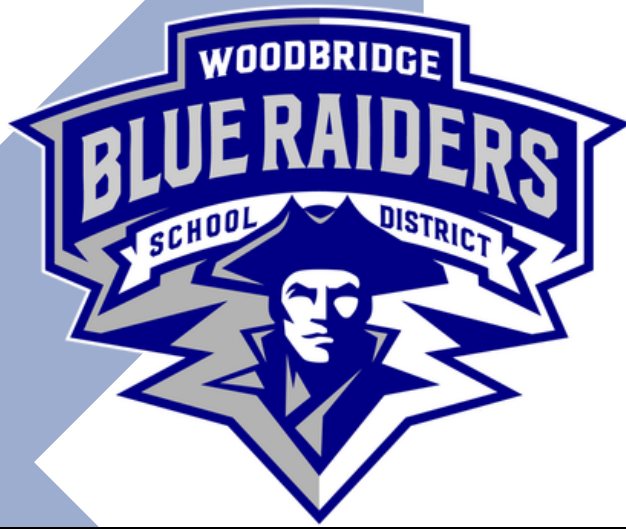




WOODBIDGE STUDENT CODE OF CONDUCT

2026-2027

VISION & MISSION

Woodbridge School District Vision

To equip students with our core values for success today and tomorrow.

RAIDERS Core Values

- **Respect** is the cornerstone of our interactions, as we believe everyone in our school community deserves to be treated with dignity, kindness, and understanding.
- **Achievement** is reaching academic and personal goals through dedication and perseverance, applying knowledge and skills to overcome challenges and realize one's full potential.
- **Integrity** is the upholding of honesty, ethics, and accountability in all actions and decisions.
- **Diversity** is embraced with a commitment to creating an inclusive and equitable environment where every individual is valued, respected, and empowered to thrive.
- **Excellence** is striving for the highest standards in teaching, learning, and operations to ensure outstanding outcomes for all students and staff.
- **Relationships** are the foundation to building and nurturing positive and supportive connections among students, staff, families, and the community.
- **Service** is committing to selflessly addressing the needs of others with empathy and dedication, enhancing well-being and creating a positive impact in our schools and communities.

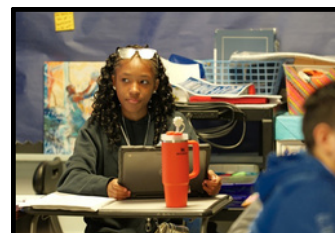
Woodbridge School District Mission

To provide exceptional education in a safe and innovative environment where students have the opportunities to succeed and contribute to society.



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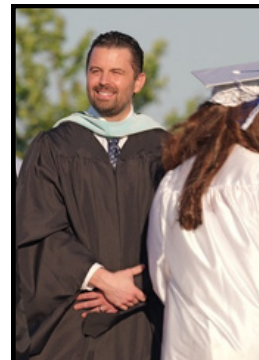
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INTRODUCTION

Dear Students, Families, and Community Members,

At Woodbridge, we believe every student deserves a school community where they feel safe, respected, and ready to do their best work. The students of Woodbridge School District show us every day what that looks like, and this handbook exists to protect and support the positive culture they help create.



The Woodbridge School District Student Code of Conduct, approved by the Board of Education, outlines the shared



expectations and responsibilities that make our schools great places to learn and grow. These standards aren't simply a list of restrictions; they are the foundation for the kind of schools we build together.

We encourage students and families to review this handbook together and partner with us in maintaining schools where every student feels valued, supported, and prepared for the future.

Thank you for being part of the Woodbridge School District community.

Sincerely,

Dr. Kevin Long
Superintendent

STUDENT RIGHTS AND RESPONSIBILITIES

Attendance

Every parent, and/or guardian of a child between the ages of five (5) and eighteen (18) is required and has the responsibility to ensure that his/her child attends school. The Woodbridge School District Board of Education believes that excessive and chronic absenteeism, whether caused by excused or unexcused absences may impact a child's academic achievement, and attending school regularly is vital to student success. Furthermore, the Board requires that students attend school regularly in accordance with Delaware Code Title 14, Chapter 27- School Attendance.

Students are required to attend school each day it is in session. The following will result in an excused absence:

1. Illness of the student with a physician's certificate
2. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
3. Death in the immediate family, including grandparents, absence not to exceed one week; funerals of other relatives or close friend, not to exceed three days
4. Legal business requiring the student's presence
5. Religious holidays
6. Suspension or expulsion from school
7. Provisions of Delaware Code, Title 14, Section 2705
8. Pre-approved absences authorized by the building principal (or his/her designee)

Absences for reasons beyond what is listed above shall be considered unexcused.

If a student is absent for more than 50% of his or her total day's classes, the student cannot participate in any school sponsored after-school activities. A student that is serving OSS is prohibited from attending extracurricular activities for the duration of the suspension (including the weekend if the duration includes the last student day of the week).

Parent/guardian will be contacted about the absence of their child using an automated daily notification system.

All excusal notes including handwritten notes (parent notes) must be turned directly into the Building Attendance Secretary in the main office. Excusal notes can also be submitted electronically via parent/guardian email on file to the Building Attendance Secretary.

Parent Notes

An absence followed by a note from the parent/ guardian within three (3) days of the student's return to school (not to exceed seven (7) days per school year). In the event absenteeism exceeds seven (7) days within the given school year, any subsequent parent notes received will be considered unexcused. The building principal may permit acceptance of parent notes after the three (3) day requirement when extenuating circumstances occur.

Pre-Approved Administrative Excused Absence

Family Trip- Planned trips shall constitute an excused absence if a Family Trip/Special Activities Form is completed, returned, and approved by the building principal prior to the trip. In circumstances that are due to an unforeseen emergency and/or due to circumstances beyond the student's control, a written request could not be submitted before the trip, the student may submit the principal (or his/her designee) after the trip has been taken.

College Visits and/or Other Educational Activities

A student's absence from school for one or more days to visit a college or university or for other educational activities approved by the building principal (or his/her designee). The absence should be prearranged by writing to the principal in writing at least one (1) week prior to the date on which the absence is to occur. Prearranged absences may not be approved during district and/or state testing including midterm and final exams.

Civic Engagement Activity

Every student who is enrolled in a public school of the State of Delaware in grades 6 through 12 shall be allowed one (1) excused absence per school year to attend a civic engagement activity pursuant to Delaware Code, Title 14, Chapter 27.

Mental or Behavioral Health Need

Pursuant to Delaware Code, Title 14, Chapter 27, a student's absence from school for a mental or behavioral health reason that does not require a medical or doctor's note (shall not exceed two (2) days per school year)

The principal (or his/her designee) shall have the authority for determining and approving other necessary and legal absences for hardships or extenuating circumstances as an administrative excused absence.

School Nurse Excusals

If a student becomes ill in school, he/she should report to the nurse, who will then decide what should be done. If the nurse is unavailable, students are to report to a building administrator (or his/her designee). All injuries should be reported to the school nurse. If the nurse decides that the individual should receive further medical treatment, every attempt will be made to contact a parent or guardian informing him/her of the seriousness of the injury. For insurance purposes, students should report all injuries that occur in school or during school related functions to the nurse or the building administration prior to seeing a physician for treatment.

