

701 ADMISSION

Admission

Children reaching the age of five on or before August 31 of any year are required by Delaware Law to begin Kindergarten that year.

Admission of children to other grades will be based on the chronological age, ability of the student to do the class work, and records from previous school attendance.

Acceleration of a student in grade level shall be considered on an individual basis and shall require the approval of the Superintendent.

All students are required to have, or be in the process of acquiring the state mandated physical examination, immunizations, tuberculosis and lead testing (Pre-Kindergarten and Kindergarten only) prior to attendance in accordance with Delaware Code.

Verified religious and medical exceptions will be honored.

Board Approved:	November 20, 2007
First Reading:	October 16, 2013
Second Reading/Board Approval:	November 20, 2013
First Reading:	February 4, 2015
Second Reading/Board Approval:	February 18, 2015

702 SCHOOL CHOICE PROGRAM

I. ESTABLISHMENT AND STATEMENT OF PURPOSE

The General Assembly of the State of Delaware enacted an enrollment choice program within the public school system of the State for the school year beginning July 1, 1996. It is the goal of the General Assembly to increase access to educational opportunity for all children throughout the State regardless of where they may live.

II. DEFINITIONS

For the purpose of this policy, the following terms shall have the following meanings:

- A. "District of Residence" shall mean any reorganized school district in which the Parent of a student resides.
- B. "Parent" shall mean parent or legal guardian of the child.
- C. "Receiving District", "District", "Board of Education" or "Board" shall mean the Woodbridge School District.
- D. "Good Cause" shall mean a change in a child's residence due to a change in family residence, a change in the state in which the family residence is located, a change in child's parent's marital status, a change in legal guardianship, placement of a child in foster care, adoption, or participation by a child in substance abuse or mental health treatment program, or a similar set of circumstances consistent with this definition of "Good Cause", such as a change in child care provider.
- E. "Working days" shall mean working days as determined by the District's administrative calendar.
- F. "Application" shall mean the Department of Education School Choice Application to include the School Choice Student Date Sheet. The form is available upon request from the District Office.

III. ELIGIBLE PARTICIPANTS

Any student (grades K-12) whose parent or legal guardian is a resident of the State of Delaware who wants to attend a school that is located in a different school district from where the student resides ("reside", "residing", and "residence" refer to the residence of the student's parent)

IV. APPLICATION PROCEDURES

- A. The application must be fully completed and submitted to the Woodbridge School District no later than the deadlines established by the Delaware Department of Education for each school year.
- B. A separate application must be submitted for each student in accordance with established time lines.
- C. One application may be submitted for each student, and must be limited to the choice school or program which houses the requested grade configuration.
- D. An application must be submitted for the sibling of a student already enrolled in a District school. A sibling is not automatically granted approval to attend a choice school.
- E. An application must be submitted for non-resident students who are currently attending Woodbridge School District by special permission, including the accommodation of child-care needs.
- F. A student will be enrolled in a choice school until they complete the program and/or grade level configuration of the school: WECEC end of grade 2, PWES end of grade 5, WMS end of grade 8.
- G. Applications must be submitted by mail or in person to the school office of the building the student is applying to for choice.
- H. If a parent of a school age child fails to file an application by the established deadlines and Good Cause exists for the failure to meet the deadline, or if the application is to enroll a child in a kindergarten program, this District and the District of Residence shall accept and consider the application in the order set forth in VI. A-E.

V. WITHDRAWAL OF APPLICATION

- A. An application may be withdrawn at any time prior to action being taken by the board by giving written notice to the Woodbridge Board of Education and to the Board of the District of Residence.

VI. PROCEDURES FOR PROCESSING AN APPLICATION

- A. Within ten working days of receiving a completed application, the District shall transmit a notice to the District of Residence that it has received the application.

- B. The Board of Education shall take action no later than the last day of February of the school year preceding enrollment for grades 1 through 12, and no later than June 15 for the kindergarten program.
- C. Action to approve or disapprove applications shall be taken no later than 45 days after being received.
- D. After approval by the board, notification of action will be sent to the Parent and to the Board of Education of the District of Residence within five working days following such action.
- E. Application will not be accepted for students who have been suspended or expelled from another school district until that district readmits the student or until the full period of expulsion from the expelling district has expired.

VII. CRITERIA FOR CONSIDERATION AND APPROVAL OF APPLICATIONS

- A. Priority will be given to the following categories of student in the order listed:
 - 1. Returning students who continue to meet requirements for the program or school.
 - 2. Resident students who are not presently enrolled, but because they live in the attendance area, would normally attend that school.
 - 3. Siblings of students already enrolled, provided they meet the requirements of the program or school.
 - 4. District students, who reside outside the District, and who currently attend a school within the District, if the application for choice school is their current school.
 - 5. Resident students who do not attend a District school.
 - 6. Non-resident students who are currently attending a District school by special permission.
 - 7. Children of employee(s) of the District.
 - 8. Children whose day care providers are located in the District.
 - 9. Students whose parents work in a business within the school district.

10. Students who reside in another school district.

VIII. CRITERIA FOR DISAPPROVAL OF APPLICATIONS

- A. Disapproval of applications may be on the basis of any of the following:
 1. Capacity of the affected schools or programs as determined by the district.
 2. The student who has made application has been suspended or expelled for the District of Residence and has not been reinstated by that District.
 3. Review of the Student Data Sheet signed by the district of residence. The Student Data Sheet shall include, but not be limited to the following items: Student Name, Grade Level, Attendance and Academic Record, Disciplinary Records, Resident District and School, and a signature from an official designee from the District of Residence.

IX. CAPACITY

Applications will be considered in the order listed under VII. If the capacity of the school or program cannot accommodate all applicants, a lottery will be conducted.

- A. After making provisions for the accommodation of all students regularly assigned to each district school, the Superintendent or his designee will determine the number of spaces available for Choice Applications to each district school. This information will be published by school no later than December 1 of each year.

X. DURATION OF ENROLLMENT IN THE WOODBRIDGE SCHOOL DISTRICT

- A. A student will be enrolled in the choice school until completion of the program and/or grade level combination or configuration of the school.
- B. A student accepted for enrollment in a District school or program shall remain enrolled for a minimum of two years unless, during the two year period, the student graduates from the school or completes the program, the student's Parent(s) cease to be residents of the student's original District of Residence, or at the conclusion of any

academic year during the two year period, the student ceases to meet the academic requirements of the school or program.

- C. A student who fails to meet the academic requirements of the choice school will not be permitted to return for the next school year. Meeting the academic requirements is defined as meeting District standards for promotion to the next grade level and/or completion of the necessary credits to be on track for graduation.
- D. A student who fails to continue to comply with District requirements for attending school or class in a choice school will not be permitted to return the next school year.
- E. Students who are expelled from school will not be permitted to return to the choice school for the following school year, unless the Board orders otherwise.
- F. A choice student who engages in one or more violations of the District Code of Conduct may not be permitted to return the next school year.
- G. A choice student who engages in multiple violations of the Woodbridge School District Uniform Policy (BP-803) may not be permitted to return the next school year.
- H. A choice enrollment may be terminated at any time upon the mutual consent of the resident Board, Woodbridge School Board, and the parents.

