

**STUDENT / PARENT HANDBOOK Tear-Out Page**



Dear Parents/Guardians:

Please write your child's name and sign your name in the space provided below and return this page to his/her homeroom teacher.

*I have read and understand the Smyrna Elementary School Parent/Student Handbook for the upcoming school year.*

Date:

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Student Name:

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Parent/Guardian Signature:

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Policy changes or additions to this handbook may be made as circumstances demand. New procedures may be developed or existing rules changed based on a need as identified by teachers, administrators, the superintendent and/or the Board of Education.



## TABLE OF CONTENTS

VISION STATEMENT OF SMYRNA ELEMENTARY SCHOOL	5
MISSION STATEMENT OF SMYRNA ELEMENTARY SCHOOL	5
THE SMYRNA SCHOOL DISTRICT AND DISTRICT ADMINISTRATORS	5
ELEMENTARY SCHOOL PHILOSOPHY	5
EMERGENCY SCHOOL CLOSING INFORMATION	5
SMYRNA ELEMENTARY SCHOOL DAILY SCHEDULE	6
ARRIVAL TIME	6
TARDINESS	6
EARLY DISMISSAL	6
RELEASES	6
SCHOOL ATTENDANCE LAW	6
COMPREHENSIVE ATTENDANCE PROCEDURES (SSD POLICY 5112)	7
EXTENDED SCHOOL ABSENCE	9
SCHOOL EXPECTATIONS OF THE STUDENT	9
SCHOOL VISITATION/CLASSROOM OBSERVATION PROCEDURES	9
VOLUNTEERING AT SCHOOL	9
SPECIAL SERVICES	10
ENROLLMENT & RELEASE OF STUDENTS AND STUDENT INFORMATION (SSD POLICY 5101)	10
CHILD CUSTODY INFORMATION	10
TRANSFERS	11
PARENT CONFERENCES	11
WHAT SHOULD I DO IF I HAVE A PROBLEM CONCERNING MY CHILD?	11
CLASS PARTIES	11
SCHOOL FIELD TRIP POLICY (SSD POLICY 5139)	11
SCHOOL COUNSELOR	12
TITLE I PROGRAM	12
SCHOOL-AGE CHILD CARE PROGRAM	12
SCHOOL NURSE	12
HEALTH	12
HEAD LICE PROCEDURE (SSD POLICY 5125)	13
LOST AND FOUND	14
GETTING TO AND FROM SCHOOL	14

SCHOOL BUS EXPECTATIONS	15
SCHOOL BUS SAFETY	15
DRESS CODE (SSD POLICY 5102)	15
GRADING POLICY (SSD POLICY 6110)	15
PROMOTION/RETENTION/ACCELERATION/GRADUATION (SSD POLICY 6115)	17
COMPUTER USE AND INTERNET (SSD POLICY 6150)	19
REPLACEMENT CHARGES FOR LOST OR DAMAGED BOOKS (SSD POLICY 5135)	25
HOMEWORK	25
MAKE-UP WORK	26
FLOWERS, BALLOONS, ETC.	26
YEARBOOKS	26
LOITERING	26
LEAVING SCHOOL PROPERTY	26
CHILD NUTRITION	26
CAFETERIA RULES	26
LUNCH	27
POSITIVE BEHAVIOR SUPPORT / SMYRNA PRIDE	26
DISCIPLINE CODE	26
STUDENT DRUG AND ALCOHOL POLICY (SSD POLICY 5145)	28
BULLYING PREVENTION (SSD POLICY 5103)	28
RESPONDING TO TEEN DATING VIOLENCE AND SEXUAL ASSAULT (SSD POLICY 5126)	39
SUSPICION OF CHILD ABUSE OR NEGLECT / SUICIDE PREVENTION (SSD POLICY 5127)	39
GRIEVANCE PROCESS	41
FIRE DRILLS	42
INTRUDER ALERT / LOCKDOWN DRILL	42
SALEM/HOPE CREEK NUCLEAR GENERATING STATION	42
TITLE 14 - EDUCATION / FREE PUBLIC SCHOOLS	42
DISTRICT NONDISCRIMINATION POLICY	44
NONDISCRIMINATION ON THE BASIS OF SEX	45

**DEAR STUDENTS/PARENTS/GUARDIANS**

Welcome to Smyrna Elementary School! The entire staff at SES is very excited to be starting this brand new school year. With your support and our team of outstanding educators we will guide your child along their educational journey to the next grade level.

Smyrna Elementary is dedicated to helping your child grow as a whole person. We emphasize the Smyrna School District's Core Values of:

- Respect
- Responsibility
- Perseverance
- Integrity
- Compassion

You can assist us with these goals by encouraging your child to attend school regularly and being on time. You can help your child to be responsible in completing and returning schoolwork. Your encouragement and praise will give your child the confidence to make wise educational choices.

Our handbook has been designed to provide valuable details regarding elementary school procedures and the rights and responsibilities of elementary students at Smyrna Elementary School. Please review this information with your child and refer to this handbook throughout the school year as questions arise.

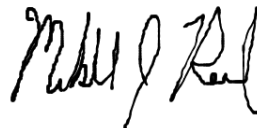
The success of our school year depends on positive collaboration between home and school. Please visit our school often, take part in school activities, and be a team member in your child's progress. Do not hesitate to contact your child's teacher or principal if you have any questions or concerns.

~Let the Learning Begin~

Sincerely,



Mrs. Cynthia McNatt  
Principal



Mr. Mikell J. Reed  
Associate Principal

### **VISION STATEMENT OF SMYRNA ELEMENTARY SCHOOL**

The vision of Smyrna Elementary School is to inspire every student to persevere, everyday, to achieve their maximum potential and realize their personal dreams.

### **MISSION STATEMENT OF SMYRNA ELEMENTARY SCHOOL**

Smyrna Elementary mindfully creates a collaborative, respectful, unified partnership with our school families and continuously offers challenging academic experiences and enriching social activities to ensure comprehensive student success. Smyrna Elementary School strives to send each and every student home--each day--eagerly awaiting to return the next.

### **THE SMYRNA SCHOOL DISTRICT AND DISTRICT ADMINISTRATORS**

There are eight (8) school buildings in the Smyrna School District: Clayton Elementary (K-4), North Smyrna Elementary (PreSchool-3), Smyrna Elementary (K-3), Sunnyside Elementary (K-4), John Bassett Moore Intermediate (4-6), Clayton Intermediate School (5-6), Smyrna Middle (7-8), and Smyrna High (9-12). The Smyrna School District has been very successful in academics, the arts, and athletics. The district provides educational opportunities for all students covering an extensive range of curriculum-related experiences. The Board of Education, administration, faculty, and the community work cooperatively to provide a comprehensive educational program for our students.

#### **District Administrators**

Mr. Patrik D. Williams, Superintendent  
Mrs. Deborah Judy, Assistant Superintendent  
Ms. Christina Hudson, Finance Director  
Mrs. Kelly Holt, Curriculum Director  
Mr. Roger Holt, Operations Director  
Dr. Rachael Rudinoff, Special Services Director  
Mr. Ryan Buchanan, Supervisor of Instruction  
Mr. David Morrison, Supervisor of Instruction  
Dr. Katherine Marvel, Supervisor of Instruction  
Dr. Marcia Mayhew, Supervisor of Special Programs  
Mrs. Jennifer Morris, Supervisor of Support Services  
Mrs. Kristen Kahl, Supervisor of Child Nutrition Program  
Mrs. Jessica Weller, Supervisor of School Climate and Safety  
Ms. Sharon Almondo, Supervisor of Transportation  
Mr. Kent Robinson, Supervisor of Transportation  
Mr. Scott Holmes, Supervisor of Buildings & Grounds  
Mr. George "Jody" Sweeney, Supervisor of Technology

*Smyrna School District Central Office Administration Building  
82 Monrovia Avenue  
Smyrna, DE 19977  
(302) 653-8585*

### **ELEMENTARY SCHOOL PHILOSOPHY**

The Smyrna School District exists for the development, improvement, and general welfare of the children of the community. Therefore, we must endeavor to:

1. Establish a positive motivational climate for learning and intellectual development.
2. Create a school environment that provides for levels of success with respect to individual abilities.
3. Develop the child physically, socially, intellectually, and emotionally.

4. Create opportunities to encourage independence and cooperation through varied educational experiences.

#### **EMERGENCY SCHOOL CLOSING INFORMATION**

If the weather is bad, school may be **delayed either one hour, two hours, or closed all day** for the safety of the children. The Smyrna School District utilizes an automated calling system which informs families whenever there is a school closing, delay or early dismissal due to weather and as other necessary occasions arise. ***Please be sure to contact the school with any changes of contact information so this system can efficiently work for you.*** In addition, you may listen to any of the following TV and radio stations beginning at 6:30 a.m. or check our web site at [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us).

TV: WBOC Channel 16

RADIO: WDEL (1150 AM), WILM (1450 AM), WDSB (94.7 FM), WKEN (1600 AM), WDOV (1410 AM),  
WJBR (1290 AM / 99.5 FM)

If you do not hear information with regard to a delay or closing, you may presume that the district is in regular operation. Please be certain that arrangements are made for your child(ren) in the event of an unscheduled early dismissal due to inclement weather conditions. It is imperative that these arrangements are delineated on the Weather Contingency Form.

#### **SMYRNA ELEMENTARY SCHOOL DAILY SCHEDULE**

*8:00 – 4:00 Main Office Hours*

8:20	Students permitted to enter the building
8:30	Homeroom Begins
8:35	Homeroom Late Bell
3:20	Walkers / Car Riders dismissal
3:25	KN, 1 <sup>st</sup> grade bus dismissal
3:30	2 <sup>nd</sup> , 3 <sup>rd</sup> grade bus dismissal

***\*\*Parents should only seek early dismissals of their children prior to 3:00 p.m.***

#### **ARRIVAL TIME**

Students should not be on the school grounds before 8:15 a.m. Student supervisory duty begins at this time and potential problems could develop when students are unsupervised.

#### **TARDINESS**

School starts at 8:30 a.m. Children arriving after 8:45 should have a note written by their parent/guardian explaining the reason for the tardiness. Parents should walk their child into the office to sign them in to be taken off the absentee rolls and receive a late pass. ***Children should not be simply dropped off to enter the building.*** A child will not be counted late if the bus is late. Parents/guardians should not walk students to their rooms. Tardiness is excused when a parent/guardian sends in a written and signed acceptable reason (doctor's appointment, illness, or legal business) for tardiness. Verification of the reason may be requested.

#### **EARLY DISMISSAL**

Persons having legal custody of the student may present themselves at the student's school office to sign an early dismissal. *Students will only be called to the office for dismissal once the parent/guardian arrives to sign them out. Calling students early from class causes a loss of valuable educational time. Parents should only seek early dismissal of their children prior to 3:00 p.m.*

## RELEASES

Parents must come to the office if they wish to pick up their child during the school day. If you are sending someone to the school office to pick up your child, please notify us by letter or telephone before the time the child is to be taken from school. This way we will know that someone other than the parent is authorized to pick up the child. Persons not listed in our student database or Emergency Card will be required to show some identification.

