



LAUREL SCHOOL DISTRICT

2024-2025



LSD Student Code of Conduct



302-875-6100



laurelschooldistrict.org

LAUREL SCHOOL DISTRICT



STUDENT CODE OF CONDUCT

Notification of Rights under the
Family Education Rights and Privacy Act (FERPA)

Student Rights and Responsibilities
Grades Kindergarten through 12
School Year 2024-2025

This document is not all-inclusive, nor does it restrict the Laurel School District and/or Laurel Board of Education's authority to take actions that are appropriate to maintain a safe and orderly educational environment.

The Laurel School District does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies or practices. Inquiries regarding compliance with the above can be directed to:

Section 504: Contact Rhiannon O'Neal
rhiannon.oneal@laurel.k12.de.us
302-875-6144

Section 504 Coordinator's Responsibilities: To coordinate the Laurel School District's efforts to comply with the disability discrimination laws.

Title IX: Rhiannon O'Neal
rhiannon.oneal@laurel.k12.de.us
302-875-6144

Title IX Coordinator's Responsibilities: To coordinate the Laurel School District's efforts to comply with and carry out the district's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title I.

LAUREL SCHOOL DISTRICT
DISTRICT OFFICE

1160 S. Central Avenue, Laurel, DE 19956



BOARD OF EDUCATION

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Mrs. Sabrina Isler
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Mrs. Laura Horsey

ACKNOWLEDGEMENT: STUDENT CODE OF CONDUCT

Parent/Guardian and student please review and SIGN BELOW to acknowledge that you have received a copy of the Student Code of Conduct, the Acceptable Use Policy, and the Notification of Rights under the Family Education Rights and Privacy Act (FERPA). Return the signed sheet to your child's homeroom teacher no later than **DATE**.



PLEASE SIGN AND RETURN

This is to confirm I have reviewed and received a copy of the Laurel School District Student Code of Conduct, the Laurel School District Technology Resources – Student Acceptable Use, and the Notification of Rights under the Family Education Rights and Privacy Act (FERPA)

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Return the signed portion to your child's homeroom teacher
no later than DATE?**



INTRODUCTION

The Laurel School District is committed to excellence for all by providing a safe, collaborative, and inclusive learning environment that prepares life-long learners to become college and career ready.

Schools must be free from disruptions, which interfere with teaching and learning activities. Students, parents/guardians, and school staff must assume a responsible role in creating a positive environment and promoting behavior that encourages learning and the development of individual potential.

Students, parents/guardians, and staff are encouraged to become familiar with the entire contents of this document.

WHAT IS THE STUDENT CODE OF CONDUCT?

The Student Code of Conduct is an official declaration of the Laurel School District Board of Education which:

1. Specifies the responsibilities and rights of students.
2. Defines attendance responsibilities.
3. Defines appropriate and acceptable conduct.
4. Standardized procedures for disciplinary action.
5. Defines grievance procedures.
6. Incorporates excerpts from State and Federal laws and regulations.

Provisions in the Student Code of Conduct apply to all students in Grades K-12. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken. Students have a greater responsibility for their actions as they increase in age.

The Student Code of Conduct is available to all students, families, and staff at laurelschooldistrict.org Paper copies are available upon request. An official orientation to the Student Code of Conduct is held in each school at the beginning of the school year and led by the Building Administrator or designee.

THE STUDENT CODE OF CONDUCT IS IN FORCE:

1. On school property prior to, during, and following regular school hours, including the virtual/hybrid environment, or during any school sponsored or related activities.
2. While students are on any school bus or in a District vehicle.
3. When a student's conduct to and from school and/or at the bus stop has a harmful effect on the other students, the community, or on the orderly educational process.
4. At all school and District sponsored events and other activities where school administrators have jurisdiction over students off campus (Example: Field trips, competitions, or school sponsored travel).

The District and/or the Board has the authority to enforce the Student Code of Conduct at all times on or off of school premises during school related or sponsored activities. This includes to suspend or expel students for activities occurring off school premises when a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and/or staff. The receipt of an Attorney General's notice that a student has been arrested for a crime that may jeopardize the health, safety, or welfare of other students and staff is sufficient evidence to warrant the initiation of disciplinary action.

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

The Student Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed may be subject to the discretionary authority of the Building Administrator, their designee, or Superintendent. This may include a recommendation for expulsion.

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

PROCEDURES FOR MAKING DISCIPLINARY REFERRALS

All staff are expected to use reasonable behavior management techniques, classroom intervention, and strategies in the classroom prior to referring a student to a building administrator for disciplinary action. Some infractions require an initial response at the classroom level prior to referral to an administrator. When an infraction or misbehavior reaches a level that warrants the involvement of an administrator or designee, identifying the specific Student Code of Conduct violation and corresponding disciplinary action is the responsibility of the administrator or designee. It is expected that the referring staff member make contact with the parent via phone call sharing the details of the incident. The decision of the administrator or designee is final subject only to a grievance.

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 and defamatory, inflammatory, and demeaning actions.
6. Be responsible for individual assignments, those completed in school and out of school.
7. Show respect for all adults, irrespective of their assignments within the building (e.g. volunteers, parents, custodians, paraprofessionals, teachers, nutrition staff, and administrators).
8. Abide by rules and regulations of the school and individual classroom teachers.
9. Accept, understand, and respect diversity and differences among fellow students and staff.
10. Express feelings and needs in constructive, socially appropriate ways.
11. Resolve differences through acceptable, peaceful methods such as dialogue, compromise and arbitration.

STUDENT ATTENDANCE, DRESS, AND TECHNOLOGY USE

Within every school, the Building Administrator has the responsibility and authority for maintaining an orderly educational climate and a positive learning environment. The District respects students' rights as allowed by local, state and federal laws, and regulations.

ATTENDANCE

Regular attendance is important for promotion and success in schoolwork. State law requires all students to attend school during the days and hours that school is in session. The Laurel School District believes that good attendance is vital to student success.

Ten Day Policy and Summer Attendance Recovery

Any student who accumulates **more than 10 but less than 20 personal day absences**, not including medical/administrative, **MUST** make up those days in excess of ten during a **summer attendance recovery session**.

Failure to make up those days will result in the student receiving no credit for the previous school year, regardless of final grades

The student and/or his/her parent(s)/guardian(s) will be expected to provide transportation to the summer school session.

Seniors who accumulate any unexcused personal day absences over 10 but less than 20 MAY, at the Principal's discretion, participate in commencement exercises if they are in good academic standing, however those students **WILL NOT** receive their diplomas until the missed days are made up during the summer session.

Missed Work Make-Up Policy

Students are entitled to make up any work that is missed as a result of medical, administrative, or excused personal absences; however, make-up work must be completed within the number of days the student was absent.

Students **WILL NOT** be allowed to make up work as a result of an unexcused absence and zeroes will be given for all work missed on those days.

Participation on Days of Extra-Curricular Events

A student must be in attendance for by at least participate in any extra-curricular activities unless medically or administratively approved.

Participation in a non-school day activity will be governed by the students' attendance on the preceding school day.

Tardy Policy and Attendance

Students are expected to be to school on time. However, the student tardy policy no longer affects consequences for both student attendance and student discipline. Student tardies will now only have consequences of student discipline tied to them. See chart under *V. Tardy Policy*.

Late To School Policy and Attendance

Students are expected to be to school on time. Students who are late to school and have NOT checked into

the computer attendance system **by 9:00 am** will receive a **quarter-day** absence. Students who are late to school and have NOT checked in **by 11:00 am** will receive a **half-day** absence:

LATE TO SCHOOL	STUDENT ATTENDANCE DEDUCTED
Arrives after 8:59 am	1/4 Day
Arrives after 10:59 am	1/2 Day

- Once a student reports to the school campus, he/she must stay on the school campus
- A student who is repeatedly in violation of the Late to School Policy may also be subject to discipline procedures as well as attendance deduct
- Late to School incidents continue to accumulate throughout the year and DO NOT start over after the 1st Semester, like Tardies do.

Early Departure Policy and Attendance

All students are expected to stay in school until dismissal. However, upon early departures that are not medically or administratively excused, student attendance will be affected in the following manner:

- Early Departure windows and attendance consequence

EARLY DEPARTURE	STUDENT ATTENDANCE DEDUCTED
Prior to Dismissal	1/4 Day
Prior to 12:00 pm	1/2 Day
Prior to 9:00 am	3/4 Day

PERSONAL DAY ABSENCE

A Personal Day Absence is any absence not Medically-Excused or Administratively-Excused. All students are allowed to have 10 Personal Day Absences per year without being required to make up attendance days. **All Personal Day Absences count toward the ten-day policy, regardless of if they are Excused or Unexcused.**

An “Excused Personal Day” simply means the absence is backed by Parent/Guardian Note whereby the student is eligible to make up missed work. Students who have an “Unexcused Personal Day” will not be eligible to make up missed work and will be given a zero for all missed assignments. All students have 7 days from the day of the “Unexcused Personal Day” to submit a Parent/Guardian Note, so that they become eligible to make up missed work.

