

Front Cover Here

APPOQUINIMINK SCHOOL DISTRICT

Student Code of Conduct

Student Rights and Responsibilities
Grades Kindergarten through 12th
School Year 2006-2007

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

The Appoquinimink School District does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies or practices. Inquiries regarding compliance with the above can be directed to:

Section 504: Contact Kittie Rehrig, Supervisor of Student Services, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4111

Section 504 Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with the disability discrimination laws

Title IX: Contact Matt Fallis, Director of Personnel, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4128

Title IX Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with and carry out the District's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title IX

Acknowledgment: Student Code of Conduct

This Student Code of Conduct is a document designed to provide rules, expectations, and consequences for student behavior. We ask that you review the Student Code of Conduct with your child (ren) and have a discussion regarding school expectations. In addition, Appendix IV is a copy of the Appoquinimink School District's Educational Technology – Acceptable Use Policy. In order for your child to use educational technology, this policy must be reviewed and the parents must sign below.

Please sign below and have your child sign to acknowledge that you have received a copy of the Student Code of Conduct. Return the signed sheet to your child's homeroom teacher by September 15, 2006.

This is to confirm that I have received a copy of the Appoquinimink School District Student Code of Conduct

Student Name (Please Print)

Student Signature / Date

Parent Signature / Date

This is to confirm that I have received a copy of the Appoquinimink School District Acceptable Use Policy. (See Appendix IV.)

Student Name (Please Print)

Student Signature / Date

Parent Signature / Date

CHAPTER I:

INTRODUCTION	11
What is the Student Code of Conduct?	11
When is the Student Code of Conduct in Force?	11
How is the Student Code of Conduct Administered?	12
Procedures for making disciplinary referrals	12
Possession of items in a locker, motor vehicle, bookbag /purse	12
What is a Good School Environment?	13
Conflict Resolution/Mediation	13
Who Establishes a Good School Environment?	13
Students	13
Parents/Guardian	14
School Personnel	14

CHAPTER II:

STUDENT RESPONSIBILITIES AND RIGHTS	15
Adult Students	15
Attendance	15
Unexcused absences	16
Lateness to class	16
Tardiness to school	16
Prearranged absence	17
Bus Privileges	17
Computer Usage	18
Counseling	18
Curriculum	19
Free Speech/Expression	19
Grading Policy	20
Harassment/Bullying	20
Reporting Unlawful Harassment	21
Marriage, Pregnancy, and Parenthood	22
Safety	23
Search and Seizure	23
Student Dress	24
Student Government	25
Student Motor Vehicles	25
Student Publications	26
Student Records	26
Disclosure of Certain Student Information	27
FERPA Rights	28
Rights under PPRA	28

CHAPTER III:

VIOLATIONS OF THE STUDENT CODE OF CONDUCT	31
Level I	31
Cheating/Plagiarism	31
Disruptive Behavior	31
Inappropriate Language	32
Loitering	32
Minor Vandalism	32
Possession of Non-School Items	33
Unexcused Tardy	33
Level II	33
Abusive Language	33
Careless or Reckless Behavior	34
Class Cut	34
School Cut/Truancy	35
Defiance	35
Failure to Serve Detention	36
Forgery	36
Gambling	37
Inappropriate Sexual Behavior	37
Intimidation	37
Leaving School without Authorization	38
Major Vandalism	38
Misuse/Abuse of Substances	39
Misuse of Technology	39
Misuse of Computer Technology “Severe Clause”	40
Smoking	40
Stealing/Possession/Transferring of Stolen Goods	41
Trespassing	41
Violation of Medication Policy	42
Level III	42
Disorderly Conduct	42
Extortion	43
Fighting	43
Harassment	44
Inappropriate Sexual Acts	44
Offensive Touching – Student on Student	45
Offensive Touching of a Staff Member	46
Reckless Driving	46
Sexual Harassment	47
Terroristic Threatening and/or Behavior	48

Level IV	48
Arson	48
Assault on Student	49
Assault on Staff Member	50
Possession, Use, Sale, Purchase, or Transfer of Alcohol, Drugs, Illegal Substances, Paraphernalia, or Counterfeit Substances	50
Distribution of Alcohol, Drugs, a Drug-Like Substance, etc.	51
Possession of any Weapon/Explosive Device	52
Rape or Attempted Rape	53
Security Threat	53
REPORTING SCHOOL CRIME	54

CHAPTER IV:

DISCIPLINARY PROCEDURES	55
Student Grievance	55
Grievance Procedures	55
Assignment to Alternative Programs	56
In-School Suspension	56
Suspension from School	56
Unsafe School Choice	57
Student Expulsion Procedures	57
Notification of Expulsion to Division of Motor Vehicles	60
Out of School Conduct	60

APPENDIX I:	
GLOSSARY	61

APPENDIX II:	
APPOQUINIMINK SCHOOL DISTRICT POLICY ON POSSESSION OF FIREARMS	64

APPENDIX III:	
APPOQUINIMINK SCHOOL DISTRICT DRUG AND ALCOHOL POLICY	66

APPENDIX IV:	
ACCEPTABLE USE POLICY	73

CHAPTER I: INTRODUCTION

The mission of the Appoquinimink School District (the “District”) is to provide opportunities and resources in a safe, nurturing and positive learning environment for all students to acquire and develop the knowledge, understanding, skills and attitudes to be responsible and contributing members in a rapidly changing and complex global society.

Schools must therefore, be free from disruptions, which interfere with teaching and learning activities. Students, parents/guardians, and school staff must assume a responsible role in creating a positive environment and promoting behavior that encourages learning and the development of individual potential.

Students, parents/guardians, and staff are encouraged to become familiar with the entire contents of this document.

WHAT IS THE STUDENT CODE OF CONDUCT?

The Student Code of Conduct is an official declaration of the Appoquinimink School District Board of Education (the “District Board”) which:

- Specifies the responsibilities and rights of students.
- Defines attendance responsibilities.
- Defines conduct that disrupts a positive environment .
- Standardizes procedures for disciplinary action.
- Defines grievance procedures.
- Incorporates excerpts from State and Federal laws and regulations.

Provisions in the Student Code of Conduct apply to all students in Grades K-12. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken. Students have a greater responsibility for their actions as they increase in age.

A copy of the Student Code of Conduct is given to each student on school entry. Orientation to the Student Code of Conduct is held in each school at the beginning of the school year.

WHEN IS THE STUDENT CODE OF CONDUCT IN FORCE?

The Student Code of Conduct is in force:

- on school property prior to, during and following regular school hours when school is in session or when school activities are in operation.
- while students are on the school bus or in a district vehicle for any reason.
- when a student’s conduct to and from school and/or at the bus stop has a harmful effect on the other students, the community or on the orderly educational process.
- at all school and district sponsored events and other activities where school administrators have jurisdiction over students.
- off campus. The District and/or the District Board has the authority to suspend or expel students for activities occurring off of school premises

when a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff. The receipt of an Attorney General's notice that a student has been arrested for a crime that may jeopardize the health, safety, or welfare of other students and staff is sufficient evidence to warrant the initiation of disciplinary action.

That portion of the Student Code of Conduct which protects school buildings and grounds is always in force.

The Student Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed may be subject to the authority of the principal or designee. Serious or excessive behavior that necessitates a more severe disciplinary action than that which is listed shall be subject to the discretionary authority of the principal and the Superintendent. This may include a recommendation for expulsion.

Any student who hinders an investigation or any student who aids, is involved with the planning, or helps another student in any way in an act which violates the Student Code of Conduct may be subject to the same disciplinary action as the individual who committed the violation.

HOW IS THE STUDENT CODE OF CONDUCT ADMINISTERED?

Procedures For Making Disciplinary Referrals

All teachers are expected to use reasonable behavior management techniques in the classroom prior to referring a student to a building administrator for disciplinary action. An administrator or designee administers the Student Code of Conduct when a student has been referred because of misbehavior. Identifying the specific Student Code of Conduct violation and corresponding disciplinary action is the responsibility of the administrator or designee.

Possession Of Items In A Locker, Motor Vehicle, Or Bookbag/Purse

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

Motor Vehicles. The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle ("car"). This presumption applies to any car you drive to school without regard to who owns the car. **Before you bring a car to school, or a school activity, carefully inspect the car.** If you fail to lock your car, or permit others access to your car, you remain responsible for items found in your car.

Bookbag/Purse. The District presumes a student possesses, and is therefore responsible for, all items found in the student's bookbag, purse, or similar bag or

container used to carry books or personal property (referred to as “bookbag”). ***Regularly check the contents of your bookbag.*** If you fail to secure your bookbag, or provide others access to your bookbag, you remain responsible for items found in your bookbag.

WHAT IS A GOOD SCHOOL ENVIRONMENT?

A good school environment is best described as:

- SAFE, POSITIVE and SUPPORTIVE.
- Providing a range of educational opportunities.
- Making improvement of student behavior the primary goal of disciplinary action.
- Protecting students from behavior which threatens their health, safety, or welfare, or which interferes with learning.
- Being free of drugs, weapons, and illegal harassment.

It is also the presence of a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward recognized and acceptable goals. A good school environment is free from distractions, friction, and disturbances. Utilizing the positive behavior support (PBS) process, the school staff establishes common expectations for students. The expectations are taught to all students, and students are reinforced for appropriate behavior.

CONFLICT RESOLUTION/MEDIATION

It is the philosophy of the District that students and staff should be proactive in their approach to behavior management. Therefore, conflict resolution and mediation strategies should be employed in a proactive manner to assist students and staff in addressing conflict and discipline issues. The District supports implementation of Positive Behavior Support which promotes healthy character development for all students as well as proactive strategies at the building, classroom, and individual level to prevent problematic behaviors.

WHO ESTABLISHES A GOOD SCHOOL ENVIRONMENT?

The Student Code of Conduct recognizes the need for a working, cooperative relationship among students, parents/guardians, and school personnel. This relationship is most productive when:

Students

- Attend all classes daily and on time.
- Are prepared for class assignments and activities.
- Come to class with appropriate working materials.
- Respect all persons and property.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Conduct themselves in a safe and responsible manner.
- Are encouraged to be healthy, clean, and neat.
- Are responsible for their own work and behavior.
- Abide by the rules and regulations set forth by the school and individual

classroom teacher.

- Seek changes in an orderly and approved manner.

Parents / Guardians

- Keep in contact with the school concerning their child's progress and conduct.
- Maintain up-to-date home, work, and emergency numbers at the school
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with resources needed to complete classwork and homework.
- Assist their child in being healthy, neat, and clean.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Attend Parent/Teacher conferences.
- Seek changes in an orderly and approved manner.

School Personnel

- Are in regular attendance and on time.
- Are prepared to perform their duties with appropriate working materials
- Respect all persons and property.
- Dialogue with parents, students, and other employees in a manner that reflects professionalism and caring.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Conduct themselves in a safe and responsible manner.
- Are healthy, clean, and neat.
- Abide by the rules and regulations set forth by the school and the District Board.
- Seek changes in an orderly and approved manner.
- Maintain an atmosphere which encourages good behavior and active learning.
- Plan a flexible curriculum to meet the needs of all students.
- Develop good working relationships among staff and with students
- Encourage the school staff, parents, and students to use the services of community agencies.
- Utilize good guidance procedures and practices.
- Encourage parents to maintain regular communication with the school.
- Provide opportunities for parent participation in affairs of the school.
- Encourage and maintain the involvement of students in the operation of the school, i.e., student government.
- Involve the community in order to improve the quality of life within the school and the District.

