VISION

NCCVT School District delivers world-class Career and Technical programs combined with rigorous academic curricula to equip students with the 21st century skills that will best serve the State of Delaware and the global community.

MISSION

We provide superior Career and Technical Education, enabling all students to achieve their aspirations.

CORE BELIEFS

NCC Vo-Tech School District Believes:

- All students have the ability to learn and the opportunity to succeed.
- Our district community has the highest standards and expectations for instruction.
- Our schools are unique in providing extensive Career and Technical Education opportunities and experiences that prepare students for postsecondary success.
- It is important to respect and value diversity, creating an environment that is inclusive of all.
- Business partnerships, community involvement, and family support are essential to our high quality schools.
- All students are workforce-ready upon graduation.

It is the policy of the New Castle County Vocational Technical School District not to discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or covered veteran status in employment, admission to, or participation in its programs, services, and activities.

Es la política del New Castle County Vocational Technical School District no para distinguir sobre la base de carrera, color, religión, origen nacional, género, orientación sexual, estado civil, edad, la discapacidad, o situación veterana cubierta en empleo, entrada a o la participación en sus programas, servicios y actividades.

Inquiries regarding compliance with the above, and/or Title VI, Title IX, the Americans with Disabilities Act or Section 504 may be directed to the Director of Personnel Services at 995-8043.
The Student/Parent Handbook contains official policy of the Board of Education of the New Castle County Vocational Technical School District. In special situations where the Board approves policy modifications relevant to an individual school project, parents will be notified accordingly by the school administration. The Board of Education approved this Handbook in May 2020.

This handbook is also available online at
http://www.nccvt.k12.de.us/parents-prospective-students/student-services/
MESSAGE FROM THE SUPERINTENDENT

Dear Students and Parents/Guardians:

Welcome to the New Castle County Vocational Technical School District and the 2020-21 school year. Thank you for being a part of our incredible school district, and we look forward to an exciting school year filled with learning and accomplishment. Our mission is to provide superior Career and Technical Education, enabling all students to achieve their aspirations. All of us in the entire school district embrace this mission and carry it out in our daily work.

The Student/Parent Handbook is updated each year and is provided to students to ensure their understanding of their rights and responsibilities and the rules that guide our schools to enhance each student’s opportunity for success. These rules provide clear responsibilities and expectations for our students in the school district and their conduct. Be sure to read the contents of the handbook, which includes several important topics, such as attendance, discipline, due process, rules, transportation, and athletic eligibility guidelines.

If you have any questions about the handbook, or if you ever have a school concern, contact your student advisor, school counselor, or administrator. There is a telephone directory in the handbook with the phone numbers of school staff, as well as the school calendar and school closing information.

We value your choice to attend one of our progressive CTE schools, and on behalf of the School Board, administrators, teachers, and support staff, I wish you a productive and successful school year. High school is filled with incredible opportunities to grow and learn, so I encourage you to take full advantage of our many programs and services, work hard, make lasting friendships, enjoy your experience, and follow and utilize the code of conduct.

Sincerely,

Joseph M. Jones, Ed.D.
2020-2021 Student/Parent Handbook
Acknowledgment Form

In order to assure the school staff that all concerned persons are familiar with the information in this student/parent handbook, we ask that each student share this handbook with their parents/guardians. Parents/guardians and students are required to indicate with their signatures below that a copy has been received and read thoroughly. (Please sign, remove from book, and return to the Student Advisor’s office in your school.)

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Student Signature/ Date</th>
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<tbody>
<tr>
<td>Parent Name (Please Print)</td>
<td>Parent Signature/Date</td>
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School Attending (check one)  Grade Level

- [ ] Delcastle
- [ ] Hodgson
- [ ] Howard
- [ ] St. Georges
A MUST READ FOR PARENTS

In order to alleviate the number of forms parents are asked to sign in the beginning of the year, we want parents to know:

1. It is important that the emergency medical information card be completely filled out and returned immediately. Should your child have an accident, this information is necessary to reach parents/guardians. Should any information need to be updated on the emergency medical information card, please notify the school secretary.

2. Students are sometimes photographed or filmed during activities, and the pictures are included in some of our public relations materials. If you DO NOT want your child photographed, please put your request in writing to your high school principal.

3. Please read the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. In addition, review this policy with your child. If either you or your child have further questions, ask your child’s high school principal.

4. Parents of juniors or seniors who DO NOT want student information disclosed to military recruiters must put their request in writing to have their child excluded and send the request to the high school principal.

5. This school year, there may be opportunities for your child to take anonymous state and/or local surveys. If you DO NOT wish your child to participate, please send a letter to the high school principal.

6. To accommodate special needs as required by State and federal law, certain students in your child’s classroom might have the right to audio/video record, or to receive teacher-made audio and video recordings of discussions that occur during instructional activities. These recordings could include the voice or likeness of your child. The child making the recording or for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the School District for any purpose.

7. The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians, students who are 18, and emancipated minors rights regarding the school district’s distribution of surveys, collection and use of information for marketing purposes, and administration of certain non-invasive physical examinations. When appropriate, the NCCVT school district will directly notify parents/guardians when students are scheduled to participate in these activities or surveys and will provide an opportunity for them to review any pertinent content to opt their children out of participation. For more information, go to https://www2.ed.gov/policy//gen/guid/fpco/ppra/index.html


Thank you for your cooperation.
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The daily bell schedule for each school will be provided to parents and students by the school administration prior to the beginning of the school year. Parents are encouraged to review the schedule carefully, and whenever possible, try to arrange early dismissals for the end of class periods.
Emergency School Closing/Change in Schedule Notification

When bad weather or other factors cause us to change the normal schedule of the school day, we use the School Messenger parent notification system, the news media, and the NCCVT District website (http://nccvotech.com) to inform parents. We encourage you to tune in early when bad weather is predicted as we try to make the announcements as soon as the decision is made. Please remember that any decision affects only one school day; a new announcement will be made if the situation continues.

Some other notification options:

- The State of Delaware School Closing Information website (http://schoolclosings.delaware.gov), email notification (http://diss.state.de.us/DWS/public.diss), and their Voice Activation System (1-877-831-7215)

- Radio - Listen for school closing information . . .
  - WDEL 1150 AM/ 101.7 FM - view the SnoWatch listings and listen online- http://www.wdel.com
  - WILM 1450 AM - listen online at http://www.wilm.com
  - WJBR 99.5 FM - view the Operation Snowflake listings and listen online - http://www.wjbr.com
  - WSTW 93.7 FM - view the SnoWatch listings and listen online - http://www.wstw.com

GUIDANCE DEPARTMENT

School counselors are usually the best first contact to resolve a problem or concern. Counselors provide many services to students related to academic, vocational, or personal issues. Always feel free to call the guidance department at the phone numbers listed in the telephone guide.

WELLNESS CENTERS

The Wellness Centers provide accessible, affordable, physical and mental healthcare for students, especially for those who are underserved, through on-site services and referrals. They focus on preventive care and adolescent issues through educational programs, which reduce risk-taking behavior. Parents are encouraged to provide approval for their son or daughter to visit the Center.
HEALTH EXAMINATION REQUIRED
All students entering 9th grade must have a health examination done within two years prior to entry into the grade. To assure compliance for September 2018, we are urging our students to schedule appointments as soon as possible. The required form will be available at the school guidance office or school nurse. If you have any questions, please contact the guidance office or school nurse. For more information on Regulation 815: http://regulations.delaware.gov/AdminCode/title14/800/815.shtml#TopOfPage

NEW STUDENT ORIENTATION
The orientation program is designed to familiarize new students with their assigned school, supportive school personnel and administrators, student activity organizations, and their course schedule. Students must attend the orientation. Further information will be mailed to parents and students.

TRANSPORTATION
State law mandates that free school bus transportation be provided when a student lives outside a two-mile radius from the school. In special situations where hazards exist, the State may approve transportation within the two-mile limit. The district attempts to schedule the bus stops within a reasonable walking distance of the homes. Transportation concerns may be addressed by calling the transportation phone number listed on the inside back cover of this handbook. During the school year, students may not ride, or change to, an unassigned bus without official approval obtained at the Guidance Office at Howard, the Student Advisor's Office at Delcastle and Hodgson, or the main office at St. Georges.

SCHOOL/STUDENT PARKING LOT
Parking on school property is a privilege. The privilege to park in the school student parking lot can be taken away by the school administration if deemed necessary.

CHOICE OF TRANSPORTATION
(Complies with recent State of Delaware legislation, Delaware Code, Title 14, Section 4115 Choice of Transportation.)
The school district shall offer, to each parent or guardian of a student within the district who is licensed to drive a motor vehicle, a choice between driving a private vehicle to the school and transportation to the school by a school bus; provided by the district. However, that those who choose to drive a private vehicle shall not be transported by a school bus, and those who choose to be transported by a school bus shall not be
permitted to park on school grounds. The principal of each school may issue passes for school bus transportation to certain pupils who have chosen to drive a private vehicle, for use on a temporary and emergency basis; and may also set aside a specific number of parking spaces for use on a temporary and emergency basis by pupils who originally chose transportation by school bus.

Please note: In the case of inclement weather, the District will provide bus transportation to students who request it from their principal, even though they may have chosen the option to drive. Also, the District will provide transportation to students that present a documented case of hardship during a specific period of time that prevents the student from driving as initially planned. In these situations, students will need to get to an established bus stop nearest to their home.

**STUDENT ACTIVITY BUS**

A limited number of buses are made available at district expense to provide transportation for students who participate in after-school activities. Students may not leave campus and return to take the activity bus without permission. Due to the wide area covered, the buses stop only at points in the general area where the students live (hub locations). The stops are made in areas that provide well-lighted shelter (e.g. convenience stores). These stops are scheduled in areas that make it convenient for parents to pick up students. Parents and students should discuss hub locations that are closest to their homes.

**SCHOOL MEAL BENEFITS PROGRAM**

The New Castle County Vo-Tech School District offers free or reduced-price meals to any student who qualifies. To apply for these benefits, a Meal Benefit Form must be completed. Forms are available online, in the Guidance Office, or from the school cafeteria manager. Forms should be completed and then returned to Guidance or the Cafeteria. You may apply at any time during the school year should your income change or should you become unemployed.

**SCHOOL MEAL FUNDS PROCEDURE**

The New Castle County Vocational Technical School District School Nutrition Services recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. NCCVT School District shall provide nutritious and well-balanced meals in the school meal programs. By statute, the District’s Nutrition Services department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year. Unpaid charges place a financial strain on the Nutrition Services
Department and on the District’s operating budget. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the procedure establishes practices for methods of payment, charge availability and collection methods. Nutrition Services establishes the following goals: To establish a consistent district procedure regarding the method of payment for meals, charge availability and collection methods for charges in the district’s meal program. To treat all students with dignity at all times. To waive all cost for students who are eligible and approved free or reduced school meals after completing the Delaware Department of Education approved Free and Reduced Price School Meals Household Application or qualifying through the Delaware SNAP, TANF or DCRT. To support positive interactions with students, parent(s)/guardian(s), and district staff to the maximum extent possible. To encourage the parent(s)/guardian(s) to assume the responsibility of payments and to promote self-responsibility of the student.

ADMINISTRATION OF PROCEDURE
The district administration is responsible for ensuring that the Nutrition Services accounts are properly managed and accurately reported. The administration will closely monitor student meal accounts with the goal of eliminating negative balances and delinquent accounts.

Parent(s)/guardian(s) will strongly be encouraged to register for a free account on the school meal online payment center, PayPAMS. Which gives access to parents/guardians to: view student transaction history, request e-mail alerts to low balances, make payments and pre-payments to a student’s account, schedule payments to add funds to a student’s account, and set up automatic deposits to a student’s account.

The district administration will provide at least annual notice of how to access the online payment center. There will be a minimal fee for using the online payment center. This fee does not benefit the NCCVT School District.

MANAGEMENT SCOPE OF RESPONSIBILITY
a.) Nutrition Services Cafeteria Manager and site designees – Responsible for maintaining records of charges and for notifying the student’s parent(s)/guardian(s) of low and/or negative account balances. The Cafeteria Manager is responsible for notifying the Supervisor of Nutrition Services of negative account balances in a timely manner.

b.) Supervisor of Nutrition Services, as the district’s designee – Responsible for supporting and assisting the Cafeteria Manager and site designees in the collection process.

c.) Parent(s)/Guardian(s): Immediate correspondence and full payment of outstanding or delinquent balance.
METHOD OF PAYMENT
The NCCVT School District will accept pre-payment of school meals in the form of cash or check at the register or via the school meal online payment center. Cash for a daily meal will also be accepted at the register.

CHARGES
Any student whose school meal account has a zero or negative balance will be allowed to charge a reimbursable meal. Charging a reimbursable meal will result in a negative balance on the student’s account until funds are added to the student’s account. Under no circumstances will a student with a zero or negative account balance be allowed to purchase a second meal or a la carte items until the student’s account is in good standing.

For students with Free or Reduced Price School Meals Status, the federal school lunch program allows an eligible student to receive a one free school lunch and breakfast, where available, every day. In our district, we cover the cost for our reduced students. Students are required to take a reimbursable meal. If a student does not take a reimbursable meal, the meal does not qualify for free status and full price must be paid for with cash or pre-paid funds on account at the time of sale. Non reimbursable meals, second meals and a la carte items cannot be charged but may be purchased with cash or pre-paid funds on account.

For students with Paid School Meals Status, prices for school meals are set by the NCCVT School District within parameters of federal and state regulations. Non reimbursable meals, second meals and a la carte items cannot be charged but may be purchased with cash or pre-paid funds on account. Students with paid school meals status may charge reimbursable meals up to -$10.00.

Nutrition Services will contact the parent/guardian(s) of students with charge balances to notify them of the amount currently owed to the cafeteria. Options for payment will be provided for the negative balance to be resolved and return the student meal account to good standing. Cashiers will also notify the student of the balance owed at the point of sale in the cafeteria.

If a student’s charge balance exceeds -$10.00, the administration may take the following action: Offer the student an alternative meal (At breakfast cereal with a milk and juice or at lunch choice of ham & cheese or tuna sandwich with a milk and juice).

If a student’s account is not in good standing, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation: Prohibit the
student’s participation in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.

If a senior’s account is not in good standing, the administration may take the following action: Prohibit student from participation in senior activities and/or graduation exercises.

REFUNDS
For any student who has withdrawn or is graduating, a request for a refund of any funds remaining in the student’s account may be made by visiting the cafeteria or calling the Nutrition Services Office. Any positive balance remaining on a student account may: remain on account to be used in the following school year, be transferred to a sibling’s account, or be refunded.

ACCOUNTABILITY
Checks Returned for Non-Sufficient Funds (NSF): When a check is returned to the District for Non-Sufficient Funds (NSF), Documentation will be sent to the Supervisor of Nutrition Services and to the Cafeteria Manager. The Cafeteria Manager will call to inform the issuer. Payment for the NSF check must be in the form of cash, cashier’s check, or money order. Payment must be received within ten (10) days of the date of the letter. Any bank fee imposed upon the district will be reimbursed to the district by the issuer.

If payment of an NSF check is not received within the ten (10) days of the date of the communication, a second request will follow. The Director of Business or their designee may take one or more of the following actions: Prohibit the student’s participation in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full. Prohibit student from participation in senior activities and/or graduation exercises.

KEY TERMS
A la carte Items: Any single component of a meal, a snack, bottled water, bottled juice or milk priced individually, not as part of a reimbursable meal. A la carte items do not qualify for free or reduced price and must be paid for at time of sale with cash or pre-paid funds on account.

Charge: Purchasing a reimbursable meal without making payment at time of purchase with cash or pre-paid funds on account.
Credit Limit: The dollar limit to which students may charge school meals, based on the student’s eligibility status. Paid students: $10.00. Reduced price students and Free students: not eligible to charge.

Free Meal: A reimbursable meal served to a student certified as eligible for such benefits.

Good Standing: A school meals account with a zero or positive balance.

Non-Reimbursable Meal: Non-reimbursable meal prices are determined by the NCCVT School District and are priced differently than a Paid Reimbursable meal. Non-reimbursable meals are not part of the USDA program and do not qualify for free or reduced price and must be paid for at time of sale with cash or pre-paid funds on account. A meal not consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) or not including a fruit and/or vegetable component is considered a non-reimbursable meal.

Parent/Guardian Account: Can participate in an account on PayPams an online program for parents/guardians that works in conjunction with their student’s school meal account. By accessing their student’s account, parents/guardians can view their student’s purchases and account balance at any time, setup balance notifications to be automatically sent by email or make payment or pre-payment on their account by credit card or e-check (an automatic deposit from a bank account).

Payment: Cash or check paid daily for school meals or a la carte items or with pre-paid funds on account.

Pre-payment: Funds on account. Pre-payment is accepted in the form of cash or check at any register or through the district’s online payment center.

Reduced Price Meal: A reimbursable meal served to a student certified as eligible for such benefits. Our district covers the student cost for both breakfast and lunch for reduced meal participants.

Reimbursable Meal: To qualify as a reimbursable meal, the meal must include a fruit and/or vegetable component. A meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk), at least one of which is a fruit or vegetable.
School Meal Account: An account assigned to every student in the district whether or not they participate in the school meals program. Students participating in the school meals program access their account using a unique, Personal Identification Number (PIN) on PIN pads located at every register. School meal accounts maintain data required to be reported to federal and state agencies. Information pertaining to a student’s eligibility status is securely contained within the account to assure confidentiality.

Second Meals: An additional meal consisting of one (1) or more components of the offered meal sold on an a la carte basis. Second meals are not part of the USDA program and do not qualify for free or reduced price and must be paid at full price at time of sale with cash or prepaid funds on account.

PARENT NIGHT
An Open House for parents will be held during the month of September. It provides an opportunity to meet the teachers and tour the school building. Further information regarding Parent Night will be provided to parents and posted on school website.