Parent and Student Responsibilities Regarding Personal Day Absences

- The parent/guardian must write and sign a note giving date(s) of absences and reason within 3 days of the student's missed school day
- Upon student's return to school from a personal absence, present parent notes to the first period/homeroom teacher, so that your "Personal Day Absence" can be recorded as **excused**

Failure to Fulfill Responsibilities Regarding Personal Day Absences

- Failure to bring in a Note within 3 days from the "Personal Day Absence" will result in an **Unexcused Personal Day** being permanently recorded.
- Only students who have a **Excused Personal Day**, **Medically Excused Day**, or **Administratively Excused Day** recorded within the attendance system will be eligible to make up missed work
- A permanently recorded **Unexcused Personal Day** will result in the student being assigned a zero for missed work

MEDICALLY-EXCUSED ABSENCE

A Medically-Excused Absence requires a signed medical note from a health care provider. All medical notes should be presented to the 1st Period/Homeroom teacher within 3 days of the absence. **Medically Excused Absences DO NOT count toward the ten-day policy.** Reasons for these absences that are recognized by Delaware Law and the State Board of Education include:

- Physical or mental conditions excused by a doctor's note
- Illness attested by a physician's certificate
- Contagious disease in the home of the student

Parent and Student Responsibilities Regarding Medically-Excused Absences

- It is the responsibility of the Parent/Guardian to ensure that a Medical Note is provided to the school within 3 days of the student's missed school day
- Upon student's return to school from a medical absence, present physician's note to the first period/homeroom teacher, so that your "Personal Day Absence" can be recorded as **Medically Excused**

Failure to Fulfill Responsibilities Regarding Medically-Excused Absences

- Failure to bring in a Medical Note within 3 days from the "Personal Day Absence" will result in an **Unexcused Personal Day** being permanently recorded.
- Only students who have a **Excused Personal Day**, **Medically Excused Day**, or **Administratively Excused Day** recorded within the attendance system will be eligible to make up missed work
- A permanently recorded **Unexcused Personal Day** will result in the student being assigned a zero for missed work

Early excusals from the school day for medical reasons will be allowed through the nurse only and will be considered **Medically-Excused**.

ADMINISTRATIVELY-EXCUSED ABSENCE

An Administratively-Excused Absence requires administrator approval—in advance when possible.

Administratively-Excused Absences do not count toward the ten-day policy.

Acceptable Administrator-Excused Absences include:

- Hardships
- Extenuating circumstances
- Deaths in the immediate family or in the home of the grandparents
- Official business for which the student is legally required to be present
- Religious Holidays
- College and Career visitation opportunities *
- Family vacations *

** College and Career visitation opportunities, as well as Family Vacations, will be limited to three (3) total days. Any absences exceeding three (3) total days for these reasons will be deducted from the student's allowable ten (10) Personal Day absences*

Parent and Student Responsibilities Regarding IN-ADVANCE Administratively-Excused Absence Requests

- It is the responsibility of the Parent/Guardian to ensure that requests for Administratively-Excused Absences are made in advance to the Principal/Asst. Principal, when possible, **especially regarding Family Vacations and College and Career Visitation Opportunities**. Students who have absences administratively approved in advance will be provided with an “Administrative Excusal Form”, which is to be signed by the administrator and all the student’s teachers. The Attendance Secretary will enter the absence(s) as “Administratively Excused.”
- Upon student’s return to school from a previously-approved administratively-excused absence, please provide any documentation the administrator requested to the 1st Period/Homeroom teacher.

Parent and Student Responsibilities Regarding Administratively-Excused Absence Requests NOT MADE IN-ADVANCE

- Upon student’s return to school from an absence not administratively excused in advance, please adhere to the following:
 - For absences concerning **deaths** in the family and **official events** for which the student is legally required to be present that are not administratively excused in advance:
 - Upon returning to school, please provide your 1st Period/Homeroom teacher with a “In Remembrance/Funeral Card” or with court or other legal documentation.
 - If administration has any questions regarding the absence, the student will be contacted; if not, the absence will be recorded as **Administratively Excused** by the Attendance Secretary
 - For absences concerning **hardships** and **extenuating circumstances** that are not administratively excused in advance:
 - The student must arrange for a conference with an administrator to discuss having the absence administratively excused

Failure to Fulfill Responsibilities Regarding Administratively-Excused Absences

- Failure to provide documentation requested by an administrator within 3 days from the “Personal Day Absence” will result in the absence being no longer considered for administrative excusal, and an **Unexcused Personal Day** being permanently recorded.
- Only students who have an **Excused Personal Day**, **Medically Excused Day**, or **Administratively Excused Day** recorded within the attendance system will be eligible to make up missed work
- A permanently recorded **Unexcused Personal Day** will result in the student being assigned a zero for missed work

PARENT/GUARDIAN NOTIFICATION REGARDING STUDENT ABSENTEEISM

- Parents/Guardians of The Laurel School District students will receive written notification letters from their student’s respective school when the student accumulates the following number of Personal Day Absences (whether they or excused on unexcused):
 - 5 Day Letter
 - 7 Day Letter
 - 10 Day Letter
 - Summer Attendance Recovery Letter (more than 10 Personal Day Absences)

STUDENT ATTENDANCE APPEAL PROCESS

- Parents or Guardians of students who are in excess of 10 days of Personal Day Absences, and have thus been notified of their student’s requirement to attend the Summer Attendance Recovery Program, may request their student’s attendance record to be reconsidered in part or in whole by submitting an **Student Attendance Appeal Form**.
- These forms will also be available in each school’s Main Office. Additionally, the form can be found online.
- Before a form can be turned in, it must be fully completed, signed by the student and the parent and accompanied with detailed documentation which will assist the **Student Attendance Appeals Committee** toward making an informed decision for student. The documentation that will be attached to the Student Attendance Appeal Form must be thorough, specific and detailed in order to assist the student in the appeals process.
- All Student Attendance Appeal Forms and accompanying documentation will be reviewed by the Student Attendance Committee and a decision will be made to approve or deny the request. The parent/guardian will then be notified of the committee's decision.
- Once again, the supporting documentation will give the committee the specifics on why the student is submitting the appeal. This documentation is critical as an attachment to the Student Attendance Appeal Form and the overall eventual success or failure of the submitted appeal.
- The decision of the Student Attendance Appeals Committee is final.

TRUANCY DEFINITION

- Any UNEXCUSED PERSONAL DAY absence will be regarded as in incident of truancy.

SCHOOL ATTENDANCE LAW REGARDING TRUANCY

- SCHOOL ATTENDANCE LAW According to 14 Delaware C, 2729 and 2730, “Truancy” or “Truant” shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days or the equivalent thereof, without a valid excuse during a given school year.

PARENT NOTIFICATIONS REGARDING STUDENT UNEXCUSED ABSENTEEISM

- When a student accumulates three (3) UNEXCUSED PERSONAL DAY absences, he/she is considered in violation of the district policy and Delaware state law on attendance. A truant and the parent of a truant are subject to the administrative procedures and court proceedings set out in Delaware state law. The school will notify the Director of Student Services and a truancy letter will be sent to the student’s home.
- Upon **continued truancy**, the following actions will be taken by the Director of Student Services:
 - Certified letter sent home
 - Possible home visit
 - Conference to sign Attendance Contract
 - When a student accumulates eleven (11) UNEXCUSED PERSONAL DAY absences, the following actions will be taken by the Director of Student Services:
 - Charges filed in Delaware Truancy Court

The Department of Services for Children, Youth and Their Families (DSCYF) will be notified.

- Parents found guilty of violating Delaware’s compulsory attendance requirements will be subject to fines and/or criminal charges

TARDY DEFINITIONS AND RESPONSIBILITIES

- Students are expected to be to school and in their classrooms on time. Students must be IN their classroom prior to the ringing of the bell, or the designated class time, to begin class to be considered on time. For schools not instituting bells, the time kept within the schools is the official time for these purposes.
- Classroom teachers have the discretion of requiring students to be in their assigned seats at the bell/designated class time, to be considered on time. Students who arrive at school after the beginning of the day’s first period/homeroom, must report to the school office. All late arriving students must first check in before being admitted to class.
- Records for student tardiness will be kept separately. The Attendance Secretary will handle school tardies. The respective teacher will handle class tardies. The following chart depicts what consequences will be used to manage student tardiness:

# Lateness	Tardy to School: Late to 1 st Period/Block of Day (Per Semester)	Tardy to Class: Late to 2 nd – 8 th Period (Elementary) Late to 2 nd to 5 th Block (Secondary) (Per Semester)
1st	Warning	Warning
2nd	Warning	Warning
3rd	Administrator-Assigned Detention/ISS	Referral to Administrator
4th	Warning	Warning
5th	Warning	Warning
6th	Administrator-Assigned Detention/ISS	Referral to Administrator
7th	Warning	Warning
8th	Warning	Warning
9th	Administrator-Assigned Detention/ISS	Referral to Administrator
10 th	Warning	Warning
11 th	Warning	Warning
12th	Administrator-Assigned Detention/ISS	Referral to Administrator

PERSONAL APPEARANCE (STUDENT DRESS CODE)

School uniform policies have many advantages. They contribute to a sense of school and community pride, de-emphasize economic differences, lessen peer-pressure, and have a positive impact on student behavior and academic achievement. The purpose of this policy is to identify what may be worn in school during the regular school day. All students are expected to take pride in their appearance with dress and grooming that contribute to the health and safety of the individual, without disrupting the educational process. The student uniform policy is in effect during each instructional day unless otherwise indicated by a district or school administrator. This policy will also be in effect during academic and professional activities outside the school day when students are representing the school. This uniform policy is not subject to interpretation. It is intended to eliminate questions on what can and cannot be worn. Students will wear a style of dress based upon the following standards:

Tops:

All tops must be a long sleeve/short sleeve collared shirt with buttons, in solid white, red, black or gray:

1. Only the top button of a shirt can be unbuttoned.
2. All tops should be of appropriate size so as not to cause stretching or gapping of the material. Tops should not be tight to the skin or overly baggy. Tops may be tucked in or worn at mid-hip. If a top is not at mid-hip, it needs to be tucked in. No skin should be visible between the waistband of the pants and the bottom of the shirt.
3. Crewneck, Cardigan, and V-Neck sweaters, vests or fleece pullovers in solid white, red, black or gray may be worn with the appropriate collared shirt underneath.
4. A long sleeve or short sleeve t-shirt or turtleneck in solid white, red, black or gray may be worn underneath a collared shirt. No writing is allowed on any visible part of the shirt.
5. Hoodies may be worn under the following parameters:
 - Hoodies must be in solid white, red, black or gray and may be pullover or zipper

OR

- Hoodies must be considered Laurel spirit wear (team oriented, club oriented, school/district/community oriented) and may be pullover or zipper
 - Hoods must be kept down at all times
 - Zipper hoodies should have appropriate collared shirts worn under them
6. Team and club attire must be administratively approved to be worn as part of the school dress code.
 7. The Laurel School District provided competition jersey attire is acceptable on team event days, if the appropriate collared shirt is worn under the jersey. Team uniform bottoms may not be worn.
 8. Anything designated as an undergarment should not be seen (e.g., camisoles, undershirts).
 9. All logos shall be no larger than the size of the student's closed fist.

