



HOME *of the* BUCCANEERS

**9<sup>th</sup>-12<sup>th</sup> GRADES**

*Milford High School Handbook*

**2022 – 2023 ACADEMIC YEAR**

# Milford High School

Home of the Buccaneers!

Student Name: \_\_\_\_\_

## Milford High School Mission

*Milford High School will create a safe, nurturing, and academically stimulating environment that will inspire excellence in teaching and lifelong learning so that each student will possess the knowledge, skills, attitudes, and values essential to participate in a diverse and changing world.*

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### **Milford School District Mission Statement**

The mission of Milford School District is to ensure that all students receive a comprehensive, personalized, and quality education in a safe, supportive learning environment where students can gain the knowledge, skills, attitudes, and values that will enable each of them to achieve success in their life pursuits.

### **Media Exposure**

Parents/Guardians can opt not to have their child's picture utilized on school webpages or outside media outlets. A No Media Exposure Form must be on file for the current school year. Forms are available in the main office of each school.

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## **HOME/SCHOOL INVOLVEMENT COMPACT**

### **TEACHER AND SCHOOL:**

*We understand the importance of the school and educational experience to every student. Therefore, in order to encourage learners at home and at school, we will carry out the following responsibilities:*

1. Teach a high-quality curriculum to your child.
2. Be aware of the needs of your child.
3. Regularly communicate with you regarding your child's progress.
4. Provide a safe and positive learning environment for each student.
5. Provide assistance with assignments.
6. Speak in a positive manner.
7. Strive to see that your child achieves his/her potential.
8. Opportunities to actively participate in the classroom or school related activities.

### **STUDENT:**

*I know my education is important to me. It will help me become a better person. I know my parents want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:*

1. Do my class work on time.
2. Return corrected work to my parent/caregiver.
3. Be at school on time unless I am sick.
4. Be responsible for my own behavior.
5. Pay attention and do my work.
6. Be responsible for all notes and messages from the teacher and my parents.
7. Practice using good manners at all times.

### **PARENT/CAREGIVER:**

*I realize that my child's school years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:*

1. Review my child's assignments with him/her.
2. Give my child a quiet place to study.
3. Make sure my child gets enough sleep each night.
4. Make sure my child is at school on time.
5. Make sure that my child follows the school dress code.
6. Attend open house and parent conferences.
7. Teach and reinforce the use of good manners by speaking in a positive manner.

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# Acceptable Use Policy (AUP)

State of Delaware

Students in State of Delaware public schools are considered state network users. Students are issued a login, password, and email in compliance with Department of Technology & Information (DTI) state network security standards. Students in the Milford School District are asked to sign the AUP once in elementary, middle, and high school. Should students refuse to sign, access to technology within the school may be denied. Students who do not adhere to the AUP are subject to disciplinary action as outlined in the student code of conduct.

## Acknowledgment Statement

This is to certify that I have read and agree to abide by the guidelines set forth within the State Acceptable Use Policy. As an employee or student of the State of Delaware, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the State's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my teacher or administrator for clarification.

## Introduction

Technology-based solutions and communication devices are woven into all aspects of our professional and personal lives. Often, business and individuals have struggled to determine the appropriate use of technology. This State policy defines the acceptable use of various technologies in our professional lives in service to the State of Delaware.

There is an endless array of technology services and products for State organizations to consume, and the number and type of available options is ever-growing and expanding. It is not reasonable that this policy keeps pace with frequent technology changes in real time, or that it can specifically list and address every possible service, product, or use-case scenario. One goal of this policy is to provide guidance and information as a framework to consider when making technology-related decisions. Another goal is to provide explicit examples of choices or actions that are not acceptable. As individuals involved in the affairs of State government, our jobs must be conducted with integrity, respect, and prudent judgment.

## Policy

### **A. COMPLIANCE WITH ALL LAWS AND REGULATIONS**

All State of Delaware employees/students must comply with all applicable federal, state and local laws and government regulations. This includes compliance with agency requirements within the State organization.

### **B. POLICY STATEMENT**

1. You are responsible for exercising good judgment regarding appropriate use of State data and resources (email, web sites, Internet services, etc) in accordance with State policies, standards, and guidelines. The State uses internet content management tools designed to restrict access to unauthorized internet sites. However, while these tools limit prohibited usage, sites that violate acceptable use remain accessible and users must therefore remain vigilant when using the Internet. Alternatively, agencies with business requirements to use filtered sites may request that access. Appendix C includes website categories typically blocked and the process for requesting changes. State of Delaware data or resources may not be used for any unlawful or prohibited purpose. State resources may not be used for personal or inappropriate use, nor for pursuing activities not specifically identified as work required except as noted under Personal Use in Appendix A. Also, Appendix A has a non-exclusive list of specific activities that are prohibited.
2. You must ensure through practice or technical means that non-public information remains within the control of State at all times. Conducting State business that results in the inappropriate release of data or the storage of non-public State information on personal or non-State controlled environments, including devices maintained by a third party with whom the State of Delaware does not have a contractual agreement, is prohibited. This also specifically prohibits the use of an e-mail account that is not provided by the State of Delaware or its customer and partners, for government business. Appendix A has additional details.
3. You acknowledge and understand that all uses of the State's resources is subject to monitoring and there is no right to privacy when using State resources. Appendix B has more information related to monitoring.
4. Each network user is required to read and understand this policy and sign the appropriate acknowledgement statement. Each organization must have their staff review this policy annually. The signed acknowledgement statement must be maintained by each organization. Network users, who do not sign the Acceptable Use Policy Acknowledgement Statement, will be denied access to the State's Communications and Computer Systems.
5. State information and records could be subject to the Freedom of Information Act.
6. You are responsible for ensuring secure practices are utilized when conducting business with or on behalf of the State. Personally owned devices, when interacting with or for the State, are considered on temporary duty assignment to the State for the duration of the activity. The State retains the right to access any State records or materials developed for State use even on personally owned devices. In that regard, both personally owned devices (smart phones, tablets, home computers, etc.) and State owned devices are mandated to comply with State security policies and practices. Appendix A has more details:

## **C. IMPLEMENTATION RESPONSIBILITY**

DTI and/or the organization's technical staff will implement this policy during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

## **D. ENFORCEMENT and WAIVER**

DTI will enforce this policy during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact your supervisor or Agency/School District or Affiliate IRM. Agency/School District or Affiliate IRM's can contract DTI by sending an email to [eSecurity@state.de.us](mailto:eSecurity@state.de.us)

### **II. Definitions**

State Communications and Computer Systems – State of Delaware communications and computer systems are any equipment, hardware, software or networks (including wireless networks) owned, provided or used by or on behalf of State of Delaware that store or transmit voice or non-voice data. This includes telephones, cellular/wireless telephones, voice mail, computers, e-mail, facsimiles, pagers, and State Intranet or Internet access (including when accessed through personal computers).

## **Appendix A – Specific activated that are prohibited**

Prohibited activities with email include, but are not limited to, sending, or forwarding:

- Jokes or language, that may be considered discriminatory, harassing, unlawful, defamatory, obscene, offensive, insensitive, or otherwise inappropriate, this includes but is not limited to, messages about age, race, gender, disability, sexual orientation, national origin, or similar matters.
- Pornographic or sexually explicit materials.
- Chain letters.
- Information related to religious materials, activities or causes, including inspirational messages.
- Gambling.
- Auction-related information or materials unless sanctioned by State of Delaware.
- Games or other software or copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software, or copyrighted material).
- Messages that disparage other governments, companies, or products.
- Large personal files containing graphics or photographs or video or audio files.
- Materials related to personal commercial ventures or solicitations for personal gain (for example, messages that could be considered pyramid schemes).
- Information related to political materials, activities or causes unless sanctioned or permitted by the State of Delaware.
- Unauthorized or inappropriate mass distribution of communication.
- Any other materials that would be improper under this policy or other State of Delaware policies.
- Expressing personal opinion as an authoritative response.
- Using background images, animation, excessive colors/formatting, quotes, sayings verses, etc.
- Sending to non-authorized individuals, accounts, or services via an auto-forwarding feature.
- Sending confidential, Secret or Top Secret with encryption unless a secure connection is already established.
- Utilizing State email for events, organizations, orders, or communications not directly related to the agency or the State.

Prohibited use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- Sexually explicit, harassing or pornographic sites.
- "Hate sites" or sites that can be considered offensive or insensitive.
- Auction or gambling sites.
- Non-State of Delaware business-related chat sites.
- Underground or other security sites which contain malicious software and/or instructions for compromising State of Delaware security.
- Games, software, audio, video, or other materials that we are not licenses or legally permitted to use or transmit or that are inappropriate, or not required by, State of Delaware business or instruction.
- Offensive or insensitive materials, such as sexually or racially oriented topics.
- Intentional importation of viruses.

- Registering Internet domain names of the State of Delaware business/school district or those of third parties without authorization from DTI.
- Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music or video files
  - Authorized personal use that interferes with your work responsibilities or business/instructional operations.
  - Any other materials that would be improper under this policy or other State of Delaware policies.

Prohibited use of State resources includes, but is not limited to:

- Sending emails to non-authorized individuals or accounts or services via an auto-forwarding feature.
- Use of Cloud Services (e.g., File Storage/Sharing services like DropBox or Google Drive) for Top Secret, Secret and Confidential data, unless the contract includes cloud computing terms and conditions approved by DTI.
- Use of non-DTI approved Cloud Services for document sharing of Public data.
- Sharing of passwords and/or accounts
- Sharing of Federal Tax Information (FTI) on any social media/networking sites.
- Sharing data classified as Top Secret, Secret and Confidential without proper approval.
- Sharing data that may be detrimental to the State.
- Sharing an unprofessional message or image when utilizing State email, messaging tools, websites, social media, etc.

### **Personal Use**

State systems are intended for primarily business/instructional purposes, but limited (incidental and occasional) personal use may be permissible when authorized by your management and it does not:

- Interfere with work responsibilities or business/instructional operations.
- Involves interests in personal or outside business and/or other non-authorized organizations and activities such as selling or soliciting personal property/items, promoting commercial ventures, charitable, religious or political activities.
- Violate any of the standards contained in any Delaware code or policies.
- Lead to costs to the State. Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files are *specifically forbidden*.

### **Personally Owned Devices**

The Delaware Information Security Policy state on page 39 that “Any electronic equipment (PC, Laptop, iPad, iPod, etc.) that is not owned by the State cannot connect from an internal source (inside the firewall) to the State’s network.

### **Appendix B – State of Delaware Monitoring**

State communications and computer systems, including but not limited to, computer networks, data files, email, and voice mail, may be monitored and/or accessed by the State to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although the Department of Technology and Information (DTI) does not randomly monitor message or network transactions, DTI may without notification or approval, monitor, access and review any and all communications originating from the State of Delaware or delivered to the State of Delaware – employees should have no expectation of privacy in regard to use of these services. This is in accordance with 19 Del. C. chapter7.

When DTI learns of a possible inappropriate use, DTI will immediately notify the agency/school district or affiliate responsible, which must take immediate remedial action and inform DTI of its action. In instances where agencies/school districts or affiliates do not respond in a timely or reasonably appropriate manner, are “repeat offenders”, or if criminal activity is suspected, DTI will work directly with the proper authorities, and follow their guidance in determining appropriate action.

*Any inappropriate use of State communications and computer systems may be grounds for discipline up to and including dismissal based on the just cause standard set forth by Merit Rules, Student Discipline Policy Code, or collective bargaining agreement, whichever is applicable to the subject employee/student. Exempt employees shall be subject to appropriate discipline without recourse, except as provided by law.*

In an emergency, in order to prevent further possible unauthorized activity, DTI may temporarily disconnect that agency or affiliate. If this is deemed necessary by the DTI staff, every effort will be made to inform the agency or affiliate prior to disconnection, and every effort will be made to reestablish the connection as soon as it is mutually agreed upon.

Any determination of non-acceptable usage serious enough to require disconnection will be promptly communicated to the Senior Manager at the agency or affiliate by the DTI Executive Team.

Unauthorized activity or non-acceptable usage determined at the agency/school district or affiliate may be subject to remedial action being taken in accordance with the acceptable use policy of that agency/school district or affiliate as well as those actions outlines above. The remedial action outlined in agency/school district or affiliate policies may differ from the remedial action as outlined in this policy.

DTI provides access to the state, national and international resources to its clients through connections with networks outside of Delaware. In general, it is the responsibility of those networks to enforce their own acceptable use policies. DTI will make every attempt to inform its clients of any restrictions on use of networks to which it is directly connected as such information is made available by the network provider.

DTI accepts no responsibility for traffic that violates the acceptable use policy of any directly or indirectly connected networks beyond informing the client that they are in violation if the connected network so informs DTI.

### **Appendix C - Internet Content Filtering**

The State uses internet content management tools designed to restrict access to unauthorized internet sites. Internet sites may be restricted for several reasons such as the site is insecure, contaminated with virus or malware, places unconstrained demands on limited State resources or contains inappropriate content. This solution is not 100% effective.

Internet websites are categorized by web filters providers and the State limits access to certain categories deemed inappropriate.

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## **School Safety and Emergencies**

### **Fire/Emergency Evacuation Drills**

Fire and/or emergency evacuation drills will be held at least once a month. All students must evacuate the building during a drill. Fire drill signs showing the exits are posted in each class- room.

### **Emergencies**

The warning for emergencies will be announced over the P.A. system. The warning may include additional instructions, such as the movement of students to designated areas and/or sitting in a designated location for protection. Hallways must remain clear.

### **School Closings**

Milford School District communication channels are the most reliable resource to find information about school closings or delays. These channels include:

- School District automated call - please make sure your contact information is up to date in order to receive these calls/emails
- Milford School District social media Pages: Facebook, Instagram, and Twitter
- District Website Homepage

We contact only the television stations listed below. Other stations may report closings and delays, but we are not responsible for providing them with information.

#### **Online**

- **Delaware Department of Education**

#### **Television**

- CBS - WBOC-TV
- ABC - WMDT-TV

### **Accidents**

Students have the responsibility to report any accidents to professional personnel. This notification is necessary to ensure proper handling as well as to ensure knowledge of the incident for insurance purposes. Students are responsible for notifying their insurance companies and for cooperating with the police.

### **Video Cameras Surveillance**

Video cameras are a key component in the monitoring of students both in school and on school buses. Cameras have been placed in and around the high school to assist the staff and faculty in monitoring the students and visitors of MHS. Subsequently, all school buses operating for the Milford School District are equipped with a video box in which a camera can be installed. Students and visitors are subject to being videotaped at any time while at school and/or on a school bus.

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## **Services**

### **Nurse**

- The school nurse may excuse students who are ill from class or school. The nurse will contact the parent/guardian or other person(s) listed on the pink emergency card regarding dismissal. The nurse's office is open from 7:30 a.m. to 1:00 p.m. and for emergencies or medicine distribution during the entire school day.
- Parents/guardians should contact the nurse at 302-422-1653 to inform of illness or special provisions needed. All medications, either prescription or over-the-counter, must be kept in the nurse's office unless medical consent is given to carry an inhaler or EpiPen. Parents/guardians must send medications for field trips in properly labeled bottles.
- Students who are unable to take part in strenuous activities in the physical education class are to obtain an excuse certificate from the doctor. Students should not go to the nurse to be excused from physical education class.

## **Wellness Center**

- A variety of services, including physical health, mental health, nutritional services, and education services are offered at the Wellness Center. Services are provided by Bayhealth at no cost to students or their families. The Wellness Center is located in Room 319 and is open on days when school is in session from 7:00 a.m. to 3:00 p.m.
- Membership forms for Wellness Center services are available outside the Wellness Center door, in the main office, guidance office, or the school nurse's office.