PRESCRIPTION / NON-PRESCRIPTION DRUGS
All prescription and non-prescription drugs shall be presented to the school nurse upon entering the school building. (See Drug and Alcohol Policy, Section VII).

NINTH GRADE ADMISSIONS PROCESS
The ninth grade is designed for career exploration. A new application must be submitted for enrollment to tenth grade in one of the career programs offered. Counselors in each vo-tech high school will provide applications and assistance to students in their school and career selections.

WITHDRAWAL PROCEDURES
Counselors meet to review repercussions of and reasons for a withdrawal/transfer with the student and parent/guardian, have multiple personnel sign the Permanent check out/Transfer form, and then have the administrative assistants provide the student/family with copies of the form and all of the necessary documentation to transfer/enroll into another program. Administrators also conduct their own exit interview with the student and family prior to the forms being signed. Administrators and counselors work together to ensure that the family makes a well-informed decision.
STUDENT RIGHTS AND RESPONSIBILITIES
The New Castle County Vocational Technical School District Board of Education guarantees students the freedoms allowed by law, provided the freedoms do not endanger the health, safety, and welfare of others. Nowhere is it stated or implied in this document that the school should give up its authority and responsibility.

FREE SPEECH/EXPRESSION

Philosophical Basis:
One of the basic purposes of school is to prepare students for responsible self-expression in our society. Self-expression is permitted under the 1st and 14th Amendments to the U.S. Constitution. Students may inquire, question, and exchange ideas. Self-expression must not interrupt the orderly educational process of the school or be in violation of the code of conduct. Free expression must not be obscene, libelous, or disruptive. Profanity (cursing) is unacceptable language in the school setting and will not be tolerated. (See Discipline Policy, Section VI).

RIGHTS
Students have the right:
1. To participate in patriotic activities. Students also have the right to be excused from any patriotic act that is against their personal convictions. Students who do not wish to participate in patriotic activities shall not be forced to do so.
2. To be excused from any activity that is against their religious beliefs.
3. To petition and survey students’ opinions by following guidelines established by the Superintendent and the Board.
4. To express their own opinions on issues.
5. To assemble peaceably on school property at a time and place designated by the principal. This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.

RESPONSIBILITIES
Students have the responsibility:
1. To use appropriate language in the school setting.
2. To act in a dignified manner during patriotic activities and respect the rights of others who wish to participate.
3. To inform the school of activities which are in conflict with their religious beliefs.
4. To make reasonable requests to conduct surveys and petitions. The results obtained must be reported accurately.
5. To be well-informed about issues and to express their opinions in a reasonable manner at a reasonable place and time.
6. To plan, get approval for, and hold activities which are based upon educational objectives.

STUDENT GOVERNMENT

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

RIGHTS - Students have the right:

1. To form and operate a student government within their particular school under the direction of a faculty advisor. This right shall be carried out within the guidelines and practices recommended by the National and State Student Council Associations and within the rules and regulations of the school district.
2. To recommend members of the faculty to serve as advisors for their school’s government organization.
3. To seek office in student government, regardless of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or political beliefs.
4. To attend official government meetings as student government officers and representatives in accordance with school regulations.

RESPONSIBILITIES - Students have the responsibility:

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

**PUBLICATIONS**

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

**RIGHTS - Students have the right:**
1. To possess, post, and distribute literature which will not disrupt the school program and which follows the normal rules for responsible journalism.
2. To be free from censorship of their publications within the guidelines previously agreed upon by students and administrators.

**RESPONSIBILITIES**
*Students have the responsibility:*
1. To use only those bulletin boards or wall areas assigned for use by students and student organizations. Students must also accept responsibility for the effect that the posting, publication, or distribution of this literature might have on the normal activities of the school.
2. To refrain from publishing libelous and obscene materials, to seek full information on topics about which they write, to observe acceptable standards of good taste, and to observe the normal rules for responsible journalism.
3. Principals will suppress or recall literature which they consider primarily commercial or religious in nature or material which could disrupt the orderly operation of the school.

**STUDENT DRESS**
Student dress may vary with instructional activity and the physical conditions in the school. Specific clothing, i.e., hard hats, lab aprons, gym attire, Skills USA/BPA jackets, uniforms, and safety attire for various vocational/technical programs for reasons relating to health or safety may be required at the instructor's discretion. It is the goal of the New Castle County Vocational Technical School District to ensure our students practice professional manner of dress; therefore, the following examples of inappropriate dress are based upon administrative judgment and **apply to all students.**
• Clothing **must NOT** have inappropriate slogans, words, pictures, alcohol advertisements or references to illegal substances.

• Shoes **MUST** be worn at all times.

• Tank tops are **not allowed** during the school year for any student. Sundresses which are fashioned using tank top concept (tube, halter tops, spaghetti straps, strapless or backless dresses) are not permitted. Necklines on shirts/blouses should not be lower than the top of the armpits.

• A student's mid-section may not be exposed at any time during school hours. This rule applies to all students.

• Pants that are constructed or worn in a manner that exposes skin and/or undergarments are not permitted.

• The length of shorts, skirts, and dresses worn by students must be equal to or longer than the wearer's fingertips when standing upright, with arms hanging at the sides. Garments worn over stretch pants or hose such as dresses, shirts, shorts, or tops must be a length reaching at least the wearer's fingertips when standing upright with arms hanging at the sides.

• Overly formfitting garments that are inappropriate and revealing are not permitted. Students are not permitted to wear sleepwear to school.

• Hats, headbands, bandanas, head coverings, and ear coverings are not to be worn by students in the buildings except for religious or health reasons.

• For special events like field trips, dances, commencement, etc., special dress may be prescribed.

• Chains or pointed objects are not to be worn or carried.

If inappropriate dress continues, students will be disciplined using the rules and regulations outlined by the Student Handbook. Students will be required to change clothing to meet appropriate status.

**RIGHTS**

Students have the right to dress and groom as they choose, provided they do not disrupt the educational environment, endanger the health and safety of themselves or others, or violate established guidelines.

**RESPONSIBILITIES**

Students have the responsibility to follow established guidelines by dressing and grooming in a manner that shows cleanliness, promotes safety, and respects the rights of others.
SEARCH AND SEIZURE

Philosophical Basis:
Students shall be free from unreasonable search and seizure of property as guaranteed by the 4th Amendment of the U.S. Constitution. This individual right is balanced by the school’s responsibility to protect the health, safety, and welfare of others. Since student lockers are school property, school authorities reserve the right to maintain access to and to search school property at any time with or without suspicion.

RIGHTS - Students have the right:
To privacy in their personal possessions unless the principal or designee has reasonable cause to believe that illegal materials are being concealed by the student.

RESPONSIBILITIES - Students have the responsibility:
To refrain from carrying or concealing any materials which are illegal or may disrupt the educational process.

APPEALS/GRIEVANCES

Philosophical Basis:
A grievance may be filed when a student feels that they have been unfairly treated or has not been afforded due process. Students have the responsibility to discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure. Schools are responsible for providing a means for students to express and resolve their grievances.

RIGHTS
Students have the right:
1. To a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, timelines, and a method of appeal.
2. To participate in the evaluation and modification of the grievance procedures through their student government.

RESPONSIBILITIES
Students have the responsibility:
1. To discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure.
2. To state the grievance clearly, to follow the established procedures for resolving the grievance, and to abide by the decision that comes as a result of this process.
STUDENT RECORDS

Philosophical Basis:
Student records are defined as any materials concerning individual students kept in any form by the School Board or its employees, except for personal notes of teachers and other school personnel intended for their use only. Student records are maintained to provide information contained therein as accurate and appropriate.

RIGHTS
Students have the right:

1. To release, inspect, review, and challenge the information contained in their school records within district guidelines if they are eighteen years of age or older. Parents of students who are under eighteen years of age also have this right. The school personnel shall provide assistance to students and parents to help them understand the material in the record. This access may not be denied because of failure to pay fines or fees.
2. To sign for a release of the information contained in their records to authorized agencies if they are fourteen years of age or older.
3. To be protected from the release of personally identifiable information to unauthorized persons.

RESPONSIBILITIES

1. Eligible students and parents have the responsibility to give school personnel notice that they want to inspect and review their records.
2. Students have the responsibility to sign, without delay, a release of information contained in their records to authorized agencies. Delaware Code: Title 14, Chapter 41, Section 4111
3. Eligible students and parents or guardians have the responsibility to release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing.

FINANCIAL OBLIGATIONS
Students and parents have the responsibility to meet their financial obligations as they relate to school fees or fines. Participation in school-related events and the release of records may be impacted when financial obligations are not met.
The Board recognizes the student’s right to a free public education which may not be taken away without good cause. Students have the rights given to every citizen by the U.S. Constitution. These rights are protected through a procedure called “due process.” This section defines due process and the procedure for filing a grievance.

**Due Process ensures that a student has the right:**

1. To know the rules of the District and the consequences for violating those rules;
2. To know, prior to being suspended or expelled, the reason for such action;
3. To know the nature of the evidence against him/her;
4. To tell their side of the story; and
5. To appeal through the Grievance Procedure.

**GRIEVANCE DEFINITION**

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction. Forms can be found in the main office, student advisor’s office, or on the district website.

The grievance procedure may be used where it is alleged that any student or group of students:

1. Is being denied access to an appropriate educational opportunity;
2. Is being denied participation in any school activity for which the student is eligible;
3. Is being denied the opportunity to compete for a position in an activity where the selection is limited;
4. Is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct;
5. Is being subjected to sexual harassment. (Skip Step 1 of Grievance Procedure if a teacher is involved); or
6. Has not been afforded due process.
GRIEVANCE PROCEDURE

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

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference does not resolve the complaint, the grievant shall talk with the department chairperson, a school counselor, or an assistant principal about resolving the complaint.
3. If the conference fails to resolve the issue, the grievant shall file a written grievance with the principal. See sample General Grievance Form below.
4. The principal or designee will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.
5. A grievant wishing to appeal the principal’s written decision must file a written appeal with the Superintendent no later than ten (10) school days from the date of receipt of the principal’s written decision.
6. The Superintendent or designee shall investigate the problem and render a written decision.
7. If the written decision of the Superintendent is not acceptable to the grievant, the latter has the right to a written appeal to the New Castle County Vocational Technical School District Board of Education. The written appeal to the Board must be submitted to the District Office within ten (10) days after the student receives the written decision from the Superintendent. The New Castle County Vocational Technical School District Board of Education will render the final decision in writing, within thirty (30) days of receipt of the appeal.

New Castle County Vocational Technical District

General Grievance Form

Today’s Date ____________________________

Grievant Name(s) ____________________________

Last Name __________ First Name __________ Initial __________

Address __________________________________________

City ___________________________ State ___________ Zip Code __________

Telephone Number(s) ____________________________

Circle One: Student/Employee Parent on behalf of student Other on behalf of student/employee

| Specifications: (describe below, including any dates of alleged discrimination) Attach an extra page if necessary.

Complaint’s Signature ____________________________________________


POLICY ON THE IMPLEMENTATION OF THE PROVISIONS OF TITLE IX

It is the policy of the New Castle County Vocational Technical School District Board of Education to Operate under, and faithfully implement, the provisions of Title IX of the Education Amendments of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other educational programs or activity receiving federal financial assistance.”

The Board is therefore committed to a policy of compliance with Title IX and to a policy of non-discrimination against any employee or applicant for employment because of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or covered veteran status in employment. This policy applies to recruitment, promotion, compensation, tenure, and probation, as well as other conditions of employment.

Employees or students who have complaints of discrimination based on sex, shall direct such complaints to the Personnel Office, the Title IX Coordinator.

TITLE IX GRIEVANCE PROCEDURE

New Castle County Vocational Technical School District has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX.

Complaints should be addressed to: Gerald Allen, Director of School Operations/Personnel, at 1417 Newport Road, Wilmington, DE 19804, 302-995-8043, who has been designated to coordinate Title IX compliance efforts.

1. A complaint must be filed in writing, contain the name and address of the person filing it, briefly describe the alleged discriminatory action, and identify the date the action occurred and the name(s) of the person(s) responsible. See sample Title IX Grievance Form on page 30.

2. A complaint must be filed within 30 days after the complainant becomes aware of the alleged discrimination.
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints that raise Title IX issues. The investigation shall be conducted by Gerald Allen. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Gerald Allen and a copy forwarded to the complainant no later than (10 days) after its filing.

5. The Title IX coordinator shall maintain the files and records of the New Castle County Vocational Technical School District relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within (10 days) to the Superintendent at 302-995-8050.

7. The right of a person to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person's pursuit of other remedies such as the filing of Title IX complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules are to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that New Castle County Vocational Technical School District complies with Title IX, and their implementing regulations.

New Castle County Vocational Technical District
Title IX Grievance Form

Today's Date ____________________________

Grievant Name(s)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td></td>
<td>_______</td>
</tr>
</tbody>
</table>

Address ________________________________________________

City __________________________ State ___________ Zip Code _______

Telephone Number(s) _______________________________________

Circle One: Student/Employee   Parent on behalf of student   Other on behalf of

| student/employee |

Specifics of Complaint (describe below, including any dates of alleged discrimination). Attach an extra page if necessary.

Complaint’s Signature _______________________________________

30
School attendance has been identified as an important issue by our administrators, faculty, and the employers who support our cooperative work and career programs. We are concerned about students who miss too many school days, even when absences are legitimately excused. Attendance and achievement are clearly linked, and poor attendance often leads to poor grades and failure.

Since our schools utilize a Block Schedule, with many students in 90-minute classes that end after 90 days or one semester, class attendance becomes even more crucial to student success. Each class missed in a semester course is equivalent to missing two class periods. Therefore, students cannot afford to be absent from class without experiencing consequences to their learning and their grades.

The NCCVT School District places a high priority on instructional time in which a student is actively engaged in learning while in attendance in the classroom or lab. All teachers are encouraged to incorporate formative assessments in their grading policies for work completed while students are in class. Much emphasis is placed on these learning applications during class time, as well as summative assessments, homework, and make-up work grades.

The NCCVT District Attendance Policy places a high level of responsibility on the student, enhances employability, and supports new learning. The policy emphasizes our commitment to fairness, consistency, and accountability. The essential elements of the NCCVT School District Attendance Policy are:

1. Teachers and building administrators will maintain an accurate record of student daily and class attendance, absence, and tardiness.
2. When a student is absent from school, parents/guardians will be notified by the school, either personally by phone or through the School Messenger telephone system by 11:00 a.m.
3. Upon returning from absence, a student must submit a written note from a parent/guardian explaining the reason for each absence to the Attendance Office, at which time the attendance monitor will amend the student’s attendance record using the appropriate attendance code. If a student does not present a note containing one of the legal excuses within three (3) days of returning to school, the absence will be unexcused and disciplinary consequences may result.
4. All notes are retained on file by the Attendance Office for the current year's absences.
5. Periodic notice in the form of emails, phone calls, Home Access Center (HAC), comments on Interim Progress Reports, and Report Cards will be given to parents and students regarding cumulative absences, excused or unexcused, and the
potential for student failure. A letter to parents/guardians will be sent at ten (10) and fifteen (15) cumulative daily absences per semester.

6. When a student reaches (10) cumulative absences in a semester, the school counselor will schedule an appointment with the student. When a student reaches fifteen (15) cumulative absences, building-level intervention will take place.

7. Once a student has reached twenty (20) cumulative daily absences per semester, the student will receive a failing grade for all courses taken during that semester (in a full-year course, the student would receive a failing grade for that semester only). The student remains in the classes for the semester and is expected to complete the curriculum.
   - If the student earned a passing grade in a course, the grade would be replaced with a 59.
   - If the student earned a failing grade in a course, that grade would stand.

8. The NCC Vo-Tech District coordinator of Homeless services has the authority to excuse absences for students whose attendance has been impacted due to issues related to their homeless status.

9. Students wishing to file an appeal must secure an appeal form from their counselor and have it completed and returned to the Principal/designee no later than five (5) days following the last day of the 1st semester. Students must have all 2nd semester appeals into the Principal prior to the last day of school. IF A STUDENT FAILS TO APPEAL, THAT STUDENT WILL RECEIVE A FAILING GRADE FOR ANY COURSES TAKEN DURING THAT SEMESTER.

CRITERIA AND GUIDELINES FOR APPEAL
A student who has been given a failing grade due to excessive absences may appeal that action in accordance with the following:

1. The student must have a passing grade in the class(es) being appealed.
2. A student is eligible to file an appeal form with the Principal/designee when a student’s absences reach twenty (20). The appeal form will be accepted up to five days following the last day of the semester. Second semester appeals must be submitted prior to the last day of school. Forms are available in the Attendance and Guidance offices.
3. The appeal must state the reasons for the appeal. Additional documentation may be presented at that time.
4. The Principal/designee may expedite appeals for students who have documented medical/legal absences and/or extenuating/extraordinary circumstances causing the excessive absences. Improvement in the student’s attendance throughout the semester may be taken into consideration in the appeal process.
5. If necessary, a hearing will be scheduled with the Attendance Review Board after receipt and consideration of the appeal.
6. The student and a parent/guardian must attend the appeal hearing. Any deviation must be approved by a building administrator.

7. The Attendance Appeal Committee will notify the student and parent of the Committee’s decision in writing. This decision will be final.

INTERVENTION

Poor attendance is an indicator of larger, more complex issues of disengagement and student motivation, with school culture and structure contributing to both. Therefore, a continuum of building-level approaches and student supports in the school is essential. Although students and families must be held accountable, schools need to take a proactive approach in looking at what other factors contribute to attendance problems. To that end:

1. Student-centered intervention and support through the Guidance and Attendance offices will occur should a student reach (15) cumulative daily absences, excused or unexcused, in a semester.

2. Teachers may recommend a student for intervention based on chronic class absenteeism (e.g. late arrivals, early dismissals, cutting class). Recommendations should take the form of an email to the student’s school counselor.

