



This document will be updated as policies are reviewed/revised. Please see the website for the most up-to-date information.

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

Caesar Rodney School District is an Equal Opportunity Employer

The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services, or activities based on race, color, gender, religion, national origin, veteran or marital status, age, disability, sexual orientation, gender identification or genetic information in accordance with state or federal laws. Inquiries about compliance should be made to the Title IX, District 504, and ADA

Compliance Officers: Paul L. Dunbar Administration Building, 7 Front Street, Wyoming, DE 19934. Phone (302)698-4800.

BOARD OF EDUCATION

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

Paul L. Dunbar Administrative Offices

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

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

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

Air Base Middle School

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

Allen Frear Elementary

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

Brown (W. Reily) Elementary

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

Caesar Rodney High School

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

Charlton (John S.) School

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

Please follow the link for the

 **2026-27 CR Code of Conduct**

Fifer (Fred) III Middle School

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

Magnolia Middle School

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

McIlvaine (J. Ralph) Early Childhood Center

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

Postlethwait (F. Neil) Middle School

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

Robinson (David E.) Elementary

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

Star Hill Elementary

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

Stokes (Nellie H.) Elementary

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

Simpson (W.B.) Elementary

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

Welch (Major George S.) Elementary

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



Caesar Rodney School District

2026-27 District Calendar

2026

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

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

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October

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



2027

January

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

April

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

February

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

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

March

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

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

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

- On all half days, dismissal will be 3 hours early.
- Cafeterias will be open on all half days.
- This calendar reflects 188 teacher work days, 185 paraprofessional work days, 175 student days, and 1110.5 student hours.
- These three dates listed are paraprofessional non-working days:
 - 12-21-26
 - 03-25-27
 - 06-11-27

August

- 17 & 18 New Teacher Orientation
- 19 & 20 Schools Closed / Teacher In-Service
- 21 Schools Closed / Districtwide
- 24-26 Schools Closed / Teacher In-Service
- 27 First Student Day

September

- 7 Schools Closed / Labor Day (District Offices Closed)
- 15 Schools Closed / Teacher In-Service

October

- 16 Half Day - Districtwide (Homecoming)
- 23 Schools Closed / Teacher In-Service

November

- 3 Schools Closed / Election Day (District Offices Closed)
- 6 Half Day - Districtwide
- 11 Schools Closed / Veterans Day (District Offices Closed)
- 23 & 24 Half Day - Districtwide
- 25-27 Schools Closed / Thanksgiving Break (District Offices Closed)

December

- 21 Schools Closed / Teacher In-Service
- 22-31 Schools Closed / Winter Break (District Offices Closed)

January

- 1 Schools Closed / Winter Break (District Offices Closed)
- 18 Schools Closed / Dr. MLK Jr. Day (District Offices Closed)
- 28 Half Day - Districtwide
- 29 Schools Closed / Teacher In-Service

February

- 12 Schools Closed / Teacher In-Service - T3
- 15 Schools Closed / Presidents' Day (District Offices Closed)

March

- 25 Schools Closed / Teacher In-Service
- 26 Schools Closed / Spring Break (District Offices Closed)
- 29-31 Schools Closed / Spring Break

April

- 1 & 2 Schools Closed / Spring Break
- 9 Half Day / Districtwide

May

- 31 Schools Closed / Memorial Day (District Offices Closed)

June

- 7 Half Day - Districtwide
- 8 Half Day - Districtwide
- 9 Half Day - Districtwide - Last Student Day
- 10 Schools Closed / Teacher In-Service
- 11 Schools Closed / Teacher In-Service Last Teacher Day



DISTRICT-WIDE ACADEMIC PROGRESS REPORTING SCHEDULE

Interim Reports Issued	Marking Period Ends	Report Cards Issued
October 7, 2026	November 6, 2026	November 18, 2026
December 16, 2026	January 28, 2027	February 10, 2027
March 3, 2027	April 9, 2027	April 21, 2027
May 12, 2027	June 9, 2027	June 9, 2026 (Gr. K-5) June 10, 2026 (Gr. 6-8) <i>available through Infinite Campus</i> June 11, 2026 (Gr. 9-12) <i>available through Infinite Campus</i>

