Medications D1601 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,	**7-8 Consequences** **Offense 1 -** 1-3 days ISS, 1-2 days OSS, Bridges program,

Counseling referral, Suicide risk assessment, Behavioral threat assessment	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
Possession and/or Use of Tobacco or Electronic Smoking Devices D1401 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 referral, Outside services referral, Educational modules	**7-8 Consequences** **Offense 1 -** 1-3 days ISS, 1-3 days OSS, Cell phone pouch, 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,	**2-4 Consequences** **Offense 1 -** Time out, Privilege restriction, 1 day ISS/OSS **Offense 2 -** 2-3 days ISS/OSS, Mandatory PBIP meeting

Counseling referral	**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

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 1 or more C 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	K-12 Consequences

Offense 1+ External service referral, Counseling referral, Educational modules	**Offense 1+** Police notification, OSS pending Alternative Placement Process
<u>Distribution of Alcohol and/or Drugs C0721</u> 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
<u>Other School Crime C0722</u> 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
<u>Possession and/or Use of Alcohol and/or Drugs C0723</u> 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 service referral, Counseling referral	**5-6 Consequences** **Offense 1 -** 1-3 days ISS, 1-3 days OSS, Cell phone pouch, 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	**9-12 Consequences**

Offense 1+ Outside service referral, Counseling referral	**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
Possession and/or Use of Deadly Weapons C0724 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
Possession and/or Use of Explosive Devices C0725 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
Possession and/or Use of Firearms C0726 Students who possess and/or use any firearm in the school environment. This includes, but is not limited to handguns, rifles, shotguns, starter guns, and/or other firearms identified in 11 Del. C. § 222, whether loaded or not. BBs are included per § 1457 and § 1457A. This does NOT include toys or pellet/air guns; these should be captured other Possession and/or Use of Dangerous Instruments.	
K-12 Interventions **Offense 1+** External service referral, Counseling referral	**K-12 Consequences** **Offense 1+** Police notification, OSS pending Alternative Placement Process
Rape C0727 Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent, including when a person is unable to give consent. All persons, regardless of sex, sexual orientation, or gender identity, can be victims of rape.	
K-12 Interventions **Offense 1+** External service referral, Counseling referral	**K-12 Consequences** **Offense 1+** Police notification, OSS pending Alternative Placement Process
Robbery C0728 Students who take or attempt to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that robbery involves a threat or assault.	
K-12 Interventions **Offense 1+** External service referral, Counseling referral	**K-12 Consequences** **Offense 1+** Police notification, OSS pending Alternative Placement Process

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

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 inquires 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.

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.