3. Intervention may consist of, but is not limited to, parent conferences, supplemental instructional programs, counseling, and referrals to external agencies or to support services within the district.

4. An Attendance Review Board will convene in each building to address chronic absenteeism and possible loss of credit in individual cases of 20 semester absences, subject to appeal. Review boards will be comprised of the principal or designee and a school counselor. Additional members may include the school psychologist, teacher, and/or other support services personnel as needed. Attendance Review Boards will be charged with the responsibility and given the authority to make recommendations regarding any student with chronic attendance issues.

EXCUSED ABSENCE

An excused absence is an absence for one of the reasons as listed below and for which a parent note or documentation is provided.

Reasons recognized as valid and necessary for legal excused absences are:

1. Illness of student, if necessary, attested by a physician’s certificate.
2. Contagious disease within the home of a pupil.
3. Death in the immediate family or of a close friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment such as medical or dental appointments.
7. Pre-arranged absence to visit a college or university.
8. Suspension/In-school Alternative.
9. School-sanctioned activities such as field trips, club activities, athletic events, and District-approved events.
10. Emergency situations as determined by the Principal.

Note: Although excused absences carry no academic penalty, they may affect a student’s eligibility for perfect attendance.
UNEXCUSED ABSENCE
An unexcused absence is an absence:
1. Which is for a reason not listed as “excused.”
2. For which the parental note of explanation was not provided by the third day of the student’s return to school following the absence.

Note: Family vacations scheduled during the school year are discouraged and count towards the student’s cumulative daily absences.

MAKE-UP WORK
Students will be held accountable for all assignments or tests missed due to excused OR unexcused absences from school. Building principals shall, in cooperation with classroom teachers, establish the procedures for make-up work and shall communicate such procedures to parents. Parents and students are encouraged to use the Home Access Center for course assessment information and to communicate with individual instructors.

Following an excused absence, the student will 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 without penalty. Full or partial credit for assignments or tests missed due to unexcused absences is recommended and will be approved at the discretion of the instructor and/or administration. In the case of vocational skills or labs missed due to an absence, the instructor may substitute an alternative assignment. The awarding of partial credit for make-up work after unexcused absences is to be no less than 50% of the original assessment’s possible points.

On the day a student returns from an absence, they must contact their teachers to determine what needs to be done for make-up work. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The time allowances should not exceed more than double the days the student was absent. Tutoring/extra help is available after school and/or Saturdays to assist in this effort. It is the student’s responsibility to take advantage of opportunities provided by the teacher to make up work. Parents and students are encouraged to use the Home Access Center (HAC) for course assessment information and to communicate with individual instructors.

EARLY DISMISSAL
No early dismissal will be granted without verification by the parent. (A phone number where parent can be reached must be on the note.) Every effort should be made to schedule appointments during non-school hours or on days when school is not in session. Students that are 18 years of age may not sign themselves out from school.

TARDINESS TO SCHOOL
All students are expected to be punctual to school. Students who arrive after the late bell are tardy. A student who is tardy or late to school should present a written explanation
for the tardiness. An excused tardy is given when the student provides, at the time of the tardiness, a written note of explanation from the parent/guardian for reasons such as personal illness, medical appointments, or appearance in court. Students should recognize that a written explanation from home does not automatically cause the tardy to be “excused.” An unexcused tardy will be given for such reasons as car trouble, personal business, heavy traffic, child care, needed at home, etc. Students tardy for unexcused reasons will be referred for disciplinary action.

STUDENTS WHO DO NOT ATTEND HALF OF THE PERIODS ON A GIVEN DAY WILL BE MARKED ABSENT AND WILL NOT BE PERMITTED TO PARTICIPATE IN SCHOOL ACTIVITIES FOR THAT DAY (e.g. ATHLETIC EVENTS, SCHOOL DANCES).

The superintendent of the New Castle County Vocational Technical School District is responsible for enforcing State attendance laws and may delegate such authority to excuse a student for necessary and legal excused absence, subject to the provision of the Delaware Code, Title 14, Chapter 27.

ATTENDANCE RESPONSIBILITIES

PARENT
1. Provide requests via written note, email, or phone with telephone number for verification.
2. Provide written explanation for student absence by 3rd day of return to school.
3. Provide written excuse for late arrival at time of return to school.
4. Attend conference at school to discuss attendance problems.

STUDENT
1. Attend school regularly.
2. Be responsible to ask teacher to provide make-up for all assignments or tests missed due to absenteeism.
3. Provide written documentation when absent or tardy to school. Regardless of time of late arrival, students must sign in.
4. Must be in assigned class unless student receives prior approval in writing (hall pass) to be in another teacher's classroom.

TEACHER
1. Keep accurate daily attendance records through eSchool and check daily absenteeism form to determine class cuts.
2. Provide “cut” data to Student Advisor on “Cut” Referral Form.
3. Verify class absences on interim reports and report cards.
4. Attend conferences to discuss absenteeism and provide necessary data to appropriate personnel.

5. Obtain prior permission from the teacher whose class the student should attend before detaining a student for any reason.

6. Cooperate with homebound instructor in providing the necessary assignments for the student when requested.

ATTENDANCE MONITOR

1. Keep accurate attendance records through eSchool, amending student records as changes occur, i.e. absence notes, early dismissals, tardies, etc.

2. Retain student absence notes and other attendance documentation for the current year's absences.

DEFINITION OF ATTENDANCE TERMS

ABSENCE
An absence from school is defined as missing half of the periods on a given day.

PRE-ARRANGED ABSENCE
A pre-arranged absence is a student’s absence from school or class for one or more days to visit a college or university or for other educational activities approved by the principal. The absence should be pre-arranged by writing the principal, giving full particulars of the absence. Approval for such absences should be sought, where practical, at least one (1) week prior to the date on which the absence is to occur. Upon the development of a plan by the student and teacher for making up the assignments to be missed, the principal may then define the absence as “excused.”

TRUANCY
Truancy is defined as an absence from school or class not deemed necessary or legal (Delaware Code, Title 14, Chapter 27). Parents who allow their children to be truant are subject to a fine or, in default of payment of the fine, imprisoned for not more than two (2) days for the first offense and not more than five (5) days for each subsequent offense. Students truant from school will be referred for disciplinary action. (See Discipline Code.) A student is not considered truant if a parent, to ensure safety and welfare of the student, refuses to send the student to school.

ALL ABSENCES ARE RECORDED AS DAYS MISSED FROM SCHOOL and may be counted towards loss of credit.
LATENESS TO CLASS
Students late to class should report to the teacher with whom they are scheduled for admittance to class. The teacher will determine the validity of the excuse and shall require written verification when appropriate. If a student is late to class three (3) or more times without sufficient reason, the teacher will issue a detention. Lateness of more than fifteen (15) minutes shall be counted as an absence; in addition, three (3) latenesses of fifteen (15) minutes or less shall be counted as an absence.

CUTS
A student is considered to be “cutting” class if he or she reports to school but does not attend a class for which he or she is scheduled and does not have the permission of either that subject teacher or other school personnel to be excused from that class. Also, a class cut is defined as arriving to class more than 15-minutes late without a permission slip. Students identified as “cutting” class will be referred for disciplinary action.

ADULT STUDENT
State law provides that a student reaches legal majority at age eighteen (18). The attainment of adult status provides that the student may assume responsibility for signing attendance notes and other matters pertaining to school activities; however, the Vocational Technical District rules and regulations apply equally to adult students. Consequently, the school has the right to verify any attendance notes.

UNEXCUSED ABSENCES DUE TO CUTTING
1. Every effort will be made by school personnel to notify the parent or guardian when a student is unexcused absent from class or career area due to cutting.
2. Teachers will issue detention(s) for each unexcused absence from class due to cutting.
3. When a student has received three (3) unexcused absences (cuts) from class or career area within one marking period, the teacher submits unexcused absence due to cutting as an infraction referral to the Student Advisor.
4. Referral to Student Advisor for disciplinary action and school counselor intervention. This referral will start a follow-up action between school personnel and the parent or guardian to help resolve this problem.

HOMEBOUND INSTRUCTION
In extraordinary circumstances or in cases of long-term illness, the school will provide an instructor to teach the student in the home and serve as a liaison between the school and the home to assure a continuity of instruction. Contact the school’s Guidance Department to arrange homebound instruction.

PERFECT ATTENDANCE
Students who are determined to be in attendance at school or a school-approved function every day of the school year are eligible for perfect attendance. The cumulative number of absences will automatically be recorded on the student’s transcript.
The school year is divided into four marking periods, approximately 45 days in length. At the end of each marking period, a student's academic progress will be recorded on a report card. Report cards are available through the Home Access Center: https://hacdoe.doe.k12.de.us/HomeAccess/Account/LogOn

At the midpoint of each marking period, teachers note student commendations and deficiencies. This interim progress report is made available to students, usually during the fifth week of each marking period, in the hope that satisfactory schoolwork can be encouraged cooperatively before grade reports are issued. Interim Progress Reports are also available through the Home Access Center.

Grading in major academic subjects, i.e., English, mathematics, science, and social studies, will be on a full-year or semester basis. Exams will be administered at the end of the course. The exam grades will be reported on the report card in a special column.

In full-year courses, marking period grades will count 20% of the final grade. Mid-term and final exams will count 10% each to make up the final grade. In semester courses, each marking period grade will count 40% and the final exam will count 20%.

Incomplete grades must be made up within two weeks following the end of the marking period. If a student fails to complete the work within the two-week period, they will receive a zero for the incomplete work and the marking period grade will be computed accordingly. Medical and/or documented crisis will be the only basis for giving an incomplete grade at the end of either marking period. Teachers are required to allow students with excused absences to make up work when initiated by the student. The time allowance 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. See Section IV for exception.

In the event there is a disagreement about a student's grade, the Principal shall make the final determination.

Seniors must have successfully passed all course requirements for a diploma in order to participate in the graduation ceremony.
In NCCVTSD, the grading system is as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 59</td>
<td>F</td>
</tr>
</tbody>
</table>

Students will be included on the honor roll that have no grade less than “80” and the following marking period GPA:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 – 4.0</td>
<td>Distinguished Honor Roll</td>
</tr>
<tr>
<td>3.0 – 3.49</td>
<td>Honor Roll</td>
</tr>
</tbody>
</table>

The cooperative work experience is an extension of the career program. The student’s work evaluation is part of the marking period grade. The weight of the grade is directly proportional to the time spent on the job. See the District Co-op Manual for details.

**Students who fail a course may make up that course by attendance in:**

A. An approved summer school  
B. An approved evening school  
C. Re-enrollment in the course in the following school term  
D. An approved tutoring program

**Students and parents must contact the school counselor for further information and school approval.**

**DUAL ENROLLMENT**

The NCCVT School District offers the opportunity for students to enroll in Dual Credit courses. Dual Credit courses enable students to receive both high school credit towards graduation and postsecondary education credit. The district will provide students and parents with information/guidelines regarding its offerings of dual credit opportunities.

**GRADES AND EXTRACURRICULAR ACTIVITIES**

Freshmen students must have a 1.5 grade point average by the end of the first marking period of their freshman year and a 1.75 grade point average by the end of the second marking period to participate in athletics and extracurricular activities; sophomores, juniors and seniors must maintain a 1.75 grade point average to participate in athletics and extracurricular activities.
The purpose of the New Castle County Vocational Technical School District’s Discipline Policy is to create an environment in which learning can take place most effectively. The policy is based on mutual respect among students and between students and teachers.

The discipline policy is in effect not only during the regular school day but also on the school bus, at sports events, dances, field trips, and at any other activity sponsored or sanctioned by the school.

The Student Advisor/Principal Designee is responsible for enforcing the discipline policy in a manner which is consistent, fair, and firm, treating each case on an individual basis and taking into consideration the overall school record of the student and other mitigating circumstances. All staff members are required to effect or assist in discipline situations. The aim of the Student Advisor/Principal Designee is to promote self-discipline in each student; the student who practices self-discipline will be least affected by this policy.

The following pages list and define violations and possible disciplinary actions. This list is not all inclusive, but merely a guide to show the most important ones. When the word "day(s)" is used regarding missed time from school as a result of suspensions or expulsions, those days are "school days," not "calendar days."

GLOSSARY OF DISCIPLINARY ACTIONS

BEHAVIORAL CONTRACT
A behavioral contract is a written agreement of last resort among a student, the student’s parent, and the Principal/Designee which specifically states the conditions that, unless met, will result in a recommendation for alternative placement or expulsion.

BOOKBAGS/PURSES
The District presumes a student possesses, and is therefore responsible for, all items found in the student’s bookbag/purse or similar bag or container used to carry books or personal property. Students should regularly check the contents of their bookbag/purse. Failure to secure one's bookbag/purse or provide others access to one's bookbag/purse does not eliminate responsibility for items found in the bookbag/purse.
DENIAL OF BUS TRANSPORTATION
Denial of bus transportation is the temporary or permanent withholding of bus transportation for misconduct on the school bus, disrespect to the driver, or vandalism to the bus. Such action may be taken only by a Principal/Designee. During the denial of school bus transportation, parents are responsible for getting the student to and from school upon proper notification.

DENIAL OF DRIVING PRIVILEGES
The denial of driving privileges is the removal of permission to drive on school property for a specified time.

DETENTION
A detention is an established time (maximum of 3 hours) determined by school staff when a student is detained in a supervised area before, during, or after school hours. The Principal/Desigee may approve alternative transportation home on the student activities bus. Students must remain in a supervised area until the activity bus departs. A student’s failure to serve detention will result in additional after-school or in-school alternative, or suspension.

EXPULSION
Expulsion is the Board-approved exclusion of a student from school according to the determination of expulsion procedures addressed in Section VI. Expulsion denies the student attendance in any and all programs of the New Castle County Vocational Technical School District.

FIREARM POSSESSION
Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in an expulsion for a period of not less than 180 school days. "Firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.

IN-SCHOOL ALTERNATIVE
The in-school alternative is a temporary assignment of a student to a classroom for a period of days specified by the Principal/Desigee in place of the student’s regularly scheduled classes. Students will be required to do school work and will be excluded from any school activities occurring during this time.
LOCKERS
The District presumes a student possesses, and is therefore responsible for, all items found in their locker. A student should regularly check the contents of their locker. If a student does not lock their locker, the student remains responsible for items found in the locker.

MOTOR VEHICLES
The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. This presumption applies to any car a student drives to school without regard to who owns the car. Before a student brings a car to school or a school activity, they should carefully inspect the car. If a student fails to lock one's car, the student remains responsible for items found in the car.

PARENT CONTACT/CONFERENCE
A parent contact/conference is a telephone contact, email, or meeting with a parent.

REFERRAL TO ALTERNATIVE PROGRAM
Referral to an alternative program is a referral to an educational program outside the regular vo-tech high school setting such as James H. Groves.

REFERRAL TO POLICE
Referral to police is the reporting of an alleged illegal act to a law enforcement agency. When appropriate, a charge of an alleged illegal action may be filed.

REFERRAL TO WELLNESS CENTER
With parental permission, a student may be referred to a Wellness Center for such concerns as Drug/Alcohol Counseling, Family Counseling, Smoking Cessation, etc.

REMOVAL FROM CLASS
When, in the judgment of the teacher, a student’s behavior is disrupting the instructional process as per the District’s Attendance and Discipline policies, the teacher may remove the student from the classroom by referring him/her to the Student Advisor.

REPRIMAND
A reprimand is a verbal or written warning indicating that behavior is not acceptable.
RESTITUTION/RESTORATION
Restitution/restoration is the payment for and/or restoring of property or articles which have been damaged.

SUSPENSION
Suspension is a student’s temporary exclusion from regular school attendance and activities as determined by the Principal/Designee for a period not to exceed ten (10) days. An earnest attempt will be made to contact the parent of each student who is suspended. A parent/guardian must attend a conference with a principal/designee to enable the student to return to school after a suspension.

VIOLATIONS AND DISCIPLINARY ACTION

The following list is not all-inclusive, and a student committing an act of misconduct not listed will still be subject to the authority of the Principal/Designee.

Note 1: When selecting disciplinary actions from those listed under “Alternatives,” the Principal/Designee will select one or more of the actions from among the alternatives. The least severe disciplinary action(s) needed to solve the problem, as deemed appropriate by the Principal/Designee, may be selected.

When selecting appropriate disciplinary actions from among those listed under “Optional,” the Principal/Designee may select one or more of the actions listed in addition to implementing those listed as required.