CHAPTER II: STUDENT RESPONSIBILITIES AND RIGHTS

Within every school, the principal has the responsibility and authority for maintaining an orderly educational process. The District guarantees students' rights as allowed by state and federal laws, regulations, and the rules and regulations of the District Board.

ADULT STUDENTS

State law provides that a student reaches legal majority at age eighteen. The attainment of adult status provides that the student may assume responsibility for signing attendance notes and other matters pertaining to school activities. All students, including students over the age of 18, are expected to follow the Student Code of Conduct and school expectations for behavior.

ATTENDANCE

Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in the District. School attendance is mandated by State law and regulations of the State Board of Education. The Student Attendance Policy of the District Board establishes specific regulations related to attendance.

The District is responsible for reporting violations of the attendance laws of the State. The District may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code. (Title 14, Chapter 27; Delaware Code can be found online at www.delcodestate.de.us)

The following are considered necessary and legal excused absences and may not be used to file truancy charges:

1. Illness of the student;
2. Medical diagnosis and/or treatment;
3. Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in the locality or three days if outside the state;
4. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services;
5. Legal business requiring the student's presence;
6. Suspension or expulsion from school;
7. Observance of religious holidays;
8. Approved college visits; and
9. Authorized school-sponsored activities.

Absences for other reasons are classified as "unexcused."

A student enrolled in grades K through 12 inclusive is considered truant if such a student has been absent from school without valid excuse, as defined in

Rules and Regulations of the State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year. Schools will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution.

Parents

A parent/guardian who is determined to violate the State's compulsory school attendance laws is subject to penalties as described by State law:

First offense – fine of \$25 to \$300 or imprisonment for up to 10 days or both;

Second offense – fine of \$50 to \$500 or imprisonment for up to 20 days or both;

Third offense – fine of \$230 to \$1,150 or imprisonment for up to 30 days or both.

A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.

Students

Penalties may include community service, counseling, curfew, suspension or revocation of driver's permit or hunting license, prohibition of participation in extracurricular activities or school social events or recommendation that the student enroll in an alternative school.

Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from school by the District Board.

The school, in administering the State policy, defines the most commonly used attendance terms as follows:

Unexcused Absence: An unexcused absence from school or class is an absence:

1. Which is for a reason not listed as excused, or
2. About which the parent/guardian has no knowledge, or
3. For which the parental note of explanation was not provided on the student's first or second day of return to school following the absence.

Lateness to Class: At the beginning of each term, the teacher shall define guidelines regarding lateness to class. When, in the judgment of the teacher, lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Lateness to class may have a detrimental effect on student learning.

Tardiness to School: All students are expected to be punctual to school. Students who arrive at their first class assignment after the start of school are tardy. A student who is late to school should present a written explanation for the tardiness on the first or second day following the tardiness. Students should recognize that a written explanation from home does not automatically cause the tardiness to be excused. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc., while understandable, are not acceptable excuses and will be listed as

unexcused. Reasons such as personal illness, medical appointments, and appearances in court will be considered as excused tardiness when verified by a note from home. Students who do not attend at least half of the class periods on a given day will be marked absent for that day. Students who are absent for more than fifteen (15) minutes of a class may be considered absent from the class unless excused by proper authority.

Prearranged Absence: A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the principal. The absence should be prearranged by writing the principal, giving the full particulars of the absence. Approval for such absences should be sought, where practicable, at least one (1) week prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the principal may then define the absence as excused.

Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the principal or his/her designee. The student is then responsible for completing the sign-out procedure before leaving the building and must present the required parental note of explanation upon his/her return to school.

BUS PRIVILEGES

The Student Code of Conduct will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus-riding privileges. Students must follow bus safety regulations as follows:

1. Students must obey the driver promptly and be courteous to him/her and to other students. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
2. Students must be on time; the bus has to run on schedule and cannot wait for those who are late.
3. Students should never stand in, or play on, the roadway while waiting for the bus.
4. Before boarding the bus, students must keep a safe distance from it while it is in motion.
5. Students must not get on or off the bus while it is in motion.
6. Students must enter the bus without crowding or disturbing others and occupy their seat immediately.
7. Students must keep out of the driver's seat.
8. In crossing the street at any time, students should look both to the right and to the left, and then walk across.
9. Students are permitted to talk quietly on the bus and classroom conduct is to be observed while on the bus.

10. Students must not call out to passers-by. They should not open the bus window without permission from the driver or extend head or arms out of the window.
11. Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
12. Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
13. Students are not permitted to smoke while on the bus.
14. Students must not use profanity while on the bus.
15. Students must not throw articles of any kind out of or around the bus.
16. Students are not to eat or drink while on the bus.
17. Students are not permitted to harass, intimidate or fight on the bus.
18. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures, or spitting.
19. Students must remain in their seat and keep aisle clear.
20. Students are not permitted to tamper with emergency doors, controls, or windows.
21. In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.

COMPUTER USAGE

Students must adhere to the District's Acceptable Use of Technology Policy, which incorporates the State policy, before they may make use of district technology, including Internet access. (See appendix IV)

COUNSELING

Philosophical Basis

Personal needs or concerns can seriously threaten and interfere with the educational development of students. Schools have the responsibility to provide counseling services for students and to inform students of services provided by other agencies.

Responsibilities

Students have the responsibility:

1. To identify and/or report personal or school related problems, concerns or issues to appropriate staff, counselors/advisors.
2. To use counseling services for their educational and personal development, where appropriate.
3. To schedule appointments in advance unless the problems or concerns are of an emergency nature. (Parents/guardians and students have the responsibility

of providing information that may be useful in making intelligent educational decisions.)

4. To use counselors'/advisors' services for personal or school related problems, concerns or issues.

Rights

Students have the right:

1. To be accurately informed as to the nature, kind, or type of guidance services available in their school and community.
2. To receive/be referred to appropriate counseling for personal and educational problems within a reasonable amount of time.
3. To have access to counselors/advisors on the staff.

CURRICULUM

Philosophical Basis

Highly qualified professionals collaborate to produce curricula that are consistent with established standards and best practices in a given subject area. Textbooks are selected based on the extent to which they support an established curriculum.

Rights

Students have the right:

1. To have access to clear and precise course descriptions.
2. To participate in courses and programs appropriate to their individual needs at all grade levels.
3. To study any issue which relates to their course and which is within their level of maturity and within the scope of the course and students shall have access to all available information that relates to course objectives.

FREE SPEECH/EXPRESSION (Including all spoken, written, artistic)

Philosophical Basis

One of the basic purposes of schools is to prepare students for responsible self-expression in our society. Self-expression is guaranteed or protected under the First and Fourteenth Amendments to the United States Constitution. Students may inquire, question, and exchange ideas. Self-expression must not interrupt the orderly educational process of the school or be in violation of the Student Code of Conduct. Free expression must not be obscene, libelous, disruptive to the educational process or school environment, or promote illegal activity.

Responsibilities

Students have the responsibility:

1. To act in a quiet, dignified manner during patriotic activities. Students also have the right to be excused from any patriotic act that is against their religious beliefs or deeply held personal convictions.

2. To inform the school in writing of activities/policies which are in conflict with their religious beliefs and request alternative accommodations.

Rights

Students have the right:

1. To respectfully express their own opinions on issues.
2. To assemble peaceably on school property at a time and place designated by the principal. (This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.)

GRADING POLICY

Philosophical Basis

Grades are one indicator of the student's learned knowledge or skill proficiency at a particular time. A student's grades should reflect the teacher's best assessment of the student's achievement, based upon the course requirements for a given class.

Responsibilities

Students have the responsibility:

1. To ask for an explanation of a grading system which they do not understand.
2. To attain standards of academic performance according to their ability.
3. To share all notices of unsatisfactory progress with their parents/guardians and to make every effort to improve their performance.
4. To conduct themselves in a manner which fosters a good learning environment.
5. To present assignments when due.

Rights

Students have the right:

1. To receive a written copy of a teacher's grading system at the beginning of each course.
2. To receive an academic grade that is based on the teacher's grading system and reflects the student's academic achievement.
3. To request and receive written notification of unsatisfactory progress at any time during the marking period.
4. To have grades used positively and not as a disciplinary tool.
5. To be given appropriate notice of assignment due dates.

HARASSMENT/BULLYING

Philosophical Basis

The District's intent is to foster human dignity and mutual respect in our schools. Harassment of any type contradicts that ideal. In addition, harassment can be a form of unlawful discrimination. No District student shall be subject to any type of harassment/bullying whether by fellow students or staff members.

It is the policy of the District Board and District to oppose and prohibit, with-

out qualification, unlawful harassment of any school employee or student based on race, color, religion (creed), national origin, sex, disability, or any other unlawful basis. Under this policy, all employees and students share responsibility for ensuring that the schools are free from all forms of prohibited harassment, including, but not limited to, sexual harassment.

The District shall act to investigate any and all complaints of harassment, and to discipline, or take other appropriate action, against any member of the school community who is found to have violated this policy.

As used herein, unlawful harassment means verbal or physical conduct at a location, place, or time where this Student Code of Conduct is in force, based on a person's race, color, religion (creed), national origin, sex, disability, or any other basis prohibited by State or Federal law, and which substantially interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made, either explicitly or implicitly, a term or condition of a student's education.
- B. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting the student.
- C. The conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile, or offensive educational environment.

REPORTING UNLAWFUL HARASSMENT

Any member of the school community who believes that unlawful harassment of a student has occurred, or is occurring, may make a complaint of unlawful harassment. Allegations of unlawful harassment are not subject to the Grievance procedures outline, *infra*. Instead, all allegations of unlawful harassment should be reported immediately to the principal, or, if the principal is the subject of the complaint of unlawful harassment, or the reporting person is otherwise uncomfortable communicating the complaint of unlawful harassment to the principal, for any reason, then to one of the designated harassment complaint officials.

The following are the District's designated harassment complaint officials: Dr. Marion Proffitt, Assistant Superintendent, 376-4105; Mr. Matt Fallis, Director of Human Resources, 376-4128; or Ms. Kittie Rehrig, Supervisor of Student Services, 376-4111.

If one of the harassment complaint officials is the person identified in the complaint of unlawful harassment, or if the reporting person is otherwise uncomfortable, for any reason, with reporting the unlawful harassment to the designated harassment complaint officials, or is otherwise not satisfied after bringing the matter to the attention of one or more of these individuals and/or the principal, then the

reporting person may bypass these individuals and instead report the matter promptly to Dr. Tony Marchio, Superintendent, 376-4101.

The District will investigate allegations of unlawful harassment in as prompt and confidential a manner as possible under the circumstances, and will take appropriate corrective and/or disciplinary action where warranted. Any employee or student who is found, as a result of such investigation, to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment of an employee or expulsion of a student. Furthermore, retaliation in any form against a person making a complaint of unlawful harassment under this policy, or who conducts, or cooperates in, the investigation of any such complaint, is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any questions regarding this policy should be addressed to one or more of the designated harassment complaint officials.