Bottoms:

Khaki/dress style pants, capris, shorts, skirts, skorts, corduroy, or jumpers in solid black, gray or tan.

1. Males may wear khaki/dress style pants or shorts in black, gray or tan.
2. Females may wear pants, shorts, skorts, skirts, capris and jumpers in black, gray or tan. Solid color white, tan, natural, black, gray tights or pantyhose may be worn, under an approved bottom.
3. The bottom of shorts, skorts, jumpers and skirts must be modest in length. Modest in length is defined as the width of a student's hand from the bottom of the article of clothing to the top of their bended knee.
4. Jumpers must have the appropriate collared shirt underneath.

5. Bottoms must be worn no lower than the natural waist. Bottoms cannot be “sagged” and pant legs may not be rolled up.
6. Bottoms may be cargo style, however, there may not be chains, writing or any other adornments on the pants.
7. All bottoms should be of appropriate size so as not to cause undo stretching or gapping of the material. Bottoms should not be tight to the skin or overly baggy.
8. Jeans, exercise apparel (sweatpants, yoga pants, leggings, nylon pants, pajama bottoms, etc.) and jeggings are NOT permitted.

Footwear:

1. Shoes must be worn at all times. Footwear must be appropriate for the student’s designated activity.
2. Shoes that have shoe-laces must be tied. Shoes with Velcro must be properly fastened.
3. Clogs, flip-flops, slides or slippers are not permitted.

Spirit-Wear Fridays

1. All uniform provisions apply to bottoms and footwear.
2. Students may wear Laurel Bulldog Spirit wear tops in lieu of an approved uniform top each school week on Fridays.
3. Students who choose not to wear Spirit wear tops on Fridays are to adhere to the Uniform Top Policy.

Clarifying Statements:

1. Ties are acceptable but not mandatory. Team coaches and club advisors can designate certain days for participants to wear a tie.
2. Cut-offs, frayed seams, and holes are not permitted on any clothing. Belt loops should not be cut off.
3. Sweatpants or warm-up pants will not be permitted.
4. Hats, head coverings, visors, scarves, bandanas, combs/picks and sunglasses may not be worn in the building. Hairbands for students should be solid in color, no wider than 2 inches and they should be logo free. Hair should be neat and well-groomed.
5. No accessories, costumes, or unusual attire that is inappropriate or disruptive to the normal operation of the school may be worn.
6. Writing is not allowed on any clothing. Logos are not considered writing.
7. Students must remove and store coats, gloves, scarves, and hats in their locker or designated area upon entering the building.
8. On designated casual days students will be allowed to wear blue or black jeans. No holes, writing, or adornments may be on the jeans. Tops must be appropriate and not be a disruption to the educational process.

Procurement:

Procurement may come from any vendor that meets the basic requirements as stated above.

Consequences:

The discipline/consequence and or reward policy will be developed at the school level in accordance with the discipline matrix as all school rules/consequences are determined.

TECHNOLOGY - ACCEPTABLE USE

Technology is used in the Laurel School District to support teaching and learning. Users of the District's computers and networks and the Internet (Web, e-mail, chat, messaging and any other electronic devices including cell phones) are responsible for their actions. The use of technology in the District must be consistent with the academic goals of the school and the District. Access to the technology is given to the students who agree to act in a considerate manner and follow the Laurel School District Code of Conduct, the State of Delaware Acceptable Use Policy, and school rules when using the system. Computer files and network storage areas will be treated like student lockers. System administrators and school staff may monitor or review files and communications to maintain system integrity and ensure responsible system use. Violations may result in the loss of access as well as other disciplinary or legal action.

The District employs blocking and filtering measures to restrict access to material harmful to minors. The District complies with the Children's Internet Protection Act, which is regulated by the FCC. The District also complies with the State of Delaware's Acceptable Use Policy. <https://webfiles.dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>

Acceptable Uses Of Technology for Students:

- Using technology District owned technology in a manner consistent with the academic goals of the school and District.
- Accessing systems using only authorized usernames/passwords.

Unacceptable Uses of Technology for Students may include, but are not limited to the following, which may result in disciplinary or legal action:

- Harassing, insulting, or attacking others
- Intentionally damaging computers, software, systems, or networks
- Revealing personal information or parents' personal information such as addresses, telephone numbers, credit card numbers, etc.
- Sending or displaying messages or pictures that are offensive.
- Using obscene or profane language
- Violating copyright laws
- Using the network for illegal or commercial purposes, including "hacking" and other unauthorized access
- Using or bypassing another person's username and password
- Trespassing in another's folder, work, or files.

Parent/Student 1:1 Repair Costs

Part	Cost
Entire Chromebook Loss or Destruction	\$150
Charger Loss or Destruction	\$25
Broken Screen	\$50
Keyboard/Palm rest Destruction	\$20
Broken lens/camera	\$20
Protective Case	\$25
Other	Priced as needed

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Students shall be free from unreasonable search and seizure. This right is balanced by the school's responsibility to protect the health, safety and welfare of others. Student lockers are school property; therefore, school authorities have the right to search lockers at any time. Vehicles driven on school property are subject to search by school authorities under condition of reasonable suspicion.

The District presumes a student possesses, and is therefore responsible for all items in the student's locker, book bag, purse, or similar bag or container used to carry books or personal property. Students should regularly check the contents of personal storage containers. Failure to secure your lockers, book bags, book packs, purses, instrument cases, and other containers does not exempt students from the responsibility or provide others access to them, students remain responsible for any items found inside of them.

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 you drive to school without regard to who owns the vehicle. Before bringing a vehicle to school, or a school activity, the student should carefully inspect the vehicle. Failure to lock the vehicle, or permit others access to it, does not exempt from the responsibility for all items found in the vehicle.

Police officers may interview students on school property, when necessary, in accordance with Delaware Code as it relates to criminal matters.

Students have the right: To privacy regarding their personal possessions, including motor vehicles, unless the Principal or the Principal's designee has reasonable suspicion of a student's use, possession or distribution of alcohol, drugs, drug-like substances, look-alike substances, drug paraphernalia or other prohibited items. This "invasion" of student privacy also applies if there is suspicion of a student's unauthorized possession of other items, which include but are not limited to: weapons, stolen property, or dangerous instruments in the school environment.

Students have the responsibility:

1. To exercise caution with respect to what they bring to school.
2. To refrain from bringing to school, either in plain view or concealed, any materials which are illegal, disruptive, dangerous, or offensive to others.

STUDENT MOTOR VEHICLES

Driving to school and parking on school property is a privilege extended to the student body by the Board. Any student who drives or parks a vehicle on school grounds shall register that vehicle with the school. The registration number must be displayed every day in the front window of the car.

Students should follow the rules for driving/parking cars on school grounds as follows:

1. Register all vehicles with the office. The tag must be displayed.
2. Park in student parking areas only.
3. Obey 15 mph speed limit.
4. Operate the vehicle in a safe manner.
5. Upon arrival at school, student drivers and riders shall go directly into the building.
6. Once on school grounds, students may not drive off the property without administrative approval.
7. Administrative approval is required for students to be in the parking lot areas when school is in session as they are unauthorized areas for students during the school day.
8. Students who drive or ride to school shall be on time.
9. Only legally licensed drivers may drive/park on school grounds.

EXPRESSION

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

Students have the responsibility to:

1. Act in a quiet, dignified manner during patriotic activities.
2. Be excused from any patriotic activity which is against their religious beliefs or deeply held personal convictions.
3. Inform the school in writing of activities/policies which are in conflict with their religious beliefs and request alternative accommodations.

Students have the right to:

1. Respectfully express their own opinions on issues.
2. Assemble peaceably on school property at a time and place designated by the Principal. However, this right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.

HARASSMENT

The District's intent is to foster human dignity and mutual respect in our schools. Harassment of any type contradicts that ideal, can be a form of unlawful discrimination, and is expressly prohibited.

LSD Policy prohibits and defines harassment including harassment based on race, color, religion (creed), national origin, sex, disability or sexual orientation. Under this Policy, all employees, students, parent/guardian, and anyone associated with the District have the responsibility for ensuring that schools are free from all forms of prohibited harassment or violence. This includes conduct that creates a hostile environment including harassment or sexual violence that takes place in connection with all academic, educational, extra-curricular, athletic, and other programs of the District/Schools whether these programs or activities take place in a school facility, a school bus, at a class or training program sponsored by the District. This includes programs or activities on our school premises, at another location or elsewhere such as a class field trip or any sponsored and approved District program or activity regardless of location.

The District shall act to promptly investigate any and all complaints of harassment or sexual violence and to take appropriate action against any individual/s found to be in violation of our Policy. An investigation after the complaint is filed will take no longer than sixty (60) calendar days.

Harassment means verbal or physical conduct based on a person's race, color, religion (creed), national origin, sex, disability, or any other basis prohibited by state or federal law, and which substantially interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made, either explicitly or implicitly, a term or condition of a student's education.
2. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting the student.
3. The conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual Violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability.

Such acts of sexual violence include, but are not limited to, rape, sexual assault, sexual battery and sexual coercion. These are examples of sexual harassment in violation of District Policy.

REPORTING HARASSMENT

Any individual who believes acts which violate the District Policy against harassment or sexual violence of a student have occurred or are occurring shall make a complaint of harassment. If a District representative knows or reasonably should suspect that a violation may be occurring, then immediate steps to investigate can begin without a complaint being filed. Allegations of harassment or sexual violence are not subject to the grievance procedures in this booklet.