## **Work Permits**

Working students under the age of 18 must have a Work Permit obtained from the Main Office. All students 16 years of age and younger must have their Work Permit signed by a parent or legal guardian. No child under 14 years of age may receive a permit to work.

## **Lost and Found**

Lost and found service is maintained by the nurse. The lost and found is located in the cafeteria. Items not claimed at the end of the semester are given to charity. Students are expected to submit lost property to the main office or nurse's office.

## **Lockers**

A locker is available to every student. Students must have a lock on their issued locker, and they are not permitted to share a locker with other students.

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# **Library Services**

## **General Library Information**

The library is open from 7:40 a.m. to 2:30 p.m. on school days. Books, ebooks, magazines, videos, newspapers, and pamphlets are all available to borrow. Students are expected to comply with all copyright regulations. Books are checked out for two weeks; all other materials may be checked out overnight. All items may be renewed if no requests for holding are in effect. The student, in the act of borrowing materials, forms a contract agreeing to care for and return items. The librarian has the right to examine all items leaving the library. Books may be returned to the library, or the book drop in the Main Office. Students with overdue items receive detentions or ISS. Damage to or loss of items will require that students pay replacement costs, including the price of the item and processing fees. Seniors may be denied participation in commencement exercises.

Students may come to the library with individual passes from teachers if two classes are not scheduled for that block. Students may also obtain a library pass during lunch from the Main Office. They must check in and display their passes. Social conversations, sleeping, and group study are not permitted.

## **Student Responsibilities for Computer Use**

- Students are permitted to use their computer account for authorized school related projects only.
- Students may not store personal non-school-related projects, files, and/or programs in their accounts. The student's directory is not private, and teachers and administrators are authorized to open, inspect, copy, and/or delete computer files at any time. Students are advised to save work for future use to portable media, such as a disk or jump drive. An Acceptable Use Form must be signed and on file before students are permitted computer use.
- At no time should a student share his or her account with another student. When selecting a password, students are encouraged to add at least one number to the password and to select a password which cannot be easily guessed by others. Students have the responsibility to report unauthorized use of accounts to the teacher or librarian.
- Students are responsible for keeping workstations safe, neat, and free from clutter. Food and drink are not permitted at a computer workstation. Students must respect all hardware and software and report any problems with software or equipment immediately.
- Students must not attempt to open, remove, or alter equipment or software at any time.
- Such activities as downloading programs or files, chat rooms, blogs, games, student email, and others are not allowed unless undertaken under the direct, specific, and immediate supervision of a teacher as part of a lesson.

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# **Child Nutrition Programs**

Breakfast and lunch are offered daily to all students at no cost. Additional a la carte items may be purchased. Parents who prefer their student not to buy extra food items may call the Cafeteria Manager (302-422-1611) to flag the account.

Carbonated drinks and sodas or food from fast-food restaurants should not be consumed in the cafeteria. No a la carte sales are made prior to the lunch meal service.

## **Lunch Periods**

During lunch periods, students are only allowed in the cafeteria and in the main lobby. Students arriving late to lunch may receive disciplinary action for inappropriate behavior.

## **Leaving School Grounds**

Students may not leave school grounds during lunch periods or anytime during the school day without an early dismissal pass or permission from an administrator. However, early dismissal passes will not be excused if used to avoid lunch detentions. The parking lot is an unauthorized area during the school day.

## **Food and Beverages**



Students are not permitted to consume food or beverages in any school areas other than the cafeteria with the exception of clear water in a clear plastic bottle and only with teacher permission. Other exceptions may be granted only by an administrator.

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## General Regulations

### 10 Minute Rule

Students will not be permitted to leave class during the first 10 minutes or during the last 10 minutes of any class.

### Unauthorized Areas Before School

Students must wait for the 7:30 a.m. bell in the cafeteria, in the main lobby, and in the entryway to the main entrance. All other areas are unauthorized. Students found in unauthorized areas before 7:30 a.m. will be referred for disciplinary action for loitering. Students who drive or ride to school in vehicles must exit the parking lot immediately upon arrival to school. Students must have permission from an administrator to go back to their vehicles once they have exited the parking lot.

### Hallways

Students must take the shortest route to their destination. Students are not permitted to stop in the hallways to talk to other students.

### Student Records Disclosure

The personal records of each student are confidential and will not be released to non-school personnel, except in the following circumstances:

- 1 Upon request of duly authorized federal, state, county, or municipal government agencies in the interest of public health, safety, law enforcement, or national security.
- 2 Upon signed request of the student, age 18 or older, to any school, college, university or institution for the purpose of application or transfer; also to any employer, prospective employer or licensed physician designated by the student.
- 3 The Milford School District will disclose "Directory Information" unless the parents of the student or a student 18 and over notifies the principal in writing that they do not want directory information released. Directory information includes Student's name, address, telephone number, date and place of birth, major field of study, participation in an officially recognized activity and sport, dates of attendance, degrees and awards received, other schools attended, and other similar information.

### End of School Day

Students are not authorized to remain in the building after 2:30 p.m. unless under the direct supervision of a staff member or coach. Unsupervised students must leave the building by 2:30 p.m. Students will be charged with loitering if in violation of this rule. Students waiting for rides at the end of the day must wait outside the main entryway or outside the lobby entrance. Only students riding buses home are permitted at the bus parking area. Students not riding the buses home are not authorized to be in the bus parking area. Violation of this policy will result in a Disciplinary Action Referral for M007 Loitering. The first violation is a day of in-school suspension. If the students are staying after school, they must report directly to their after-school activity.

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## Academics

### Diploma Requirements

*(For complete diploma requirements, see Board Policy #6303.)*

*Graduates are required to have the following:*

- 1 Minimum graduation credit requirements for all students: 25 credits
- 2 English: 4 credits of required courses
- 3 Social Studies: 3 or 4 credits of required courses (students may choose a 4th credit in social studies instead of a 4th credit of science)
- 4 Mathematics: 4 credits of required courses. One of four credits must be in the twelfth grade (12th grade). At a minimum, all students must pass Algebra II as one of their math credits.
- 5 Science: 3 or 4 credits of required courses including Physical Science, Biology, and Chemistry (students may choose a 4th credit in science instead of a 4th credit of social studies)
- 6 Physical Education: 1 credit of required course
- 7 Health Education: 1/2 credit of required course
- 8 Foreign Language: 2 credits in same language
- 9 Career Major: 3 credits
- 10 Electives: 3.5 credits
- 11 Minimum Enrollment
  - Students must attend high school, grades 9–12, at least four years.
  - A student who transfers must be enrolled his/her entire last semester and earn his/her last 4 credits at Milford High School to be eligible for a high school diploma or certificate of performance in May of the transfer year. Any exceptions must be approved by the Milford School Board.
- 12 Students are required to select a Career Major by the end of their freshman year and to complete a minimum of 3 credits of sequenced major courses.
- 13 Transfer Students: Students transferring to Milford High School from out of state or a private school, before the second semester of their junior year are required to choose a career major and complete a strand (an approved three-course sequence). If a student enters Milford High School from another Delaware High School and already has approved DE vocational courses on his/her

transcript, those courses will count toward completion of a major. Students transferring to Milford High School during the second semester of their junior year are required to choose a career major and complete at least two of three courses in a strand. Students transferring to Milford High School after the first quarter of their senior year are required to choose a career major and complete at least one course in one of the strands.

*See the Course Handbook and/or full Board Policy #6303 for courses and sequence.*

## Grading

For the purpose of calculating grades at Milford High School, grade point averages and letter grades on report cards and transcripts shall be based on the following numeric range:

Grade Percentage	Quality Points	Weighted QP
A+ = 95-100	4.25	5.25
A = 90-94	4.0	5.0
B+ = 85-89	3.25	4.25
B = 80-84	3.0	4.0
C+ = 75-79	2.25	3.25
C = 70-74	2.0	3.0
D = 65-69	1.0	
F = below 65		0

## Weighted Grades System

In the area of class rank and weighted grades, the following policies will be upheld:

1. That all students are afforded the opportunity to be successful. By this, it is meant that they have a chance to work up to their ability and be recognized for their own particular level.
2. That the top Milford High School Academic students get the recognition they deserve in terms of class ranking and the incentive to continue in the most difficult courses Milford High School has to offer.
3. Milford High School's graduation awards are for success in the Milford High School course of study.
4. Weighted grades allow for a fair and equitable system for all students.
5. Honors, Dual Enrollment, and Advanced Placement classes in mathematics, science, social studies, and English will be weighted for the purpose of class rank. Starting with the class of 2020, Academic Challenge Courses will also receive weighting for both semesters.
6. Academic Challenge students in levels 1-3 receive letter and number grades. For purposes of weighted grades and class rank, the higher of the two grades will be recorded and used for calculation.
7. Academic Challenge students in levels 4 & 5 University of Delaware classes receive only letter grades and students are not permitted to request numerical grades. Therefore, the letter grade for these courses transfers equally to the Milford High School scale (ie: A letter grade of 'B' will transfer to a 'B' 3.0). Since UD does not issue letter grades with a '+', these grades will not be awarded at Milford High School.

## Class Rank

Class rank is calculated using the total number of Quality Points earned divided by the total number of credits earned. Class rank is first calculated at the end of the junior year and is based on the grade average for all Carnegie Unit courses completed from grade 9. A second ranking is made at the end of the first semester of the senior year. A third ranking based on eight semesters will be done at the end of the senior year. Academic honors (valedictorian and salutatorian) awards will be determined from the third ranking. When there is a tie for valedictorian, there will be no salutatorian.

## Student Progress

Parents can access students' daily progress and attendance for all classes from home via Eschool Home Access, the school information database. To obtain access to Home Access, parents need to request a password and instructions for use from the high school office.

## Report Cards

Report cards will be issued upon request. Milford High School will release report cards and interim reports through E-School. An all call and email will notify parents within one week after the close of each nine-week marking period in November, January, April, and June (May for seniors).

## Class Scheduling Requirements

1. Minimum Program: Each student shall be scheduled for 10 credits per year.
2. The following is used for class standings:

Credits Required	Grade
6	10
13	11
20	12

## **Schedule Changes**

Schedule changes are made at the discretion of the administration. School counselors make classroom presentations regarding course selections for the following school year. After classroom presentations, counselors meet individually with each student to review transcripts and selection of courses. Once students select courses, paperwork is given to the student for parent signature and is returned to the counselor. All schedule changes are to be made prior to the first day of school and/or first day of semester. Schedule changes will be made for the following reasons only: administrative error, assignment of a teacher whose class the student has failed in the past, or assignment of a course not previously selected by the student. Schedule changes are made during the first five (5) days of a new semester.

## **Parental Requests Concerning Schedules**

The administration shall be responsible for scheduling students to those teachers required to provide for the educational needs of each student. While individual circumstances are considered, preferential requests from parents for assignment to specific teachers are not to be considered. See Board *Policy #6302*.

## **Senior Option**

The school shall provide a program of optional study experience for seniors that recognizes individual differences in interests and abilities and encourages student initiative and self-direction in learning. Senior Option shall cover a broad range of learning activities emphasizing, but not limited to, career development and/or volunteer service. All Senior Option requests shall be student initiated, limited to students in their senior year, and reviewed for approval by an academic review board to assure academic standards are equal to other programs offered by Milford High School. Upon approval, a written contract shall be entered into by the student and the Milford School District specifying the terms for the individual student. See Board *Policy #6306* for further criteria.

## **After the Bell (ATB)**

Students who need extra time to complete work or who need tutoring assistance are encouraged to use the ATB program, which is available 2:30–4:30 p.m. Mondays through Thursday. For complete ATB schedule, refer to the MHS website.

## **Honor Roll**

Letter grades will be converted to quality points according to District *Policy #6115*. The Honor Roll requires an average of 3.2 (without rounding off). A student must have no grade lower than a C. No D's, F's, or I's are acceptable.

## **Senior Exam Exemption**

In order for a senior to be exempt from final semester exams the following requirements must be met:

1. Grade of A in the class
2. No administrative discipline referrals resulting in demerits for the senior year
3. Not having more than 7 unexcused absences in the course
4. Teacher approval

## **Educational Opportunities**

### ***Credit Recovery Program (Computer-based)***

The Credit Recovery Program utilizes an online program. Students may recover up to two courses per school year. All courses are scheduled through Guidance Services. The cost is \$75 per course. Any more than two classes per year require administrative approval. ELA and Math courses may have additional requirements and may not be available through the computer based recovery system.

## **Homebound Instruction**

Homebound instruction will be provided for students who, because of illness or injury, are unable to attend school for an extended period. Parents are responsible for submitting to a counselor a completed PPS-E2 Physician's Recommendation for Homebound Instruction form. For more information, parents should contact the student's counselor.

## **Summer School Policy**

Students who have failed a course qualify for summer school. All summer school courses must be pre-approved by the principal. Students may have a related cost for attending summer school. Students who earn lower than a 50 percent in a course may have additional requirements to recover the course credit.

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## **Possible Co-Curricular & Extracurricular Activities**

### ***African American Heritage Club:***

The African American Heritage Club is an organization designed to promote leadership, social skills, cultural diversity, and character education. The club's goal is to promote unity among the community and build pride in oneself.

### ***Art Club:***

The Art Club is open to all students interested in art. The Club will recognize all forms of art and fine craft. Members have the potential to participate in field trips and be involved in the local and regional arts shows.

### ***Band:***

Marching Band is during the fall semester and provides entertainment for home and away football games. Performances are held annually at various band festivals, parades, and pep rallies. Summer band camp is a requirement for being a marching band member.

Concert Band runs both semesters and performs a winter and spring concert annually. The band participates in musical festivals along the East Coast.

Jazz Ensemble is an integral part of the overall band program. A serious effort is made to promote the growth and performance of jazz and related styles of music. Membership for the ensemble is determined by auditions held in May.

***Bible Club:***

The Bible Club is designed to help students who want to have a better understanding of the Bible by using it as an effective tool for everyday living. The requirements for joining the club include having a commitment to attending meetings before school on Monday and Friday mornings and after school on the third Thursday of the month.

***Blue Gold Committee:***

The Blue Gold Committee consists of two Junior Ambassadors, two Senior Ambassadors, Cheerleaders, Band Members, and Football players who are selected by staff members for their positive attitudes to represent MHS at the annual Blue Gold football game and various other events leading up to game day. The Blue Gold Organization benefits the DFRC, an organization dedicated to serving the needs of our cognitively disabled population in Delaware.

***Business Professionals of America (BPA):***

BPA is a nationally known organization that helps students prepare for a business career. Members build pride by competing locally and nationally, traveling, having fun, and helping the community.

***Choir:***

Concert Choir is a performance-based semester elective class focusing on the techniques of singing, music reading, and group performance. While no audition is required, a high degree of commitment and ensemble performance is expected.

Chamber Choir is a performance-based elective class. This ensemble requires auditions to ensure voice part balance. Rehearsals focus on the advanced techniques of singing, music reading, and small group ensemble. A high degree of commitment and ensemble performance is required.

***Class of 2023:***

The senior class is responsible for the Senior Homecoming float, Senior picnic, Senior gift, and Powder Puff team.

***Class of 2024:***

This class will continue to collect dues, create a Homecoming float, hold fundraisers, and organize prom, as well as participate in Powder Puff football and homecoming.

***Class of 2025:***

The class will collect annual dues. They are in charge of Promenade, selling Powder Puff tickets and having a Homecoming float, as well as fundraising in preparation for prom.

***Class of 2026:***

This class is responsible for collecting dues, creating a Homecoming float, and fundraising.