Responsibilities

Students have the responsibility:

1. Where the harasser is a student
 - a. to communicate directly to the person that their behavior is unacceptable and they want him/her to stop;
 - b. to inform and seek the advise of a teacher, counselor, or school administrator; and
 - c. to report the information to the principal if the situation is not resolved, or if the person informed pursuant to (b), *supra*, fails to take action to investigate and/or stop the alleged harassment or bullying.
2. Where the harasser is an employee or adult
 - a. to immediately inform the principal of the objectionable behavior and/or actions of the employee or adult, as well as the person's identity; or
 - b. if principal is the person identified in the complaint, or if the student and/or the student's parent are uncomfortable communicating the complaint to the principal, for any reason, then to one, or more, of the designated harassment complaint officials.

Rights

Students have the right:

1. To learn in an environment free from bullying and/or unlawful harassment.
2. To as prompt and confidential an investigation as possible under the circumstances.
3. To appropriate corrective action where warranted.

MARRIAGE, PREGNANCY, AND PARENTHOOD

Philosophical Basis

Students who are married, expectant parents, or parents do not lose their right to a free public education. Students are encouraged to continue their education

through appropriate programs designed to meet their special needs and circumstances.

Responsibilities

Students have the responsibility:

1. To attend school regularly or to take advantage of special programs designed to meet their needs even though they are married, expectant parents, or parents. (Students who are pregnant should seek professional medical advice regarding school attendance.)
2. To be referred to a marriage, pregnancy, or parenthood agency for counseling if they request it.

Rights

Students have the right:

1. To remain in the regular school program or to attend a special program designed to meet their educational needs.
2. To request counseling for marriage, pregnancy, or parenthood.

SAFETY

Philosophical Basis

All students who attend the District have the right to attend school in a safe and orderly environment where they are encouraged to learn.

Responsibilities

Students have the responsibility:

1. To show respect for other people's ideas, values, and heritage.
2. To resolve conflicts in an appropriate manner.
3. To notify school personnel if they have knowledge of any weapon(s) on school property.

Rights

Students have the right:

1. To learn in an environment free from the threat or act of psychological or physical violence.

SEARCH AND SEIZURE

Philosophical Basis

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. Student lockers are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others. Searches shall be based upon reasonable suspicion that the student's person or property contains prohibited substances, items, or material detrimental to the safety and welfare of other students or staff, or in violation of the law or rules of the Student Code of

Conduct. Students are responsible and accountable for the contents of all items found in their lockers, book bags, purses, and any bags or containers used to carry personal property.

All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the principal or designee and be made available, in case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by 16 Del. C. Ch. 47, turned over to the police as potential evidence. A request for analysis shall be made where appropriate. (In case of medical emergency, substances should be made available for identification purposes.)

Responsibilities

Students have the responsibility:

1. To refrain from possessing or concealing any substance or objects which are prohibited or which may disrupt the educational process and/or school sponsored activities/events.
2. To monitor and control access to their lockers, motor vehicles, purses, book bags, or similar containers and to check regularly their contents.

Rights

Students have the right:

1. To privacy in their personal possessions unless the principal or designee has reasonable suspicion to believe that prohibited substances/objects are possessed or being concealed by the student.

STUDENT DRESS

Philosophical Basis

Student dress may vary with the age of the student, instructional activity, and physical conditions in the school. The dress and grooming of students shall contribute to the health and safety of the individual and shall not disrupt the orderly educational process. Student clothing and accessories shall not endorse products and practices, which are prohibited by law or school district policy. Students will be required to change their clothing to comply with the school's dress code. Continued violation of the dress code or refusal to change will be considered defiance and handled accordingly.

Responsibilities

Students have the responsibility:

1. To follow guidelines for dressing and grooming in a manner showing cleanliness, promoting safety, and demonstrating respect for themselves and others.

Rights

Students have the right:

1. To dress and groom as they choose as long as they do not disrupt the educational process or endanger the health and safety of themselves or others as outlined in established school guidelines.

STUDENT GOVERNMENT

Philosophical Basis

The student government is a means of providing students with an opportunity to express themselves and to act on school matters through the democratic process. All members of the school community share the responsibility for helping the student government. Students should be given the opportunity to participate in those decisions that affect the learning climate of the school. So that the student government can function as an informed organization, the District Board policies and individual school policies should be made available.

Responsibilities

Students have the responsibility:

1. To work, in conjunction with the student government, on the needs and concerns expressed by the student body.
2. To seek prior consent of any faculty member recommended as an advisor.
3. To conduct election campaigns in a positive, mature manner with all due respect provided other candidates.
4. To participate in student government activities in an appropriate manner, demonstrate positive leadership, and operate within district and school regulations.

Rights

Students have the right:

1. To form and operate a student government within their particular school under the direction of a faculty advisor. (This right shall be carried out within the guidelines and practices recommended by the National and State Student Government Association and within the rules and regulations of the District.)
2. To recommend members of the faculty to serve as sponsors for their school's government organization.
3. To seek office in student government regardless of race, sex, color, creed, or political beliefs.
4. To attend official student government meetings as student government officers and representatives in accordance with school regulations.

STUDENT MOTOR VEHICLES

Philosophical Basis

Since the District provides free transportation to all students; students do not have the right to drive personal vehicles to school. This privilege is granted by school administration.

Responsibilities

Students have the responsibility:

1. To operate their motor vehicles in a safe and prudent manner at all times while driving on school or district property.

2. To refrain from carrying or concealing any substance or objects in a motor vehicle which may disrupt the educational process or which are forbidden by the Student Code of Conduct or State law.

Rights

Students have the right:

1. To privacy of the contents of their motor vehicles unless the principal or designee has reasonable suspicion to believe that the student is concealing an prohibited substance or objects and other items that may be disruptive to the educational process.

STUDENT PUBLICATIONS

Philosophical Basis

One of the important roles of the school is to provide effective ways in which students may express themselves on a wide range of subjects. Official school publications such as newspapers should reflect the policy and judgment of the student editors and should include viewpoints representative of the entire school community.

Responsibilities

Students have the responsibility:

1. To produce, post, publish, or distribute materials approved by the administration, which follow the District's guidelines for responsible journalism including the identification of the author(s).
2. To post or display these materials only on those bulletin boards or wall areas designated for use by students and student organizations.
3. To refrain from publishing and/or distributing obscene, inflammatory, or libelous materials and to observe acceptable standards of good taste and responsible journalism.
4. To confirm that the information published is factual.

Rights

Students have the right:

1. To possess, post, and distribute literature, which expresses opinions and offers information on a wide range of subjects.
2. To be free from censorship of their publications and productions within the guidelines previously agreed upon by students and administrators; e.g., principals have the right to disallow or recall literature or media which they consider primarily commercial in nature or materials which could disrupt the orderly operation of the school.

STUDENT RECORDS

Philosophical Basis

Student records are records that directly relate to a student, and are maintained by the District or its employees. Student records do not include records kept in the

sole possession of an employee, used only as personal memory aide, and not shared with any other person except a substitute. Care must be exercised by the school staff to make sure that student records are treated confidentially and that the information contained therein is accurate and appropriate. Student Code of Conduct violations and disciplinary actions will normally be recorded and maintained annually. Expulsions will be recorded on the student's cumulative record folder.

Responsibilities

Students have the responsibility:

1. To give school personnel ample notice that they want to inspect and review their records. (Eligible students and parents/guardians have the responsibility to meet their financial obligations for school fees or fines. Transcripts and records may not be released until all student financial obligations are met.)
2. To release information to those individuals or agencies who are working in a positive manner for the benefit of the student. (The permission to release information, where required, must be in writing.)

Rights

Students have the right:

1. To release, inspect, review, and challenge the information contained in their school records within the District guidelines and legal age requirements. (School personnel shall provide assistance to students and parents/guardians to help them understand information in student records. This access may not be denied because of failure to pay fines or fees.)
2. To sign for a release of information contained in their records to authorized agencies. (The student must be fourteen years of age or older to sign this release.)
3. To be protected from the release of personally identifiable information to unauthorized persons.

DISCLOSURE OF CERTAIN STUDENT INFORMATION

The District may disclose certain information, known as directory information, in its discretion without consent. Parents/guardians, or students eighteen years of age or over, may refuse to permit the release of any or all directory information. If a parent/guardian or emancipated student does not want directory information released, he or she must send written notice annually to the Superintendent of the District at the address listed in the front of this Student Code of Conduct. Such notice must be received within 30 days of student receipt of this Student Code of Conduct. The following student information is directory information: name, address, telephone number, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, and photographs of students in school or school activities provided the photographs do not reveal information concerning academic placement.

FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians, and students over 18 years of age, the following rights:

Inspection and Review

Parents/guardians may submit to the school principal a written request identifying records they wish to inspect. The principal will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

Amendment of Records

Parents/guardians may ask the District to amend a record they believe is inaccurate by submitting to the principal a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the District denies the request, the District will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without Consent

Disclosure of personally identifiable information contained in students' education records requires parent/guardian consent. Some exceptions apply including the following:

1. Such records may be disclosed to school officials with legitimate education interests. School officials include District employees; the District Board members; a person or company retained by the District to perform a special task (for example, an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on a committee or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
2. The District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll upon request from the receiving district.

Complaint

Parents/guardians may file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA by submitting a complaint to:

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

RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians, students who are 18, and emancipated minors the following rights regarding

the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Protected Information Surveys

The District is required to obtain consent permitting a child to participate in certain school activities, or parents/guardians may elect to opt out of such activities. These activities, known as protected information surveys, include a student survey, analysis, or evaluation concerning one or more of the following:

1. Political affiliations or beliefs of the student or student's parent/guardian
2. Mental or psychological problems of the student or student's family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incrimination, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents/guardian
8. Income, other than as required by law to determine program eligibility

Notice and Opportunity to Opt Out

The District will notify parents of the dates of the following activities and provide an opportunity to opt a student out of participating in such activities:

1. Any protected information survey, regardless of funding source
2. Any non-emergency invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, to sell or otherwise distribute the information to others

Inspection

Parents/guardians may, upon request, inspect the following:

- Protected information surveys of students
- Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum

Adoption of Policies

The District will adopt policies, in consultation with parents/guardians, regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will

notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes.

Complaint

If parents/guardians believe their rights have been violated, they may file a complaint with:

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

CHAPTER III:

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

While on the school bus, drivers will have the same authority as teachers.

LEVEL I

Cheating/Plagiarism: Fraudulent deception in preparing, or presenting course work or class assignments as a student's own work when it is not. This includes, but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, or (4) presenting quotations, words or ideas without proper references or credit (plagiarism). Repeated offenses will be considered defiance and treated as such.

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand/or detention
- Parent/guardian notification
- Grade penalty – to be determined by teacher

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification and conference
- Grade penalty – to be determined by teacher

OPTIONAL:

- Referral to administration

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand /or detention
- Teacher/student conference
- Parent/guardian notification
- Grade penalty – to be determined by teacher

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification and conference
- Grade penalty – to be determined by teacher
- Written disciplinary referral to administration with appropriate documentation

Disruptive Behavior: Language, gestures or actions that produce distractions, frictions or disturbances that interfere with effective functioning of the teacher, another student, a class, or any school activity.

