

801 STUDENT CODE OF CONDUCT

**NONDISCRIMINATION POLICY**

The Woodbridge School District does not discriminate in employment or educational programs, services, or activities, based on race, color, national origin, sex, or handicap, in accordance with State and Federal Laws, including Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

The Woodbridge School District has designated the following Coordinators:

Title IX Coordinator – Heath Chasanov, Superintendent  
Section 504 Coordinator – Elyse Baerga, Supervisor of Student Services  
FOIA Coordinator – Nina Colegrove, Administrative Assistant

Inquiries should be directed to these individuals at the Woodbridge School District Office, 16359 Sussex Highway, Bridgeville, DE 19933, (302) 337-7990 or FAX (302) 337-7998.

**STUDENT CODE OF CONDUCT**  
**INTRODUCTION**

The Woodbridge School District is dedicated to developing each student's potential for learning. To achieve this, students, parents, and school staff must share the responsibility for encouraging orderly, constructive student behavior.

**DISCIPLINE POLICY**

The opportunity for education is the right of all pupils in our district, but education itself is a privilege gained only by those responsible citizens whose behavior and attitudes enable them to derive the very most from their public school years. An ultimate goal of education should be the responsibility for one's own actions. Achieving this goal requires the cooperation of students, parents, teachers and administrators. It is hoped that the following discipline procedures will aid each student in developing good citizenship qualities, scholastic success and a high degree of self-discipline.

The purpose of any disciplinary measure should be to modify or change behavior. In order to attempt to modify behavior, the unacceptable behavior must be identified and communicated to the parties involved. Certain procedures must be followed to ensure that each student receives due process, such as:

1. Prior knowledge of the conduct, which is required or prohibited;
2. Awareness of the specific matters giving rise to any proposed penalties or discipline;
3. Opportunity to express or convey his/her views or rebuttals regarding the incident;

4. Have the decision based on the incidents or matters about which the student has been apprised as indicated above.
5. Special attention to the orientation of all parties involved will be given so that this policy will be completely understood. Orientation for students and staff will be at the beginning of each school year and student handbooks will contain this policy.

### **WHAT IS THE STUDENT CODE OF CONDUCT**

The Code is an official policy of the Woodbridge Board of Education. It is based on the premise that the primary goals in discipline are improving behavior and protecting the welfare of all students.

The Code applies to all students. While differences in age and maturity are recognized in determining the disciplinary action, all students have responsibility for their actions.

Students, parents and staff are encouraged to become familiar with the entire contents of this document which describe:

- The rights and responsibilities of students.
- The attendance policy.
- Conduct that disrupts a positive environment.
- Procedures for disciplinary action.

### **WHEN IS THE CODE IN FORCE**

The Code is in force:

- On school property and on the school bus at all times.
- At all activities where school personnel have jurisdiction over students.
- Out-of-school if the student's conduct presents a threat to the health, safety or welfare of other students and/or staff.

The principal is authorized to take administrative action when a student's misconduct to and from school is harmful to other students or to orderly education.

### **WHAT IS A GOOD SCHOOL ENVIRONMENT**

The Woodbridge Board of Education believes that all persons are entitled to a safe and orderly school environment where individual rights are respected and protected, where all persons are free from intimidation, discrimination, acts of violence, and where understanding and tolerance of individual differences are encouraged. A good school environment is built upon mutual respect, positive attitudes and outlooks, fair and consistent policies and procedures, and a commitment to personal and professional growth and development. Its atmosphere is friendly, yet business-like, and one, which fosters cooperation between parents, students, and school personnel in working toward recognized and acceptable goals. It is relatively free from distractions and is conducive to learning and preparing oneself for a productive life in our society. As part of the district's efforts to foster such a learning environment and in accordance with state and federal law, this code of conduct has been adopted.

**STUDENT EXPECTATIONS**

Students are expected to:

- Conduct themselves in an orderly, safe, and responsible manner.
- Attend all classes daily and on time.
- Be prepared for class assignments and activities, with appropriate working materials.
- Respect other people and their property.
- Refrain from abusive language, defamatory, inflammatory, and demeaning actions.
- Be clean and neat.
- Be responsible for his/her work.
- Abide by rules and regulations of the school and individual classroom teachers.
- Accept, understand, and respect diversity and differences among fellow students and staff.
- Express feelings and needs in constructive, socially appropriate ways.
- Resolve differences through acceptable, peaceful methods such as dialogue, compromise, and arbitration.

**HALL PASSES**

A hallway pass is required at all times when classes are in session for the Middle/High School. The full responsibility for obtaining a pass is placed on the student. The student must secure a hall pass in advance from his/her teacher in order to be excused from another teacher's class. All hall passes must include the student's name and destination, the date, time, and staff member's signature.

**BOTTLES AND CONTAINERS**

All students must dispose of bottles and containers prior to entering the school building each day.

**STUDENT DEBTS**

Student debts should be paid in a timely manner. Student debts are accumulative. Payment of a debt incurred by a student is the responsibility of the student. Failure to make payment will result in the following actions:

- Student will not receive report card(s) until payment is made.
- If student is a senior, the student may not participate in the graduation ceremony.
- If student is a senior, the student will not receive a report card or diploma until payment is made.
- Any student with incurred student debt will not be exempt from exams.
- Students are not eligible to play sports or participate in any extra-curricular activities unless debts are paid.

**TEXTBOOK REPLACEMENT POLICY**

All texts, workbooks, or any other instructional materials, which are issued in class, are the student's responsibility. Damaged, lost, or stolen items will be replaced at the following cost to the student:

<u>Year Issued</u>	<u>%Original Cost</u>
1	100
2	90

3	80
4	70
5-10	60

**DRIVING PRIVILEGES**

The following conditions will be enforced at all times the vehicle is on school property:

- All drivers must have a valid driver’s license in their possession at all times and proof of proper insurance coverage located in the automobile being driven.
- Students are not to loiter in their cars.
- Students who must go to their cars during school hours must be escorted by a building administrator or designee.
- All cars should be locked.
- The school is not responsible for theft of, or damage to, automobiles or motorbikes on school property.
- Automobiles on school property are subject to search by school authorities at any time as stated in the Search and Seizure policy.

STUDENTS WHO DRIVE TO WOODBRIDGE WITHOUT PERMISSION OR VIOLATE THIS POLICY IN ANYWAY WILL BE SUBJECT TO DISCIPLINARY ACTION.

DRIVING ANY VEHICLE IN DISREGARD FOR THE SAFETY OF PERSONS OR PROPERTY ON SCHOOL GROUNDS OR IN A SCHOOL ZONE WILL RESULT IN DISCIPLINARY ACTION AND MAY RESULT IN ARREST FOR TRAFFIC VIOLATIONS.

**SEARCH AND SEIZURE**

Lockers, restroom, storage areas, and parking lots are considered public property belonging to the Woodbridge School District. The school administration reserves the right to search any such area and seize any property at any time with or without reasonable suspicion. Cars driven to Woodbridge are subject to search and seizure. If a student does not want his/her car subjected to search, the student is not to drive the automobile on the school property.

**SMOKING/POSSESSION/USE OF TOBACCO PRODUCTS**

The use, possession, dispensing, or selling of all tobacco products including lighters, matches and e-cigarettes in the school buildings, on school grounds, or on school buses is prohibited. All tobacco products found in a student’s possession will be confiscated and not returned.

**COMMUNICATION DEVICES AND LASER POINTERS**

K-5<sup>th</sup> grade:

Students are not permitted to use any type of communication device (cell phones, iPod, mp3 players, electronic devices, laser pointers, etc.) during class time, passing periods or breaks without the permission

of the school administration. The communication device must remain turned off during the instructional school day. The instructional school day is defined by the annual school calendar for each building.

**STUDENTS ARE TO MAKE ARRANGEMENTS WITH THEIR PARENT(S) OR GUARDIANS TO CONTACT THE SCHOOL OFFICE WHEN ATTEMPTING TO REACH THEM DURING THE SCHOOL DAY.**

When a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned after the administrator or designee has consulted with the student's parent/guardian.

The following are inappropriate uses of communication devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

1. Initial violation – communication device will be confiscated by school staff and secured in a safe location. The communication device will be returned to the student at the end of the day; or held until parent/guardian are able to pick the device up from the school.
2. All subsequent violations – the communication device will be confiscated and secured in a safe location. The student will receive a referral for Insubordination. Disciplinary action will be taken subject to the Acts of Misconduct section of this policy; the cell phone will be returned to the parent.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN COMMUNICATION DEVICES.**

6<sup>th</sup> Grade through 12th Grade Students:

Students will be allowed to use their cell phones before school, in classrooms with teacher permission for INSTRUCTIONAL purposes only and at lunch. As a condition of this permission, the student must assume all risk of loss, damage and or theft of the cellular phone or other electronic devices. The use of any other type of communication device (iPods, mp3 players, electronic devices, laser pointers, etc.) is strictly prohibited.

Possession and use of a cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms and conditions of this rule or otherwise engages in misuse of cellular phone so as to violate the law.

A student is prohibited from using his/her cellular phone to make video recordings at school, to cheat or plagiarize, to bully or haze others, to disrupt the educational process, to view or transmit pornographic, vulgar or inappropriate content, to post derogatory content on social media sites or take unsolicited or unwelcome photographs of students, staff or facilities. The use of earbuds or headphones is strictly prohibited in classrooms and hallways.-Earbuds may be used at lunch.

If a parent or guardian needs to reach their child during the school day they need to contact the child through the main office.

Students must adhere to the Student Code of Conduct and the State's acceptable use policy while using their cellular phone at school on school property, at after-school activities and at school related functions. Students who inappropriately use their cellular phone at school will be subject to disciplinary action as set forth in the student agenda.