## 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.

## COMPREHENSIVE ATTENDANCE PROCEDURES (SSD POLICY 5112)

1. Each school in the district will establish a "Student Attendance Review Board". The purpose of the Attendance Review Board will be to determine the cause of the student's excessive absence and evaluate possible alternative educational services. The Review Board will consist of a minimum of three (3) persons: one building administrator, one guidance counselor (if available), one staff person, and the school nurse. Other staff may be added at the discretion of the Review Board. This board may meet when deemed necessary.
2. Each school shall implement a positive program encouraging regular school attendance. An age appropriate system of reward and merit should be a major component of such a program.
3. The designated staff person will retain all notes from parent/guardian(s) for student absences for the current school year.
4. The school will make a reasonable attempt to contact parents/guardians of students who are absent from school. Daily verification calls will occur utilizing the *Smyrna Messenger* automated call system.
5. Students' attendance will be recorded daily in compliance with state regulations. \*(It is highly recommended that notes from the doctor be submitted when applicable to accurately document absences.)
  - a. Upon accumulation of eight (8), twelve (12), sixteen (16), twenty (20), twenty-four (24) absences (excused or unexcused), the school will contact parents. The school's contact with the parents will determine the cause of the student's excessive absence and possible evaluation of auxiliary educational services.
  - b. Following the 8<sup>th</sup> absence the student's parents/guardians will be notified of the attendance problem and its imminent consequences. Students in grades K-12 will be retained or receive no credit in their courses/subjects once absence exceeds 24 days per one year course or 12 days per semester course.
  - c. When a student accumulates three (3) **UNEXCUSED** absences, he/she is considered in violation of the district policy and Delaware state law on attendance. The school will notify the visiting teacher and a truancy letter will be sent. Upon continued truancy, the following actions will be taken by the visiting teacher:
    - 8 unexcused days – certified letter sent to the home and home visit
    - 11 unexcused days – letter sent home and charges filed in truancy court
    - 24 unexcused days – The Department of Services for Children, Youth, and Their Families (DSCYF) will be notified.
  - d. Parents of students deemed truant would be prosecuted to the fullest extent of the law. Parents found guilty of violating Delaware's compulsory attendance requirements will be subject to fines and/or imprisonment.
  - e. Upon accumulation of twelve (12) instances of tardiness per year, the visiting teacher will be notified and a truancy notice will be sent home to the parents or guardian, if applicable. The



- Attendance Review Boards' contact with the parents will determine the cause of the student's excessive tardiness and possibly offer solutions to the problem.
- f. A student who is receiving homebound instruction in accordance with district procedures will be regarded as present and will not be penalized under any provision of this policy.
  - g. A student who is absent during regular school hours because of school-directed or district-approved activities (class trips, field trips, early dismissals for athletic participation, etc.) shall be marked as present for attendance purposes.
  - h. Exceptions to the Smyrna School District Attendance Policy may be made in cases of severe family hardship or student illness by an appeal to the Attendance Review Board in each school within 10 days of written notice.
6. For the purpose of this policy, the state guidelines governing excusable absences will be used. The following conditions are recognized by the Smyrna School Board as being legal and necessary absences:
- a. Illness of the child, attested to by a physician, if necessary.
  - b. The presence of contagious disease at the child's home subject to regulations of the Department of Health and Social Services.
  - c. Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student's home.
  - d. Legal business
  - e. Suspensions or expulsion from school for misconduct
  - f. Remedial health treatment (includes student pregnancy)
  - g. Prearranged absences with documented parental knowledge:
    - College visit
    - Participation in other educational experience
    - Absences of one day for personal reasons
  - h. Emergency situations as determined by the school principal
  - i. Religious holidays

\*Note: No absence will be allowed during state testing or semester exams unless approved in advance by the school principal.

### **Definitions**

- **Tardy:** A late arrival after school's official starting time.
- **Early Dismissal:** All early dismissals will require a written request from the parent or guardian. Requests will not be granted over the telephone. In an emergency, persons having legal custody of the student may present themselves at the student's school office to sign an early dismissal. Any early dismissals will count as an absence.
- **Absence:** A student must attend school a minimum of five (5) hours to be credited for a full day of attendance. A student must attend a minimum of two and one-half hours to be credited for one-half of a day. Two half days will equal a whole.
- **Excused Absence:** An excused absence is an absence covered under the nine (9) necessary and legal absences listed above. A signed note from the parent or guardian stating the reason for the absence and the date will be required. The note must be submitted to the school office no later than two days following the student's return to the school or the absence will be considered unexcused. Parents, guardians and students must understand that writing a note does not excuse a student for an absence unless it can be classified as a necessary and legal absence. **Buildings may establish a limit to the number of acceptable Parent Notes that will be allowed. [The Smyrna School District adheres to the following guideline: No more than ten (10) individual instances of absence may be deemed 'excused' by use of a parent note.]**

- **Unexcused Absence:** An absence for a reason other than the nine valid reasons listed above, or an absence with no note. Unexcused absences result in no credit awarded for the missed schoolwork. **Three (3) unexcused absences** could result in truancy charges being placed against parent/guardian(s) as provided for in the *Delaware Code*.
- **Truancy:** Any unexcused absence will be regarded as an incident of truancy.
- **Homebound:** Instruction furnished by the school district at the student's place of residence. Such instruction is normally furnished when a student's medical condition prevents her/him from attending regularly or for an extended period of time, as deemed necessary by a physician in writing.
- **Make-Up Work:** Any student who has an excused absence from school can make up class work and assignments missed.
- **School Suspension:** In-school suspension (ISS)—child's behavior has required his/her removal from the classroom setting. ISS is considered excused, but work must be made up in ISS that day. Out-of-school suspension (OSS)—child's behavior is so disruptive to the educational process or disrespectful or defiant, that they must be removed from the school environment altogether. OSS is considered an excused absence from school.

Revision approved by Board of Education, 11/16/05

### **EXTENDED SCHOOL ABSENCE**

Administrative Excuses are granted only to students who are in good standing both academically and behaviorally. An Administrative Excuse will only be approved prior to the absence(s) and will be considered on the basis of whether it is necessary and in the best interest of the child and parents. Heavy emphasis for approval will be based on previous grades, behavior, attendance, current academic performance, and classroom teachers' recommendations. An Administrative Excuse entitles the student to make up all work missed within time limits set by each teacher. All days missed count against the total days allowed under Section 5112 of the Smyrna School District Attendance Policy. A copy of this form will be sent to the parent. It becomes the student's responsibility to obtain all assignments before he/she leaves and to complete the assignments prior to their return to school.

### **SCHOOL EXPECTATIONS OF THE STUDENT**

The major purpose of the teachers and staff of Smyrna Elementary School is to educate students. To accomplish this, students must be cooperative, well mannered, and demonstrate respect for school property. Students must exercise self-control at all times and honor the rights and properties of other students. Failure to honor these requests will require disciplinary action from the teachers and/or administration, which may vary according to the nature of the offense and to prior actions of the student(s) involved. To make Smyrna Elementary a positive environment for learning, a total commitment from our student body is required.

### **SCHOOL VISITATION/CLASSROOM OBSERVATION PROCEDURES**

Parents are encouraged to visit school frequently and actively participate in the education of their child. While we encourage active involvement in your child(ren)'s educational experience, unannounced visits to the classroom **are not permitted**. Visitations during instructional time must be pre-arranged with the teacher and the main office. Here are a few additional guidelines for visiting the school.

1. **For the protection of our students, all non-students are to report to the office upon entering the building. At this time they will sign in and be given a badge to wear to identify them as a visitor to our building. Please *do not* go directly to the classroom.**
2. **No one is to smoke on school property.** Tobacco Regulation 877 prohibits the use and distribution of tobacco products by all staff, students, visitors, and parents in school buildings, on school grounds, in school-leased or school-owned vehicles and property, and at all school

affiliated functions—on and off school grounds. Tobacco regulation 877 means a healthier, safer school environment for everyone.

3. Conferences may not be held with the teacher during instructional hours. This is a visit, not a conference. Parents/guardians are not to have personal conversations with the teacher. If you need a conference, call the office to set up a conference with your child's teacher.
4. During a classroom visitation, no siblings may visit the classroom with the parent/guardian as younger children often distract the attention of both the visitor and the class. We do not allow students to bring other children for school visits.
5. Visitors are expected to abide by classroom rules. (No special help for your child only.)
6. As a rule, there is to be no eating, drinking, or snacking in class unless the nature of the visit is for a classroom celebration, et.al.
7. There will be no visits during testing.
8. If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instructional time and may be disruptive to the learning environment.
9. An administrator can terminate a visit if the above guidelines are not followed.

**Chaperones:** Chaperones must complete a Smyrna School District Chaperone/Volunteer Application. Copies can be obtained in the front office. Applications must be fully completed, including the Delaware Department of Education "Confidential Tuberculosis (TB) Health Questionnaire for Volunteers in Public Schools". Incomplete applications will not be considered.

**Classroom Volunteers:** **\*\*DUE TO CURRENT DPH COVID GUIDELINES, CLASSROOM VOLUNTEERS ARE NOT PERMITTED\*\***To be a classroom volunteer on a regular, rotating basis, ("any person who for any reason has regular direct access to children at any [public school]") volunteers must complete both a fully completed Smyrna School District Chaperone/Volunteer Application *and* have a State and Federal Criminal Background Check (CBC) for Public School Related Employment performed at the State Bureau of Identification (SBI), per 14 DE Administrative Code 745. Volunteers, whose applications are received, reviewed and are deemed favorable, will be reimbursed for the cost associated with the CBC at the SBI (up to \$69) upon completion of the volunteer duties. Only CBCs received directly from the SBI will be evaluated.

### **SPECIAL SERVICES**

The Smyrna School District provides a variety of educational programs. Included are the following: Gifted/Talented (S.T.E.P), Speech, HHPD, ESOL, Pre-School, Pre-K, Title I, Homebound Instruction, and any student identified as needing Special Education under IDEA. Special Services also handles all requests to school psychologists, the visiting teacher, and any concerns with Section 504 of IDEA.

### **ENROLLMENT & RELEASE OF STUDENTS AND STUDENT INFORMATION (SSD POLICY 5101)**

In the interest of the safety of students in the Smyrna School District, we will adhere to the following guidelines for enrollment, releasing of students, and correspondence.

**ENROLLMENT:** A parent or guardian must enroll a child. To be designated a guardian, an adult must have legal documentation such as guardianship papers from the Family Court of Delaware. A ten-day grace period for procurement of the documents will be granted. Parents or guardians must reside in the Smyrna School District, and the residence declared must be the home in which the child resides most of the time. In cases where residence is split between two parents/guardians, bus transportation will only be allowed for one of the established residences. Once a child is assigned to a bus route, he/she will remain on that bus route for the year unless his/her residence changes.

**RELEASING STUDENTS:** A child may be picked up from the school office by one of two means, i.e., a note signed by the parent/guardian, or in the person of a parent/guardian. Parents who have not sent in a note are required to report to the office in person and identify themselves to pick up a child; this right will not be

denied a parent unless there is a legal document on non-visitation within the child's folder. A written request of denial from one parent against another will not be honored. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, he/she may deny the release until the matter is resolved. Children will not be released by a phone call nor will changes of buses be made unless the principal deems it an emergency.

**CORRESPONDENCE:** Report cards, test scores and other correspondence regarding the child or the school will be sent to the custodial parent(s)/guardian with whom the child primarily resides. Either parent has the right to set up an appointment to come into the school for the purpose of reviewing the child's permanent record unless there is a court order in the child's folder that is contradictory to this practice. Also, in all formal documentation, the child will be referred to by the name indicated on the birth certificate. Name changes will only be granted with appropriate court documentation.

*Approved by Board of Education, July 21, 1999*

### **CHILD CUSTODY INFORMATION**

During recent years there has been an increase in single-parent families and numerous child custody litigations. This is a very serious matter and the school is concerned for the safety and welfare of the children involved; however, parents/guardians are to be advised that unless the school has received a legal document stating that custody has been granted to an individual, the school may release the child to either parent upon request, until such documentation is received. Any changes to standing legal custodial arrangements must be communicated to the school as soon as they occur.