Note 2: Any action or behavior that adversely affects the rights of a student to learn is subject to action or review by school staff.
A. ABUSE OF PARKING LOT PRIVILEGES
Parking in school parking lots requires a school parking permit which entitles students to park only in assigned spaces. Students should drive carefully entering, driving through, and leaving school property. The use of the parking lot for anything other than the arrival and departure of the student is prohibited. A vehicle without a student parking permit is subject to search and towing.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Vehicle Search</td>
<td>• Vehicle Search</td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Detention</td>
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<tr>
<td>• Detention</td>
<td>• Denial of Driving Privileges</td>
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<tr>
<td>• Denial of Driving Privileges</td>
<td>• Suspension</td>
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<tr>
<td>• Suspension</td>
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</table>

B. AGGRAVATED ASSAULT
An assault with a deadly weapon or chemical substance such as mace or pepper mace.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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</thead>
<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Parent Contact/Conference</td>
</tr>
<tr>
<td>• Parent Contact/Conference</td>
<td>• Referral to Police Agency and/or</td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• State Agency if required by law</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
</tr>
<tr>
<td>Optional:</td>
<td>Optional:</td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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<tr>
<td>• Referral to Alternative Program</td>
<td>• Referral to Alternative Program</td>
</tr>
</tbody>
</table>

C. ALCOHOL OR ILLEGAL DRUGS USE/IMPAIRMENT
SEE DRUG/ALCOHOL POLICY, SECTION VII
**D. ARSON**
Any willful or malicious burning of school property, building, or its contents and/or personal property of others.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Referral to School Counselor</td>
<td>• Restitution/Restoration</td>
</tr>
<tr>
<td>• Restitution/Restoration</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Behavioral Contract</td>
</tr>
<tr>
<td>• Referral to Police Agency</td>
<td></td>
</tr>
<tr>
<td><strong>Optional:</strong></td>
<td><strong>Optional:</strong></td>
</tr>
<tr>
<td>• Behavioral Contract</td>
<td>• Referral to School Counselor</td>
</tr>
<tr>
<td>• Referral to Alternative Program</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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</tbody>
</table>

**E. ASSAULT**
An unlawful physical attack resulting in injury to another.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Parent Contact/Conference</td>
</tr>
<tr>
<td>• Parent Contact/Conference</td>
<td>• Restitution/Restoration</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Restitution/Restoration</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
</tr>
<tr>
<td><strong>Optional:</strong></td>
<td><strong>Optional:</strong></td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>
**F. ASSAULT ON SCHOOL PERSONNEL**
A deliberate or spontaneous physical attack on an employee by a student, resulting in an assault charge.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Expulsion</td>
</tr>
<tr>
<td>• Conference with Superintendent</td>
<td></td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td></td>
</tr>
</tbody>
</table>

Optional:
• Referral to Alternative Program
• Restitution (if appropriate)
• Expulsion

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**G. BREAKING AND ENTERING**
Entering a locked or unlocked area without authorization or permission; entering a locked or unlocked area at other than authorized times.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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</thead>
<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Restitution/Restoration</td>
<td>• Restitution/Restoration</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Referral to Police Agency</td>
<td>• Behavioral Contract</td>
</tr>
</tbody>
</table>

Optional:
• Expulsion

Optional:
• Referral to Alternative Program
• Expulsion
**H. BULLYING**

Intentional written, electronic, verbal, or physical action or actions against a student, school volunteer, or school employee that aims to dominate another person by causing pain, fear, embarrassment, humiliation, or creating a disruption of the educational process.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Parent Contact/Conference</td>
<td>• Parent Contact/Conference</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Detention</td>
<td>• Removal from Class</td>
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<tr>
<td>• Removal from Class</td>
<td>• In-school Alternative</td>
</tr>
<tr>
<td>• In-school Alternative</td>
<td>• Suspension</td>
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<tr>
<td>• Suspension</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• Referral to School Psychologist</td>
</tr>
<tr>
<td>• Referral to Alternative Program</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>

**I. CHEATING/PLAGIARISM**

The act of using or providing another person's work or ideas without giving credit to the source of information. This includes, but is not limited to, copying work of other students, Internet sources, printed sources, and media sources.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Parent Contact/Conference</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Failing mark for work</td>
<td>• Failing mark for work</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
</tr>
</tbody>
</table>
J. DEFIANT BEHAVIOR/INSUBORDINATION
A refusal to comply with a reasonable request from school personnel.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
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<tr>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>• Removal from Class</td>
<td>• Removal from Class</td>
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<tr>
<td>• In-School Alternative</td>
<td>• In-School Alternative</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Alternative Program</td>
</tr>
</tbody>
</table>

K. DISRUPTION ON THE SCHOOL BUS
Any misconduct on the school bus, disrespect of the driver, fighting, or vandalism to the bus (also see rules adopted by State Board of Education on page 76).

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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</thead>
<tbody>
<tr>
<td>Alternatives:</td>
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</tr>
<tr>
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<td>• Parent Contact</td>
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<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
</tr>
<tr>
<td>• Restitution/Restoration</td>
<td>• In-School Alternative</td>
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<tr>
<td>• Detention</td>
<td>• Restitution/Restoration</td>
</tr>
<tr>
<td>• Denial of Bus Privileges</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• In-School Alternative</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Behavioral Contract</td>
</tr>
<tr>
<td>• Referral to Police Agency</td>
<td>• Denial of Bus Privileges</td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Referral to Police Agency</td>
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<tr>
<td></td>
<td>• Referral to Alternative Program</td>
</tr>
</tbody>
</table>

L. DISTRIBUTION OF ALCOHOL OR ILLEGAL DRUGS
Possession of a quantity of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount which exceeds an amount typical for personal use, and/or distribution of the above-named substances or paraphernalia.
SEE DRUG/ALCOHOL POLICY, SECTION VII
### M. EXTORTION
To obtain or attempt to obtain money, goods, or information from another by force or threat of force.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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</thead>
<tbody>
<tr>
<td>Required:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Restitution/Restoration</td>
<td>• Restitution/Restoration</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• Behavioral Contract</td>
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<tr>
<td>Optional:</td>
<td>Optional:</td>
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<tr>
<td>• Behavioral Contract</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>• Referral to Alternative Program</td>
<td>• Expulsion</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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</table>
### O. FORGERY/IDENTITY THEFT
The willful act of impersonating another individual or counterfeiting the signature of parents/guardians, teachers, physicians, or others.

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<thead>
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<tbody>
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<td>• Parent Contact</td>
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<td>• Detention</td>
<td>• Behavioral Contract</td>
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<tr>
<td>• Suspension</td>
<td>• Referral to Police Agency</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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</table>

### P. GAMBLING
Participation in games of chance for money and/or other valuables.

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<thead>
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<td>• Parent Contact</td>
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<td>• In-School Alternative</td>
<td>• Suspension</td>
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<tr>
<td>Optional:</td>
<td>Optional:</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Behavioral Contract</td>
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<tr>
<td>• Suspension</td>
<td>• Referral to Alternative Program</td>
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</table>

### Q. GENERAL CLASSROOM DISRUPTION
Behavior that produces distractions, frictions, or disturbances that seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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<tbody>
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<td>Alternatives:</td>
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<tr>
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<td>• Parent Contact</td>
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<tr>
<td>• Reprimand</td>
<td>• Detention</td>
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<tr>
<td>• Detention</td>
<td>• Removal from Class</td>
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<tr>
<td>• Removal from Class</td>
<td>• Restitution/Restoration</td>
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<tr>
<td>• In-School Alternative</td>
<td>• In-School Alternative</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension/Alternative Program</td>
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</tbody>
</table>
### R. GENERAL DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS

Behavior that seriously disrupts any school activity or the orderly operation of the school.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• In-School Alternative</td>
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<tr>
<td>• Restitution/Restoration</td>
<td>• Behavioral Contract</td>
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<tr>
<td>Optional:</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Detention</td>
<td>• Expulsion</td>
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<tr>
<td>• In-School Alternative</td>
<td>• Referral to Police Agency</td>
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<tr>
<td>• Suspension</td>
<td></td>
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<tr>
<td>• Expulsion</td>
<td></td>
</tr>
<tr>
<td>• Referral to Police Agency</td>
<td></td>
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</tbody>
</table>

### S. INFLAMMATORY ACTIONS / HARASSMENT / HAZING

Language, gestures, or actions which might be offensive, intimidating, or create a disturbance.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
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<tr>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>• Removal from Class</td>
<td>• Removal from Class</td>
</tr>
<tr>
<td>• In-School Alternative</td>
<td>• In-School Alternative</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>• Referral to Alternative Program</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>
## T. INTIMATE SEXUAL CONTACT
Intimate contact of a sexual nature with or without consent of the other person. This includes, but is not limited to, petting, kissing, sexual intercourse, sexual assault, statutory rape, or rape.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Parent Contact/Conference</td>
</tr>
<tr>
<td>• Parent Contact/Conference</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
</tr>
<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Referral to Alternative Program</td>
<td>• Expulsion</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>

## U. LEAVING SCHOOL PROPERTY WITHOUT AUTHORIZATION
During regular school hours, students may not leave school grounds without written approval from school personnel. Students who leave school grounds without permission are subject to personal and vehicular searches when they return.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Parent Conference</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td>• Reprimand</td>
<td>• Denial of Driving Privileges</td>
</tr>
<tr>
<td>• Detention</td>
<td>• In-School Alternative</td>
</tr>
<tr>
<td>• Denial of Driving Privileges</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• In-School Alternative</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Expulsion</td>
</tr>
</tbody>
</table>

## V. LOITERING
A student’s unauthorized presence in any area

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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</thead>
<tbody>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
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<tr>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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</tbody>
</table>
**W. OFFENSIVE TOUCHING**

Intentionally touching another person, either with a part of the body, bodily fluids, or with any instrument, including laser beams, thereby causing offense or alarm to the other person.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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<td>Alternatives:</td>
<td>Alternatives:</td>
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<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>Optional:</td>
<td>• Behavioral Contract</td>
</tr>
<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
</tr>
<tr>
<td>• Detention/In-school Alternative</td>
<td></td>
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<tr>
<td>• Expulsion</td>
<td>Optional:</td>
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<td></td>
<td>• Referral to Alternative Program</td>
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<td></td>
<td>• Expulsion</td>
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</tbody>
</table>

**X. POSSESSION AND/OR CONCEALING OF WEAPONS**

 Possessing or concealing, on school property or on school bus, articles commonly used or designed to inflict bodily harm or to intimidate other persons, including laser pointers or any object that could shine a laser beam, or using in an aggressive manner articles commonly designated for other purposes. Live ammunition, look-alike weapons, incendiary devices, or explosive items are included in this definition.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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<tr>
<td>Required:</td>
<td>Required:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Restitution/Restoration</td>
<td>• Restitution/Restoration</td>
</tr>
<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>Optional:</td>
<td>• Expulsion</td>
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<tr>
<td>• Denial of Bus Transportation</td>
<td>• Expansion</td>
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<tr>
<td>• Behavioral Contract</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
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<td>• Referral to Alternative Program</td>
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<tr>
<td>• Expulsion</td>
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</table>
Y. POSSESSION OR PERSONAL USE OF ALCOHOL OR ILLEGAL DRUGS IN ANY FORM
Possession of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount typical for personal use, and/or drug paraphernalia

SEE DRUG/ALCOHOL POLICY, SECTION VII

Z. POSSESSION OR USE OF NOISEMAKERS
Whistles, horns, and other sound-producing devices are not permitted to be brought to school. Their use disrupts the educational process. The school is not responsible for loss or theft of confiscated items.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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</thead>
<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Confiscation for Parent Pick-up</td>
<td>• Confiscation for Parent Pick-up</td>
</tr>
<tr>
<td></td>
<td>• Parent Conference</td>
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</tbody>
</table>

AA. RECKLESS DRIVING
Driving any vehicle on school property or while under the jurisdiction of school authority with willful and wanton disregard for the safety of persons or property.

<table>
<thead>
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<td>Required:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Restitution/Restoration</td>
<td>• Restitution/Restoration</td>
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<tr>
<td>• Suspension</td>
<td>• Denial of Driving Privileges</td>
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<td></td>
<td>• Suspension</td>
</tr>
</tbody>
</table>

Optional:
• Denial of Driving Privileges
• Referral to Police Agency

Required:
• Parent Contact
• Restitution/Restoration
• Denial of Driving Privileges
• Suspension

Optional:
• Behavioral Contract
• Referral to Police Agency
• Expulsion
• Referral to Alternative Program
**BB. ROBBERY**
Felonious taking of personal property in the possession of another against their will, accomplished by means of force or fear.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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<td>Required:</td>
<td>Required:</td>
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<tr>
<td>- Parent Contact</td>
<td>- Parent Contact</td>
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<tr>
<td>- Restitution/Restoration</td>
<td>- Restitution/Restoration</td>
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<tr>
<td>- Suspension</td>
<td>- Suspension</td>
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<tr>
<td>- Behavioral Contract</td>
<td>- Referral to Police Agency</td>
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<td>- Referral to Police Agency</td>
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<tr>
<td>Optional:</td>
<td>Optional:</td>
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<tr>
<td>- Referral to Alternative Program</td>
<td>- Referral to Alternative Program</td>
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<tr>
<td>- Expulsion</td>
<td>- Expulsion</td>
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</tbody>
</table>

**CC. SAFETY VIOLATION/HORSEPLAY**
Wanton disregard for the safety of oneself or others. Intentionally or unintentionally jeopardizing one's safety. Being involved or involving others in roughhousing or similar kinds of inappropriate behavior.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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<tr>
<td>Required:</td>
<td>Required:</td>
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<tr>
<td>- Parent Contact</td>
<td>- Parent Contact</td>
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<tr>
<td>- Detention</td>
<td>- Detention</td>
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<td>Optional:</td>
<td>Optional:</td>
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<tr>
<td>- In-School Alternative</td>
<td>- Behavioral Contract</td>
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<td>- Suspension</td>
<td>- Suspension</td>
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<tr>
<td></td>
<td>- In-School Alternative</td>
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<td></td>
<td>- Referral to Alternative Program</td>
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</tbody>
</table>
### DD. SEXUAL HARASSMENT; INDECENT PROPOSITION/EXHIBITIONISM/SEXUAL GESTURES OR COMMENTS; POSSESSION, DISPLAY, OR DISTRIBUTION OF OBSCENE MATERIAL

An unsolicited sexual proposal; indecent or improper display of bodily parts; sexual gestures or comments; possession, display, or distribution of materials which are deemed of a nature inappropriate to the school setting.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
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<tr>
<td>Required:</td>
<td>Required:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>Optional:</td>
<td>Optional:</td>
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<tr>
<td>• Referral to School Counselor</td>
<td>• Referral to School Counselor</td>
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<tr>
<td>• Referral to Alternative Program</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Police Agency</td>
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</tbody>
</table>

### EE. SMOKING/VAPING

Display, use, dispensing, or selling of tobacco products, including snuff and chewing tobacco, “electronic cigarette(s),” or smoking/vaping paraphernalia by all students is prohibited in school buildings, on school grounds, and on school buses at any time.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Parent Contact</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td>• Referral to School Counselor</td>
<td>• Referral to School Counselor</td>
</tr>
<tr>
<td>• In-School Alternative, Detention, or Suspension</td>
<td>• In-School Alternative, Detention, or Suspension</td>
</tr>
<tr>
<td>Alternatives:</td>
<td>Alternatives:</td>
</tr>
<tr>
<td>• Referral to School Nurse/Wellness Center</td>
<td>• Referral to School Nurse/Wellness Center</td>
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</tbody>
</table>
**FF. STEALING/ POSSESSING/TRANSFERRING OF STOLEN GOODS**
The illegal taking or transferring of another person's property without that person's consent.

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<thead>
<tr>
<th>FIRST VIOLATION</th>
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<tbody>
<tr>
<td><strong>Required:</strong></td>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Referral to School Counselor</td>
<td>• Restitution/Restoration</td>
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<tr>
<td>• Restitution/Restoration</td>
<td>• Suspension</td>
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<tr>
<td>• In-School Alternative</td>
<td>• Referral to Police Agency</td>
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<tr>
<td>• Suspension</td>
<td>Optional:</td>
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<td><strong>Optional:</strong></td>
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<tr>
<td>• Behavioral Contract</td>
<td>• Behavioral Contract</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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**GG. TERRORISTIC THREATENING**
The act of intimidating other persons by threatening to inflict bodily harm or to cause evacuation of school or facilities by making a false claim or a deliberate misleading action (for example, bomb scare, fire alarm).

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<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
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<tr>
<td>• Parent Contact/Conference</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• 1-10 Days Suspension</td>
<td>• Referral to Police Agency  and/or State Agency if required by law</td>
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<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>Optional:</td>
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<td><strong>Optional:</strong></td>
<td><strong>Optional:</strong></td>
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<tr>
<td>• Expulsion</td>
<td>• Referral to Outside Agency</td>
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<td>• Expulsion</td>
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</table>

**HH. TRESPASSING (Student/Non-Student)** Being on school property without authorization.

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>• Warning</td>
<td>• Referral to Police Agency</td>
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<tr>
<td>• Parent Contact/Conference</td>
<td>• Suspension</td>
</tr>
<tr>
<td><strong>Optional:</strong></td>
<td><strong>Optional:</strong></td>
</tr>
<tr>
<td>• Referral to police</td>
<td>• Expulsion</td>
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</tbody>
</table>
II. *UNEXCUSED ABSENCE/TRUANCY*

Absence without authorization or approved reason from school or class.

*Refer to Attendance Section*

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
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<tr>
<td>• Reprimand</td>
<td>• Reprimand</td>
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<tr>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>• Removal from Class</td>
<td>• Removal from class</td>
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<tr>
<td>• In-School Alternative</td>
<td>• In-School Alternative</td>
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<tr>
<td>• Suspension</td>
<td>• Suspension</td>
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<td></td>
<td>• Referral to Police Agency</td>
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<td></td>
<td>• Referral to Alternative Program</td>
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</table>

JJ. USE OF ELECTRONIC DEVICES

Students are permitted to possess electronic devices, such as cell phones, tablets, and audio-video devices, during the school day. Communicative devices are permitted to be used before school, during lunches, and after school. The school is not responsible for loss or theft of items that are not in the school’s possession. Staff has full discretion to allow or deny the use of electronic devices during the school day, especially within the classrooms. The unauthorized or inappropriate use of any communicative devices is prohibited during the school day, including but not limited to, the unauthorized recording and/or posting online of audio, video, or still image files. Staff/administration reserves the right to confiscate the device if it becomes a continual disruption to the educational environment.

<table>
<thead>
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<tbody>
<tr>
<td>Alternatives:</td>
<td>Required:</td>
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<tr>
<td>• Warning</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>• Removal from class/area</td>
<td>• In-school Alternative</td>
</tr>
<tr>
<td>• Confiscation with Parent Pick-up</td>
<td>• Confiscation with Parent Pick-up</td>
</tr>
<tr>
<td>Optional:</td>
<td>Optional:</td>
</tr>
<tr>
<td>• Parent Conference</td>
<td>• In-school Alternative</td>
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<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>• Expulsion</td>
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### KK. VANDALISM
The willful or malicious destruction of school property or the property of others.