XI. TERMINATION OF ENROLLMENT

- A. Enrollment in a choice school will be automatically terminated upon the completion of the program or completion of the last grade level contained in the choice school.
- B. A parent may apply to terminate enrollment in the District at the end of the current school year by providing the withdrawal notice to the Superintendent by December 1.
- C. An application to withdraw may be accepted after December 1 if the deadline was missed due to “good cause”, as defined in the definitions and application procedures.
- D. The District will send the parent notice that the application to withdraw has been received and a copy will be sent to the student’s district of residence.

- E. Approval and disapproval of the application to withdraw will take place by December 15, or within 15 days of receipt of the application to withdraw, whichever is later.

XII. TRANSPORTATION

- A. The parent of a student from another school district enrolled in a Woodbridge District school or a District student enrolled in a school within the district other than the one he or she would normally attend based on Choice is responsible for transporting the student to their choice school without reimbursement or the Parent can deliver the student to the nearest bus route with available space that serves the choice school. Parents are responsible for complying with established opening and dismissal times.

XIII. INTERSCHOLASTIC SPORTS

- A. Students shall govern by the Rules of the Delaware Interscholastic Athletic Association with regard to eligibility of transferring students.
- B. A student enrolled in grades ten through twelve, inclusive, shall not be eligible to participate in interscholastic athletic contest or competitions during the first year of enrollment in the choice school if the student was enrolled in a different choice school during the preceding school year unless the interscholastic sport was not offered at the previous school.

XIV. CREDITS/GRADUATION

- A. A student who has enrolled in the Woodbridge School District and who has met the District's graduation requirements shall be granted a diploma by the District. The Woodbridge School District shall accept credits toward graduation requirements awarded by another school district.

XV. PUBLIC INFORMATION MEETING

- A. The District shall hold at least one public information meeting outlining choice opportunities available for the coming school year within their schools and programs no later than October 31 of each year.

First Reading:	November 16, 2004
Second Reading/Board Approval :	December 14, 2014
First Reading:	October 10, 2013
Second Reading/Board Approval :	November 20, 2013
First Reading:	February 4, 2015
Second Reading/Board Approval	February 18, 2015

703 TRANSFERS FROM OUT OF STATE/DISTRICT/PRIVATE

The principal of the receiving school will determine the placement of students transferring from other states, districts or private schools. Where feasible, a report card or other proof of school attendance shall be required. Those students who bring no academic records will be placed according to the grade level they indicate they have completed unless evaluation by the receiving school shows such placement is not appropriate. This placement will be re-evaluated when appropriate records are received and schedule adjustments made. A transferring student will not be registered with the receiving school unless accompanied by an adult. A student who is considered to be an “unaccompanied youth” as defined by the McKinney Vento Homeless Act shall have the homeless liaison for the district or designee serve as the parent for registration purposes.

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Second Reading /Board Approval:	November 20, 2013
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704 GRADING

District Wide Standing Policy

- Report cards will be issued four (4) times per year in grades K-12.
- Interim/Progress Reports will be issued a minimum of four times per year in grades K -12.
- Each school handbook will contain an explanation of the grading policy as it applies to that school.
- Parents may request a teacher conference at any time by calling the school office.
- Written reports and conferences on student progress will be made available to non-custodial parents on written request and receipt of a file copy of court documents permitting access to such material.

Woodbridge Early Childhood Education Center Pre-K-2

Phillis Wheatley Elementary School Grades 3-5

For subject level comments, related arts, services provided, and work habits and social skills:

S = Satisfactory

N = Needs Improvement

N/A = Not Assessed

Kindergarten uses the following scale to determine student progress on report cards:

M = Mastered

P = Progressing

NP = Not Progressing

N/A = Not Currently Assessed

Grades 1-5 uses the following A – F letter grade scale for Reading, Mathematics, Science, and Social Studies.

A = Excellent **(90-100)**

B = Very Good **(80-89)**

C = Satisfactory **(70-79)**

D = Poor **(65-69)**

F = Failure **(50-64)**

Woodbridge Middle School Grades 6-8

Grades 6-8 uses the following letter grade scale for all subject areas:

A = Excellent **(90-100)**

B = Very Good **(80-89)**

C = Satisfactory **(70-79)**

D = Poor **(65-69)**

F = Failure* **(50-64)**

- In a year long class, for the first semester, F = 50-64. The lowest grade is a “50.” For the second semester, the student receives the grade they earn, F = 0 – 64. In a one semester class: the first marking period, F = 50-64. The lowest grade can be a “50.” For the second marking period, the student receives the grade they earn, F = 0 – 64.

The following guidelines for computing grades should be adhered to as closely as possible in each given situation:

1. The quarter marking period grade is determined by class work, participation, quizzes, homework, examinations, and class projects.
2. The final grade is the average of the marking period grades.

NOTE: Should a school scheduling situation arise in an exploratory class which results in a student attending the exploratory class less than 3 days per week, then a Pass/Fail grading system will be utilized by the teacher after consultation with the building principal. The report card grade would be noted as “P” for Pass, or an “F” for Failure.

Woodbridge High School, Grades 9 -12

Grades 9 - 12 uses the following letter grade scale for all subject areas:

A = Excellent	(90-100)
B = Very Good	(80-89)
C = Satisfactory	(70-79)
D = Poor	(65-69)
F = Failure*	(50-64)

- In a year long class, for the first semester, F = 50-64. The lowest grade is a “50.” For the second semester, the student receives the grade they earn, F = 0 – 64. In a one semester class: the first marking period, F = 50-64. The lowest grade can be a “50.” For the second marking period, the student receives the grade they earn, F = 0 – 64.

The following guidelines for computing grades should be adhered to as closely as possible in each given situation:

1. The quarter grade is determined by class work, participation, quizzes, homework, examinations, and class projects.
2. Semester Grade
 - a) *2/5 first quarter grade*
 - b) *2/5 second quarter grade*
 - c) *1/5 mid-term or final exam*
 - d) *In classes where a mid-term or final exam is not given, the semester grade is the average of the marking period grades.*
3. Final Grade
 - a) 1/2 First Semester
 - b) 1/2 Second Semester

Weighting of Courses and Class Rank – Woodbridge High School

To obtain a final class ranking courses are weighted in accordance with the following scale:

University Credit, Advanced Placement	1.15
Academic Challenge	1.15 (Beginning 2017-18 school year)
Honors	1.10
Academic	1.00

Only prior approved courses taken through Post-Secondary Acceleration or Early College Admission may replace similar district courses. It is the student's responsibility to apply for and be granted approval for any courses that he/she wishes to be considered for credit accumulation. The student must seek prior approval using the "Request for Post-Secondary Acceleration" form and supply the course description from the post-secondary institution. A district administrative committee will evaluate the request and either approve or deny the request.