The following disciplinary actions may be imposed for a violation of the code of conduct rules concerning cellular phones:

- Warning by teacher or administrator
- Conference with student
- Notification of parent
- Counseling with student by teacher, guidance counselor or administrator
- Confiscation of cellular phone (See 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, offenses)
- Temporary removal from class or activity
- Loss of privileges
- Parent conference
- Lunch detention
- Timeout
- In-School suspension
- Out of school suspension

First Offense – Phone confiscated. No matter what time of day phone is confiscated it will not be returned until the end of the NEXT day unless retrieved by the PARENT.

Second Offense – Phone confiscated. No matter what time of day phone is confiscated it will not be returned until the NEXT day and only to a PARENT.

Third Offense – Phone confiscated. Phone will only be returned at a parent conference. Student receives a discipline referral.

The Woodbridge School District administration, teachers or any member of the staff is NOT responsible for the security of cellular phones. Although the theft of a cellular phone may be investigated, the District cannot guarantee the return of the stolen item. Therefore, it is strongly urged that these devices be left at home and not brought to school. If a student chooses to bring a cellular phone to school, their security is at their own risk.

## SOCIAL MEDIA

Social Media and its use is a part of everyday life. However, please note that because the field of Social Media is a rapidly changing one, and new tools and technologies may come into use, the

same standards still apply, regardless of whether these new tools and technologies have been specifically named in the Code of Conduct. However, in order to ensure that the Woodbridge School District students adhere to their ethical and legal obligations, students are required to comply with the District's Social Media Policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to minimize risk to the District and its students.

Definitions: For the purpose of the article Social Media is defined to include, but it not limited to, the following:

- Blogs
- Message boards
- Chat rooms
- Online forums
- Social networks
- Video sites
- Live Streaming
- Air Drop

Students promoting the District through Social Media are required to comply with these rules:

**YOU ARE PERSONALLY RESPONSIBLE FOR THE CONTENT YOU POST TO A SOCIAL MEDIA WEBSITE.**

Students are encouraged to use the following guidelines to ensure their online conduct comports with the standards expected of good online citizens:

Be Respectful – Maintain respect in all online conduct. Before engaging in online conduct, consider the impact such conduct would have on your relationship with peers, teachers, administration, students, parents and the community at large.

Be Cautious – Be particularly cautious about protecting yourself, your privacy and any sensitive or confidential information. Consider the potential consequences that could occur if the information that you publish should be later republished or shared by others without your express permission.

Be Transparent – Be honest in all online conduct. Correct any misinformation that you publish immediately. Do not purport to be an expert if you are not one.

Should an administrator deem a student under his/her supervision to be using Social Media improperly the administrator will bring it to the attention of the student individually, with all due privacy. Such a discussion may result in discipline, depending upon the level of misconduct in relation to the Code of Conduct.

### **GUN FREE SCHOOL**

Anyone responsible for or who aids in bringing or is in possession of a “firearm” or “destructive device” within the “school zone” (terms as defined in 18 US Code 921) or at any school-sponsored event or activity may receive an expulsion of not less than 180 days.

For purposes of this policy, the term “firearm” means any weapon (including hunting and starter guns), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any weapon; any firearm muffler or silencer; or any destructive device.

“Destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, or similar devices or any combination of parts either designed or intended to convert any device to a destructive one.

“School Zone” includes all school buildings and grounds, an area extending 1,000 feet beyond school boundaries, school transportation, and any vehicle which a student drives or in which the student is a passenger.

### **ADMINISTRATIVE RESPONSIBILITY AND STUDENT RIGHTS**

The administrator of each school has the responsibility and authority to maintain an orderly school. The Woodbridge Board of Education guarantees students the freedoms provided by law, consistent with protecting the due process rights, health, safety and welfare of the students and staff. The Woodbridge Board of Education recognizes and supports students' rights and corresponding responsibilities.

While a student is entrusted in their care or supervision, public school teachers and administrators have the same authority to control the behavior of the student and to discipline or punish the student as a parent, custodian, guardian or other person similarly responsible for the care and supervision of the student as per Delaware Code. No public school teacher, administrator, official employee or agent of the School Board may subject a student enrolled in the school district to corporal punishment.

### **STUDENT GOVERNMENT**

Student government is a means for providing students with an opportunity to express them and to act on school matters through democratic process. All members of the school community share the responsibility for helping the student government. Students shall be given an opportunity to contribute to the making of decisions that affect the climate of the school. District and school policies shall be available for student governments.

### **FREE SPEECH AND EXPRESSION**

One of the basic purposes of schools is to prepare students for responsible self-expression as guaranteed by the U.S. Constitution. Self-expression must not be obscene, libelous, or disruptive to the educational process.

### **PUBLICATIONS**

An important role of the school is to provide effective ways in which students may express themselves in a wide range of subjects. Official school publications, such as newspapers, and including electronic



productions, should reflect the policy and judgment of the student editors and advisors and should include viewpoints representative of the entire school community.

Principals and/or their designee may exercise editorial control over the treatment of sensitive or controversial issues and will suppress or recall literature which they consider primarily commercial or which could disrupt the orderly operation of the school.

### **ATTENDANCE POLICY**

Every parent, and/or legal guardian of a child between the ages of five and eighteen (18) is required and has the responsibility to insure that his/her child attends school. The Woodbridge Board of Education requires that students attend school regularly in accordance with the laws of the State. Continuity of instruction and class participation demand consistent student attendance.

At Woodbridge we believe a positive work habit displayed in school will carry over into the world of work. Good attendance habits learned in school lead to good attendance habits at work and increased job success.

### **PARENTAL NOTIFICATON OF ATTENDANCE STATUS**

Parents/guardians of a Woodbridge student eighteen (18) years of age or older will receive a notice when their student has reached the attendance limit and all further absences for the marking period will be unexcused without acceptable documentation. Students under the age of eighteen (18) who exceed three (3) days per marking period without acceptable documentation will be considered truant and may be referred to court.

### **ATTENDANCE REQUIREMENTS**

In order for an absence to be considered excused, a student must provide written documentation upon return to school. Acceptable written documentation is defined in this policy. Parent documentation cannot exceed more than 10 days per school year. All undocumented absences will be considered unexcused.

### **TARDY/EARLY DISMISSAL REQUIREMENTS**

In order for a tardy/early dismissal to be considered excused, a student must provide written documentation upon return to school. Acceptable written documentation is defined in this policy. All undocumented tardies/early dismissals will be considered unexcused.

### **ACCEPTABLE DOCUMENTED EXCUSES ARE DEFINED AS FOLLOWS:**

- A. Illness of a child with a physician's certificate
- B. Contagious disease – Determined by school nurse.
- C. Death in the immediate home, or home of the grandparent (not to exceed one week). Funerals of other relatives or close friends, (not to exceed one day if in the locality; or three days, if out of state).
- D. Legal business
- E. Dental appointments
- F. Doctors appointments

- G. Religious holidays
- H. Pre-approved family trips
- I. Administratively approved absences with parent/guardian note
- J. Suspensions
- K. Parent Note for Illness (Maximum of 10 days per school year)

1. A student absent from school must bring a note the next day and give it to the attendance officer.
2. In-school suspension students are counted as present.
3. Out of school suspension is an authorized absence. Students will be permitted to make up any work missed.
4. Following the fourth tardy all others must be acceptable documented excuses as defined above.

Other accepted modes of accumulating contact time other than class attendance would be approved alternative school attendance, e.g. DAPI, Sussex County Opportunity Program for Education, Homebound Instruction, Summer School, or approved, pre-arranged, supervised instruction offered by Woodbridge teachers to fulfill an accommodations plan, I.E.P., or other unique need.

**\*\* A PARENT NOTE IS REQUIRED OF ALL STUDENTS REGARDLESS OF AGE UNLESS MARRIED OR SELF-SUPPORTED.**

### **Special Circumstances for High School Students**

High school students are required to attend class regularly in order to receive academic credit for a course. Students who are absent more than ten (10) days for a semester course and more than 20 for a year course WILL NOT receive academic credit. Through an appeal process, however, students who have DOCUMENTED, excuses may be granted additional absences before being denied academic credit. This is not to be interpreted that a student has ten (10) or twenty (20) absences plus absences due to medical reasons. In addition, three (3) tardies to school or three (3) early dismissals from school will equal one (1) absence for this process.

High school students' absences due to school sponsored activities are not counted as absences from school or classes. Time spent with guidance counselors, nurses, or administrators will not be counted toward the total number of absences if the student had a scheduled appointment or was called out of class. All other absences will count toward the total number of absences.

Principals shall establish procedures for informing teachers of students absent from class but not absent from school because the student is engaged in a school activity. Principals and teachers shall establish procedures for such students to follow to make up missed school work.

Students who find themselves in violation of the school attendance policy of 20 unexcused absences may lose credit for the school year. However they may complete 8 hours of community service with an approved organization per each day of unexcused absence over 20 days of attendance for a full year class or 10 days of attendance for a semester class to make up for the days missed in order to be promoted to the next grade level.

Should they not make up the community service time, they will not be promoted to the next grade level.

- The approved organization list will be developed by the administration and Career Tech department at Woodbridge High School. We would be open to any other suggestions.
- The organization would be an outside organization. By that we mean that any community service function within the high school or under the direct supervision of high school personnel such as custodial service, aide service, or any other would be prohibited.
- The in-school supervision and assignment of community service would be directed by the guidance department with oversight by the visiting teacher and the school administration.
- There will be no interface between this community service option and truancy court. Each procedure will move separately.
- All community service related to attendance must be completed at least two weeks prior to the end of the school year or, in the case of seniors, graduation.

### **ADMINISTRATIVE WITHDRAWAL**

A student is considered truant after the third unexcused absence. A student sixteen years of age or older who accumulates two additional unexcused absences during one school year, after the initial truancy, may be administratively withdrawn from school for the remainder of the school year.

### **ATTENDANCE APPEAL PROCESS**

1. To initiate an attendance appeal, the student/parent must write an appeal letter, addressed to the Principal, citing any unusual circumstances, which caused or contributed to the excessive absences and what he/she did to try to make up any missed work and instructional time. Students/parents should maintain and attach to the appeal letter, copies of satisfactory make up work for excused absences. If the primary reason for absence was medical, doctor(s) notes should be on file in the nurse's office for verification. Occasionally, a student may have a personal problem, which he/she does not want to share with the committee. In this case, he/she may have one committee member who is aware of the circumstances speak for him/her. (A letter is still required.) That person may attest to extreme circumstances known only to a doctor or outside counselor in writing.