Instead, all allegations of harassment or sexual violence should be made directly to the Principal, or any other person listed in the complaint procedure provided in our District Anti-Harassment Policy. The District's designated harassment complaint official is Mrs. Andrea Yoder, Human Resources Director.

If one of the harassment complaint officials is the person identified in the complaint of harassment, or if the reporting person is otherwise uncomfortable, for any reason, with reporting the unlawful harassment to the designated harassment complaint officials, or is otherwise not satisfied after bringing the matter to the attention of one or more of these individuals and/or the Principal, then the reporting person may bypass these individuals and instead report the matter promptly to the Office of the Superintendent (302) 875- 6103

The District will investigate allegations of harassment or sexual violence in a prompt manner typically concluding within a sixty (60) calendar day period. The District will notify the parent/guardian of any student who is under the age of eighteen (18) who may be investigated regarding confidentiality of the investigation. Any employee or student who is found, as a result of such investigation, to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment of an employee or expulsion of a student.

Retaliation in any form against a person making a complaint of harassment or against anyone who conducts, or cooperates in the investigation of any such complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any questions regarding this policy should be addressed to one or more of the designated harassment complaint officials.

Students have the responsibility:

1. Where the harasser is a student:
 - a. Communicate directly to the person that their behavior is unacceptable and they want him/her to stop.
 - b. Inform and seek the advice of a teacher, counselor, or school administrator.
 - c. Report the information to the Principal if the situation is not resolved, or if the person informed pursuant to (b), fails to act to investigate and/or stop the alleged harassment or bullying.
2. Where the harasser is an employee or adult:
 - a. Immediately inform the Principal of the objectionable behavior and/or actions of the employee or adult, as well as the person's identity.
 - b. The Principal is the person identified in the complaint, or if the student and/or the student's parent/guardian are uncomfortable communicating the complaint to the Principal, for any reason, then to one, or more, of the designated harassment complaint officials.

Students have the right to:

1. Learn in an environment free from harassment, including sexual harassment, sexual violence, or bullying. These forms of harassment are all defined in Board policies.
2. A prompt and fair investigation as soon as possible.
3. Appropriate corrective or disciplinary action where warranted.
4. Not fear any retaliation for making a complaint under any of Board policies.
5. Receive an education and participate in the activities and programs of the District free from harassment or sexual violence as defined by Board policy.

PUBLISHING AND DISTRIBUTING MATERIALS

An important role of the school is to provide effective ways in which students may express themselves in a wide range of subjects. Official school publications, such as newspapers, should reflect the policy and judgment of the student editors and advisors and should include viewpoints representative of the entire school community.

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

Students have the right:

1. Possess, post, and distribute literature which will not disrupt the school program and which adheres to District guidelines.
2. Be free from censorship of their publications, unless information contained therein violates the limitations imposed by District guidelines.

Students have the responsibility:

1. Use only bulletin boards or wall areas assigned for use by students and student organizations.
2. Refrain from publishing libelous and obscene materials.
3. Have approval of all the information on topics about which they write and wish to post.
4. Observe acceptable standards of good taste.
5. Observe the normal rules for responsible journalism.

STUDENT GOVERNMENT (*Grades 4-12*)

Students have the right to organize and conduct student council or government association activities that contribute toward the understanding and functioning of the objectives of the school.

The student government organization will operate within the guidelines and practices recommended by the national and state associations. The following factors should be considered:

1. The organization, operation, and scope of the student government will be defined in a written constitution and bylaws developed through student participation and approved by the Laurel School District Administration. These governing documents will be followed by the student body at all times.
2. The school administration will ensure that all students have the right to vote, and, if eligible, to hold office.
3. The Building Administrator or designee will review recommendations of the student government organization and make a determination of approval or non approval of the recommendations. Decisions of the student government may not be arbitrarily vetoed by the Administration. The faculty will not attempt to persuade the student government as they make decisions. If a recommended decision by the student government is vetoed, they may appeal the denial. The appeal will be reviewed by a committee composed of a Building Administrator, faculty member, and student representative to ensure compliance with the purpose of the student organization.
4. The student government organization will be responsible for the needs and interests of all students and will conduct open meetings to ensure maximum involvement of students

FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parent/guardian, and students over 18 years of age, the following rights:

Inspection and Review

Parents/guardians may submit to the school principal a written request identifying records they wish to inspect. The principal will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

AMENDMENT OF RECORDS

Parents/guardians may ask the District to amend a record they believe is inaccurate by submitting to the principal a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the District denies the request, the District will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

DISCLOSURE WITHOUT CONSENT

Disclosure of personally identifiable information contained in students' education records requires parent/guardian consent with the following exceptions:

1. Such records may be disclosed to school officials with legitimate educational interests. School officials include District employees; Board members; a person or company retained by the District to perform a special task (for example, an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
2. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
3. Please see Appendix VII for a list of directory information.

Complaint

Parents/Guardians may file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA by submitting a complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-4605

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

This chapter of the Code defines specific acts which constitute violations of expected student behavior. These violations are examples of those acts which disrupt the school environment and the instructional process or demonstrate that the student presents a threat to the safety and welfare of other students and staff.

The Principal or the Principal's designee shall conduct a reasonable investigation to ascertain whether the charged offense has in fact occurred and to establish facts which may influence the selection of disciplinary action.

The Student Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed may be subject to the discretionary authority of the Building Administrator, Student Services Supervisor, or Superintendent. This may include a recommendation for expulsion.

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

LEVEL I INFRACTION INTERVENTIONS

Interventions to address Level I infractions should include at least one of the following in addition to Parent/Guardian Notification:

1. Classroom Intervention
2. Staff and Student Conference
3. Parent/Guardian Conference w/ Teacher or Building Administrator
4. Written Apology
5. Documented Warning
6. Provide Alternative Option (if available)
7. Privilege Restriction (Can include before or after school activities, as well as driving privileges)
8. Referral to School Intervention Team
9. Referral to School Counselor
10. Positive Behavior Support Plan/Contract
11. Detention: K-12 (1 day)

***** In the event a student has multiple Level I offenses and multiple strategies have been tried, future Level I offenses can be considered Level II offenses at the Building Administrator's discretion.***

LEVEL II INFRACTION INTERVENTIONS

Interventions to address Level II infractions should include at least one of the following in addition to Parent/Guardian Notification:

1. All Level I Interventions may be utilized
2. Parent/Guardian Conference w/ Building Administrator
3. Restitution
4. Referral to Visiting Teacher (if necessary)
5. DOE eSchool Incident Report Filed (if required by law)
6. Police Notification (if required by law)
7. Detention
 - K-5 (1 day)
 - 6-12 (1-3 days)
8. Suspension
 - K-5 (1 day)
 - 6-12 (1-3 days)

***** In the event a student has multiple Level II offenses and multiple strategies have been tried, future Level II offenses can be considered Level III offenses at the Building Administrator's discretion.***

LEVEL III INFRACTION INTERVENTIONS

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

1. All Level I and Level II Interventions may be utilized.
2. Parent/Guardian Conference with Building Administrator (If a student is suspended, a parent/guardian conference with the Building Administrator should take place prior to return.)
3. Referral to Outside Agency (if appropriate).
4. Detention
 - K-5 (1-3 days)
 - 6-12 (2-5 days)
5. Suspension
 - K-5 (1-3 days)
 - 6-12 (2-5 days)
6. Referral to Alternative Placement Review Team.

***** In the event a student has multiple Level III offenses and multiple strategies have been tried, future Level III offenses can be considered Level IV offenses at the Building Administrator's discretion.***

LEVEL IV INFRACTION INTERVENTIONS

Interventions to address Level II infractions should include at least one of the following in addition to Parent/Guardian Notification:

1. All Level I, Level II, and Level III Interventions may be utilized.
2. Parent/Guardian Conference w/ Building Administrator (If a student is suspended, parent conference with the Building Administrator and Student Services Supervisor or Superintendent should take place prior to return.)
3. Out of School Suspension
 - K-5 (minimum of 3 days, cannot exceed 10 days)
 - 6-12 (minimum of 5 days, cannot exceed 10 days)
4. Referral for Expulsion

CODE OF CONDUCT INFRACTIONS

CHEATING/PLAGIARISM (S0141):

Fraudulent deception in preparing, or presenting course work or class assignments as a student's own work when it is not. This includes, but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, or (4) presenting quotations, words or ideas without proper references or credit (plagiarism).

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8	X			
9-12	X			

DISRUPTIVE BEHAVIOR (S0091):

Language, gestures or actions that produce distractions, frictions or disturbances that interfere with effective functioning of the teacher, another student, a class, or any school activity.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

INAPPROPRIATE LANGUAGE (S0011):

Any profane language or derogatory, disrespectful comments.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8	X			
9-12		X		

LOITERING (S0071):

A student's unauthorized presence in any school area.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8	X			
9-12	X			

SCHOOL CUT/TRUANCY (S0021):

Any unexcused absence from school (see attendance under Chapter II for a list of excused absences). Repeated offenses may result in legal action and could be considered defiance and treated as such.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

VIOLATION OF DRESS CODE (S0291):

Students are required to adhere to the dress code that is outlined in the Code of Conduct. When a student is in violation, he/she will be required to change into acceptable attire.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8	X			
9-12	X			

UNEXCUSED TARDY (S0031 OR S0032):

Three (3) unexcused tardies to school or to a class without authorization or approved reason.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8	X			
9-12		X		

CARELESS OR RECKLESS BEHAVIOR (S0107):

Unintentional behavior that threatens to or causes injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

CLASS CUT (S0041):

All students are expected to arrive at their classes on time and to remain there until the teacher dismisses class. A student is considered to have cut a class any time the student is present in school but does not attend class. Any unexcused absence for more than ten (10) minutes of a class may be considered a cut.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8		X		
9-12		X		

FORGERY (S0321 (VERBAL) OR S0322 (WRITTEN)):

Falsely or fraudulently signing or altering a document such as hall pass, early dismissal notes, progress report, absence excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8		X		
9-12		X		

GAMBLING (S0241):

Participation in games of chance for money or other items of value.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8		X		
9-12		X		

MISUSE OF CELL PHONES AND ALL OTHER ELECTRONIC DEVICES (S0312 OR SO311):

Students are not permitted to use cell phones/electronic devices during the school day unless it is being expressly permitted by school personnel for educational purposes or approved use. Cell phones/electronic devices must be put away during the school day. Students must not use phones during instructional time. The District shall not be responsible for lost or stolen electronic devices.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

POSSESSION OF UNSAFE ITEMS (S0131):

Any item or device that may be deemed by building staff as disruptive or having the potential for causing disruption (not used to threaten or as a weapon).