Upon completion of the course(s) the student must supply the institution's transcript of the grade(s) for the course(s) in order to be granted high school credit. The student and or his/her parents shall assume all responsibility relating to the fulfillment of graduation requirements as they relate to post-secondary acceleration/early college admissions.

Upon approval, college credits earned by high school students classified as Post-Secondary Acceleration/Early College Admissions may be transferred to the high school for appropriate credit. Six semester hours or nine-quarter hours of post-secondary college work will be equivalent of one high school credit. Students may transfer a maximum of three (3) postsecondary credits to their high school program in accordance with state Board of Education policies. College and university courses transferred for credit will be weighted at 1.15. Weighting of courses for high school ranking will occur for full-time students.

FIRST READING:	10/5/04
SECOND READING:	10/19/04
BOARD APPROVED:	10/19/04
FIRST READING:	10/16/13
SECOND READING:	11/20/13
BOARD APPROVED:	11/20/13
FIRST READING:	2/4/15
SECOND READING/APPROVAL:	2/18/15
FIRST READING:	4/22/15
SECOND READING/APPROVAL:	5/6/15
FIRST READING:	6/15/17
SECOND READING/APPROVAL:	7/11/17

705 HEALTH SERVICES

The Woodbridge School District recognizes that a student's academic success is directly impacted by their physical and emotional health. The School Health Services program is an essential component of the overall school environment which seeks to give every student an opportunity to develop to the best of his/her capabilities.

All school nurses in the Woodbridge School District will meet the requirements of Delaware Code, (1582, 4.0).

Nursing Services

Direct nursing care will be provided to students and staff for both chronic and acute illness and injuries. The exclusion of a student for contagious illness will be based on the Centers for Disease Control, Delaware Public Health and Delaware Department of Education mandates. Emergency Medical Services, if needed, will be obtained as outlined on the School Health Emergency Card under school emergency procedures.

Health Screenings and Referrals

Vision, hearing and orthopedic screenings will be done yearly according to DOE regulations. (DE ADMIN Code Title 14 800 Health and Safety, 815 3.0 If a student fails any screening, a referral letter will be sent home by the school nurse.

Health Promotion

Health promotion is a critical aspect of health services. This includes verbal, visual, and interactive components which advocate for student, staff and community health, both physical and emotional. (This may include, but not be limited to, health curriculum K-12; posters depicting healthy habits, exercise, nutrition, anti-bullying; tobacco-free presentations).

Health Services Management

Health Services will review all student health records entering WSD and facilitate the compliance of the immunization, physical, tuberculosis and lead testing requirements as mandated by the DOE. Health Services record keeping (ex. Delaware Emergency Treatment Card, student school health chart) will comply with DOE mandates. (Title 14 800 Health and Safety, 811 2.0-4.0) Failure of parents to complete and return the Delaware Emergency Treatment Card in a timely manner will result in exclusion of the student from school for safety reasons until the document is turned in to the school. School health services are the link between the school and health care providers in the community and will practice professional standards of confidentiality in all situations. School health services will function as an on-site health resource for students, families and staff.

State and federal regulations in regard to confidentiality of student's records will be followed.

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First Reading:	October 16, 2013
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706 GUIDANCE/ COUNSELING SERVICES

A planned program of school counseling is an integral part of the educational program of schools.

Various types of individual services shall be rendered to pupils in order to help them gain the most from their school experiences. These may include appraisal, counseling, giving vocational information, educational planning, and placement. These functions shall be the joint concern of the professional staff.

State and federal regulations in regard to confidentiality of student's records will be followed.

707 PSYCHOLOGICAL SERVICES

Individual testing is available to evaluate ability and academic achievement. Evaluations may be conducted to assess student strengths and weaknesses and to make recommendations pertaining to program or classroom placement. Assessment may result in referral to outside agencies or service providers.

Consultation with students, parents, school personnel, and other interested parties is provided in an effort to facilitate the student's adjustment in both academic and affective realms. The psychologist may also serve as liaison or consultant with community organizations or groups interested in mental health.

State and federal regulations in regard to confidentiality of student's records will be followed.

708 CONTESTS

Contests, drives and outside projects may be planned by an individual school under the leadership of the principal and with approval of the Superintendent.

709 COLLECTIONS

The school shall not be used for the purpose of collecting goods or money for out-of-school purposes regardless of the worthiness of the cause without the approval of the Superintendent. Approval of the Board will be requested on items not routine to the operation of the school or district.

710 SALES

Sales campaigns sponsored by the school involving the participation of students shall require the approval of the Superintendent. Commercial sales by outside organizations require the approval of the Board.

711 RAFFLES AND POOLS

Raffles and pools sponsored by school organizations require the approval of the Superintendent. Raffles and pools sponsored by outside organizations require the approval of the Board.

712 RECESS POLICY

Elementary Recess will be cancelled if:

1. There is mist, rain or snow.
2. Outside air temperature is below 35 with calm wind.
3. Calculated wind chill temperature of 35 or below (including wind gusts) as derived by the use of an outside air temperature/wind speed devise.
4. Severe weather (lightning, tornado watch, etc.) is probable.

The principal or designee will make the decision to cancel recess. This decision will be disseminated to all teachers in a timely and appropriate manner. If weather conditions worsen, the teachers on duty shall return the children to the building as necessary.

713 STUDENT FUNDRAISING

The Board acknowledges that solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

All fundraising activities conducted by students or student clubs must be arranged and approved in accordance with the individual school's procedures.

Fund raising activities must be for a definite purpose, e.g. class trips, murals or some type of student activity as opposed to purchasing school supplies, books, etc. Children should be discouraged from door-to-door sales.

Major fundraising activities involve a majority of students or a broad spectrum of parents. The funds so derived are to be used for diverse purposes within the student body.

Staff wishing to raise funds for students use first must complete the Fundraising Request form and gain approval for it from the Superintendent.

All school fundraising activities require careful monitoring, both qualitatively and quantitatively i.e., qualitatively in terms of worthiness, appropriateness, and the relation of expenditures to profit and qualitatively in terms of time of sale, duration and pricing.

A master list of all fund raising will be maintained in the Superintendent's office.

714 FUNDS IN SCHOOL BUILDINGS

Monies collected by school employees will be handled according to good and prudent accounting procedures. All monies collected will be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case will monies be left in schools overnight, except in safes provided for safekeeping of valuables. When a large amount of money is received, provision should be made for making banking deposits after regular banking hours in order to avoid leaving money in school overnight. Deposits will be made a minimum of once a week or when the deposit is over \$50.00 which ever occurs first.