**EXEMPTIONS WILL NOT BE GRANTED IF APPROPRIATE MAKE UP WORK CANNOT BE DOCUMENTED BY THE STUDENT/PARENT.**

2. The Attendance Committee shall consist of building administrator(s), school nurse, guidance counselor(s), disciplinarian, and other school staff, each of whom shall have one vote.

3. If the appeal is approved by the committee, the student will receive the earned grade for the marking period. If the appeal is not approved, the student will receive a 65 or equivalent or the earned grade whichever is lower.
4. Students' due process rights extend to the appeal process. If the committee does not approve the appeal, the student may send a written request for hearing to the Assistant Superintendent. The letter must be received within five (5) days of the Attendance Committee's decision. If, after conference, the Assistant Superintendent upholds the decision of the committee, the decision will stand.
5. Students with unusual problems or whose families are under the supervision of the Truancy Court and the district visiting teacher, may be considered for an appeal and efforts to make up work may be considered by the principal and/or Attendance Review Committee.

### **REPORTING ILLNESS OR INJURY DURING SCHOOL**

If a student becomes ill in school, he/she should report to the nurse, who will then decide what should be done. Students who become ill during the school day must not leave the building without authorization. If the nurse is not in, students are to report to the office and the principal / principal designee will make the decision. Students who leave the building without prior authorization will face disciplinary action.

All injuries should be reported to the school nurse. If the nurse decides that the individual should receive further medical treatment, every attempt will be made to contact a parent or guardian informing him/her of the seriousness of the injury. For insurance purposes, students should report all injuries that occur in school or during school related functions to the nurse or the professional school staff in charge at the time, prior to seeing a physician for treatment.

### **LATENESS TO SCHOOL**

All students are expected to arrive at school on time. Students who arrive at homeroom/first period after the start of school are tardy. A student who is late to school should present a written explanation.

Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness. Reasons, such as car trouble, personal business, heavy traffic, needed at home, 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 lateness when verified by a note.* Unexcused tardies are subject to disciplinary action.

Students who do not attend at least half of the periods in a given day will be marked absent for the day.

### **TARDY TO CLASS (5 minutes or less)**

All students are expected to arrive at class on time. A student is considered tardy when they are not in the classroom at the time the period bell rings. After five (5) minutes a student will be considered skipping class.

**FAMILY TRIPS**

Any student who is going on a family trip should secure a Family Trip/Special Activities Form from the attendance officer. This form must be signed by all of the student's teachers, the student's parent(s) or guardian, and the student's principal. The form must be completed and returned to the school office two (2) days (48 hours) prior to leaving on a trip. Before final approval can be granted, a conference among the parents, student, and principal may be required. It is also the understanding that it is the student's responsibility to make the necessary arrangements to complete all missed assignments. Students will only be excused for a maximum of five (5) days per school year for family trips. Any additional days beyond this will be considered unexcused. Parents are encouraged to plan vacations during the summer, at Christmas break, or Easter break.

**EARLY DISMISSAL**

Any student having to leave school before the close of the school day must have a written excuse stating the reason and time of dismissal and expected time of return (when appropriate). Excuses must be signed by a parent or guardian and presented to the attendance officer BEFORE first period. Students will only be excused early from school for the following reasons: medical or dental appointments, court appearances, and emergency situations. Only those students who are emancipated may write their own early dismissal notes.

**NO PHONE PERMISSIONS FOR EARLY DISMISSALS, TARDIES, OR ABSENCES WILL BE ACCEPTED, EXCEPT IN EXTREME EMERGENCIES.**

**PARTICIPATION IN AFTER SCHOOL ACTIVITIES:**

1. All students must be in school at least one-half day in order to participate, play, or attend any activity after school.
2. If a student has been absent one-half day and that absence is unexcused, then he/she may not practice or *attend any activity after school.*
3. A student that is serving an in-school or out-of-school suspension is prohibited from participating in extracurricular activities or attending events that evening or for the duration of the suspension.

**MAKE-UP WORK**

Students with excused absences from school shall be allowed to make up all work missed, to take tests, which were missed, and to submit any assignments, which became due during the absence. It is the student's responsibility to request any make up work from their teachers upon the student's return to school. The time allowed for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action. This is at the individual teacher's discretion.

**HARASSMENT**

Sexual harassment or harassment/misconduct by students based upon race, national origin, religion, sexual orientation, or similar characteristic will not be tolerated.

The Woodbridge Board of Education believes that all persons are entitled to a safe environment where individual rights are protected, where all persons are free from intimidation, discrimination, and acts of violence, and where understanding and tolerance of individual differences are encouraged. As part of the district's efforts to foster such a learning environment and in accordance with state and federal law, the following policies on sexual harassment/misconduct based on race, national origin, disability, religion, sexual orientation, or similar characteristic have been adopted.

### **SEXUAL HARASSMENT BY DISTRICT STUDENTS**

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964, which protects persons in the work place, and Title IX of the Education Amendments of 1972, which protects persons from sex discrimination at school.

Sexual harassment can be defined as any unwelcome attention of a sexual nature that interferes with a person's work (school) performance or creates a hostile, intimidating work (school) environment. It may include, but is not limited to, demeaning remarks about one's clothing, body, or sexual activity based on gender; unnecessary touching, patting, or pinching; leering at another person; demanding sexual favors accompanied by threats relating to job or school performance and evaluation; and physical assault.

It is important to remember that no person deserves to have his/her individual freedoms violated and that persons who have experienced sexual harassment often feel guilty, angry, powerless, and fearful.

The following are examples of some types of actions that may constitute sexual harassment, whether the harasser is another student or adult:

Written contact -- suggestive or obscene letters, notes, invitations, graffiti, and electronic messages of a sexual nature.

Visual contact -- sexually suggestive looks or gestures, displaying sexually suggestive or explicit objects or pictures, cartoons, photographs, electronic images, posters, magazines, or other materials.

Verbal contact -- sexually suggestive gestures or obscene comments including, but not limited to, those about a person's body, body parts, or sexual characteristics that are used in a negative or embarrassing way; verbal advances or sexually explicit statements which may take the form of threats, jokes, teasing, phone calls, or pressure for sexual contact or favors.

Physical contact -- uninvited and intentional touching, blocking, or cornering of a person's freedom of movement; pinching, patting, invasion of the person's privacy by leaning over him/her or brushing up against the other person's body; or actual sexual contact, assault, rape.

Retaliation -- any action taken or threatened against another person for complaining about any of the behaviors described above.

If you believe you are the subject of sexual harassment or if you become aware of an instance of sexual harassment, you should report the circumstances immediately to a teacher or the principal or assistant

principal of your school, to the superintendent of the school district, to a parent or guardian, or to any employee of the school district who is in a position of authority.

Persons are urged to report violations of this policy and no one will, in any way, use threats, coercion, or intimidation to prevent a person from reporting sexual harassment. All complaints made to the district staff must be reported by such staff to the Woodbridge School District Title IX Coordinator (Superintendent) Heath Chasanov at the administrative office. His contact number is (302) 337-7990.

Upon receiving notice of a complaint of sexual harassment concerning a school district student, an investigation will be conducted as soon as possible. Confidentiality of the person and/or witnesses to the prohibited conduct will be maintained to the fullest extent possible.

A school district student who is found to have committed sexual harassment toward another student or staff member will be subject to disciplinary action; all reports of sexual harassment will be actively and diligently investigated, and appropriate action will be taken consistent with the provisions of the student disciplinary code and/or state law. The type of disciplinary action will depend upon the seriousness of the offense committed and may include the giving of reprimand or warning, the placing of the offending student on probation, suspension, expulsion, or imposing other disciplinary alternatives.

Follow-up inquiries may be made to ensure that sexual harassment has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

#### **HARASSMENT OR MISCONDUCT BY STUDENTS BASED UPON RACE, NATIONAL ORIGIN, DISABILITY, RELIGION, SEXUAL ORIENTATION, OR SIMILAR CHARACTERISTIC**

Harassment or misconduct that is based upon a person's race, national origin, disability, religion, sexual orientation, or similar characteristic by a student directed against or toward another person that occurs on the school district's premises or at school activities is a form of conduct which is prohibited.

Such harassment or misconduct shall include, but not limited to:

1. Any assault, offensive touching, menacing, or reckless endangering of another person that is motivated by the victim's race, national origin, disability, religion, sexual orientation, or similar characteristic.
2. Oral or written words communicated by any student to another person that attack, degrade, stereotype, or offend based on the person's race, national origin, disability, religion, sexual orientation, or similar characteristic.
3. Any oral, written, or symbolic communication that can reasonably be perceived and considered as offensive, including slurs, jokes with negative connotations, apparel decorated with negative or degrading words or symbols, negative stereotyping, or other communications that are based upon race, national origin, disability, religion, sexual orientation, or similar characteristic.
4. The use of threats, coercion, or intimidation to prevent a person from reporting such harassment or misconduct as set forth in No's. 1 to 3 above.

If you believe you or another person are the subject of such harassment or misconduct or if you witness such actions or communication in general, you should report the circumstances immediately to a teacher or the principal or assistant principal at your school, to a parent or guardian, or any employee of the school district who is in a position of authority.

Persons are urged to report violation of this policy and no one will, in any way, use threats, coercion, or intimidation to prevent a person from reporting harassment. All complaints made to district staff must be reported by such staff to the Woodbridge School District Title IX Coordinator (Superintendent) Heath Chasanov the administrative office. His contact number is (302) 337-7990.

Upon receiving notice of a complaint of harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, an investigation will be conducted as soon as possible. Confidentiality of the person and/or witnesses to the prohibited conduct will be maintained to the fullest extent possible.