Early Dismissals

Any student having to leave school before the close of the school day must have a written excuse from the parent/guardian stating the reasons and time of the dismissal. Students will only be excused for reasons noted as excused absences in this policy.



Tardiness to School

All students are expected to be on time to school. Students who arrive after the start of their first-class assignment are tardy. A student who is late to school should present a written explanation for the tardiness. The following conditions may result in an excused tardy to school:

1. Student illness (not to exceed five (5) written notes per year)
2. Medical appointments with physician's certificate
3. Legal business requiring the student's attendance with legal documentation of attendance

Excessive tardy to school can be reported to an appropriate administrator or designee for administrative or disciplinary action.

Make-Up Work

Students with absences from school shall be allowed to make up all work missed, to take tests which were missed, and to submit assignments which became due during the absence. It is the student's responsibility to request any make-up work from their teacher. The time allowed for make-up work shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher and/or building administrator may extend the time if circumstances of the situation merit such action. A building administrator may prohibit make-up work submission when absences are consecutively excessively unexcused.

Truancy

A student is considered truant who has been absent from school without a valid excuse for more than three (3) school days during a school year.

A chronically absent student is a student that is absent for 10% of a student's total school days during a school year.

Students are required to attend school 90% of the school days to be eligible for promotion (elementary) and to receive course credit(s) regardless of final grade (secondary) unless approval has been granted by the building principal. A principal may require any of the following to recover attendance: summer school attendance, after-school sessions and/or Saturday sessions.

The District is responsible for reporting violations of the attendance laws of the State of Delaware. In compliance with Delaware Code, Title 14, Chapter 27. For children in Grades K through 12, the following provisions shall be applicable in regard to statewide mandatory attendance requirements in each school year.

1. Following the tenth (10) day of unexcused absence by a student, the school shall immediately notify the parent/guardian and a visiting teacher for the district shall visit the student's home;
2. Following the fifteenth (15) day of unexcused absence by a student, the student's parent/guardian shall be notified by certified mail to appear at the school within 10 days of notification for a conference and counseling;
3. Following the twentieth (20) day of unexcused absence by a student, the school shall refer to the case for prosecution;

4. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within 5 school days thereof, the school shall immediately notify the Department of Services Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days. If contacted by the school, each parent/guardian of a student shall sign a contract with the district agreeing they will make every reasonable effort to:

1. Have their child or children abide by the school code of conduct;
2. Make certain their child attends school regularly; and
3. Provide written documentation for the reasons for any absence.

No student under the age of 18 and over the age of 16 may withdraw from school unless his/her parent/legal guardian signs a withdrawal form. A member of the school counseling staff will meet with the student to advise them of the resources available to assist and encourage the student to complete his/her education. Per Delaware Code, Title 14, Chapter 27, a school is required to make 3 good faith attempts to contact a student's parent or legal guardian to schedule an exit interview.



Student Uniform

Blue, Black, Gray, or Khaki Pants or Walking Shorts-All Clothing is Solid Color

1. Jeans, exercise apparel (sweatpants, yoga pants, nylon pants, etc.), and jeggings are NOT permitted.
2. Shorts must be respectable and modest in length. (Modest in length is defined as the width of the student's hand from the bottom of the article of clothing to the top of their bended knee)
3. Offensive or inappropriate belt buckles, as determined by the administration, are NOT permitted.
4. Clothing items must be worn at the natural waist.

White, Blue, Black, or Gray Shirts- All clothing is solid color unless approved by the building Principal (Woodbridge Apparel)

1. All shirts and blouses must have a collar.
2. NO cleavage shall be visible. For a collared shirt that has buttons from the top of the shirt to the bottom, only the top button can be unbuttoned.
3. Turtlenecks, mock and regular, polo shirts, and button-down shirts are permitted.
4. Sleeveless shirts or non-Woodbridge apparel t-shirts are NOT permitted.
5. Only Woodbridge t-shirts are permitted to be worn, if approved by the building principal during that school year.

6. Undergarments, camisoles and undershirts, can ONLY be worn UNDER a collared shirt. (NOT over top the collared shirt). Ties are acceptable of any color, but not mandatory.
7. No skin should be visible between the waistband of the pants and the bottom of the shirt.
8. Only Woodbridge logos approved by the principal for that school year, and manufacturer logos that are no bigger than a closed fist, are permitted.



9. Long sleeve solid blue, white, black or gray crewneck, v-neck or cardigan sweaters, fleece, hooded or crewneck sweatshirts, turtleneck, or 1/4 zip pullover may be worn.

10. Full zip Woodbridge attire may be worn, if approved by the building principal during that school year.

Blue, Black, Gray or Khaki, Skorts, Skirts, Jumpers or Dresses- All Clothing is Solid Color

1. Skorts, skirts, jumpers or dresses must be respectable and modest in length. (Modest in length is defined as the width of the student's hand from the bottom of the article of clothing to the top of their bended knee)

2. Skorts, skirts, and jumpers must be accompanied by a uniform approved shirt.

3. Dresses do not need to have a collar.

Woodbridge School District student organizations and competition jersey attire

1. Approved as acceptable uniform on competition day ONLY.

Appropriate physical education attire is determined by the physical education teacher

1. Cut-offs, frayed seams, and holes are not permitted on any clothing.

Footwear

1. Footwear in any color is acceptable.

2. Flip-flops and bedroom slippers are NOT permitted.

Jackets and Coats

1. Jackets and coats are NOT permitted to be worn in the building.

Accessories

1. Hats, head coverings, visors, bandanas, combs/picks, and sunglasses may not be worn in the building.

2. Any offensive or inappropriate accessory, as determined by administration, is not permitted. This includes but is not limited to emblems and socks.

Procurement

1. Procurement may come from multiple vendors who meet the basic requirements as stated above.

2. Clothing must be sized to fit the student.

Financial Assistance

The Woodbridge School District does provide financial assistance to families for the procurement of school uniforms. The Uniform Assistance application is available the first Monday in August through the fifth school day of any school year. Students who enroll in Woodbridge School District after the fifth day of the school year, who meet the financial assistance criteria, or a family, which incurs a significant financial hardship, as determined by the Superintendent, will be eligible to apply for the district's financial assistance program. All completed applications must be returned to the Woodbridge School District, located at 16359 Sussex Highway, Bridgeville, DE 19933.

Acceptable Use Policy

Students must adhere to Woodbridge School District's Educational Technology Acceptable Use Agreement, which incorporates the State policy, before they may use district technology, including Internet access.

Communication Devices

Communication Devices are defined as any device that can be used for communication including, but not limited to, cell phones, smartphones, smartwatches, headphones, earbuds, electronic devices, speakers, Bluetooth devices, laser pointers, radios, walkie-talkies, etc.

The Woodbridge School District is not responsible for lost or stolen communication devices. When a communication device is confiscated, the device shall be considered contraband, and the Woodbridge School District bears no responsibility for loss, theft, or damage.