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8		X		
9-12		X		

DEFIANCE (S0081):

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.

	Level 1	Level 2	Level 3	Level 4
K-5	X			
6-8		X		
9-12		X		

MISUSE OF TECHNOLOGY (S0181):

The use of school technology equipment in: (1) Soliciting, using, receiving or sending violent, pornographic, obscene, and/or inappropriate material; or (2) as part of violating or in violation of any federal, state or local law, ordinance, or regulation, or as part of any illegal activity. (For purposes of this section, “inappropriate material” shall be deemed to be any material which is disruptive of the educational process, material which may be deemed or constitute cyber-bullying, or is violent or threatening in nature) or accessing unauthorized email; or the unauthorized downloading and/or installing of files; or Intentionally damaging technology equipment in the School Environment.

SEVERE CLAUSE: A situation in which a student deliberately: Tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of information or the ability of the system to operate; or in any way disrupts or degrades the school or District’s technology infrastructure.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8			X	
9-12			X	

INAPPROPRIATE SEXUAL BEHAVIOR (S0108):

Acts of affection or intimacy inappropriate to an educational setting.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

FAILURE TO SERVE DETENTION (S0221):

Detentions are required time obligations to be served with the teacher assigning the detention. Administrative detentions are assigned by a building administrator. The student is obligated to serve unless properly excused by the person who assigned the detention.

	Level 1	Level 2	Level 3	Level 4
K-5	N/A			
6-8		X		
9-12		X		

ABUSIVE LANGUAGE- STUDENT TO STUDENT (S0301):

Written or spoken language or gestures, directed toward an individual that are considered offensive, obscene, threatening, or vulgar.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

MISUSE/ABUSE OF SUBSTANCES (S0131):

Using any substance for a purpose for which it was not intended.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

LEAVING SCHOOL WITHOUT AUTHORIZATION (S0051):

Once a student arrives at the school campus he/she may not leave unless authorized to do so, until the end of the student's scheduled day. The parking lot is off limits during school hours. Returning to school after leaving without permission may be considered reasonable suspicion to conduct a search.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

TOBACCO USE AND/OR POSSESSION (D1401):

Using, possessing, or dispensing of any tobacco product or tobacco like products (which includes e-cigarettes, juuling and vaping).

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

TRESPASSING (SO271):

When a student knowingly or unknowingly is in a Laurel School District facility without a legitimate purpose, without having written permission from anyone authorized to grant such permission..

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

INSTIGATION (S0302):

Behavior which is likely to incite or produce aggressive or physical conflict between two or more individuals.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

CRIMINAL MISCHIEF (VANDALISM) (D0301):

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.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8			X	
9-12			X	

ABUSIVE LANGUAGE STUDENT TO STAFF (S0301):

Written or spoken language or gestures, directed toward an individual that are considered offensive, obscene, or vulgar.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

STEALING (S0111 OR D0601):

The taking, exercising control over or obtaining property of another person intending to deprive that person of it or appropriate it. STEALING "SEVERE CLAUSE": Situations in which the stolen item is valued over \$50.00 or if the stolen item is the property of a staff member or the Laurel School District.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8			X	
9-12			X	

VIOLATION OF MEDICATION POLICY (D1601):

Students are not permitted to take medication of any kind in school unless that medication is given by the nurse. Prescription and non-prescription medication may be administered by the school nurse during school hours, utilizing the instructions outlined in the Board policy.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8		X		
9-12		X		

EXTORTION (C0141):

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

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8			X	
9-12			X	

HARASSMENT (S0104 (STAFF) OR S0105 (STUDENT)):

Any actions or statements made with the intent to disrespect, annoy, or alarm another person which: A) insults, taunts, or challenges the other person or B) is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the offender knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress.

	Level 1	Level 2	Level 3	Level 4
K-5		X		
6-8			X	
9-12			X	

BULLYING AND CYBERBULLYING (D0701):

Bullying is any intentional written, electronic, verbal or physical act or actions against a student, school volunteer, or school employee that a reasonable person, under the circumstances should know will have the effect of:

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

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.
2. Is threatening or intimidating.
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. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim. 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.

The Student Code of Conduct will be enforced for any verified act of bullying, as defined above, committed out of school against a Laurel School District student if the Building Administrator determines that the act of bullying interferes with the educational rights of another student and/or causes a substantial or material disruption of the school environment (an act is intentional if it is the person’s conscious objective to engage in conduct of that nature.)

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

DISORDERLY CONDUCT (S0106):

Conduct in the school environment which causes public inconvenience, annoyance, alarm or creates a risk thereof by engaging in fighting or violent tumultuous or threatening behavior, or making unreasonable noise or an offensively coarse utterance or gesture or display, or addressing abusive language to any person present. (11.Del.C.1301)

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

TEEN DATING VIOLENCE (D2011):

Assaultive, threatening, or controlling behavior, including stalking, as defined in 11 Del.C.1312, which 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.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

SEXUAL HARASSMENT (D1001):

Actions or statements that are sexual in nature, which offend or defame the dignity or self-esteem of an individual. Examples include but are not limited to unwelcome sexual advances, sexual remarks or jokes, requests for sexual favors, and other offensive verbal or physical conduct directed at an individual. Also, included in this definition is the display of pictures, drawings or other items that are sexual in nature.

Sexual Harassment “Severe Clause”: Situations in which the sexual harassment is directed toward a staff member.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

RECKLESS DRIVING (S0121 OR S0122):

Driving any vehicle on school property or in a school zone in willful disregard for the safety of persons or property.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

FIGHTING (D1101):

Any aggressive physical altercation between two or more individuals.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

OFFENSIVE TOUCHING – STUDENT ON STUDENT (D0801):

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.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12				X

PORNOGRAPHY (D0101):

The possession, sharing, or production of any known obscene material in the school environment.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12			X	

OFFENSIVE TOUCHING OF A STAFF MEMBER (D0802):

Intentionally touching staff 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.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8			X	
9-12				X

TERRORISTIC THREATENING AND/OR BEHAVIOR (STUDENT: D0901 OR STAFF: D0902):

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.

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8				X
9-12				X

RECKLESS BURNING (S0152):

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

	Level 1	Level 2	Level 3	Level 4
K-5			X	
6-8				X
9-12				X

ASSAULT III ON STUDENT (C0201):

A person intentionally or recklessly causes physical injury to another person or causes harm with a dangerous instrument.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

DISTRIBUTION OF DRUGS AND/OR ALCOHOL AND/OR DRUG PARAPHERNALIA (C0701 – C0713, D0501, D1201, D1301):

The sale, transfer, or distribution of drugs or alcohol in school, on school property, or on a school field trip.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

TERRORISTIC THREATENING - SECURITY/SAFETY THREAT (STUDENT: D0901 OR STAFF: D0902):

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 (3) In reckless disregard of the risk of causing terror or serious inconvenience in the school environment (4) A person threatens to commit any crime likely to result in death or in serious injury to person or property.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

UNLAWFUL SEXUAL CONTACT III (C0301):

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.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

USE AND/OR POSSESSION OF A DRUG AND/OR ALCOHOL AND/OR DRUG PARAPHERNALIA (C0701 – C0713, D0501, D0502, D1201, D1301):

A student unlawfully possesses, uses or is under the influence of alcohol, a drug, drug paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

ASSAULT III ON STAFF MEMBER (C0201):

A person intentionally or recklessly causes physical injury to another person or causes harm with a dangerous instrument.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

ASSAULT I OR II ON STUDENT OR STAFF (C0106 OR C0107):

(1) A person intentionally causes serious physical injury or uses a deadly weapon or dangerous instrument during the commission of the crime with criminal negligence the person causes physical injury to another person by means of a deadly weapon or a dangerous instrument.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

ARSON I AND II (C0133 OR C0134):

Arson I: The person intentionally damages a building by starting a fire or causing an explosion and (1) The person knows that another person, not an accomplice, is present in the building at the time or (2) The person knows of circumstances which render the presence of another person not an accomplice therein a reasonable possibility. Arson in the first degree is a class C felony. Delaware Code, Title 11, Section 1953, Subsection 803. Arson II: A person intentionally damages a building by starting a fire or causing an explosion. In any prosecution under this section it is an affirmative defense that: (1) No person other than the accused had a possessory or proprietary interest in the building, or if other persons had such interests, all of them consented to the accused’s conduct and (2) The accused’s sole intent was to destroy or damage the building for a lawful purpose and (3) The accused had no reasonable ground to believe that the conduct.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

DANGEROUS INSTRUMENT(S) POSSESSION/CONCEALMENT/SALE (C0601 - C0626):

The unauthorized possession/concealment/sale by a student in the school environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.

DEADLY WEAPON(S) POSSESSION/CONCEALMENT/SALE: Shall mean the possession, concealment, or sale of a deadly weapon in the school environment.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

RAPE OR ATTEMPTED RAPE OR SEXUAL ASSAULT (C0120 – C0128):

Sexual intercourse and attempted sexual intercourse without consent of the victim in both cases or 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 Delaware Code, Title 11, Subsection 763; sexual contact as defined in Delaware Code, Title 11, Subsection 761(f); sexual intercourse as defined in Delaware Code, Title 11, Subsection 761(g); sexual penetration as defined in Delaware Code, Title 11, Subsection 761(i); and child sexual abuse as defined in Delaware Code, Title 11, Subsection 901.