NUMBER OF DAYS AND HOURS

	TEACHER DAYS	STUDENT DAYS	STUDENT HOURS
August	8	3	19.5
September	21	20	130
October	22	21	133.5
November	16	16	95
December	15	14	91
January	19	18	114
February	19	18	117
March	19	18	117
April	20	20	127
May	20	20	130
June	9	7	36.5
Total	188	175	1110.5

HIGH SCHOOL EXAM SCHEDULE

MIDTERMS	FINALS
January 25- January 28	June 4-June 9

SENIOR END-OF-YEAR INFORMATION

Senior Last Day of Regular Classes
May 28, 2027

Senior Awards Program
June 3, 2027

Graduation Practice
June 3, 2027
9:00 a.m. - 11:00 a.m.

Commencement
June 5, 2027

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

“Where Educational Excellence is a Tradition”

STUDENT RIGHTS AND RESPONSIBILITIES – [Reference Policy JI](#)

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

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

Click on the above link for additional information.

Student Concerns, Complaints, and Grievance - [Reference Policy JII](#)

The Caesar Rodney School District Board of Education expects students and parents to seek redress when they believe the action of a support staff person, teacher, or administrator has been unfair in the application of district policy or school regulations. The issue could be related to discipline, curriculum, procedures, regulations or common practice.

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

Click on the above link for additional information.

Student Due Process Rights – [Reference Policy JIA](#)

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

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

Click on the above link for additional information.

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 or designee, may be immediately removed from school provided that the initial due process procedures outlined above are followed as soon as possible.

Short-Term Suspension from School

- A. The Principal or designee shall have the right to impose a short-term suspension on any student in the school who has violated the Student Code of Conduct. The duration of the suspension shall not be more than ten (10) consecutive school days for any single conduct violation or combination of violations which occurred during a single disciplinary incident.

- B. The Superintendent or designee shall have the right to temporarily extend a student's suspension beyond the ten (10) school day limit pending an Alternative Placement Meeting or a Board of Education decision regarding an Expulsion hearing or other formalized disciplinary action hearing for the student.
 - a. A student whose suspension has been temporarily extended beyond ten (10) consecutive school days shall receive Appropriate Educational Services beginning on the first day of the extension.
 - b. Educational services shall continue until the student's Alternative Placement Meeting decision has been rendered or the Board of Education decision regarding the student's Expulsion hearing or other formalized Disciplinary Action hearing has concluded.
- C. Prior to any suspension from school, the initial due process shall be provided to the student unless temporarily delayed as allowed above.
- D. When a student receives a suspension from school (in- or out of school), reasonable attempts to provide verbal notification to the parent/guardian shall be made by the Principal or designee prior to the suspension being served. Written notification of the suspension shall be given or sent to the parent/guardian as soon as practicable, but no later than three business days. The notification shall state the cause and duration of the suspension.
- E. The parent/guardian or the student may appeal the suspension to the next administrative level in accordance with the appeal process as outlined below.
- F. Prior to the student's return from an out-of-school suspension of three (3) school days or more, the Principal or designee may hold a conference with the parent/guardian and the student. The Principal or designee may waive this conference requirement.

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

Long-Term Suspension from School

- A. The Superintendent shall have the right to impose a long-term suspension on any student in the school who has violated the Student Code of Conduct by committing an act of misconduct referenced in Regulation 614.3. The duration of the suspension shall not exceed the number of school days in a school year for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- B. Prior to any suspension from school, the initial due process shall be provided to the student unless temporarily delayed as allowed above.
- C. When a student receives a suspension from school (in- or out of school), reasonable attempts to provide verbal notification to the parent/guardian shall be made by the Principal prior to the suspension being served. Written notification of the suspension shall be given or sent to the parent/guardian as soon as practicable, but not later than three (3) business days. The notification shall state the cause and duration of the suspension.
- D. The parent/guardian or the student may appeal the suspension to the next administrative level in accordance with the appeal process as outlined below.
- E. Prior to the student's return from an out-of-school suspension of three (3) school days or more, the Principal or designee may hold a conference with the parent/guardian and the student. The Principal or designee may waive this conference requirement.

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

- A. Students, parents and guardians may all engage in the appeal process.
- B. Appeal Process generally, for (i) suspensions and (ii) alternative placement after the Alternative Placement Team decision.