The following are inappropriate uses of communication devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, filming of staff and/or students without consent, slander or embarrassment, filming of students in a verbal and/or physical altercations, cheating and/or other forms of dishonesty during the school day including utilizing, employing, and implementing artificial intelligence. Furthermore, students are not to use material, text message and/or social media to invade personal privacy or harass another person, disrupt the school day, or engage in dishonest acts.

Grades K-8

Students in grades K-8 are not permitted to use any type of communication device at any time during the school day. All communication devices must remain turned off and not visible throughout the school day.

Grades 9-12

Students must adhere to the Student Code of Conduct and the Woodbridge School District Acceptable Use Policy when using permitted communication devices at school, on school property, during after-school activities, and at school-related events. Inappropriate use of a communication device will result in disciplinary action as outlined in the Student Code of Conduct.

Students in grades 9-12 may use a cell phone, smartphone, smartwatch, or headphones/earbuds only during the following times:

- Hallway transitions, including morning arrival and afternoon dismissal
- Lunch periods

Use of these devices is not permitted in classrooms at any time. For the purposes of this policy, classrooms include the gymnasium, auditorium, and any other location where a class is scheduled. While in class, all communication devices must remain turned off and not visible.

Students are not permitted to use a cell phone, smartphone, smartwatch, or headphones/earbuds to make or receive calls, play music through speakers, or record video or audio during the school day. Students may not use any electronic device to photograph or record fellow students, teachers, or staff on school grounds, during the school day, or on school buses traveling to or from school, unless they have express permission from a staff member. Any device used for unauthorized recording or photography may be confiscated.

Additional communication devices defined in this policy are not permitted during the school day.

Only students with medical exemptions shall be permitted to use an approved communication device for prescribed medical purposes during the school day. Medical exemptions must be approved by the Building administrator and nurse.

Social Media

Social Media and its use is a part of everyday life. However, please note that because the field of social media is a rapidly changing one, and new tools and technologies may come into use, the same standards still apply, regardless of whether these new tools and technologies have been specifically named in the Code of Conduct. However, in order to ensure that the Woodbridge School District students adhere to their ethical and legal obligations, students are required to comply with the District's Acceptable Use Policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to minimize risk to the District and its students. As a result, students are responsible for the content they elect to post on any social media platform or website and are encouraged to demonstrate responsible and respectful digital behavior that reflects good citizenship.





Search and Seizure

In the Woodbridge School District, students have the right to freedom from unreasonable search and seizure of their person and property as guaranteed by the Constitution. However, when school authorities have reasonable suspicion to believe that a student possesses an illegal item or an item determined to be a threat to safety and security, the school administration may search a student and his/her property. A student's cell phone is subject to search if there is reasonable suspicion to believe it is being used in connection with a violation of the Student Code of Conduct. Items deemed to disrupt or interfere with the educational process may be temporarily removed from student possession.

Any electronic device with child pornography will be reported to the police, may be seized by the police, and destroyed or kept as evidence. The Woodbridge School District prohibits anyone delivering any obscene materials, or publishing exhibiting or making available any obscene materials.

Student lockers, desks, cubbies, vehicles, etc. may be searched at any time. The Woodbridge School District shall not be responsible for lost or stolen property that is brought to school.

Returning to school after leaving without permission may be considered reasonable suspicion to conduct a search.

Transportation

The following are Woodbridge's rules for student conduct while riding, entering, or exiting a school bus. These guidelines are established to preserve the safety of all Woodbridge students who use a school bus for transportation. Buses are equipped with video cameras and recording devices to assist with bus behavior.

Students are expected to follow the rules outlined in this Code of Conduct when riding District transportation. Activities for which a student may be on a bus include, but are not limited to, riding their assigned bus to and from school, activity buses, athletic buses, field trips, etc.

The bus and bus stops are an extension of the school; therefore, the Code of Conduct is enforceable on the bus and at bus stops. Students who do not follow safe procedures on the bus, or at the bus stop, will be subject to disciplinary action including suspension or denial of bus privileges as outlined

in this Code of Conduct. Nothing in this policy shall preclude the required enforcement of other policies that govern student discipline.

Bus Behavior Rules

Students will adhere to the following:

1. Obey the driver promptly and be courteous to the driver and to fellow pupils. Pupils are to conduct themselves while on the bus in such a way that they shall not distract the driver from driving tasks.
2. Observe classroom conduct when on the bus and at stop areas. The school bus is a classroom on wheels.
3. Do not smoke, use profanity, eat, drink or chew gum on the bus.
4. Do not throw articles of any kind, inside, around the bus or out of the bus windows.
5. Wait in a safe manner for the bus on the sidewalk or shoulder, not the roadway.
6. Keep a safe distance from the bus while it is in motion.
7. Enter the bus when directed to by the bus driver or aide without crowding or disturbing others and occupy their seats immediately. Students should stay in their seat until the bus arrives at the discharge point.
8. Remain seated, face forward, and keep the aisle clear.
9. Be at their bus stop approximately ten (10) minutes before scheduled pickup time.
10. Exit the bus only at their approved stop or at school. Get on or off the bus only when it is stopped. Do not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
11. Before crossing the road to board the bus, cross only upon an audible clearance signal from the driver/aide.
12. Do not cross the road until it is clear of all traffic or when all traffic has come to a complete stop and then walk in front of the bus beyond the crossing control arm and far enough to be seen by the driver at all times.
13. For unloading, walk at least 10 feet away from the side of the bus and remain in view of the driver. For those crossing the road, walk to a position at least 10 feet in front of the right corner of the bumper and away from the bus. After looking in all directions and being told to begin crossing by the driver or aide, walk to the left edge of the school bus, look for traffic again in all directions, and wait to be told to cross by the driver/aide.
14. Stay out of the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is in motion.
15. No student shall occupy a position in the driver area in front of a barrier or white floor line that may distract the driver's attention or interfere with the driver's vision.
16. Follow highway safety practices in accordance with the Motor Vehicle Laws of the State of Delaware by walking on the side of the road facing traffic when going to or from the bus or bus stop along the highway.
17. Do not shout to other passengers or to passers-by.
18. Do not open the bus windows without permission from the driver, extend any body part out of the windows or call out to passers-by.

19. Keep the bus clean, sanitary, and orderly and do not damage or abuse the equipment or seats.
20. Athletic equipment, band instruments, or other school materials brought on the bus must fit between the student's legs or on the student's lap. Items should not be placed on the seat or in the aisle. This equipment is not to be used or played with while on the bus. If equipment has sharp edges or hooks it should be bagged properly in order to avoid potential injury to students or damage to the bus. Students should keep feet out of the aisles.
21. Misuse of cell phones and other electronic equipment will not be tolerated.
22. Serious violations and other forms of misconduct will be handled through the disciplinary steps for Acts of Misconduct as documented in the student Code of Conduct in conjunction with the Consequences for Violations of Bus Behavior Rules.
23. Other forms of misconduct that shall not be tolerated on the bus and at bus stops are acts such as, but not limited to, bullying, indecent exposure, obscene gestures, spitting, and other actions that may be addressed in the District's Code of Conduct.