A school district student who is found to have committed harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic will be subject to appropriate disciplinary action, and all reports of such harassment or misconduct will be actively and diligently investigated. Appropriate action will be taken consistent with the provisions of the student disciplinary code and/or state law. The type of disciplinary action taken will depend upon the seriousness of the offense committed and may include placing the offending student on probation, suspension, expulsion, or imposing other disciplinary alternatives.

Follow-up inquiries may be made to ensure that harassment has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

### **COMBINATION OF OFFENSES**

In single instances where more than one violation of the Code occurs prior to disciplinary action given, the student may be dealt with at the highest level and may be given the most severe action allowed for any of the offenses committed.

In separate incidents of violations of the Code, offenses cannot be combined prior to disciplinary action in order to determine the appropriate level and action for the latest offense. Offenses are to be considered separate, except as may be provided elsewhere in this policy. If several separate instances of the same offense occur prior to disciplinary action, all of the offenses should be processed at the appropriate level of action specified for each violation.

### **OUT-OF-SCHOOL CONDUCT**

The Code of Conduct shall also apply to out-of-school conduct of a student if the District believes that the student presents a threat to the health, safety or welfare of other students or staff. In such cases, the District may take appropriate action including expulsion. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law;
- Sexual offenses which are punishable by law;



- The possession, sale or transfer (with or without a sale) of drugs which would constitute an offense punishable by law;
- Terroristic threats against the school and/or school personnel.

### **SCHOOL-POLICE RELATIONSHIPS**

A. To ensure that both students and parents are aware of the relationship between the school and the police agencies, you are advised that school officials shall promptly report to the appropriate police agency all police matters, which come to their attention, whether occurring on or away from the school premises, which involve pupils attending the particular school. The following offenses should be reported to the appropriate police agency for investigation:

1. All felonies.
2. Serious assaults when any weapon is used.
3. Report of explosives, knives, firearms, ammunition, fireworks or blasting caps being brought into school.
4. Drug offenses or allegations; consumption or possession of alcoholic beverages.
5. Indecent assaults on pupils or staff.
6. Rape or assault with intent to rape.
7. Morals offenses (pornography, exhibitionism, peeping, etc.)
8. Organized gambling (number and pools).
9. Neglect or abuse of children.
10. Persons or conditions, which are factors in contributing to the delinquency of minors.
11. Adults loitering on or near school property.
12. Unknown persons parked near schools at the time pupils are going to and from school.
13. Observations of reckless driving and traffic hazards endangering lives of school children.
14. Telephoned threats to the school.
15. Arson, attempted arson, or suspicion of arson.
16. Rumors or observations of gang rivalries or activities.
17. Reports of promiscuity or incest.
18. Evidence of threats or intimidation.
19. Larceny involving the personal property of school personnel.
20. Larceny of school equipment.
21. Burglary and attempted burglary of school buildings.
22. Malicious mischief and school vandalism.
23. Trespassing on school property.

B. POLICE MATTERS SHALL NOT INCLUDE CONDUCT, WHICH HAS BEEN TRADITIONALLY TREATED AS A MATTER OF DISCIPLINE TO BE HANDLED ADMINISTRATIVELY BY THE SCHOOLS. ALL SCHOOL MISCONDUCT OF A SERIOUS NATURE SHALL BE PROMPTLY REPORTED TO THE PARENT/LEGAL GUARDIAN OF THE INVOLVED STUDENT.

Correlated with SCHOOL/POLICE RELATIONS GUIDELINES FOR SCHOOL ADMINISTRATORS as approved by the State Board of Education on October 20, 1988.

**MANDATORY REPORTING**

Through passage of the Delaware Code and Department of Education policy/regulations the Woodbridge School District is required to report certain crimes committed by students on school property and school buses. These crimes must be reported to the State. The primary purpose of this law is to make available data on how often these crimes are committed on school property (and school buses). A report must be filed if reportable offenses occur. These include, but are not limited to:

- a) Assaults and extortion involving students with students
- b) Assaults, extortion, offensive touching and terroristic threatening involving students, parents or guardians with school employees.
- c) Possession of controlled substances, dangerous instruments, or deadly weapons.
- d) Other crimes such as felonies, sexual crimes, abuse, organized gambling, etc.
- e) Bullying – both alleged and confirmed incidents.

**PROCEDURES FOR STUDENT/PARENT CONCERNS AND/OR APPEALS**

For instances when students and their parents feel it necessary to discuss concerns relative to school procedures, policies, or regulations, the following guidelines have been established to allow the student or parent to discuss his/her concern:

1. The student and/or parent should always first discuss a problem or concern with the individual immediately concerned. This may be a teacher, or in some instances, an administrator. Concerns should be voiced in an orderly and timely manner. The teacher may request other school officials to be present at the meeting.
2. Should the grievant feel that further discussion and review are necessary, he/she should follow these steps:

Immediate			
<u>Individual</u>	<u>Next Level</u>	<u>Next Level</u>	<u>Next Level</u>
Teacher	Counselor	Disciplinarian	Principal
Counselor	Disciplinarian	Principal	
Disciplinarian	Principal		

Should the matter still not be resolved, the grievant may refer it to the Superintendent or designee of the Woodbridge School District. Should the grievant still not deem the concern resolved, a due process hearing by the District Board of Education will be held.

Controversies concerning Woodbridge rules and regulations may be appealed to the State Board of Education. All meetings will be scheduled in advance to best accommodate all participants. In cases of expediency, an impromptu meeting may be held.

Note - The State Board is not permitted to second-guess the decision of the Woodbridge Board. Rather, the State Board's review is limited to determining whether the decision is supported by substantial evidence, and consistent with Delaware law.

**DETENTION/TIME OUT**

Detentions or time outs are forms of behavior modification, which are implemented when a student violates the student code of conduct.

Examples of detention are but not limited to:

- After-school detention
- Lunch Detention
- Time Out from Class

**SUSPENSION**

In cases where a student may be suspended from school, the administrator will do the following:

- Make the student aware of the charges against him/her.
- Give the student an opportunity to tell his/her side of the story.
- Investigate the incident (talk to witnesses, check facts, etc.)
- If the suspension is issued, the parents will be notified in writing.

In cases of student misbehavior during an in-school suspension, the principal or designee following parental contact has the authority to extend or change the suspension as he/she sees fit. Students on suspension are not permitted to attend any school functions or activities. Students on out-of-school suspension are not allowed to be on Woodbridge School District property at any time during the length of the suspension. Upon return to school from an out of school suspension a student may be required to meet with a school counselor or administrator. The student/parent may appeal the suspension (see Student Rights).

Examples of Suspension are, but not limited to:

- In-school suspension
- Out-of-school suspension

Parents are to be informed of the incident and suspension as soon as possible, by phone, letter, or other written notification, as required by the Code. Students who fail to serve an in-school suspension due to absence will be required to serve the suspension the day that they return to school.

**ASSIGNMENT TO EDUCATIONAL ALTERNATIVES**

A student may be assigned to Educational Alternatives because of serious or repeated violations of the Code. Assignment to Educational Alternatives is the removal of a student from the regular school program, with placement in special alternatives designed to meet the student's particular needs.

Assignment to an alternative school program requires Superintendent and/or Board approval. Prior to placement in educational alternatives, the student and the student's parents shall confer with the administration and/or administration and teachers about the student's need to be in the special program. This conference shall include a discussion of the following:

1. The circumstances which led to the placement;
2. How the special program is designed to remedy the student's needs;

3. The conditions which must be met in order for the student to return to the regular school programs;
4. If parental approval is required for the placement, the written approval of the parents shall be sought at the close of the conference;
5. If a student attends the Sussex County Opportunity Program for Education, the following consequences will apply while enrolled there:
6. The student:
  - Is not allowed to be on Woodbridge property at any time, to include picking up other students or participate in or attend any school-sponsored activity.
  - Must adhere to the Woodbridge school district attendance policy (days absent prior to and while attending any alternative setting will count as total days missed).
  - Is not eligible to be on Woodbridge's honor roll or participate in perfect attendance awards.
  - Is not eligible to participate in graduation ceremonies if he/she is a senior and the expulsion runs to the end of the year.

### **EXPULSION**

Students who continually disrupt the educational environment or commit a serious violation of the Student Code of Conduct will be suspended and referred to the Superintendent by the building administration with a recommendation for a School Board Hearing. The result of this hearing could lead to the expulsion of the student for up to 180 days.

During this time the student may only be on school property in the company of a parent or guardian for a scheduled appointment with school officials. Students may be allowed, with approval of the Superintendent, to return to school in an alternative placement, if the Board Hearing process can't be scheduled before the end of the out of school suspension.

### **CONSEQUENCES OF EXPULSION**

While on expulsion from the Woodbridge School District, students are not allowed to participate in or attend any school-sponsored activity.

After returning to the home school from expulsion, or placement in any alternative program for disciplinary reasons, the student is placed on Principal Level Probation for a minimum of three (3) months.

### **STUDENT HEARING PROCESS**

The following requirements apply to the formal hearing:

- I. The accused student shall be informed of the charges against him/her.
- II. The parents or guardians of the student shall be informed through a written statement (delivered by certified mail) of the specific reasons for the recommendation for expulsion and be apprised of the following:
  1. Procedures of the formal hearing.
  2. Date, time, and location of hearing.
  3. Students right to:
    - a. Be represented by legal counsel.
    - b. Present witnesses/evidence and testify on own behalf.

- c. Cross examine witnesses presented by the District.
- d. Have either a public or private hearing.

Appeal the decision to the State Board within thirty (30) days.

III. Superintendent Hearing – When it is deemed by the Student Code of Conduct (and more specifically by the Acts of Misconduct in this policy) that a Board Hearing is required, the Superintendent, or designee has the discretion of arranging a Superintendent Hearing. The Superintendent Hearing should be attended by the student, student’s parent/guardian(s), representation of the administration of the building that the student attends, and the Superintendent/designee. The purpose of the hearing is to attempt to find a resolution of the matter to determine placement for the student. If no resolution can be reached, a Board Hearing will be scheduled immediately. The Superintendent Hearing is to be an informal process and does not have to follow the formal procedures of a Board Hearing. The Superintendent Hearing process will not be used in situations where the building administration is recommended expulsion. In these instances, a Board Hearing will be scheduled.