- a. Students or parents shall have the right to informally appeal disciplinary action to the Principal or Principal's designee within two (2) school days after the charge. The objective is to resolve the matter informally. If not timely appealed in writing, the appellate process ends. The Principal or designees shall respond to the appeal within 5 days.
 - b. If the matter is not resolved satisfactorily in the above manner, a final written appeal may be made to the Superintendent within two (2) school days of receipt of the Principal or designees's response. The unresolved problem will be discussed in a conference with the parents/student and the Superintendent. The decision of the Superintendent or designee shall be final.
- C. Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within 30 calendar days of the incident.
- D. As required by Regulation 616, the following applies to appeals of Long-Term Suspensions, only. A meeting shall be granted by the Board upon receipt of a written request signed by the student stating he/she desires a meeting, received by the Board within 5 days of the student's receipt of the decision of the Superintendent. The appeal shall be in writing and sent to the Executive Secretary of the Board. The Board shall hold a meeting with the parents/student within thirty (30) days after receipt of the appeal. The Board shall submit its written determination explaining its decision within ten (10) school days following the meeting.

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

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

STEP I

- 1. The student shall be suspended up to five school days. Prior to the suspension, the student must be informed orally, or in writing, of the allegations against the student, the conduct that forms the basis of the allegations, and policy or rule violated. The student must be given an explanation of the evidence supporting the allegations and an opportunity to present the student's side of the story. If, however, the student's presence in the school environment poses a threat to the health, welfare and safety of the school, the student may be removed immediately with the initial due process procedures followed as soon as practicable.
- 2. The Principal (references to the Principal include the Principal's designee) shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference to inform the student of the charges, and an opportunity to tell the student's side of the story. When obtaining written statements from witnesses, reasonable efforts shall be made to notify the Parent (references to Parent includes a student's legal guardian or relative caregiver) of each witness.
- 3. The Principal shall complete the investigation within three school days after the day of the incident under investigation.
- 4. If the Principal determines the student committed the offense and the nature of the offense warrants a recommendation for expulsion, the Principal shall hold a building level conference with the Parent and the student via phone or in person. The Principal shall inform them of the recommendation for expulsion; that the student will be serving a short-term suspension pending the outcome of the expulsion hearing; and the expulsion procedures. The Principal shall have a person present at the conference to take notes, or shall record the conference.
- 5. All documentation related to the expulsion recommendation shall be delivered to the Superintendent (references to Superintendent include the Superintendent's designee) within two school days of the building-level conference, or within seven school days of the incident, whichever is sooner.
- 6. If the Principal determines there is reliable information that would lead a reasonable person to believe that a mandatorily reportable crime under 14 *Del. C.* § 4112 has been committed, the Principal shall notify the

police as soon as practicable. All reports must be made by phone, or in person, and followed up by a written report of the incident within 3 school days. Additionally, the Principal shall report all mandatory reportable offenses under 14 *Del. C.* § 4112 and 14 *DE Admin. Code* § 601 within five school days of the incident.

7. If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer following the Step II formal hearing.
8. If the Superintendent does not concur with the recommendation for expulsion, alternative education placement may be considered after consultation with the student and the student's Parent.

STEP II

1. If the Superintendent concurs with the recommendation from the Principal, the Superintendent shall, within 10 school days of the incident giving rise to expulsion recommendation, notify the student and the student's Parent of intent to expel, the reasons for the expulsion, and the date, time, and location for the hearing. The notice of intent to expel shall be sent by certified mail or hand-delivered. In addition, the notice shall be accompanied by a copy of these expulsion procedures.
2. The hearing shall be held not less than 7 school days nor more than 20 school days after the notice of intent or to expel is received. The notice shall be deemed to be received on the 4th school day following the day of mailing. The time period may be extended by agreement of all parties.
3. If requested, the student and Parent will be given the reasons for the recommendation, the names of witnesses who may appear, and copies of exhibits that may be submitted.
4. The hearing shall be conducted by an impartial hearing officer selected by the Superintendent. The hearing officer may be an employee of the District.
5. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. The hearing officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination shall be excluded. The witnesses shall be sworn by the hearing officer or the registered professional reporter. The District shall receive written Parent permission for any witness who is a minor.
6. The student shall have the following rights:
 - a. To be represented by counsel at the student's expense.
 - b. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses.
 - c. To request that any witnesses appear in person and answer questions or be cross-examined (student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission).
 - d. To testify and produce witnesses on his/her behalf.
 - e. To obtain, upon written request, a copy of the transcript or tape of the formal hearing.
7. In lieu of a hearing, a student may elect to waive the hearing and admit to committing the violation. The student's Parent shall submit a signed waiver stating the student is knowingly and voluntarily waiving the right to a hearing. The hearing may be waived prior to the commencement of the hearing. The student waiving the hearing is subject to the consequences set forth in the Code of Conduct. Within five school days of receiving such a waiver, the Superintendent shall prepare a report for the Board's action at its next regular meeting, or at a special meeting scheduled to decide the disciplinary matter.