Consequences for Violations of Bus Behavior Rules

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

- First Referral: Student will receive a written referral. A bus suspension may be imposed.
- Second Referral: Student will be suspended from riding the bus for 1-3 days at the discretion of the building principal or designee.
- Third Referral: Student will be suspended from riding the bus for 3 days.
- Fourth Referral: Student will be suspended from riding the bus for 5 days.
- Fifth Referral: Student will be suspended from riding the bus for 10 days. Student, parents, principal, district transportation supervisor, bus contractor, and bus driver must attend a conference to discuss the student's behavior before the student's riding privilege is reinstated.
- Sixth Referral: Student suspended from riding the bus for the remainder of the current school year.

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

Suspension of Bus Privileges

Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. Suspensions of privileges shall not be used as a disciplinary action for non-bus related violations.

DURING THE SUSPENSION OF BUS PRIVILEGES, IT SHALL BE THE PARENT'S RESPONSIBILITY TO PROVIDE THE STUDENT'S TRANSPORTATION TO SCHOOL. FAILURE TO ATTEND SCHOOL, DUE TO THE LOSS OF BUS PRIVILEGES, IS CONSIDERED AN UNEXCUSED ABSENCE.

Pre-K and Kindergarten Students

For Pre-K and Kindergarten children to be released from the bus parent(s)/guardian(s) or caregiver must be at the bus stop, go to the bus door after the bus has stopped and open the entrance door to receive the child. This allows the bus driver to ensure that each Pre-K and Kindergarten student has a parent/guardian or caregiver present. The bus driver may ask for the name of the child before releasing them. The bus driver may ask questions to the adult receiving the child from the stop for verification before releasing the child off the bus.

Building administrators should follow the criteria outlined below to address student(s) not having parent(s)/guardian(s) present at drop-off. The criteria only applies to transportation from school to home.

1. First Offense: Written letter of warning to the parent(s)/guardian(s) written by the building administrator outlining the violation in the policy.
2. Second Offense: A parent(s)/guardian(s) conference with a building administrator, or designee, will take place explaining the infraction and the consequences for further violations.
3. Third Offense: A three (3) day suspension of transportation privileges and parent(s)/guardian(s) conference with the building administrator or designee.
4. Fourth Offense: A five (5) day suspension of transportation privileges and parent(s)/guardian(s) conference with the building administrator or designee.
5. Fifth Offense: Bus privileges will be suspended until meeting with the building administrator or designee and transportation supervisor. May result in services being suspended for the remainder of the school year.

Surveillance on School Busses

School buses may have surveillance cameras which include audio and video capability. These tapes and/or hard drives may be used in disciplinary procedures.



Student Motor Vehicles

Since the Woodbridge School District provides free transportation to all students; students do not have the right to drive personal vehicles to school. This privilege is granted by school administration. Approved student parking is available in the primary lot near the main entrance to Woodbridge High School. In order for students to drive on school property, students must complete the Student Parking Permit Application/Contract form, provide a copy of their insurance card and valid driver's license, and pay a registration fee. Students must adhere to the Parking Permit Application/Contract guidelines in order to park on Woodbridge High School property. Failure to follow these guidelines and/or discipline issues, obligations, and excessive tardiness to school will jeopardize the student's privilege to obtain or keep a parking permit. Students must complete the application process to obtain a parking permit prior to the beginning of the school year. The following conditions will be enforced at all times the vehicle is on school property: All drivers must have a valid driver's license in their possession at all times and proof of proper insurance coverage located in the automobile being driven.



- Students are not to loiter in their cars.
- Students who must go to their cars during school hours must be escorted by a building administrator or designee.
- All cars should be locked.
- The school is not responsible for theft of, or damage to, automobiles or motorbikes on school property.
- Automobiles on school property are subject to search by school authorities at any time as stated in the Search and Seizure policy.

Harassment

The Woodbridge School District is committed to providing a safe and respectful learning environment for all students. Every student has the right to attend school free from intimidation, harassment, and acts of violent. The District encourages understanding and acceptance of individual differences and will not tolerate any form of harassment or misconduct by students toward others.

Prohibited Conduct

Harassment or misconduct directed at any student because of race, color, national origin, religion, disability, sex, sexual orientation, or any other protected characteristic under federal, state, or local law is strictly prohibited. This includes conduct that occurs:

- On school property,
- During school-sponsored events or activities, or
- On school buses or other district provided transportation

Examples of Prohibited Conduct

Prohibited harassment or misconduct may include, but is not limited to:

- Physical acts such as assault, offensive touching, menacing, or reckless endangering motivated by a protected characteristic.
- Verbal, written, or electronic communication that degrades, stereotypes, or offends based on a protected characteristic, including slurs, jokes, or threats.
- The use of intimidation or coercion to prevent someone from reporting harassment or discrimination.

Sexual Harassment and Sexual Violence

Sexual harassment and sexual violence are forms of discrimination prohibited by Title IX (District Policy 808). They include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a condition of a student's education;
- Submission to or rejection of such conduct is used as the basis for educational decisions affecting the student; or
- The conduct unreasonably interferes with a student's educational performance or creates an intimidating, hostile, or offensive school environment.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where the person is incapable of giving consent, including acts such as rape, sexual assault, sexual battery, or sexual

coercion.

When a student alleges sexual harassment or sexual violence, the District's Title IX Policy (Policy 808) must be referenced and followed.

Reporting Harassment

Any student who believes he or she has been subject to illegal discrimination or harassment should make a complaint to the building administrator. If a student is not comfortable making a complaint to a building administrator, then the complaint shall be directed to the director of Student Services.

It is the responsibility of the administrators, certificated and support personnel, students and any others having business or other contacts with the district to maintain a school environment free of discrimination and harassment. The district will promptly investigate the complaint, and appropriate corrective action will be taken when discrimination or harassment occurs. Persons found to be in violation of this policy will be subject to discipline, including, but not limited to, discipline, suspension, expulsion or other sanction as determined appropriate by the prevailing standards and the offense.

All incidents of harassment and discrimination must be investigated, no matter the severity and no matter the desire to remain anonymous. This is prohibited conduct and we will make every effort to maintain confidentiality when possible. There is no excuse for discrimination or harassment and all individuals reporting or participating in any such case must know that they are protected from retaliation. It is a violation of the district policy to retaliate in any way against students who allege harassment, or participate in investigations of such allegations.

Student Records

Student records are records that directly relate to a student, and are maintained by the Woodbridge School District or its employees. Student records do not include records kept in the sole possession of an employee, used only as personal memory aide, and not shared with any other person except a substitute. Care must be exercised by the school staff to make sure that student records are treated confidentially and that the information contained therein is accurate and appropriate.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Woodbridge School District receives a request for access. Parents/guardians or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the Woodbridge School District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Complaint

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

FERPA by submitting a complaint to:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Pupil Rights Amendment (PRPA)

The Protection of Pupil Rights Amendment (PPRA) affords parent/guardian, students who are 18, and emancipated minors the following rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.