### **TRANSFERS**

If you are going to move, please notify the school office to complete a withdrawal form. Records cannot be sent without parental consent and by following school checkout procedures (returning textbooks, library books, etc.). Prompt attention will avoid delay in forwarding records.

### **PARENT CONFERENCES**

If you, as the legal guardian, wish to have a conference with your child's teacher(s) and/or principal please call the school or send in a note and we will arrange a convenient time for the conference. If a conference has been arranged and for some reason you cannot come or you may be a little late, please inform the school by phone or note.

### **WHAT SHOULD I DO IF I HAVE A PROBLEM CONCERNING MY CHILD?**

**Step 1:** Make an appointment to see the teacher.

**Step 2:** If the parent and the teacher cannot solve the problem, make an appointment to see a building administrator, and a conference will be arranged.

**Step 3:** If the parent, teacher, and building administrator cannot resolve the problem, then it may be necessary to refer the problem to the district office and the appropriate party will schedule a conference with the parent.

### **CLASS PARTIES**

Teachers are permitted to have class parties to celebrate holidays and/or the end of the school year. It is preferable to limit guests to adult relatives of the students as teachers plan activities and snacks that are geared for the given age group to enhance the nature of the event being celebrated. If it is necessary for under-age siblings to attend, please understand that they are to be under the supervision of the parent at all times and are expected to adhere to the classroom code of conduct. Starting in SY 2017/18, Smyrna School District's Child Nutrition Program can assist in providing healthy snacks for classroom parties with 48-hour notice.

### **SCHOOL FIELD TRIP POLICY (SSD POLICY 5139)**

The Smyrna School District considers field trips to be a privilege as well as a right of students. Field trips are for Smyrna Elementary students only. Only staff approved chaperones may attend. Siblings may not attend. Students are to obey all rules and policies of the school district while on field trips. Students who abuse the rules and policies will be denied the right to participate in field trips.

For the complete Smyrna School District Field Trip Policy (5139) please visit [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us)

#### **NOTE(S):**

*Students must ride the bus to the field trip and must return on the same bus or they will not be able to participate. Special exceptions can only be granted by the building administration. For your student's safety, students will ONLY be dismissed from the main office following a field trip.*

*When a grade-level field trip is planned, that event becomes the bulk of the instructional plan for the day. Therefore, if you prefer your child not attend the trip, please request an Administrative Excuse, and have your child remain home for the day. It will be recorded as an excused absence. When making this decision, please take into account 14 DE Code, Chapter 27, governing compulsory school attendance requirements.*

#### **SCHOOL COUNSELOR**

Our school counselor is influential in all aspects of the students' school life. Our counselor is here to counsel and advise students, make referrals, and be available when they feel they need someone in whom to confide. The counselor, in conjunction with other school personnel, will be instrumental in assisting children with issues and/or problems as they arise. Our counselor is concerned not only with academic growth and progress, but emotional adjustments as well. Parents with questions can leave a message for the counselor at 653-8588.

#### **TITLE I PROGRAM**

Title I is a federally funded program that provides supplementary services for reading and/or math in grades 1-3. Smyrna Elementary School is recognized as a Schoolwide Title I School.

#### **SCHOOL-AGE CHILD CARE PROGRAM**

There will be **before-school care** available in the following schools: Clayton Elementary, North Smyrna Elementary, Smyrna Elementary, Sunnyside Elementary, JBM Intermediate, and Clayton Intermediate. The program is operated by the Boys and Girls Club of Delaware.

The **after-school care** program will be available to students who attend Smyrna Elementary, North Smyrna Elementary, Clayton Elementary, Sunnyside Elementary, Clayton Intermediate, and JBM Intermediate Schools. The program is operated by the Boys and Girls Club of Delaware. The goal of the program is to provide a comprehensive childcare program after school hours for children ages 5-13 to meet the needs of working parents. The program will feature enhanced instructional strategies, life enhancing programs, plus character and value development experiences. These programs enhance the lives of the children they serve by developing their values, skills, and self-esteem. The hours of operation are from school dismissal until 6:00 p.m. A nutritious snack and drink will be provided each day. All children must become a member of the Smyrna/Clayton Boys & Girls Club. State Purchase of Care is accepted. Additional fees are required on in-service and half days. Registration information is available in the office.

#### **SCHOOL NURSE**

The School Nurse has a primary responsibility to the health and wellness of the student body at large. The nurse works with teachers and staff to help individual students to learn and develop good habits for

physical, mental, and social well-being. **Emergency Cards will be sent home with all students at the beginning of the school year. These cards must be completed and returned to the nurse immediately so we can have information to protect your child, and to contact parents / guardians in the event of an emergency.** Nurse's passes are the primary method of teacher and parental contact regarding student illness, treatment, and outcomes. Students must have a pass to visit the nurse.

## **HEALTH**

The health and well-being of our students is paramount, and we believe it to be the key to their success. For the protection of all school children, we follow State of Delaware guidelines regarding immunizations, screenings and physical examinations. For a complete listing of necessary health documentation, please visit <http://regulations.delaware.gov/AdminCode/title14/800/804.shtml#TopOfPage>. **Children will not be permitted to attend school if appropriate documentation of these requirements are not provided.**

Parent(s)/ Guardian(s) are encouraged to keep their children home when illness warrants. You **MUST** keep your child home if s/he: has a fever; has vomited; has diarrhea; and/or has a contagious disease or condition. Please consider keeping your child home if s/he: is excessively tired and/or has no appetite; is coughing excessively, or has a productive cough; has a severe headache, body aches, or earache; and/or has a severe sore throat. Prior to returning to school, your child must be fever-free, without medication, for at least 24 hours, and have not vomited or had diarrhea for at least 24 hours. These guidelines are meant to assist you in helping your child heal, as well as to keep your healthy child safe from other children that may have contagious illnesses. Please call if you have any questions about what may, or may not be a condition that should keep your child from attending school.

***Students are not permitted to have medication of any kind with them at school.*** If it is necessary for your child to receive medication during the school day, the medication must be brought to the school by a responsible adult. The medication must be in the original container properly labeled with the correct name, time, dose and date (Pharmacy prescription). Over-the-counter medications may be brought in and left for your student in the nurse's office to use on an as needed basis. The nurse has a document that must be completed, signed, and on file in the nurse's office. Additional documentation from the student's physician may be required as well.

***If a student is ill:*** A student who is ill should request a pass from the teacher to go to the school nurse. The nurse will not see any students without a pass except for emergencies.

***Students with medication:*** All medications are to be delivered to the school nurse by a parent/guardian, in their original containers at the beginning of the day. Any student with medication (pills, cough syrup, etc.) not turned in to the nurse will be subject to disciplinary action. Parents are reminded that student preparedness for school is an important part of the potential for success. When students do not take the prescribed medications that they should, often their behaviors deteriorate and thus interfere with the instructional process. If these kinds of situations occur, parents/guardians will be contacted to clear up the problem. Repeated occurrences of these situations will result in appropriate measures so the educational process may proceed.

## **HEAD LICE PROCEDURE (SSD POLICY 5125)**

**Pediculosis (Head Lice):** The school nurse supports and develops appropriate and consistent policies and procedures regarding pediculosis (head lice) and school-age children.

Responsibilities of the school nurse are as follows:

1. To screen symptomatic student(s) and refer to parent for treatment.
2. To minimize school absence.
3. To educate parent and school community.

4. To advocate for prevention of overexposure to potentially hazardous chemicals.
5. To use discretion when contacting classmates' parents if necessary.

Responsibilities of the parent/student are as follows:

1. To provide timely and appropriate treatment to rid the child's head of lice.
2. To provide ongoing surveillance of student and other household contacts and treat appropriately.
3. To communicate with the school nurse regarding treatment measures taken.

The protocol for responding to cases of pediculosis is as follows:

1. The school nurse will screen for pediculosis if child complains of his/her head itching or is noted to be scratching his/her head excessively.
2. If upon examination, no live lice or nits (eggs) are found, student returns to class.
3. If upon examination, nits are present but no live lice are evident, the nurse will contact the parent to inquire about recent treatment, if it occurred, and to recommend the removal of nits. The student will return to class.
4. If upon examination, live lice are present, the nurse will contact the parent/guardian and require that the student be sent home as soon as possible (but no later than the end of the school day, in accordance with state law) for treatment.

The following school or district responses are considered unjustified:

1. Mass screenings.
2. Insecticide treatments to school environment.

References for information on this topic include the following:

1. American Academy of Pediatrics (2004). *School Health Policy and Practice, 6<sup>th</sup> Edition*. Elk Grove Village, IL, pp. 34-35.
2. Centers for Disease Control. *Head Lice Infestation*. Available at [www.cdc.gov/lice](http://www.cdc.gov/lice).
3. *Control of Communicable Disease Manual* (2004). American Public Health Association, Washington, D.C.
4. Harvard School of Public Health (2000). *Head Lice: Information and Frequently Asked Questions*.
5. National Association of School Nurses. Position Statement: *Pediculosis Management in the School Setting* (2011). Available at [www.nasn.org](http://www.nasn.org) under "Position Statements."
6. *Red Book: 2009 Report of the Committee on Infectious Diseases*, American Academy of Pediatrics, pp. 495-497.
7. State of Delaware, Department of Education, *School Nursing: Technical Assistance Manual* (February 2006), Section C, pp. 19-21.

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## **LOST AND FOUND**

Anyone finding a lost item should bring it to the main office. It will then be put in the LOST & FOUND. Pupils who have lost items should check the LOST & FOUND, located just outside the library. Check with the main office for valuable items such as glasses, jewelry, and money.

**Personal Items: The school is not responsible for personal items that are lost, stolen or damaged at school or in travel on the bus. This includes articles of clothing, electronics, toys and jewelry.**

## **GETTING TO AND FROM SCHOOL**

- If students are involved in after-school activities, they will be dismissed with the last group of students at the end of the day.

- Students are to go directly home after school unless they are involved in school-supervised after-school activities. Students may not loiter in or around the school. All car riders must be picked up by 3:30 p.m. Students cannot loiter unsupervised after this time.
- Walkers are to make use of the sidewalks and walk in a safe manner, staying in the white lines when crossing streets.
- Bike riders are to obey the rules of the road to and from school. When you get to school, park your bike in the racks provided. It is suggested that you buy a lock and chain to secure your bike to the rack. By Delaware law, students must wear helmets when riding a bike. All bike riders will walk their bikes while on school property. Disregard or refusal of bike riders to follow these policies will result in the loss of the bike riding privilege.
- Bus students are expected to ride in a safe, orderly manner. The bus driver is responsible for the safety of all students on the bus; therefore, students are expected to follow his/her rules. Failure to do so may endanger the students and result in the guilty person being denied permission to ride the bus.
- Students who ride the bus to school must ride that bus home unless written instructions from the parent or guardian to do otherwise are presented to the office during homeroom that day. All notes of this nature must be approved by the administration.
- If your child is to return home by means other than the way he arrived at school, a note is required. The school office must approve this note.

**For everyone's safety all doors to the school will be locked during the school day except the Main Entrance doors. Visitors are required to use the Main Entrance and sign in and secure a visitor's pass from the school office. Thank you for your cooperation and understanding.**

#### **SCHOOL BUS EXPECTATIONS**

1. The bus driver has the same authority over the student as the classroom teacher. This means that the driver may use reasonable forms of disciplinary action.
2. School bus rules of conduct are clearly displayed in the driver's compartment of each bus contracted for pupil transportation.
3. When an inappropriate behavior occurs:
  - o The bus driver will discuss the incident with the student.
  - o The bus driver will notify the parent/guardian if the problem persists to provide information and solicit support.
  - o The bus driver will contact the school administrator if a problem continues to persist and will complete a Discipline Referral.
  - o The school administrator will determine the nature of the offense, provide a consequence, and contact the parent/guardian.
  - o Repeated violations that endanger the safety of the students or cause property damage may result in the loss of bus riding privileges.