715 HOME SCHOOLING

PROCEDURES FOR HOMESCHOOLING:

Section I – Enrollment In A Homeschool

1. The district's instructional programs and extracurricular activities are limited to district students. Homeschool students are not permitted to enroll in or attend district instructional programs or be members of any Woodbridge School District team, club and/or band.

Section II – Returning From a Homeschool

In order to return to the Woodbridge School District from a homeschool setting, the following conditions must occur:

1. The Woodbridge School District has the expectation that any student who is being homeschooled is making academic progress toward the Common Core State Standards. A portfolio of student work, such as lessons, tests, grades, and reports, should be maintained in an organized, sequential manner. Curriculum department staff will evaluate the portfolio in conjunction with the building principal.
2. All students enrolling for the first time or returning from a homeschool situation, at any grade level, will be required to take a placement test to determine the student's level of performance in mathematics and English/Language Arts. Staff from the curriculum department will determine the appropriate placement for the student based on the testing results and a review of the portfolio.
3. High school credit in subjects other than mathematics and English/Language Arts will be awarded in those subjects where a portfolio of work performance has been established. The portfolio of work will meet the following expectations:
 - A. The work will be congruent with Woodbridge School District high school course expectations.
 - B. The work will be of equal rigor as the courses provided at the high school.
 - C. The student will achieve, as a minimum, a 70% in all subjects completed.
4. High school students without a portfolio will be initially placed in 9th grade and provided the opportunity for future assessment. Outcome from these assessments may result in a change of initial placement.

5. If parents/guardians disagree with student placement they may appeal the decision to the Supervisor in charge of Curriculum and Instruction. The Supervisor shall gather facts and render a decision as to placement within ten work days of the appeal. The Assistant Superintendent shall be the final appeal.

6. The District encourages all parents/legal guardians to consider the timing of a child's return to school. Instruction tends to align itself with school calendars and marking periods. Awarding of full credit could prove difficult if a student returns at a time other than the beginning of the school year or at a marking period/semester break.

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Second Reading and Approval:	August 15, 2006
First Reading:	October 16, 2013
Second Reading and Approval:	November 20, 2013
First Reading:	February 4, 2015
Second Reading/Approval:	February 18, 2015

716 SPORTSMANSHIP POLICY

Woodbridge School District administration and athletic department will promote good sportsmanship at all athletic events. Good sportsmanship must be displayed by all athletes, coaches, parents, fans and officials by their good behavior and attitude. The sporting activities should be an extension of the classroom, where students strive for excellence and coaches and parents provide cooperation, ethics, and integrity as role models for the players. Interscholastic athletics are an important part of the total educational program provided by our school district. These athletic activities assist in the social and physical development of our athletes.

We will all strive to uphold the rules of the game being played as well as the principles outlined in the coach, parent and athlete handbooks, as well as following the rules set forth by the governing body of sports in the State of Delaware, the Delaware Interscholastic Athletic Association.

The Woodbridge School District will emphasize to all participants, the commitment to fair play, ethical behavior, integrity, to provide a safe and supportive environment for the playing of all sporting events, to enhance the image of our school and district and for all to understand how to win and lose.

Therefore, we will uphold the highest standards of sportsmanship, sports ethics and integrity in all aspects of the school experience.

First Reading:	11/18/2008
Second Reading/Approval:	12/2/2008
First Reading:	10/16/2013
Second Reading/Approval:	11/20/2013

717 TRANSPORTATION/PARKING PERMIT CODE

§ 2909. Transportation of certain pupils.

Each local board of education shall adopt and enforce rules and regulations whereby a parent or guardian may elect to waive bus transportation for that parent's or guardian's student to and from school in favor of another form of transportation. The principal of each school may issue passes for school bus transportation to certain pupils who have chosen to drive a private vehicle, for use on a temporary and emergency basis; and may also set aside a specific number of parking spaces for use on a temporary and emergency basis by pupils who originally chose transportation by school bus. Any contract between the Department of Education and a supplier of bus transportation, or between a local school board and a supplier of bus transportation, shall be based upon the number of students who elect to be transported by bus, and shall not be based upon the total number of students in the school or school district.

67 Del. Laws, c. 49, § 2; 71 Del. Laws, c. 180, § 142; [77 Del. Laws, c. 327, § 361.](#);

§ 4115. Choice of transportation.

The school board of each school district shall offer, to each parent or guardian of a student within that district who is licensed to drive a motor vehicle, a choice between driving a private vehicle to the school and transportation to the school by the school bus; provided, however, that those who choose to drive a private vehicle shall not be transported by a school bus, and those who choose to be transported by a school bus shall not be permitted to park on school grounds. The principal of each school may issue passes for school bus transportation to certain pupils who have chosen to drive a private vehicle, for use on a temporary and emergency basis; and may also set aside a specific number of parking spaces for use on a temporary and emergency basis by pupils who originally chose transportation by school bus.

67 Del. Laws, c. 49, § 1; [77 Del. Laws, c. 327, § 362.](#);

719 DISTRICT WELLNESS POLICY

Purpose of the Wellness Policy

The Woodbridge School District believes that health and success in school are interrelated. Our schools will be able to achieve their primary goal of educating students when our students and staff are at their optimal level of nutritional, physical, and mental health.

The Woodbridge School District Wellness Policy is designed with the following areas of focus:

- **Nutrition**
- **Physical Education and Physical Activity**
- **Mental Health**
- **Evaluation**

Leadership

The Superintendent and/or designee will convene the Woodbridge School District Wellness Committee and facilitate development of and updates to the wellness policy. Each building principal will ensure their school is in compliance with the policy. School Wellness Committee Members

- Superintendent and/or designee, Principal, Teachers, School Nutrition Staff, Physical Education Teachers, School Nurses, School Counselors, Parents, Students and Community Members.
- The committee will include representatives from each school building and reflect the diversity of the community.

NUTRITION

Nutrition Education and Wellness Promotion

Goals for Nutrition Education

Woodbridge School District's Wellness Policy is intended to influence a student's actual eating behaviors that result in lifelong healthy food choices. These healthy food choices will help to eliminate barriers to learning associated with improper nutrition and fitness. Healthy food choice themes include:

Knowledge of the most current USDA dietary guidelines	Healthy heart choices
Sources and variety of foods	Dietary Guidelines for
Americans	
Diet and disease	Understanding Calories
Healthy snacks	Healthy Breakfast
Healthy diet	Food labels
Major nutrients	Multicultural influences
Serving sizes	Proper food safety/sanitation
Limiting foods of low nutrient density	

Nutrition Education

The overall goal for nutrition education for the Woodbridge School District is to promote the integration of nutrition in grades K-12.