***Distributive Education Clubs of America (DECA):***

DECA is a state and national organization of students who are interested in the many aspects of marketing, including salesmanship, business management, promotional activities, leadership, and entrepreneurship (business ownership). DECA members prepare for state competition held yearly in February.

***Drama Club:***

Students may perform a fall play, spring musical, and/or spring play each year. Interest meetings are held prior to each audition to provide information. Students must audition to participate and are expected to follow all attendance and behavioral guidelines. Members may work on stage or backstage and can be involved in one or all of the productions.

***Educators Rising:***

Students who intend to pursue careers in education are encouraged to join this organization. Students prepare for competitions at the state and national level as part of the Teacher Academy pathway.

***Fellowship of Christian Athletes (FCA):***

This group gathers weekly for fellowship and to provide strength to one another. The group is open to all high school students.

***FFA:***

FFA is a club for students who are interested in agri-science. The FFA members participate in community service activities, such as highway cleanup, horseshoe crab count, and petting zoos. Other activities include regional and national competitions and local and state picnics and monthly meeting activities.

***Gay Straight Alliance (GSA):***

Gay-Straight Alliance Network is a youth leadership organization that connects school-based Gay-Straight Alliances (GSAs) to each other and community resources through peer support, leadership development, and training. GSA Network supports young people in starting, strengthening, and sustaining GSAs and builds the capacity of GSAs to 1.) create safe environments in schools for students to support each other and learn about homophobia, transphobia, and other oppressions; 2.) educate the school community about homophobia, transphobia, gender identity, and sexual orientation issues, and 3. fight discrimination, harassment, and violence in schools.

***HOSA:***

Students pursuing a career in the medical field should join HOSA. Students prepare to compete in state and national competitions related to the medical industry. Students in Allied Health and Public and Community Health should consider joining this organization.

***Jobs for Delaware Graduates (JDG):***

JDG is a program designed to help selected students reach academic and career goals. Students receive pathway credit for JDG courses. All JDG students are eligible for membership in the Delaware Career Association (DCA), a youth organization that enhances the

classroom instruction with field trips, group activities, guest speakers, and state conferences. A JDG Specialist is available during the school year, as well as during the summer and the 12 months following graduation to assist students in finding jobs in the career of their choice.

**Leo Club:**

The Leo Club, sponsored by the Lions club, is a student-led organization that encourages students to develop leadership qualities by participating in social service activities.

**National Honor Society (NHS):**

*The NHS membership criteria include the following:*

Complete grade 10 and/or 11 at MHS.

Demonstrate active participation in at least 2 MHS after school clubs, co-curricular classes, or sports for 2 years prior to selection.

Provide evidence of 10 hours of community service participation during grade 9 and/or 10.

Earn a minimum cumulative weighted 3.5 GPA.

Demonstrate positive character and behavior.

Complete an application and return it by the deadline.

Have taken at least 4 academic level classes by the end of grade 10 if inducted as a junior or at least 6 academic level classes by the end of grade 11 if inducted as a senior.

*To maintain active membership, members must do the following:*

Earn and maintain a cumulative weighted GPA of 3.5 or higher.

Actively participate in 2 MHS after school clubs, co-curricular classes, or sports.

Participate in 20 hours of community service if inducted as a junior or 10 hours of community service if inducted as a senior.

Demonstrate sound character and positive self-discipline (no major disciplinary infractions) and have active participation in NHS at Milford High School.

**National Technical Honor Society:**

National Technical Honor Society (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization (CTSO) is important to leadership development and career preparation, and therefore, required by the Milford Chapter.

**Sociedad Honararia Hispanica:**

La Sociedad Honararia Hispanica is a national Spanish honor society sponsored by the American Association of Teachers of Spanish and Portuguese. The organization recognizes and honors academic excellence in Spanish classes and promotes the study of Spanish language and culture.

**Student Government Association (SGA):**

The MHS Student Council is organized to promote student leadership by creating and planning activities at school and in the community. The Student Council plans motivational activities that increase student involvement and generate positive school spirit. Through student leadership, the Council represents the ideas and opinions of the student body. The Council's responsibilities include planning and overseeing the school's Homecoming activities and pep rallies.

**Technology Student Association (TSA):**

TSA fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics concepts through co-curricular activities, competitive events, and related programs.

**Varsity Club:**

The Varsity Club is composed of varsity athletes whose volunteer work benefits the sports programs at MHS.

**Yearbook:**

The Milford yearbook, the Milfordian, is published annually by students enrolled in the Yearbook Class. Students are required to complete an application to be enrolled in the class.

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## School Programs

### Positive Behavior Support (PBS)

The PBS program is designed to reward students for positive behaviors. Positive Behavior Cards are issued to students to reward positive behaviors with regards to behavior, attendance, and academics. A teacher or an administrator rewards the student with the card signed by a staff member. Students can use these cards to participate in periodic assemblies and celebrations, or with other events like raffles or school store sales.

### After School Activities

All activities are to be planned through an advisor or sponsor and must be approved by the High School Principal. Arrangements for the use of the building by clubs and organizations must be made at least one week in advance of the scheduled activity by submitting a completed Request for Building Use form to the Main Office. All social events must be chaperoned by faculty members. All social events are to be held on a Friday or Saturday night or an evening prior to a day with no school. With the exception of the Homecoming Dance and the Prom, all activities must end by 11:00 p.m. Request for Building Use forms are available in the Main Office.



## Dances

With the exception of Homecoming and Prom, dances are open to Milford High School students only. During the approval process, administrators reserve the right to deny approval of any guests. The denied approval may be based on, but not limited to, prior behaviors, criminal background, and/ or age. Proof of age is required during the approval process. Students attending alternative schools, such as but not limited to SCOPE, Parkway, Carver, or Kent ILC, are not permitted to attend dances.

Students and guests who leave the building during a dance or prom will not be permitted to return. Sponsoring organizations must have arranged police coverage, a signed DJ contract, chaperone commitment, and administrative approval at least three weeks prior to the dance. Dance approval forms can be found in the Main Office.

## Fundraising

All fundraising activities must have the approval of the High School Principal in spring of the year prior to the school year in which the activity is to be conducted. In some cases, Board approval may also be required.

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## Athletics Rules and Regulations

Milford High School's athletic sports and teams are governed by the Delaware Interscholastic Athletic Association (DIAA). DIAA Rules and Regulations are available from coaches or the Athletic Director.

### Athletic Attendance

Student athletes must be in attendance in school for a minimum of half of the instructional time on the day of an event or game in order to be eligible to participate that day. Exceptions will be made for medical documentation, funeral, or court appearances.

### Athletic Teams

Students attending MHS may try out for the following sports each season:

Fall	Winter	Spring
Cheerleading/seasonal	Cheerleading/seasonal	Baseball
Cross Country/ Boys & Girls	Basketball/ Boys & Girls	Golf
Volleyball/ Girls	Swimming/ Boys & Girls	Lacrosse
Field Hockey	Wrestling	Soccer/ Girls
Football		Softball
Soccer/Boys		Tennis/ Boys & Girls
		Outdoor Track/ Boys & Girls

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## High School Attendance Regulations

*Please refer to Milford School Board Policy #5403 for the most current attendance regulations.*

### Extracurricular Attendance Policy

Students who are in violation of the High School attendance policy (in excess of 7 absences or in excess of 12 tardies in a semester) will not be permitted to participate in school activities or attend school functions (this includes clubs, athletics, and school dances). Exceptions may be considered for extended medical illnesses. Athletes need to be in school by 11:00 a.m. on the day of a game unless otherwise excused because of court, funeral, or medical appointment.

### Tardiness

The term "tardy" will be defined as being late to school, class, or an activity, with or without permission of parents/guardian or school personnel. Consequences for violation of tardiness will be included in the district code of conduct. The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to the principal those students who in the teacher's judgment are not making progress towards correcting the problem.

### Early Dismissal

Students who need to leave school before the end of the school day should bring a note for early dismissal to the attendance officer upon arrival to school. Upon the return of the student to school, the student should submit to the attendance officer written documentation in the form of a note or medical excuse. However, parents should make every attempt to schedule appointments at times that do not interfere with the school day.

### Truancy

A student will be considered truant if the following occurs:

1. He or she fails to arrive at school when directed to attend by the parent/ guardian of the student;
2. He or she leaves school property without permission of a principal; or
3. He or she is present on school property but not present at place or class assigned;
4. He or she has accumulated more than 10 unexcused/unverified absences per semester;
5. He or she has accumulated more than 12 tardies to school per semester. A truant and the parent/guardian of a truant are subject to the administrative procedures, Truancy Court referral, and Court proceedings as established in *14 Del. Code, Chapter 27, Sub- chapter II*. A parent who is determined to have violated Section 2702 of this title is guilty of an unclassified misdemeanor and the penalties

are specified in Section 2729 of this title.

A student who is truant will be disciplined by the principal as appropriate to the circumstances associated with the truancy. A truancy conference will be held by the school principal as specified in *Sections 2725 & 2726 of 14 Del. Code, Chapter 27*.

A student with more than 3 days of absence due to truancy in any given school year will be considered a chronic truant and will be referred to the truancy officer. A student who is a chronic truant may be referred to the visiting teacher for possible court action after parent notification and the student's attendance record have been received by the parent and student. Students who reach the age of 16 may be recommended for expulsion from school. A student expelled for truancy may re-enter school the following year, but re-entry will be on a probationary basis. If such student again is classified a chronic truant, per the description of the policy, the student shall be dropped from the attendance roll of the school. In combating truancy, school officials shall attempt to involve other state agencies as they work to eliminate truancy as a cause for a student being absent from school.

### **Special Attendance Circumstances**

Absences from class associated with a religious holiday or caused by participation in a school-sponsored activity and approved college visits (11th and 12th graders only) are considered excused and do not count against the student's absence totals. Prior approval is necessary. Documentation to verify these types of special circumstances in advance may be requested. Absences for family vacations and family trips will be included in the student's unexcused absence totals.

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## **Motor Vehicle Regulations**

### **Motor Vehicle Code for Milford High School**

The Board of Education encourages all students to walk or use the transportation provided by the school district. However, when a student drives to school, he or she shall abide by the rules and regulations pertaining to the operation of student vehicles and student parking. Driving a motor vehicle to Milford Senior High School, driving on school roadways, and parking in a Milford High School parking area is a privilege and not a right. In order to retain this privilege, adherence to the Motor Vehicle Code is necessary. Students park on school property at their own risk. Milford High School and Milford School District are not responsible for damage or vandalism to cars parked on school or district property.

### **Parking Permits**

In order to be authorized to park at Milford High, all motor vehicle shall be registered with the High School. Only students who are legally permitted to drive without supervision may purchase permits to park on school grounds. Normal registration fee is \$10.00. Parking Permit applications may be obtained in the Main Office.

When permits go on sale in the main office, they will be issued as follows:

- Day 1 Co-op students and senior option students
- Day 2 Seniors
- Day 3 Juniors

Parking permits must be displayed in clear view through the front window. Any vehicle parked on school grounds not properly displaying a permit is subject to being towed at the owner's expense, and the student is subject to disciplinary action. Replacement permits may be obtained for \$5.00.

### **Driving/Parking Regulations**

1. The speed limit for all motor vehicles driven on Milford Senior High School roadways and parking areas shall be 15 miles per hour.
2. The student driver shall at all times be responsible for having his or her motor vehicle under control.
3. A reduction of the speed limits may, at times, be necessary due to changing conditions. A student shall be responsible to recognize any change in driving conditions and adjust accordingly.
4. Irresponsible actions in the operation of a motor vehicle are strictly forbidden.
5. The use of a motor vehicle in the act of violating any other school regulation shall be considered a violation of this motor vehicle code.
6. All moving motor vehicle violations will be reported to the proper authorities.
7. Students are only permitted to park in the lot and space assigned.
8. When arriving at school in the morning, students are to park and promptly leave their cars to enter the building. Students are not permitted to loiter in or around cars.
9. Students must have administrative approval to be in the lot during the school day. (This does not include co-op or independent study students leaving at regularly scheduled times or students arriving late to school with a parental excuse note.)
10. Upon purchasing a new vehicle, students must change registration information. The permit may be transferred to the new vehicle without an additional fee provided the school is notified.
11. Permits are valid only for the student who purchases the permit. Giving a permit to another student is prohibited. The parking permits are not transferable to another individual.
12. Any student placed on the Principal's Probation will lose driving privileges and his or her space will be assigned to another student. When a student earns his or her way off of probation, he or she may reapply to have parking privileges reinstated if spaces are available.
13. Students who do not adhere to this motor vehicle code shall be subject to the provisions of the MSD Student Code of Conduct.

### **Parking Violation**

Any student who has illegally parked on school grounds or is in violation of driving/parking rules or regulations may be subject to school ticketing on vehicle window and appropriate disciplinary action. These adhesive tickets are difficult to remove.

- 1st offense        1 day ISS
- 2nd offense       2 days ISS
- 3rd offense       1 day OSS
- 4th offense       3 days OSS

#### **Moving Violation**

Required notification of parents

- 1st offense        5 day loss of driving privilege
- 2nd offense       10 day loss of driving privilege
- 3rd offense       30 day loss of driving privilege
- Further Occurrences loss of driving privilege for the rest of the school year.

*NOTE: Unauthorized leaving of the school grounds and taking another person with you in your vehicle will result in immediate loss of parking privileges for the remainder of the school year in addition to the consequences in the Student Code of Conduct.*

## **Demerit System for Discipline**

### **Detention**

Detentions will be held after school in the cafeteria or other specified area. For refusal to attend detention, see Discipline Code. The only acceptable reasons for missing a detention are a dentist or doctor excuse. In these cases, the student must attend detention on the next available detention date upon his or her return to school. During detention, students may not sleep, lie on the desks/tables, or talk. If a student leaves the area without permission, he or she has cut detention, and the penalties for this offense are listed in the student discipline policy under refusal to attend detention.

### **Lunch Detention**

At 45 demerits, students are assigned lunch detention which requires students to sit at an assigned table during the entire lunch period. Students may not use daily early dismissal passes to avoid serving lunch detention.

### **Central Review**

Students may be referred to the Central Review Committee for severe Code of Conduct infractions and Attorney General reports for off-campus conduct. The referral may result in disciplinary action, alternative school placement, or recommendation for expulsion.

## **K-12 School Dress Code Policy - 5415**

### ***Milford School District School Dress Code Policy Statement:***

This school dress code policy will supersede any and all previous dress code policies. The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

**Approved dress code bottoms include: Solid color khaki style pants, jeans, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses.**

1. Cotton, denim and/or corduroy are acceptable.
2. Stretch apparel, leather or sheer materials are not permitted.
3. Dress code bottoms must be to the knee or longer in length.
4. Cut-off pants and pants with holes are not permitted.
5. Clothing items must be worn at the natural waist.
6. Solid color leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
7. Chains and spiked jewelry are not permitted.

**Approved dress code tops include: Solid color collared shirts.**

1. Dress code tops must be short or long sleeve. No sleeveless dress code tops are permitted.
2. Button down shirts are permitted. Only the top button of dress code tops can be unbuttoned.
3. Solid color collared shirts may have a small emblem on the chest or sleeve. Milford School District issued collared shirts may also be worn.
4. Solid colored crewneck sweatshirts or hoodless polar fleece jackets may be worn over the collared dress code top.
5. Pullover v-neck, crewneck, button down or zippered cardigan sweaters may be worn over the collared dress code top.
6. Athletic gear and presentation of lettering or an emblem associated with Milford School District, schools of the Milford School District or colleges/universities are acceptable on approved dress code tops.
7. Turtlenecks (mock and regular) or t-shirts (short sleeve and long sleeve) solid in color may be worn underneath polo shirts.
8. Anything designated as an undergarment (except t-shirts) cannot be revealed. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
9. Cut-offs, frayed seams, and holes are not permitted on clothing.
10. Hats, head coverings (except for religious practices), visors, bandanas, combs, and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.