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<td>• Parent Contact</td>
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<tr>
<td>• Restitution/Restoration</td>
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<td>• Suspension</td>
<td>• Suspension</td>
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<tr>
<td>• In-School Alternative</td>
<td>• Referral to Police Agency</td>
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<td><strong>Optional:</strong></td>
<td><strong>Optional:</strong></td>
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<tr>
<td>• Denial of Bus Transportation</td>
<td>• Denial of Bus Transportation</td>
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<tr>
<td>• Behavioral Contract</td>
<td>• Behavioral Contract</td>
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<tr>
<td>• Referral to Police Agency</td>
<td>• Referral to Alternative Program</td>
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<tr>
<td>• Expulsion</td>
<td>• Expulsion</td>
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</tbody>
</table>

### LL. VIOLATION OF DISTRICT ACCEPTABLE USE POLICY: MISUSE OF COMPUTER SYSTEMS, COMPUTER NETWORK (INTERNET), OR OTHER TECHNOLOGIES
Misuse of, unauthorized access to, or modification of, computer systems or other technologies. Computer systems include, but are not limited to, computers, ancillary equipment, software, or services.

<table>
<thead>
<tr>
<th><strong>FIRST VIOLATION</strong></th>
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<td><strong>Required:</strong></td>
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<td>• Detention</td>
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<td>• In-School Alternative</td>
<td>• Expulsion</td>
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<td>• Suspension</td>
<td>• Suspension</td>
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<td>• Referral to Police Agency</td>
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<td>• Expulsion</td>
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59
The New Castle County Vocational Technical School District (the "District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students.

I. Definitions

A. "Sexual Assault" - as used in this policy, means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim, or 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: which includes when (1) A person threatens to engage in conduct likely to result in the commission of a sexual offense against any person; or (2) A person suggests, solicits, requests, commands, importunes or otherwise attempts to induce another person to have sexual contact or sexual intercourse or unlawful sexual penetration with the actor, knowing that the actor is thereby likely to cause annoyance, offense or alarm to that person.

* Sexual Contact: which is defined as (1) Any intentional touching by the perpetrator of the anus, breast, buttocks or genitalia of another person; or (2) Any intentional touching of another person with the perpetrator's anus, breast, buttocks or genitalia; or (3) Intentionally causing or allowing another person to touch the perpetrator's anus, breast, buttocks, or genitalia, which touching, under the circumstances as viewed by a reasonable person, is intended to be sexual in nature. Sexual contact shall also include touching when covered by clothing.

* Sexual Intercourse: which is defined as (1) Any act of physical union of the genitalia or anus of 1 person with the mouth, anus or genitalia of another person. It occurs upon any penetration, however slight. Ejaculation is not required. This offense encompasses the crimes commonly known as rape and sodomy; or (2) Any act of cunnilingus or fellatio regardless of whether penetration occurs. Ejaculation is not required.

* Sexual Penetration: which is defined as (1) The unlawful placement of an object (item, device, instrument, substance or any part of the body), inside the anus or vagina of another person; or (2) The unlawful placement of the genitalia or any sexual device inside the mouth of another person.

* Child Sexual Abuse: the deliberate exposure of a minor to sexual activity that the minor cannot comprehend or consent to. This means a minor is forced or coerced into sex or sexual activities by another person.
behavior includes acts such as inappropriate touching of a minor’s breasts or genitalia, someone exposing their genitalia to a minor, fondling, oral-genital contact, genital and anal intercourse, as well as exhibitionism, voyeurism, and exposure to pornography.

B. "Teen Dating Violence" as used in this policy, involves assaultive and controlling behaviors (often evolving into a pattern of behaviors) that one person uses against another in order to gain or maintain power in a current or past relationship. The abuser intentionally behaves in ways that can cause fear, degradation, humiliation, injury or harm or uses any other coercive behaviors to control the other person. Abuse can occur in both heterosexual and same-sex or serious and casual relationships and covers a wide range of behaviors that include harassment, verbal, emotional and economic abuse, sexual abuse, stalking and physical abuse.

1. **Economic Abuse:** Involves behaviors that control one’s ability to acquire, use, and maintain economic resources, thus threatening one’s economic security and ability to be self-sufficient.

2. **Verbal Abuse:** Includes withholding, bullying, defaming, defining, trivializing, harassing, diverting, interrogating, accusing, blaming, blocking, countering, lying, berating, taunting, put downs, abuse disguised as a joke, discounting, threatening, name-calling and yelling.

3. **Emotional Abuse:** Includes yelling, name-calling, making victim feel worthless, making victim feel crazy, telling victim they are stupid, embarrassing victim in front of others, making victim feel bad about himself or herself, using technology to stalk, harass, or embarrass the victim.

4. **Physical Abuse:** Can include pushing or shoving, being held down, biting, kicking, slapping, punching, strangling (choking), hair pulling, being thrown against the wall or on the ground, being stabbed or shot, being tied up, throwing things at the victim, being kept from food/water/sleep, etc.

5. **Stalking:** When a person knowingly engages in a course of conduct directed at a specific person causing that person to either fear physical injury to himself or herself or that of another person; or suffer other significant mental anguish or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

C. **"School function"** includes any field trip or any District-sponsored event.

D. **"School property"** means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by the District, or any motor vehicle owned, operated, leased, rented or subcontracted by the District.

E. **“District employee”** includes all persons employed by the District; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property. This includes school-based wellness center staff and volunteers.
F. “Principal” means the building principal, or the equivalent of the building principal, of any District school.

G. “Child Abuse and Neglect” The Child Abuse Prevention and Treatment Act (CAPTA) defines child abuse and neglect as any recent act or failure to act on the part of a parent or caretaker that results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act that presents an imminent risk of serious harm.

H. “Teen Pregnancy” in and of itself, pregnancy that occurs in girls, ages 12 to 17, is not child abuse. However, teen pregnancy is a risk factor of abuse and in some instances may be the result of sexual abuse.

I. “Youth-Produced Sexual Images” Nude, sexually suggestive, or explicit images possessed and/or transmitted by way of cell phone, electronic device or online.

J. “Student” Any student enrolled in school grades preschool to 12.

K. “Child” means an individual who has not reached his or her 18th birthday.

L. “Minor” means an individual who has not attained the age of 18 years.

II. Prohibition of Teen Dating Violence and Sexual Assault

To further these goals and as required by 14 Del. C. §4112E, the District prohibits Sexual Assault and Teen Dating Violence by any person at any school function or on any school property.

III. Confidentiality

A. 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. The Family Educational Rights and Privacy Act (“FERPA”), rather than HIPAA (the Health Insurance Portability and Accountability Act of 1996) applies to the confidentiality of education records, including health information, and the consent required to disclose education records. 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. 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.

B. Other School Employees, Including Teachers & Administrators – These professionals are bound by confidentiality of FERPA. 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.

IV. What Must Be Reported and to Whom

Certain school crimes, threats of harm to self or others, child abuse, and sexual violence of a minor and/or sexual violence that could have occurred in the school environment require mandatory reports to either law enforcement and/or DFS. In and of themselves, teen dating violence, sexual behaviors, and teen pregnancy do not require mandatory reports. The following circumstances require a mandatory report under 14 Del. C. § 4112:

A. Violent Felony in the School Environment (includes Assault in the First and Second Degree, Unlawful Sexual Contact in the First and Second Degree and Stalking);
   • An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

B. Assault in the Third Degree 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 Third Degree in the School Environment:
   • An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

D. Abusive Sexual Behaviors Against a Minor regardless of Where the Incident Occurs:
   • An immediate report shall be made to the Division of Family Services (DFS); Law enforcement should also be contacted.

E. Abusive Sexual Behaviors against a Student 18 Years of Age or Older in the School Environment:
   • An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

F. Threats of Harm to Others (Mental Health providers only):
   • An immediate report shall be made to the appropriate police jurisdiction.

*Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Updated 2014 for clarification and additional information regarding reporting

V. **How to Respond to Teen Dating & Sexual Violence**

There are different protocols to follow depending on the nature of the incident and whether a mandatory report is required. Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Updated 2014 for specific protocols. ([https://courts.delaware.gov/childadvocate/docs/CPAC-Guidelines-for-Responding-to-TDV-and-SV.pdf](https://courts.delaware.gov/childadvocate/docs/CPAC-Guidelines-for-Responding-to-TDV-and-SV.pdf))

VI. **How to Respond to Child Abuse and Neglect**


VII. **How to Respond to Teen Pregnancy**


VIII. **How to Respond to Youth-Produced Sexual Images** (often referred to as Sexting)


IX. **Consequences for Offenses**

A student who commits the offenses of Teen Dating Violence or Sexual Assault is subject to disciplinary action up to expulsion in accordance with the Code of Conduct.
X. **Training**

A. All administrators, school nurses, and school counselors in the District serving students in grades 7 through 12 shall receive this policy and shall attend protocol training during the first year of assignment as an administrator, school nurse or school counselor, and at least once in every 3-year period thereafter pursuant to 14 Del. C. § 4112E. The training materials and trainings shall be developed and provided by the Delaware Domestic Violence Coordinating Council. Any in-service training required shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

B. The District shall ensure existing health standard programming related to comprehensive healthy relationships, based on the Health Standards adopted by the Delaware Department of Education as approved by the State Board of Education, is provided in health education programs or related classes.

XI. **Immunity**

A District employee, District volunteer or student is individually immune from a cause of action for damages arising from reporting Teen Dating Violence and/or Sexual Assault in good faith and to the appropriate person or persons using the procedures specified in this policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful or intentional conduct.

XII. **Relationship to School Crime Reporting Law**

An incident may meet the definition of Teen Dating Violence and/or Sexual Assault and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of 14 Del. C. § 4112, or from reporting probable crimes that occur on school property or at a school function, which are not required to be reported under that section. Nothing in this policy shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

XIII. **Policy Notification**

The policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy shall be distributed annually to all students, parents, faculty and staff.
XIV. Rules and Regulations

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement 14 Del. C. § 4112E.

NEW CASTLE COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT
ELECTRONIC DEVICE POLICY

The New Castle County Vocational Technical School District embraces the use of technology and its effective and acceptable use by students during the school day. Students are permitted to possess electronic devices, such as cell phones, tablets, and audio-video devices, during the school day as specified. Communicative devices are permitted to be used before school, during lunches, and after school. Each school will thoroughly explain the policy and the procedures established by their administration. The school will not be responsible for loss or theft of items that are not in the school’s possession. The administration and staff will have full discretion to allow or deny the use of electronic devices during the school day, especially within the classrooms. The unauthorized or inappropriate use of any communicative devices may result in disciplinary action(s). This includes, but is not limited to, the unauthorized recording and/or posting online of audio, video, or still image files. The Administration reserves the right to confiscate the device if it becomes a continual disruption to the educational environment. Based on the nature of the infraction, the following disciplinary action will be in effect:

<table>
<thead>
<tr>
<th>First Violation Alternatives:</th>
<th>Subsequent Violations Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Removal from class/area</td>
<td>Confiscation or Parent Pick-up</td>
</tr>
</tbody>
</table>

Optional: Parent Conference
Suspension

Optional: In-School Alternative
Confiscation with parent pick-up
Suspension

It is our hope that students respect the rights of others and use their electronic device in a respectful manner and adhere to the policy.
ACCEPTABLE USE POLICY

1. Purpose

The purpose of this policy is to establish acceptable and unacceptable use of the Covered Electronic Resources provided by New Castle County Vocational Technical School District ("NCCVT") and the State of Delaware (collectively with NCCVT, the "District") to Covered Users. Covered Electronic Resources are provided for a limited educational purpose for students and to facilitate employees’ work productivity. This policy serves to ensure that actual use conforms to this intended purpose.

This Policy is intended to supplement the state of Delaware’s Acceptable Use Policy and other District policies, including the District’s policy on Confidentiality, Anti-Harassment, etc. Any questions about this Policy should be directed to the Supervisor of Technology.

2. Scope

a. Covered Technology

This policy applies to “Electronic Resources,” which are those resources that are: (a) provided by the District; (b) paid for, in whole or in part, by the District; (c) used to conduct business or other activity for or on behalf of the District; or (d) used in or at a District facility. Covered Electronic Resources include, without limitation, the following:

- “E-mail,” which includes all electronic-mail accounts and services provided to Covered Users by the State of Delaware or NCCVT;
- “Computer Resources,” which includes all computers and related resources whether stationary or portable, including but not limited to all related peripherals, components, disk space, storage devices, servers, and output devices, such as telephones, hand-held devices, printers, scanners, and copiers, whether owned or leased by the District;
- “NCCVT Network,” which includes the infrastructure used to transmit, store, and review data over an electronic medium, and includes any and all of the following technologies provided to authorized users: (a) Internet service; (b) intranet system; (c) NCCVT mainframe system; and (d) any collaboration systems, including but not limited to calendaring, message boards, conference boards, blogs, text messaging, instant messaging, video conferencing, websites, and podcasting, whether the system is owned or contracted;
- “Electronic Data,” which includes any and all information, data, and material, accessed or posted through any Electronic Resource; and
- “Personal Communication Devices,” which includes any cellular phone, Smartphone, personal digital assistant, or other personal electronic communication device.

b. Covered Users

This policy applies to all “Covered Users,” which includes:
• Employees, contractors, consultants, temporary, and other workers at the District, including all personnel affiliated with third parties;
• NCCVT board members and officers;
• Volunteers and interns performing work for or otherwise acting on behalf of the District; and
• NCCVT students.

3. General Guidelines for Use

The following guidelines summarize the principles underlying this policy and serve as an effective baseline for evaluating whether a particular use violates those principles.

• Electronic Resources are not intended for public access. The District has the right to place reasonable restrictions on the use of Electronic Resources.
• Users are required to observe all rules and obligations set forth elsewhere by the District (for example, in the Board of Education Policy Manual or Student-Parent Handbook) or by law at all times. This policy is intended to supplement, not replace, those duties.
• Access to and use of Electronic Resources is a privilege, not a right. Parent or guardian permission is required for all students under age 18.
• As set forth in more detail in Section 7, the District reserves the right to monitor any and all use of Electronic Resources with or without additional notice to or consent by an affected User.
• Users will be responsible for any and all damage caused by their use of Electronic Resources where such use does not comply with the requirements or purposes of this Policy. Responsibility may take the form of financial compensation, discipline, and/or restrictions on further use, as appropriate under the circumstances.

4. Duties

a. All Users
   All Users have a duty to protect the security, integrity, and confidentiality of Electronic Resources, including the obligation to protect and report any unauthorized access or use, abuse, misuse, degradation, theft, or destruction. Users shall comply with this Policy and all other applicable policies, rules, and laws, when using Electronic Resources.

b. District
   • District officials are responsible for designating Users authorized to use Electronic Resources.
   • To the extent practical, steps shall be taken to promote the safety and security of users of the NCCVT district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized
access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- The District provides for the education of students regarding the Acceptable Use Policy and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response.

c. Students
Students have a duty to take reasonable steps to protect their privacy and personal information when using Electronic Resources. Students must not disclose personal contact information, except to educational institutions for educational purposes, without prior advance approval. Students also must promptly disclose to a teacher or other appropriate District employee any violation of this Policy, including any message received that the student believes to be inappropriate or makes the student feel uncomfortable.

d. Personnel
District employees are expected to communicate with students through the District-provided e-mail and are strongly advised against using other forms of personal electronic communication with students, such as Instant Messaging or texting. In the event that there is a legitimate reason for an employee to communicate with students via electronic means other than District e-mail, the employee should obtain written permission to do so from the student’s parent or guardian in advance. District employees are required to take reasonable measures to protect their personal information and reputation when using Electronic Resources or otherwise participating in activity online.

5. Ownership
All Electronic Data, such as documents, data, and information that is stored, transmitted, and processed on the NCCVT Network or Electronic Resources, are the property of the District. When a User is no longer affiliated with the District as an employee, contractor, or student, all information stored by that User on any Electronic Resource remains the property of the District.

6. Unacceptable Uses
Users are prohibited from using any Electronic Resource to upload, post, mail, display, store, access, or transmit any inappropriate material or for any inappropriate purpose as set forth below. Cyber-bullying and other inappropriate online behavior off of the District network become the responsibility of the schools when the speech has caused or threatens to cause a substantial and material threat of disruption on campus or interference with the rights of students to be secure.
a. Access to Inappropriate Material
It shall be a violation of this Policy for any User to use any Electronic Resource to upload, post, mail, display, store, access, or transmit, any Inappropriate Material. Inappropriate Material is defined as any content, communication, or information that conflicts with the fundamental policies and mission of the District. Whether material or content is considered Inappropriate shall be determined without regard to whether such material or content has been blocked by any filtering software used by the District. Examples of Inappropriate Material include, but are not limited to, material that:

- is hateful, harassing, threatening, libelous, or defamatory;
- is deemed offensive or discriminatory based on race, religion, gender, age, national origin, citizenship, sexual orientation, mental or physical disability, marital status, or other characteristic protected by state, federal, or local law;
- constitutes use for, or in support of, any obscene or pornographic purpose including the transmission, review, retrieval, or access to any profane, obscene, or sexually explicit material;
- constitutes use for the solicitation or distribution of information intended or likely to incite violence or to harass, threaten, or stalk another individual;
- solicits or distributes information with the intent to cause personal harm or bodily injury;
- promotes or participates in a relationship with a student that is not related to academics or school-sponsored extracurricular activities, unless authorized in advance by the student’s parent or guardian and the appropriate NCCVT official(s);
- promotes or participates in any way in religious or political activities;

b. Unlawful Purposes
It shall be a violation of this Policy for any User to use any Electronic Resource for any purpose that:

- constitutes or furthers any unlawful activity;
- gives rise to civil liability under any applicable law, including U.S. patent, trademark, or copyright laws, including copyrighted photos, clip art, or other images, including District or NCCVT logos;
- impersonates any person, living or dead, organization, business, or other entity;
- enables or constitutes gaming, wagering, or gambling of any kind;
- promotes or participates in any way in unauthorized raffles or fundraisers;
- engages in private business, commercial, or other activities for personal financial gain.

c. Security Violations
It shall be a violation of this Policy for any User to use any Electronic Resource in any way that threatens or violates the security of any Covered Technology, where such use:
• contains a virus, Trojan horse, logic bomb, malicious code, or other harmful component;
• constitutes a chain letter, junk mail, spam, or other similar electronic mail;
• constitutes unauthorized access or attempts to circumvent any security measures;
• obtains access to or use of another User’s account, password, files, or data, or attempts to so access or use, without the express authorization of that other User;
• deprives a User of access to authorized access of Electronic Resources;
• engages in unauthorized or unlawful entry into an NCCVT Network;
• shares e-mail addresses or distribution lists for uses that violate this Policy or any other District Policy;
• transmits sensitive or confidential information without appropriate security safeguards;
• falsifies, tampers with, or makes unauthorized changes or deletions to data located on the NCCVT Network;
• obtains resources or NCCVT Network access beyond those authorized;
• distributes unauthorized information regarding another User’s password or security data;
• discloses confidential or proprietary information, including student record information, without authorization;
• involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the District Technology Department.
• installs, downloads, or uses unauthorized or unlicensed software or third-party system without the express prior authorization by the District Technology Department;
• involves a deliberate attempt to disrupt the NCCVT Network.