1. Nutrition education will be integrated into the health curriculum to educate students on the benefits of proper nutrition and overall health.
2. Nutrition education will be integrated into respective subject areas with the help of the district nutritionist, specialists from DOE, and other sources as needed.
3. Promote and disseminate resource information related to integration of nutrition education into the curriculum.
4. Promote nutrition awareness throughout the school environment by disseminating resources for nutrition education that can be displayed (i.e. posters in cafeteria, hallways, gymnasiums, classrooms). The point of sale posters can assist students to make healthy food choices.
5. Promote nutrition awareness to parents and communities through any of the following methods: offering healthy eating seminars, sending nutrition information home, posting nutrition tips of websites, and providing nutrient analysis of school menus.
6. Incorporate nutrition education into after school programming that services our students.
7. School based marketing of food, such as posters and signs, will be consistent with nutrition education and health promotion. All food and beverage marketing will be limited to the promotion of those items which meet the nutrition standards for meals or for food and beverages sold individually.
8. Prohibit school-based marketing of brands promoting predominantly low nutrient foods and beverages.
9. Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

10. School Wellness Committees shall develop, promote, and oversee a multi-faceted plan to promote staff and student health and wellness.
11. Encourage participation in the Coordinated School Health Programs (CSHP) as prescribed by the Centers for Disease Control (CDC) in order to facilitate coordination between food service and classroom instruction.
12. Provide training for school counselors and school nurses to identify unhealthy eating behaviors in students and make referrals to appropriate services as needed.
13. Nutrition education will incorporate skill based lessons, such as nutrition label reading and menu planning which fosters the adoption and maintenance of healthy eating habits.
14. Staff will be encouraged to model healthy eating and physical activity habits.

Standards for USDA Child Nutrition Programs and School Meals

Goals for Nutrition Standards

The Woodbridge School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition guidelines governing the sale of food, beverages, and candy. The school district is committed to promoting the Nutrition Policy with all school nutrition personnel, teachers, nurses, coaches and other school administrative staff. The school district will work toward expanding awareness about this policy among students, parents, teachers and the community.

Nutrition Guidelines

All reimbursable meals will meet Federal nutrient standards are required by the United States Department of Agriculture Child Nutrition Program regulations. Menus must comply with the current USDA Dietary Guidelines for nutrition goals when averaged over a school week, and portions should be appropriate for each age group. In addition, the Woodbridge School District will:

1. Provide students with healthy and nutritious foods.
2. Provide access to free, safe, and fresh drinking water throughout the school day for students and staff.
3. Include foods offered over the course of a school week that emphasize nutrient dense foods and beverages and include whole grain products, fiber rich vegetables and fruits.
4. Support healthy eating through nutrition education.

5. Encourage students to select and consume all components of the school meal.
6. Provide a breakfast each morning that meets USDA School Breakfast Program regulations and requirements.
7. Ensure that foods that do not meet the Competitive Food Service & Standards guidelines may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day. These foods are defined as follows:

Other School Based Activities (Eating Environment)

1. The Woodbridge School District requires a minimum of 10 minutes for breakfast and 15 minutes for lunch from the time the student sits down to eat.
2. Schools will make an effort to provide a minimum of 3 hours, and not more than 5 hours, scheduled between breakfast and lunch periods.
3. Bus schedules and morning breaks will be coordinated to allow students ample time before class to eat breakfast.
4. Lunch periods are scheduled as near the middle of the school day as possible.
5. Food service staff and school administration collaborate to provide sufficient space and time for meals.
6. Dining areas are attractive and have enough space for seating all students.
7. Drinking water is available at mealtime for all students.
8. Students will be encouraged to wash their hands before meals to prevent spread of germs and reduce the risk of illness.
9. Meals and snacks will not be used as a punishment for student behaviors. Meals and snacks will be used minimally as a reward unless it is detailed in a student's Individualized Education Plan (IEP).
10. A list of healthy snacks will be available for parents to use as a guide when considering food items for special events during school celebrations or during curriculum-related activities (See Attachment A).
11. Schools will encourage fundraisers that promote positive health habits such as the sale of non-food and nutritious food items as well as fund raising to support physical activities.
12. School nutrition programs will aim to be financially self-supporting. The school nutrition program is an essential support to the success of the education process. Profit generation should not take precedence over the nutritional needs of the students. If subsidy of the school nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and or compete nutritionally with program meals.
13. All school nutrition personnel shall have adequate in-service training on food safety, nutrition education, and food service operations.
14. Students are encouraged to start each day with a healthy breakfast.

15. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
16. Safety and security of the food and building access to the school nutrition operations are limited to school nutrition personnel and other authorized personnel.
17. The Nutrition Services Department will provide a nutritional analysis of the school lunch menu. This analysis will be readily available for all parents to view via the Nutrition Services website.

Nutrition Standards for Competitive and Other Foods/Beverages

“210.11 Competitive Food Services”

Competitive food means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the *School campus* during the *School day*
Fundraiser restrictions. Competitive food and beverage items sold during the school day must meet the nutrition standards for competitive food as required in this section. No special exemptions are allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser.

All snacks and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, fundraisers, concession stands*, or served in the reimbursable After School Snack Program shall meet the following standards:

*per district concession guidelines

§210.11 Competitive food service and standards.

- (a) *Definitions.* For the purpose of this section:
 - (1) *Combination foods* means products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.
 - (2) *Competitive food* means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the *School campus* during the *School day*.
 - (3) *Entrée item* means an item that is intended as the main dish and is either:
 - (i) A combination food of meat or meat alternate and whole grain rich food; or
 - (ii) A combination food of vegetable or fruit and meat or meat alternate; or
 - (iii) A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters, and meat snacks (such as dried beef jerky); or
 - (iv) A grain only, whole-grain rich entrée that is served as the main dish of the School Breakfast Program reimbursable meal.
 - (4) *School campus* means, for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
 - (5) *School day* means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.
 - (6) *Paired exempt foods* mean food items that have been designated as exempt from one or more of the nutrient requirements individually which are packaged together without any additional ingredients. Such “paired exempt foods” retain their individually designated exemption for total

fat, saturated fat, and/or sugar when packaged together and sold but are required to meet the designated calorie and sodium standards specified in §§210.11(i) and (j) at all times.

(b) *General requirements for competitive food.* (1) *State and local educational agency policies.* State agencies and/or local educational agencies must establish such policies and procedures as are necessary to ensure compliance with this section. State agencies and/or local educational agencies may impose additional restrictions on competitive foods, provided that they are not inconsistent with the requirements of this part.

(2) *Recordkeeping.* The local educational agency is responsible for the maintenance of records that document compliance with the nutrition standards for all competitive food available for sale to students in areas under its jurisdiction that are outside of the control of the school food authority responsible for the service of reimbursable school meals. In addition, the local educational agency is responsible for ensuring that organizations designated as responsible for food service at the various venues in the schools maintain records in order to ensure and document compliance with the nutrition requirements for the foods and beverages sold to students at these venues during the school day as required by this section. The school food authority is responsible for maintaining records documenting compliance with these for foods sold under the auspices of the nonprofit school food service. At a minimum, records must include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students.