*\* Approved solid-colored hooded sweatshirts, pullovers or polar fleece jackets may be worn as acceptable dress code tops. Students wearing approved hooded apparel must keep the hood down, and off of their head, while in the school building.*

### **Footwear:**



Students must wear appropriate footwear at all times. No shoes with wheels or slippers are permitted. Elementary students are not permitted to wear flip flops and need to have a closed toe shoe secured to the foot by a strap or shoelaces.

**Other Dress Code Considerations:**

1. New students who have not been previously enrolled in the Milford School District shall have up to 10 school days to comply with the dress code policy.
2. Appropriate physical education attire is determined by the school's physical education teacher and administration.
3. Clothing or other personal adornments or embellishments that are disruptive, unsafe or interfere with the regular operations of school are expressly prohibited during school hours and during school functions. Clothing, footwear, jewelry, or adornments must not be obscene, vulgar, nor ethnically, culturally, or sexually offensive. Sacrilegious prints, gang-related identification, apparel, or paraphernalia, suggestions or depictions of violence, drug or alcohol use, tobacco/smoking and/or illegal activities may not be worn or displayed

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## Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Milford School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Milford School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Milford School District to the contrary in accordance with Milford School District procedures. The primary purpose of directory information is to allow the Milford School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. *Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).*

**If you do not want Milford School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Milford School District.**

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### MILFORD SCHOOL DISTRICT - POLICY 5418

## Suicide Prevention – 5418

### SUICIDE PREVENTION

The Milford School District is aware that suicide among adolescents is a growing national concern. Because of this fact, the Milford School District requires that a plan for suicide prevention be documented and implemented.

The Milford School District recognizes that adolescent students undergo stresses of development and personal growth. Adolescence is a time of discovery and of profound searching and identity formation. Some adolescents find this struggle harder than others. Some feel unequal to the challenge. Some students contemplate suicide as an alternative to the loss of control over their lives. To use suicide as a solution is a tragedy.

### Implementation:

A. **Prevention:** The Milford School District will:

1. Promote faculty awareness of depression and the warning signs of suicidal behavior.
2. Provide information about youth suicide to parents.
3. Promote the Suicide Prevention Program for students as an integral part of the curriculum.
4. Examine strategies and alternatives to alleviate school-related stress for students.

B. **Intervention:** The establishment of a uniform protocol by the District to respond to a potentially suicidal student.

C. **Postvention:** The establishment of a uniform plan of response to disseminate facts and to allow for structured expression of grieving within the daily activity of the school. (This uniform plan will also be implemented in the event of any sudden death of a student or staff person.)

D. Resources

## **PREVENTION:**

**District Policy Implementation** - A district level suicide prevention coordinator shall be designated by the Superintendent. The suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

**Staff Professional Development** - All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

## **INTERVENTION:**

### **SUICIDE, ABUSE, AND NEGLECT PROCEDURES**

#### **SUICIDE THREAT PROCEDURE**

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse, or administrator will fill this role until a mental health professional can be brought in.

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The school employed mental health professional or principal will contact the student's parent or guardian.
4. Child Mental Health will be called as appropriate 1-800-969-4357
5. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

#### **In-School Suicide Attempts**

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures as per the school nurse.
2. School staff will supervise the student to ensure his/her safety.
3. Staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, staff will immediately request a mental health assessment for the youth.
5. The school employed mental health professional or principal will contact the student's parent or guardian.
6. Staff will immediately notify the principal or school suicide prevention coordinator regarding in-school suicide attempts.
7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

#### **Re-Entry Procedure**

For students returning to school after a mental health crisis (e.g. suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, his/her parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that he/she is no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

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## **MILFORD SCHOOL DISTRICT - POLICY 5417**

# **School Bus Code of Conduct - 5417**

## **GENERAL INFORMATION**

**Student Safety** – Student safety is a top priority for the Milford School District. School bus drivers are considered school officials and the bus is deemed an extension of the classroom. Students should observe classroom conduct when on the bus. Students who do not follow safe procedures on the bus will be subject to disciplinary action including suspension or denial of bus privileges as outlined in this policy.

**Parent Contact** – Drivers and/or contractors are to make a good faith attempt to contact parents prior to writing a bus referral. This effort should be documented on the referral form when necessary. A Principal/Designee must notify the parent/ guardian of any suspension or denial of riding privileges.

**Contractor/Driver Meeting Request** – Contractors and/or drivers may request a meeting with administration and parents of children in grades Pre-K-12 prior to writing a bus referral.

**Implementation** – School Bus Drivers should take steps to organize and promote a safe school bus environment. Drivers and Principal/Designee shall implement this policy in the manner specified. The implementation of this policy is in compliance with

Delaware State *14 DE Reg. 1150* which requires the school district assume primary responsibility for student conduct.

The following items should be implemented when carrying out the Bus Code of Conduct:

1. For any suspension from the bus, Principal/Designee must contact the parent/guardian prior to the suspension. If there is a loss of bus privilege, it will start no later than two (2) days after the school has notified the parents.
2. An administrator can enact or prolong a bus suspension if the student presents a threat to the health, safety, or welfare of other students and staff.
3. Infractions are cumulative regardless of offense type or category.
4. If a student commits a series of related offenses on a bus trip, the offense with the highest penalty is to be chosen for action.

**Bus Referrals** – The Driver is responsible for maintaining discipline among all passengers. A discipline referral process is in place to support the Driver in this endeavor.

Should a student commit a disciplinary infraction the Driver should:

1. talk to the student initially to resolve the problem and issue a verbal warning if necessary.
  2. turn in a bus referral discipline form to the school's Principal/ Designee within a timely manner.
  3. The Principal/Designee may also initiate a bus referral based on his/her investigation of a student complaint and/or parental/ guardian concern regarding a bus discipline matter.
  4. Referrals will be returned to the driver/contractor within a timely manner.
  5. The school Principal/Designee reserves the right to increase the consequences based on the severity of the incident on the bus.
- Infractions are cumulative regardless of offense type or category.

### **Due Process**

Students must be afforded the following due process procedures:

1. Given notice of charges to student
2. Given explanation of evidence against student
3. Student given opportunity to tell his/her version of the incident

**Transportation Review Committee** – This committee consists of a building administrator, school district transportation supervisor, and disciplinarian. The Transportation Review Committee may take any disciplinary action deemed appropriate including but not limited to a long-term suspension from the school bus and/or complete denial of bus privileges. In addition, the Transportation Review Committee may recommend to the Alternative Placement Team of each school for alternative placement, long-term suspension, or expulsion in accordance with *Delaware State Regulation 616*.

**Return to School (PreK and Kindergarten Only)** – To provide safe transportation and ensure students of pre-kindergarten and kindergarten age are properly monitored, a parent/guardian or caregiver must be present when the student departs the bus.

For pre-kindergarten and kindergarten children to be released from the bus:

1. Parent/Guardian or caregiver must be at the bus stop, go to the bus door after the bus has stopped and opened the entrance door to receive his/her child. This way the bus driver can ensure that each pre-kindergarten and kindergarten student has a parent/guardian or caregiver present.
2. The bus driver may ask for the name of the child before releasing him/her. (At the start of school year or if there is a substitute driver)

In the event a parent/guardian is not present at the bus stop, the driver is required to notify the school and return children to school at the end of his/her route. School administrators should follow the list of consequences below. The consequences only apply to the bus transportation from school to home and not morning transportation.

- 1st Offense: A letter will be sent to the parent notifying him/ her that the child was returned to school. The parent will be told that this is against district policy to not be present to receive his/her child. It will be explained to the parent that if this continues, transportation services can be discontinued.
- 2nd Offense: A letter will be sent to the parent notifying him/her that the child was returned to school for a second time. The parent will be told once again that this is against district policy to not be present to receive his/her child. It will be explained to the parent that if this infraction occurs again, a five school day bus suspension will occur.
- 3rd Offense: A letter will be sent stating that transportation services will be suspended for a period of 2 school days from school to home.
- 4th Offense: A letter will be sent notifying the parent/ guardian that transportation services will be suspended for 5 school days from school to home.
- 5th Offense: Bus privileges suspended until Transportation Review Committee meeting. Services may be terminated for the remainder of the school year.

**Student Records** – All student offenses reported to the school shall be made a part of the student's discipline record. The bus referral process will start over at the beginning of each school year with exception to days suspended off the bus, which extend past the end of the school year and may be applied to the following school year.

### **Category 1 – Minor Offenses**

#### **Minor Offense 1**

Issue verbal/written warning (Morris – applicable for offense 1 and 2)

#### **Minor Offense 2**

Loss of bus privilege for one (1) school day

#### **Minor Offense 3**

Loss of bus privilege for three (3) school days (Morris – one (1) day)

#### **Minor Offense 4**

Loss of bus privilege for five (5) consecutive school days (Morris – min. of three (3) days)

Mandatory conference with Parent/Guardian and Principal/Designee

#### **Minor Offense 5 or more**

Loss of bus privilege for ten (10) consecutive school days (Morris – min. of five (5) days)

Mandatory Transportation Review Committee Meeting

Denial of bus privileges

Student will automatically be referred to the Transportation Review Committee

#### **Category 2 – Major Offenses**

##### **Major Offense 1**

Loss of bus privilege for five up to (5) consecutive school days after mandatory parent notification (Morris – one (1) day) Restitution

##### **Major Offense 2**

Loss of bus privilege for ten up to (10) consecutive school days after mandatory parent notification (Morris – min. of three (3) days) Restitution

##### **Major Offense 3 or More**

Loss of bus privilege for fifteen (15) consecutive school days after mandatory parent notification (Morris – min. of five (5) days) Restitution

Mandatory Transportation Review Committee Meeting

#### **Category 3 – Serious Offenses / Law Violations**

##### **Serious Offense 1**

Loss of bus privilege for five (5) consecutive school days after mandatory parent notification (Morris – one (1) day) Restitution

Mandatory Transportation Review Committee Meeting Police report

##### **Serious Offense 2 or more**

Loss of bus privilege for ten (10) consecutive school days after mandatory parent notification (Morris – min. of three (3) days) Restitution

Mandatory Transportation Review Committee Meeting Police report

Offense	Category
Failure to obey bus driver's instructions	1
Failure to Obey Safety Procedures	1
Inappropriate conduct at bus stop	1, 2
Improper boarding and departing procedures	1, 2
Failure to remain seated in a forward position	1
Seated in driver's seat	1
Unauthorized use of bus windows	1
Throwing items inside of bus or out of bus window	1, 2
Abusive language/Profanity	1, 2
Abusive Language to Driver/Profanity	2
Failure to maintain a clean, sanitary and orderly bus / Littering	1
Destruction of property	2
Horseplay and/or Reckless Play	1
Inappropriate Behavior	1, 2
Inappropriate Sexual Behavior	2
Disruption	1
Disruption: Caused Driver to Stop Bus	2
Misrepresenting the Truth/Lying	1, 2
Offensive Touching	1, 2
Possession/Use of Unauthorized Comm/Electronic Device	1
Stealing/Theft	1, 2
Tobacco possession/use including e-cigarettes and/or possession of matches/lighter	2
Unsafe Items	1, 2
Attorney General's Report	3
Violent Felony	3
Assault III	3
Unlawful Sexual Contact III	3
Offensive Touching (Employee Victim)	3
Terroristic Threatening (Employee victim)	3
Deadly Weapons Offenses	3
Pornography: Possession and Production	3
Bomb Threats	3
Criminal Mischief (Vandalism)	3
Tampering With Public Records	3
Alcohol, Possession and Use	3
Felony Theft (\$1000 or more)	3
Bullying	3
Offensive Touching (Student Victim)	3
Terroristic Threatening (Student Victim)	3
Fighting/Disorderly Conduct	3
Use and/or Possession of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Medications	3

#### **Bus Code of Conduct Violations**

In accordance with Delaware State Regulation 1150 School Transportation 9.0 Pupil conduct on school buses, the following code violations will be used:

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## **Student Code Of Conduct - Secondary Schools - 5404**

### **CHAPTER I - INTRODUCTION AND STUDENT EXPECTATIONS**

#### **INTRODUCTION**

The Milford School District is dedicated to developing each student's potential for learning. To achieve this, students, parents, and school staff must share the responsibility for encouraging orderly, constructive student behavior. Therefore, the Board has developed this policy statement:

1. Students in the Milford School District shall respect constituted authority.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and demands cooperation with all members of the school community.
3. High personal standards of appearance, clothing, courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all pupils.

## **CODE OF CONDUCT REVIEW**

The Student Code of Conduct Central Academy and High School is an official policy of the Milford School District Board of Education. The Board of Education expects that this Code will be subject to ongoing review and revision in response to:

1. Administrative, staff, student, and parent suggestions.
2. Legal interpretation; and
3. Annual Review

## **CODE OF CONDUCT DISSEMINATION**

On an annual basis:

1. A copy of the student code of conduct shall be posted on the school website and a copy given to each student.
2. Students receive training in the discipline system at the beginning of each school year and as changes occur.
3. Administration and staff receive annual training based upon current district policies and procedures as well as changes in Regulation.

## **CODE OF CONDUCT AUTHORITY**

The Student Code of Conduct may be enforced:

1. On school property prior to, during and following regular school hours including but not limited to when school is in session or when school activities are in operation.
2. On all school campuses and property of the Milford School District.
3. When students are at a bus stop
4. At all school sponsored events and other activities where school administrators and personnel have jurisdiction over students (i.e.: field trips, sporting events, etc....)
5. When a student's out-of-school conduct, activity, or behavior indicates that the student presents a threat to the health, safety, or welfare of other students and staff. This conduct may be physical in nature or electronically which have an impact on the safe and effective operation of our schools.
6. Students who attempt to register in the Milford School District with outstanding disciplinary actions from Milford School District or their previous school district are subject to the consequences outlined in this document. This includes but is not limited to suspension, expulsion, and placement at an alternative school.

## **RESTORATIVE PRACTICES**

Milford School District believes it is important for all students and staff to build positive relationships with one another as this produces the best academic, social and emotional outcomes. Restorative practices proactively focus on relationships and increasing students' sense of belonging. The practices include deliberate and intentional tools and strategies that facilitate the building of healthy relationships. Teachers and staff are encouraged to use practices such as social-emotional learning (SEL) supports and classroom management strategies to build student understanding and promote healthy relationships. Restorative practices also include a process of healing when a harm occurs between individuals. This is essential to restoring healthy relationships with the understanding that harm-doers should be held accountable for and take an active role in repairing the harm they created.

## **STUDENT EXPECTATIONS**

Students are expected to:

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

## **CHAPTER II - STUDENT RIGHTS AND RESPONSIBILITIES**

### **SEARCH AND SEIZURE**

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. School officials have a right under the law to search students or their property whenever there is reasonable suspicion that the students have something that violates school rules or endangers the health, safety, or welfare of others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property.

Searches may include the student and his/her locker, desk, automobile, MSD owned computing resources including all data stored on the MSD network, personal belongings, book bags, purses, or any bags or containers used to carry personal property.

## **RIGHTS AND RESPONSIBILITIES OF POSSESSIONS**

**Students have the right:** To privacy in their personal possessions unless the principal/designee/staff member has reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug-like substance, a look-alike substance, drug paraphernalia or of a student's unauthorized possession of items which include but are not limited to: electronic device, cell phone, weapon, stolen property, unsafe item, or dangerous instruments in the school environment.