7. **Notice of Intent to Monitor**

Users have no expectation of privacy in their use of and access to any Electronic Resource. District administrators and authorized personnel monitor the use of Electronic Resources to help ensure that uses are secure and in conformity with this Policy. The District reserves the right to examine, use, and disclose any data found on the NCCVT Network in order to further the health, safety, discipline, or security of any student or other person, or to protect District property. It also may use this information in disciplinary actions and will furnish evidence of suspected criminal activity to law enforcement.

In recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.
8. Limitation of Liability
The District makes no warranties of any kind, neither express nor implied, for the Internet access it provides. The District will not be responsible for any damages any User suffers, including but not limited to, loss of data. The District will not be responsible for the accuracy, nature, or quality of information stored on the NCCVT Network, nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for financial obligations arising through the unauthorized use of the network.

9. Policy Violations

The District will cooperate fully with local, state, and federal officials, in any investigation related to any alleged or suspected illegal activity conducted through the NCCVT Network.

a. Due Process

Any action taken in violation of this Policy will be subject to appropriate discipline, tailored to meet the facts and circumstances of the incident. Violations of this Policy may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action. Where a violation of this Policy also involves a violation of another District policy or rules, those policies or rules may affect the disciplinary action taken.

b. Student Violations

Violation of this Policy by a student may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action. For a first violation, the student’s parent or guardian must be contacted and a reprimand must be issued. For any subsequent violation, the student’s parent or guardian must be contacted, a reprimand must be issued, and the student will be subject to disciplinary probation. Other possible actions may include any combination of the following alternatives as determined by the District: restitution, detention, probation, in-school alternative, suspension, referral to law enforcement, and expulsion. In the case of a subsequent violation, District officials also may elect to refer the student to an alternative program.

The particular consequences shall be determined by the school administrators. The Superintendent or his designee, in conjunction with the Board, shall determine when expulsion or legal action is warranted.

c. Employee Violations

Any employee who learns of or reasonably suspects a violation of this Policy is obligated to promptly report such information to his or her supervisor. Failure to do
so is considered a separate violation of this Policy and, as such, may warrant disciplinary action.

Violation of this Policy by a District employee may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action, including but not limited to: reprimand, restitution, mandatory training or in-service, and termination.

10. Social Media Guidelines

Educators have a professional image to uphold and how they conduct themselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue online (i.e. blogs, wikis, social networks, texting, instant messaging) about their schools, colleagues, and/or students or posting pictures and videos of themselves engaged in inappropriate activity.

The following guidelines are intended to serve as a reference for all District personnel who elect to engage in social media, regardless of whether such online activity occurs during working or non-working time. If any employee is uncertain about how to apply these guidelines or have any question about participation in social media, he or she should seek the guidance of a supervisor or other appropriate District administrator. Administrators and certificated and/or professionally licensed employees and coaches are encouraged to use District and school-based websites or the Department of Education Home Access Center for classroom, school, school-related, or District-related instructional or informational communications with students and parents of the District. When participating in social media, personnel are bound by the following guidelines:

• The Superintendent, or their designee, shall create regulations for school-related and/or educational/informational networking sites.

• Certificated and/or professionally licensed non-administrative employees or athletic coaches may use educational/informational networking/media sites for instructional, training, or informational purposes with the written permission of the building principal.

• The building principal must approve the continued use of the site on an annual basis and provide the Superintendent or their designee written verification of the sites approved by September 30 of each school year.

• No district employee may communicate with students on a social network, through email, text messages, or other web-based information and messaging sites not housed on the District Server or monitored by Delaware Department of Technology & Information (DTI)
without the written permission of a student's parent(s)/legal guardian(s)/Relative Caregiver.

• Written permission shall be given on a form created by the NCCVT School District and available to employees on the District internal website. The employee shall keep a copy of the Permission Form for their records.

• Employees shall not publish or distribute on any personal account maintained by the employee, any personally identifiable information about students or District personnel, including but not limited to names, addresses, or photographs.

• An intentional violation of this policy or the regulations implementing this policy may lead to discipline for the employee up to and including termination of employment.

**STUDENT FINES AND RETURN OF DISTRICT PROPERTY**

Grades and diplomas may, following written notification to the student's parent or guardian, be withheld from any student, or former student, who fails to return District property (including but not limited to library books, calculators, athletic equipment, computer equipment, and supplies) in a timely manner.

Grades and diplomas will be released when the student:

• Returns all loaned District property in usable condition, or

• Pays the charges for the replacement or repair (which would be at the District's discretion) of loaned District property which is lost or unusable, or

• Performs voluntary work, as designated by the principal or designee, in lieu of payment of the charges for replacement or repair.

• A student will not be permitted to participate in school activities including Graduation ceremonies unless the student pays all debts owed to the District.

**SCHOOL-POLICE RELATIONSHIPS**
To insure that both students and parents are aware of the required relationship between
the school and the police agencies, the following section of the Memorandum of
Agreement Between the Board of Education of the School District and Law Enforcement
Agencies in New Castle County is quoted:

"School Officials shall promptly report to the appropriate police agency all police matters
coming to their attention, whether occurring on or away from the school premises, during
the school day, and/or 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 or blasting caps being brought
   into school.
4. Narcotic offenses or allegations; drinking, if it appears to be other than an
   experimental experience.
5. Indecent assaults on male or female students.
6. Rape or assault with intent to rape.
7. Morals offenses (pornography, exhibitionism, peeping, etc.).
8. Organized gambling (numbers 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 person(s) parked near schools at time pupils are going to and from
    school.
13. Observations of reckless driving and traffic hazards endangering lives of school
    children.
14. Telephone threats made to the school.
15. 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 intimidations.
19. Larcenies involving the personal property of others.
20. Larcenies of school equipment.
22. Malicious mischief and school vandalism.
23. Trespass on school property.

Police matters shall not include conduct that has been traditionally treated as a matter of discipline to be handled administratively by the particular school, except that all such conduct of a serious nature be promptly reported to the parent concerned.

CONDUCT OF STUDENTS ON SCHOOL BUSES

The following rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will insure safety, prompt arrivals and departures of buses, and proper attitudes on the part of pupils. Good citizenship will be promoted. Violations of these rules may result in the suspension of bus riding privileges.

a. The driver is in full charge of the bus and pupils and has the authority of a classroom teacher. Pupils must obey the driver promptly and be courteous to him/her and to fellow pupils.

b. Pupils must be on time; the bus has to run on schedule and cannot wait for those who are tardy.

c. Pupils should never stand in, or play on, the roadway while waiting for the bus.

d. Before boarding the bus, pupils must keep a safe distance from it while it is in motion.

e. Pupils must not try to get on or off the bus when it is in motion.

f. Pupils must enter the bus without crowding or disturbing others and occupy their seats immediately.

g. Pupils must keep out of the driver’s seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.

h. In approaching the bus or a bus stop along the highway, pupils should walk on the left side of the road facing traffic. They should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, they should immediately walk around the front of the bus and stop before crossing. They should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.
i. In crossing the street or highway at any time, pupils should look both to the right and to the left, then WALK—not run.

j. Outside the ordinary conversation in normal tone, classroom conduct is to be observed when on the bus.

k. Pupils must not call out to passers-by. They should not open the bus windows without permission from the driver or extend head or arms out of the window.

l. Pupils shall not leave the bus without the driver’s consent, except on arrival at their regular bus stop or at school.

m. Pupils should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse the equipment.

n. Pupils are not permitted to smoke while on the bus.

o. Pupils must not use profanity while on the bus.

p. Pupils must not throw articles of any kind out of or around the bus.

q. Pupils are not to eat or drink while on the bus.

r. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures, and spitting.

**CONDUCT OF STUDENTS OUT OF SCHOOL**

The student discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students or District staff, or to the reputation of a school or the District. 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 sale, transfer, or possession of drugs which would constitute an offense punishable by law; or
- Cyber-bullying and other inappropriate online behavior that has caused or threatens to cause a substantial and material threat of disruption on campus.

The District is notified by the Attorney General’s office and/or law enforcement authorities whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the District receives these reports, they will be reviewed. The District may take disciplinary action as outlined. The District will not wait for adjudication of said felony to proceed with alternative placement or expulsion procedures.
EXPULSION PROCEDURES

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

STEP I

A. The student shall be suspended up to five (5) school days. Prior to suspension, the student must be informed orally, or in writing, of the allegations against the students, the conduct that forms the basis of the allegations, and policy or rule violated. The students must be given an explanation of the evidence supporting the allegations and an opportunity to present the student’s side of the story. If, however, the student’s presence in the school environment poses a threat to the health, welfare and safety of the school, the student may be removed immediately with the initial due process procedures followed as soon as practicable.

B. The Principal (references to the Principal include the Principal’s designee) shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference to inform the student of the charges and an opportunity to tell the student’s side of the story. When obtaining written statements from witnesses, reasonable efforts shall be made to notify the Parent (references to Parent includes a student’s legal guardian or relative caregiver) of each witness.

C. The Principal shall complete the investigation within three (3) school days after the day of the incident under investigation.

D. If the Principal determines that the student committed the offense and that the nature of the offense warrants a recommendation for expulsion, the Principal shall hold a building level conference with the Parent and the student via phone or in person. The Principal shall inform them of the recommendation for expulsion; that the student will be serving a short-term suspension pending the outcome of the expulsion hearing; and the expulsion procedures. The Principal shall have a person present at the conference to take notes, or shall record the conference.

E. All documentation related to the expulsion recommendation shall be delivered to the Superintendent (references to Superintendent include the Superintendent’s
designee) within two (2) school days of the building level conference, or within seven (7) school days of the incident whichever is sooner.

F. If the Principal determines there is reliable information that would lead a reasonable person to believe that a mandatorily reportable crime under 14 Del. C. § 4112 has been committed, the Principal shall notify the police as soon as practicable. All reports must be made by phone, or in person, and followed up by a written report of the incident within 3 school days. Additionally, the Principal shall report all mandatory reportable offenses under 14 Del. C. § 4112 and 14 § 601 to the DOE within five (5) school days of the incident.

G. If the Superintendent concurs with the recommendation for expulsion, the student’s suspension shall be extended pending a recommendation by the hearing officer following the Step II formal hearing.

H. If the Superintendent does not concur with the recommendation for expulsion, alternative education placement may be considered after consultation with the student and the student's Parent.

**STEP II**

A. If the Superintendent concurs with the recommendation from the Principal, the Superintendent shall, within ten (10) school days of the incident giving rise to expulsion recommendation, notify the student and the student’s Parent of intent to expel, the reason for the expulsion, and of the date, time, and location for the hearing. The notice of intent to expel shall be sent by certified mail or hand delivered. In addition, the notice shall be accompanied by a copy of these expulsion procedures.

B. The hearing shall be held not less than nor more than twenty (20) school days after the notice of intent to expel is received. The notice shall be deemed to be received on the fourth (4th) school day following the day of mailing. The time period may be extended by agreement of all parties.

C. If requested, the student and Parent will be given the reasons for the recommendation; the names of the witnesses who may appear; and copies of
exhibits that may be submitted.

D. The hearing shall be conducted by an impartial hearing officer selected by the Superintendent. The hearing officer may be an employee of the District.

E. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. The hearing officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination shall be excluded. The witnesses shall be sworn by the hearing officer or the registered professional reporter. The District shall receive written Parent permission for any witness who is a minor.

F. The student shall have the following rights:

- To be represented by counsel, at the student’s expense;
- To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses;
- To request that any witnesses appear in person and answer questions or be cross-examined (student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission);
- To testify and produce witnesses on their behalf;
- To obtain, upon written request, a copy of the transcript or tape of the formal hearing.

G. In lieu of a hearing, a student may elect to waive the hearing and admit committing the violation. The student’s Parent shall submit a signed waiver stating the student is knowingly and voluntarily waiving the right to a hearing. The hearing may be waived prior to the commencement of the hearing. The student waiving the hearing is subject to the consequences set forth in the Code of Conduct. Within five (5) school days of receiving such a waiver, the Superintendent shall prepare a report for the Board’s action at its next regular meeting, or at a special meeting scheduled to decide the disciplinary matter.
STEP III

A. Within five (5) school days following the conclusion of the hearing, the hearing officer shall prepare a written report (the “Report”) for the Board. The Report shall summarize the evidence, state conclusions of fact, and make a recommendation as to whether the Board should expel the student. If expulsion is not recommended, alternative education placement may be recommended if appropriate.

B. If the hearing officer does not recommend expulsion, the student may be permitted to return to school pending a review of the Report by the Board.

C. The Board will make its decision at its next regular meeting or at a special meeting scheduled to make a decision on the expulsion recommendation. The Board may accept, reject, or modify the recommendation for the hearing officer. The Board’s decision shall be based solely upon the hearing officer’s Report and the record of the expulsion hearing.

D. Eligible expelled students shall be placed in a Consortium Discipline Alternative Program in accordance with 14 Del. C. § 1604 and 14 DE Admin. Code 611. The Board shall determine if the students not eligible for placement in a Consortium Discipline Alternative Program shall be expelled with or without Appropriate Educational Services.

E. A decision to expel a student shall be reported to the Delaware Department of Education within five (5) school days of the Board’s decision to expel. When the Board expels a student, but determines the student shall not be placed at a Consortium Discipline Alternative Program, the written decision shall address with specificity the reason for non-placement and the evidence in support thereof. Such decisions shall be submitted to the Delaware Department of Education’s Office of School Climate and Discipline within five (5) school days of such decision, with a copy to the student’s Parent.

F. Within ten (10) school days of the decision by the Board, the written decision of the Board shall be submitted to the Superintendent and Parent. The written decision shall include notice of the right to appeal to the State Board of Education.
G. In calculating the period of time for the term of the expulsion, school days will be used. Students receiving residential services from a Department of Services for Children, Youth and Their Families (DSCYF) program shall have the amount of school days served in such program counted as part of the calculation of time for the expulsion. This does not preclude the District from transitioning a student from a YRS program to the regular school program through an alternative program. However, transition through an alternative program is not required.

H. For the duration of the expulsion, a student shall be denied attendance at any school or facility in the District unless there are special considerations required by law.

**STEP IV - “STUDENTS WITH DISABILITIES”**

In the case of students with disabilities, as defined in Federal and State regulations, an Individualized Educational Plan (I.E.P.) team meeting will be convened when a student has been suspended for more than ten (10) days, either consecutively or cumulatively, in any one school year, or if expulsion is being considered. When a student with disabilities has accumulated eight (8) days suspension, the student advisor is to notify the building Special Education Department Team Leader in writing to ensure that appropriate action may be taken prior to reaching the ten (10) days of suspension.

If the District decides to change a student’s educational placement for disciplinary reasons for more than ten (10) school days, the District must notify the Parent of its decision, provide the Parent with a copy of the Notice of Procedural Safeguards, and conduct a team meeting to determine whether the student’s misconduct was a manifestation of his or her disability. This is referred to as a “Manifestation Determination Review” (MDR). The meeting must take place immediately, if possible, or within ten (10) school days of the District’s decision to take this type of disciplinary action.
Please refer to the DE Procedural Safeguards Notices for Special Education Rights of Parents and Children for information on disciplining children with disabilities on the DOE website: [http://www.doe.k12.de.us/Page/1186](http://www.doe.k12.de.us/Page/1186)

**FOLLOW–UP TO EXPULSION**

A. A student who is expelled shall be informed of the duration of the expulsion. At the end of the expulsion period, the student’s Parent/legal guardian may petition the Board for possible readmission.

B. Before making application for readmission, any student who has been expelled must provide evidence of having received appropriate related services pertinent to the expulsion offense.

C. All students readmitted to school following an expulsion shall be:

1. Readmitted on a date to coincide with the beginning of a marking period/semester as defined by the school calendar. Advised that the conditions for readmission shall be specified through a written behavioral contract designed by appropriate school personnel and signed by the student and their parent.

2. Retained on the behavioral contract for one (1) calendar year following the date of readmission.
SECTION VII • DRUG AND ALCOHOL POLICY

I. THE FOLLOWING POLICY ON THE POSSESSION, USE, OR DISTRIBUTION OF DRUGS AND ALCOHOL SHALL APPLY TO ALL SCHOOLS/PROGRAMS:

A. The possession, use, and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance, and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment.

B. Student lockers are the property of the school and may be subjected to search at any time with or without suspicion.

C. Student motor vehicle use to, and in, the school environment is a privilege which may be extended by school districts to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student’s use, possession, or distribution of alcohol, a drug, a drug-like substance, a look-alike substance or drug paraphernalia, or of a student’s use of an electronic beeper or other communication device during the school day may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle on the request of school authorities may result in the police being called to conduct a search and will result in loss of the privilege to bring the vehicle on campus.