(3) *Applicability.* The nutrition standards for the sale of competitive food outlined in this section apply to competitive food for all programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 operating on the school campus during the school day.

(4) *Fundraiser restrictions.* Competitive food and beverage items sold during the school day must meet the nutrition standards for competitive food as required in this section. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. Such specially exempted fundraisers must not take place more than the frequency specified by the State agency during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

(c) *General nutrition standards for competitive food.* (1) *General requirement.* At a minimum, all competitive food sold to students on the school campus during the school day must meet the nutrition standards specified in this section. These standards apply to items as packaged and served to students.

(2) *General nutrition standards.* To be allowable, a competitive food item must:

- (i) Meet all of the competitive food nutrient standards as outlined in this section; and
- (ii) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain; or
- (iii) Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or
- (iv) Be a combination food that contains $\frac{1}{4}$ cup of fruit and/or vegetable; or
- (v) If water is the first ingredient, the second ingredient must be one of the food items in paragraphs (c)(2)(ii), (iii) or (iv) of this section.

(3) *Exemptions.* (i) *Entrée items offered as part of the lunch or breakfast program.* Any entrée item offered as part of the lunch program or the breakfast program under 7 CFR Part 220 is exempt from all competitive food standards if it is offered as a competitive food on the day of, or the school day after, it is offered in the lunch or breakfast program. Exempt entrée items offered as a competitive food must be offered in the same or smaller portion sizes as in the lunch or breakfast program. Side dishes offered as part of the lunch or breakfast program and served à la carte must meet the nutrition standards in this section.

(ii) *Sugar-free chewing gum.* Sugar-free chewing gum is exempt from all of the competitive food standards in this section and may be sold to students on the school campus during the school day, at the discretion of the local educational agency.

(d) *Fruits and vegetables.* (1) Fresh, frozen and canned fruits with no added ingredients except water or packed in 100 percent fruit juice or light syrup or extra light syrup are exempt from the nutrient standards included in this section.

(2) Fresh and frozen vegetables with no added ingredients except water and canned vegetables that are low sodium or no salt added that contain no added fat are exempt from the nutrient standards included in this section.

(e) *Grain products.* Grain products acceptable as a competitive food must include 50 percent or more whole grains by weight or have whole grain as the first ingredient. Grain products must meet all of the other nutrient standards included in this section.

(f) *Total fat and saturated fat.* (1) *General requirements.* (i) The total fat content of a competitive food must be not more than 35 percent of total calories from fat per item as packaged or served, except as specified in paragraphs (f)(2) and (3) of this section.

(ii) The saturated fat content of a competitive food must be less than 10 percent of total calories per item as packaged or served, except as specified in paragraph (f)(3) of this section.

(2) *Exemptions to the total fat requirement.* *Seafood with no added fat* is exempt from the total fat requirement, but subject to the saturated fat, trans fat, sugar, calorie and sodium standards.

(3) *Exemptions to the total fat and saturated fat requirements.* (i) Reduced fat cheese and part skim mozzarella cheese are exempt from the total fat and saturated fat standards, but subject to the trans fat, sugar, calorie and sodium standards. This exemption does not apply to combination foods.

(ii) Nuts and Seeds and Nut/Seed Butters are exempt from the total fat and saturated fat standards, but subject to the trans fat, sugar, calorie and sodium standards. This exemption does not apply to combination products that contain nuts, nut butters or seeds or seed butters with other ingredients such as peanut butter and crackers, trail mix, chocolate covered peanuts, etc.

(iii) Products that consist of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat are exempt from the total fat, saturated fat and sugar standards, but subject to the trans fat, calorie and sodium standards.

(iv) Whole eggs with no added fat are exempt from the total fat and saturated fat standards but are subject to the trans fat, calorie and sodium standards.

(g) *Trans fat.* The trans fat content of a competitive food must be zero grams trans fat per portion as packaged or served (not more than 0.5 grams per portion).

(h) *Total sugars.* (1) *General requirement.* The total sugar content of a competitive food must be not more than 35 percent of *weight* per item as packaged or served, except as specified in paragraph (h)(2) of this section.

(2) *Exemptions to the total sugar requirement.* (i) Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard, but subject to the total fat, saturated fat, trans fat, calorie and sodium standards. There is also an exemption from the sugar standard for dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes;

(ii) Products that consist of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat are exempt from the total fat, saturated fat, and sugar standards, but subject to the calorie, trans fat, and sodium standards; and

(i) *Calorie and sodium content for snack items and side dishes sold as competitive foods.* Snack items and side dishes sold as competitive foods must have not more than 200 calories and 200 mg of sodium per item as packaged or served, including the calories and sodium contained in any added accompaniments such as butter, cream cheese, salad dressing, etc., and must meet all of the other nutrient standards in this section. Effective July 1, 2016, these snack items and side dishes must have not more than 200 calories and 200 mg of sodium per item as packaged or served.

(j) *Calorie and sodium content for entrée items sold as competitive foods.* Entrée items sold as competitive foods, other than those exempt from the competitive food nutrition standards in paragraph (c)(3)(i) of this section, must have not more than 350 calories and 480 mg of sodium per item as packaged or served, including the calories and sodium contained in any added accompaniments such as butter, cream cheese, salad dressing, etc., and must meet all of the other nutrient standards in this section.

(k) *Caffeine.* Foods and beverages available to elementary and middle school-aged students must be caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances. Foods and beverages available to high school-aged students may contain caffeine.

(l) *Accompaniments.* The use of accompaniments is limited when competitive food is sold to students in school. The accompaniments to a competitive food item must be included in the

nutrient profile as a part of the food item served in determining if an item meets all of the nutrition standards for competitive food as required in this section. The contribution of the accompaniments may be based on the average amount of the accompaniment used per item at the site.

(m) *Beverages.* (1) *Elementary schools.* Allowable beverages for elementary school-aged students are limited to:

- (i) Plain water or plain carbonated water (no size limit);
- (ii) Low fat milk, unflavored (no more than 8 fluid ounces);
- (iii) Non fat milk, flavored or unflavored (no more than 8 fluid ounces);
- (iv) Nutritionally equivalent milk alternatives as permitted in §210.10 and §220.8 of this chapter (no more than 8 fluid ounces); and
- (v) 100 percent fruit/vegetable juice, and 100 percent fruit and/or vegetable juice diluted with water (with or without carbonation and with no added sweeteners) (no more than 8 fluid ounces).

(2) *Middle schools.* Allowable beverages for middle school-aged students are limited to:

- (i) Plain water or plain carbonated water (no size limit);
- (ii) Low fat milk, unflavored (no more than 12 fluid ounces);
- (iii) Non fat milk, flavored or unflavored (no more than 12 fluid ounces);
- (iv) Nutritionally equivalent milk alternatives as permitted in §210.10 and §220.8 of this chapter (no more than 12 fluid ounces); and
- (v) 100 percent fruit/vegetable juice, and 100 percent fruit and/or vegetable juice diluted with water (with or without carbonation and with no added sweeteners) (no more than 12 fluid ounces).

