

# **Student / Parent Handbook**

**2008-2009 School Year**

**Delcastle • Howard • Hodgson • St. Georges**

**New Castle County  
Vocational Technical School District**

New Castle County Vocational  
Technical School District

Board of Education

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*The Student/Parent Handbook contains official policy of the Board of Education of the New Castle County Vocational Technical School District. In special situations where the Board approves policy modifications relevant to an individual school project, parents will be notified accordingly by the school administration. The Board of Education approved this Handbook in April 2008.*

## MESSAGE FROM THE SUPERINTENDENT

*Dear Students and Parents:*

*I welcome you to the New Castle County Vocational Technical School District for an exciting 2008/09 school year. Each year we build upon our successes to prepare all students for the challenges of high achievement, career preparation, and school citizenship. These are the prerequisite skills you will need for the workforce of the 21st century.*

*The Student/Parent Handbook is updated each year and provided to students to ensure their understanding of the rules that guide our schools and to enhance each student's opportunity for success. These rules clarify your responsibilities as a valued student in the school district. Be sure to read the contents of the handbook, which includes attendance, discipline, due process, rules, transportation, and athletic eligibility guidelines.*

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

*On behalf of all district administrators, teachers, and support staff, I wish you a productive and successful school year. Take full advantage of our many programs and services. Work hard, enjoy your school experience, and be sure to follow the code of conduct in this handbook.*

*Sincerely,*



*Steven Godowsky  
Superintendent*

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## SECTION I GENERAL INFORMATION

### 2008-2009 School Calendar

#### **AUGUST**

August 20-21 ( <i>Wednesday-Thursday</i> )	Professional Development
August 22 ( <i>Friday</i> )	No School
August 25 ( <i>Monday</i> )	School Opens
August 29 ( <i>Friday</i> )	No School

#### **SEPTEMBER**

September 1 ( <i>Monday</i> )	Labor Day
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#### **OCTOBER**

#### **NOVEMBER**

November 4 ( <i>Tuesday</i> )	Election Day
November 11 ( <i>Tuesday</i> )	Veterans Day
November 24-25 ( <i>Monday-Tuesday</i> )	Professional Development
November 26-28 ( <i>Wednesday-Friday</i> )	Thanksgiving

#### **DECEMBER**

December 24-31 ( <i>Wednesday-Wednesday</i> )	Winter Vacation
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#### **JANUARY**

January 1-2 ( <i>Thursday-Friday</i> )	New Year's Holiday
January 5 ( <i>Monday</i> )	School Reopens
January 16 ( <i>Friday</i> )	Professional Development
January 19 ( <i>Monday</i> )	Martin Luther King Day

#### **FEBRUARY**

February 12-13 ( <i>Thursday-Friday</i> )	Professional Development
February 16 ( <i>Monday</i> )	Presidents Day

#### **MARCH**

#### **APRIL**

April 10-17 ( <i>Friday-Friday</i> )	Spring Vacation
April 20 ( <i>Monday</i> )	School Reopens

#### **MAY**

May 25 ( <i>Monday</i> )	Memorial Day
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#### **JUNE**

June 10 ( <i>Wednesday</i> )	Last Pupil Day
June 11 ( <i>Thursday</i> )	Professional Development
June 12 ( <i>Friday</i> )	Last Teacher Day

## **DAILY SCHEDULE**

**2008-2009**

The daily bell schedule for each school will be provided to parents and students by the school administration prior to the beginning of the school year. Parents are encouraged to review the schedule carefully, and whenever possible, try to arrange early dismissals for the end of class periods.

## **SCHOOL CLOSINGS / SNOW EMERGENCIES**

The opening of school shall not be delayed more than two hours because of inclement weather. If schools cannot be opened within two hours of the regular beginning time, the school will be closed for that day.

Closing of school because of inclement weather shall be the decision of the Superintendent, based upon the conditions which exist within the district. However, unless the conditions are extremely severe, schools shall normally not be closed earlier than one hour before the regular dismissal time.

School closings or late openings due to inclement weather or other unforeseen circumstances will be announced on the following radio stations:

<b>WDEL</b>	<b>1150 AM</b>	<b>WILM</b>	<b>1450 AM</b>
<b>WSTW</b>	<b>93.7 FM</b>	<b>WJBR</b>	<b>99.5 FM</b>

The announcement will state that New Castle County Vocational-Technical School District is closed or opening late. If the New Castle County Vocational-Technical School District is not announced, school will operate on the regular schedule.

## **GUIDANCE DEPARTMENT**

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

## **WELLNESS CENTERS**

The Wellness Centers provide accessible, affordable physical and mental healthcare for students, especially for those who are underserved, through on-site services and referrals. They focus on preventive care and adolescent issues through educational programs which reduce risk-taking behavior. Parents are encouraged to provide approval for their son or daughter to visit the Center.

## **NEW STUDENT ORIENTATION**

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

## **TRANSPORTATION**

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

## **STUDENT ACTIVITY BUS**

A limited number of buses are made available at district expense to provide transportation for students who participate in after-school activities. Due to the wide area covered, the buses stop only at points in the general area where the students live. The stops are made in areas that provide well-lighted shelter and where a pay phone is available (WAWA, McDonalds, etc.). These stops are scheduled in areas that make it convenient for parents to pick up students.

## **FREE/REDUCED PRICE LUNCH PROGRAM**

Parents are encouraged to take advantage of the Free/Reduced Price Lunch Program. Applications and eligibility guidelines are forwarded to parents at the beginning of the school year and are available through the Guidance Office throughout the school year.

## **PARENT NIGHT**

An Open House for parents will be held early in the school year. It provides an opportunity to meet the student's teachers and tour the school building. Further information regarding Parent Night will be mailed to parents.