#### **SCHOOL BUS SAFETY**

##### ***Bus Rules:***

1. Stay seated
2. Keep body parts & objects inside bus
3. Obey bus driver
4. No eating on the bus
5. No pushing, shoving, or fighting
6. Keep hands, feet, & objects to yourself

***Violations include, but are not limited to:***



- **Minor Violations:** out of assigned seat, throwing objects, disrespect/defiance of bus driver, littering on the bus, horseplay/aggravating others, putting head or arms outside of window, boarding or debarking from the school bus in an unsafe manner, and shouting in or out of the school bus.
- **Major Violations:** physical actions that could or do result in injury to self or others, smoking or use of incendiary device, carrying unsafe items or weapons, possession of alcohol, drugs, or drug look-alikes, bus vandalism, and threatening or abusive language.

**The District Transportation Supervisor will handle immediate actions that endanger the safety or the students and driver on the school bus.**

### **DRESS CODE (SSD POLICY 5102)**

Please visit [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us) for more information (Board Policies: 5000-Students)

### **GRADING POLICY (SSD POLICY 6110)**

*[Pertinent sections for KN – 3 are included here. For the complete KN – 12 policy, please visit [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us)]*

**Definition:** Grading is a process by which individual students are assessed to determine the extent to which each has achieved the instructional goals and objectives (learning targets and standards) of a course or area of study.

### **Philosophy**

1. The Smyrna School District Board of Education expects that grades assigned to students, based upon a professional evaluation of student performance in a particular course or area of study, are to be based solely upon predetermined student learning targets which are communicated in advance to students and parents.
2. A key purpose of grading is to assess student understanding in order to inform future learning and instruction.
3. The Board of Education believes that a grade should never be construed as an end in itself.
4. The Board of Education believes that evaluation of student progress in the form of grades must be objective, understandable to students and to parents, and communicate strengths and weaknesses of student performance.
5. Final course grades will communicate the level of competency a student has achieved related to the knowledge and skills expected within a course or academic discipline.

**Implementation:** Regulations shall ensure that grading is consistent with this policy.

### **General Guidelines (Kindergarten - Grade 12)**

1. The intent of the reporting systems is to communicate academic achievement to students and parents. Grades must be an accurate reflection of the skill or concept being assessed and clearly tied to predetermined learning goals.
2. Each teacher shall communicate their grading system to students/parents at the beginning of each school year or semester as appropriate. Principals shall ensure that each grading system so distributed is consistent with: a. the district's grading policy and regulation b. sound educational practice c. other teachers in the same grade or department or who are teaching the same course/subject
3. Teachers shall have the responsibility for determining student grades consistent with the district's policy and regulation.
4. For grades K through 6, student report cards shall be distributed every twelve weeks to students/parents, and every nine weeks for grades 7 through 12.

5. Progress documentation will be shared with all parents/guardians at the mid-marking point of each marking period. In Grades K -5, parents/guardians will receive content-specific information indicating students' progress toward specific learning targets. In Grades 6 - 12, parents/guardians will receive an interim progress report, similar to the end-of-marking-period report card. At all grade levels, parents/guardians will receive a phone message stating mid-marking documentation has been issued or interim reports are posted and available online. Hard copies will be sent home at parent/guardian request. This guideline does not discourage a teacher from sending progress reports home with the student on a more frequent or as needed basis.
6. Parent conferences relating to student progress shall be scheduled as needed. The approved school calendar shall provide for parent conferences on or about the end of the first marking period for K-8. High school conferences will be scheduled upon parent or teacher request. Whenever possible, such conferences are to be arranged in order to accommodate parents' schedules.
7. Attitudes and work habits will be noted, in a separate area of the report card.
8. Negative or positive classroom behavior shall not affect a student's grades.
9. A teacher's grades may not be changed by a school administrator without permission of the teacher.

**Elementary Guidelines (Kindergarten - Grade 5)**

1. The grading scale, or performance indicators, for all students, in all subjects, shall be as follows: E = Emerging P = Progressing M = Meets D = Meets with Distinction
2. Report cards will be available electronically to all parents/guardians at the conclusion of the marking period on a pre-advertised date according to the approved district calendar. At any time, parents/guardians can request a hard copy of the report at the school's main office.
3. Conferences are held as needed throughout the year.

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**PROMOTION/RETENTION/ACCELERATION/GRADUATION (SSD POLICY 6115)**

*[Pertinent sections for KN – 4 are included here. For the complete KN – 12 policy, please visit [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us) ]*

The basic criterion for promotion is the probability that the student will succeed at the next higher-grade level. While children are unique because each child grows at his/her own rate according to individual ability, environment, and life experiences, high academic standards have been established for all children. However, flexibility to provide for individual differences must be planned for within the boundaries of the promotion standards.

**Retention:**

Basic guidelines for retention include:

1. K-8 The student must meet the performance level requirements for both reading and mathematics.
2. K-8 Parents of students in danger of being retained must be notified no earlier than the end of the second marking period but no later than the end of the third marking period. Reasons for possible retention and suggestions for increasing the child's achievement level(s) will be provided.
3. K-8 Poor work habits and/or poor attitude are not grounds by themselves for retention, unless they are major contributors to academic failure.
4. K-8 Retained students will be assigned to a new classroom and teacher unless the teacher, student, and parents request identical placement or unless no other placement is available.
5. K-8 For students with disabilities, including students who participate in a functional life skills curriculum, the Individual Education Plan (IEP) team will determine promotion

and placement according to the provisions of the student's IEP using all available data and in consultation with the student's parent(s) or guardian(s).

6. K-8 For LEP students, during their first three years in Delaware schools, decisions for promotion and placement shall be made by the school principal in consultation with the ESOL teacher, the student's regular teacher(s) and parent(s) or guardian. After three years, except in extenuating circumstances, promotion decisions for LEP students shall be determined as for other students.
7. K-12 The student must meet district attendance policy guidelines (Smyrna School District Policy 5113: "Comprehensive Attendance Procedures").
8. 3, 5, 8 Based upon the promotion policy requirements and appropriate consideration of input from the Case Study Team [parents, principal, counselor, and teacher(s)], the teacher will make the final decision with regard to retention.
9. Family vacations do not qualify students for a special exemption from the state testing.

### **PROMOTION / RETENTION, GRADES KINDERGARTEN - GRADE 5:**

The fundamental purpose of standards-based grading is to compare student performance to established levels of proficiency in knowledge, understanding and skills. The intent is to evaluate student work in relation to pre-established standards. The promotion of each student will be determined individually, and the decision to promote a student is made on the basis of multiple factors including progress toward meeting reading and math standards, social and emotional development and school attendance (SSD Board of Education Policy 5112). When a recommendation for a student's retention is made either by the school or the family, a best-interest team meeting that includes parents/guardians, school administration, teachers, and counselors, will be conducted.

### **ACCELERATION, GRADES 1 - 5:**

Acceleration is the placement of a student in a higher grade level which is more academically appropriate. Guidelines for acceleration include:

1. Acceleration will be beneficial to the student socially, emotionally, physically and academically.
2. For children who appear to be performing above grade level in reading and/or mathematics but do not meet the performance levels stated below, the curriculum will be enriched with meaningful and challenging activities.
3. The student will be evaluated using screeners at a higher grade level to determine students academic profile
4. When all data is gathered and acceleration is considered, the Case Study Team will meet to consider the above information.

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### **COMPUTER USE AND INTERNET (SSD POLICY 6150)**

#### **A. Purpose**

1. The District provides employees and students with access to the district's wide area network (the Network), including Internet access and access to the district's email system.
2. The Network is focused on preparing students for success in life and work by providing electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the Network increases district intra-communication, enhances productivity, and assists employees in upgrading skills through exchange of information with peers. The Network enables the district to share information with the local community, including parents, social service agencies, government agencies, and businesses.

3. The Network shall not be used for commercial purposes (i.e. offering or providing goods or services or purchasing goods or services for personal use). District acquisition policies shall be followed for district purchase of goods or services through the Network.
4. The Network shall not be used for political lobbying. Employees and students in class activities may use the network to communicate with elected representatives and to express political opinions.
5. "Educational purpose" includes use of the network for classroom activities, professional and career development.

#### **B. District Responsibilities**

1. The Superintendent or designee serves as the coordinator overseeing the Network and working with other state organizations, as necessary.
2. The Supervisor of Technology serves as the district level coordinator for the Network.
3. The Director of Curriculum ensures a broad selection of training activities are available, and ensures policies and handbooks regarding technology remain up to date and accessible.
4. The building principal approves building-level activities, ensures teachers receive proper training in the use of the Network and the requirements of this policy, establishes a process ensuring adequate supervision of students using the Network, and interprets the District Acceptable Use Policy at the building level.
5. The District Technology staff establishes a process for setting up individual and class accounts, sets quotas for disk usage on the Network, establishes a district virus protection process, maintains executed user agreements, and ensures compliance with district software licenses.
6. All instructional staff are responsible for educating, supervising, and monitoring appropriate usage of the Network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.
7. All staff are responsible for monitoring appropriate usage of the network and for reporting inappropriate usage.

#### **C. Technical Services Provided through District Network**

1. **E-mail** allows employees and students to communicate with people throughout the world and to engage in group discussions related to educational subjects. Staff are assigned accounts. Students have access to e-mail for educational purposes under the direct supervision of a staff member.
2. **The Internet** is a valuable research tool providing students and employees access to a wide range of information in the form of text, graphics, photographs, video, and sound.
3. **Remote Access** allows the user to log in to remote computers.
4. **Social Media** and class projects requiring participation in such activities will be conducted under the supervision of the staff member conducting the class.
5. **Filtering Software.** The state of Delaware through the Delaware Department of Technology and Information maintains software designed to block access to certain sites.
6. **Educational Applications** are used by the district to connect students to instructional content and up to date information to ensure student success.
7. **Classroom Monitoring Software.** Software provided by the state of Delaware through the Delaware Department of Technology and Information. Will be used to monitor, filter, detect and notify school staff of inappropriate and/or harmful content accessed or created by users. The classroom is anytime students are using a district program and/or device.

#### **D. Access to the Network**

1. Student use of the Network is governed by the Student Code of Conduct. Employee use is governed by employment contracts. The District's Acceptable Use Policy, set forth in Section L, outlines

policies specific to computing and network use. All users are also governed by State network policies.

2. District employees and students will have access to the Internet through the district's networked computers. Parents may, however, request their child(ren) not be provided such access by notifying the district in writing.
3. **E-Mail-Students.** Individual E-mail Accounts for Students will be available for educational purposes at teacher request with district approval.
4. **E-Mail-Employees.** Individual E-mail Accounts for employees will be provided with an individual account.
5. **Guest Accounts.** Guests may receive an individual account with approval of the Superintendent or designee if there is a district-related purpose requiring such access. Use of the network by a guest shall be limited to the district-related purpose.

#### **E. Parental Notification and Responsibility**

1. The district will notify parents about the Network and the policies governing its use.
2. The District Acceptable Use Policy (see Section L) restricts access to inappropriate material. There is a wide range of material available on the Internet, some of which may conflict with the values of District families. It is impractical for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes parents bear primary responsibility for transmitting family values to their children. The district will encourage parents to tell their child(ren) what material is and is not acceptable for their child(ren) to access through the Network.
3. The district will provide students and parents with guidelines for student safety while using the Internet, appropriate online behavior, and cyberbullying awareness and response.