Protected Information Surveys

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

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

Notice and Opportunity to Opt Out

The district will notify parent/guardian of the dates of the following activities and provide an opportunity to opt a student out of participating in such activities:

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

Use of Surveillance Equipment for Safety and Security

To help assure the safety and security of the students and staff of the Woodbridge School District, the District may use cameras and audio devices to monitor public areas or access to restricted areas in schools or on school property. Recordings from devices installed for safety and security may be used as the basis of disciplinary actions, or, if appropriate, criminal prosecutions against persons committing violations on school property. This section does not preclude the installation of recording or monitoring devices as part of a criminal or administrative investigation in compliance with pertinent authorities, laws, and procedures for the conduct of such investigations. Notice of presence of surveillance equipment will be posted to the extent required by law. The use of video cameras is subject to pre-approval by the Superintendent.

Expression

Students have the right to express themselves through direct and symbolic means as long as such expression does not mock, demean, or ridicule other persons or groups; interfere with school activities or disrupt the learning environment; contain obscene, vulgar, inflammatory statements; or in any way interfere with the welfare of other students.



Students have the responsibility:

1. To act in a quiet, dignified manner during patriotic activities. Students also have the right to be excused from any patriotic act that is against their religious beliefs or deeply held personal convictions.
2. To inform the school in writing of activities/policies which are in conflict with their religious beliefs and request alternative accommodations.

Students have the right:

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



DISCIPLINARY PROCEDURES

Investigatory Procedures and Timeline

In any instance when student disciplinary action which may result in removal of the student from the regular school program for one day or more is contemplated, the building administrator shall conduct a preliminary investigation to determine if there is reasonable basis to pursue disciplinary action.

- The principal may remove the allegedly offending student from the general student population while conducting the preliminary investigation if the student's presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the principal. Initial due process shall be provided.
- When obtaining written statements from witnesses, reasonable efforts must be made to notify the parent/guardian of each witness.
- Reasonable efforts must be made to include the allegedly offending student or parent(s)/guardian(s) in the preliminary investigation.

The investigation shall be completed within three (3) school days of the date the incident in question was reported.

The principal shall confiscate any contraband as defined in the Student Code of Conduct or under the School's policy or state or federal law, which may be used for criminal/juvenile delinquency proceedings. Such contraband shall be labeled and secured in a locked area. Any confiscated contraband, or that reasonably understood to be illegal contraband, which may be used for criminal/juvenile proceedings shall be turned over to the appropriate police agency as soon as practicable.

Due Process

A student shall be afforded initial due process rights for discipline procedures which result in the removal of the student for one day or more from the Regular School Program due to a violation of the Student Code of Conduct.

Prior to any removal of one day or more from the Regular School Program due to a violation of the Student Code of Conduct:

- The student had prior opportunity to be informed in accordance with the established Student Code of Conduct rules and/or regulations.
- The administrator/designee shall inform, orally or in writing, the student of the allegation(s) against him/her, the conduct which forms the basis of the allegation(s), and the policy, rule, or regulation violated.
- The student shall be given an explanation of the evidence supporting the allegation(s) and an opportunity to present his/her side of the story including any evidence.

Due Process Delay Provision

A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the principal, may be

immediately removed from school provided that, as soon as practicable thereafter, the initial due process procedures outlined above are followed. In addition to the initial due process rights, a student who is recommended for Alternative Placement or Expulsion shall receive such additional applicable due process rights as outlined in the Student Code of Conduct.

Grievance Procedures

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

- Students or groups of students
- Parent(s)/Guardian(s) of a student

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

1. The grievant shall request, in writing, within three (3) school days of the action that is the subject of the complaint, a conference with the person(s) who allegedly treated the student unfairly.
2. A conference shall be held within one (1) to four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written grievance with the principal specifying what decision/action is being grieved and why within three (3) school days following the conference.
4. The principal shall resolve the appeal by investigating the situation, reviewing the grievance and relevant records or documentation, and will schedule a conference with the grievant to address the grievance no later than (5) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the investigation/conference. If the discipline will result in a consequence that is less than three days out-of-school suspension, the principal's decision is final. If the principal was the decision maker on the actual suspension, the director of Student Services would hear the appeal
5. If the grievance decision at the principal's level is not acceptable and the consequence will result in more than 2 days out of school suspension, alternative placement, or expulsion, then the principal's decision may be appealed to the director of Student Services. A grievant wishing to appeal the principal's decision must file a written appeal with the director of Student Services specifying the decision that is being appealed and why within three (3) school days of the date of the principal's written decision.
6. The director of Student Services shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and scheduling a conference with the grievant to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the conference. If the discipline will result in a consequence less than six days out-of-school suspension, the director of Student Services' decision is the final decision.
7. If the grievance decision at the director of Student Services level is not acceptable and the consequence will result in more than 5 days out of school suspension, alternative placement, or

expulsion, then the director of Student Service's decision may be appealed to the Superintendent (or designee). A grievant wishing to appeal the director of Student Service's decision must file a written appeal with the Superintendent specifying the decision that is being appealed and why within three (3) school days of the date of the director's written decision.

8. The Superintendent (or designee) shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and scheduling a conference with the grievant to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the conference. If the discipline will result in a consequence less than expulsion, the Superintendent's decision is the final decision.

9. If the grievance decision at the Superintendent level is not acceptable and the consequence will result in a possible expulsion, the Superintendent's decision may be appealed to the District Board. Procedures for this appeal can be found in the expulsion section of this regulation.

10. The District Board/designee shall resolve the grievance by investigating the situation, reviewing the written appeal/records, and scheduling a conference with the grievant to address the grievance within five (5) school days of its receipt and shall issue a written determination within five (5) school days following the conference. The decision of the District Board shall be the final decision of the school system.

In School Suspension (ISS)

ISS is the temporary removal of a student from the area indicated by the regularly assigned schedule for a full day. Students assigned to in-school suspension will remain in school, but will be assigned to a designated, supervised area within the school. A written notice must be mailed home or emailed (read receipt) for an ISS within the following day after the processing of the suspension. The notification shall state the reason and duration of the suspension.

Students assigned to in-school suspension are not permitted to participate in any extra-curricular activities during the length of their suspension.

Out of School Suspension (OSS)

OSS is the temporary removal of a pupil from the regular school program for a period not to exceed ten (10) school days. While serving out-of-school suspension, a student is forbidden from being on the property of the District (this includes athletic fields, District Office, any after-school activities, and/or extracurricular activities) for any reason unless accompanied by a parent or legal guardian to a pre-arranged appointment.

Prior to a suspension from school, the student shall be afforded due process as outlined above. Prior to a student being suspended, verbal communication of the suspension (parent(s)/guardian(s) notice) will be attempted through the listed contact information provided by the parent(s)/guardian(s). Suspended students should be picked up from school by the parent(s)/guardian(s) when the suspension is assigned. A copy of the discipline referral will be sent home with the student.

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

A written notice must be mailed home or emailed for any Out-of-School Suspension within the following day after the processing of the suspension. The notification shall state the reason and duration of the suspension.