STEP III

1. Within five school days following the conclusion of the hearing, the hearing officer shall prepare a written report (the “Report”) for the Board. The Report shall summarize the evidence, state conclusions of fact, and make a recommendation as to whether the Board should expel the student. If expulsion is not recommended, alternative education placement may be recommended if appropriate.
2. If the hearing officer does not recommend expulsion, the student may be permitted to return to school pending a review of the Report by the Board.
3. The Board will make its decision at its next regular meeting, or at a special meeting scheduled to make a decision on the expulsion recommendation. The Board may accept, reject, or modify the recommendation of the hearing officer. The Board’s decision shall be based solely upon the hearing officer’s Report, and the record of the expulsion hearing.
4. Eligible expelled students shall be placed in a Consortium Discipline Alternative Program in accordance with 14 *Del. C.* § 1604 and 14 *DE Admin. Code* 611. The Board shall determine if the student is eligible for placement in a Consortium Discipline Alternative Program or shall be expelled with or without Appropriate Educational Services.
5. A decision to expel a student shall be reported to the Delaware Department of Education within five school days of the Board’s decision to expel. When the Board expels a student but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision shall address with specificity the reason for non-placement and the evidence in support thereof. Such decisions shall be submitted to the Delaware Department of Education’s Office of School Climate and Discipline within five school days of such decision, with a copy to the student’s Parent.
6. Within ten school days of the decision by the Board, the Board shall submit its written decision to the Superintendent and Parent. The written decision shall include notice of the right to appeal to the State Board of Education.
7. In calculating the period of time for the term of the expulsion, school days will be used. Students receiving residential services from a Department of Services for Children, Youth and Their Families (DSCYF) program shall have the amount of school days served in such program counted as part of the calculation of time for the expulsion. This does not preclude the District from transitioning a student from a YRS program to the regular school program through an alternative program. However, transition through an alternative program is not required.

STUDENTS WITH DISABILITIES

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

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

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

FOLLOW-UP TO EXPULSION

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

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

Suicide Prevention Training [Reference policy JLDBA](#)

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

Click on the above link for additional information.

Procedures for School Staff Members and Healthcare Professionals - [Reference policy JLDBA-R](#)

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

Click on the above link for additional information.

Student Records - [Reference policy JRA](#)

In order to provide students with appropriate instructional and educational services, it is necessary for the Caesar Rodney School District to maintain accurate and sometimes personal information regarding the students and their families. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, is entitled to access to student records without prior written consent. This consent will come from the individual student if over age 18 or from the parent(s) or guardian(s) if the student is under 18.

Click on the above link for additional information.

Student Government - [Reference policy JIBA](#)

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

Click on the above link for additional information.

Student Conduct - [Reference policy JIC](#)

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

Click on the above link for additional information.

Code of Conduct

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

Care of School Property by Students - [Reference policy JICB](#)

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

Click on the above link for additional information.

Student Dress - [Reference policy JICA](#)

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

Click on the above link for additional information.

Student Publication - [Reference policy JICE](#)

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

Click on the above link for additional information.

Underground Student Publications - [Reference Policy JICEB](#)

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

Click on the above link for additional information.

Sexual Harassment

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

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

Secret Societies/Gang Activity - [Reference policy JICEF](#)

Secret Societies: Secret fraternities, sororities, or other clubs made up of students from public school are prohibited. Secret fraternities, sororities, or clubs have been adjudged by the courts to include those social clubs, operating off campus, which nevertheless derive their membership wholly or in part from the public schools.

Click on the above link for additional information.