#### **F. District Limitation of Liability**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The district is not responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the Network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

#### **G. Due Process**

1. The district cooperates with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Network.
2. Allegations a student violated the District Acceptable Use Policy are handled in accordance with the Student Code of Conduct.
3. Allegations an employee violated the District Acceptable Use Policy are handled in accordance with the employee contract.
4. The Superintendent or designee may terminate the account privileges of a guest user by providing notice to the user.

#### **H. Search and Seizure**

1. Network/Digital Cloud Resources users have no privacy expectation in the contents of their personal Network/Digital Cloud Resources files.
2. Routine maintenance and monitoring of the network may lead to discovery of user violations of the District Acceptable Use Policy, the Student Code of Conduct, employee contracts, or the law.
3. Searches will be conducted if there is a suspicion of a violation in regard to the District Acceptable Use Policy, the Student Code of Conduct, employee contracts, or the law.

**I. Copyright and Plagiarism**

1. District policies on copyright govern the use of material accessed through the Network. Because the extent of copyright protection of certain works found on the Internet can appear unclear, employees shall request permission from the holder of the work if use of the material has the potential of being considered an infringement. Teachers shall instruct students to respect copyright and to request permission when appropriate and to cite materials according to literary standards.
2. District policies on plagiarism govern use of material accessed through the Network. Teachers shall instruct students in appropriate research and citation practices.

**J. Academic Freedom, Selection of Material, Student Rights to Free Speech.**

1. Board Policy 5100, Student Rights and Responsibilities, governs the use of the Internet.
2. When using the Internet for class activities, teachers shall select material relevant to the course, and appropriate in light of the age of the students. Teachers shall preview the materials and sites required or recommended for student access to determine the appropriateness of the material contained on such sites. Teachers shall provide guidelines and lists of resources to assist students in focusing research, assist students in developing skills to ascertain the accuracy of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for divergent views.

**K. District Web Site**

1. **District Web Site.** The district shall establish a Web site and develop Web pages presenting information about the district. The Superintendent, or designee, shall establish a process for governance of the district's Web activities. At the discretion of the Superintendent, recognized district-wide organizations may also publish web pages on the district server.
2. Schools and classes may establish Web pages presenting information about the school or class activities. The building principal will designate an individual responsible for managing the school Web site. Teachers shall maintain their class site. Class sites may include individual student or group work. Parent permission must be obtained to publish student names or photos on the Web.
3. **Extracurricular Organization Web Pages.** With the approval of the building principal, extracurricular organizations may establish Web pages using district-provided web space. The principal or designee shall establish a process and posting of material on these pages. Material presented on the organization Web page must relate specifically to organization activities. Included materials must adhere to all other regulations and laws. Organization Web pages must include the following notice: *"This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the district."*

**L. District Acceptable Use Policy**

As stated in section G – Due Process of the SMYRNA SCHOOL DISTRICT Computing and Internet Board Policy (Policy 6150) existing policies govern student and employee behavior.

**1. Purpose**

In keeping with the Core Values and mission of the Smyrna School District the purpose of this policy is to establish acceptable and unacceptable use of the Covered Electronic Resources provided by Smyrna School District, and the State of Delaware (collectively with Smyrna School District, the "District"), to Covered Users. Covered Electronic Resources are provided for a limited education purpose for students and to facilitate employees' work productivity.

2. **Scope:** This policy applies to all users as covered in Section D of the SMYRNA SCHOOL DISTRICT Computing and Internet Board Policy (Policy 6150). **Electronic Resources** are: (a) provided by the District; (b) paid for, in whole or in part, by the District; (c) used to conduct business or other activity for or on behalf of the District; or (d) used in or at a District facility. Covered Electronic Resources include, without limitation, the following:

- a. **E-mail**, which includes to all electronic-mail accounts and services provided to Covered Users by the State of Delaware or SMYRNA SCHOOL DISTRICT;
  - b. **Computer Resources**, which includes all computers and related resources whether stationary or portable, including but not limited to all related peripherals, components, disk space, storage devices, servers, and output devices such as telephones, hand-held devices, printers, scanners, and copiers, whether owned or leased by the District;
  - c. **SMYRNA SCHOOL DISTRICT Network**, which includes the infrastructure used to transmit, store, and review data over an electronic medium, and includes any and all of the following technologies provided to authorized users: (a) Internet service; (b) intranet system; (c) SMYRNA SCHOOL DISTRICT mainframe system; and (d) any collaboration systems, including but not limited to calendaring, message boards, conference boards, blogs, text messaging, instant messaging, video conferencing, websites, and podcasting, whether the system is owned or contracted;
  - d. **Digital/Cloud Resource Data**, which includes any and all information, data, and material, accessed or posted through any Electronic Resource; all Smyrna School District staff are required to use exclusively the student database maintained by the State and currently available through Single SignOn access.
  - e. **Mobile Devices**, owned by the district or personally, which includes cellular phone, smartphone, tablets, personal digital assistant, or other electronic device connecting to the Network.
- 3. General Guidelines for Use**
- a. Use of systems, static or mobile, network, data or media must reflect concern for children and their instruction. Professional conduct is expected at all times.
  - b. Electronic Resources are not intended for public access. The District has the right to place reasonable restrictions on the use of Electronic Resources.
  - c. Users are required to observe all rules and obligations set forth elsewhere by the District (for example, in the Employee Contracts or Student Code of Conduct) or by law at all times. This policy is intended to supplement, not replace, those expectations.
  - d. Access to and use of Electronic Resources is a privilege, not a right.
  - e. Users will be responsible for any and all damage caused by their use of Electronic Resources where such use does not comply with the requirements or purposes of this Policy. Responsibility may take the form of financial compensation, discipline, and/or restrictions on further use, as appropriate under the circumstances.
- 4. Responsibilities:** Users have a responsibility to protect the security, integrity, and confidentiality of Electronic Resources, including the obligation to protect and report any unauthorized access or use, abuse, misuse, degradation, theft, or destruction. Users shall comply with this Policy and all other applicable policies, rules, and laws, when using Electronic Resources.
- a. District
    - 1. District officials are responsible for designating Users authorized to use Electronic Resources.
    - 2. The District provides for the education of students regarding the Acceptable Use Policy and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response.
    - 3. District employees are responsible for managing their data usage and limiting their use of storage space.
  - b. **Students** have a responsibility to take reasonable steps to protect their privacy and personal information when using Digital Resources. Students must not disclose personal contact information, except to educational institutions for educational purposes, without prior approval. Students also must promptly disclose to a teacher or other appropriate District employee any

violation of this Policy, including any message received that the student believes to be inappropriate or makes the student feel uncomfortable.

- c. **District employees** that choose to communicate with students through email are expected to use District-provided e-mail and are strongly advised against using other forms of personal electronic communication with students, such as Instant Messaging or texting. In the event that there is a legitimate reason for an employee to communicate with students via electronic means other than District e-mail, the employee should obtain written permission to do so from the student's parent or guardian in advance. District employees are required to take reasonable measures to protect their personal information and reputation when using Electronic Resources or otherwise participating in activity online.
5. **Ownership:** All Digital Data created, transmitted, stored, and processed on the SMYRNA SCHOOL DISTRICT Network or Digital/Cloud Resources, are the property of the District. When a User is no longer affiliated with the District as an employee, contractor, or student, all information stored by that User on any Digital/Cloud Resource remains the property of the District.
6. **Unacceptable Uses:** Users are prohibited from using any Digital Resource to upload, post, mail, display, store, access, or transmit any inappropriate material or for any inappropriate purpose as set forth below. Cyber-bullying and other inappropriate online behavior off of the District network becomes the responsibility of the schools when the speech has caused or threatens to cause a substantial and material threat of disruption on campus or interference with the rights of students to be secure.
  - a. **Access to Inappropriate Material** - It shall be a violation of this Policy for any User to use any Digital Resource to upload, post, mail, display, store, access, or transmit, any Inappropriate Material. Inappropriate Material is defined as any content, communication, or information that conflicts with the fundamental policies, Core Values and mission of the District. Whether material or content is considered inappropriate shall be determined without regard to whether such material or content has been blocked by any filtering software used by the District. Examples of Inappropriate Material include, but are not limited to, material that:
    1. is hateful, harassing, threatening, libelous, or defamatory;
    2. is deemed offensive or discriminatory based on race, religion, gender, age, national origin, citizenship, sexual orientation, mental or physical disability, marital status, or other characteristic protected by state, federal, or local law;
    3. constitutes use for, or in support of, any obscene or pornographic purpose including the transmission, review, retrieval, or access to any profane, obscene, or sexually explicit material;
    4. constitutes use for the solicitation or distribution of information intended or likely to incite violence or to harass, threaten, or stalk another individual;
    5. solicits or distributes information with the intent to cause personal harm or bodily injury;
    6. promotes or participates in any way in religious or political activities
  - b. **Unlawful Purposes** - It shall be a violation of this Policy for any User to use any Digital Resource for any purpose that:
    1. constitutes or furthers any unlawful activity;
    2. gives rise to civil liability under any applicable law, including U.S. patent, trademark, or copyright laws, including copyrighted software, music, videos, photos, clip art, or other images, including SMYRNA SCHOOL DISTRICT logos;
    3. impersonates any person, living or dead, organization, business, or other entity;
    4. enables or constitutes gaming, wagering, or gambling of any kind;
    5. promotes or participates in any way in unauthorized raffles or fundraisers;
    6. engages in private business, commercial, or other activities for personal financial gain.
  - c. **Security Violations** - It shall be a violation of this Policy for any User to use any Digital Resource in any way that threatens or violates the security of any Covered Technology, where such use:
    1. contains a virus, Trojan horse, logic bomb, malicious code, or other harmful component;



2. constitutes a chain letter, junk mail, spam, or other similar electronic mail;
3. constitutes unauthorized access or attempts to circumvent any security measures;
4. obtains access to or use of another User's account, password, files, or data, or attempts to so access or use, without the express authorization of that other User;
5. deprives a User of access to authorized access of Electronic Resources;
6. engages in unauthorized or unlawful entry into a SMYRNA SCHOOL DISTRICT Network;
7. shares e-mail addresses or distribution lists for uses that violate this Policy or any other District Policy;
8. transmits sensitive or confidential information without appropriate security safeguards;
9. falsifies, tampers with, or makes unauthorized changes or deletions to data located on the SMYRNA SCHOOL DISTRICT Network;
10. obtains resources or SMYRNA SCHOOL DISTRICT Network access beyond those authorized;
11. distributes unauthorized information regarding another User's password or security data;
12. discloses confidential or proprietary information, including student record information, without authorization;
13. involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the District Technology Department.
14. installs, downloads, or uses unauthorized or unlicensed software or third-party system without the express prior authorization by the District Technology Department;
15. involves a deliberate attempt to disrupt the SMYRNA SCHOOL DISTRICT Network; and
16. lead to costs to the SMYRNA SCHOOL DISTRICT (Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files are specifically forbidden.)