	Level 1	Level 2	Level 3	Level 4
K-5				X
6-8				X
9-12				X

STUDENT CONDUCT ON BUSES

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

School Bus Safety Rules

Each school will be responsible for presenting the following Bus Safety Rules to all students in the District, including walkers. The purpose of these presentations is to ensure students are aware of the bus safety rules, safe procedures while entering and exiting the school bus, and safe street crossing techniques, etc.

1. Follow all directions from the Bus Driver/bus aid.
2. Stay seated (back-to-bottom; book bag on your lap).
3. No eating or drinking.
4. Keep your hands and your feet to yourself.
5. All body parts belong inside the bus (hands, head, hair, feet, etc.).
6. Talk quietly (no shouting, screaming, loud noises, etc.).
7. Do not throw or toss objects inside or out of the bus.
8. Keep your belongings inside your book bag.
9. Do not touch emergency equipment (back and side door, roof hatches, first aid and body fluid kits, etc.).

Along with the Bus Safety Rules, the following regulations will assist with safety, prompt arrivals and departures of buses, and promote a positive atmosphere on the school bus. Violation of these regulations may result in disciplinary actions.

1. Students must ride their assigned bus to and from their assigned stop. Switching buses without administrative permission is strictly prohibited.
2. Students should be present and visible at their assigned stop ten (10) minutes before the assigned bus stop time. A bus will not be dispatched to pick up students who were not present on time. A bus will not stop if children are not present.
3. Students are not to leave the bus without the driver's permission, except on arrival at their regular bus stop or at school.
4. Students should help keep the bus clean, sanitary, and orderly. Students will be held liable for damaging bus equipment and/or seats.
5. The bus windows should not be opened without permission from the Bus Driver.
6. Students are prohibited to use any tobacco, drugs or drug-like substances while on the bus. Students are required to follow Board Policy JICH (Drugs and Alcohol) while utilizing District transportation.
7. Students are not to use abusive language, profanity, obscene gestures, or spit on the bus.
8. Students may not bring live animals, balloons, glass containers, skateboards, or large school projects on the bus.
9. Athletic equipment, band instruments, or other school materials brought on the bus must fit between the student's legs and not be placed on the seat or in the aisle. This equipment is not to be used or played with while on the bus. If the equipment has sharp edges or hooks it should be bagged properly in order to avoid potential injury to students or damage to bus seats.
10. Students are to enter the bus, immediately take their seats, and remain seated until the bus comes to a complete stop.
11. Students are to conduct themselves in a manner that will not distract the driver. Distracting the driver puts everyone at risk.

Cell Phone Use on School Buses

Cell phone use on a school bus is permitted as long as it is not a disruption or distraction to the driver and/or other students.

Safety Procedures for Boarding and Exiting the Bus

1. Students should never stand or play in the street while waiting for the bus.
2. If crossing a street to board the bus, students must look both right and left for cars, wait for the driver's signal to cross, and make sure the red lights are flashing. Always cross the street in front of the bus. Before boarding and exiting the bus, students must keep a safe distance from the bus.
3. Students should enter and exit the bus without crowding or pushing.
4. Do not stand in the danger zones of a school bus (minimum of ten (10) feet all around the bus).

Returning Pre-K and Kindergarten Students to School

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

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

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

Disciplinary Referral Process

When students misbehave, Building Administrators, or designee, must investigate and explain any possible consequences to parents/guardians. All students are entitled to due process in disciplinary investigations. Below is the discipline referral process.

1. Bus Drivers will provide all information to the Building Administrator or designee on the referral form including prior actions taken such as reassigning a seat, contacting parents/guardians, etc.
2. The misbehavior will be discussed by the Building Administrator or designee with the student relative to the seriousness of the offense, previous offenses of a similar or more serious nature and action to be taken.
3. When possible, the Bus Driver will contact the parents/guardians prior to submitting the referral.
4. The Building Administrator or designee, will classify the behavior, document the disciplinary action taken, and input the information into the state tracking system. Copies of the referral will be distributed to the student, parents/guardians, and the Bus Driver making the referral.

Level 1 and 2 Infraction Interventions

Consequences for Level 1 and 2 offenses as determined by the school administrator/ designee. An administrator may identify codes not listed in the school Code of Conduct as Level 1 and 2 offenses. An administrator may also utilize additional consequences as outlined in the Student Code of Conduct.

1. **First Offense:** Written warning or up to one (1) day suspension of transportation privileges with written notification provided to parent/guardian. In-school disciplinary consequences may also occur.
2. **Second Offense:** One to three (1-3) day suspension of transportation privileges for students in grades 6-12. Students in grades K-5 will receive a one (1) day bus suspension and/or alternative disciplinary action at the discretion of the Building Administrator or designee.
3. **Third Offense:** Three to five (3-5) day suspension of transportation privileges for students in grades 6-12. Students in grades K-5 will receive a three (3) day bus suspension.
4. **Fourth Offense:** Five to seven (5-7) day suspension of transportation privileges for students in grades 6-12 and parent/guardian conference with Building Administrator or designee. Students in grades K-5 will receive a five (5) day bus suspension and parent/guardian conference with the Building Administrator or designee.
5. **Fifth Total Combined Offense:** Student is suspended from riding the bus pending school conference. Parent/Guardian, Building Administrator, Transportation Supervisor, Bus Driver, and Bus Contractor will all be invited. After review of the incident, the Transportation Supervisor or designee, will determine further consequences which may include possible loss of transportation privileges for the remainder of the school year.

Level 3 Infraction Interventions

Consequences for Level 3 offenses are determined by the school administrator/ designee. An administrator may identify codes not listed in the school Code of Conduct as Level 3 offenses. An administrator may also utilize additional consequences as outlined in the Student Code of Conduct.

1. **First Offense:** Three to five (3-5) day suspension of transportation privileges with written notification provided to parent/guardian for students in grades 6-12. In building disciplinary consequences may also occur. Students in grades K-5 may receive a one to three (1-3) day bus suspension and/or alternative consequence at the discretion of the Building Administrator. In the event the offense requires payment of restitution, the student may have transportation revoked until restitution is paid in full.
2. **Second Offense:** Five to seven (5-7) day suspension of transportation privileges for students in grades 6-12 and parent/guardian conference held by the Building Administrator. Students in grades K-5 will receive a three to five (3-5) day bus suspension and parent/guardian conference held by the Building Administrator. In the event the offense requires payment of restitution, the student may have transportation revoked until restitution is paid in full.
3. **Third Offense:** Ten (10) day suspension of transportation privileges and parent/guardian conference for students in grades 6-12. Students in grades K-5 will receive a five to seven (5-7) day bus suspension and parent/guardian conference held by the Building Administrator. In the event the offense requires payment of restitution, the student may have transportation revoked until restitution is paid in full.
4. **Fourth Offense:** Thirty (30) day suspension of transportation privileges and parent/guardian conference for students in grades 6-12. Students in grades K-5 will receive a ten (10) day bus suspension and parent/guardian conference held by the Building Administrator. In the event the offense requires payment of restitution, the student may have transportation revoked until restitution is paid in full.
5. **Fifth Total Combined Offense:** The student will be suspended from riding the bus pending school conference. The parent/guardian, Building Administrator, Transportation Supervisor, Bus Driver, and Bus Contractor will all be invited. After review of the incident, the Transportation Supervisor or designee will determine further consequences, which may include possible loss of transportation privileges for the remainder of the school year. In the event that offense requires payment of restitution, the student may have transportation revoked until restitution is paid in full.

Level 4 Infraction Interventions

Refer to the Student Code of Conduct for disciplinary action. Students can be denied transportation services for the remainder of the school year at the discretion of the school administrator.

Surveillance on School Buses

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

Denial of Transportation Services

Denial of transportation services is either a temporary or permanent removal of the opportunity to ride the school bus. In all cases of denial of transportation services, an attempt shall be made to notify the parents by telephone, with a written notification of the denial sent to the parents/guardians within twenty-four (24) hours. Denial of transportation services shall not be used as a disciplinary action for non-transportation related violations.

During the denial of transportation services, it shall be the parents'/guardians' responsibility to provide the student's transportation to and from school. Should the student be absent during the bus suspension, the responsibility for initiating the make-up work and turning in assignments rests with the student.

Prior to the denial of transportation services, the student shall:

1. Be given oral or written notice of the infraction(s) and be told who is reporting the infraction(s).
2. Be provided the opportunity to proper due process by school administration and/ or designee.
3. Have had prior opportunity to know that the misbehavior was in violation of established rules and regulations.

MANDATORY SCHOOL CRIME REPORTING LAW

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

The following require mandatory reports to police:

1. violent felonies (all violent felonies that occur against students, school employees, and school volunteers must be reported)
2. assault against a student, school employee or volunteer
3. terroristic threatening against a school employee or volunteer
4. offensive touching against a school employee or volunteer
5. unlawful sexual contact against a student, school employee or volunteer
6. possession of a dangerous instrument or deadly weapon by a student
7. possession of an unlawful controlled substance including: prescription drugs, counterfeit drugs
8. hate crimes
9. other crimes as listed in Delaware Code, Title 14, Section 4112

In addition to these school crimes required to be reported pursuant to statute, the superintendent or designee shall report to the Department of Education.