**Students have the responsibility:** Not to carry, conceal, or possess any materials which are illegal, disruptive, dangerous, or offensive to others. Cell phones and other electronic devices must have the power turned off and be out of sight during the school day from the time the student arrives on school grounds until the end of the school day and on the bus. Cell phone use during the school day within the school building, school grounds and/or school buses is prohibited. The District is not responsible for a cell phone or electronic device which may be lost or stolen.

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

**Bookbag/Purse:** The District presumes a student possesses, and is therefore responsible for, all items found in the student's bookbag, purse, or similar bag or container used to carry books or personal property (referred to as "bookbag"). Students should regularly check the contents of their bookbags. If a student fails to secure his/her bookbag, or provide others access to his/her bookbag, the student remains responsible for items found in his/her bookbag.

**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 motor vehicle driven to school without regard to who owns or rides in the motor vehicle. Before bringing a motor vehicle to school, or a school activity, students should carefully inspect the motor vehicle. If a student fails to lock his/her motor vehicle, or permit others access to his/her motor vehicle, the student remains responsible for items found in his/her motor vehicle.

## **DEBTS**

Refusal to pay for lost, damaged, stolen school property or services rendered by a school program, such as but not limited to field trip fees, food, transportation, or other services related to classes, student activities, and athletics. Students may petition to the school principal to set up a payment plan or other compensation plan.

Students who have a debt with the school will be barred from attending school activities including field trips, Homecoming, Prom, and Commencement Ceremonies. In addition, the school shall file a claim in Justice of the Peace for restitution of all debts over \$25.

## **MOTOR VEHICLE POLICY**

Driving to school is a privilege granted by school administration. The District presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle or other conveyance. This presumption applies to any vehicle a student drives to school without regard to who owns the vehicle. Before a student brings a vehicle to school, or a school activity, he/she should carefully inspect the vehicle. If the vehicle is left unlocked or others are allowed to access to your vehicle, the student who drove the vehicle to school remains responsible for items found in the vehicle. Students should follow the rules for driving/parking cars on school grounds as follows:

1. Register all vehicles with the office.
2. Park in designated spots only.
3. Obey the 15 M.P.H. speed limit.
4. Operate the vehicle in a safe manner.
5. Upon arrival to school, student shall go directly into the building.
6. Once on school grounds, students are not to drive off the property without administrative approval.
7. Administrative approval is required for students to be in the parking lot area when school is in session.
8. This is an unauthorized area for students during the school day
9. No smoking on school grounds.
10. Students shall be on time for school
11. Students must properly park in the designated student parking spaces
12. Only junior or senior students who are legally permitted to drive without supervision may purchase registration to legally park/drive on school grounds

Students who disobey these rules may have their school driving/parking privileges suspended or revoked. Students who have unregistered vehicles, suspended or revoked driving privileges, or who park in unauthorized or other assigned spaces will be given disciplinary action in accordance with the Student Code of Conduct, and/or have their vehicle towed at the owner's expense. In addition, illegal conduct in a vehicle will be reported to law enforcement.



## **SKATEBOARDS/ROLLERBLADES/WHEELED SHOES**

Students are not permitted to bring or use skateboards, rollerblades, or wheeled shoes in or directly around the school.

## **ELECTRONIC DEVICES AND CELL PHONES**

Milford School District discourages students from bringing cell phones and other communication devices to school. Such devices include but are not limited to: cell phones, tablets, lasers, cameras, electronic games, etc. Students are prohibited from using cell phones and other electronic communication devices during the school day without permission from a school official. All devices must be turned off and kept out of sight during the entire school day when it is absolutely necessary to bring the phone to school. Violators will receive disciplinary action in accordance with the Student Code of Conduct. Students who do not turn in an electronic device when requested may be considered in Defiance of School Authority.

## **DELAWARE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

A student may not participate in a practice, scrimmage, or contest during the time of a suspension, either in school or out of school, in effect or during the time the student is assigned to an alternative school for disciplinary reasons.

## **OMBUDSPERSON**

An ombudsman is made available by the state of Delaware to act as a facilitator in resolving grievances and disputes. The Delaware Department of Justice Bully Prevention and School Crime Contact (Ombudsperson) Anonymous Tip Line is: 1-800-220-5414.

## **CHAPTER III - DISCIPLINARY PROCEDURES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT**

### **DUE PROCESS PROCEDURES & APPEAL PROCESS**

1. All students must be informed of the violation(s) and the range of disciplinary actions. These items should be:
  - a. included in the Student Code of Conduct.
  - b. explained to students in person on a yearly basis.
  - c. disseminated in print and electronic copy.
2. Each student involved in a situation which may result in a disciplinary action must be given the following due process by the administrator or designee:
  - a. informed of the allegations against him/her, the conduct which forms the basis of the allegation(s), and explained the policy, rule, or regulation violated
  - b. given an explanation of the evidence supporting the allegation(s) and an opportunity to present his/her side of the story including any evidence, witnesses, or questions
3. 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 the school provided that, as soon as practicable thereafter, the due process procedures are followed.
4. Parent Notification
  - a. Parents are to be informed of incidents as soon as possible either by phone or written notice. When obtaining written statements from witnesses, reasonable efforts may be made to notify the parent/guardian or each witness. Reasonable efforts shall be made to include the allegedly offending student or parent/guardian in an investigation.
5. Student Appeal Process to Disciplinary Responses for short and long-term suspensions and alternative placement decisions. The essential rights involved in disciplinary procedures stem from the concept of due process as outlined above.
  - a. Upon initiation of the appeal process, penalties shall not be implemented until the student ceases or exhausts his/her appeal, except in cases where a student presents a threat to the health, safety, or welfare of other students and staff.
  - b. Students, parents, and guardians may all engage in the appeal process.
  - c. Disciplinary action may only be appealed to the next administrative level for failure of the school administration to follow any of the following reasons:
    - i. Inappropriate due process
    - ii. Incorrect consequence
    - iii. Incorrect charge or charge not supported by substantial evidence
6. Appeal Process
  - a. Students or parents shall have the right to informally appeal staff disciplinary action to the next disciplinary level Principal within two (2) school days after the charge. The objective is to resolve the matter informally.
  - b. If the matter is not resolved satisfactorily in the above manner, a written appeal to the next disciplinary level Superintendent's designee shall be made within two (2) school days of the previous disciplinary level. A parent/guardian conference shall be conducted within five (5) school days of appeal and shall give a written decision within two (2) school days of conference.
  - c. A final written appeal may be made to the Superintendent/designee within two (2) school days of the previous disciplinary level. The unresolved problem will be discussed in a conference with the parents/student and Superintendent/designee. The decision of the Superintendent shall be final except in cases governed by Regulation 616\*.
  - d. The following applied to appeals of long-term suspensions only. A hearing shall be granted by the Board upon receipt of a written request signed by the student stating he/she desired a hearing and received by the Board within five (5) days of the

student's receipt of the decision of the Superintendent. The Board shall hold a hearing with the parents/students within thirty (30) days after receipt of the appeal. The Board shall submit its written decision within ten (10) school days following the hearing. The decision of the Board shall be final. \*See Regulations 616 for more details and definitions.

Should an appeal be requested after the consequence has been served, the appellant may request that a student's discipline record be erased or corrected for the infraction. Such an appeal must be requested within thirty (3) calendar days of the incident.

Students suspended, placed at alternative school, or expelled from school are excluded from school-related activities and are not permitted on any Milford School District property or at any off-campus event during the entire duration of their suspension, alternative placement, or expulsion.

## **SUSPENSION FROM SCHOOL**

### **1. Short-Term Suspension**

- a. The Principal, in accordance with the rules of the district, shall have the right to impose a Short-Term Suspension on any student in the school who has violated the school's Student Code of Conduct. The duration of the Short-Term Suspension shall not be more than ten (10) consecutive school days for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- b. The Superintendent, in accordance with the rules of the district/charter school, shall have the right to temporarily extend a student's Short-Term Suspension beyond the ten-school day limit pending a district Central Review Committee/Alternative Placement Meeting decision or the district Board of Education decision regarding an Expulsion hearing or other formalized Disciplinary Action hearing for the student.
- c. Due Process will be followed as outline in Chapter III.
- d. Students suspended out of school are expected to make up their work. It is the responsibility of the student/parent/guardian to contact the teacher for makeup work. Students assigned in-school suspensions are required to complete their work.
- e. A student assigned to an excessive total of in-school suspensions (more than 3) may be assigned out-of-school suspensions (OSS) instead of the ISS consequences prescribed in these guidelines.
- f. In all events, parents will be notified to have the student picked up from school.

Students whose parents/guardians/emergency contacts cannot be reached by telephone will be retained at school until the end of the school day. However, if this is not feasible or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, or the integrity of the educational process, the necessary notice and hearing will follow as soon as possible.

### **2. Long-Term Suspension**

- a. The Superintendent, in accordance with the rules of the district school, shall have the right to impose a Long-term Suspension on any student in the school who has violated the school's Student Code of Conduct's listed acts of misconduct as defined in 14 DE Admin. Code 614.3. The duration of the Long-term Suspension shall not exceed the number of school days in a school year for any single conduct violation or combination of violations which occurred during a single disciplinary incident.
- b. Prior to any Suspension from school, the initial due process procedures outlined in Chapter III shall be followed.
- c. When a student receives a Suspension from school (in or out-of-school), reasonable attempts to provide verbal notification to the Parent shall be made by the Principal prior to the Suspension being served. Written notification of the Suspension and information regarding the districts/charters appeal or Grievance process shall be given or sent to the Parent as soon as practicable, but no later than three business days. The notification shall state the cause and duration of the Suspension.
- d. The Parent or student may appeal the Suspension to the next administrative level in accordance with the district's appeal or Grievance process.
- e. Prior to the student's return from an out-of-school Suspension of three (3) school days or more, the Principal shall hold an in-person or phone conference with the Parent and student. The conference shall be designated by the Principal, who may waive the conference.

## **ASSIGNMENT TO ALTERNATIVE PROGRAM**

A student may be assigned to an Alternative Program because of serious or repeated violations of the Code. Assignment to an Alternative Program is the removal of a student from the regular school program, with placement in special alternatives designed to meet the student's particular needs. A principal may refer a student for Alternative Placement:

- a. for any severe disciplinary violation for which Alternative Placement may be a consequence as specified in the district school Student Code of Conduct and the student's behavior is within the defined conduct under Regulation 616.
- b. in conjunction with an Attorney General's Report or court disposition that indicates that the student has been charged with a Violent Felony and/or is a threat to the health, safety, and welfare of others within the School Environment.
- c. in conjunction with chronic disruptive behaviors which result in Repeated Violations of the Student Code of Conduct after all school based best practice interventions have been put into place for said student.



### 1. Building Level Conference

When it is alleged that a student committed a violation of the Student Code of Conduct and may be subject to a recommendation for Alternative Placement, the following procedures shall occur. The Principal:

- a. shall follow due process as outlined in Chapter III.
- b. shall notify the student and parent/guardian.
- c. may impose a Short-term Suspension. If the student is suspended, the student and the Parent shall be provided a copy of a Suspension form that includes a written notice of the Student Code of Conduct violation(s).
- d. shall compile an Alternative Placement Packet for the student. The Alternative Placement Packet may also include other relevant information at the discretion of the Principal.
- e. shall hold a building level conference (by phone or in person and with a third person present) with the parent/guardian and student to inform them:
  - i. of the referral for the Alternative Placement
  - ii. that the student may be suspended and
  - iii. of the procedures that will take place as follow-up to the referral for alternative placement.
- f. shall mail a notice of the Alternative Placement Meeting to the parent/guardian at least five (5) business days before the meeting is to occur.

### 2. Central Review Committee Meeting/District Alternative Placement Meeting

- a. The Central Review/Alternative Placement Team includes: a representative of the Alternative Program Staff, a district level coordinator who will be designated by the superintendent; the building level principal, assistant principal, or other person as appropriate; the student's Parent; guidance counselor or school social worker.
- b. A district Central Review Committee/Alternative Placement Meeting shall take place to determine if an alternative setting is appropriate for a referred student.
- c. Parent and student shall receive verbal and written notification of the district/charter school's Central Review Committee/Alternative Placement Meeting within one day of the meeting. Parents and student may, but are not required to, attend the meeting.
- d. The Parent and student shall be informed of the district/charter school Central Review Committee/Alternative Placement Team's decision for placement within one (1) business day of the meeting.
- e. If the decision is to assign to an Alternative Placement, the Superintendent or designee shall send follow-up written notice within three (3) business days to the Parent 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.

### 3. Student Assignment to Alternative Placement

- a. Milford School District contacts the Alternative Program to set up a date and time for an intake meeting.
- b. The Intake Meeting shall not occur unless all required participants are present, unless excused by the Superintendent, and documentation from the Alternative Placement Packet is provided.
- c. Participants required to be present at the Intake Meeting include, but are not limited to, the student, the Parent, a district representative, the Alternative Program administrator, and other appropriate Alternative Program staff.
- d. A student assigned to a Consortium Discipline Alternative Program must be registered in Milford School District before the Intake Meeting is held.
- e. The Intake Meeting will include the completion of necessary forms, including the Intake Form, which requires student and Parent signatures.
- f. During the Intake Meeting, Milford School District representative shall communicate to all in attendance, the district/charter school's individualized goals and expectations for the alternatively placed student, including the Individualized Service Plan (ISP) under 14 DE Admin. Code 611, if applicable. The individualized goals and expectations shall be recorded on the Intake Form.
- g. The Intake Form shall be signed by all parties, copied, and distributed to the student and Parent, Alternative Program administrator, and Milford School District representative and shall become part of the student's educational record as defined by 14 DE Admin. Code 252.
- h. Milford School District shall maintain all alternatively placed students' enrollment status in Delaware Student Identification System (DELSIS) and eSchool PLUS database systems or successor Delaware Department of Education approved student database management system. A student placed in a Consortium Discipline Alternative Program shall have both an "active" and "service" status designation in DELSIS.
- i. Students suspended, placed at alternative school, or expelled from school are also excluded from school-related activities and are not permitted on any Milford School District property or at any off-campus events.

## EXPULSION

Only the Board of Education may expel a student from school for violation of District Policy. In general, the act of expulsion shall be taken in accordance with due process rights and on the documented evidence presented by the administration. A student will be expelled up to 180 school days and credit will not be given for courses in which a student is currently enrolled.

## **Expulsion Process**

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

### **STEP I – Investigation and Recommendation for Expulsion**

1. The principal or designee investigates the violation and follows due process from Chapter III of this policy.
2. After the student has been afforded initial due process procedures, if the Principal decides that disciplinary action in the form of a recommendation for Expulsion will be made, the following procedures shall be afforded:
  - a. The student shall be given a short-term suspension.
  - b. The Principal shall hold a Building Level Conference with the Parent and the student.
  - c. The Principal shall explain to the Parent and the student the purpose of the meeting is to inform them:
    - i. if the recommendation for Expulsions;
    - ii. that the student will be serving short-term suspension pending the outcome of the Expulsion hearing and;
    - iii. of the procedures that will take place as follow-up to the recommendation for Expulsions. The conference is held by phone or in person and notes are recorded by a second person.
3. All documentation related to the recommendation for Expulsion shall be delivered to the Superintendent within two (2) business days of the Building Level Conference or seven(7) business days of the incident, whichever is sooner.