Hazing - [Reference policy JICEFA](#)

It is a policy of the Board of Education that hazing activities of any type are inconsistent with the educational process and is prohibited at all times. Hazing is defined as: Doing any act of coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Tobacco Use by Students

See the Caesar Rodney School District Code of Conduct

Drug and Alcohol Use by Students

See the Caesar Rodney School District Code of Conduct

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

See the Caesar Rodney School District Code of Conduct

Weapons in School

See the Caesar Rodney School District Code of Conduct

Terroristic Threatening /Bomb Threats

See the Caesar Rodney School District Code of Conduct

Student Use of Electronic Communications Equipment

See the Caesar Rodney School District Code of Conduct

Students of Legal Age - [Reference policy JID](#)

The District recognizes the fact that when most students reach the age of 18, the student has rights which were formerly rights of the parent/guardian. When an eligible 18-year-old declares independence, the high school principal shall forward a copy of the declaration to the parent/guardian or person who was in control of the student prior to reaching age 18 and provide an explanation as to why the adult will no longer be provided information about the student.

Click on the above link for additional information.

Pregnant Students - [Reference policy JIE](#)

Access to an educational opportunity is not denied to a pregnant student. However, the condition of pregnancy could necessitate modification of a student's program if usual and normal activity could be detrimental to the health of the student or unborn child.

Click on the above link for additional information.

Student Interviews, Searches and Arrests - [Reference policy JIH](#)

Student Interviews: School officials have the right and responsibility to question students as they investigate possible infractions. Such interviews are to be conducted in accordance with Student Due Process Rights. When school officials deem it appropriate to involve law enforcement agencies in the interviews, the school officials shall make a reasonable effort to notify parents prior to the interview of the student by law enforcement personnel.

Click on the above link for additional information.

Locker Searches - [Reference policy JIHA](#)

Lockers are school property and are assigned to students for their use. Books and other materials recognized by the school as having educational value may be stored in the locker. Lockers are not transferable by students. The school principal or designee shall reserve the right to inspect any locker at any time, with or without the student's presence or consent.

Click on the above link for additional information.

Parking Lot Searches - [Reference policy JIHB](#)

Students are permitted to park on school premises as a matter of privilege, not of right*. The school retains authority to conduct routine patrols of student parking lots and inspection of the exterior of student automobiles on school property.

Click on the above link for additional information.

Student Concerns, Complaints and Grievances - [Reference policy JII](#)

The Board of Education expects students and parents/guardians to seek redress when they believe the action of a support staff person, teacher, or administrator has been unfair in the application of District policy or school regulations. The issue could be related to discipline, curriculum, procedures, regulations or common practice.

Click on the above link for additional information.

Student Protest, Demonstrations, and Strikes - [Reference policy JJJ](#)

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

Click on the above link for additional information.

Bully Prevention and Cyberbullying - [Reference policy JICDB](#)

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

Click on the above link for additional information.

2026-2027 Student & Parent Information

Half Days

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

Absences and Excuses -[Reference policy JH](#)

STUDENT ABSENCES AND EXCUSES

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

Click on the above link for additional information.

Tardiness-[Reference policy JHA](#)

The Caesar Rodney School District Board of Education defines the term "tardy" as being late to school, class or an activity, with or without permission of parents/guardian or school personnel.

Click on the above link for additional information.

Truancy-[Reference policy JHB](#)

A Caesar Rodney School District student will be considered truant if the student:

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

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

Click on the above link for additional information.

Bus Information-[Reference policy JICC and JICC-R](#)

Safety is of prime importance as Caesar Rodney School District students are transported to and from school or to school-sponsored activities. Safety requires the cooperation of students, parents/guardians and school personnel. Parents/guardians should review and discuss the school bus rules with their children in an effort to help them understand and assume responsibility for good school bus conduct.