(3) *High schools.* Allowable beverages for high school-aged students are limited to:

- (i) Plain water or plain carbonated water (no size limit);
- (ii) Low fat milk, unflavored (no more than 12 fluid ounces);
- (iii) Non fat milk, flavored or unflavored (no more than 12 fluid ounces);
- (iv) Nutritionally equivalent milk alternatives as permitted in §210.10 and §220.8 of this chapter (no more than 12 fluid ounces);
- (v) 100 percent fruit/vegetable juice, and 100 percent fruit and/or vegetable juice diluted with water (with or without carbonation and with no added sweeteners) (no more than 12 fluid ounces);
- (vi) Calorie-free, flavored water, with or without carbonation (no more than 20 fluid ounces);
- (vii) Other beverages that are labeled to contain less than 5 calories per 8 fluid ounces, or less than or equal to 10 calories per 20 fluid ounces (no more than 20 fluid ounces); and
- (viii) Other beverages that are labeled to contain no more than 40 calories per 8 fluid ounces or 60 calories per 12 fluid ounces (no more than 12 fluid ounces).

(n) *Implementation date.* This section is to be implemented beginning on July 1, 2014.

[78 FR 39091, June 28, 2013, as amended at 81 FR 50151, July 29, 2016]

uts, seeds, and dried fruits are exempt from the above standards.

How to calculate Fat and Sugar Percentages:

If a snack contains:
 120 calories
 4 grams fat
 5 grams sugar

How to calculate fat percentage:
 4 grams fat x 9 calories per gram = 36 fat calories (36 fat calories/120 calories = 30%)

How to calculate sugar percentage:
 5 grams sugar x 4 calories per gram = 20 sugar calories (20 sugar calories/120 calories = 17%)

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

Physical Education (PE): The Woodbridge School District will provide physical education that is a planned, sequential curriculum (K-12). This curriculum will provide cognitive content and learning experiences in a variety of activity areas including basic movement skills; physical fitness; rhythm and dance; games; team, dual, and individual sports; tumbling and gymnastics; health education and aquatics.

Physical Activity: Regular physical activity in childhood and adolescence improves strength and endurance, helps build healthy bones and muscle, helps control weight, reduces anxiety and stress, increases self-esteem, and may improve blood pressure and cholesterol levels. Physical activity is movement that results in the energy expenditure. This reduces the risk of premature mortality in general and of coronary heart disease, hypertension, colon cancer, and diabetes in particular. Two levels of physical activity are commonly recommended include “Moderate” and “Vigorous.”

Moderate: Movement activities in which participants breathe heavily and are able to talk in complete sentences, but not sing.

Vigorous: Movement activities in which participants perspire, breathe hard and are not able to say more than a few words without pausing for a breath.

Physical Education

- All schools must receive a quality physical education program that is:
 1. Age appropriate
 2. Taught by a certified physical education teacher
 3. Monitors fitness levels of all students
 4. Aligned with State Standards
- The physical education program will:
 1. Build knowledge and skills for the enjoyment of lifelong fitness through physical activity
 2. Create a positive atmosphere for all students to participate in physical fitness
 3. Enhance skills in leadership, teamwork and self-confidence
 4. When necessary, technology will be utilized within the curriculum to enhance motivation, student learning, and participation
- Professional learning activities shall meet the needs of Health and Physical Education instructors.
- Schools shall provide adequate space and the appropriate equipment to meet the Delaware standards for physical education and all applicable safety standards.

- Students shall not be excluded from participating in physical education classes for an unrelated disciplinary action.
- Physical activity shall not be used as a disciplinary measure.
- A student serving In-School Suspension (ISS) will be excluded from physical education until the conclusion of the ISS.
- Students must have a medical, or other approved document, on file in the school in order to be excused from participating in physical education. Copies of the document will be provided to the school office, school nurse, physical education teacher/s, and special education coordinator (if applicable).

Physical Activity

- The National Association of Sports and Physical Education (NASPE) recommendations of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students will be the goal for all students. This includes opportunities in various settings such as physical education, classroom (Take Ten, Adventure to Fitness, Nemours Energizers), recess (elementary only), after school programs.
- All elementary students shall have the opportunity for daily recess (K-5).
- Physical activity will not be withheld as a disciplinary measure or used as a punishment. School principals are responsible to monitor the implementation of this requirement.
- After-school programs shall include supervision by staff or approved volunteers and provide developmentally and age appropriate physical activity for all participants by offering clubs and other activities.
- The benefits associated with healthy eating and physical activity will be shared with community groups and parents/guardians through the district website, school newsletters and parent night activities.
- Staff wellness opportunities will be available to all employees such as a fitness lounge and participation in the DelaWell program.

MENTAL HEALTH

School Practices and Environment

Schools will incorporate student wellness, focusing on social and emotional areas, in the school improvement plan. This will be done using information from the annual school climate survey and results from the student responses.

Opportunities are provided for students and staff members to develop positive and meaningful relationships through the following ways:

- Mentoring program for new staff
- Student Council
- Clubs and sports teams
- Family fun nights

Schools in the district actively discourage bullying among students through a separate bullying plan that can be found in the district policy manual and student handbook, listed as “806 Bullying Prevention.”

Schools adequately address issues of potential stress during school and life transitions in the following ways:

- Opportunities for students to check in with a trusted adult (counseling sessions, advisory groups)
- Incorporating outside agencies in the schools to assist with deaths in families

All staff, at the beginning of each school year, will receive introductory training or awareness about child abuse and bullying. Teachers and other staff members are encouraged to attend further professional development about child abuse, bullying, mental health and youth suicide. Schools will identify key staff for involvement in advanced training, in areas such as critical incident response.

Support for Students

Schools will address the provision of and quality of services in the school. Counseling, psychologist, and social services are provided by full-time, qualified staff in an appropriate ratio of staff to students.

Schools will promote the emotional, behavioral, and mental health of students and provide treatment to students and families in the following ways:

- One – on – One counseling sessions

- Small group counseling sessions
- Classroom-based health promotion and prevention
- School-wide health promotion and prevention (PBS and Wellness Committees)

School counseling, psychological, or social services providers collaborate with other school staff members to promote student health and safety in the following ways:

- Developing plans to address student health problems (504, IEP, BIP)
- Providing professional development for teachers
- Developing and implementing classroom activities and lessons
- Establishing communication systems with other school staff

Referral System and Incident Response

School has procedures in place for the identification and referral for students with specific health needs including truancy, behavior, grief, abuse, anger management, divorce and family problems, bullying, suicidal behaviors, mental illness and eating disorders.