### **STEP II – Expulsion Hearing Determination**

1. Upon receipt of a recommendation following the Building Level Conference, the Superintendent shall review documentation to affirm that appropriate discipline procedures were followed. The Superintendent shall, within ten (10) business days of the date of the incident, notify the student and the Parent by letter that a district-level Expulsion hearing will be held to consider the recommendation. The Superintendent shall not have been a participant in the disciplinary investigation or Building Level Conference resulting in the recommendation for Expulsion.
2. In lieu of a formal Expulsion hearing, a student may elect to waive the hearing and admit to the student's violation charge(s). The student and Parent shall submit a signed written hearing waiver which indicates that the student is knowingly and voluntarily waiving their right to the hearing. Such election may be exercised until the commencement of the hearing. This waiver does not absolve the student from required consequences under Federal or State Law or the Student Code of Conduct. (Appendix I)
  - a. Within five (5) business days following the waiving of hearing rights and admission of violation charges, the Superintendent shall prepare a report for the Board of Education's action at its next public board meeting or an additional scheduled public board meeting for the sole purpose of deciding on the student disciplinary matter in question.

### **STEP III – Expulsion Hearing**

1. Written notice shall, at a minimum, be sent by regular U.S. and certified mail to the Parent describing the circumstances which led to the recommendation for Expulsion and shall give the date, time, and location of the hearing.
2. The hearing shall be held not less than seven (7) business days or more than twenty (20) business days after receipt of written notice. The written notice shall be deemed to be received on the fourth business day following the day of mailing. This time period may be waived by agreement of the parties. A copy of the documentation shall be made available, upon request, to the student and Parent at the district/charter school office prior to the mailing.
3. The student and Parent may also be given copies of the following: (reason for the recommendation, names of witnesses who may appear, and copies of information that may be submitted as evidence).
4. The Expulsion Hearing shall be conducted by a district Board of Education or Hearing Officer.
5. The Board of Education or Hearing Officer:
  - a. shall have full authority to admit or exclude evidence.
  - b. is not bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as herein stated.
  - c. may exclude plainly irrelevant, immaterial, insubstantial, cumulative, and privileged evidence.
  - d. may limit unduly repetitive proof, rebuttal, and cross examination.
6. In conducting the hearing, the district shall:
  - a. submit evidence first followed by the response of the student, if any.
  - b. allow further evidence by either party to be presented at the hearing if the Board of Education or Hearing Officer determines such evidence is necessary.
  - c. be recorded in a manner that will permit transcription.
  - d. Not allow the Superintendent presenting the case on the part of the District to testify.
7. The student shall have the following rights:
  - a. To be represented by legal counsel at the student's expense;
  - b. To cross-examine witnesses;
  - c. To testify and produce witnesses on his/her behalf; and
  - d. To obtain, at the student's expense, a copy of the transcript of the hearing.

In lieu of a formal Expulsion hearing, a student may elect to waive the hearing and admit to the student's violation charge(s). The student and parent shall submit a signed written hearing waiver which indicates that the student is knowingly and voluntarily waiving their right to the hearing. Such election may be exercised until the commencement of the hearing. This waiver does not absolve the student from required consequences under Federal or State Law or the Student Code of Conduct. (See Appendix II)

#### **STEP IV – Expulsion Decision by Board of Education**

1. Within five (5) business days following the conclusion of an Expulsion hearing conducted by a Hearing Officer, a written report shall be prepared by the Hearing Officer for the Superintendent. The report shall frame the issues, summarize the evidence, state conclusions of fact, and make a recommendation as to whether the student should be expelled.
2. The Board of Education shall:
  - a. conduct a review of the Hearing Officer's recommendation, the transcript, and all evidence, and then may accept, reject, or modify the recommendation of the Hearing Officer.
  - b. report to the Delaware Department of Education within five (5) business days of the Board's decision to expel.
  - c. grant a decision in writing, within ten (10) business days of the decision by the Board of Education, to the Superintendent, Parent and student. The written decision shall include notice of the right to appeal to the State Board of Education. When a Board of Education 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 business days of such decision, with a copy to the student's Parent.

#### **STUDENTS WITH DISABILITIES**

1. In the case of a known or suspected disabled student, as defined in federal and state regulations, being considered for expulsion, or change in placement, in Individual Education Placement (IEP), Manifestation Determination (MD) or Section 504 (as appropriate) team meeting will be convened before change in placement or expulsion.
2. The IEP/504 Team will determine whether (1) the alleged conduct is a manifestation of the student's disability, or (2) the student's programming and placement was appropriate at the time of the offense. A disabled student's conduct is a manifestation of the disability if the IEP/MD/Section 504 Team so determines. If the IEP/504 Team determines that the offense is a manifestation of the student's disability, the student's program and/or placement may be changed by the team, but not as a disciplinary consequence, and only to provide appropriate services and placement.
3. If the IEP/504 Team determines that the offense is not a manifestation of the student's disability, the Principal will follow the Student Code of Conduct, and continues services and placement shall be determined by the IEP/504 Team.
4. In instances where the student presents a danger to himself or others as afforded by law, Interim Alternative Educational Settings may be invoked by the District, including homebound instruction.

#### **CORPORAL PUNISHMENT**

The use of corporal punishment is not permitted in the Milford School District. This does not prohibit an employee of the Milford School District from:

1. Using reasonable and necessary physical contact to quell a disturbance or physical altercation or prevent an act that threatens imminent bodily harm to any other person.
2. Using reasonable and necessary physical contact to obtain possession of a weapon, or other dangerous object within a pupil's control.
3. Using reasonable and necessary physical contact for the purpose of self-defense or the defense of others.
4. Using reasonable and necessary physical contact for the purpose of protecting public school property.
5. Using reasonable and necessary physical contact to prevent a pupil from imminently inflicting harm on himself or herself.
6. Using reasonable and necessary physical contact to protect the bodily safety of others.
7. Using incidental, minor, or reasonable physical contact to maintain order and control.

In determining whether or not an employee of the Milford School District was acting within the above exceptions, deference shall be given to reasonable, good faith judgment made by an official or employee of the school board.

#### **UNSAFE SCHOOL STUDENT TRANSFER OPTION PROGRAM**

Milford Central Academy and Milford High School have been declared safe schools. The Milford School District complies with legislation by providing transfer options to those students enrolled in a District school that has been identified as "persistently dangerous" pursuant to the provisions of DDOE Regulation 608, Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students Who Have Been Victims of a Violent Felony. Students who have been victims of a violent felony under these provisions may also elect the transfer option program.

1. Option A: Schools Identified as Persistently Dangerous
  - a. Within ten (10) school days of receiving a persistently dangerous designation from the Department of Education, the District will notify parents of eligible Unsafe School Transfer Option Program students by mail. A Transfer Option Application will

be attached to the notification letter. Parents of students moving to a persistently dangerous school at the end of their grade level cluster will also be notified by mail. All parents registering students at a designated school will receive a notice and Transfer Option Application at the time of registration.

- b. The District will accept Unsafe School Student Transfer Option Applications for fifteen school days following date of the notification mailing. Applications for in-coming kindergarten students will be accepted through first day of new school year.
  - c. Parents will have the option to transfer to another District school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. School options available will be listed on the application form.
  - d. Transfers of students will occur within 30 school days of Department of Education notification to the District. Transferring students will be assigned to bus stops currently servicing their option school by the District Transportation Department. Parents will be responsible for providing transportation to and from their assigned bus stop.
  - e. A corrective action plan will be developed and filed with the Department of Education within twenty (20) school days from the date that the District learns that a school has been identified as persistently dangerous.
2. Option B: Victim of a Violent Felony at a School
- a. Within five (5) school days from the date of the acknowledgement of a violent felony charge that occurred in or on the grounds of a District school, the District will notify the victim's parents by certified mail of the Unsafe School Student Transfer Option. A Transfer Option Application will be attached to the notification letter.
  - b. Parents have ten (10) school days from the date of the certified mailing to exercise their option to transfer to a safe District school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring. School options available will be listed on the application form.
  - c. The student will be transferred within thirty (30) school days of the District's notification of violent felony charges being filed. Transferring students will be assigned to bus stops currently servicing their option school by the District Transportation Department. Parents will be responsible for providing transportation to and from their assigned bus stop.

The Milford School District Student Transfer Option Program components are subject to amendments as may be required by law.

**WEAPONS – GUN FREE SCHOOLS ACT OF 1994** The Milford Board of Education recognizes that students and staff must be provided with a safe and secure environment for learning, free from fear, harassment or injury caused by the possession of firearms in school. In compliance with the Federal Gun-Free Schools Act of 1994, the District adopts the following policy:

Possession of a firearm, as defined by Delaware Code, on school property, in a school bus, at any school- sponsored co-curricular activity, shall result in expulsion for a period of not less than 180 school days. The superintendent shall modify the expulsion requirement to the extent a modification is required by Federal or state law in respect to students who have been determined to have disabilities. The procedures and definitions by which this policy will be implemented are contained in the Student Code of Conduct and Delaware Code.

#### **COMBINATION OF OFFENSES**

In single instances where more than one violation of the Code occurs prior to disciplinary action given, the student may be dealt with at the highest level and may be given the most severe action allowed for any of the offenses committed. In separate incidents of violations of the Code, offenses cannot be combined prior to disciplinary action in order to determine the appropriate level and action for the latest offense. Offenses are to be considered separate, except as may be provided elsewhere in this policy. If several separate instances of the same offense occur prior to disciplinary action, all of the offenses should be processed at the appropriate level of action specified for each violation.

#### **REMOVAL OF STUDENTS FROM CLASS OR OTHER SCHOOL ACTIVITY**

Faculty and administration have authority over student conduct at all times during school and school related activities outside the school day, including riding buses. Students will be removed from class or school activity based upon the judgment of teachers and administrators. Criteria for removal of students include the safety of student and others, any form of violence, persistent disruption that interferes with learning, prevention of such situations and compelling need to speak to student privately. In using their judgment to remove a student, staff will use the Student Code of Conduct as the guide for their decisions. When a punishment or penalty is given to a student, it will be at the discretion of school authorities and based upon the Code of Conduct. If a student needs to be removed, the teacher will contact the office/follow procedures established in that school to summon assistance to remove a student.

### **CHAPTER IV - VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

#### **HARASSMENT**

Sexual harassment by district students or harassment or misconduct by students based upon race, color, creed, religion, gender (including pregnancy, childbirth, and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law.

Sexual harassment is a form of sex discrimination and illegal under Title VII of Civil Rights Act of 1964, which protects persons in workplace, and Title IX of Education Amendments of 1972, which protects persons from sex discrimination at school. Sexual harassment can be defined as any unwelcome attention of a sexual nature that interferes with a person's work (school) performance or creates a

hostile, intimidating work (school) environment. It may include but is not limited to: demeaning remarks about one's clothing, body, or sexual activity based on gender; unnecessary touching, patting, or pinching; leering at another person; demanding sexual favors accompanied by threats relating to job or school performance and evaluation; and physical assault. It is important to remember that no person deserves to have his/her individual freedoms violated and that persons who have experienced sexual harassment often feel guilty, angry, powerless, and fearful. Such sexual harassment or misconduct, whether the harasser is another student or adult: shall include, but is not limited to the following:

1. **written contact**--suggestive or obscene letters, notes, invitations, graffiti, and electronic messages of a sexual nature.
2. **visual contact**--sexually suggestive looks or gestures, displaying sexually suggestive or explicit objects or pictures, cartoons, photographs, electronic images, posters, magazines, or other materials.
3. **verbal contact**--sexually suggestive gestures or obscene comments including, but not limited to, those about a person's body, body parts, or sexual characteristics that are used in a negative or embarrassing way; verbal advances or sexually explicit statements which may take the form of threats, jokes, teasing, phone calls, or pressure for sexual contact or favors.
4. **physical contact**--uninvited and intentional touching, blocking, or cornering of a person's freedom of movement; pinching, patting, invasion of the person's privacy by leaning over him/her or brushing up against the other person's body; or actual sexual contact, assault, or rape.
5. **retaliation**--any action taken or threatened against another person for complaining about any of the behaviors described above.

Harassment based upon a person's race, national origin, disability, religion, sexual orientation, or similar characteristics by a student directed against or toward another person that occurs on the school district's premises or at school activities off the school premises is a form of conduct which is prohibited. Such harassment or misconduct shall include, but is not limited to:

1. Any assault, offensive touching, menacing, or reckless endangering of another person that is motivated by the victim's race, national origin, disability, religion, sexual orientation, or similar characteristic.
2. Oral or written words communicated by any student to another person that attack, degrade, stereotype, or offend based on the person's race, national origin, disability, religion, sexual orientation, or similar characteristic.
3. Any oral, written, or symbolic communication that can reasonably be perceived and considered as offensive, including slurs, jokes with negative connotations, apparel decorated with negative or degrading words or symbols, negative stereotyping, or other communications that are based upon race, national origin, disability, religion, sexual orientation, or similar characteristic.
4. The use of threats, coercion, or intimidation to prevent a person from reporting such harassment or misconduct as set forth in #s 1-3 above.

If you believe you or another person are the subject of such harassment or misconduct or sexual harassment or if you witness such actions or communication in general, you should report the circumstances immediately to a teacher or the principal or assistant principal at your school, to a parent or guardian, or to any employee of the school district who is in a position of authority. Persons are urged to report violations of these policies, and no one will, in any way, use threats, coercion, or intimidation to prevent a person from reporting harassment or sexual harassment. All complaints made to district staff must be reported by such staff to the Milford School District Title IX Coordinator. Upon receiving notice of a complaint of harassment, sexual harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, an investigation will be conducted as soon as possible. Confidentiality of the person and/or witnesses to the prohibited conduct will be maintained to the fullest extent possible. A school district student, who is found to have committed harassment or misconduct based upon race, national origin, disability, religion, sexual orientation, or similar characteristic, will be subject to appropriate disciplinary action, and all reports of such harassment or misconduct will be actively and diligently investigated. Appropriate action will be taken consistent with the provisions of the student disciplinary code and/or state law. The type of disciplinary action taken will depend upon the seriousness of the offense committed and may include placing the offending student on probation, suspension, expulsion, or imposing other disciplinary alternatives. Follow-up inquiries may be made to ensure that harassment, including sexual harassment, has not resumed and that the complainant and witnesses have not suffered retaliation for their actions.

## **DRUGS AND ALCOHOL**

The Milford School District strives to:

1. promote student awareness/education concerning the dangers of substance abuse in the schools;
2. make known the availability of drug and alcohol counseling, rehabilitation, and student assistance programs;
3. provide a fair and equitable framework for administering consequences to students who violate the policy;
4. provide prior notice to all students of the District's position that the use of drugs, alcohol or steroids in the school environment is destructive of the educational process and will not be tolerated.

The misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the school community. In cases of drug use, possession and/or distribution of drugs and/or alcohol and/or paraphernalia and/or inhalants and/or medications, the Milford School District will:

1. Follow the code of conduct to administer consequences to students.
2. Alert law enforcement of possible criminal violations.
3. Turn over all substances and paraphernalia to law enforcement officials.

4. Request analysis of the substance if necessary.
5. Require that all prescription or non-prescription drugs are to be handled through the office of the school nurse. Authorized drugs are those prescribed to a student by a licensed physician or that which can be purchased over the counter and for which the student has written permission from his/her parent or guardian. Both are to be brought in the original labeled container to the school environment in the dosage or amounts prescribed, or for which written permission has been obtained. In all cases, they are to be delivered to the school nurse and administered as per the physician's/parent's/guardian's written order. Violations of the policy could result in disciplinary action. All medications not reported to the nurse will be considered unauthorized.
6. Offer help and assistance to any student who feels that she/he has a problem with drugs or alcohol. School personnel will offer assistance, assessment and/or identify appropriate outside resources without penalty, unless a violation of this policy has occurred. In cases involving student assistance, cost for such treatment is the responsibility of the parent, but the school administration will be an active partner at the parent's request in securing help of a limited cost nature.
7. Be committed to developing preventative strategies for dealing with this issue through counseling efforts, instructional programs, and many other related activities. The Milford School District has also designated the school nurse, school psychologist and/or school counselors as the professionals to which staff can refer students to receive initial counseling and to obtain information or counseling/treatment services available to the student in need.