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Teacher/student conference

Subsequent Offenses

REQUIRED:

- Detention or Suspension (1 – 3 days)
- Parent/guardian notification
- Referral to Discipline Committee or Instructional Support Team
- Functional assessment and/or behavior support plan

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention or Suspension (1 – 3 days)
- Parent/guardian notification
- Referral to Discipline Committee or Instructional Support Team
- Functional assessment and/or behavior plan/contract

Inappropriate Language: Any profane language or derogatory, disrespectful comments.

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification

OPTIONAL:

- Parent/teacher strategy

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Teacher/student conference

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification

OPTIONAL:

- Parent/teacher strategy

Loitering: A student's unauthorized presence in any school area.

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand

Subsequent Offenses

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Referral to counselor

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Teacher/student conference

OPTIONAL:

- Detention

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification

Minor Vandalism: The defacing of school property or property of others while involved in school activities. No cost of repair incurred.

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Restitution/restoration of property, if possible

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification
- Restitution/restoration of property, if possible

OPTIONAL:

- Parent conference

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Restitution/restoration of property, if possible

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification
- Restitution/restoration of property, if possible

OPTIONAL:

- Parent conference

Possession of Non-School Items: Any item or device that may be deemed by building staff as disruptive or having the potential for causing disruption (not a weapon).

GRADES K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Item to be confiscated
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Item to be confiscated and may be returned to parent/guardian

OPTIONAL:

- Detention

GRADES 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher reprimand
- Item to be confiscated
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Item to be confiscated and may be returned to parent/guardian

OPTIONAL:

- Detention

Unexcused Tardy: Three (3) unexcused tardy to school or to a class without authorization or approved reason.

Grades K – 5: Level I Offense

First Offense

REQUIRED:

- Teacher/Office reprimand

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Parent/Teacher strategy

OPTIONAL:

- Teacher/Office detention
- Referral to school support staff or Instructional Support Team

Grades 6 – 12: Level I Offense

First Offense

REQUIRED:

- Teacher/Office reprimand
- Teacher/student conference

Subsequent Offenses

REQUIRED:

- Teacher/Office detention
- Parent/guardian notification
- Parent/teacher strategy

OPTIONAL:

- Referral to school support staff or Instructional Support Team

LEVEL II

Abusive Language: Written or spoken language or gestures that are considered offensive, obscene, or vulgar.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Parent/guardian conference
- Detention and/or suspension (1 to 3 days)

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Suspension (2 to 5 days)
- Parent/guardian conference

OPTIONAL:

- Behavior plan/contract

Careless or Reckless Behavior: Unintentional behavior that threatens to or causes injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 day)
- Parent/guardian notification
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Restitution/restoration, if applicable

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 day)
- Parent/guardian notification
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Restitution/restoration, if applicable

OPTIONAL:

- Behavior plan /contract

Class Cut: All students are expected to arrive at their classes on time and to remain there until the teacher dismisses class. A student is considered to have cut a class any time the student is present in school but does not attend class. Any unexcused absence for more than fifteen (15) minutes of a class may be considered a cut.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Referral to School Discipline Committee or Instructional Support Team

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian notification
- Referral to School Discipline Committee or Instructional Support Team

OPTIONAL:

- Behavior plan/contract

School Cut/Truancy: Any unexcused absence from school (see attendance under Chapter II for a list of excused absences). Repeated offenses may result in legal action.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Referral to School Discipline Committee or Instructional Support Team

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Referral to School Discipline Committee or Instructional Support Team

OPTIONAL:

- Behavior plan/contract

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian conference required before returning to school
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract

Defiance: Verbal or nonverbal refusal to comply with reasonable requests from school personnel, including refusal to identify oneself.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Parent/guardian conference
- Detention and/or suspension (1 to 3 days)

Subsequent Offenses

REQUIRED:

- Detention or suspension (1 to 5 days)
- Parent/guardian conference

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Detention and/or suspension (1 to 3 days)

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian conference

Failure to Serve Detention: Detentions are required time obligations to be served with the teacher assigning the detention. Administrative detentions are assigned by a building administrator and are to be served in an administrative detention room. The student is obligated to serve unless properly excused by the person who assigned the detention.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand
- Parent/guardian notification
- Reassign detention

Subsequent Offenses

REQUIRED:

- Reprimand
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Referral to Discipline Committee or Instructional Support Team

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Reprimand
- Parent/guardian notification
- Reassign detention

OPTIONAL:

- Suspension (1 day)

Subsequent Offenses

REQUIRED:

- Reprimand
- Suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Referral to Discipline Committee or Instructional Support Team

Forgery: Falsely or fraudulently signing or altering a document such as hall pass, early dismissal note, progress report, absence excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Parent/guardian conference
- Detention

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Reprimand
- Parent/guardian notification

OPTIONAL:

- Detention/Suspension (1 to 3 days)

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian notification
- Parent/guardian conference before returning to school

- Referral to School Discipline Committee or Instructional Support Team

Gambling: To stake or risk money or anything of value on the outcome of something involving chance. Student gambling is strictly prohibited.

GRADES K – 5: Level II Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification

OPTIONAL:

- Detention

Subsequent Offenses

REQUIRED:

- Detention or suspension (1-2 days)
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Behavior support plan

GRADES 6 – 12: Level II Offense

First Offense

REQUIRED:

- Suspension (1-3 days)
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Suspension (2-5 days)
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Behavior plan/contract

Inappropriate Sexual Behavior: Acts of affection or intimacy inappropriate to an educational setting.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference

OPTIONAL:

- Behavior plan /contract

Intimidation: Any attempt or threat to do bodily harm to another individual and/or property.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 day)
- Parent/guardian notification
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Restitution/restoration, if applicable

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 day)
- Parent/guardian notification
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Restitution/restoration, if applicable

OPTIONAL:

- Behavior plan /contract

Leaving School without Authorization: Once a student arrives at the school campus he/she may not leave unless authorized to do so, until the end of the student's scheduled day. The parking lot is off limits during school hours.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Parent/guardian notification
- Parent/guardian conference
- Police notification when necessary

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Parent/guardian conference
- Police notification when necessary
- Behavior support plan
- Recommendation to counseling or appropriate social service agency – if warranted

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Behavior plan/contract
- Police notification when necessary

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian notification
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Police notification when necessary

Major Vandalism: The defacing of school property or property of others while involved in school activities. Possible cost incurred.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Teacher reprimand
- Parent/guardian notification
- Restitution and/or restoration of defaced property

OPTIONAL:

- Detention

Subsequent Offenses

REQUIRED:

- Detention
- Parent/guardian notification
- Restitution and/or restoration of defaced property

OPTIONAL:

- Parent/guardian conference

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Suspension (1-3 days)
- Parent/guardian notification
- Restitution and/or restoration of defaced property

Subsequent Offenses

REQUIRED:

- Suspension (2-5 days)
- Parent/guardian notification
- Restitution and/or restoration of defaced property

OPTIONAL:

- Parent/guardian conference

Misuse/Abuse of Substances: Using any substance for a purpose for which it was not intended.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Police notification, when necessary
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Referral to School Discipline Committee or Instructional Support Team
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency – if warranted

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Police notification, when necessary
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Referral to school Discipline Committee or Instructional Support Team
- Behavior plan /contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency – if warranted

Misuse of Technology: Soliciting, using or sending pornographic or obscene material, accessing unauthorized e-mail, downloading and/or installing files with or without malicious intent, damage to equipment.

***Computer Technology “Severe Clause”:* Situations in which a student or students deliberately tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system for a class, school or the District resulting in the loss or corruption of information, the ability of the system to operate, or in any way disrupts or degrades the school or District’s technology infrastructure.**

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

OPTIONAL:

- Suspension (1 to 2 days)

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan
- Referral to school Discipline Committee or Instructional Support Team
- Cancellation of user privileges for up to a marking period

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

OPTIONAL:

- Suspension (1 to 2 days)

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Cancellation of user privileges for up to a marking period

Misuse of Computer Technology “Severe Clause” (continued):

Grades K – 5: Violation of Severe Clause**REQUIRED:**

- Suspension (1 to 3 days)
- Parent/guardian notification
- Behavior support plan
- Police notification, when necessary
- Recommendation to counseling or appropriate social service agency – if warranted
- Restitution/restoration, if applicable
- Referral to school Discipline Committee to consider cancellation of user privileges for up to the remainder of the school year

Grades 6 – 12: Violation of Severe Clause**REQUIRED:**

- Suspension (1 to 3 days)
- Parent/guardian notification
- Behavior plan/contract
- Police notification, when necessary
- Recommendation to counseling or appropriate social service agency – if warranted
- Restitution/restoration, if applicable
- Referral to school Discipline Committee to consider cancellation of user privileges for up to the remainder of the school year

Smoking: Using, possessing, or dispensing of any tobacco product.

Grades K – 5: Level II Offense**First Offense****REQUIRED:**

- Reprimand and/or detention
- Parent/guardian notification
- \$25.00 fine (in lieu of fine, proof of completion of smoking cessation class will be accepted)

Subsequent Offenses**REQUIRED:**

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan
- \$50.00 fine

Grades 6 – 12: Level II Offense**First Offense****REQUIRED:**

- Suspension (1 to 3 days)
- Parent/guardian notification
- \$25.00 fine (in lieu of fine, proof of completion of smoking cessation class will be accepted)

Subsequent Offenses**REQUIRED:**

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- \$50.00 fine

Stealing/Possession/Transferring of Stolen Goods: The act of taking possession or transferring the property of another without the consent of the owner.

***Stealing/Possession/Transferring of Stolen Goods “Severe Clause”:* Situations in which the stolen item is valued over \$50.00 or if the stolen item is the property of a staff member or the Appoquinimink School District.**

Grades K – 5: Level II Offenses

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

OPTIONAL:

- Suspension (1 to 3 days)
- Police notification, when necessary

Subsequent Offenses

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Behavior support plan

Violation of Severe Clause

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Behavior support plan
- Police notification, when necessary
- Recommendation to counseling or appropriate social service agency – if warranted
- Restitution/restoration, if applicable
- Referral to school Discipline Committee or Instructional Support Team

Grades 6 – 12: Level II Offenses

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

OPTIONAL:

- Suspension (1 to 3 days)
- Police notification, when necessary

Subsequent Offenses

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Behavior plan/contract

Violation of Severe Clause

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Behavior support plan
- Police notification, when necessary
- Recommendation to counseling or appropriate social service agency – if warranted
- Restitution/restoration, if applicable
- Referral to school Discipline Committee or Instructional Support Team

Trespassing: Trespassing is when a student knowingly or unknowingly is in an Appoquinimink School District area without a legitimate purpose.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Issue warning that the person is trespassing and must leave immediately
- Police notification, when necessary

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Police notification, when necessary
- Subsequent offenses of trespassing will be considered defiance and treated as such

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Issue warning that the person is trespassing and must leave immediately
- Police notification, when necessary

Subsequent Offenses

REQUIRED:

- Parent/guardian notification
- Police notification, when necessary
- Subsequent offenses of trespassing will be considered defiance and treated as such

Violation of Medication Policy: Students are not permitted to take medication of any kind in school unless that medication is given by the nurse. Prescription and non-prescription medication may be administered by the school nurse during school hours, utilizing the instructions outlined in the board policy.