There is a systematic approach for referring students, as needed, to appropriate school or community based counseling, psychological, and social services. This includes:

- Referral forms are made available to staff for counseling, psychological, and social service needs
- Written consent is obtained in compliance with HIPPA to gather relevant records from outside agencies
- Families can be provided with information about outside agencies
- Special support can be made available in a critical incident

Family Engagement

The Woodbridge School District will provide a regular exchange of information between families and the school. This will be done through phone calls, flyers, and emails. Schools will actively recruit parent support by involving them in activities held at the school.

Partnerships for Social and Emotional Wellness

The Woodbridge School District encourages partnerships with outside agencies to assist with students' social and emotional wellness. Local mental health services are referred to families needing assistance. Schools will work closely with community mental health services to meet the needs of students. The schools maintain up-to-date lists of appropriate support and referral agencies, with adequate contact information.

Delaware Law and School Policies

The Woodbridge School District is committed to following Delaware Law and District Policies to ensure the safety and well-being of our students. The following information can be found in the District Policy manual as well as the school handbook:

- Reported or suspected child abuse (DE Title 16 903)
- Bullying (806)
- Welfare and discipline (706 and 801)
- Equality/discrimination/harassment (507)
- Critical incident response (1400)
- Referral of suspected student health problems (706)

EVALUATION

The Woodbridge School District, through the Superintendent's office, will oversee this policy and insure that it is in compliance.

- School Wellness Committees will meet four times a year to complete the School Health Index and create and implement a wellness action plan. Progress will be reported annually to the Board.
- The District Wellness Committee will meet at least annually to review the nutrition, physical education/physical activity and mental health policies. The committee will analyze data such as student fitness tests, meal participation rates, and effective programs and program elements to determine the over-all effectiveness of the policy.
- The District Wellness Committee will prepare an annual report for the Superintendent evaluating the implementation of the Wellness Policy and regulations and include any recommendations for change/revision. Any changes will be posted to the district website.

First Reading	March 5, 2014
Second Reading/Approval:	March 19, 2014 (Replaces Policy 1306)
First Reading:	February 4, 2015
Second Reading/Approval:	February 18, 2015
First Reading:	May 18, 2017
Second Reading/Approval:	June 15, 2017

719 ATTACHMENT A

Healthy Celebrations with Healthy Snacks!

Woodbridge

Healthy Snack and Beverages Ideas

- Water
- 100% fruit juice with no added sugar
- Fat-free or low fat milk
- Fruit smoothies (made with frozen fruit with no added sugar and fat-free or low fat yogurt)
- 100% fruit juice slushes with no added sugar
- Fresh fruit – trays, salads or kabobs
- Fresh vegetables – trays, salads or kabobs
- Fat-free or low fat yogurt (alone or as dip for fruits or vegetables)
- Yogurt parfaits (fat-free or low fat yogurt, fruit and whole grain cereal or granola as topping)
- Canned fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frozen fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frosty fruits – freeze your own fruit (frozen grapes make a great summer treat!)
- Dried fruit with no added sugar
- Nut or seed butter (serve with fruit or whole grain crackers)
- Nuts or seeds
- Trail mix made of nuts or seeds and dried fruit with no added sugar
- Whole grain crackers
- Low-fat cheese (serve with fruit or whole grain crackers)
- Hummus (serve with vegetables or whole grain crackers)
- Small whole grain waffles or pancakes topped with fruit or nut or seed butter
- Whole grain pretzels (soft or crunchy)
- Low-fat or air-popped popcorn (no added butter or salt)
- Graham crackers
- Nut or seed butter and jelly sandwiches on whole grain bread
- Small whole grain bagels or English muffins with nut or seed butter or jelly
- Pizza (on whole grain crust with low fat cheese and lean protein or vegetable toppings)
- Roll-ups on whole grain tortillas (fill with a lean protein such as ham or turkey, low fat cheese, hummus, nut or seed butter and jelly or vegetables)
- Fat-free or low fat pudding
- Bean quesadillas or burritos made with whole grain tortillas with salsa
- Whole grain cereal bars
- Baked whole grain tortilla chips with salsa or bean dip
- Baked chips (small portions)

First Reading:	March 5, 2014
Second Reading/Approval:	March 19, 2014
First Reading:	February 4, 2015
Second Reading/Approval:	February 18, 2015

720 Suicide Prevention Policy

The Woodbridge School District/(hereinafter referred to as “The District”) recognizes the serious problem of youth suicide and acknowledges that providing this policy for schools and districts related to youth suicide recognition and prevention is very important. The District also acknowledges that youth suicide is a complex issue which cannot be addressed by the districts and schools alone. This Suicide Prevention Policy (“Policy”) meets the requirements of 14 Del. C. §4124, relative to Suicide Prevention.

I. Suicide Prevention Training For Public School Employees

Each public school employee of the District shall participate in at least one combined training each year totaling at least ninety (90) minutes in suicide prevention. The training materials shall be evidence-based and approved by the Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families. More than one training program may be approved and, if so, the District has discretion on the training it requires for its public school employees. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. §1305(e). All public school employees shall provide evidence or proof of participation and completion.

II. Suicide Prevention Program

The District shall develop a Suicide Prevention Program. The components of the District’s Suicide Prevention Program may vary to address the needs of different grade levels. The Suicide Prevention Coordinating Committee established pursuant to Section III shall be responsible for the implementation of the Suicide Prevention Program.

III. Suicide Prevention Coordinating Committee

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

- A. When setting up the Committee, the principal may wish to consider including persons such as a school counselor, school psychologist or other school-based healthcare professional, a school resource officer, a school nurse, or representative from the medical community who might have insight into the prevention or recognition of the warning signs of youth suicide. 40

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

IV. Other Requirements

A. Procedure for the confidential and anonymous reporting of warning signs of suicide.

Each school's Suicide Prevention Coordinating Committee shall determine the process it will use to provide for confidential and anonymous reporting of a student demonstrating the warning signs of suicide. The procedure may be tailored to meet the school's specific needs. The document outlining the process will be maintained by the principal or a staff member designated by the principal. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) provisions.

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

Each school's Suicide Prevention Coordinating Committee shall determine the process it will use to provide for communication between school staff members and medical professionals (e.g. nurses, counselors, physicians) who are involved in treating students for suicide issues. The procedure may be tailored to meet the needs of each school. The document outlining the process will be maintained by the principal or a staff member designated by the principal. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) provisions.

C. Posting of the Suicide Prevention Policy

The District shall post this Suicide Prevention Policy in all student and staff handbook(s) and on the District's website. Each school within the district may also post this Suicide Prevention Policy on its website.

D. Retaliation Restrictions

No employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

Appendix A: Common Procedures for School Staff Members and Healthcare Professionals

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

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

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

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

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

This Policy is hereby adopted by the Woodbridge School District on September 15, 2016.

First Reading: August 18, 2016

Second Reading and Board Approved: September 15, 2016