Assignment to Alternative Placement Programs

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

The building administrator shall hold a meeting, either in person or via a virtual platform. Included in this meeting should be a representative from the proposed Alternative Placement, a district level coordinator who will be designated by the superintendent, the building level principal or assistant principal, guidance counselor or social worker, DSCYF representative if appropriate, special education coordinator if appropriate, and the student's parent or guardian. The parent/guardian shall receive mailed written notification of the meeting at least 5 days prior to the meeting. Parent/guardian and student are not required to attend the meeting. The Building Administrator will explain the purpose of the meeting, the referral for Alternative Placement, the student may be suspended pending the outcome of the Alternative Placement meeting, and the procedures that will take place as follow-up to the referral for Alternative Placement. The parent/guardian and student shall receive notice within 1 school day describing the circumstances which led to the placement, identifying the alternative program to which the student is being assigned, and the conditions which must be met in order for the student to return to the regular school program. The Superintendent will send written notice within 3 business days to the parent/guardian describing the circumstances which led to the placement, identifying the program to which the student is being assigned, and the conditions which must be met in order for the student to return to the Regular School Program.

Student Return from an Alternative Placement Program

When a Student Review results in a recommendation for return to the comprehensive school setting, a transitional meeting at the student's comprehensive school will be held between the alternative program representative, a district representative, and the building administrator. Other individuals may be invited as determined by receiving school. This meeting shall take place prior to a student's return to that comprehensive school.

Student Expulsion Procedures

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

any public school (in Delaware or any other state) are not permitted to attend any public school in Delaware during the period of expulsion. When a student commits a violation which may result in a recommendation for expulsion, the following procedures shall be followed.

Expulsion Investigation

1. The principal shall conduct a preliminary investigation to determine if there is reasonable basis to pursue disciplinary action.
2. If the investigation verifies that disciplinary action is warranted, the initial due process procedures shall be followed. The superintendent shall not be a participant in the investigation.
3. The principal, in collaboration with the director of Student Services, shall decide whether to recommend the student for expulsion.
4. The student shall be given a long-term suspension pending a decision by the board of education regarding an expulsion hearing and a building level conference shall be held. Prior to the suspension being served, written notification to the student and parent must be sent. The written notification must include information regarding the recommendation for expulsion.
5. All documentation related to the recommendation for expulsion shall be delivered to the Superintendent within 2 business days of the building level conference or 7 business days of the incident, whichever is sooner.
6. Upon receipt of a recommendation following the conference, the Superintendent will review documentation to affirm that appropriate discipline procedures were followed. The Superintendent will, within 10 business days of the date of the incident, notify the student and the parent/guardian by letter that a district-level Expulsion Hearing will be held to consider the recommendation for expulsion.

Expulsion Hearing

1. The Superintendent will provide written notice within 10 business days of the incident. The notice will include the circumstances that lead to the expulsion recommendation, the date, time, and location of the hearing, a list of witnesses who may appear, copies of any documents or evidence that may be used at the hearing. The hearing must be held no sooner than 7 business days and no later than 20 business days after the written notice is received. The timeline may be waived if both parties agree. The written notice is considered received on the 4th business day after the mailing. Student and parent/guardian may request copies of all documentation before the hearing notice is mailed from the Woodbridge School District Office. If a witness is under 18 year old, the district must obtain written parent/guardian permission for the witness to testify.
2. The Board of Education or Hearing Officer will conduct the Expulsion Hearing.
3. The district presents its case first and then the student and parent/guardian.
4. All testimony is given under oath or affirmation administered by the Board of Education or the Hearing Officer.
5. All witnesses may be questioned by either party and the Board of Education or Hearing Officer.
6. Upon either party's request, witnesses may be sequestered.
7. All documents that are entered into evidence will be marked and made part of the official record. Each party must provide the other party with a copy of any document introduced into evidence.
8. The hearing must be recorded in a way that allows for transcription.

9. The student has a right to be represented by an attorney (at their own expense), question witnesses, testify and present witnesses on their behalf, obtain a transcript of the hearing .

Waivers

The student may choose to waive his/her right to a hearing. The student may request a waiver at any time prior to the start of the hearing. The waiver will not remove the student from consequences under Federal or State Law.

1. The student and parent/guardian shall submit a signed written waiver that indicated that the student knowingly and voluntarily waiving the student's right to the hearing and the student admits to violating the student Code of Conduct.
2. Within 5 business days of receiving the waiver, the Superintendent shall prepare a written report for the Board of Education's review at its next public board meeting or an additional scheduled public board meeting. Based on the Superintendent's report, the Board of Education shall decide whether the student will be expelled.

Expulsion Hearing Decision-Hearing Officer Oversight

1. Within 5 business days following the conclusion of an expulsion hearing, a written recommended decision shall be prepared by the hearing officer for the Board of Education. The written recommended decision will include a brief summary of the evidence and recommended findings of fact based upon the evidence, recommended conclusion of law, a recommended decision as to whether the student should be expelled. A copy of the written recommendation shall also be delivered to the student and parent/guardian at the same time it is delivered to the Board of Education. The parent/guardian and student will have 20 days to submit in writing to the Board of Education any exceptions, comments, and arguments respecting the proposed recommendation.
2. The Board of Education shall review the written recommended decision at its next public board meeting or an additional scheduled board meeting. The Board of Education shall determine whether the student will be expelled with or without appropriate educational services.
3. The Board of Education's decision will be provided in a written decision provided to the parent/guardian and student within 10 business days. The written decision will include the student's right to appeal the decision to the State Board of Education.
4. The expulsion must be reported to the Delaware Department of Education through the student information system within 5 business days of the Board of Education's meeting.



Expulsion Hearing Decision-Board of Education Oversight

1. Following the conclusion of an expulsion hearing conducted by the Board of Education, the board will state the issues, summarize the evidence, state conclusions of fact, and render its decision.
2. The Board of Education shall decide to expel the student with or without appropriate educational services.
3. The Board of Education's decision will be provided in a written decision provided to the parent/guardian and student within 10 business days. The written decision will include the student's right to appeal the decision to the State Board of Education.
4. The expulsion must be reported to the Delaware Department of Education

Expulsion Period

The student will be expelled for the total number of school days in a school year, starting from the date of expulsion by the board. In calculating the return date, school days will be used.

Mandatory School Crime Reporting Law

A mandatory reporting process through which certain crimes committed by students on school property, including buses, field trips, sporting events, and any school function within the State of Delaware must be reported to the police and, when applicable, the Department of Education.

The following offenses require mandatory reports to police:

1. Violent felonies (all violent felonies that occur against students, school employees, and school volunteers must be reported).
2. Assault against a student, school employee, or volunteer.
3. Terroristic threatening against a school employee or volunteer.
4. Offensive touching against a school employee or volunteer.
5. Unlawful sexual contact against a student, school employee, or volunteer.
6. Possession of a dangerous instrument or deadly weapon by a student.
7. Possession of an unlawful controlled substance including; prescription drugs, or counterfeit drugs.
8. Hate crimes.
9. Other crimes as listed in Delaware Code, Title 14, Section 4112.