Grades K – 5: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan

Grades 6 – 12: Level II Offense

First Offense

REQUIRED:

- Reprimand and/or detention
- Parent/guardian notification

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior plan/contract

LEVEL III

Disorderly Conduct: Disorderly conduct causes public inconvenience, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing abusive language to any person present.

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 day)
- Parent/guardian notification
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Behavior support plan
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law
- Restitution/restoration, if applicable

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference before returning to school
- Police notification when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (5 days)
- Parent/guardian notification
- Parent/guardian conference before returning to school
- Police notification, when necessary
- Restitution/restoration, if applicable
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Loss of extracurricular activities (Length of time to be determined by the school administration)
- DOE Student Conduct report will be filed as required by law

Extortion: To obtain or attempt to obtain money, goods, services, or information from another by force or the threat of force.

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Reprimand and /or detention
- Parent/guardian notification
- Behavior support plan
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Behavior support plan
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 3 days)
- Parent/guardian notification
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Behavior plan/contract
- Police notification, when necessary
- DOE Student Conduct report will be filed as required by law

Fighting: Any aggressive physical altercation between two or more individuals.

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior support plan

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (3 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior plan/contract

Harassment: *Harassment is any actions or statements that intimidate, offend, or defame the dignity or self-esteem of individuals or groups. Harassment/bullying may include, but is not limited to, verbal harassment or abuse, repeated remarks or jokes with demeaning implications or other offensive behavior. Harassment/bullying also includes intimidating, offensive or defaming behavior or materials directed at an individual because of that individual's race, national origin, disability, sexual orientation, or religion. Bullying is when one person or a group of persons, targets another person with repeated direct or indirect negative actions over a period of time which are harmful to the victim either emotionally or physically. A negative action occurs when a person knowingly inflicts, or attempts to inflict, physical or emotional injury or discomfort upon another person.*

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior support plan

Subsequent Offenses

REQUIRED:

- Detention and/or suspension (3 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Grades 6 – 12: Level III Offenses

First Offense

REQUIRED:

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior plan/contract

Subsequent Offenses

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior plan/contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

The District reserves the right to expel for serious offenses that rise to the legal definition of a hate crime.

Inappropriate Sexual Acts: Consensual sexual act(s).

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Behavior support plan

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract

Inappropriate Sexual Acts (continued):

Grades K – 5: Subsequent Offenses**REQUIRED:**

- Suspension (5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior support plan
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Subsequent Offenses**REQUIRED:**

- Suspension (5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Recommendation to counseling or appropriate social service agency
- Loss of extracurricular activities (Length of time to be determined by school administration)

Offensive Touching – Student on Student: Intentionally touching another student with a part of the body or with an instrument, thereby causing offense or alarm.

Grades K – 5: Level III Offense**First Offense****REQUIRED:**

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior support plan

Subsequent Offenses**REQUIRED:**

- Detention and/or suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Referral to School Discipline Committee or Instructional Support Plan
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Grades 6 – 12: Level III Offense**First Offense****REQUIRED:**

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Referral to School Discipline Committee or Instructional Support Team
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law
- Loss of extracurricular activities (Length of time to be determined by the School administration)

OPTIONAL:

- Behavior plan/contract

Subsequent Offenses**REQUIRED:**

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Offensive Touching of a Staff Member: Intentionally touching a staff member with a part of the body or with an instrument, thereby causing offense or alarm.

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior support plan
- DOE Student Conduct Report will be filed as required by law
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Suspension (5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior support plan
- Recommendation to counseling or appropriate social service agency
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- DOE Student Conduct Report will be filed as required by law
- Restitution/restoration, if applicable

Subsequent Offenses

REQUIRED:

- Suspension (5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Recommendation to counseling or appropriate social service agency
- Loss of extracurricular activities (Length of time to be determined by school administration)
- DOE Student Conduct Report will be filed as required by law
- Restitution/restoration, if applicable

Reckless Driving: Driving any vehicle on school property or in a school zone in willful disregard for the safety of persons or property.

Grades K – 5: Not applicable

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Suspension of parking privileges, if applicable
- Parent/guardian notification
- Restitution/restoration, if applicable

Reckless Driving (continued):

Grades K – 5: Not applicable**Grades 6 – 12: Subsequent Offenses****REQUIRED:**

- Suspension (1 to 3 days)
- Suspension of parking privileges, if applicable (Length of time to be determined by school administration)
- Parent/guardian notification
- Restitution/restoration, if applicable
- Police notification

Sexual Harassment: Actions or statements that are sexual in nature, which offend or defame the dignity or self-esteem of an individual. Examples include but are not limited to unwelcome sexual advances, sexual remarks or jokes, requests for sexual favors, and other offensive verbal or physical conduct directed at an individual. Also, included in this definition is the display of pictures, drawings or other items that are sexual in nature.

Grades K – 5: Level III Offenses**First Offense****REQUIRED:**

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior support plan

Subsequent Offenses**REQUIRED:**

- Detention and/or suspension (1 to 3 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Grades 6 – 12: Level III Offenses**First Offense****REQUIRED:**

- Detention and/or suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Police notification, when necessary
- Restitution/restoration, if applicable
- DOE Student Conduct Report will be filed as required by law

OPTIONAL:

- Behavior plan/contract

Subsequent Offenses**REQUIRED:**

- Suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Behavior plan/contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Terroristic Threatening and/or Behavior: Any threat to commit an act that is likely to result in death or serious injury. Any terroristic threat made to an employee will be reported to the police.

Grades K – 5: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Referral to School Discipline Committee or Instructional Support Team
- Behavior support plan
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Grades 6 – 12: Level III Offense

First Offense

REQUIRED:

- Suspension (1 to 2 days)
- Parent/guardian notification
- Parent/guardian conference
- Behavior plan/contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

Subsequent Offenses

REQUIRED:

- Suspension (2 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Referral to school Discipline Committee or Instructional Support Team
- Behavior plan/contract
- Police notification, when necessary
- Restitution/restoration, if applicable
- Recommendation to counseling or appropriate social service agency
- DOE Student Conduct Report will be filed as required by law

LEVEL IV

Arson: Any burning or attempt of burning of school property, district building or their contents, or personal property of self or others.

Grades K – 5: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification, when necessary
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Grades 6 – 12: Level IV Offenses

First or Subsequent Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification, when necessary
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Arson (continued):

Grades K – 5: Subsequent Offenses**REQUIRED:**

- Expulsion
- Suspension pending a hearing (5 to 10 days)
- Police notification, when necessary
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

**Grades 6 – 12: Level IV Offenses
First or Subsequent Offenses****OPTIONAL:**

- Expulsion
- Referral to Alternative Program

Assault on Student: Intentionally or recklessly causing physical injury to another student. All such offenses will be reported to the police and the Superintendent pursuant to 14 Del. C. § 4112.

Grades K – 5: Level IV Offense**First Offense****REQUIRED:**

- Suspension (3 to 5 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- DOE Student Conduct Report will be filed as required by law
- Restitution/restoration, if appropriate
- Behavior support plan

OPTIONAL:

- Referral to Alternative Program

Subsequent Offenses**REQUIRED:**

- Suspension (5 - 10 days)
- Parent/guardian notification
- Parent/guardian conference required before returning to school
- Police notification, when necessary
- Referral to School Discipline Committee or Instructional Support Team
- Recommendation to appropriate counseling or social service agency
- DOE Student Conduct Report will be filed as required by law
- Restitution/restoration, if appropriate
- Behavior support plan

OPTIONAL:

- Expulsion
- Referral to Alternative Program

**Grades 6 – 12: Level IV Offenses
First or Subsequent Offenses****REQUIRED:**

- Suspension (5 to 10 days)
- Police notification, when necessary
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency
- Restitution/restoration, if appropriate
- Behavior plan/contract

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Assault on Staff Member: Intentionally or recklessly causing physical injury to a staff member. All such offenses will be reported to the police and the Superintendent pursuant to 14 Del. C. §4112.

**Grades K – 5: Level IV Offenses
First or Subsequent Offenses**

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

**Grades 6 – 12: Level IV Offenses
First or Subsequent Offenses**

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Possession, Use, or Impairment of Alcohol, a Drug, a Drug-like Substance, a Look Alike Substance and/or Paraphernalia: The possession, use and/or being under the influence of alcohol, a drug, a drug-like substance, and/or a look alike substance, in an amount typical for personal use, and/or drug paraphernalia.

**Grades K – 5: Level IV Offenses
First Offenses**

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

**Grades 6 – 12: Level IV Offenses
First Offenses**

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Possession, Use, or Impairment of Alcohol, a Drug, a Drug-like Substance, a Look alike Substance and/or Paraphernalia (continued):

Grades K – 5: Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency
- Possession, Use, or Impairment of Alcohol, a Drug, a Drug-like Substance, a Look alike Substance and/or Paraphernalia:

Grades 6 – 12: Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Distribution of Alcohol, Drugs, a Drug-like Substance, a Look alike Substance and/or Paraphernalia: Possession of a quantity of alcohol, a drug, a drug-like substance, a look alike substance, and/or drug paraphernalia in an amount which exceeds an amount typical for personal use, and/or distribution of the above named substances or paraphernalia.

Grades K – 5: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Grades 6 – 12: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Distribution of Alcohol, Drugs, a Drug-like Substance, a Look alike Substance and/or Paraphernalia (continued):

Grades K – 5: Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Possession of any Weapon/Explosive Device: Possessing or concealing articles commonly used or designated to inflict bodily harm or to intimidate other persons (look alike and non-functional weapons are included) or using in an aggressive manner articles commonly designated for other purposes. For example, razor blades or knives of any size are strictly prohibited. Any device or substance with the ability or potential to explode in such a manner as to cause physical harm or alarm. The presence of a weapon in a student's locker, automobile, purse, bookbag, or similar container is considered to be possession by that student.

Grades K – 5: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Rape or Attempted Rape: Forced sexual contact without consent of victim.

Grades K – 5: Level IV Offenses**First Offenses****REQUIRED:**

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses**REQUIRED:**

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- OE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Level IV Offenses First or Subsequent Offenses**REQUIRED:**

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Security Threat: Bomb threat or any behavior that could or does result in the evacuation or lockdown of a school building, district facility, or bus.

Grades K – 5: Level IV Offenses**First Offenses****REQUIRED:**

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses**REQUIRED:**

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Level IV Offenses First or Subsequent Offenses**REQUIRED:**

- Suspension (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

REPORTING SCHOOL CRIME – DELAWARE CODE TITLE 14 DEL. C §4112

Delaware Code **requires mandatory reporting** of the offenses listed in 14 Del. C §4112. School employees who have reliable information that would lead a reasonable person to believe that one of the following has occurred on school property or at a school function must immediately report the incident to the principal or designee:

- Student, school volunteer, or school employee has been the victim of violent felony, assault III, unlawful sexual contact III; or
- School employee has been the victim of offensive touching, terroristic threatening; or
- Student under 18 has been victim of sexual harassment; or
- Person on school property has drugs or weapon or bomb.