D. All students are responsible for their own actions. Students who are 18 years or older will be treated as adults for the purposes of reporting violations of this policy and of the law to the police. Such students shall also be on notice that their parents and/or guardians will be notified (if their address and/or telephone number is known to the school) of the student’s actions in accordance with this policy.

E. All alcohol, drugs, drug-like substances, look-alike substances, and/or drug paraphernalia found in a student’s possession shall be turned over to the Principal or Designee and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by Title 16 Delaware Code Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate. All communication devices shall be confiscated and turned over to the Principal or Designee who will bag, seal, and document the device as potential evidence for the police. If the police do not want to keep it as evidence, the Principal/Designee shall either donate the device to the State or local police or destroy the device within 45 days after the informal hearing. In rare instances, donation or destruction may not be warranted; in such cases, the Superintendent of the District shall notify the State Board of Education in writing of the circumstances of the disposition of the device.
II. THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS POLICY:

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

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

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

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

E. “Drug-like substance” shall mean 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 inhalants, and caffeine pills.

F. “Expulsion” shall mean exclusion from school.

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

H. “Nonprescription medication” shall mean any over-the-counter medication; some of these medications may be a “drug-like substance.”

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

J. “Possess,” “possessing,” or “possession” shall mean that a student has on the student’s person, in the student’s belongings, or under the student’s reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia.
K. “School environment” shall mean within or on school property and/or at school-sanctioned or supervised activities, including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips, and at functions held at the school in the evening.

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

III. THE FOLLOWING REGULATIONS SHALL APPLY TO THIS POLICY:

A. Each year all students shall receive an updated Student Handbook that contains the state and district drug and alcohol policies and regulations to be shared with their parents.

B. The state and district policies shall apply to all students except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the drug and alcohol policy was due to the student’s handicapping condition will be made prior to any discipline or change of placement in connection with the policy.

C. Staff members will report incidents to the Student Advisor/Principal Designee who will verify the identity of the student and the probable cause that a policy violation has been committed. The Student Advisor/Principal Designee where required will report the incident to the police and will file a report to be sent to the Department of Education. Parents will be notified as quickly as possible via the telephone. If telephone contact cannot be made, a letter will be sent home. Records will be maintained in a separate discipline file, and confidentiality will be followed. Names and details of any particular incident will be revealed only to those staff persons who are required to know the specific information.

D. Any physical evidence of a policy violation will be submitted to the Student Advisor/Principal Designee. The Student Advisor/Designee will document the date, time, and description of the evidence and the name(s) of the student(s) involved. Evidence will be locked in a secure area determined by the Student Advisor/Designee and submitted to the police upon their arrival.

E. General searches of the property of a student may be conducted by the Student Advisor/Principal Designee at any time upon reasonable suspicion.

F. All prescription and over-the-counter non-prescription drugs shall be presented to the school nurse upon entering the school building. The nurse will be responsible for dispensing those drugs to the students until they leave at the end of the school
day. Any of these drugs not submitted to the school nurse will be considered in violation of this policy. When necessary, individual students may be permitted to carry a prescription drug after submitting written notification from a physician and obtaining approval from the Principal/Designee.

G. The discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to, the sale, transfer, or possession of drugs which would constitute an offense punishable by law.

H. Students expelled from school must petition the District Board of Education for readmission. Evidence must be provided of having received appropriate related services pertinent to the expulsion offense.

I. A District Substance Abuse Advisory Committee including teachers, parents, school nurses, and community leaders will be appointed.

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

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

<table>
<thead>
<tr>
<th>A. USE/IMPAIRMENT</th>
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<tbody>
<tr>
<td>Possession, consumption of alcohol or a drug, pill or substance that affects an individual’s ability, behavior, functions and actions.</td>
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<tr>
<th>FIRST VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
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<tr>
<td>• Parent Contact</td>
<td>• Referral to Alternative Program</td>
</tr>
<tr>
<td>• 1-10 Days Suspension</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
</tr>
<tr>
<td>• <em>Participation in a drug and alcohol program (Parent/Guardian Responsibility)</em></td>
<td></td>
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<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
<td>Optional:</td>
</tr>
<tr>
<td></td>
<td>• Referral to Outside Agency</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
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### B. POSSESSION/PERSOENAL USE
Posession of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount typical for personal use, and/or drug paraphernalia.

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<thead>
<tr>
<th>FIRST VIOLATION</th>
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<tbody>
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</tr>
<tr>
<td>• Parent Contact</td>
<td>• Expulsion</td>
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<tr>
<td>• 5-10 Days Suspension</td>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
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<tr>
<td>• <em>Participation in a drug and alcohol program</em> (Parent/Guardian Responsibility)</td>
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<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
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<tr>
<td><strong>Optional:</strong></td>
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<tr>
<td>• Expulsion</td>
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<tr>
<td>• Referral to Alternative Program</td>
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### C. DISTRIBUTION
Possession of a quantity of alcohol, a drug, a look-alike substance, and/or drug paraphernalia in an amount that exceeds an amount typical for personal use, and/or distribution of the above-named substances or paraphernalia.

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<tr>
<td><strong>Required:</strong></td>
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<tr>
<td>• Parent Contact</td>
<td>• 10 Days Suspension</td>
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<td>• 10 Days Suspension</td>
<td>• Expulsion</td>
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<tr>
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<td>• Referral to Police Agency and/or State Agency if required by law</td>
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<tr>
<td>• Referral to Police Agency and/or State Agency if required by law</td>
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<td><strong>Optional:</strong></td>
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*It shall be the Parent(s)/Guardian(s) responsibility to enroll their child in a drug treatment program and provide the district with verification that the program has been successfully completed.*
V. THE PROGRAM FOR INTERVENTION AND ASSISTANCE SHALL INCLUDE:

A. Staff persons are to refer students to their school counselors to receive initial counseling and to obtain information on counseling/treatment services available to the student or the student’s rights, if any, to those services and on the confidentiality which the student can expect.

B. Each high school shall maintain in its Guidance office available to students and their parents a directory of resources available in the school environment and in the community for counseling for drug and/or alcohol treatment.

C. At the beginning of each school year, and in the event of a new employee, the Principal will distribute an updated faculty handbook, including referral procedures and resources. The Principal will request staff assistance in encouraging students to seek support.

D. Students with drug or alcohol problems will be referred to their school counselor for needs assessment, counseling, district program participation, and referral to outside agency, if appropriate.

E. No cost is required from students for counseling provided by the school counselor or programs sponsored by the building/district. Any cost for counseling, treatment, or testing provided by outside agencies will be borne by the student.

ANY REVISIONS OF THE NEW CASTLE COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT DRUG AND ALCOHOL POLICY WILL BE SUBMITTED TO THE DEPARTMENT OF EDUCATION FOR REVIEW AND APPROVAL.
ATHLETIC ELIGIBILITY REQUIREMENTS

Participation in NCCVTS interscholastic athletic programs is a privilege. Our expectation of all our athletes is that they maintain our defined academic and attendance standards and that they exhibit sportsmanship worthy of our district and schools.

1. The student is **NOT** eligible if they become 19 years of age before June 15 immediately preceding the school year.

2. A student shall not be eligible to try out, practice, scrimmage, or compete in an interscholastic contest unless a licensed physician (MD or DO), a licensed nurse practitioner, or a licensed physician’s assistant verifies in writing on a DIAA physical form on or after April 1 and before beginning such athletic activity for the current school year that the student has been adequately examined within the last 12 months and is cleared medically to participate.

3. In order to be eligible for participation in interscholastic athletic contests and scrimmages, a student must pursue a regular course of study or its equivalent as approved by the local governing body, and must be passing at least five (5) credits. Two (2) of the credits must be in the areas of English, Mathematics, Science, World Language, or Social Studies. However, in the case of a student in the twelfth grade, the student must be passing all courses necessary for graduation from high school in order to be eligible for participation. A course necessary for graduation shall be any course, whether taken during or outside the regular school day, that satisfies an unmet graduation requirement.

   - Freshmen students must have a 1.5 grade point average or higher for the first marking period.
   - Sophomores, juniors, and seniors must have a 1.75 grade point average or higher for the first marking period.
   - The student must have a passing grade on their career program or career exploratory course for the first marking period.
   - If both a marking period grade and a final grade are issued for a course, the final grade is used to determine eligibility.

4. In order for 9th graders to be eligible during the third and fourth marking periods:
   - The student must have earned a 1.75 grade point average or higher for the previous marking period.
5. Eligibility status is subject to change as of the date that the most recent report card is issued.

6. The student athlete who wishes to appeal eligibility status may do so through the building athletic director or the principal through the grievance procedures outlined in Section III.

7. An athlete may join a team after regaining academic eligibility based upon the discretion of the varsity head coach, athletic director and with the approval of the principal or their designee. Academically ineligible athletes may be permitted to practice with a team at the discretion of the varsity head coach, athletic director and with the approval of the principal or their designee.

8. The student who is absent for at least half of the periods for a given day is NOT eligible to participate in a game or practice that day unless the tardiness or absence is due to participation in a school-approved activity. The student is NOT eligible to practice or participate in any athletic contest on those days when they are absent from school. Students serving an inside (or outside) suspension do not become eligible until the day they resume classes.

9. Students are NOT eligible to participate in another sport until all obligations are met from the previous sport in which they have participated. This includes the return of all equipment and/or payment for items not returned.

10. The student athlete must use the transportation provided by the school district, both to and from all competitions, unless previous arrangements have been made through the coach and the athletic director.

11. The student who quits one athletic team after the first week of practice is NOT eligible to try out for another team during that season unless they have approval from the first coach and from the athletic director. This rule does not apply to students who are not selected for a team.
CODE OF CONDUCT

All schools in the New Castle County Vocational Technical School District are members of the Delaware Interscholastic Athletic Association (DIAA) and therefore must/will abide by all rules regulations, policies, and procedures established by that organization. No policy of the New Castle County Vocational-Technical School District is meant to, or can, change or replace any D.I.A.A. policies. The New Castle County Vocational Technical School District Athletic Code of Conduct has been designed to insure equity, due process, and consistency in disciplining our student-athletes.

Although misconduct is usually limited to a small percentage of student-athletes on any one team, the aim of the coach is to promote self-discipline in each athlete. The student-athlete who practices self-discipline will be least affected by this policy.

It is essential for the district to initiate this code in order for all coaches, student-athletes, and parents to be aware of a code of conduct that is the same at each vocational technical district school. This code does not replace or diminish the responsibilities of the Student Advisors (disciplinarians) in their respective schools, but reinforces their efforts to promote self-discipline among the students in the New Castle County Vocational Technical School District.

The building Athletic Director is responsible for enforcing the discipline policy in a manner that is consistent, fair, and firm, treating each case on an individual basis and taking into consideration the overall school record of the student-athlete. All coaches are required to effect discipline or assist in discipline situations by maintaining written communication of action taken by them when dealing with student-athlete infractions as spelled out below. As violations are confirmed, coaches must not only make parental contact, but also send a copy of the written communication of action to the building Athletic Director and to the Student Advisor immediately.

The Principal/Designee may conduct an investigation to confirm that the charged offense has, in fact, been committed and select the appropriate disciplinary action.
ATHLETIC DISCIPLINE POLICY

Athletes, managers, and all team members must remember they represent their school and team at all times in the community as well as at school and athletic events. Athletes should understand that their behavior can not only hurt themselves, but also bring discredit to their school and team. Being a part of an athletic team is a privilege that may be revoked as a result of a violation of the District Code of Conduct. Inappropriate behavior includes, but is not limited to:

A. ASSAULT AND/OR FIGHTING
A threat or attempt to do bodily harm to another with or without physical contact.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Reprimand from coach</td>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
<td>• Removal from team for duration of season</td>
</tr>
<tr>
<td>Optional:</td>
<td></td>
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<tr>
<td>• Removal from team for duration of season</td>
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B. DISTRIBUTION AND/OR SALE OF ALCOHOL OR ILLEGAL DRUGS

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<thead>
<tr>
<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Immediate suspension from all sports for the duration of the school year</td>
</tr>
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C. EXTORTION
To obtain or attempt to obtain money, goods, or information from another by force or threat of force.

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<tr>
<td>Required:</td>
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<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Removal from team for duration of season</td>
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</tbody>
</table>
### D. FORGERY
The willful forgery of parent/guardian and/or physician's signature on any correspondence or form required by our athletic department rules and regulations.

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<thead>
<tr>
<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Removal from any teams for duration of that particular season</td>
</tr>
</tbody>
</table>

### E. POSSESSION OR USE OF ALCOHOL OR ILLEGAL DRUGS
To possess on your person or among your personal belongings or to use illegal substances capable of producing a change in behavior or altering a state of mind or feelings, e.g., marijuana, pills, etc.

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<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
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<tr>
<td>• Removal from team for duration of the season</td>
</tr>
<tr>
<td>• Referral for mandatory rehabilitation</td>
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</table>

### F. SAFETY VIOLATION – DANGEROUS HORSEPLAY
Any action that may result in an injury to a person.

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<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
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<tr>
<td>• Reprimand from coach</td>
</tr>
<tr>
<td>• One game suspension</td>
</tr>
</tbody>
</table>

Optional:

7. Referral to Student Advisor
### G. SMOKING
Display, use, dispensing, or selling of tobacco products, including snuff and chewing tobacco, “electronic cigarette(s),” or smoking/vaping paraphernalia during the sport season.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUBSEQUENT VIOLATIONS</th>
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<tbody>
<tr>
<td>Required:</td>
<td>Required:</td>
</tr>
<tr>
<td>• Reprimand from coach</td>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• One game suspension</td>
<td>• Removal from team for duration of season</td>
</tr>
<tr>
<td>Optional:</td>
<td></td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
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### H. THEFT AND/OR TRANSFERRING OF STOLEN GOODS
The act of taking, possessing, or transferring the property of another without consent of the owner.

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<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
</tr>
<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Suspension from participation (practice and games) pending investigation and recommendation of Student Advisor</td>
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</table>

### I. TRESPASSING
Entering and/or remaining in the school building and/or grounds without proper authorization and/or supervision.

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<th>VIOLATION</th>
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<tbody>
<tr>
<td>Required:</td>
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<tr>
<td>• Reprimand from coach</td>
</tr>
<tr>
<td>• One game suspension</td>
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<tr>
<td>Optional:</td>
</tr>
<tr>
<td>8. Referral to Student Advisor</td>
</tr>
</tbody>
</table>
### J. UNSPORTSMANLIKE BEHAVIOR
Any action in the athletic arena that is construed as being not in keeping with the spirit of sportsmanship such as, but not limited to, vulgar, obscene, or offensive language, inflammatory actions, ejection from games and/or practices, etc.

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<tr>
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<tr>
<td>• Reprimand from coach</td>
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<tr>
<td>• One game suspension</td>
</tr>
<tr>
<td><strong>Optional:</strong></td>
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<tr>
<td>• Referral to Student Advisor</td>
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### K. VANDALISM
The willful or malicious destruction of school property or the property of others.

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<th>VIOLATION</th>
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<tr>
<td><strong>Required:</strong></td>
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<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Restitution and restoration</td>
</tr>
<tr>
<td>• One game suspension</td>
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### L. VIOLATION ON A SCHOOL ACTIVITY BUS
Any misconduct on an activity bus, defiance of the driver, or vandalism to the bus.

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<tr>
<td><strong>Required:</strong></td>
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<tr>
<td>• Referral to Student Advisor</td>
</tr>
<tr>
<td>• Denial of activity bus transportation</td>
</tr>
<tr>
<td>• One game suspension</td>
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### M. WILLFUL AND PERSISTENT DEFIANCE OF THE COACH
Whenever an athlete disobeys the rules and regulations and shows a lack of respect by failure to comply with a reasonable request.

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<tr>
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<tr>
<td>• Removal from team for duration of season</td>
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New Castle County Vocational Technical School District
Parent Involvement & Partnership Guidelines

A. **PURPOSE:** To establish guidelines on parent and family involvement and associated partnerships.

B. **ISSUE:** The New Castle County Vocational Technical School District recognizes that a child’s education is a responsibility shared by the school and family during the entire period the child spends in school. To support the mission of the school district to effectively educate all students to succeed, the schools and parents/families must work together as knowledgeable partners. Although parents/families are diverse in culture, language, and needs, they share the school’s commitment to the educational success of their children. The District and the schools, in collaboration with parents/families, will work towards establishing programs and practices that enhance the partnership between them, reflecting the specific needs of students and their families.

C. **Programs:**

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools, including the process of school review, and improvement will be planned and operated with meaningful consultation with parents of participating children.
- The school district will work with its schools to ensure that the required school-level parental involvement policies each include, as a component, a school-parent compact.
- The school district will incorporate this district-wide parental involvement guideline into appropriate plans.
- The school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the District plan for Title I, Part A, as documented in the Consolidated Grant, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The NCCVT School District will implement the following statutory definition of parental involvement and expects that its schools will carry out programs, activities, and procedures in accordance with this definition:
Parental Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role in assisting their child’s learning;
- that parents are encouraged to be actively involved in their child’s education at school; that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and
- the carrying out of other activities, such as those described in Title I law and guidance.

Implementation activities included in the procedures and practices shall also include:

- The NCCVT School District will develop its district-wide parent involvement plan in consultation with parents of participating children.
- Involve parents in the process of school review and improvement.
- Coordinate technical assistance and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools’ and parents’ capacity for strong parental involvement in order to ensure and support a partnership among the school, the parents, and the community to improve student academic achievement through the following activities specifically described below:

The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- the State’s academic content standards
- the State’s student academic achievement standards
- the State and local academic assessments including alternate assessments
- the requirements of Part A
- how to monitor their child’s progress
- how to work with educators

The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

NCCVT School District will ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. The District will pay reasonable and necessary expenses associated with parental involvement activities,
including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.