The following require mandatory report to Department of Education:

1. sexual harassment
2. offensive touching (nonemployee or school volunteer)
3. possession of pornography
4. bomb threats
5. criminal mischief (vandalism)
6. tampering with public records
7. possession and/or use of alcohol
8. possession and/or use of deadly weapons, destructive weapons, dangerous instruments, incendiary devices or controlled substances
9. felony theft (\$1,000.00 or more)
10. disorderly conduct/fighting
11. terroristic threatening (nonemployee or school volunteer)
12. bullying

DISCIPLINARY PROCEDURES

PRELIMINARY INVESTIGATION & REPORTING REQUIREMENTS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Investigatory Procedures & Timeline

1. In any instance when student disciplinary action which may result in removal of the student from the regular school program for one day or more is contemplated, the Principal shall conduct a preliminary investigation to determine if there is reasonable basis to pursue disciplinary action.
 - a. The Principal may remove the allegedly offending student from the general student population while conducting the preliminary investigation if the student's presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal. Initial due process shall be provided.
 - b. When obtaining written statements from witnesses, reasonable efforts may be made to notify the parent/guardian of each witness.
 - c. Reasonable efforts shall be made to include the allegedly offending student or parent/guardian in the preliminary investigation.
2. The investigation shall be completed within three (3) school days of the date the incident in question was reported.
3. The Principal shall confiscate any contraband as defined in the Student Code of Conduct or under the School's policy or state or federal law, which may be used for criminal/juvenile delinquency proceedings. Such contraband shall be labeled and secured in a locked area. Any confiscated contraband, or that reasonably understood to be illegal contraband, which may be used for criminal/juvenile proceedings shall be turned over to the appropriate police agency as soon as practicable.

Reporting Requirements

1. If the investigation reveals that there is reliable information that would lead a reasonable person to believe that a mandatorily reportable crime under 14 Del. C. §4112 has been committed, the Principal shall immediately notify the appropriate law enforcement agency of the incident.
 - a. All reports to the appropriate law enforcement agency must be made immediately by telephone or in person and shall be followed by a written report of the investigation within three (3) business days.
2. The Principal shall report all offenses listed as a mandatory report to the Department of Education under 14 Del. C. §4112 and 14 DE Admin. Code 601 within five (5) business days of the incident by completing the information in the eSchoolPlus discipline center or successor Delaware Department of Education approved student database management application.

INITIAL DUE PROCESS

1. A student shall be afforded initial due process rights for discipline procedures which result in the removal of the student for one day or more from the Regular School Program due to a violation of the Student Code of Conduct.
 - a. Prior to any removal of one day or more from the Regular School Program due to a violation of the Student Code of Conduct:
 - i. The student had prior opportunity to be informed in accordance with the established Student Code of Conduct rules and/or regulations.
 - ii. The administrator/designee shall inform, orally or in writing, the student of the allegation(s) against him/ her, the conduct which forms the basis of the allegation(s), and the policy, rule, or regulation violated.
 - iii. The student shall be given an explanation of the evidence supporting the allegation(s) and an opportunity to present his/her side of the story including any evidence.

Due Process Delay Provision

1. A student whose presence in the school environment poses a threat to the health, safety, or welfare to persons or property within the school environment, as determined by the Principal, may be immediately removed from school provided that, as soon as practicable thereafter, the initial due process procedures outlined above are followed.

2. In addition to the initial due process rights, a student who is recommended for Alternative Placement or Expulsion shall receive such additional applicable due process rights as outlined in the Student Code of Conduct.

STUDENT GRIEVANCE

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been treated unfairly or has not been afforded due process.

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

1. Students or groups of students.
2. Parent/Guardian of a student.
3. Groups of parents/guardians of students.

The grievance procedure may be used as follows:

1. Where it is alleged that any student or group of students is being:
 - a. Denied access to an appropriate educational opportunity.
 - b. Denied participation in any school activity for which the student is eligible.
 - c. Denied the opportunity to compete for a position in an activity where the selection is limited.
 - d. Subjected to an arbitrary or unreasonable regulation, procedure or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURES

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

1. The grievant shall request, in writing, within three (3) school days of the action that is the subject of the complaint, a conference with the person(s) who allegedly treated the student unfairly.
2. A conference shall be held within one (1) to four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written grievance with the principal specifying what decision/action is being grieved and why within three (3) school days following the conference.
4. The principal shall resolve the appeal by investigating the situation, reviewing the grievance and relevant records or documentation, and will schedule a conference with the grievant to address the grievance no later than (5) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the investigation/conference. If the discipline will result in a consequence that is less than an out-of-school suspension, the principal's decision is final.
5. If the grievance decision at the principal's level is not acceptable and the consequence will result in out-of-school suspension, alternative placement, or expulsion, then the principal's decision may be appealed to the Superintendent. A grievant wishing to appeal the principal's decision must file a written appeal with the Superintendent specifying the decision that is being appealed and why within three (3) school days of the date of the principal's written decision.
6. The Superintendent/designee shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and scheduling a conference with the grievant to hear the grievance within five (10) school days following the receipt of the notice of appeal and shall issue a written determination within five (5) school days following the conference. If the discipline results in a consequence that is an out-of-school suspension, an alternative placement, or less, the Superintendent's decision is the final decision.
7. If the grievance decision at the Superintendent level is not acceptable and the consequence will result in a possible expulsion, the Superintendent's decision may be appealed to the Board. This appeal must be submitted, in writing specifying what decision is being appealed and why within three (3) school days of the date of the Superintendent's written decision.
8. The Board/designee shall resolve the grievance by investigating the situation, reviewing the written appeal/records, and scheduling a conference with the grievant to address the grievance within five (10) school days of its receipt and shall issue a written determination within five (5) school days following the conference. The decision of the Board shall be the final decision of the school system.

IN-SCHOOL SUSPENSION (ISS)

ISS is the temporary removal of a student from the area indicated by the regularly assigned schedule for a full day. Students assigned to in-school suspension will remain in school, but will be assigned to a designated, supervised area within the school.

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

A written notice must be mailed home or emailed (read receipt) for an ISS within the following day after the processing of the suspension. The notification shall state the reason and duration of the suspension. If the suspension is for more than three (3) days, a definite time and date for a conference shall be scheduled at a place designated by the school administrator. The principal/designee is required to hold a conference, to include the parent and child, prior to the readmission of the student.

OUT-OF-SCHOOL SUSPENSION FROM SCHOOL (OSS)

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

Prior to a suspension from school, the student shall be afforded due process as outlined above.

Prior to a student being suspended, verbal communication of the suspension (parent/guardian notice) will be attempted through the listed contact information provided by the parent/guardian. Suspended students should be picked up from school by the parent/guardian when the suspension is assigned. A copy of the discipline referral will be sent home via postal service or with the student.

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

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

After a suspension from school of up to three (3) days, the principal/designee is required to hold an in-person or phone conference prior to the readmission of the student. If the suspension is for three (5) or more days, the Principal/designee is required to hold an in-person conference, to include the parent and child, prior to the readmission of the student. A definite time and date for a conference shall be scheduled at a place designated by the building administrator.

ASSIGNMENT TO ALTERNATIVE PROGRAMS

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

An Alternative Placement Review Team Conference will be set by the Building Administrator and the Student Services/Special Programs Supervisor. Notification will be provided to the student's parent(s)/guardian(s) and the student. To recommend Alternative Placement, the following criteria must be met:

1. The meeting will be held in person or via virtual platform.
2. The Building Administrator will explain the purpose of the meeting is to inform the parent/guardian and student:

- The referral for Alternative Placement.
- The student may be suspended pending the outcome of the Alternative Placement Review Team Meeting.
- The procedures that will take place as follow-up to the referral for Alternative Placement.

The Student Services Supervisor shall send written notice within three (3) business days to the parent/guardian 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.

STUDENT EXPULSION PROCEDURES

State regulations define expulsion as “the exclusion of a pupil from school. Students expelled from any public school (in Delaware or any other state) are not permitted to attend any public school in Delaware during the period of expulsion. When a student commits a violation which may result in a recommendation for expulsion, the following procedures shall be followed:

Step I

1. The student shall be suspended for a minimum of five (5) school days.
2. The principal or designee shall make every effort to investigate all aspects of the discipline problem, including a conference with the student of the charges against him/her and to provide an opportunity to respond and to tell his/her side of the story. If possible, this conference shall be held prior to the student’s suspension.
3. The principal or designee shall complete the investigation within three (3) school days of the incident.
4. If at the completion of the investigation the principal or designee concludes the student committed the offense and the nature of the offense warrants a recommendation for expulsion, the Principal or designee shall submit the recommendation to the Superintendent. The recommendation must be accompanied by a summary of the principal’s investigation and supported with other documentation attesting to supporting the violation.
5. If the Superintendent or designee does not concur with the recommendation for expulsion, alternative education placement may be issued to the student. The student and parent/guardian will be provided notification of alternative placement of which is not appealable to the Board of Education.
6. If the Superintendent or designee concurs with the recommendation for expulsion, the student’s case will proceed to Step II. In addition, the student’s suspension shall be extended pending a recommendation by the hearing officer as outlined in Step II of the hearing process.

Step II

1. The Superintendent or designee shall promptly (preferably within ten (10) school days from the date of the incident) notify the student and the student’s parent(s)/guardian(s) of the recommendation to expel and of the date, time, and location for a formal hearing on the recommendation for expulsion. For students with disabilities as defined by Federal and State law and regulations, the Superintendent or designee shall, within ten (10) school days from the date of the manifestation meeting, notify the student and the student’s parent(s)/guardian(s) of intent to expel and of the date, time, and location for a formal hearing. The notice of recommendation to expel shall be sent by certified mail, stating the reasons for the expulsion and the time and place of the hearing. In addition, a copy of these procedures and the Student Code of Conduct shall accompany the notice.
2. The formal hearing shall be held not less than seven (7) or more than twenty (20) school days promptly after the notice of intent to expel is given. An extension may be granted by agreement of all parties.
3. An impartial hearing officer shall conduct the formal hearing.
4. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. The hearing officer, in conducting the hearing, shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination shall be excluded. The witnesses shall be sworn by the hearing officer.