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

Bus Regulations for Conduct of Students

1. Students must obey the driver cheerfully and promptly, and be courteous to the driver, and to fellow students.

2. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
3. Students must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
4. Students should never stand or play on the road while waiting for the bus.
5. Before boarding the bus, students must keep a safe distance from it while it is in motion.
6. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
7. Students must not try to get on or off the bus when it is in motion. When on the bus they must remain seated until the bus has come to a complete stop.
8. Students must keep out of the driver's seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
9. In approaching the bus or a bus stop along the highway, a student should always walk on the left side of the road facing traffic. Students should be sure the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front as the driver directs and stop before crossing. Students must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.
10. In crossing the street or highway at any time, students should look both to the right and to the left, then WALK not run.
11. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus.
12. Students must not call out to passers-by. They should not open the bus windows without permission from the driver nor extend their heads or arms out of the windows.
13. Students shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
14. Students should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse the equipment.
15. Students are not permitted to smoke/vape while on the bus.
16. Students must not use profanity while on the bus.
17. Students must not throw articles of any kind in, out, or around the bus.
18. Students are not to eat or drink while on the bus.
19. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from the job of driving.
20. Students are to ride only the bus to which they are assigned.

Click on the above link for additional information.

Bus Video Camera

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

Classroom Parties

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

Communicable Diseases-[Reference policy JLCC](#)

The principal and school nurse will consult as needed with the state health department officials for specific measures in handling suspected cases of communicable disease in the Caesar Rodney School District. School officials will cooperate with the state health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of susceptible person from school.

Click on the above link for additional information.

Discipline-[Reference policy JK](#)

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

Click on the above link for additional information.

Corporal Punishment- [Reference policy JKA](#)

No teacher, administrator, official employee, or agent of the Board of Education may subject a student to corporal punishment.

Click on the above link for additional information.

Detention of Students-[Reference policy JKB](#)

Detention is an extension, modification or additional day(s) added to the student's schedule for disciplinary purposes. The Board of Education is of the opinion that detention is an important disciplinary action that can be effective and supports the use of detention as one way to hold students accountable for inappropriate behavior.

Click on the above link for additional information.

Suspension of Students-[Reference policy JKD](#)

The Code of Delaware gives the School Board the power to suspend students and the authority to confer this power on members of the professional staff. In the Caesar Rodney School District, the Superintendent, designee, principals, and those teachers identified by the principal and approved by the Superintendent are authorized to temporarily suspend students from school, school-related activities, or transportation.

Click on the above link for additional information.

Probation of Students-[Reference policy JKC](#)

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

Click on the above link for additional information.

Expulsion/Exclusion of Students-[Reference policy JKE, JKE-R](#)

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

Click on the above link for additional information.

Dismissal-[Reference policy JLIB](#)

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

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

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

Click on the above link for additional information.

DeSSA Testing/Security

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

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

Electronic Surveillance and Recording-[Reference policy ECAF](#)

The Caesar Rodney School District Board of Education authorizes the use of electronic surveillance and the recording of video and/or audio data in order to monitor student behavior and to help protect students and staff from breaches of security. Such electronic surveillance and recording may take place on school property that includes but is not limited to, classrooms, hallways and stairs, auditoriums, cafeterias, gymnasiums, parking areas, athletic fields, and buses (both District and those owned by subcontractors).

Click on the above link for additional information.

Excusal from Physical Education and Health

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

Federal Programs General Complaint Procedures

A copy of the state education agency's complaint procedure is available to parents by accessing the district instruction websites at [CRSD Complaint Procedures and Complaint Form](#)

Fire and Emergency Preparedness Drills

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

Enrichment Programs

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

Health Services

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

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

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

Homework-[Reference policy IKB](#)

The Caesar Rodney School District Board of Education considers homework to be an essential part of the learning process. However, care must be exercised that homework is purposeful and not overburdening by way of quantity. Homework may vary from grade to grade and/or course to course and should account for the student age with respect to time needed to complete the homework. Principals are responsible for monitoring the amount and type of homework assigned in each school.

Click on the above link for additional information.

Immunizations

Caesar Rodney School District students are required to present evidence of compliance with statutes requiring immunization.

Instrumental Music

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

Intervention Programs

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

Parent/Guardian Involvement

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

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

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

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

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

Parent Telephone Messages and Email Content

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

Parents' Right to Know

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

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

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

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

Dear Parent:

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

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

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

Physical Examinations-Reference policy JLCA

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

Click on the above link for additional information.

School Attendance Areas-Reference policy JC

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

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

Click on the above link for additional information.