### **STUDENT DISCIPLINE – SPECIAL EDUCATION STUDENTS**

When the number of days suspended, either consecutively or cumulatively, reaches more than ten days, the IEP team shall meet to review the student’s disciplinary record. The team will complete a Functional Behavioral Analysis and a Manifestation Determination.

1. If it is determined by the IEP team that the disciplinary offense(s) are not a manifestation of the student’s disability, normal Code of Conduct procedures that apply to regular education students also apply to the special education student with the following exceptions:
  - The special education student has the right to FAPE (Free Appropriate Public Education) until age 21.
  - A suspension of more than 10 consecutive school days or a pattern of suspensions similar in time or nature that exceeds 10 days is considered a change of placement and requires IEP team action as prescribed in State and Federal Regulations.
2. If it is determined by the IEP team that the disciplinary offense(s) are a manifestation of the student’s disability, the team shall recommend:
  - Changing the student’s program or placement, and/or
  - Implementation of a behavior improvement plan

Specific policies and procedures for change of placement in lieu of extended suspension/expulsion and parental/student rights are contained in the *Notice of Procedural Safeguards*, which is provided to all special education parents.

### **DRUGS & ALCOHOL POLICY**

- I. The Woodbridge School District will adhere to and enforce the following policies and/or regulations.

- A. Student possession of unlawful drugs; mandatory complaints. - In any instance where a school employee reports to the Superintendent or designee any incident where a pupil has on his person, or concealed among his possessions, or placed elsewhere on the school premises any controlled substance or item prohibited by the Delaware Uniform Control Substances Act contained in Title 16, Chapter 47 of the Delaware Code, the Superintendent or his/her designee, after verifying the identity of the pupil involved and the probable cause to believe that a criminal charge is appropriate, without unreasonable delay after the incident being reported, shall report such incident to the police department having jurisdiction over the offense. The Superintendent or his designee shall also file a report of such incident with the State Department of Education. The obligations of the Superintendent or designee, as set forth in this subsection, are mandatory, and are not discretionary. Parents will be notified as quickly as possible, either at home or at work, via telephone. In the event that contact cannot be made, a letter will be sent home.

The precepts of confidentiality will be adhered to.

- B. Any material evidence of a criminal offense taken from persons not authorized to possess it, will be handled within the following chain of custody.

Keep the number of persons handling the evidence to as few as possible, no more than two, before turning over to police.

1. Put in writing a description of the evidence, the name of the person illegally possessing it, exactly where it was confiscated, who confiscated it, the time and date it was confiscated, and who received it next in the chain.
2. Never should the evidence be left unattended, and it should be locked in a secure area until given to the police. When the evidence is turned over to the police, the police shall be required to give a receipt indicating the time, date and item or items received.

- C. General searches of a student's person or property may be conducted by the school administration anytime with or without reasonable suspicion of unauthorized activity. A search will be conducted in the presence of a witness and a written record of that action will be prepared and kept on file.

- D. Intervention and Assistance.

1. Each school building will have at least one person to whom staff can refer students to receive initial counseling and to obtain information on counseling treatment services available to the student, on the student's rights, if any, to those services, and on the confidentiality which the student can expect.
2. A directory of resources will be available in the school environment and in the community for counseling and for drug and/or alcohol treatment.
3. At the beginning of each school year and in the event of a new employee, the Principal of each school will review this policy, referral procedures and resources. The Principal will also enlist the staff in efforts to encourage students to seek support and assistance.

4. Students in all grades will be referred, upon notification of their parents or guardians, to the Wellness Center drug/alcohol counselor to receive advanced counseling or treatment.
  5. No cost of treatment or counseling is required from students who enter into such a program at the District Wellness Center.
- E. The penalties for infractions of state and district drug policies are:
1. Use/Impairment: for a first offense, if a student is found to be impaired he/she will be suspended pending a Board hearing with a recommendation for expulsion.
  2. Possession of alcohol, a drug, a drug-like substance, a look-alike substance in any amount, and/or drug paraphernalia: for a first offense, the student will be suspended pending a Board hearing with a recommendation for expulsion.
- F. All prescription and over-the-counter, non-prescription drugs shall be given to the school nurse upon entering the school building. The nurse will then be responsible for dispensing those drugs to the student until such time as they leave at the end of their school day. Other drugs will be considered in violation of this policy.
- G. All provisions of this policy shall apply in cases of drug-like substances or a look-alike substance for establishing that the student intended to use, possess, or distribute the substance as a drug.
- H. All students entering school will be given a copy of policies and regulations governing alcohol and drug use and/or possession. Such a policy guide will also contain services available for drug and alcohol counseling and/or treatment with the District.
- I. The Woodbridge School District Policy regarding Drug and Alcohol offenses, involving handicapped students, will comply with Federal, State, and Local guidelines. Before any disciplinary action or change of placement takes place, a decision as to if the violation was the result of a student's handicapped condition will be made.

Under the provisions of the 1986 Drug Free Schools and Communities Act, a district committee exists composed of administrators, parents, nurses, community leaders, and law enforcement personnel. Revisions to this policy will be submitted to the Department of Education for review and approval.

*Drug use, possession, and sale will not be tolerated in the Woodbridge School District. The Board of Education considers offenses related to drugs and alcohol very serious both for the individual involved and for the welfare of other students in the district. It is the Board's desire and responsibility to provide as safe and positive an environment as is possible for all students. The following rules and regulations have therefore been developed.*

### **ILLEGAL DRUGS, DRUG PARAPHERNALIA AND ALCOHOL**

Any student distributing or selling a medication to other students will be dealt with under the illegal drug/alcohol policy.

- \* Students who voluntarily refer themselves to a staff member for a personal drug and/or alcohol problem prior to any allegation that they have violated the Student Code of Conduct will be offered support and treatment; they will not be dealt with under the drug/alcohol discipline policy.

**“Look-Alike” Substances**

Substances, which are possessed, sold, or distributed, as illegal drugs will be treated, regulated, and dealt with as illegal drugs.

**Controlled Substances, Drug Paraphernalia, Look-Alikes, and Alcohol**

**Possession/Selling/Distribution/Purchasing/Use/Impairment:**

*First Offense*

1. Immediate suspension until a School Board Hearing.
2. Police contact and arrest.

**Over-the-Counter Drugs**

The sale, distribution, or possession of “over-the-counter” type drugs such as aspirin, No-Doze, vitamins, diet pills, etc., is strictly prohibited. It is recommended that the parent contact the school regarding this matter one day before their child brings any medication to school. This will eliminate any misunderstandings regarding the possession of medication.

**Selling, Distributing, Purchasing, Unlawful use, impairment of non-controlled prescription, over the counter, or herbal medications:**

*First Offense*

1. Immediate suspension until a School Board Hearing.
2. Police contact and arrest.

**Personal Medications**

Students who do not leave their personal medications and/or over-the-counter medications including herbals with the nurse:

*First Offense*

1. Administrative conference with student or parent, or
2. One to three days of in-school suspension.

*Second Offense*

1. One to three days of out-of-school suspension.

*Third Offense*

1. Three to five days of out-of-school suspension.

THOSE STUDENTS WHO HAVE A PERSONAL PRESCRIPTION MUST NOTIFY THE SCHOOL NURSE UPON ARRIVAL AT A WOODBRIDGE SCHOOL AND DELIVER SAID MEDICATION IN ITS ORIGINAL CONTAINER.

**Procedure for Handling Evidence**

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 16 De.C. ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate.



## **COMPUTER MISUSE**

Students who copy software without authorization or tamper with files on computers are stealing intellectual property and they should understand the consequences of their actions.

### **Unauthorized Access**

A person is guilty of the computer crime of unauthorized access to a computer system when, knowing he is not authorized to do so, he accesses or causes to be accessed any computer system without authorization.

### **Misuse of Computer System Information**

A person is guilty of the computer crime of misuse of computer system information when:

- As a result of his accessing or causing to be accessed a computer system, he intentionally or recklessly makes or causes to be made an unauthorized display, use, disclosure or copy, in any form, of data residing in, or produced by a computer system.
- That person without authorization, alters, deletes, tampers with, damages, destroys, or takes data intended for use by a computer system.

### **Destruction of Computer Equipment**

A person is guilty of the computer crime of destruction of computer equipment when that person, without authorization, intentionally or recklessly tampers with, takes, alters, damages, or destroys any equipment used in a computer system.

### **Penalties**

Computer crime can range from:

- First degree, Class B felony, for damages over \$10,000  
3 to 30 years imprisonment  
Fines or other conditions as the court may order
- Fifth degree, Class B misdemeanor, for damages of \$500 or less  
Not to exceed 6 months imprisonment  
Fines or other conditions as the court may order
- Copying computer software without permission is a violation of the Copyright Act of 1976, up to 5 years in prison, fines of up to \$100,000
- School consequences can range from detention to expulsion depending on the severity of the offense
- Police contact will be made and an arrest may result

### **Acceptable Use Policy**

Each school year, students and parents of students under the age of 18, will be required to sign an acceptable use policy to acquire access to the Woodbridge School District computer system.

## **CAMERAS**

All students are responsible for their behavior at all times. In order to insure accountability and to maintain educational focus, cameras are in use on school property (including buses).

## **USE OF STUDENT LIKENESS**

During the course of the school year a student likeness may be used for newsprint, television media, district or school website, etc. If a parent does not want their child's likeness used a letter requesting such must be sent each school year to the building principal and kept on file.