### **NON-CONTROLLED SUBSTANCES**

The act of possessing or transferring a drug-like or look-alike substance (includes all substances which fall under the definition set forth in the Uniform Controlled Substance Act 16 Del. D. 4701 et seq.) shall constitute intent to use, possess, or distribute if any of the following conditions is present:

1. The express representation that the substance is a controlled substance; or
2. The express representation that the substance is of such nature or appearance that the recipient of said delivery will be able to distribute said substance as a controlled substance; or
3. Circumstances which would lead a reasonable person to believe that the substance was a controlled substance.

It is prima facie evidence of such circumstances if any two (2) of the following factors are established:

1. The non-controlled substance is packaged in a manner normally used for the illegal delivery of controlled substances.
2. The delivery or attempted delivery included an exchange of or demand for money or other valuable property as consideration for delivery of the substance, and the amount of such consideration was substantially in excess of the reasonable value of the non-controlled substance.
3. The physical appearance of the finished product containing the substance is substantially identical to a specific controlled substance.

### **TOBACCO AND VAPING PRODUCTS**

The Milford School Board of Education recognizes that tobacco and vaping products, including the any product marketed as an electronic cigarette, product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. The purpose of this policy is to prohibit student possession, use, transfer, purchase, and sale of tobacco and vaping products, including Juuls and other all electronic cigarette products on school grounds and buses and during school activities. The State of Delaware prohibits smoking by all persons within all buildings, facilities, and school grounds of the District in accordance with MSD policy 4220.

Definition: Tobacco products, for the purposes of this policy and in accordance with § 1115(9)a of Title 11 of Delaware Code, shall be defined to include the following:

1. Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including smoking, heating, chewing, absorbing, dissolving, inhaling, "vaping" or ingesting.
2. A component or accessory used in the consumption of tobacco product, including filters, rolling papers, and pipes.

Authority: The Board prohibits possession, use, transfer, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the Milford School District; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property. The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility:

1. The Superintendent or designee may develop administrative regulations to implement this policy.
2. The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in various forms, not limited to: the student handbooks, posted notices, signs, social media, and on the district website.

3. The Superintendent or designee shall coordinate with school staff to ensure students are referred to voluntary cessation education and support programs that address the physical and social issues associated with nicotine addiction.

Reporting: School administration shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. School administration shall inform the parent/guardian whether local law enforcement has been or may be notified of the incident. School administration shall document attempts made to reach the parent/guardian.

### **AGGRESSIVE GROUPS AND GANG POLICY**

The Milford School District recognizes that the harm done by the presence and activities of gangs and aggressive groups in public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang and aggressive group activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of this activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Milford School District that gangs and aggressive groups are prohibited in the Milford School District Schools, according to the following:

#### **I. Definitions for Purposes of this Policy**

1. An "aggressive group" is any group of two or more students who act collectively in an aggressive, confrontational, or territorial manner toward other students within the school or in violation of disciplinary rules of the school district.
2. An "organized aggressive group" act collectively in an aggressive, confrontational, or territorial manner toward other students within the school or in violation of disciplinary rules of the school district have one or more of the following characteristics: An action against a single member of the group is responded to by multiple members of the group, the group identifies itself with a name, similar clothing or colors, established symbols and handshakes, similar hairstyles, or other identifying characteristics.
3. A "gang" is any group of two or more students whose purposes include the commission of illegal acts; "gang related activity" includes but is not limited to the prohibited conduct set forth below.

#### **II. Prohibitions**

No student on school property or at any school activity on or off campus shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidences or reflects membership in or affiliation with any gang or aggressive group.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang or aggressive group.
3. Engage in any act to further the interests of any gang or aggressive group, including, but not limited to:
  - a. soliciting membership in, or affiliation with, any gang.
  - b. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
  - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - e. soliciting any person to engage in physical violence against any other person.

#### **III. Procedures**

1. WATCH: the same students are noted to be persistent in aggressive group behavior
  - a. A list of the students is established and maintained
  - b. Record all relevant actions, interactions, reports, and rumors
2. INTERVENTION: When sufficient documentation has accumulated
  - a. Interview, set limits, and warn individually
  - b. Send letter to parents
  - c. Apply appropriate discipline for all group activity: Inflammatory Actions, Bullying, and Defiance
3. GANGS AND ORGANIZED AGGRESSIVE GROUPS
  - a. Prohibited from assembly on school grounds
  - b. Arrests off campus will result in a referral under S0161 - Attorney General's Report.
  - c. Expulsion hearing for all acts of violence or intimidation

#### **IV. Application and Enforcement**

1. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.
2. This policy is intended to work in conjunction with the Bullying Policy found elsewhere in the MSD Code of Conduct.
3. The removal of graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered as soon as possible.

4. School officials are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang-related activities in the area, including names and characteristics of local gangs.
5. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to School Board and local law-enforcement authorities for further action.

## **SCHOOL BULLYING & CYBER BULLYING PREVENTION**

The Milford 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 and all employees.

### **I. Prohibition of Bullying Which Includes Cyberbullying**

The District prohibits the bullying of any person on school property, at school functions, by use of data or computer software accessed through a computer, computer system, computer network or other electronic technology of the District 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.

### **II. Definition of Bullying & Cyberbullying**

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 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.
5. 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.
  - a. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
  - b. 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 which 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.

**Cyber-bullying:** Bullying by using information and communication technologies. Cyber-bullying 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:** With the exception of physical contact which is deemed criminal and/or meets the definition of Unlawful Sexual Contact as defined in DE Code §4112, unwanted touching of a sexual nature, unwanted talking about private parts, and unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only and is not exhaustive. Such 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 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, research-based bully prevention program. 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.

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

### **VI. Investigative Procedures**

1. 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.
2. 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 the principal's designee within five (5) working days.
3. Some acts of bullying may also be crimes which must be reported to the police and/or the department of education pursuant to the school crime reporting law (14 Del. C. § 4112)

### **VII. Non-Classroom Supervision**

To the extent 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.

### **VIII. Consequences for Bullying**

Consequences for bullying are outlined in the disciplinary matrix in the school code of conduct. A written notice to parents/guardians will be provided in both alleged and substantiated cases to both victims and bullying perpetrators. Repeated and/or serious bullying violations will be reported to law enforcement.

### **IX. Retaliation**

Retaliation for reporting bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. The potential consequences for retaliation are as set forth in the preceding section.

### **X. Reporting Procedures**

The procedures for a student and parent, guardian, or relative caregiver pursuant to 14 Del. C. § 202(f) of this Title 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. The staff member will report the complaint to the administration or designee.
2. If a child expresses a desire to discuss a personal incidence of bullying with a staff member, the staff-member will assist to provide the child with a practical, safe, private, and age-appropriate method of doing so. The staff member will report the concern to the administration or designee.
3. 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
4. Short, easy to use complaint forms can be obtained from the school administration or district office. (Appendix II – MSD Bullying Reporting Form)
5. The MSD Bullying Reporting Form may be completed on ~~downloaded from~~ the school website and automatically sent to school administration

6. Anyone may report bullying. A report may be made to any staff member.
7. Each principal will designate a person or persons responsible for responding to bullying complaint bullying
8. Every confirmed bullying incident will be recorded in the school register of Bullying incidents (Milford School District RAP), 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. Procedure to Communicate with Medical and Mental Health Professionals.**

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 HIPPA 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 the parent's 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 the 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. A summary of the 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.

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.

#### **XIV. Implementation**

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

#### **XV. Accountability**

Each school shall notify the District in writing of its compliance with this policy and submit a copy of the procedures adopted under this policy by *January 1* of each school year. Each school shall verify for the District the method and date the policy has been distributed to all students, parents, faculty, and staff.

#### **XIV. Informing Students of Electronic Mediums**

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school 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, postings on Facebook, Twitter, YouTube, SnapChat, Instagram, TikTok, and Pinterest shall, at minimum, be included in each district and charter's school 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. This list is not considered exclusive and any social media outlet which allows for communications that may be viewed by the intended victim or refers to the victim shall be considered an electronic medium for the purposes of enforcing the electronic bullying aspects of this policy. Internet sites such as "blogs" which may be used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible internet portals.

#### **XVII. 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.

### **VXIII. 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*.

### **IX. Other Defenses**

- 1.The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action initiated under this policy provided there is sufficient school nexus.
- 2This section does not apply to any person who uses data or computer software 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 Other Laws**

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.

Nothing in this policy shall supersede or be construed in such a manner as to conflict any state or federal laws concerning special education or individuals with disabilities.

### **Reporting School Crime**

Delaware Code requires mandatory reporting of the offenses listed in 14 Del.C. §4112. Each school district employee has a duty to report school crimes and may incur a penalty for failure to report.

Milford School District maintains a Memorandum of Agreement (MOA) with the Milford Police Department which is approved by the Department of Education.

Superintendent or his/her designee shall report to the Department of Education all school crimes pursuant to 14 Del.C. §4112 and any incidents of misconduct pursuant to 14 Del.C. §601. Such reports shall be made on forms as designated by DOE and filed with D.

### **GLOSSARY ACTIONS AND CONSEQUENCES**

<b>Action A:</b>	Verbal Warning
<b>Action B:</b>	Written Warning/Parent Contact
<b>Action C:</b>	Teacher Intervention(s)/Parent Contact; Classroom Intervention
<b>Action D:</b>	Mandatory Behavior Contract
<b>Action E:</b>	Verbal Reprimand & Parent Contact
<b>Action F:</b>	Lunch/After School Detention & Parent Contact
<b>Action G:</b>	Two Lunch/After School Detentions & Parent Contact
<b>Action H:</b>	Class Period ISS or One Day ISS & Parent Contact
<b>Action I:</b>	Two Days ISS & Parent Contact; Parent Conference
<b>Action J:</b>	Three Days ISS & Parent Contact; Parent Conference to Return
<b>Action L:</b>	One Day OSS & Parent Contact, Re-entry Meeting
<b>Action M:</b>	Two Days OSS & Parent Contact, Re-entry Meeting
<b>Action N:</b>	Up to three Days OSS & Parent Contact; with Re-entry Meeting & Behavior Contract
<b>Action O:</b>	Cell Phone Contract
<b>Action P:</b>	Up to five (5) days OSS, Mandatory Police Referral and/or Alternative Placement Team Meeting; Re-entry Meeting & Behavior Contract if applicable
<b>Action Q:</b>	Behavior Contract, Principal's Probation, Class Referral to Central Review Committee; Police Referral
<b>Action R:</b>	Suspension up to ten days pending Central Review Committee Meeting, Placement at Alternative School, Mandatory Behavior Contract, Class Change, Extend Suspension, -Student Activities/Athletics Suspension; Police Referral; Alternative Placement Team Meeting; Recommend Expulsion Hearing and Re-entry Meeting
<b>Action S:</b>	Referral for Expulsion Hearing, police contact, suspension for up to 10 days, extend suspension
<b>Action T:</b>	Change of Class Schedule and Parent Conference Action
<b>Action U:</b>	Restitution; Payment for Damages May be Required
<b>Action V:</b>	Loss of Driving Privileges
<b>Action W:</b>	Utilize MSD Bus Discipline Policy Rules & Regulations
<b>Action X:</b>	Confiscation by School Staff
<b>Action Y:</b>	Loss of Privileges
<b>Action Z:</b>	Required Action for Academic Cheating: Zero for work & required Parent Meeting, Classroom intervention, Alternate assignment

**The principal or designee may offer community service and other restorative practices to a student in addition to or to support a disciplinary consequence listed above.**

**Re-Entry Meeting** - The purpose of this meeting is to ensure that students have the support they need to be successful in the school setting after serving a suspension or expulsion. In addition, the meeting serves to reinforce the expectations for student behavior, plan a restorative conference or activities, and outline the plan in a behavior contract.

**Attorney General's Report:** Any charges received by a student either in school or out of school are reported to school district officials from the Attorney General's office. School district officials are provided access to view specifics of each charge against a student via a state crime database. The Milford School District may take disciplinary action on the charges to ensure the safety and welfare of the student body even if the charges have not been adjudicated and in accordance with Due Process procedures.

**Behavior Contract** - when repeated inappropriate behaviors occur or when a student fails to respond to recommended or required consequences for inappropriate behaviors, the student may be placed on a principal's/behavioral contract. A principal's/behavioral contract is an agreement between a student, the student's parent(s) or guardians, and an administrator. The principal's/behavioral contract will specifically state the conditions that, unless met, will result in a recommendation for further disciplinary action. In addition, a Behavior Contract should outline supports the student may need to be successful in school and/or strategies for the student to use to avoid future situations that may result in disciplinary action.

**Central Review Committee** – a Central Review Committee is a school-based committee to consider students who have repeatedly and/or seriously violated school rules and regulations and have been referred by an administrator. Committee is headed by the Principal/designee and identifies possible interventions and determines next steps in the discipline process.

**Central Review/Alternative Placement Team Meeting** – The Alternative Placement Team follows Regulation 616 and is led by the appropriate school district Director/Designee. The Alternative Placement Team decides on the placement of students in an alternative setting, alternate school setting, long-term suspension, or expulsion. The principal or designee may schedule a Central Review meeting based upon the offenses in the code of conduct which serve as a basis for placement at an alternative school in accordance with 14 Del. C. § 614. This includes five (5) or more violations of the code of conduct or violation of a behavior contract. If the principal believes that an infraction by a student is so severe as to warrant more serious consequences than outlined in the Student Code of Conduct, the principal may call for a Central Review of the case. The Central Review Committee may assign any level of consequences from A through Z based on their determination of the magnitude of the seriousness of the infraction. A Behavior Contract will be created at the end of the Central Review meeting.

**Code** - the Student Code of Conduct.

**Crime** – includes a felony, misdemeanor or violation defined in the Delaware Code, as well as behavior of a person under 18 years of age which would be considered a felony, misdemeanor, or violation if it had been committed by an adult.

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

**Behavior Contract** - a student must fulfill specific commitments for a specified time period. If the student fails to fulfill the commitments, student will face consequences as outlined in the contract, which may include a referral to the Central Review Committee or the possibility of a recommendation for expulsion. In accordance with 14 Del. C. § 614, violation of a Behavior Contract can be used as a basis for alternative placement or recommendation for expulsion.

**Principal's Probation** - A probationary period when a student is unable to attend or participate in any activities outside the regular school day unless as part of a grade for a class. Principal's probation period will be outlined as part of a Behavior Contract.

**Notification** – direct contact by telephone, email, in person, or by certified mail, unless otherwise designated.

**Parent** – includes natural parent, adoptive parent, or any person, agency, or institution that has temporary or permanent custody or guardianship over a student under 18 years of age.

**Parent Contact or Conference** - means a telephone contact, written communication, or meeting with a parent/legal guardian in person unless otherwise designated.

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

**School Employee/Official** – includes all persons 18 years of age or older hired by a school 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.

**School Function** – includes any field trip or any officially sponsored public school event in the State.

**School Volunteer** – a person 18 years of age or older who, without compensation, renders service to a public school. "School Volunteer" includes parents who assist in school activities or chaperone school functions.