The student shall have the following rights:

1. To be represented by counsel, at the student's expense.
2. To question any witnesses who testify and to receive a copy of any statements or affidavits of such witnesses.
3. To request that any witness appear in person and answer questions or be cross-examined (Student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission prior to the hearings.). The District will make efforts to arrange the appearance of witnesses requested by the student to the extent the witnesses can offer relevant, non-repetitive testimony.
4. To testify and produce witnesses on his/her behalf.
5. To obtain, at the student's expense, a copy of the transcript of the formal hearing.
6. Following the formal hearing, the hearing officer shall prepare a written report summarizing the evidence and stating conclusion of fact. If the hearing officer's recommendation is not to expel, the Superintendent or designee may issue administrative action/placement of which is not appealable to the Board of Education.

Step III

1. A recommendation by the hearing officer to expel shall be forwarded to the Board of Education.
2. Following a review of the hearing officer's report, the transcripts, and then exhibits submitted at the hearing, the District Board shall decide whether or not to expel the student at the next scheduled District Board meeting. The duration of an expulsion is within the discretion of the District Board based upon the circumstances of each case.
3. During the period of time of the suspension pending the Board of Education decision, the student is eligible to receive work from his/her classes to be completed for credit.

Step IV

1. The parent/guardian of an expelled student may apply for the student's readmission at the end of the expulsion period and must provide verification that all conditions for readmission have been met.
2. A student is prohibited from being on Laurel School District property or at any district event regardless of location during the expulsion period except when accompanied by a parent or guardian for a scheduled appointment with school officials.

OUT-OF-SCHOOL CONDUCT

The District, as well as other school districts in Delaware, is notified by the Attorney General's Office and/or law enforcement authorities whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the District receives these reports, they will be reviewed. The District will take disciplinary action as outlined in the Student Code of Conduct if it is determined that the out-of-school conduct indicates the student presents a threat to the health, safety or welfare of other students and staff. Example: If a student is arrested for selling narcotics in the community, he may be expelled from school. Students need to realize that out-of-school behavior can result in expulsion from school or placement in an alternative program.

COMBINATION OF OFFENSES

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

SEVERITY CLAUSE

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

STUDENTS WITH DISABILITIES

1. If a student with a disability, as defined by federal and state law and regulations, is recommended for a disciplinary removal from school for more than ten (10) school days, either consecutively or cumulatively, in any one school year, or if an alternative placement or expulsion is being recommended, a meeting of the student's IEP or Section 504 team shall be conducted.
2. The student's IEP or Section 504 team will consider whether the offense was a manifestation of the student's disability.
3. If the team determines the offense was a manifestation of the student's disability, the student shall not be removed from school unless the parent/guardian and District agree otherwise.
4. If the team determines that the offense is not a manifestation of the student's disability, the student will be subject to the provisions of the District's Student Code of Conduct and disciplined accordingly.
5. In instances where the student with a disability presents a danger to him/ herself or others, or is so disruptive to the educational environment as to interfere with the rights of other students, emergency placement and/or removal may be sought by the District, including homebound instruction.

UNSAFE SCHOOL CHOICE

Under limited circumstances, a student who becomes the victim of a violent felony perpetrated by another student may make use of the choice process to change schools.

APPENDIX I

LAUREL SCHOOL DISTRICT GLOSSARY

Some of the definitions that are used in the Student Code of Conduct reference Delaware Code. A complete listing of uniform definitions can be found at: <http://regulations.delaware.gov/AdminCode/title14/600/614.shtml#TopOfPage>

Administration includes both District Office and building administrative staff.

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

Assignment to Alternative Program is the placement of the student in a special program until the student has satisfied the requirements to return to the regular program.

Behavior Contract is a written agreement among a student, the student's parent/ guardian, and an administrator which specifically states the conditions that must be met; failure to do so will result in further specific disciplinary action. A behavior contract may be used in addition to specified actions.

Building Administrator is the Building Principal, Assistant Principal(s) or designee assigned by the Building Principal.

Conflict Resolution/Mediation is the District-wide comprehensive and formalized program, which includes the use of mediation (conciliation) techniques to assist in resolution of student disputes and discipline issues.

DOE means State of Delaware Department of Education.

Dangerous Instrument(s) Possession/ Concealment/Sale shall mean the unauthorized possession/concealment/ sale by a student in the school environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.

Deadly Weapon(s) Possession/ Concealment/Sale shall mean the possession, concealment, or sale of a deadly weapon in the school environment.

Denial of Bus Transportation is the temporary or permanent withholding of bus transportation for misconduct on the school bus, disrespect to the driver, or vandalism to the bus. Such action may be taken only by an administrator. During the period of denial of school bus transportation, parents/guardians are responsible for getting the student to and from school.

Denial of Driving Privileges is the removal of permission to drive on school property for a specified time.

Detention is an established time outside the regular instructional time when a student is detained in a supervised area.

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

Drug shall mean any controlled substance or counterfeit controlled substance as defined in Delaware Code, Title 16, Section §4701 (6) and (7) including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

Drug-like substance shall mean any non-controlled and/or nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills and diet pills. The definition of drug like substance does not include tobacco or tobacco products which are governed by Delaware Administrative Code 877 Tobacco Policy.

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

Expulsion shall mean the exclusion from the regular school setting for a period determined by the local District board. The duration of an Expulsion shall not exceed the total number of student days in a school year.

Felony is any very serious offense, which is considered above the misdemeanor level as defined in state law. Delaware Code, Title 11 Section, 4201(c), Section Crime.

Hate Crime is any crime committed 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 any crime committed when the victim is selected because of the victim's race, religion, color, disability, sexual orientation, national origin or ancestry. In compliance with Delaware Code, Title 11, Section 5, Subsection 1304.

Individualized Education Plan (IEP) a written plan/program developed by the schools special education team with input from parents/guardians and specifies students academic goals and the method to obtain these goals.

Instigation shall mean hindering an investigation, or aiding, involved in the planning, or helps others in any act that violates the Student Code of Conduct.

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

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

Paraphernalia is all equipment, products, and materials as defined in Section 4701 of Title 16 of the Delaware Code, including, but not limited to, roach clips, miniature cocaine spoons, and containers for packaging drugs.

Parent/Guardian means a biological or adoptive parent/guardian of a child; a guardian generally authorized to act as the child's parent/guardian, or authorized to make educational decisions for the child (but not the State if the child is a ward of the State); an individual acting in the place of a biological or adoptive parent/guardian (including a grandparent, stepparent, or other relative) with whom the child lives and for whom a Relative Caregiver's School Authorization executed in compliance with Delaware Code, Title 14, Section 202(f)(1) is on file; an individual or entity who is otherwise legally responsible for the child's welfare; a surrogate parent who has been appointed in accordance with Delaware Administrative Code 926.19, Title 14 or a student who has reached the age of majority as defined in Delaware Code, Title 1, Section 701.

Parent/Guardian Contact/Conference is a contact by telephone or in person with a parent/guardian.

Parent/Guardian Notification is contact with a parent/guardian by phone, letter, or meeting.

Police Notification is the reporting of an alleged illegal act to a law enforcement agency.

"Possess", Possessing", or "Possession means that a student has on the student's person, in the student's belongings, or under the student's reasonable control prohibited items or substances.

Prescription drugs shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner, as defined in Title 16 Delaware Code Section 4701(31), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.

Principal means the Building Principal or Assistant Principal(s), of any District school building.

Recommendation to Counseling or Appropriate Social Service Agencies is a recommendation that the student seek help from a public or private social agency.

Referral to Alternative Program is a short- term educational option for students whose behavior requires removal from the regular school program. Referral to an alternative program will be made according to procedures established for the program.

Referral to the Courts is the filing of a charge of an alleged illegal action with the court having jurisdiction.

Regular School Program means student enrollment in a public school, not including specially assigned non-special education or student behavioral intervention programs within or outside the enrolled school, in which the student's classroom or course placement is based primarily on age, grade level and cognitive abilities as assigned by the school Administration or an IEP team and the student's participation in daily course instruction and activities within the assigned classroom or course.

Removal from Class

- A teacher may remove a student from class for the remainder of the class period when the student's conduct is seriously disruptive and informal resolution is impracticable. Exclusion may not exceed one class period. The student must be escorted to a supervised area designated by the Principal.
- An administrator may temporarily remove a student from class if the student's continued attendance in a particular class causes serious disruption of the educational process or presents immediate danger of physical harm to either the student or others. The student will be assigned to a supervised area. Removal from class by an administrator shall not exceed five (5) days. However, a student may be permanently removed from a particular class after repeated infractions.

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

Reprimand is a verbal or written warning that behavior is not acceptable.

School environment shall mean within or on school property and/or at school- sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at school sponsored extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.

Suspensions can be designated by the school administration as In-School or Out- of-School.

- **In-School Suspension** - Students assigned to in-school suspension will remain in school, but will be assigned to a designated, supervised area within the school. Students assigned to in-school suspension are not permitted to participate in any extra-curricular activities during the length of their suspension.
- **Out-of-School Suspension** - Students assigned to out-of-school suspension are not to be permitted on school property during the length of their suspension and it is the parent/ guardian responsibility to arrange for their care. Students assigned to out-of-school suspension are not permitted to participate in any extra- curricular activities during the length of their suspension. Students may request to receive their assignments during the time of their suspension if the time period exceeds 3 days.

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

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

Violent Felony means a crime designated in Delaware Code, Title 11, Section 4201C.

School and Office Locations

Laurel School District



LSD District Office
1160 S. Central Blvd.
Laurel, DE 19956
302-875-6100



Laurel High School
1131 S. Central Ave.
Laurel, DE 19956
302-875-6120



Laurel Middle School
1131 S. Central Ave.
Laurel, DE 19956
302-875-6110



Laurel Elementary School
815 S. Central Ave.
Laurel, DE 19956
302-875-6140



Laurel Intermediate School
815 S. Central Ave.
Laurel, DE 19956
302-875-6180



North Laurel Early Learning Academy
600 Wilson Street
Laurel, DE 19956
302-875-6130