The following require mandatory report to Department of Education:

1. Sexual harassment.
2. Possession of pornography.
3. Criminal mischief (vandalism).
4. Possession and/or use of alcohol.
5. Possession and/or use of deadly weapons, destructive weapons, dangerous instruments, incendiary devices or controlled substances.
6. Felony theft (\$1,000.00 or more).
7. Disorderly conduct/fighting.
8. Terroristic threatening (nonemployee or school volunteer).
9. Bullying.

Procedures for Making Disciplinary Referrals

All staff are expected to use reasonable behavior management techniques, and classroom interventions and strategies prior to referring a student to a building administrator for disciplinary action. Some infractions require an initial response at the classroom level prior to referral to an administrator. When an infraction or misbehavior reaches a level that warrants the involvement of a building administrator or dean, identifying the specific Student Code of Conduct violation and corresponding disciplinary action is the responsibility of the building administrator or dean.

The building administrator shall conduct a reasonable investigation to ascertain whether the charged offense has in fact occurred and to establish facts which may influence the selection of disciplinary action.

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

Combination of Offenses

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



Severity Clause

The Student Code of Conduct is not all-inclusive, and a student committing an act of misconduct not listed as a violation may be subject to the authority of the Superintendent or designee. Any behavior that necessitates a more severe disciplinary action shall be subject to the discretionary authority of the Superintendent or their designee.

Out-Of-School Conduct

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 will take disciplinary action as outlined in the Student Code of Conduct if it is determined that the out-of-school conduct indicates the student presents a threat to the health, safety or welfare of other students and staff. Example: If a student is arrested for selling narcotics in the community, he/she may be expelled from school. Students need to realize that out-of-school behavior can result in expulsion from school or placement in an alternative program.

District action may be taken for bullying or harassment occurring out-of-school if the act interferes with the educational rights of another student or causes a substantial or material disruption of the school environment.



Discipline Matrices

Level I Infractions

Interventions to address Level I infractions should include at least one of the following in addition to parent(s)/guardian(s) notification:

- Classroom Intervention with Documented Warning
- Administrative Conference with Documented Warning
- Privilege Restriction with Documented Warning
- Time Out (up to .5 day) with Documented Warning

In the event a student has 4 referrals at Level I and multiple strategies have been tried, future Level I infractions will be considered Level II infractions.

Level II Infractions

Interventions to address Level II infractions should include at least one of the following in addition to parent(s)/guardian(s) notification:

- Classroom Intervention with Documented Warning
- Administrative Conference with Documented Warning
- Privilege Restriction with Documented Warning
- Time Out (up to .5 day) with Documented Warning
- 1 Day ISS
- 1 Day OSS

In the event a student has 4 referrals at Level II and multiple strategies have been tried, future Level II infractions will be considered a Level III infraction.

Level III Infractions

Interventions to address Level III infractions should include at least one of the following in addition to parent(s)/guardian(s) notification:

- Time Out (up to .5 day) with Documented Warning
- 1 Day ISS
- 1 Day OSS
- 2 Days OSS
- 3 Days OSS
- 5 Days OSS and/or Alternative Placement Recommendation
- 5+ Days OSS and Alternative Placement Recommendation or Expulsion

In the event a student has 4 referrals at Level III and multiple strategies have been tried, future Level III infractions will be considered a Level IV infraction.

Level IV Infractions

Interventions to address Level IV infractions should include at least one of the following in addition to parent(s)/guardian(s) notification:

- 1 Day ISS
- 1 Day OSS
- 2 Days OSS
- 3 Days OSS
- 5 Days OSS and/or Alternative Placement Recommendation
- 5+ Days OSS and Alternative Placement Recommendation or Expulsion

Restorative Practices

Restorative Practices are used in conjunction with other listed interventions to to build community, repair harm, and strengthen relationships so that schools become safer, more connected, and more equitable places to learn.. The following are examples of Restorative Practices that may be used:

- Apology Letter
- Reflective Letter
- Staff and Student Conference
- Reintegration Support
- Mentorship Program
- Restorative Mediation
- Referral to School Counselor
- PBIS Support Plan



Steps are progressive in nature, and if a student receives repeated referrals for the same offense, the discipline should be progressive. Steps 1-4 may be combined in groups of no more than 2 steps. *When a student with a disability violates the code of conduct, disciplinary actions will take into account the student's individualized Education Program (IEP), functional behavioral assessment (FBA), and behavior intervention plan (BIP). Alternate disciplinary measures may be implemented that are educationally appropriate, supportive of the student's needs, and consistent with IDEA regulations.

BEHAVIORS		Level of Response										Mandatory Incident Report REQUIRED	Mandatory Police Report	If Violation
		Step 1 with Documentation	Step 2 Documented	Step 3 Documented	Step 4 .5 day	Step 5 1 Day OOI	Step 6 1 Day OOI	Step 7 2 Days OOI	Step 8 3 Days OOI	Step 9 Placement	Step 10 for Alternatives			
BEHAVIORS Grades K-2 Academic Dishonesty Loitering Tardiness to School & Class Dress Code Violation	After 4 offenses at Level 1, these infractions shall move to Level 2	•	•	•	•	•	•							
	Restorative Practices: Apology letter, Reflective letter, Staff and	•	•	•	•	•	•							
		•	•	•	•	•	•							
		•	•	•	•	•	•							
Level II Infractions After 4 offenses at Level 2, these infractions shall move to Level 3 Restorative Practices: Apology letter, Reflective letter, Staff and Student Conferences, Reintegration Support, Mentorship program	Inappropriate Language and Gestures Skipping/Leaving Class Falsely Signing and Impersonating Unsafe Item Safety Violation Defiance of School Authority Permission Electronic Smoking Devices Intimidation Disruptive Behavior Device Disrespect Towards a Student* Disrespect Towards a Staff Member* Careless and Reckless Behavior	•	•	•	•	•	•	•	•	•	•	•	•	•
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Level III Infractions After 4 offenses at Level 3, these infractions shall move to Level 4 Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference, Reintegration Support, Mentorship program, Restorative mediation, Referral to School Counselor, PBS Support Plan	Inappropriate Use of Technology Destruction of Property Theft (less than \$1500) Safety Violation Fighting Mutual Group Fight Weapon Pornography Consensual Sexual Contact Nonprescription and/or Prescription	•	•	•	•	•	•	•	•	•	•	•	•	•
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	45120 or Title 34 Del Admin Code 824 Inappropriate Touch-Student Victim Inappropriate Touch-Staff Victim Harassment Other School Crime Assault Causing Physical Injury Possession and/or Use of Alcohol or Drugs Distribution of Alcohol and/or Drugs Attorney General's Report Threatening Mass Violence Threat of Physical Attack w/ Weapon Hate Speech/Conduct Possession and/or Use of Deadly Weapons	•	•	•	•	•	•	•	•	•	•	•	•	•
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Steps are progressive in nature, and if a student receives repeated referrals for the same offense, the discipline should be progressive. Steps 1-4 may be combined in groups of no more than 2 steps. *When a student with a disability violates the code of conduct, disciplinary actions will take into account the student's Individualized Education Program (IEP), Functional Behavioral Assessment (FBA), and behavior intervention plan (BIP). Alternate disciplinary measures may be implemented that are educationally appropriate, supportive of the student's needs, and consistent with IDEA regulations.