## **SCHOOL BUS STUDENT CONDUCT AND DISCIPLINE PROCEDURES**

The following are Woodbridge's rules for student conduct while riding, entering or exiting a school bus. These guidelines are established to preserve the safety of all Woodbridge students who use a school bus for transportation. All students must adhere to the following rules. Violation of these rules may result in suspension and/or denial of bus riding privileges and/or school disciplinary action. Buses are equipped with video cameras and recording devices to assist with bus behavior. Nothing in this policy shall preclude the required enforcement of other policies that govern student discipline.

### **STUDENTS WILL ADHERE TO THE FOLLOWING:**

1. Obey the driver promptly and be courteous to the driver and to fellow pupils. Pupils are to conduct themselves while on the bus in such a way that they shall not distract the driver from driving tasks.
2. Observe classroom conduct when on the bus and at stop areas. The school bus is a classroom on wheels.
3. Do not smoke, use profanity, eat, drink or chew gum on the bus.
4. Do not throw articles of any kind, inside, around the bus or out of the bus windows.
5. Wait in a safe manner for the bus on the sidewalk or shoulder, not the roadway.
6. Keep a safe distance from the bus while it is in motion.
7. Enter the bus when directed to by the bus driver or aide without crowding or disturbing others and occupy their seats immediately. Students should stay in their seat until the bus arrives at the discharge point.
8. Remain seated, face forward, and keep the aisle clear.
9. Be at their bus stop approximately 5 minutes before scheduled pickup time.
10. Exit the bus only at their approved stop or at school. Get on or off the bus only when it is stopped. Do not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
11. Before crossing the road to board the bus, cross only upon an audible clearance signal from the driver/aide.
12. Do not cross the road until it is clear of all traffic or when all traffic has come to a complete stop and then walk in front of the bus beyond the crossing control arm and far enough to be seen by the driver at all times.
13. For unloading, walk at least 10 feet away from the side of the bus and remain in view of the driver. For those crossing the road, walk to a position at least 10 feet in front of the right corner of the bumper and away from the bus. After looking in all directions and being told to begin crossing by the driver or aide, walk to the left edge of the school bus, look for traffic again in all directions, and wait to be told to cross by the driver/aide.
14. Stay out of the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is in motion.

15. No student shall occupy a position in the driver area in front of a barrier or white floor line that may distract the driver's attention or interfere with the driver's vision.
16. Follow highway safety practices in accordance with the Motor Vehicle Laws of the State of Delaware by walking on the side of the road facing traffic when going to or from the bus or bus stop along the highway.
17. Do not shout to other passengers or to passers-by.
18. Do not open the bus windows without permission from the driver, extend any body part out of the windows or call out to passers-by.
19. Keep the bus clean, sanitary, and orderly and do not damage or abuse the equipment or seats.
20. Place no book bags, books, projects, or any other equipment in the aisles – these items should be kept on their laps. Students should keep feet out of the aisles.
21. Misuse of cell phones and other electronic equipment will not be tolerated.
22. Serious violations and other forms of misconduct will be handled through the disciplinary steps for Acts of Misconduct as documented in the student Code of Conduct in conjunction with the Consequences for Violations of Bus Behavior Rules.
23. Other forms of misconduct that shall not be tolerated on the bus and at bus stops are acts such as, but not limited to, bullying, indecent exposure, obscene gestures, spitting, and other actions that may be addressed in the district code of conduct.

### **CONSEQUENCES FOR VIOLATIONS OF BUS BEHAVIOR RULES**

Bus drivers have the authority of a classroom teacher. Drivers will initially discuss minor violations with the student and parents and attempt to resolve the problem without written referral. If this technique is unsuccessful, then written referrals will be completed and forwarded to school administrators for action as outlined below:

First Referral – Student will receive a written referral. A bus suspension may be imposed.

Second Referral – Student will be suspended from riding the bus for 1-3 days at the discretion of the building principal or designee.

Third Referral – Student will be suspended from riding the bus for 3 days.

Fourth Referral – Student will be suspended from riding the bus for 5 days.

Fifth Referral – Student will be suspended from riding the bus for 10 days. Student, parents, principal, district transportation supervisor, bus contractor and bus driver must attend a conference to discuss the student's behavior before the student's riding privilege is reinstated.

Sixth Referral – Student suspended from riding the bus for the remainder of the current school year.

For grades Pre-K through grade five (5) lesser consequences/actions may be imposed by the building administration.

### **SUSPENSION OF BUS PRIVILEGES:**

Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. DURING THE SUSPENSION OF BUS PRIVILEGES, IT SHALL BE THE PARENT'S RESPONSIBILITY TO PROVIDE THE STUDENT'S TRANSPORTATION TO SCHOOL. FAILURE TO ATTEND SCHOOL, DUE TO THE LOSS OF BUS PRIVILEGES, IS CONSIDERED AN UNEXCUSED ABSENCE. Suspensions of privileges shall not be used as a disciplinary action for non-bus related violations.

**FIGHTING**

In the Woodbridge School District, fighting will not be tolerated. The school's expectation is for students to remove themselves from verbal or physical confrontations. Consequences will include a minimum of five days out-of-school suspension, police notification and possible arrest for disorderly conduct, and placement on principal's probation.

**SCHOOL UNIFORM/DRESS CODE ENFORCEMENT**

Every effort will be taken to ensure that students will be in compliance with Woodbridge School District's uniform dress code. Inappropriate dress will be modified immediately whenever possible. Parent/guardian may be requested to bring proper attire to school. Student will be removed from classroom until dress code compliant. Student will be subjected to the disciplinary steps in regards to the acts of misconduct.

**RESPONDING TO TEEN DATING VIOLENCE AND SEXUAL ASSUALT POLICY****A. *Teen Dating Violence:***

In general, teen dating violence is not a mandatory report except under certain circumstances. These circumstances include:

- a) Violent Felony in the school environment:
  - An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
- b) Assault III in the school environment:
  - An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
- c) Unlawful Sexual Contact III in the school environment:
  - An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.
- d) Abusive Sexual Behavior Against a Minor regardless of where the incident occurs and Abusive Sexual Behavior against a student 18 years of age or older in the school environment:
  - An immediate report shall be made to the Division of Family Services. Law Enforcement should also be contacted.
- e) Threats of Harm to Self or Others:
  - An immediate report shall be made to the appropriate police jurisdiction.

**B. *Responding to Teen Dating & Sexual Violence:***

This protocol is intended for teen dating violence situations that occur (in the school environment or outside the school environment) and do not require a mandatory report to Division of Family Services or law enforcement.

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

- 1) Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and alleged perpetrator together.
- 2) Refer to the Student Code of Conduct based on the behavior but consider additional responses, such as providing outside resources to the student.
- 3) Refer the victim to the counselor in the school for services and safety planning.

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

- Inform the victim of school and community resources as needed, including their right to access advocacy and counseling services, file charges or seek legal protection, such as a Protection from Abuse Order.
- Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after school activities.

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

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

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

***E) Protocol for Responding to Sexual Violence – Where Mandatory Reporting is not Required:***

Mandatory reports are required in all instances of sexual violence except for when a student, 18 years of age or older, is a victim of sexual violence that occurs outside of the school environment (unless the perpetrator is a school employee). This protocol is intended for those instances that ***do not*** require a mandatory report.

Any school employee who learns that a student, 18 years of age or older, may be a victim of sexual violence not requiring mandatory reporting shall take the following steps:

- Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and alleged perpetrator together.
- Refer to the Student Code of Conduct based on the behavior, but consider additional responses, such as providing outside resources to the student.
- Refer the victim to the Counselor in the school for services and safety planning.

Any Counselor in the school who learns from another school employee, that a student may be a victim of sexual violence not requiring mandatory reporting, shall take the following steps:

- Inform the victim of school and community resources as needed, including the right to access advocacy and counseling services, file charges, or seek legal protection, such as a Protection from Abuse Order.
- Encourage the victim to seek medical attention. The victim will not be responsible for out of pocket costs by obtaining a Sexual Assault Exam.
- Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after school activities.

***F) Protocol for Responding to Sexual Violence - Mandatory Report Required.***

- Regardless of where the incident takes place, any abusive sexual behavior against a minor by another minor or adult requires an immediate report to the Division of Family Services. This should also be reported to the appropriate police jurisdiction.
- Any school employee who learns that a student may be a victim of sexual violence requiring a mandatory report shall take the following steps:
  - Separate the Victim from the alleged perpetrator. Do not under any circumstances meet with the victim and alleged perpetrator together.
  - Report incidents that fall under the mandatory reporting obligation to the appropriate police jurisdiction and Division of Family Services when appropriate and notify the police if applicable.

***G) The School Administrator or Designee Shall Take the Following Steps:***

- Speak with the victim and alleged perpetrator separately if approved by the investigating agency. The alleged perpetrator should be told that any statements made may be part of any future discipline or delinquency or criminal proceeding.
- Speak with bystanders/witnesses who may have been present or involved.
- Administer disciplinary consequences to the alleged perpetrator per the Student Code of Conduct regarding this type of behavior when appropriate, including but not limited to making a disciplinary referral and a counseling referral.
- Inform the victim of his/her right to file a Protection from Abuse Order or school-based complaint of sexual harassment, dating violence or sexual violence with any counselor or Administrator. Support the victim in documenting the incident.

- Contact the parents/guardian of the victim and the alleged perpetrator to inform them that an incident of dating violence or sexual violence is being investigated.
- Document actions taken.

***Working with Victims:***

- Safety is and always will be the primary focus of concern;
- Identify action to be taken to insure safety and ability of this victim to participate in school without fear of intimidation. Include the victim in determining safety precautions.
- Inform parents/guardians of school resources as needed. These include but are not limited to: right to access advocacy and counseling services, file charges or seek legal protection, such as a Protection from Abuse Order.
- Encourage victim to seek medical attention if needed.
- Encourage victim to report further incidents.
- Inform the victim of his/her right to request an in-school Stay-Away Agreement or another school based alternative to a Protection Order.
- If sexual harassment is involved, inform the victim of his/her right to file a complaint of sexual harassment directly with the Title IX Coordinator.
- Monitor the victim's safety.