School Choice

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

School Crime and Bullying Contact Information

Delaware Department of Justice School Ombudsperson, 1-800-220-5414

School Meals

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

Sex Offender Community Notification

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

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

Special Instruction for Students with Disabilities

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

Student Accident Insurance

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

Students Records/Directory Information –Annual Notice of Rights

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

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

records, including disciplinary records, with or without consent to officials of another school District in which a student seeks or intends to enroll.

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

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

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

Directory information includes the following:

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

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

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

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

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

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

Both parents have the right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access the school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school Principal.

Student Travel

Student travel is categorized into the following categories:

1. **Field Trips:**

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

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

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

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

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

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

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

Student Use of Telephone

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

Supportive Instruction (Homebound Instruction)

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

Testing Services

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

Visiting Schools

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

Weather Emergencies

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

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

Asbestos Notification

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

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

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

DISTRICT NONDISCRIMINATION POLICY

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

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

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

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

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

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

Level One - Principal or Immediate Supervisor (informal)

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

Level Two - Title IX Compliance Officer

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

NONDISCRIMINATION ON THE BASIS OF SEX

Level Three – Superintendent

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

Level Four - Other Agencies

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

COMPLIANCE COORDINATORS AND GRIEVANCE OFFICERS

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

TITLE IX: CIVIL RIGHTS ACT OF 1972

(nondiscrimination on the basis of sex, educational programs)

Compliance Coordinator: Supervisor of Instruction

TITLE VII: CIVIL RIGHTS ACT OF 1974

(nondiscrimination in employment practices)

Compliance Coordinator: Director of Human Resources

TITLE VI: CIVIL RIGHTS ACT OF 1964

Compliance Coordinator: Coordinator of Equity and Diversity

SECTION 504 OF THE REHABILITATION ACT OF 1973

District Coordinator: Director of Student Services

Compliance Officers: Building Principals

Building Access Issue Officer: Director of Business and Finance

Hearing Officer: Director of Curriculum and Instruction

AMERICANS WITH DISABILITIES ACT (ADA) OF 1992

District Coordinator: Supervisor of Facilities Management

GENDER-EQUITY COORDINATOR

Compliance Coordinator: Coordinator of Equity and Diversity

CAESAR RODNEY SCHOOL DISTRICT
Student Acceptable Use Policy-[Reference policy JICJ-R](#)

Introduction

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

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

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

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

Summary

The CRSD Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district. Any use of school technology for unauthorized purposes such as, but not limited to, copying software, inappropriate internet or email usage, unauthorized use of school issued electronic devices, tampering with databases, proxy avoidance, passwords or configurations, or deletion of files is prohibited. This also includes the use of school technology equipment in: soliciting, using, posting on social media, receiving or sending inappropriate images or materials; or accessing unauthorized email; or the unauthorized downloading and/or installing of files; or intentionally damaging technology equipment in the school environment.

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

Technologies Covered

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

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

Usage Policies

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

technological protection measures; use good common sense; and ask if you don't know.

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

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

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

Illegal Activities:

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

Inappropriate Access To Materials

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

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

Internet Access

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

Messaging and Online Communication

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

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

Inappropriate Language

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

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

Digital Citizenship

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or employers to see. Once something is online, it is viewable for all audiences and can sometimes be shared and spread in ways never intended.

Recognizing the benefits that collaboration brings to education, the Caesar Rodney School District may provide

users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. In these situations, proper digital citizenship is expected and required.

Personal Safety

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

Artificial Intelligence

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

General Guidelines

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

Consequences of Misuse

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

Devices

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

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

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

Personally-Owned Devices Policy

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

System Security

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

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

Downloads

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

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

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

Examples of Acceptable Use

I will:

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

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

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or inappropriate messages
- Post personally-identifying information, about myself or others.
- Share my school user account password with other students or non-trusted adults.

- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Use Artificial Intelligence for academic work without teacher permission
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Download files to my local drive or Google Drive that are not for school work.
- Log onto an account that is not mine

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

Issuance of Chromebook or other Technology

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

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

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

Accidental vs. Intentional Damage

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

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

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

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

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

Debt Letter

To the parents of _____ :

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

Limitation of Liability

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

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

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

Students:

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

Below (Next Page):

Parental/Guardian/Relative Caregiver/Student Required Signatures

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



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

Parent/Guardian Name _____
(Please Print)

Parent/Guardian Signature _____

Date _____

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

Student Name _____
(Please Print)

Student Signature _____

Date _____

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