The principal or designee will make every effort to notify the parent(s)/guardian(s) and will conduct a thorough investigation and/or if warranted by statute will report to the police authorities. In addition, the principal will make every effort to notify the parent(s)/guardian(s) of any juvenile victim. The following list is not all-inclusive, but, at a minimum, the following **shall be** reported to the appropriate law enforcement agency:

1. Evidence that suggests the commission of the crimes of assault and extortion against pupil, or an assault, offensive touching, terroristic threatening or extortion against a school employee;
2. Evidence that suggests the commission of a felony, for example reckless endangering, assault offenses, homicide; arson, criminal mischief, bombs, robbery, rape, extortion, fraud, forgery, weapons, etc.;
3. Evidence that suggests violations of the laws concerning controlled substances and alcohol;
4. Evidence that suggests incest, sexual abuse or the neglect or other abuse of children;
5. Evidence that suggests the use, possession, or sale of dangerous instruments or deadly weapons, (e.g. knives, firearms, ammunition, explosives or blasting caps);
6. Evidence that suggests morals offense (e.g. pornography, exhibitionism, peeping, etc.);
7. Evidence that suggests organized gambling;
8. Evidence of offenses involving school property, e.g. false fire alarms, telephone threats, computer crimes, vandalism and criminal mischief, trespass, burglary and theft, reckless driving and safety hazards; and
9. Reports of suspicious persons or unauthorized persons on or near school grounds or property, or rumors, information or observations of gang rivalries or activities (These activities need not be reported to the State Board of Education).

CHAPTER IV: DISCIPLINARY PROCEDURES

STUDENT GRIEVANCE

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

The following persons or groups of persons may use the grievance procedures:

1. Students or groups of students;
2. Parents/guardians of a student; and
3. Groups of parents/guardians of students.

The grievance procedure may be used as follows:

1. Where it is alleged that any student or group of students
 - a. Is being denied access to an appropriate educational opportunity.
 - b. Is being denied participation in any school activity for which the student is eligible.
 - c. Is being denied the opportunity to compete for a position in an activity where the selection is limited.
 - d. Is being subjected to an arbitrary or unreasonable regulation, procedure or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURES

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

1. The grievant shall request, in writing, a conference with the person(s) who allegedly treated the student unfairly within three (3) school days.
2. A conference shall be held within one (1) to four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written grievance with the principal within three (3) days of the conference.
4. If the principal fails to resolve the issue to the satisfaction of the grievant, the grievant will, upon request, be given written notice by the principal within three (3) days stating the reason the problem was not resolved.
5. A grievant wishing to appeal the principal's written decision must file a written appeal with the Superintendent not later than five (5) school days from the date of the principal's written decision.
6. The Superintendent/designee shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and/or will schedule a conference to hear the grievance no later than five (5) school days following the receipt of

the notice of appeal and shall issue a decision in writing no later than five (5) school days following the investigation/conference.

7. If the grievance decision at the Superintendent's level is not acceptable, the Superintendent's decision may be appealed to the District Board. This appeal must be filed, in writing, no later than five (5) school days following the Superintendent's decision. The District Board shall resolve the grievance by investigating the problem, holding conferences with the involved parties and/or reviewing the written grievance records.
8. The decision of the District Board shall be the final decision of the school system. A copy of the decision shall be sent to the parties involved not later than ten (10) school days following the board hearing.
9. Further appeals may be addressed to the Delaware Secretary of Education.

ASSIGNMENT TO ALTERNATIVE PROGRAMS

Assignment to alternative programs is the removal of a student from the regular school program with placement in a program designed to meet the student's particular needs. Alternative programs may be located at the student's home school, another district school, or an approved site outside the District. Assignment to an available alternative program will be made according to procedures established for the program.

IN-SCHOOL SUSPENSION

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

SUSPENSION FROM SCHOOL

Suspension is the temporary removal of a pupil from the regular school program for a period not to exceed five (5) school days. The Superintendent or designee, however, may extend a suspension past the five (5) day period pending a decision on a principal's recommendation to expel for Student Code of Conduct violations determined to be serious. While serving out of school suspension, a student is forbidden from being on the property of the District (this includes athletic fields, District Office, any after-school activities and/or extracurricular activities) for any reason unless accompanied by a parent or legal guardian to a pre-arranged appointment.

Prior to a suspension from school, the student shall:

1. Be given oral and written notice of the charges and, if the charges are denied, be given an explanation of the evidence known to school authorities.
2. Be given the opportunity to present the student's side of the story.
3. Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
4. Be advised that the suspension may be appealed to the next administrative level.

Generally the notice and conference should precede the student's removal from school. However, if this is not feasible or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, and/or the educational process, the necessary notice and conference, if requested, will follow as soon as practical.

In all cases of suspension an attempt shall be made to notify the parents/guardians by telephone to request that the student be picked up from school. Students whose parents/guardians cannot be reached by telephone will be retained at school until the end of the school day.

When a student is suspended, written notification of the suspension shall be provided to the parent/guardian within twenty-four (24) hours. The notification shall state the cause and duration of the suspension. If the suspension is for more than three (3) days a definite time and date for a conference shall be scheduled at a place designated by the school administrator. The principal/designee is required to hold a conference, to include the parent and child, prior to the readmission of the student.

UNSAFE SCHOOL CHOICE

Under limited circumstances, a student who becomes the victim of a violent felony perpetrated by another student may make use of the choice process to change schools.

STUDENT EXPULSION PROCEDURES

State regulations define expulsion as "...the exclusion of a pupil from school."

Students expelled from any public school (in Delaware or any other state) are not permitted to attend any public school in Delaware during the period of expulsion.

When a student commits a violation which may result in a recommendation for expulsion, the following procedures shall be followed:

Step I

- A. The student shall be suspended for five (5) school days.
- B. The principal or designee shall make every effort to investigate all aspects of the discipline problem, including a conference with the student and the student's parents, or guardian, if possible, to inform the student of the charges against him/her and to provide an opportunity to respond and to tell his/her side of the story. If possible, this conference shall be held prior to the student's suspension.
- C. The principal or designee shall complete the investigation within three (3) school days of the incident.
- D. If, at the conclusion of the investigation, the principal concludes that the student committed the offense and that the nature of the offense warrants a recommendation for the expulsion, the principal or assistant principal, shall

submit the recommendation to the Superintendent. The recommendation must be accompanied by a summary of the principal's investigation and supported with other documentation attesting to the violation.

- E. If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer.

Step II

- A. The Superintendent or designee, shall, within ten (10) school days of the date of the incident, notify the student and the student's parent(s)/guardian(s), of the intent to expel and of the date, time and location for a formal hearing on the recommendation for expulsion. For students with disabilities as defined by Federal and State law and regulations, the Superintendent or designee shall within ten (10) school days from the date of the manifestation meeting, notify the student and the student's parent(s)/guardian(s) of intent to expel and of the date, time, and location for a formal hearing. The notice of intent to expel shall be sent by certified mail, stating the reasons for the expulsion and the time and place of the hearing. In addition, a copy of these procedures and the District Student Code of Conduct shall accompany the notice.
- B. The formal hearing shall be held not less than five (5), or more than ten (10) school days after the notice of intent to expel is given. An extension may be granted by agreement of all parties.
- C. An impartial hearing officer shall conduct the formal hearing. The hearing officer may be an employee of the District, but the hearing officer must be impartial.
- D. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit, or exclude, evidence. The hearing officer, in conducting the hearing, 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.
- E. The student shall have the following rights:
- To be represented by counsel, at the student's expense;
 - To question any witnesses who testify and to receive a copy of any statements or affidavits of such witnesses;
 - 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 prior to the hearings.);
 - To testify and produce witnesses on his/her behalf; and
 - To obtain, at the student's expense, a copy of the transcript of the formal hearing.

Step III

- A. Within three (3) school days following the conclusion of the hearing, the hearing officer shall prepare a written report. The report shall summarize the evidence, state conclusions of fact and make a recommendation of whether the District Board should expel the student. The report shall be forwarded to the District Board and a copy sent to the parent/guardian.
- B. 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 District Board. Assignment to an educational alternative may be recommended, if appropriate.
- C. Following a review of the hearing officer's report, the transcripts, and the exhibits submitted at the hearing, the District Board shall decide whether or not to expel the student at the next scheduled District Board meeting. The duration of an expulsion is within the discretion of the District Board based upon the circumstances of each case.

Students with Disabilities

- A. If a student with a disability, as defined by Federal and State law and regulations, is recommended for removal for more than ten (10) school days, either consecutively or cumulatively, in any one school year, or if expulsion is being recommended, a meeting of the student's IEP team shall be conducted.
- B. The student's IEP team will consider whether the offense was a manifestation of the student's disability.
- C. If the IEP team determines the offense was a manifestation of the student's disability, the IEP team shall modify the student's educational program and/or placement accordingly.
- D. If the IEP team determines that the offense is not a manifestation of the student's disability, the student will be subject to the provisions of the District's Student Code of Conduct and disciplined accordingly.
- E. In instances where the student with a disability presents a danger to him/herself or others, or is so disruptive to the educational environment as to interfere with the rights of other students, emergency placement and/or removal may be sought by the District, including homebound instruction.
- F. Students with disabilities and their parents and/or guardian should also refer to the Administrative Manual for Special Education Services available through the Delaware Department of Education.

Follow Up To Expulsion

- A. A student who is expelled shall be informed of the duration of the expulsion.
- B. The student's parents or guardians, may petition the District Board for read-

mission to school thirty (30) calendar days prior to the expiration of the expulsion period designated by the District Board.

- C. The District Board shall determine whether the student may be readmitted.
- D. Under readmission to school, the following conditions are required to be met:
 - A behavioral contract designed by appropriate school personnel and signed by the student and parent(s)/guardian(s) must be completed prior to readmission.
 - A student will be placed on probation for one (1) calendar year following the date of readmission. Violation of the contract during the probationary period may result in a recommendation to the Board for expulsion.
- E. A student is prohibited from being on District property during the expulsion period except when accompanied by parent(s)/guardian(s) for a scheduled appointment with school officials.

NOTIFICATION OF EXPULSION TO DIVISION OF MOTOR VEHICLES

In any case where a student is expelled from the District, the Superintendent or designee shall send written notice of the expulsion to Division of Motor Vehicles. Under Delaware law, such notice serves as sufficient authority for the Division of Motor Vehicles to suspend, or refuse to renew any driver's license already issued to the expelled student, or to refuse to issue a license to the expelled student. An expelled student whose license has been suspended may have the license reinstated, or a new license issued if (a) the length of the expulsion is complete; (b) the expelled student is 19 years of age or older; (c) two years have elapsed since the date of the expulsion. Expelled students and their parents and/or guardians should refer to Title 14 of the Delaware Code, section 4130.