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

***Protocol for Working with the Alleged Perpetrator:***

- Conference with the alleged perpetrator and parent/guardian.
- Tell alleged perpetrator that any statements made may be part of future disciplinary, delinquency or criminal proceedings.
- Emphasize expectations for positive behavior.

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

***Documentation of Incidents:***

***The School Administration or Designee Shall:***

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



## H) Confidentiality

### 1. School Counselors, Mental Health & Medical Professionals

These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. HIPAA (the Health Insurance Portability and Accountability Act of 1996) provides for confidentiality. However, certain information can be released in particular circumstances such as; law enforcement investigations, mandatory reporting (such as child abuse) and in the course of certain judicial or administrative proceedings. Additionally, students may give informed consent to release their information. Mental health and medical professionals are required to maintain confidentiality of all information acquired from clients in a professional capacity (including information regarding teen dating violence) **except in the following situations: a student communicates an explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves), or any suspicion of child abuse**, or in a case when the student presents with serious burns or respiratory tract burns, non-accidental poisoning, stab wounds, bullet wounds, gunshot wounds, powder burns, or other injury caused by the discharge of a gun, pistol, or other firearm.

### 2. Other School Employees, Including Teachers & Administrators

These professions are not bound by confidentiality. However, once a school employee knows or reasonably should know of possible sexual violence of a minor and/or any sexual violence that could have occurred in the school environment, the school employee must take immediate and appropriate action to explore the incident and keep the student victim safe.<sup>15</sup> The next section will address in what specific circumstances reports to the Division of Family Services (DFS) and/or law enforcement are mandated.

## DISCIPLINARY STEPS

The following Disciplinary Steps are coded and are applied to the Acts of Misconduct. A teacher or administrator at anytime in regards to the administration of this policy may call for a parent conference.

- A. Detention or Time Out
- B. One to three days of suspension or Time Out  
(May be in school, out-of-school and/or loss of bus privileges)
- C. Three to five days of suspension  
(May be in school, out-of-school and/or loss of bus privileges)
- D. Five to ten days of suspension  
(May be in school, out-of-school and/or loss of bus privileges)
- E. Recommendation for School Board Hearing.
- F. Restoration/restitution
- G. Police notification and possible arrest

While an attempt has been made to identify every possible disciplinary situation, it is recognized that there will arise situations not covered under “Acts of Misconduct” or cases requiring special treatment. The principal or designee on an individual basis will resolve these special conditions. The school administration will at all times have the option of taking other disciplinary measures with students such as removing students temporarily from class, assigning written work, etc.

- The school environment shall be defined as the physical structure of the school, the school buses, school field trips and any school-related activity on or off the school property.
- Unintentional property damage will result in restitution based on cost of materials and labor (if applicable).
- Any student who accumulates ten or more days of out of school suspension per school year will be referred to the Board for a student hearing.
- Physical assault upon a teacher or staff member, possession of weapon or any dangerous device, and the possession/use/distribution of drugs and/or alcohol, must be reported to the Department of Education.

Nowhere is it stated or implied that this document is all-inclusive. The school has the authority and responsibility for maintaining the education process, and the district has the authority to expel a student for out-of-school conduct (such as, but not limited to: murder, arson, sexual offenses, serious assaults, or drug activity other than simple possession which poses a danger to the health, safety, or welfare of others.)

For grades Pre-K through grade five (5) lesser consequences/actions may be imposed by the building administration.

<u>ACTS OF MISCONDUCT</u>	<u># OF OFFENSES</u>			
	1st	2nd	3rd	4th
Assault, Offensive Touching and/or Threatening Teacher or Staff	D,E,G			
Arson	D,E,F,G			
Assault	D,E,G			
Bullying	C	D,E,G		
Cell Phone Misuse	A,B,C,D,G			
Cheating and/or Plagiarism	B	B	C	D,E
Skipping Class	B	B	C	D,E
Computer Misuse	B	C	D,E	
Disruption of Class, Hallway, and/or School Bus	A	B	B	C
Disrespect and/or Insubordination/Defiance of School Authority	B	B	C	D,E
Disorderly Conduct	C,G	D,G	D,E,G	
Extortion	C,G	D,G	D,E,G	
False Alarm and/or Bomb Threat	D,E,G			
Fighting	D, G	D,E,G		
Forgery	B	B		C D,E
Foul and/or Abusive Language/Gestures	AorB	AorB	C	D,E
Gambling	BorC	CorD	D,E	
Harassment	C,G	D,G	D,E,G	
Horseplay and/or Pranks	A	AorB	BorC	CorD
Inappropriate Familiarity and/or Physical Contact	A	B	C	D,E
Indecent Exposure and/or Proposition	D,G	D,E,G		
Instigation/Conspiracy	B	C	DorE	D,E
Leaving School Without Permission	B	C	D,E	
Littering	A	A	B	C
Offensive Touching	C,G	D,G	D,E,G	

Out of Assigned Area-Loitering	A	A	B	C
Possession and/or Distribution of Obscene Materials	C	D	D,E	
Possession of Weapon or Any Dangerous Instrument	D,E,G			
Possession,Use,Distribution of Drugs and/or Alcohol	D,E,G			
Reckless Driving	BorC,G	D,G	D,G	D,G
Refusing to serve Detention	B	B	C	C,D
Refusing to serve Suspension/Failure to Perform in ISS	B	B	C	D,E
Safety Violation	AorB	AorB	BorC	D,E
Sexual Misconduct and/or Assault	D,E,G			
Stealing and/or Possession of Stolen School Property	CorD,F,G	D,E,G		
Smoking,Possession of Tobacco Products	B	B	C	D
Tardy to Class	A	A	B	C
Terroristic Threatening	D,G	D,E,G		
Skipping School	B	C	C	D
Vandalism	C,F,G	D,E,F,G		
Uniform/Dress Code Violation	<del>A</del> B	<del>A</del> B	<del>B</del> C	C

## **GLOSSARY**

- Terms and definitions used throughout this policy from DDOE Regulation 614 can be found at *As used in this code*

**Absence** - missing more than one and one-half hours but less than one-half day, counts as a one-half-day absence. Missing more than one-half the school day counts as an all-day absence.

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

**Arson** - a person recklessly or intentionally damages a building by intentionally starting a fire or causing an explosion.

**Assault** - to inflict physical injury which causes impairment of physical condition or substantial pain.

**Assault III** - (1) a person intentionally or recklessly causes physical injury to another person; or (2) With criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or a Dangerous Instrument.

**Attorney General's Report (Juvenile Arrest Warrant and Complaint)** - the Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety and welfare of others, including, but not limited to acts of violence, weapons offenses and Drug offenses.

**Assignment to Educational Alternatives** - the placement of the student in an appropriate alternative situation until the student has satisfied the requirements to return to the regular programs.

**Bomb Threat** - an expression of intention to do harm by use of an explosive device (see terroristic threatening)

**Breaking and Entering** - unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets and vehicles.

**Bullying** - any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her

property; or (2) Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

Burden of Proof - In a student disciplinary hearing the burden is placed upon the school administration to prove the student's guilt of the offense charged by substantial evidence, which means evidence which the School Board believes, is sufficient to support a finding of guilt. This is different than the burden of proof required in a criminal charge brought by the State where the burden of proof is guilt beyond a reasonable doubt. Substantial evidence is a lower standard of proof than exists in a criminal case. In addition, a student can be charged with both a violation of the Code of Conduct and a violation of Delaware law, such as in the case of possession of the drugs. The school district may hold a student disciplinary hearing and, if sufficient evidence exists, find a student guilty of violating the Code of Conduct prior to the date of the student's trial in Family Court. Further, even if student is found not guilty of or if the criminal charge is dismissed, that result is not binding upon the school district, which makes its decision solely on the basis of the evidence introduced at the student hearing.

Cheating - to be dishonest or deceptive in order to obtain an advantage or gain for oneself or another student. Examples include, but are not limited to, giving or receiving answers, test questions, work results, or projects.

Code - the Student Code of Conduct.

Computer Misuse - See page 22

Conspiracy - A plot to carry out some harmful or illegal act.

Criminal Drug Offense, Commission of - the Commission by a student of the unlawful Possession, Distribution, or use of Alcohol, a Drug, a Drug-Like Substance, and/or Drug Paraphernalia.

Criminal Deadly Weapons/Dangerous Instrument Offense, Commission of - the Commission by a student of an offense prohibited by 11 Del.C. §§1442 through 1458 inclusive.

Criminal Mischief (Vandalism) - a student, in the School Environment, intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tamper with tangible property of another person so as to endanger person or property.

Criminal Sexual Offense, Commission of - the Commission by a student of an offense prohibited by 11 Del.C. §§763 through 780, inclusive, or §§1108 through 112A, inclusive, or §1352(2) or §1353.

Criminal Violent Felony Offense, Commission of - the Commission by a student of any violent felony as specified in 11 Del.C. §4201(c).

Cyberbullying - shall mean the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

Dangerous Instrument(s) Possession/Concealment/Sale - the unauthorized Possession/Concealment/Sale by a student in the School Environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.

Deadly Weapon(s) Possession/Concealment/Sale – the Possession, concealment, or sale of a Deadly Weapon in the School Environment.

Defamatory or Demeaning Actions/Remarks - actions or remarks, spoken or written by students that defame the dignity or self-esteem of individuals or groups on the basis of their race, color, creed, sex, national origin, martial status, physical or mental disability, political or religious beliefs, family, sexual orientation, social or cultural background.

Defiance of School Authority – (1) a verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or (2) A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.

Detention - an established time when a student is detained in a supervised area.

Disciplinary Probation - a student must fulfill specific commitments for a specified time. If the student fails to fulfill the commitments, she/he will be referred to the Discipline Review Committee for a decision about further actions, which may include the possibility of a recommendation of expulsion and/or alternative placement, and a hearing before the Board.

Disorderly Conduct - Conduct in the School Environment which 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.

Disrespect/Insubordination - refusal by a student to comply with a directive given by school personnel and includes but not limited to use of bold, rude, or disrespectful insulting remarks or actions.