D. REVIEW AND REPORTING: The NCCVT School District will conduct annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of all of its schools, including those schools participating in Title I, Part A. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement and to revise, if necessary (and with the involvement of parents), its parental involvement policies, procedures, and practices.

E. PARENT COMMUNICATION: Parents of students in Title I schools can expect the following communication:

- Written communication (as described above in Section C) at the beginning of the school year supplied in a school newsletter
- An annual meeting for parents at each Title I school in which the purpose and benefits of Title I funding is discussed. Parent involvement in the planning and delivery of Title I services will be sought. Timely information and a description of the curriculum will be discussed.
- Additional parent meetings and opportunities for meetings to form will also occur in which school-specific topics pertaining to student academic achievement will be discussed. Schools will make these meetings at flexible times in order to accommodate a variety of parent working hours. At these meetings, parents will have an opportunity to review the school-wide Title 1 program and make comments.
- At parent meetings, through newsletters, through e-news, and at Open House, schools will:
  - Assist parents in understanding state standards and district and state assessments in order to assist parent in improving the academic achievement of their child.
  - Provide material and training to help parents work with their child to improve academic achievement.
  - Describe to parents how schools educate their staff in the value and utility of reaching out to communicate with parents as equal partners in order to build ties between parents and the school.
  - Coordinate parent involvement programs, to the extent possible, that encourage and support parents to be a full participant in the education of their child.
  - Communicate with parents in a practical format and appropriate language.

Questions, recommendations, or suggestions about our Title I program should be directed to district administrator David Jezyk (david.jezyk@nccvt.k12.de.us).
New Castle County Vocational Technical School District Policy for
Bully Prevention & Cyberbullying

The New Castle County Vocational Technical School District (hereinafter referred to as “The District”) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students and all employees.

I. Prohibition of Bullying Which Includes Cyberbullying

To further these goals and as required by 14 Del. C. 4112D, the District hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored school event.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school district or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or charter school, or any motor vehicle owned, operated, leased, rented, or subcontracted by any public school.
II. **Definition of Bullying & Cyberbullying**

A. As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances, should know will have the effect of:

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.*

B. As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (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.

1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

Explanation: Bullying is usually defined as involving repeated acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions that may become bullying depending on their reasonably foreseeable effect:

**Physical bullying:** Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone’s hands, shooting/throwing objects at someone, gesturing, etc.

**Verbal bullying:** Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone’s mistakes, using unwelcome nicknames, threatening.

**Relational Bullying:** Isolation of an individual from his or her peer group, spreading rumors.

**Cyberbullying:** Bullying by using information and communication technologies. Cyberbullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else’s screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

Sexual Bullying: Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target’s sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other district/charter school policies or building, classroom or program rules.

III. School-wide Bully Prevention Program

The District is committed to support each school in their adoption of a school-wide bully prevention Program. Each school is directed to develop or adopt a school-wide bully prevention program that is research-based. A Coordinating Committee will be created, as described in Section IV of this policy.

IV. Coordinating Committee

Each School shall establish a site-based committee that is responsible for coordinating the school’s bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12), parents and staff from the before- or after-school program(s). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established
pursuant to § § 1605(7) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

A. When setting up the Committee the principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The principal should also decide on an appropriate award system for the committee, within available resources.

B. The Committee shall:

1. Hold regular meetings.
2. Select a coordinator of the program.
3. Consider, decide upon and coordinate any staff training sessions (beyond the 1-hour gang and bully prevention training required in 14 Del. C. 4123A), as needed.
4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff that have been trained and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed.
6. Consider, decide upon and order materials, as needed.
7. Consider, decide upon and lead staff discussion groups as needed.
8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system.
10. Plan a school kick-off event.
11. Establish subcommittees, as needed.
12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

V. Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

1. Initial Concerns
   a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.
   b. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
   c. To confirm their concerns the staff member may choose to take the following steps:
      i. Intensify observations of student in question.
      ii. Confer with colleagues about that student.
      iii. Consult the school’s bullying database.
      iv. Take an informal survey of students about class climate.
      v. Engage in short personal interviews with some students.
      vi. Conduct a brief sociometric survey.
      vii. Contact the parent to see how student likes school.
      viii. Speak privately with the victim.
2. Written Report
   
a. If measures confirm the staff member’s concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the principal or designated person immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
   
i. Persons involved, designating bully, target, and bystanders’ roles.
   
ii. Time and place of the conduct and alleged number of incidents.
   
iii. Potential student or staff witnesses.
   
iv. Any actions taken.

b. Short, easy-to-use forms can be obtained from the school administration or district office.

VI. Investigative Procedures

A. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target’s race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

1. All complaints must be appropriately investigated and handled consistent with due process requirements.

2. Each principal may designate a person or persons to be responsible for responding to bullying complaints.

3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or
what kind of hearing may result. However, efforts should be made to increase
the confidence and trust of the person making the complaint. Whenever
practical, the investigating person will make efforts to document the bullying
from several sources. This prevents the bully, when confronted, from assuming
that the victim is the complainant. Student victims may have a parent or
trusted adult with them, if requested, during any investigatory activities.

4. After receiving notice of the suspected bullying, either through a short form, an
incident report, or an anonymous or other written complaint, the designated
person will review the complaint in conjunction with any other related
complaints. Reasonable steps will then be taken by the designated person to
verify the information and to determine whether the information would lead a
reasonable person to suspect that a person has been a victim of bullying.

5. Once the principal or designated person has confirmed that a person has been
the victim of bullying, the principal or designated person will take prompt
investigatory steps to determine who committed the acts of bullying and
whether others played a role in perpetuating the bullying. The principal or
designated person will avoid forewarning the student suspects, and will
interview suspects separately and in rapid succession.

6. After identifying those who committed the act or acts of bullying, the principal
or designated person will apply disciplinary action, consistent with due process
rights, and the range of consequences identified herein. The bully will be
informed that graduating consequences will occur if the bullying continues.

7. The principal or designated person will keep a written record of the bullying
incident, and any disciplinary actions taken. The principal or designated person
will keep any written statements of those committing the bullying, victims and
witnesses. Discussions with all parties should be documented as soon as
possible after the events. The school will not destroy or discard any material
records or evidence while a criminal investigation into or prosecution relating
to the incident is ongoing.
8. A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.

9. Each confirmed incident must be recorded in the School Register of Bullying Incidents.

B. All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.

C. The school administration should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and/or the Department of Education.

VII. Non-Classroom Supervision

To the extent that funding is available, each school must develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

A. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:

1. Determine the “hot spots” for bullying in the building, and why those hot spots exist.

2. Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.

3. Consider adult density in hot spots, if necessary.

4. Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in bullying situations.

5. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
6. Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.

7. Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.

8. Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes.

VIII. Consequences for Bullying

Consequences for bullying will be as described in the District Student/Parent Handbook. Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

A. Consequences should take into account:

1. Nature and severity of the behaviors
2. Degrees of harm
3. Student’s age, size and personality (including development and maturity levels of the parties involved)
4. Surrounding circumstances and context in which the incidents occurred
5. Prior disciplinary history and incidences of past or continuing patterns of behavior
6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
7. Ease of use for staff (within available resources and time constraints)

B. The appropriate range of consequences for bullying is as follows:

1. Removal of positive reinforcers:
   a. Loss of a privilege.

2. Use of negative or unpleasant stimuli:
a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
b. Notice to parent (required by law)
c. Serious talk with school staff member.
d. Serious talk with school staff member with parents present.
e. Supervised break times.
f. Behavioral report cards sent home.
g. Creation of a behavior contract.
h. In-school suspension.
i. Detention.
j. A period of inclusion in the Learning Support Unit.
k. Reassignment of seats in class, lunch or on bus.
l. Forbidden to enter certain areas of school.
m. Reassignment of classes.
n. A referral to an external agency
o. Reassignment to another school, or another mode of transportation.
p. Expulsion.
q. Report to Law Enforcement officials

3. In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:

a. Reparation to victim in the form of payment for or repair of damage to possessions out of bully’s own money.
c. Education about what bullying is and why it is not acceptable.
d. Documentation on books or films about bullying.
e. Completion of bully-related workbooks.
f. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying).
g. Completion of psychological assessment or evaluation.
h. Completion of counseling (In-house or referral to an outside agency, individual or family).
i. Cooperation with a behavioral management program developed in consultation with a mental health professional.
j. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.
k. Completion of community service.

A combination of the following may be considered by administrators to be the appropriate range of consequences for bullying:

1. Loss of privileges
2. Rebupe or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
3. Notice(s) to parent (required by law)
4. Serious talk with school staff member
5. Serious talk with school staff member with parents present (parent conference).
6. Behavior report cards sent home
7. Creation of a behavior contract
8. In-school suspension/ suspension
9. Detention
10. Reassignment of seats in class, lunch, or on bus
11. Forbidden to enter certain areas of school
12. Reassignment of classes
13. Referral to an external agency
14. Reassignment to another school, or another mode of transportation

C. The District believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:

1. Enthusiastic, concrete, behavior-specific praise
2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.

D. The District believes that victims should be given support. If bullying is suspected, staff members will make an effort to:

1. Find a private opportunity for discussion with victim.
2. Discuss with victim what support they need.
3. Ensure their safety.
4. Record the event and follow through with actions.
5. Provide the victim with opportunities to gain peer support.
6. Refer the victim to available help in-school.
7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
8. Make referrals to external agencies if necessary.
9. Provide the victim with information for mental health or medical treatment needs.

IX. Training

A. The District/Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

B. All school employees must either attend the provided training session live or watch the official training materials provided by the district/charter school in lieu of
attendance, with written proof in the form of signing in and out of the live session, or signing the film in and out, and providing adequate written answers to questions about the training materials.

X. Reporting Procedures

A. The procedures for a student and parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:

1. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.

2. If a child expresses a desire to discuss a personal incidence of bullying with a staff member, the staff member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.

3. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff member or members will be designated to be responsible for this information. Blank “Bullying – request for support forms” will be available to all students, but are not required for a report.

4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
   a. Conduct involved
   b. Persons involved, designated bully, target, and bystanders’ roles
   c. Time and place of the conduct alleged, number of incidents
   d. Names of potential student or staff witnesses.
   e. Any actions taken in response

5. Short, easy-to-use complaint forms can be obtained from the school administration or district/charter school office.
6. An electronic system will be established whereby a person can email anonymous complaints of bullying that only designated persons will have access to.

7. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.

8. Each principal will designate a person or persons responsible for responding to bullying complaints.

9. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy-to-use follow-up forms will be made available.

10. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

XI. **Anonymous Reports**

*Formal disciplinary action solely based on an anonymous report is not permitted.* Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

XII. **Notification of Parents, Guardian or Relative Caregiver**

A parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

XIII. **Retaliation**

*Retaliation following a report of bullying is prohibited.* The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act.
XIV. Procedure to Communicate with Medical and Mental Health Professionals.

A. The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional’s office before communication may take place according to HIPAA and FERPA guidelines.

2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.

3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:
   a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
   b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

B. Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Prevention and Behavioral Health Services, State of Delaware 24-hour hot line (302)-633-5128. Non-emergent services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting a medical insurance company for recommended providers in the area.

XV. Implementation
The school bullying prevention program must be implemented throughout the year, and integrated with the school's discipline policies and 14 Del. C. § 4112.

XVI. Accountability
Each school shall notify the District/Charter School Board in writing of their compliance with this policy and submit a copy of the procedures they have adopted under this policy by January 1 of each school year. Each school shall verify for the District/Charter School Board the method and date that the policy has been distributed, to all students, parents, faculty and staff.

XVII. Awards
In any year when the Delaware Department of Education provides an awards system for exemplary bullying prevention programs, the District shall submit a nomination of 1 exemplary school and the reasons why it believes that school should receive an award for its Bully Prevention Program, with supporting documentation.

XVIII. Immunity
A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school district or charter schools’
bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

XIX. Other Defenses
A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district or charter school initiated under this policy provided there is sufficient school nexus.
B. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district policy and with the approval of the superintendent.

XX. Relationship to School Crime Reporting Law
An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

XXI. School Ombudsperson Information
The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty, and staff; and shall be on the website of the school district and each school. The contact information shall also be prominently displayed in each school. The School Ombudsperson contact number is 1-800-220-5414.

XXII. Informing Students of Electronic Mediums
Upon implementation of this policy, and again at the beginning of each academic year, each school district shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy through the end of 2019-20 school year, postings on
Facebook, Twitter, Snapchat, Instagram, and Pinterest shall, at minimum, be included in each district’s list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

XXIII. Policy Notification
The policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy will be distributed annually to all students, parents, faculty and staff.

XXIV. Rules and Regulations
Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code.

SECTION X • SUICIDE PREVENTION POLICY

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

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

II. Suicide Prevention Program

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

III. Suicide Prevention Coordinating Committee

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

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

B. The Committee shall:

1. Hold regular meetings.

2. Coordinate any required staff training. The Committee may determine additional training is required for its school.

3. Create and maintain a training log (either paper or electronic) to record that all appropriate staff have been trained, as well as the specific training they received.

4. Meet any of the requirements assigned in Section IV below.

IV. Other Requirements

A. Procedure For The Confidential And Anonymous Reporting Of Warning Signs Of Suicide
Each school’s Committee shall determine the process it will use to provide for confidential and anonymous reporting of a student demonstrating the warning signs of suicide. The procedure may be tailored to meet the school’s specific needs. Until such time a mental health counselor or practitioner determines the student does not present a threat, or the school’s administration determines the report concerning a potentially suicidal student was unfounded, the student is not to be alone in the school, and the student is not to be released from school unless the student is released to a parent or guardian, law enforcement, an outside mental health agency, or the Delaware Division of Services for Children, Youth and Their Families. The document outlining the process will be maintained by the principal and Director of Guidance Services. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA).

B. Procedure For Communication Between School Staff Members And Medical Professionals Who Are Involved In Treating Students For Suicide Issues

Each school’s Committee shall determine the process it will use to provide for communication between school staff members and medical professionals (e.g. nurses, counselors, physicians) who are involved in treating students for suicide issues. The procedure may be tailored to meet the needs of each school. The document outlining the process will be maintained by the principal and Director of Guidance Services. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA).

C. Posting of the Suicide Prevention Policy

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

D. Retaliation Restrictions

No employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.
The following procedures for communication between school staff members and healthcare professionals who are involved in treating students for self-harm, suicide attempt or threatening of either shall be followed:

1. The New Castle County Vocational Technical School District’s (“the District”) process is to immediately report any student thought to be demonstrating the warning signs of suicide to the school nurse, school counselor, or principal/head of school. This may be done verbally initially; however, a written record of the report shall be prepared. A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting warning signs of suicide in accordance with these procedures unless that reporting constituted gross negligence and/or reckless, willful or intentional conduct.

2. Healthcare Professionals. The primary contacts at the District are identified in Section 1 above. For a student who has not reached the age of 18, Release of Information forms shall be signed by the parent, guardian, or relative caregiver in order for the primary care physician or healthcare professional to communicate with school personnel regarding any treatment of a student. Notwithstanding the foregoing, communications between healthcare professionals and school staff regarding any treatment of a student may occur for any student 14 years or older who has provided consent for voluntary outpatient treatment in accordance with 16 Del. C. § 5003. In accordance with FERPA guidelines, releases shall be signed before communication may take place. Communications without signed releases in emergency situation may occur in accordance with FERPA regulations and guidelines.

3. If a parent refuses to sign a release form at school, the school will review this policy with the parent, explaining the reasons the release would be advantageous to the student.
4. After confirmation that a student has been involved in a suicide ideation or suicidal behavior, the student shall be evaluated by a licensed healthcare professional or a non-licensed healthcare professional working under the supervision of a licensed healthcare professional.

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

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

## Delcastle Technical H.S.
- **High School Office**: 995-8100
- **Admissions**: 995-8080
- **Guidance**: 995-8080
- **Attendance**: 995-8125
- **Discipline**: 995-8120
- **School Nurse**: 995-8094
- **Bus Transportation**: 995-8120
- **Athletic Director**: 995-8126
- **Cooperative Education**: 995-8187
- **Special Education**: 995-8092
- **Student Activities**: 995-8113
- **Wellness Center**: 892-4460

## Howard H.S. of Technology
- **High School Office**: 571-5400
- **Admissions**: 571-5420
- **Guidance**: 571-5421
- **Attendance**: 571-5449
- **Discipline**: 571-5773
- **School Nurse**: 571-5423
- **Bus Transportation**: 571-5421
- **Athletic Director**: 571-5771
- **Cooperative Education**: 571-5410
- **Special Education**: 571-5427
- **Student Activities**: 571-5426
- **Wellness Center**: 576-8080

## Hodgson Vo-Tech H.S.
- **High School Office**: 834-0990
- **Admissions**: 834-7233
- **Guidance**: 834-7233
- **Attendance**: 834-3643
- **Discipline**: 832-0283
- **School Nurse**: 834-0655
- **Bus Transportation**: 834-0990
- **Athletic Director**: 834-0990
- **Cooperative Education**: 832-7740
- **Special Education**: 834-0928
- **Student Activities**: 834-0990
- **Wellness Center**: 832-5400

## St. Georges Technical H.S.
- **High School Office**: 449-3600
- **Admissions**: 449-3619
- **Guidance**: 449-3619
- **Attendance**: 449-3629
- **Discipline**: 449-3652
- **School Nurse**: 449-3625
- **Bus Transportation**: 449-3610
- **Athletic Director**: 449-3606
- **Cooperative Education**: 449-3617
- **Special Education**: 449-3620
- **Student Activities**: 449-3627
- **Wellness Center**: 449-3370

## District Office
- **Administration**: 995-8000
- **Admissions**: 995-8035
- **Adult Evening Division**: 683-3643
- **Instructional Services**: 683-3772
- **Nutrition Services**: 995-8066
- **Special Education**: 683-3760
- **Technology**: 995-8014
- **Transportation**: 994-8544
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