**7. Notice of Intent to Monitor**

Users have no expectation of privacy in their use of and access to any Digital/Cloud Resource. District administrators and authorized personnel monitor the use of Digital/Cloud Resources to help ensure that uses are secure and in conformity with this Policy. The District reserves the right to examine, use, and disclose any data found on the SMYRNA SCHOOL DISTRICT Network in order to further the health, safety, discipline, or security of any student or other person, or to protect District property. It also may use this information in disciplinary actions and will furnish evidence of suspected criminal activity to law enforcement. In recognition of the need to establish a safe and appropriate learning environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

**8. Limitation of Liability**

The District makes no warranties of any kind, neither express nor implied, for the Internet access it provides. The District will not be responsible for any damages any User suffers, including but not limited to, loss of data. The District will not be responsible for the accuracy, nature, or quality of information stored on the SMYRNA SCHOOL DISTRICT Network, nor for the accuracy, nature, or equality of information gathered through District-provided Internet access. The District will not be responsible for financial obligations arising through the unauthorized use of the network.

9. **Policy Violations:** The District will cooperate fully with local, state, and federal officials, in any investigation related to any alleged or suspected illegal activity conducted through the SMYRNA SCHOOL DISTRICT Network.
- a. The district cooperates with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Network.
  - b. Allegations a student violated the District Acceptable Use Policy are handled in accordance with the Student Code of Conduct.
  - c. Allegations an employee violated the District Acceptable Use Policy are handled in accordance with the employee contract.

- d. The Superintendent or designee may terminate the account privileges of a guest user by providing notice to the user.

## **Attachments**

### **Smyrna School District Student and Parent/Guardian Chromebook User Agreement**

Revision Approved by the Board of Education, July 7, 2021

#### **REPLACEMENT CHARGES FOR LOST OR DAMAGED BOOKS (SSD POLICY 5135)**

All textbooks and library materials are provided by the Smyrna School District and students are expected to give them reasonable care, including the use of textbook covers. Teachers will be responsible for assessing the condition of all books and other equipment that is loaned to students for their use during the school year. This assessment shall be made prior to the items being loaned to the students. Textbooks and library materials that are lost or damaged beyond continued usability must be replaced; consequently, students will be charged the replacement costs of those items. Payments for damaged but still usable books and materials will be determined based upon the extent of those damages and will not exceed 50% of the replacement costs. All funds received as a result of fines and assessments shall be forwarded to the Smyrna School District Central Office for deposit. In addition, appropriate disciplinary actions may occur when disciplinary codes have been broken.

Approved by Board of Education, September 18, 1996

#### **HOMEWORK**

Homework is not 'busy work' but an extension of the class work which was not completed during the day and/or remedial, reinforcing, or enriching. Parents should look in their child's agenda book to check for homework assignments; provide a time and quiet place to do his/her homework each day; check for correctness when assignment is completed; and help organize things for the next school day. An agenda book will be provided to second- and fourth-grade students to record homework and to be used as a communication device between home and school.

There are many theories and supporting research with respect to the value of homework, and its impact on student achievement. Across the school building, some teachers may decide that regular homework assignments are not consistently necessary. Please contact your child's teacher for their respective classroom-specific homework policy.

#### **MAKE-UP WORK**

Parents are asked to call the school office before 9:00 a.m. when requesting class assignments for students who are absent due to illness. Teachers cannot interrupt class instruction to prepare assignments as this is usually done during teacher preparation time. If your child will only be out one day, class work can be taken home upon the child's return. Your cooperation is appreciated.

#### **FLOWERS, BALLOONS, ETC.**

The delivery of flowers, balloons, and gifts to students during school hours is strongly discouraged.

#### **YEARBOOKS**

Yearbooks are made available to all students at a reasonable cost each year. Students often ask friends and teachers/principals to write messages and signatures in their yearbooks. Students must refrain from writing profanity, vulgarity, or other unkind remarks in another student's yearbook. Any defacing of another student's yearbook will require the offender to replace the yearbook at full price.

### **LOITERING**

Students are not to linger in the hallways. Students are to go directly to their destination. Students are not to loiter in the bathrooms. They should use the facilities and return to class as quickly as possible. Students must, upon entering the building in the morning, report to homerooms to receive permission from their teacher before using the restroom.

### **LEAVING SCHOOL PROPERTY**

Students may leave school only in the company of a parent/guardian or other authorized individuals. Students who leave school property without authorization will receive appropriate disciplinary action.

### **CHILD NUTRITION**

Please visit the child nutrition website on the Smyrna School District's site (<http://www.smyrna.k12.de.us/index.jsp>) for more information on child nutrition, menus, student lunch accounts, and more.

**Food items:** Food items can only be brought to school as part of students' lunches/snacks and for teacher-sponsored classroom activities. Students are strongly discouraged from bringing candy and/or sodas to school. For further information, please see Smyrna School District's Wellness Policy (5147). Starting in SY 2017/18, Smyrna School District's Child Nutrition Program can assist in providing healthy snacks for classroom parties with 48-hour notice.

**Cafeteria Procedures:** All students must eat in the cafeteria, unless prior-approved arrangements have been made with the administration and cafeteria manager. Lunch schedules will be issued the first day of school. Students will be assigned areas to eat their lunch. Students are expected to take responsibility for the cleanliness of the cafeteria. Approximately 5 minutes before the end of the lunch period, students will make sure their table and the floor area are clean. Students are not allowed to take food or drink out of the cafeteria. Sodas are permitted only when the student brings a complete lunch from home. Breakable bottles are not allowed.

### **CAFETERIA RULES**

1. Students are to be escorted to the cafeteria by their assigned teacher.
1. Students must remain in their assigned line to purchase lunch.
2. Students are to get in a line – no cutting or allowing others to cut into the line by saving a place for them.
3. Students are to remain seated with legs & feet under the table except to take up trays.
4. Students must remain in the cafeteria during their lunch period. They must obtain permission from adult monitors to go elsewhere, including the restroom.
5. Quiet conversation is expected with no foul or unacceptable language and with no calling from table to table or across the room. Continued unacceptable levels of sound will cause students to lose social privileges during lunch. Additional consequences for inappropriate behavior may be assigned to students by cafeteria monitors.
6. Students may not tamper with, ask for, or take without permission food or money from others.
7. Proper respect and courtesy towards one another and mutual respect with the cafeteria monitors is expected. Students are reminded that the cafeteria monitors are in charge of the cafeteria and should be listened to at all times.
8. When leaving the cafeteria, students are reminded to keep their hands to themselves and to walk quietly.

Failure to abide by cafeteria rules will result in appropriate disciplinary action. Students may receive warnings, be assigned to specific seats, lose cafeteria privileges for a specified number of days, or be referred to the office.

## **LUNCH**

You are always welcome to come in and have lunch with your child. However, the Smyrna School District strongly discourages parents from bringing food items from outside establishments into the cafeteria during service times.

## ***Playground Rules***

1. Play in designated areas
2. Enter/leave play area properly
3. No pushing, shoving or wrestling
4. Obey person(s) in charge
5. Use equipment properly
6. Safety should be stressed at all times
7. Do not leave play area without permission

## **POSITIVE BEHAVIOR SUPPORT / SMYRNA PRIDE**

Smyrna Elementary adopted the PBS Program in January 2007. PBS, or *Positive Behavior Support*, is a school-wide, systems approach designed to enhance the school's capacity to educate all students about behavioral expectations and adapt and sustain the use of best practices for teaching academics and social behavior. This program provides for regular, predictable, and positive learning and teaching environments, positive adult and peer models, regular positive reinforcement, and academic and social behavior development and successes. It is the school's expectation that this program will emphasize those positive behaviors that we desire our students to exhibit and decrease undesirable behaviors, thereby allowing the classroom teacher to focus on effective and uninterrupted academic time.

*PBS* at Smyrna Elementary School is based upon the five Community Core Values of ***Compassion, Respect, Responsibility, Integrity, and Perseverance***. Teachers teach specific lessons about behavioral expectations in the targeted areas of classroom, bathroom, cafeteria, and bus three times per school year, and they review these expectations on a daily basis. Students join together each morning to recite a pledge to honor these values and demonstrate the expectations.

## **DISCIPLINE CODE**

For more information on the Smyrna School District Elementary Code of Conduct, please visit <https://ses.smyrna.k12.de.us/>.

## **STUDENT DRUG AND ALCOHOL POLICY (SSD POLICY 5145)**

**Introduction:** The Smyrna School District is interested in helping those students who may have a drug and/or alcohol problem. The end result of this program is not to expel students but, also, not to allow this problem to destroy the schools. It is deemed necessary by the School Board, for the protection of all, to support the staff in the implementation of this Drug and Alcohol Policy.

**Policy:** The Smyrna Board of Education believes that the school environment should promote learning, physical and emotional growth, socialization, and individual development. It also believes that alcohol and/or drugs adversely affect such objectives. Therefore, possession, use, and/or distribution of alcohol and/or unauthorized drugs, drug paraphernalia or look-alike substances shall be prohibited within the school environment.

For the complete Smyrna School District Student Drug and Alcohol Policy, please visit [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us)

## **BULLYING PREVENTION (SSD POLICY 5103)**

### **Delaware's Model Policy for Bully Prevention & Cyberbullying**

The Smyrna School District/Charter School (hereinafter referred to as "The District/Charter School") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District/Charter School strives to provide safe learning environments for all students and all employees.

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

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

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

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

#### **Definition of Bullying & Cyberbullying**

- A. As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:*
- 1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or*
  - 2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or*
  - 3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*
  - 4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.*
- B. As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.*
- 1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.*

2. *The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.*

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

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

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

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

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

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

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

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

### **School-wide Bully Prevention Program**

The District/Charter School is committed to support each school in their adoption of a school-wide bully prevention Program. *Each school is directed to develop or adopt a school-wide bully prevention program that is research-based.*

- A. Each school will strive to meet these goals:
  1. Reduce existing bullying problems among students
  2. Prevent development of new bullying problems
  3. Achieve better peer relations and staff-student connections at school
- B. In order to be a school-wide program, the program must contain:

1. School-level components
  - a. All school staff will to strive to:
    - i. Treat others with warmth, positive interest and involvement
    - ii. Set firm limits for unacceptable behavior
    - iii. Apply nonphysical, non-hostile negative consequences when rules are broken.
    - iv. Act as authorities and positive role models
    - v. Solve bullying problems in a consistent manner across all grade levels and all school locations.
  - b. *A Coordinating Committee will be created, as described in Section IV of this policy.*
  - c. *The school's supervisory system in non-classroom areas will be reviewed as set forth in Section IV of this policy.*
  - d. The following principles will apply to everyone on school property or at a school function:
    - i. I will not bully others
    - ii. I will try to help anyone that I suspect is being bullied
    - iii. I will try to include students who are left out.
    - iv. If someone is being bullied, I will tell an adult
  - e. School-wide programs may also include a school kick-off event, committee and staff trainings, school-wide questionnaires, staff discussion group meetings, and programs to involve parents, as determined by the Coordinating Committee.
2. Classroom level components
  - a. Post and enforce principles against bullying
  - b. Regular, ongoing class meetings, discussions, or role playing activities
  - c. Involve parents in bullying prevention
  - d. Find creative ways to incorporate issues involving bullying into the regular curriculum.
3. Individual Level Components
  - a. Supervise students' activities
  - b. Ensure that all staff intervene appropriately on the spot when suspected bullying occurs
  - c. Discuss bullying behavior with students who bully and (separately) with targets of bullying, and with their parents.
  - e. Develop Behavioral Intervention Plans for involved students, with a graduated response.
  - f. Address bystander involvement.
4. Community Level Components
  - a. Develop partnerships with community members to support your school's program
  - b. Help spread anti-bullying message in the community
  - c. Involve community members in the Bully Prevention Coordinating Committee.

**C. Resources and Curricula**

A list of recommended supplemental materials and resources is attached hereto as Exhibit A. The District/Charter School encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program. Classroom curricula may be used as

one part of the implementation of the school-wide program, but must not be the sole component of the program.