Level of Response														
BEHAVIORS		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	FCID Minimum Frequency 1 month to 180 days	Mandatory Police Report	Notification
Grades 3-5		Classroom Intervention with Documented Warning	Administrative Conference with Documented Warning	Privilege Revocation with Documented Warning	Three Out (up to 3 days)	1 Day Out	1 Day Out	2 Days Out	3 Days Out	5 Days Out and Restitution for Alternative Placement				
Level I Infractions	Academic Dishonesty	•	•	•	•									
After 4 offenses at Level 1, these infractions shall move to Level 2	Literacy	•	•	•	•									
Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference	Tardiness to School & Class	•	•	•	•									
	Class Code Violation	•	•	•	•									
Level II Infractions	Inappropriate Language and Gestures	•	•	•	•									
After 4 offenses at Level 2, these infractions shall move to Level 3	Skipping/Leaving Class	•	•	•	•									
Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference, Reintegration Support, Mentorship program	Failure to Sign and Impersonating	•	•	•	•									
	Unsafe Item	•	•	•	•									
	Safety Violation	•	•	•	•									
	Defiance of School Authority	•	•	•	•									
	Leaving School Grounds without Permission	•	•	•	•									
	Intimidation	•	•	•	•									
	Disruptive Behavior	•	•	•	•									
	Unauthorized Use of an Electronic Device	•	•	•	•									
	Disrespect Towards a Student*	•	•	•	•									
	Disrespect Towards a Staff Member*	•	•	•	•									
	Careless and Reckless Behavior	•	•	•	•									
	Inappropriate Use of Technology					•	•	•	•	•	•	•	•	•
	Destruction of Property					•	•	•	•	•	•	•	•	•
	Theft (less than \$1500)					•	•	•	•	•	•	•	•	•
	Safety Violation					•	•	•	•	•	•	•	•	•
	Fighting					•	•	•	•	•	•	•	•	•
	Mutual Group Fight					•	•	•	•	•	•	•	•	•
	Threat of Physical Attack w/out Weapon					•	•	•	•	•	•	•	•	•
	Possession and/or Production of Pornography					•	•	•	•	•	•	•	•	•
	Possession and/or Use of Tobacco or Electronic Smoking Devices					•	•	•	•	•	•	•	•	•
	Consensual Sexual Contact					•	•	•	•	•	•	•	•	•
	Possession and/or Use of Prescription and/or Prescription Medications					•	•	•	•	•	•	•	•	•
Level III Infractions	After 4 offenses at Level 3, these infractions shall move to Level 4													
Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference, Reintegration Support, Mentorship program, Restorative mediation, Referral to School Counselor, PBS Support Plan														

Steps are progressive in nature, and if a student receives repeated referrals for the same offense, the discipline should be progressive. Steps 1-4 may be combined in groups of no more than 2 steps. *When a student with a disability violates the code of conduct, disciplinary actions will take into account alternate disciplinary measures that are educationally appropriate, supportive of the student's needs, and consistent with IDEA regulations.

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Level IV Infradivisions

Restorative Practices: Apology

letter, reflective letter, staff and

Student Conference.

Reintegration Support

Mentorship program, Restorative

mediation, Referral to School

Counselor, PHS Support Plan

Steps are progressive in nature, and if a student receives repeated referrals for the same offense, the discipline should be progressive. Steps 1-4 may be combined in groups of no more than 2 steps. *When a student with a disability violates the code of conduct, disciplinary actions will take into account the student's Individualized Education Program (IEP), Functional Behavioral Assessment (FBA), and behavior intervention plan (BIP). Alternative disciplinary measures may be implemented that are educationally appropriate, supportive of the student's needs, and consistent with IDEA regulations.

BEHAVIORS	Level of Response										Mandatory Police Report	Mandatory Police Report
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
Grades 9-12	Classroom Disruptive Behavior with Documented Warning	Administrative Conference with Documented Warning	Principals Restriction with Documented Warning	Three Out of Ten (.3 days)	5-8 Days (10)	1-3 Days (10)	4-5 Days (10)	5 Days (10)	5-10 Days (10)	10-15 Days (10)		
	Academic Dishonesty	•	•	•								
	Loitering	•	•	•								
	Tardiness to School & Class	•	•	•								
	Dress Code Violation	•	•	•								
Level I Infractions After 4 offenses at Level 1, these infractions shall move to Level 2 Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference	Inappropriate Language and Gestures	•	•	•	•							
	Truancy/Leaving Class	•	•	•	•							
	Falsely Signing and Impersonating	•	•	•	•							
	Unsafe Item	•	•	•	•							
	Safety Violation	•	•	•	•							
	Defiance of School Authority	•	•	•	•							
	Leaving School Grounds without Permission	•	•	•	•							
	Insulting	•	•	•	•							
	Disruptive Behavior	•	•	•	•							
	Unauthorized Use of an Electronic Device	•	•	•	•							
	Disrespect Towards a Student*	•	•	•	•							
	Disrespect Towards a Staff Member*	•	•	•	•							
	Carless and Reckless Behavior	•	•	•	•							
	Inappropriate Use of Technology											
	Destruction of Property											
	Theft (less than \$1500)											
Level II Infractions After 4 offenses at Level 2, these infractions shall move to Level 3 Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference, Reintegration Support, Mentorship program	Safety Violation											
	Fighting											
	Mutual Group Fight											
	Threat of Physical Attack without Weapon											
	Possession and/or Production of Pornography											
	Possession and/or Use of Tobacco or Electronic Smoking Devices											
	Consensual Sexual Contact											
	Threat of Physical Attack without Weapon											
	Possession and/or Production of Pornography											
	Possession and/or Use of Tobacco or Electronic Smoking Devices											
	Consensual Sexual Contact											
	Threat of Physical Attack without Weapon											
	Possession and/or Production of Pornography											
	Possession and/or Use of Tobacco or Electronic Smoking Devices											
	Consensual Sexual Contact											
Level III Infractions After 4 offenses at Level 3, these infractions shall move to Level 4 Restorative Practices: Apology letter, Reflective letter, Staff and Student Conference, Reintegration Support,	Inappropriate Use of Technology											
	Destruction of Property											
	Theft (less than \$1500)											
	Safety Violation											
	Fighting											
	Mutual Group Fight											
	Threat of Physical Attack without Weapon											
	Possession and/or Production of Pornography											
	Possession and/or Use of Tobacco or Electronic Smoking Devices											
	Consensual Sexual Contact											
	Threat of Physical Attack without Weapon											
	Possession and/or Production of Pornography											
	Possession and/or Use of Tobacco or Electronic Smoking Devices											
	Consensual Sexual Contact											
	Threat of Physical Attack without Weapon											