OUT-OF-SCHOOL CONDUCT

The District, as well as other school districts in Delaware, is notified by the Attorney General's Office and/or law enforcement authorities whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the District receives these reports, they will be reviewed. The District will take disciplinary action as outlined in the Student Code of Conduct if it is determined that the out-of-school conduct indicates the student presents a threat to the health, safety or welfare of other students and staff. Example: If a student is arrested for selling narcotics in the community, he may be expelled from school. Students need to realize that out-of-school behavior can result in expulsion from school or placement in an alternative program.

APPENDIX I: GLOSSARY

Administration includes both District Office and building administrative staff.

Alcohol shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in Section 101 of Title 4 of the Delaware Code, including alcohol, spirits, wine and beer.

Assignment to Alternative Program is the placement of the student in a special program until the student has satisfied the requirements to return to the regular program.

Behavior Contract is a written agreement among a student, the student's parent/guardian, and an administrator which specifically states the conditions that must be met; failure to do so will result in further specific disciplinary action. A behavior contract may be used in addition to specified actions.

Conflict Resolution/Mediation is the District-wide comprehensive and formalized program, which includes the use of mediation (conciliation) techniques to assist in resolution of student disputes and discipline issues.

Denial of Bus Transportation is the temporary or permanent withholding of bus transportation for misconduct on the school bus, disrespect to the driver, or vandalism to the bus. Such action may be taken only by an administrator. During the period of denial of school bus transportation, parents/guardians are responsible for getting the student to and from school.

Denial of Driving Privileges is the removal of permission to drive on school property for a specified time.

Detention is an established time outside the regular instructional time when a student is detained in a supervised area.

Distribute, Distributing, or Distribution shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.

Drug shall mean any controlled substance or counterfeit substance as defined in Chapter 47 of Title 16 of the Delaware Code, including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

Drug-like Substance shall mean any non-controlled and/or nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills.

Drug Paraphernalia shall mean all equipment, products and materials as defined in Section 4701 of Title 16 of the Delaware Code, including, for example, roach clips, miniature cocaine spoons and containers for packaging drugs.

Expulsion shall mean exclusion from school for a period determined by the District Board not to exceed the total number of student days.

Felony is any very serious offense, which is considered above the misdemeanor level as defined in State law. 11 Del. C. 4201(c) Title 11, Section Crime.

Hate Crime is any crime committed for the purpose of interfering with the victim's free exercise or enjoyment of any right, privilege or immunity protected by the First Amendment to the United States Constitution, or any crime committed when the victim is selected because of the victim's race, religion, color, disability, sexual orientation, national origin or ancestry.

Look Alike Substance shall mean any non-controlled substance which is packaged so as to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a non-controlled substance capable of producing a change in behavior or altering a state of mind or feeling. See Title 16 Delaware Code Sec. 4752A.

Non-Prescription Medication shall mean any over-the-counter medication; some of these medications may be a "drug-like substance."

Paraphernalia is all equipment, products, and materials as defined in Section 4701 of Title 16 of the Delaware Code, including, but not limited to, roach clips, miniature cocaine spoons, and containers for packaging drugs.

Parent/Guardian Contact/Conference is a contact by telephone or in person with a parent/guardian.

Parent/Guardian Notification is contact with a parent/guardian by phone, letter, or meeting.

Police Notification is the reporting of an alleged illegal act to a law enforcement agency.

Possess, Possessing, or Possession shall mean that a student has on the student's person, in the student's belongings, or under the student's reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance or drug paraphernalia.

Prescription Drugs shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner, as defined in Title 16 Delaware Code Section 4701(24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.

Recommendation to Counseling or Appropriate Social Service Agencies is a recommendation that the student seek help from a public or private social agency.

Referral to Alternative Program is a short-term educational option for students whose behavior requires removal from the regular school program. Referral to an alternative program will be made according to procedures established for the program.

Referral to the Courts is the filing of a charge of an alleged illegal action with the court having jurisdiction.

Removal from Class

A. *Teacher* – A teacher may remove a student from class for the remainder of the class period when the student's conduct is seriously disruptive and informal resolution is

impracticable. Exclusion may not exceed one class period. The student must be escorted to a supervised area designated by the principal.

- B. *Administrator* – An administrator may temporarily remove a student from class if the student’s continued attendance in a particular class causes serious disruption of the educational process or presents immediate danger of physical harm to either the student or others. The student will be assigned to a supervised area. Removal from class by an administrator shall not exceed five (5) days. However, a student may be permanently removed from a particular class after repeated infractions.

Reprimand is a verbal or written warning that behavior is not acceptable.

Restitution/Restoration is the payment for and/or restoring of school/District property or articles which have been damaged, lost, or stolen. This could include a work assignment which is an assigned task which must be completed by the student. The time required should not exceed five (5) hours and should be related to the severity of the offense.

School Environment shall mean within or on school property and/or at school-sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.

Suspensions can be designated by the school administration as In-School or Out-of-School.

- *In-School Suspension:* Students assigned to in-school suspension will remain in school, but will be assigned to a designated, supervised area within the school. Students assigned to in-school suspension, are not permitted to participate in any extracurricular activities during the length of their suspension.
- *Out-of-School Suspension:* Students assigned to out-of-school suspension are not to be permitted on school property during the length of their suspension and it is the parent/guardians responsibility to arrange for their care. Students assigned to out-of-school suspension, are not permitted to participate in any extracurricular activities during the length of their suspension. Students may request to receive their assignments during the time of their suspension if the time period exceeds 3 days.

Use shall mean that a student is reasonably known to have ingested, smoked or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.

APPENDIX II

APPOQUINIMINK SCHOOL DISTRICT POLICY ON POSSESSION OF FIREARMS

- I. In compliance with the Federal “Guns Free Schools Act of 1994”, the following policy shall apply to all students in the District:

Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 school days. The Superintendent shall modify such expulsion requirement to the extent a modification is required by Federal or State law. The procedures to implement this policy will be the expulsion procedures outlined in the District’s Elementary and Secondary School Codes of Conduct. For purposes of this policy, the term “weapon” as used in the Federal “Gun Free Schools Act of 1994” means a “firearm” as defined in Section 921 of Title 18, United States Code.

II. Definition of Firearm:

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means –

- A. Any explosive device, incendiary, or poison gas – bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses;
- B. Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
- C. Any combination of parts either designated or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

This term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

The term “antique firearm” means –

- A. any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1989; or any replica of any firearm described in subparagraph (A) if such replica is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States.

III. The Following Regulations Shall Apply To This Policy:

- A. All students shall receive an updated Student Code of Conduct that contains the District’s policy on the possession of firearms at the beginning of each school year, and whenever a student enters or re-enters the District during the school year, to be shared with their parent/guardian/custodial adult.
- B. The District’s policy on possession of firearms shall apply to all students, except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the possession of firearm policy was due to the student’s handicapping condition will be made prior to any discipline or change of placement in connection with the policy.

**APPENDIX III:
APPOQUINIMINK SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY**

- I. THE FOLLOWING POLICY ON THE POSSESSION, USE, OR DISTRIBUTION OF DRUGS AND ALCOHOL SHALL APPLY TO ALL SCHOOLS AND/OR PROGRAMS:
- A. The possession, use and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment.
 - B. Student lockers are the property of the school and may be subjected to search at any time with or without reasonable suspicion.
 - C. Student motor vehicle use to, and in, the school environment is a privilege which may be extended by school districts to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug-like substance, a look-alike substances or drug paraphernalia, in the school environment, may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle on the request of school authorities may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus.
 - D. All students are responsible for their own actions. **Students who are 18 years or older** will be treated as adults for the purposes of reporting violations of this policy and of the law to the police. Such students shall also be on notice that their parents and/or guardians will be notified (if their address and/or telephone number is known to the school) of the student's actions in accordance with this policy.
 - E. All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the Principal or Designee and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by Title 16 Delaware Code Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate.
- II. THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS POLICY:
- A. **"Alcohol"** shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in Section 101 of Title 4 of the Delaware Code, including alcohol, spirits, wine and beer.
 - B. **"Drug"** shall mean any controlled substance or counterfeit substance as defined in Chapter 47 of Title 16 of the Delaware Code, including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

- C. **“Drug paraphernalia”** shall mean all equipment, products and materials as defined in Section 4701 of Title 16 of the Delaware Code, including, for example, roach clips, miniature cocaine spoons and containers for packaging drugs.
- D. **“Prescription drugs”** shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner, as defined in Title 16 Delaware Code Section 4701(24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.
- E. **“Drug alike substance”** shall mean any non-controlled and/or nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills.
- F. **“Non-prescription medication”** shall mean any over-the-counter medication; some of these medications may be a “drug-like substance.”
- G. **“Look alike substance”** shall mean any non-controlled substance which is packaged so as to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a non-controlled substance capable of producing a change in behavior or altering a state of mind or feeling. See Title 16 Delaware Code Sec. 4752A.
- H. **“Possess,” “possessing,” or “possession”** shall mean that a student has on the student’s person, in the student’s belongings, or under the student’s reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance or drug paraphernalia.
- I. **“Use”** shall mean that a student is reasonably known to have ingested, smoked or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.
- J. **“Distribute,” “distributing,” or “distribution”** shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.
- K. **“School environment”** shall mean within or on school property and/or at school-sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.
- L. **“Expulsion”** shall mean exclusion from school.

III. THE FOLLOWING REGULATIONS SHALL APPLY TO THIS POLICY:

- A. At the beginning of each school year, and whenever a student enrolls or re-enrolls during the school year, each student and his or her parent, guardian, or relative caregiver shall receive an updated Student Code of Conduct.
- B. The State and District policies shall apply to all students, except with respect to students with disabilities, the applicable State and Federal law will be followed.

- C. Staff members will report incidents to the Principal/Designee who will verify the identity of the student and the probable cause that a policy violation has been committed. The Principal/Designee where required will report the incident to the police and will file a report to be sent to the Department of Education. Parents will be notified as quickly as possible via the telephone. If telephone contact cannot be made, a letter will be sent home. Records will be maintained in a separate discipline file and confidentiality will be followed. Names and details of any particular incident will be revealed only to those staff persons who are required to know the specific information.
- D. Any physical evidence of a policy violation will be submitted to the Principal/Designee. The Principal/Designee will document the date, time, and description of the evidence and the name(s) of the student(s) involved. Evidence will be locked in a secure area determined by the Principal/Designee and submitted to the police upon their arrival.
- E. General searches of the property of a student may be conducted by the Principal/Designee at any time upon reasonable suspicion. A search of the student may be conducted when reasonable suspicion exists to believe that the student may have in his/her possession any item prohibited by this policy. For the student search, a witness will be present; parents will be notified; and a written record will be prepared and filed.
- F. All prescription and over-the-counter non-prescription drugs shall be presented to the school nurse upon entering the school building. The nurse will be responsible for dispensing those drugs to the students until they leave at the end of the school day. Any of these drugs not submitted to the school nurse will be considered in violation of this policy. Where necessary, individual students may be permitted to carry a prescription drug after submitting written notification from a physician and obtaining approval from the Principal/Designee.
- G. The discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to, the sale, transfer, or possession of drugs which would constitute an offense punishable by law.
- H. Students expelled from school for alcohol and drug infractions must petition the District Board of Education for readmission. Evidence must be provided of having received appropriate related services pertinent to the expulsion offense.
- I. A District Substance Abuse Advisory Committee including teachers, parents, school nurses, and community leaders will be appointed.
- J. Notwithstanding any of the foregoing, students are permitted, in their discretion, to use and possess an asthmatic quick relief inhaler (“inhaler”) and/or auto-injectable epinephrine with individual prescription label; provided, nevertheless, that the student uses the inhaler and/or auto-injectable epinephrine pursuant to prescription or written directions from a state licensed health care practitioner; a copy of which shall be provided to the District; and further provided that the parent(s) or legal custodian(s) of such student provide the District with written

authorization for the student to possess and use the inhaler or auto-injectable epinephrine such student's discretion together with a form of release satisfactory to the District releasing the District and its employees from any and all liability resulting or arising from the student's discretionary use and possession of the inhaler and/or auto-injectable epinephrine and further provided that the school nurse may impose reasonable limitations or restrictions upon the student's use and possession of the inhaler and/or auto-injectable epinephrine based upon the student's age, level of maturity, behavior, or other relevant considerations. (For students who use prescribed asthmatic quick relief inhalers and/or auto-injectable epinephrine, see 14 DE Admin. Code 817, Administrations of Medications and Treatments)

The Principal/Designee is responsible for enforcing the discipline policy in a manner which is consistent, fair, and firm. The administration reserves the right to treat each case on an individual basis, taking into consideration the overall school record of the student, self-referral, and other mitigating circumstances.