**DDOE Regulation 614 - Uniform Definitions for Student Conduct Which May Result in Alternative Placement or Expulsion.**

The regulation can be found at the following link: <http://regulations.delaware.gov/AdminCode/title14/600/614.shtml#TopOfPage>.

# STUDENT DISCIPLINE – SCHEDULE OF SINGLE OFFENSES, DEFINITIONS AND ACTIONS

OFFENSE	DEFINITIONS	1 <sup>ST</sup> ACTION	2 <sup>ND</sup> ACTION	3 <sup>RD</sup> ACTION	4 <sup>TH</sup> ACTION	5 <sup>TH</sup> ACTION
Criminal, Violent, Sexual, Weapons, Dangerous, Instrument Felony Offense	Commission by a student of any violent felony as specified in 11 Del.C. §4201(c).	R	R	R	S	S
Hate Crimes	Any person who commits, or attempts to commit, any crime as defined by the laws of this State, and who intentionally:(1) Commits said crime for the purpose of interfering with the victim's free exercise or enjoyment of any right, privilege or immunity protected by the First Amendment to the United States Constitution, or commits said crime because the victim has exercised or enjoyed said rights; or (2) Selects the victim because of the victim's race, religion, color, disability, sexual orientation, gender identity, national origin or ancestry, shall be guilty of a hate crime. For purposes of this section: 1. "Gender identity" means a gender-related identity, appearance, expression, or behavior of a person, regardless of the person's assigned sex at birth. 2. "Protective hairstyle" includes braids, locks, and twists. 3. "Race" includes traits historically associated with race, including hair texture and a protective hairstyle. 4. "Sexual orientation" means heterosexuality, bisexuality, or homosexuality.	R	R	R	S	S
Rape/Attempted Rape	Sexual intercourse and attempted Sexual Intercourse without consent of the victim in both cases.	R	R	R	S	S
Arson/Reckless Burning	A person recklessly or intentionally damages a building by intentionally starting a fire or causing an explosion. A person intentionally or recklessly starts a fire or cause an explosion and recklessly places a building or property in danger of destruction or damage or places another person in danger of physical injury.	R	R	R	S	S
Extortion	To obtain or attempt to obtain money, goods, services, or information from another by force or the threat of force.	R	R	R	R	S
Assault III	A person intentionally or recklessly causes physical injury to another person or with criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or a Dangerous Instrument.	R, P, D	R	R	S	S

Unlawful Sexual Contact III	When a student has sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim's consent.	R	R	R	S	S
Dangerous Instrument(s) Possession/Concealment/Sale	Possession/concealment/sale by a student in the School Environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.	R, S	R, S	R, S	R, S	R, S
Deadly Weapon Possession/Concealment/Sale	Possession, concealment, or sale of a Deadly Weapon in the School Environment. Any instrument from which a shot may be discharged, including the discharge of a pellet, slug, bullet, or BB shot by compressed air or by spring discharge; a knife of any sort; switchblade knife; billy club; blackjack; bludgeon; metal knuckles; slingshot; razor, bicycle chain; ice pick; xacto knife; mace; pepper gas; taser; non-functional weapons; box cutter; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or using in an aggressive and threatening manner article commonly used for other purposes. Also, any dangerous instrument, as defined in this Code, will be considered a weapon/deadly weapon when used, displayed in a threatening manner, or attempted to be used, to cause death or serious physical injury.	R	R	R	S	S
Sexual Harassment/Assault	Any unwanted sexual behavior Committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) of Title 11; Sexual Intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11; and child sexual abuse as defined in §901 of Title 10.	R to S	R to S	R to S	R to S	R to S
Distribution of Drugs and/or Alcohol and/or Inhalants and/or Medications	The sale, transfer, or Distribution in school, on school property, or on school field trip of Drugs and/or Alcohol and/or Paraphernalia and/or Inhalants and/or Nonprescription Medication or Prescription Drugs and/or look-alike substances.	R	R	R	R	S
Pornography: Possession & Production	Possession, sharing, or production of any known obscene material in the School Environment.	I, X, D	N, X	N, X	R, X	S, X
Criminal Mischief Vandalism	A student, in the School Environment, intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tamper with tangible property of another person so as to endanger person or property. This includes student and school property.	Up to R,U	Up to R,U	R, U	S, U	S, U

Tampering with Public Records	A person knowingly without valid authorization removes, mutilates, destroys, conceals, makes a false entry in, or falsely alters any original record or other written material filed with, deposited in, or otherwise constituting a record of a public office or public servant.	N to R	R	R	R	R
Use and/or Possession of Drugs and/or Alcohol and/or Inhalants and/or Medications	In the School Environment, a student unlawfully Possesses, Uses, or is under the influence of Alcohol, a Drug. Unlawful Use of Possession of drug or alcohol look-alike substances. Unlawful Use of Possession of steroids. Unlawful Use or Possession of chemical vapors that are inhaled for their mind-altering effects. Possessing or using Nonprescription Medication or Prescriptions Drugs of any type in the School Environment in violation of 14 DE Admin. Code 612.	R	R	R	S	S
Drug Paraphernalia	Drug paraphernalia" shall mean all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body.	H, D	H, D	H, D	M, D	N, D
Felony Theft (\$1000++)	(a) When a person takes, exercises control over or obtains property of another person intending to deprive that person of it or appropriate it; or (b) When a person, in any capacity, legally receives, takes, exercises control over or obtains property of another which is the subject of Theft, and fraudulently converts the property to the person's own use. The Theft is considered a felony when the value of the property received, retained, or disposed of is \$1500 or more or the victim is 62 years of age or older, or an "adult who is impaired" as defined in § 3902(2) of Title 31, or a "person with a disability" as defined in § 3901(a)(2) of Title 12.	R, U	R, U	S, U	S, U	R
Bullying / Cyberbullying	Any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm	D, K, L	D, N	R	S	S, U

	<p>to another student, school volunteer or school employee.</p> <p>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.</p>					
Discriminatory Behavior or Speech	Any electronic, physical, verbal or written, or action (direct or indirect) that excludes, marginalizes, or discriminates against other people or groups of people that are members of a protected class.	A to N	D to N	R	R	R
Offensive Touching – Student Victim	Intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces, or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.	M to R	N to R	R	S	S
Offensive Touching - Employee Victim	Intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces, or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.	R	R	R	R	R
Terroristic Threatening	<p>When a person makes a false statement or statements: (1) Knowing that the statement or statements are likely to cause evacuation in the School Environment; (2) Knowing that the statement or statements are likely to cause serious inconvenience in the School Environment; or (3) In reckless disregard of the risk of causing terror or serious inconvenience in the School Environment.</p> <p>A person threatens to commit any Crime likely to result in death or in serious injury to person or property; or A person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury.</p>	R	R, P	S, P	S, P	S, P
Sexual Harassment	A threat to engage in conduct likely to result in the commission of a sexual offense against another individual. The offender suggests,	R	R	S	S	S



	solicits, requests, commands, demands, or otherwise attempts to induce another individual to have sexual contact or sexual intercourse or unlawful sexual penetration knowing that it is likely to cause annoyance, offense, or alarm to that individual.					
Fighting/ Disorderly Conduct	Any aggressive physical altercation between two or more individuals.  Conduct in the School Environment which causes public inconvenience, annoyance or alarm or creates a risk thereof by engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing, abusive language to any person present.	I, or P,R	P, R	P, R	S	S
Tobacco Possession and/or Use	Possession or distribution of any tobacco product and/or lighted cigarette (cigar, pipe, vape pipe, Juul, e-cigarette, etc.), inhaling or exhaling smoke, chewing, or using tobacco products	A to F, X	E, X	A to F, X	H to J, X	L, X
Teen Dating Violence	Assaultive, threatening or controlling behavior, including stalking as defined  in 11 Del.C. §1312, that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.	E to R	E to R	E to R	E to R	E to R
Profanity, Use of	Student uses written/spoken language, materials, or gestures which are offensive, obscene, or vulgar.	F to H,	F to H	D, I	L	M
Tardiness: Late to Class	Late to class without authorization or approved reason (every 3rd tardy)	E	F	G	G	H
Skippping Class	Absence from a class for more than 10 minutes without authorization or approved reason. Students must have prior written approval from sending and receiving staff for arrangements to miss an assigned class to attend another class during that time.	F	H,I	I, J	D, J	R
Leaving School Grounds w/o Permission	Leaving the school grounds, after arriving on school grounds, without authorization prior to the end of the student's scheduled day.	D, H	D, I	D,J	D,J	R
Loitering	Student is present in any school area without authorization including student on school property before/after dismissal.	Up to H	Up to I,	Up to J	J	J
Defiance of School Authority	A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material	H to L	H, I to M	H, D, N	N	N to R

	interference with school activities.					
Disruption of Educational Process	Individual or group behavior which seriously or repeatedly interferes with effective functioning of the teacher, student, or class in the classroom; individual or group behavior outside of the classroom which seriously or repeatedly interferes with effective functioning of the teacher, student, class, or school	F	G	H	I	I
Inappropriate Behavior	Violation of classroom rules not specifically covered by the student code of conduct.	A to H	A to I	F to N	F to N	F to N
Inappropriate Behavior: Safety Violation	Student does not obey safety procedures as outlined by school officials.	A to C	C to F	D to G	H	H
Inappropriate Behavior: Violation of Behavioral Contract	The failure of a student to comply with the provisions of any behavior contract between the student, his/her legal guardian, and the school.	R	R	R	R	R
Inappropriate Behavior: Disrespect towards a Student	Student uses, or threatens to use, language, gestures, or actions which create or might create a disturbance, including gossip and rumors; uses remarks, spoken or written, that defame the dignity or self-esteem of individuals.	F to N	F to N	F to N	F to N	F to N
Inappropriate Behavior: Careless & Reckless Behavior	Intentional/unintentional behavior that threatens to or causes personal injury or property damage. For example: shoving, horseplay.	B to H	D, H, I	I to L	M	R
Inappropriate Behavior: Consensual and/or Sexual Misconduct	Any request or suggestion of action by one or more persons involving the use or display of those parts of the body generally referred to as “private” (unacceptable in public) in which he/she knows this conduct is likely to cause alarm to another person; explicit sexual actions or display; explicit written or spoken words of a sexual nature (includes photographs, other pornography, and sexually related items) A consensual sexual act(s) between two individuals within the School Environment.	F to N	F to N	N to R	S	S
Stealing/Theft	Taking, exercising control over, or obtaining property of another person intending to deprive that person of it or appropriate it.	Up to N, U	Up to N, U	R, U	S, U	S, U

Unsafe Driving/Parking Violation	Student drives any vehicle on school property (or while under jurisdiction of school authority) with disregard for the safety of persons or property (including other forms of transportation). Includes, but not limited to, driving on the grass, failure to stop or excessive speed. Student violates school parking and driving agreement	V, P	V, P	V, R, P	V, R, P	V, R,P
Unsafe Items	Items such as: utility knives, ice pick, lighter, pocketknife, scissors, and anything as deemed unsafe by the administration	Up to R, X	Up to R, X	R, X	R, X	S
Academic Cheating	To be dishonest or deceptive in order to obtain an advantage or gain for oneself or another student. Examples include, but are not limited to, giving, or receiving answers, test questions, work results, or projects. Use of cell phone during an assessment is classified as academic cheating. Also, plagiarism, the adoption or reproduction of original creations of another author without due acknowledgement, is considered academic cheating.	Z	Z	I, Z	Up to R	Up to R
Fire Alarm Incident	A person intentionally sets off a false school fire alarm or call in a false 911 emergency directly or indirectly; recklessly damages or interferes with effective functioning of school's fire alarm system.	R	P, R	S	S	S
Abusive/ Inappropriate Language to Staff	Student uses written/spoken language, materials, or gestures which are offensive, obscene, or vulgar towards an employee of the Milford School District.	L to N	N	N, R	N, R	S
Attorney Generals Report/Off Campus Conduct	Attorney General's Report shall mean the Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety, and welfare of others, including, but not limited to acts of violence, weapons offenses, and Drug offenses.	R	P, R	S	S	S
Failure to Report or Perform Disciplinary Action	Student does not report for disciplinary action (such as ISS, detention, etc.) and/or fails to comply with disciplinary consequence. Student does not perform properly in ISS.	R	R	R	S S	S
Gambling	Student participates in games of chance for money and/or other things of value.	A to H	F to N	N	R	R
Trespassing	Entering or remaining on school property without authorization; including, but not limited to, knowing or unknowing entry upon school property by a suspended student.	R	R	R	R	R
Breaking and Entering	The unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets, and vehicles.	R	R R	R <sub>r</sub> R	R	R
	Violation of Dress Code outlined in Milford		e	F		

Dress Code Violation	School District Board Policy 5415	A, E	E		F, D	G, D
Instigation	Behavior which is likely to incite or produce aggressive or physical conflict between two or more individuals.	K K	D	D	N	R
Acceptable Use Policy Violation Misuse of Technology	Soliciting, using or sending pornographic or obscene material, accessing unauthorized email, downloading and/or installing files with or without malicious intent, and/or damage to equipment within the school environment; or a situation in which a student tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of information or the ability of the system to operate; or In any way disrupts or degrades the school or District's technology infrastructure.	A to R	R	R	R	R
Unauthorized Electronic Device / Cell Phone	This includes but is not limited to tablets, radios, MP3 players, electronic games, beepers, cell phones, CD players, lasers, camera, and all electronic equipment, etc. NOTE: Cell phone power must be turned off and out of sight during the school day. Cell phone use during the school day within the school building is prohibited without permission from a school official. Use of cell phone during an assessment is classified as cheating.	A, E	A, E, C, X	F, X	F, O, X	F, O, X
Falsification Written/Verbal	This includes but is not limited to making something false for the purpose of deception or fraud, altering something for the purpose of deception, or using a false name or identification.	C to H	H to I	I to L	J to M	R
Code of Conduct Violations: Repeated (5+)	Five or more violations of the school's Code of Conduct within a school year, excluding chronic infractions for tardiness or unexcused absences to school/class.	Up to R	Up to R	R	R	R

## Doe Regulation 601. School-Police Relationships

A. For purposes of the reporting required pursuant to 4.7 of this regulation, "Bullying" is defined as when one person, or a group of persons, targets another person with repeated direct or indirect negative actions over a period of time which are harmful to the victim either emotionally or physically. A negative action occurs when a person knowingly inflicts or attempts to inflict, physical or emotional injury or discomfort upon another person. The following offenses should be reported to the appropriate police agency for investigation: 1) All felonies; 2) Serious assaults when any weapon is used; 3) Report of explosives, knives, firearms, ammunition, fireworks or blasting caps being brought into school; 4) Narcotic offenses or allegations; drinking; 5) Indecent assaults on pupils or staff; 6) Rape or assault with intent to rape; 7) Morals offenses (pornography, exhibitionism, peeping, etc.); 8) Organized gambling (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 persons parked near schools at the time pupils are going to and from school; 13) Observations of reckless driving and traffic hazards endangering lives of school children; 14) Telephoned threats to the school; 15) Arson, attempted arson, or suspicion of arson; 16) Rumors or observations of gang rivalries or activities; 17) Reports of promiscuity or incest; 18) Evidence of threats or intimidation; 19) Larceny involving the personal property of school personnel; 20) Larceny of school equipment; 21) Burglary and attempted burglary of school buildings; 22) Malicious mischief and school vandalism; 23) Trespassing on school property.

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Police matters shall not include conduct which has been traditionally treated as a matter of discipline to be handled administratively by the schools. All school misconduct of a serious nature should be promptly reported to the parent/legal guardian of the involved student. Correlated with Delaware Department of Education Regulation 601 School/Police Relations, 2005.

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