- D.** When setting up their schoolwide bully prevention program, each school should avoid the following:
1. Relying on quick fixes. A one-time speaker may be one component of the program but by itself does not meet the requirements of a schoolwide program.
  2. Providing group treatment or self-esteem programs for students who bully is inappropriate as research shows that these methods are counterproductive.
  3. Focusing on anger control management for those who bully. Bullying is not a result of uncontrolled anger toward the target, but rather proactive aggressive behavior. Anger management may be more appropriate for participants in mutual conflicts or for those who are being bullied.
  4. Providing Mediation/Conflict Resolution for bullying. The power imbalance involved in bullying may make the process intimidating for the victim and therefore inappropriate. These methods are useful only where the peers involved in conflict were formerly friends, or in situations of normal peer conflict that is not based on a power imbalance.
  5. Exposing a specific victim's feelings to the bully or class.

### **Coordinating Committee**

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

- A.** When setting up the Committee the principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The principal should also decide on an appropriate award system for the committee, within available resources.
- B.** The Committee shall:
1. Hold regular meetings.
  2. Select a coordinator of the program.
  3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 14 Del. C. 4123A), as needed.
  4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.



5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed.
6. Consider, decide upon and order materials, as needed.
7. Consider, decide upon and lead staff discussion groups as needed.
8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system.
10. Plan a school kick-off event.
11. Establish subcommittees, as needed.
12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

### **Reporting Requirements**

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

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

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

### **Investigative Procedures**

- A. *Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.*
  1. All complaints must be appropriately investigated and handled consistent with due process requirements.
  2. Each principal may designate a person or persons to be responsible for responding to bullying complaints.
  3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources. This prevents the bully, when confronted, from assuming that the victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
  4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
  5. Once the principal or designated person has confirmed that a person has been the victim of bullying, the principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The principal or designated person will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.
  6. After identifying those who committed the act or acts of bullying, the principal or designated person will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.
  7. The principal or designated person will keep a written record of the bullying incident, and any disciplinary actions taken. The principal or designated person will keep any written statements of those committing the bullying, victims and witnesses. Discussions with all parties should be documented as soon as possible after the events. The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
  8. A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.

9. Each confirmed incident must be recorded in the School Register of Bullying Incidents.
- B. *All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.*
- C. *The school administration should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del.C. 4112) are required to be reported to the police and /or the Department of Education.*

### **Non-Classroom Supervision**

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

- A. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:
  1. Determine the “hot spots” for bullying in the building, and why those hot spots exist.
  2. Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.
  3. Consider adult density in hot spots, if necessary.
  4. Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in bullying situations.
  5. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
  6. Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.
  7. Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.
  8. Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes.

### **Consequences for Bullying**

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

- A. *Consequences should take into account:*
  1. Nature and severity of the behaviors
  2. Degrees of harm
  3. Student’s age, size and personality (including development and maturity levels of the parties involved)
  4. Surrounding circumstances and context in which the incidents occurred
  5. Prior disciplinary history and incidences of past or continuing patterns of behavior
  6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
  7. Ease of use for staff (within available resources and time constraints)
- B. *The appropriate range of consequences for bullying is as follows:*
  1. Removal of positive reinforcers:
    - a. Time-out

- b. Loss of a privilege
- 2. Use of negative or unpleasant stimuli:
  - a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated
  - b. Notice to parent (required by law)
  - c. Serious talk with school staff member
  - d. Serious talk with school staff member with parents present
  - e. Supervised break times
  - f. Behavioral report cards sent home
  - g. Creation of a behavior contract
  - h. In-school suspension
  - i. Detention
  - j. A period of inclusion in the Learning Support Unit
  - k. Reassignment of seats in class, lunch or on bus
  - l. Forbidden to enter certain areas of school
  - m. Reassignment of classes
  - n. A referral to an external agency
  - o. Reassignment to another school, or another mode of transportation
  - p. Expulsion
  - q. Report to Law Enforcement officials
- 3. In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:
  - a. Reparation to victim in the form of payment for or repair of damage to possessions out of bully's own money
  - b. Cooperation with assessment of problems
  - c. Education about what bullying is and why it is not acceptable
  - d. Documentation on books or films about bullying
  - e. Completion of bully related workbooks
  - f. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying)
  - g. Completion of psychological assessment or evaluation
  - h. Completion of counseling (In house or referral to an outside agency, individual or family)
  - i. Cooperation with a behavioral management program developed in consultation with a mental health professional
  - j. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school
  - k. Completion of community service
- C. *The District/Charter School believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:*
  - 1. Enthusiastic, concrete, behavior-specific praise
  - 2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level
- D. *The District/Charter School believes that victims should be given support. If bullying is suspected, staff members will make an effort to:*
  - 1. Find a private opportunity for discussion with victim
  - 2. Discuss with victim what support they need
  - 3. Ensure their safety
  - 4. Record the event and follow through with actions
  - 5. Provide the victim with opportunities to gain peer support
  - 6. Refer the victim to available help in-school

7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so
8. Make referrals to external agencies if necessary
9. Provide the victim with information for mental health or medical treatment needs

### **Training**

- A. The District/Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity *pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code*. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in *14 Del. C. § 1305(e)*.
- B. All school employees must either attend the provided training session live or watch the official training materials provided by the district/charter school in lieu of attendance, with written proof in the form of signing in an out of the live session, or signing the film in and out, and providing adequate written answers to questions about the training materials.

### **Reporting Procedures**

- A. *The procedures for a student and parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:*
  1. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.
  2. If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
  3. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank "Bullying – request for support forms" will be available to all students, but are not required for a report.
  4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
    - a. Conduct involved
    - b. Persons involved, designated bully, target, and bystanders' roles
    - c. Time and place of the conduct alleged, number of incidents
    - d. Names of potential student or staff witnesses.
    - e. Any actions taken in response
  5. Short, easy to use complaint forms can be obtained from the school administration or district/charter school office.
  6. An electronic system will be established whereby a person can email anonymous complaints of bullying that only designated persons will have access to.

7. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.
8. Each principal will designate a person or persons responsible for responding to bullying complaints.
9. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.
10. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

### **Anonymous Reports**

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

### **Notification of Parents, Guardian or Relative Caregiver**

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

### **Retaliation**

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

### **Procedure to Communicate with Medical and Mental Health Professionals**

- A. *The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:*
  1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 *Del. C. § 202(f)* or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health-professional's office before communication may take place according to HIPAA and FERPA guidelines.
  2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
  3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:
    - a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

- b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
  - 4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.
- B. *Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Prevention and Behavioral Health Services, State of Delaware 24 hour hot line (302)-633-5128. Non-emergent services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting a medical insurance company for recommended providers in the area.*

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

**Accountability**

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

**Awards**

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

**Immunity**

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

**Other Defenses**

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

**Relationship to School Crime Reporting Law**

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on

school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in *Chapter 9 of Title 16 of the Delaware Code*, or any other reporting requirement under State or federal law.

### **School Ombudsperson Information**

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty and staff; and shall be on the website of the school district and each school. The contact information shall also be prominently displayed in each school.

### **Informing Students of Electronic Mediums**

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. Postings on Facebook, Twitter, MySpace, YouTube, and Pinterest shall, at minimum, be included in each district's and charter's school list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

### **Policy Notification**

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

### **Rules and Regulations**

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

*Approved by the Board of Education, December 19, 2007*

*Revision Approved by the Board of Education, June 19, 2013*

### **RESPONDING TO TEEN DATING VIOLENCE AND SEXUAL ASSAULT (SSD POLICY 5126)**

The Smyrna School District recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students. To further these goals and as required by 14 *Del. C. § 4112E*, the District prohibits Sexual Assault and Teen Dating Violence by any person at any school function or on any school property. *[Given the mature nature of this policy, the legal definitions and full text of Policy 5126 can be found at [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us)]*

Approved by the Board of Education March 17, 2015

### **SUSPICION OF CHILD ABUSE OR NEGLECT**

If you need to make a report of suspected child abuse, please call the state hotline: 1-800-292-9582.

### **SUICIDE PREVENTION (SSD POLICY 5127)**

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



### **1. Suicide Prevention Training For Public School Employees**

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

### **2. Suicide Prevention Program**

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

### **3. Suicide Prevention Coordinating Committee**

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

- a. When setting up the Committee, the principal shall consider including persons such as a school counselor, school psychologist or other school-based healthcare professional, a parent representative, a school resource officer, a school nurse, or representative from the medical community who might have insight into the prevention or recognition of the warning signs of youth suicide.
- b. The Committee shall:
  - i. Hold regular meetings.
  - ii. Coordinate any required staff training. The Committee may determine additional training is required for its school.
  - iii. Create and maintain a training log (either paper or electronic) to record that all appropriate staff have been trained, as well as the specific training they received.
  - iv. Meet any of the requirements assigned in Section IV below.

### **4. Other Requirements**

- a. **Procedure For The Confidential And Anonymous Reporting Of Warning Signs Of Suicide**  
Each school’s Committee shall determine the process it will use to provide for confidential and anonymous reporting of a student demonstrating the warning signs of suicide. The procedure may be tailored to meet the school’s specific needs. Until such time a mental health counselor or practitioner determines the student does not present a threat, or the school’s administration determines the report concerning a potentially suicidal student was unfounded, the student is not to be alone in the school, and the student is not to be released from school unless the student is released to a parent or guardian, law enforcement, an outside mental health agency, or the Delaware Division of Services for Children, Youth and Their Families. The document outlining the process will be maintained by the principal and Director of Guidance Services. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA).
- b. **Procedure For Communication Between School Staff Members And Medical Professionals Who Are Involved In Treating Students For Suicide Issues**  
Each school’s Committee shall determine the process it will use to provide for communication between school staff members and medical professionals (e.g. nurses, counselors, physicians) who are involved in treating students for suicide issues. The procedure may be tailored to meet the needs of each school. The document outlining the process will be maintained by the principal and Director of Guidance Services. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA).

c. Posting of the Suicide Prevention Policy

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

d. Retaliation Restrictions

No employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

## **APPENDIX A: Common Procedures for School Staff Members and Healthcare Professionals**

The following procedures for communication between school staff members and healthcare professionals who are involved in treating students for self-harm, suicide attempt or threatening of either shall be followed:

1. The Smyrna School District's ("the District") process is to immediately report any student thought to be demonstrating the warning signs of suicide to the school nurse, school counselor, or principal/head of school. This may be done verbally initially; however, a written record of the report shall be prepared. A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting warning signs of suicide in accordance with these procedures unless that reporting constituted gross negligence and/or reckless, willful or intentional conduct.
2. Healthcare Professionals. The primary contacts at the District are identified in Section 1 above. For a student who has not reached the age of 18, Release of Information forms shall be signed by the parent, guardian, or relative caregiver in order for the primary care physician or healthcare professional to communicate with school personnel regarding any treatment of a student. Notwithstanding the foregoing, communications between healthcare professionals and school staff regarding any treatment of a student may occur for any student 14 years or older who has provided consent for voluntary outpatient treatment in accordance with 16 Del. C. § 5003. In accordance with FERPA guidelines, releases shall be signed before communication may take place. Communications without signed releases in emergency situation may occur in accordance with FERPA regulations and guidelines.
3. If a parent refuses to sign a release form at school, the school will review this policy with the parent, explaining the reasons the release would be advantageous to the student.
4. After confirmation that a student has been involved in a suicide ideation or suicidal behavior, the student shall be evaluated by a licensed healthcare professional or a non-licensed healthcare professional working under the supervision of a licensed healthcare professional.
5. The recommendations from the healthcare evaluation which are pertinent to managing the student's risk in school shall be shared at a meeting between the student, parent/guardian, school nurse, school counselor or principal (or his/her designee) prior to the student's return to school. Recommendations will be shared with school personnel who are responsible for their implementation.
6. Emergency evaluations can be obtained from hospital emergency departments; a licensed healthcare professional; a physician; or nurse practitioner; or from the state's Child Priority Response Mobile Crisis Service if the student is under 18 years of age, or from the Adult Mobile Crisis Service if student is between the ages of 18-21.