IV. THE FOLLOWING DISCIPLINE POLICY SHALL APPLY FOR INFRACTIONS OF STATE AND DISTRICT DRUG AND ALCOHOL POLICES:

Possession, Use, or Impairment of Alcohol, a Drug, a Drug-like Substance, a Look alike Substance and/or Paraphernalia: The possession, use and/or being under the influence of alcohol, a drug, a drug-like substance, and/or a look alike substance, in an amount typical for personal use, and/or drug paraphernalia.

Grades K – 5: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification

- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 to 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Distribution of Alcohol, Drugs, a Drug-like Substance, a Look alike Substance and/or Paraphernalia: Possession of a quantity of alcohol, a drug, a drug-like substance, a look alike substance, and/or drug paraphernalia in an amount which exceeds an amount typical for personal use, and/or distribution of the above named substances or paraphernalia.

Grades K – 5: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense

- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

Grades 6 – 12: Level IV Offenses

First Offenses

REQUIRED:

- Suspension (5 - 10 days)
- Police notification
- Parent/guardian notification
- Mandatory drug/alcohol screening by a licensed agency at parent/guardian expense
- Mandatory drug/alcohol evaluation/assessment by a licensed agency and compliance with the recommendations of the agency at parent/guardian expense
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

OPTIONAL:

- Expulsion
- Referral to Alternative Program

Subsequent Offenses

REQUIRED:

- Expulsion
- Suspension pending a hearing (10 days)
- Police notification
- Parent/guardian notification
- DOE Student Conduct Report will be filed as required by law
- Recommendation to counseling or appropriate social service agency

- V. THE PROGRAM FOR INTERVENTION AND ASSISTANCE SHALL INCLUDE:
- A. Staff persons are to refer students to their guidance counselors to receive initial counseling and to obtain information on counseling/treatment services available to the student or the student's rights, if any, to those services and on the confidentiality which the student can expect.
 - B. Each high school shall maintain in its guidance office available to students and their parents/guardians a directory of resources available in the school environment and in the community for counseling for drug and/or alcohol treatment.
 - C. At the beginning of each school year, and in the event of a new employee, the Principal/Designee will distribute the referral procedures and resources. The Principal/Designee will request staff assistance in encouraging students to seek support.
 - D. Students with drug or alcohol problems will be referred to their Guidance Counselor for needs assessment, counseling, district program participation, and referral to outside agency, if appropriate.
 - E. No cost is required from students for counseling provided by the Guidance Counselor or programs sponsored by the building/district. Any cost for counseling, treatment, or testing provided by outside agencies will be borne by the student.

***ANY REVISIONS OF THE APPOQUINIMINK SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY WILL BE SUBMITTED TO THE
DEPARTMENT OF EDUCATION FOR REVIEW AND APPROVAL.***

APPENDIX IV :
APPOQUINIMINK SCHOOL DISTRICT
EDUCATIONAL TECHNOLOGY – ACCEPTABLE USE AGREEMENT
Approved by the Appoquinimink Board of Education 9/18/01

Educational technology is rapidly expanding in the Appoquinimink School District and is expected to continue. The Appoquinimink School District believes that it is essential that all users of district technology understand both the benefits and the responsibilities associated with technology usage. Instructions for implementing the district's Acceptable Use Agreement will be provided by administrators, teachers, or library staff, whichever is applicable. Appoquinimink School District educational technology is defined as any device which is capable of or necessary for the transmission, reception, or storage of data in the form of text, pictures, video, or audio which is owned by the district for the purpose of instruction or the support of education. Examples of educational technology include but are not limited to computers, peripherals, (such as monitors, printers, scanners, CD-Rom towers, etc.), networked devices, televisions, audiovisual devices, recorders, copiers, fax machines, display devices, software, assistive technology devices, and telephones. It also includes the use of the Internet, which connects millions of computers worldwide, as well as all computers, networks, databases, information systems, and electronic instructional systems provided by the Appoquinimink School District.

This agreement encompasses all student, staff, and community use of technology systems provided by the Appoquinimink School District. All students, staff, and community members who use Appoquinimink School District educational technology in any form are required to sign the Acceptable Use Agreement and return it to the administrator in charge of technology in each building. The use of district technology is a privilege – not a right. Currently there are no user fees for these services. In the event a user fee is charged, users will be provided with notice of the charge prior to the imposition or collection of such.

I. GOALS

- A. To support the Appoquinimink School District curriculum
- B. To support educational research activities
- C. To enhance learning opportunities by using information technology
- D. To promote lifelong learning

II. ACCEPTABLE USE

All systems are to be used in a responsible, ethical, and legal manner. In addition, usage must be in support of educational objectives, and in accordance with the behavior guidelines of the Appoquinimink School District.

III. UNACCEPTABLE USE

- A. No software may be copied to or downloaded from any computer of the network except by permission of a building administrator or his/her designee in each building.

- B. Involvement (implying direct or participatory) in unauthorized editing, deleting, or copying of any data, records, databases, passwords, directories, or configuration files is prohibited.
- C. Violating copyright or privacy laws is prohibited.
- D. Distributing material protected by trade secrets is prohibited.
- E. Soliciting, using, or sending any threatening (implying harm – physical or emotional), pornographic, or obscene material is prohibited.
- F. The purposeful use of any system inconsistent with its design is prohibited.
- G. Use of any computing resources for commercial purposes is prohibited. This includes the use of the network for commercial activities for or on behalf of businesses or other for-profit institutions, including, but not limited to product advertisement or political lobbying.
- H. Use of district technology resources for unauthorized activities is prohibited.
- I. Disconnecting any device from the district technology devices without the proper authorization is prohibited.
- J. Transmission of any material in violation of any federal and/or state regulation or law is prohibited.
- K. Students attempting to log on to any system using another’s password or sharing of a user’s password with anyone else is prohibited.
- L. Users shall not attempt to gain unauthorized access to the system or to any other computer system through the district system, or go beyond their authorized access.

IV. USER RESPONSIBILITIES AND ETIQUETTE

- A. The individual user (students/staff/community members) accepts the responsibility of keeping all unauthorized material, inappropriate files, or files dangerous to the integrity of the computer or network from entering the school’s computers by any manner or means. Appropriate permission must be obtained from an authorized staff member before downloading any material from the Internet or other electronic sources of information.
- B. When using district networks, the Internet, or other information service providers, users:
 1. Are prohibited from revealing personal information such as home addresses or phone numbers.
 2. Must not disrupt the use of any network (i.e. downloading large files, sending mass e-mail messages).
 3. Must assume that any communication and/or information accessible via any computer or network is not personal and private communication and could possibly be accessed by other users.
 4. Are not responsible for unsolicited communications.

- C. When using school technology resources, users must always use non-offensive and non-vulgar language. They must not swear or use vulgarities, other abusive language, or any offensive statements.
- D. Users will contact appropriate staff (teacher, administrator, administrator's designee or library staff member) if any computer and/or program does not work properly. They will not attempt to fix problems themselves unless trained and authorized to do so.

V. DUE PROCESS

- A. The district will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through district technology resources.
- B. Allegations that a student violated the Appoquinimink School District Acceptable Use Agreement will be handled in accordance with the Appoquinimink School District Code of Conduct (Board Policy #7209).
- C. Allegations that an employee violated the Appoquinimink School District Acceptable Use Agreement will be handled in accordance with the employee contract.
- D. The district may terminate the account privileges of a guest user by providing notice to the user.

VI. CONSEQUENCES

Inappropriate use or vandalism will result in the limitation or cancellation of user privileges and when necessary, appropriate legal action. If damage occurs due to willful user misconduct, the user may be permanently denied access to technology resources. The cost of repair or replacement for such willful damage will be billed to the user who caused said damage and/or the legal parent or guardian of that user.

VII. SECURITY

Security on any computer system is a high priority, especially when multiple users are involved. If a user identifies a security problem, he/she must notify an appropriate staff member immediately. Users sending messages relating to, or in support of, illegal activities should be aware that system administrators have access to their communications. Computers, networked technology, and information contained thereon, remain the property of the district. Confidential student files may be accessed by authorized personnel. If any employee has something personal, confidential, or private to communicate, the employee should not use district computers or e-mail for doing so. Computers and e-mail may be monitored. This document satisfies the district's obligation to provide employees notice of such monitoring. The district strives to maintain a workplace and educational setting free of harassment and sensitive to the diversity of employees and students. Therefore, the district prohibits the disruptive or offensive use of computers, the e-mail system or fax machines. For example, the display or transmission of sexually explicit images, messages, and cartoons is prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing or disrespectful.

VIII. DISCLAIMER

The Appoquinimink School District does not condone and will not be held responsible for any unacceptable materials obtained using its computers or other information technology. By the nature of this activity, offensive or inappropriate material may be inadvertently encountered. If such material is accessed, the user is expected to immediately leave the website. Students, staff, and community members should be aware that access to Appoquinimink School District information technology will be withdrawn from users who do not respect the rights of others and who do not follow the rules and regulations established by the district. Further, the use of any information obtained via the Appoquinimink School District computers is strictly at the risk of the individual user and such usage shall be consistent with the requirements of this agreement. The district specifically denies any responsibility for the accuracy or quality of information obtained through the services provided for in this agreement.

APPOQUINIMINK SCHOOL DISTRICT
Board of Education

Mrs. Edna Cale

Mrs. Joanne Christian

Mr. Edward Czerwinski, Jr.

Mr. Kevin Hensley

Mrs. Donna Skinner

Dr. Tony Marchio, Superintendent

Dr. Marion Proffitt, Assistant Superintendent

Appoquinimink School District
118 South Sixth Street, Box 4010, Odessa, DE 19730-4010

Back Cover Here