Disruption - behavior which produces distraction, friction, or disturbances that interfere with the normal functioning of the teacher, the students, the class or the school; to cause disorder or turmoil.

Distribution of Drugs and/or Alcohol and/or Drug Paraphernalia – the transfer or attempted transfer of drugs, alcohol, look-a-likes or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration, on school property, or on school field trip of Drugs or Alcohol.

District - the Woodbridge School District.

Drug - any controlled substance or counterfeit substance as defined in Chapter 4701 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 a prescribed person other than the student in whose possession it is found.

Drug-Like Substance - any non-controlled and/or non-prescription 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 - 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.

Emancipated – When a minor student is legally freed from control by their parents or guardians, and the parents or guardians are freed from any and all responsibility toward the child. An emancipated minor student is no longer considered a minor and has been granted adult status early by the court.

Expulsion - shall mean exclusion from school and school related activities for a period of time not to exceed one calendar year. Only the Board of Education may expel a student from school.

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

Felony Theft (\$1500 or more) - (1) when a person takes, exercises control over or obtains property of another person intending to deprive that person of it or appropriate it; or (2) When a person, in any capacity, legally receives, takes, exercises control over or obtains property of another which is the subject of Theft, and fraudulently converts the property to the person's own use. The Theft is considered a felony when the value of the property received, retained, or disposed of is \$1500 or more the victim is 62 years of age or older, or an "adult who is impaired" as defined in § 3902(2) of Title 31, or a "person with a disability" as defined in § 3901(a)(2) of Title 12.

Fighting - any aggressive physical altercation between two or more individuals.

Forgery - to make something false for the purpose of deception or fraud; to alter something for the purpose of deception.

Gambling - participation in games of chance for money or other things of value.

Gun Free School's Violation - the prohibited bringing to school, or Possession while in school of a Firearm by a student.

Harassment any actions or statements made with the intent to harass, annoy, or alarm another person which: (1) insults, taunts, or challenges the other person or; (2) is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the actor knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer, fear, alarm, or distress.

Inappropriate Familiarity and/or Physical Contact - includes but not limited to any touching of a sexual nature, kissing, either consented to or not, while on school property; attempting to engage or engaging in sexual activity on school property or at school sponsored events.

Indecent Exposure - an offensive display of one's person.

Indecent Proposition - offensive suggesting of sexual intercourse.

Inhalant Abuse - chemical vapors that are inhaled for their mind-altering effects.

In-School Suspension - the temporary placement of a student in a supervised area.

Insolence - to use bold, rude, or disrespectful insulting remarks or actions.

Instigation - responsible for initiating or coercing another's action of a harmful or illegal act.

Insubordination/Defiance of School Authority - the act of deliberately disobeying the order of a staff member

Likeness - any picture or video of a student.

Loitering - being in an area without legitimate purpose.

Look-alike Substance - 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 Del. C. Sec. 4752A.

Loss of Driving Privileges - the student may not drive or park on school property during school hours or during school related activities for a period of time determined by the principal.

Lying - intentional distortion of the facts.

Medications: Inappropriate Use or Possession - Possessing or using Nonprescription Medication or Prescription Drugs of any type in the School Environment in violation of 14 **DE Admin. Code 612**.

Menacing - creating fear in another person(s) through threatening movements or gestures directed toward that person(s).

Misuse of Technology - the use of school technology equipment in: soliciting, using, receiving or sending pornographic or obscene material; or accessing unauthorized email; or the unauthorized downloading and/or installing of files; or intentionally damaging technology equipment in the School Environment; or a situation in which a student deliberately: tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of the

information or the ability of the system to operate; or in any way disrupts or degrades the school or District's technology infrastructure.

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

Offensive Touching - intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.

Parent Contact or Conference - means a telephone contact, written communication or meeting with a parent/legal guardian.

Pornography – the Possession, sharing, or production of any known obscene material in the School Environment.

Possess, possessing, or possession - 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 any item in question, prohibited items or substances such as alcohol, a drug, a look-alike substance, drug-like substance or drug paraphernalia.

Prescription drugs - any substance obtained directly from or pursuant to a valid prescription or order of a practitioner, as defined in 16 Del. C. Sec. 4701 (24), while acting in the course of his her professional practice, and which is specifically intended for the student in whose possession it is found.

Principal - includes the Principal's designee.

Principal Probationary Contract - when repeated inappropriate behaviors occur or when a student fails to respond to recommended or required consequences for inappropriate behaviors, the student may be placed in a behavioral contract. A behavioral contract is an agreement between the student, the student's parent(s) or guardians, and an administrator. The behavioral contract will specifically state the conditions that, unless met, will result in a recommendation for further disciplinary action.

Profanity - use of abusive or profane language; cursing or swearing.

Provoke - to incite, stimulate, or encourage a student or students to fight by verbal or physical activity.

Rape or Attempted Rape - sexual intercourse and attempted Sexual Intercourse without consent of the victim in both cases.

Reckless - to be careless of the consequences of action without caution; possibility of causing injury to yourself or another person.

Reckless Burning - when a person intentionally or recklessly starts a fire or causes an explosion and recklessly places a building or property in danger of destruction or damage or places another person in danger of physical injury.

Referral to the Courts - filing a charge of alleged illegal action over which the court has jurisdiction.

Referral to Social Services Agencies - a recommendation that the student seek help from a public or private social services agency.

Removal from Class - removing a student from class when the student's conduct is disruptive or presents immediate danger of physical harm of either the student or others. The student will be assigned to a supervised area. The length of time will be determined by the building administrator or designee.

Repeated Violations of Student Code of Conduct - five or more violations of the school's Code of Conduct within a school year, excluding chronic infractions for tardiness or unexcused absences to school/class.

Reprimand - a verbal or written warning that behavior is not acceptable. The reprimand should identify the consequences of continued misbehavior.

Restitution - seeking the payment for or restoration of damaged property from the student(s) responsible. In no event is the District responsible for restitution.

School Environment - 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.

School Personnel - any person employed by the District on a permanent or temporary basis, or anyone employed by a contracted service agreement.

Sexual Assault - any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) of Title 11; Sexual Intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11; and child sexual abuse as defined in §901 of Title 10.

Sexual Misconduct - a consensual sexual act(s) between two individuals within the School Environment.

Skipping Class – missing 5 or more minutes of a single class without cause. Students must have prior written approval from sending and receiving staff for arrangements to miss an assigned class to attend another class during that time.

Stealing - Taking, exercising control over or obtaining property of another person intending to deprive that person of it or appropriate it.

Steroids Possession and/or Use - the unlawful Use or Possession of steroids.

Superintendent - includes the Superintendent's designee.

Suspension - a student's temporary exclusion from the school, school grounds, and all school related activities by a building administrator for a period not to exceed ten (10) school days without board approval.

Suspension of Bus Privileges - the temporary or permanent withholding of bus transportation.

Tampering with Public Records - a person knowingly without valid authorization removes, mutilates, destroys, conceals, makes a false entry in or falsely alters any original record or other written material filed with, deposited in or otherwise constituting a record of a public office or public servant.

Tardy to class- A student is considered tardy when they are not in the classroom at the time the period bell rings. After five (5) minutes a student will be considered skipping class.

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

Terroristic Threatening - (1) a person threatens to commit any Crime likely to result in death or in serious injury to person or property; or (2) a person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury.

Terroristic Threatening - Security Threat - when a person makes a false statement or statements: (1) knowing that the statement or statements are likely to cause evacuation in the School Environment; (2) knowing that the statement or statements are likely to cause serious inconvenience in the School Environment; or (3) in reckless disregard of the risk of causing terror or serious inconvenience in the School Environment.

Threatening/Menacing - to declare an intention to inflict punishment, pain, or loss by verbal or written statement, to create fear through threatening movements or gestures upon someone else.

Unlawful Sexual Contact III - when a student has sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim's consent.



Use - 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.

Use and/or Possession of a Drug and/or Alcohol Paraphernalia - that in the School Environment, a student unlawfully Possesses, Uses or is under the influence of Alcohol, a Drug, Drug Paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia.

Vandalism - willful or malicious destruction or defacement of property.

Violation of Behavior Contract – the failure of a student to comply with the provisions of any behavior contract between the student, his/her legal guardian, and the school.

Weapon - any weapon from which a shot may be discharged, a knife of any sort; switchblade knife; Billy; blackjack; bludgeon; metal knuckles; slingshot; razor, bicycle chain; ice pick, nunchakus, and pocket knives.

Witness - if you were a witness to the misconduct of another student, you may be called as a witness at the time of the student hearing. Under Delaware law, school authorities are given the legal right to issue a subpoena to require you to attend and testify. Since a student hearing is not a criminal proceeding, you may not refuse to answer on the ground that your answer will incriminate you or subject you to criminal prosecution.

Work Assignment - an assigned task not exceeding eight (8) hours which must be completed by the student.

Written Assignment - an assignment, which is non-repetitive and has educational merit.

FIRST READING:	3/21/06
SECOND READING:	4/11/06
FIRST READING:	5/8/07
SECOND READING AND APPROVAL:	5/22/07
FIRST READING:	4/22/08
SECOND READING AND APPROVAL:	5/6/08
FIRST READING:	4/7/09
SECOND READING AND APPROVAL:	5/5/09
FIRST READING:	5/4/10
SECOND READING AND APPROVAL:	5/18/10
FIRST READING:	4/16/12
SECOND READING AND APPROVAL:	5/22/12
FIRST READING:	5/7/13
SECOND READING AND APPROVAL:	5/21/13
FIRST READING:	4/16/14
SECOND READING AND APPROVAL:	5/7/14
FIRST READING:	2/4/15
SECOND READING AND APPROVAL:	2/18/15
FIRST READING:	3/18/15
SECOND READING AND APPROVAL:	4/22/15
FIRST READING:	3/17/16
SECOND READING AND APPROVAL:	4/21/16
FIRST READING:	4/27/17
SECOND READING AND APPROVAL:	5/18/17