This Policy is hereby adopted by the Smyrna School District on August 17, 2016.

NOTE: By September 1, 2016 a copy of this policy shall be forwarded to the Delaware Department of Education. Any changes to this Policy shall be provided to the Department of Education within 60 days of any action by the Smyrna School District.

Approved by the Board of Education, August 17, 2016

## **GRIEVANCE PROCESS**

***Student Safeguards:*** Students and their parents, as their representatives, have all the rights given to every citizen by the Fifth and Fourteenth Amendments to the U.S. Constitution. Many of these rights, which pertain specifically to education, are defined in this document. These rights are protected through a procedure called Due Process. This information defines the Due Process procedures for corporal punishment, suspension, and assignment to an alternative program, expulsion, and filing a grievance.

***Student Grievance:*** It is desirable for school officials to provide a means for the expression and resolution of student grievances and complaints. Students should be encouraged to discuss their grievance or complaint informally with the person involved. To this end, functional orderly procedures have been established through which consideration of student problems and concerns can be discussed and resolved quickly and equitably.

### ***Grievance Procedure:***

1. The grievant should request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference fails to resolve the issue, within (5) school days the grievant shall file a written grievance with the principal who shall issue a decision, in writing, not later than five (5) school days following receipt of the written grievance.
3. A grievant wishing to appeal the principal's written decision must file a written appeal with the Superintendent or designee not later than five (5) days from the date of the receipt of the Principal's written decision.
4. The Superintendent or designee shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.
5. The decision of the Superintendent shall be the final decision of the school system. A copy of the Superintendent's final decision shall be sent to all involved parties no later than ten (10) school days following receipt of the appeal by the Superintendent.

## **FIRE DRILLS**

- We are required by law to have one fire drill per month.
- A fire drill is serious business. Students will move as quickly and quietly as possible. There will be no unnecessary talking. Walk—don't run.
- Windows and doors are to be closed.
- Students from each room will move single file and follow a designated route.
- Each room will have the fire drill procedure posted.
- When the all-clear signal sounds, students are to return quickly and quietly to their respective classrooms - single file - using the same route as was used for the fire drill exit.

## **INTRUDER ALERT / LOCKDOWN DRILL**

Intruder Alert/Lockdown Drills will be conducted twice during the school year as required by law.

## **SALEM/HOPE CREEK NUCLEAR GENERATING STATION**

**Delaware Emergency Management Agency (DEMA) Alert:** Be aware that a portion of the county where your children reside may be affected in the event of a problem at the Salem/Hope Creek Nuclear Generating Stations. While it is highly unlikely that a plant condition would warrant protective actions, it is wise that our residents be trained and prepared. The state, county and your municipality have combined resources to prepare a detailed plan for any emergency. This information is part of a public education program to acquaint you with details, which affect your children who reside within the 10-mile Emergency Planning

Zone (EPZ). In the event of an emergency, the first action would be to retain your children at school until your arrival to pick them up. If the plan conditions are projected to worsen, your children would still be instructed to remain at school as they would not be permitted to enter back into the EPZ. The Smyrna School District will notify you in the event of such an incident.

## **TITLE 14 - EDUCATION / FREE PUBLIC SCHOOLS**

### **CHAPTER 7. LAWFUL AUTHORITY OF TEACHERS OVER PUPILS**

#### **§ 701. Authority of teachers and administrators to control the disruptive behavior of students.**

(a) "Disruptive behavior" includes conduct that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-sponsored activity.

(b) While a student is entrusted in their care or supervision, public school teachers and administrators have the same authority to control the behavior of the student and to discipline or punish the student as a parent, custodian, guardian or other person similarly responsible for the care and supervision of the student except as provided in § 702 of this title. The authority includes removing a student from a classroom or school-sponsored activity.

(c) When a teacher removes a student from a classroom or school-sponsored activity in an effort to control the student's disruptive behavior, an on-site school administrator may, upon a written showing of good cause, override the teacher's decision to remove the student from the classroom or school-sponsored activity. Before overriding a teacher's decision, the administrator shall strongly presume that the teacher's decision to remove the student was reasonable and necessary under the circumstances.

(d) When a student is removed from a classroom or school-sponsored activity or is disciplined or punished pursuant to this section, the principal or the principal's designee shall afford the student appropriate due process as required by the federal and State constitutions.

(e) When a student is removed from a classroom or school-sponsored activity, the principal or the principal's designee and the removing teacher shall determine if and when a student may be readmitted to the classroom or school-sponsored activity. If the teacher and principal or principal's designee cannot agree, the superintendent or the superintendent's designee shall make the determination.

(f) When a teacher or school administrator removes a student from a classroom or school-sponsored activity or disciplines or punishes a student, a rebuttable presumption exists that the teacher or administrator acted reasonably, in good faith, and in accordance with State or local board of education policy. The burden of overcoming the presumption shall be upon the student.

(g) Each local board of education shall establish, adopt, publish and distribute to students in the district and their parents or guardians policy or standards that:

(1) Specify the general circumstances under which a student may be removed from a classroom or school-sponsored activity, consistent with a teacher's ultimate authority to determine disruptive behavior and to remove a student from a classroom or school-sponsored activity; and

(2) Further define and/or provide examples of "disruptive behavior" set forth in subsection (a) of this section.

(h) A district shall not establish or adopt a policy or standards that prohibit the removal of a student from a classroom or school-sponsored activity.

(i) No teacher who purports to have acted pursuant to the teacher's rights established by this chapter shall be found liable for civil damages arising from that action unless that teacher's conduct shocks the conscience.

*14 Del. C. 1953, § 701; 57 Del. Laws, c. 383; 60 Del. Laws, c. 662, § 1; 72 Del. Laws, c. 236, § 1; 73 Del. Laws, c. 75, § 1; 74 Del. Laws, c. 17, §§ 1-3; 75 Del. Laws, c. 158, § 1.*

#### **§ 702. Corporal punishment.**

(a) "Corporal punishment" means the intentional infliction of physical pain which is used as a means of discipline. "Corporal punishment" includes, but is not limited to, paddling and slapping, when used as a means of discipline.

(b) No public school teacher, administrator, official employee or agent of the School Board may subject a student enrolled in the school district to corporal punishment.

(c) Subsection (b) of this section does not prohibit a public school teacher, administrator, official employee or agent of a school board from:

(1) Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;

(2) Using reasonable and necessary force to obtain possession of a weapon, or other dangerous object within a pupil's control;

(3) Using reasonable and necessary force for the purpose of self-defense or the defense of others under §§ 464 and 465 of Title 11;

(4) Using reasonable and necessary force for the protection of property under § 466 of Title 11;

(5) Using reasonable and necessary force to prevent a pupil from inflicting harm on that pupil's own self;

(6) Using reasonable and necessary force to protect the safety of others; or

(7) Using incidental, minor or reasonable physical contact designed to maintain order and control.

(d) In determining whether or not a person was acting within the exceptions in subsection (c) of this section, deference shall be given to reasonable, good faith judgments made by the teacher, administrator, official employee or agent.

(e) Nothing in this section shall prohibit, permit or otherwise affect any action taken by the teacher, administrator, official employee or agent of the School Board with regard to a person who is not a pupil enrolled in the school district.

74 Del. Laws, c. 17, § 4; 70 Del. Laws, c. 186, § 1.

#### **DISTRICT NONDISCRIMINATION POLICY**

**TITLE VII, TITLE IX, and Section 504 Compliance Notification:** The Smyrna School District does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, sex, age or disability in accordance with state and federal laws, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Occupational Rehabilitation Act of 1973. Inquiries should be directed to the Smyrna School District Superintendent, Administrative Office, 82 Monrovia Avenue, Smyrna, DE 19977. Phone: (302) 653-8585.

El distrito escolar Smyrna no discrimina en empleo o programas educacionales, servicios o actividades, basados en raza, color, religion, nacionalidad, sexo, edad o discapacidad en conformidad con las leyes estatales y federales

[It is also the policy of this District to ensure that curriculum content and instructional materials used by our schools reflect the cultural and racial diversity found in our country, and to create an awareness of the rights, duties, and responsibilities of each individual as a member of the multi-cultural, nonsexist society. Inquiries about compliance with Title IX, Title VI, or VII may be directed to the compliance coordinators appointed in the district.]

**COMPLIANCE COORDINATORS:** The following individuals have been appointed to serve as the District's compliance coordinators. These coordinators can be contacted at the following locations.

**TITLE VII: CIVIL RIGHTS ACT OF 1974** (Nondiscrimination in employment practices)

**TITLE IX: CIVIL RIGHTS ACT OF 1972** (Nondiscrimination on the basis of sex, educational programs)

#### **Compliance Coordinator:**

**Mrs. Deborah Judy, Assistant Superintendent**

82 Monrovia Avenue

Smyrna, DE 19977

(302) 653-8585

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

### **Compliance Coordinator (Students):**

**Dr. Marcia Mayhew, Supervisor of Pupil Services**

80 Monrovia Avenue  
Smyrna, DE 19977  
(302) 653-3135

### **Compliance Coordinator (Staff and Visitors):**

**Mrs. Deborah Judy, Assistant Superintendent**

82 Monrovia Avenue  
Smyrna, DE 19977  
(302) 653-8585

## **AMERICANS WITH DISABILITIES ACT (ADA) OF 1982**

### **Compliance Coordinator:**

**Mr. Scott Holmes, Supervisor of Buildings and Grounds**

Thomas D. Clayton School  
80 Monrovia Avenue  
Smyrna, DE 19977  
(302) 653-3132

## **NONDISCRIMINATION ON THE BASIS OF SEX (Compliance Violation Grievance Procedure)**

Any student or employee of the Smyrna School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 or in Title VII of the Civil Rights Act of 1974.

**Level One** – Principal or immediate supervisor (informal): A student with a complaint of sex discrimination shall discuss it with the teacher, counselor, or principal.

**Level Two** – Title IX Compliance Officer: If the grievance is not resolved at level one and the student wishes to pursue the grievance, the student may formalize the grievance by filing a complaint in writing on a Compliance Violation Form, which can be obtained from the Title IX compliance officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within 21 days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting about the complaint be held with the Title IX compliance officer. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX compliance officer shall investigate the complaint and attempt to resolve it. A written report from the compliance officer about action taken will be sent to the grievant with 21 days after receipt of the complaint.

**Level Three** – Superintendent: If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the Superintendent within 15 days after the grievant received the report from the compliance officer. A decision will be rendered and conveyed to the grievant by the Superintendent or his/her designee within 15 days after receipt of written appeal.

**Level Four** – Other agencies: The grievant may file formal complaints with the Delaware Civil Rights Commission or other agencies available for mediation or rectification of affirmative action grievances, or may seek private counsel for complaints alleging discrimination.

Note: The District appoints compliance coordinators for Title IX, Title VII and for Section 504 of the Rehabilitation Act of 1973, as required by law. These compliance coordinators serve as grievance officers and are responsible for the District's efforts to comply with nondiscrimination requirements under Title IX, Title VII, and Section 504.