## **PRESCRIPTION / NON-PRESCRIPTION DRUGS**

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

## **NINTH GRADE ADMISSIONS PROCESS**

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

## **SECTION II STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The New Castle County Vocational-Technical School District Board of Education guarantees students the freedoms allowed by law, provided the freedoms do not endanger the health, safety, and welfare of others. Nowhere is it stated or implied in this document that the school should give up its authority and responsibility.

#### **FREE SPEECH/EXPRESSION**

*Philosophical Basis:*

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

#### **RIGHTS**

*Students have the right:*

1. To participate in patriotic activities. Students also have the right to be excused from any patriotic act that is against their deep personal convictions. Students who do not wish to participate in patriotic activities shall not be forced to do so.

2. To be excused from any activity which is against their religious beliefs.
3. To petition and survey students' opinions by following guidelines established by the Superintendent and the Board.
4. To express their own opinions on issues.
5. To assemble peaceably on school property at a time and place designated by the principal. This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.

## **RESPONSIBILITIES**

*Students have the responsibility:*

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

## STUDENT GOVERNMENT

### *Philosophical Basis:*

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

### **RIGHTS**

#### *Students have the right:*

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

### **RESPONSIBILITIES**

#### *Students have the responsibility:*

1. To work as members of the student government on the needs and concerns expressed by the student body.
2. To get the prior consent of any faculty member recommended.
3. To conduct election campaigns in a positive, mature manner with all due respect provided other candidates.

4. To participate regularly and to conduct themselves in an appropriate manner, to demonstrate positive leadership in school government, and to operate within district and school regulations.

## **PUBLICATIONS**

### *Philosophical Basis:*

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

### *Students have the right:*

1. To possess, post, and distribute literature which will not disrupt the school program and which follows the district's guidelines for responsible journalism.
2. To be free from censorship of their publications within the guidelines previously agreed upon by students and administrators.

## **RESPONSIBILITIES**

### *Students have the responsibility:*

1. To use only those bulletin boards or wall areas assigned for use by students and student organizations. Students must also accept responsibility for the effect that the posting, publication, or distribution of this literature might have on the normal activities of the school.
2. To refrain from publishing libelous and obscene materials, to seek full information on topics about which they write, to observe acceptable standards of good taste, and to observe the normal rules for responsible journalism.

Principals will suppress or recall literature which they consider primarily commercial or religious in nature or material which could disrupt the orderly operation of the school.

# STUDENT DRESS

Student dress may vary with instructional activity and the physical conditions in the school. Specific clothing, i.e. hard hats, lab aprons, gym attire, SkillsUSA/BPA jackets, uniforms, and safety attire for various vocational/technical programs for reasons relating to health or safety may be required at the instructor's discretion. It is the goal of the New Castle County Vocational Technical School District to ensure our students practice professional manner of dress; therefore, the following examples of inappropriate dress are based upon administrative judgment.

- Clothing **must NOT** have inappropriate slogans, words, pictures, alcohol advertisements, or references to illegal substance.
- Shoes **MUST** be worn at all times.
- Tank tops are **not allowed** during the school year for female or male students. Sundresses which are fashioned using tank top concept (tube, halter tops, spaghetti straps, strapless or backless dresses) are not permitted. Necklines on shirts/blouses should not be lower than the top of the armpits.
- A student's mid-section may not be exposed at anytime during school hours. This rule applies to female and male students. Pants/shorts worn in a manner that exposes undergarments are not permitted.
- The length of shorts, skirts, and dresses worn by students must be equal to or longer than the wearer's fingertips when standing upright, with arms hanging at his/her sides. Garments worn over stretch pants or hose such as dresses, shirts, shorts or tops must be a length reaching at least the wearer's fingertips when standing upright with arm fully extended at his/her side.
- Spandex garments for female and male students that are inappropriate and revealing are not permitted. Students are not permitted to wear sleepwear to school.
- Hats, headbands, head coverings, and ear coverings are not to be worn by male or female students in the buildings.
- For special events like field trips, dances, commencement, etc., special dress may be prescribed.
- Chains or pointed objects are not to be worn or carried.

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

## RIGHTS

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

## RESPONSIBILITIES

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

## SEARCH AND SEIZURE

### *Philosophical Basis:*

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

### **RIGHTS**

#### *Students have the right:*

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

### **RESPONSIBILITIES**

#### *Students have the responsibility:*

Not to carry or conceal any materials which are illegal or may disrupt the educational process.

## APPEALS/GRIEVANCES

### *Philosophical Basis:*

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

## **APPEALS/GRIEVANCES** (Continued)

### **RIGHTS**

*Students have the right:*

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

### **RESPONSIBILITIES**

*Students have the responsibility:*

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

## **STUDENT RECORDS**

*Philosophical Basis:*

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

## **RIGHTS**

*Students have the right:*

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

## **RESPONSIBILITIES**

*Students have the responsibility:*

1. Eligible students and parents have the responsibility to give school personnel notice that they want to inspect and review their records. Eligible students and parents have the responsibility to meet their financial obligations as they relate to school fees or fines. Transcripts and records will not be released until all student financial obligations are met.
2. Students have the responsibility to sign, without delay, a release of information contained in their records to authorized agencies.<sup>1</sup>
3. Eligible students and parents or guardians have the responsibility to release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing.

<sup>1</sup>Delaware Code: Title 14, Chapter 41, Section 4111

## **SECTION III**

### **DUE PROCESS POLICY**

The Board recognizes the student's right to a free public education which may not be taken away without good cause. Students have the rights given to every citizen by the U.S. Constitution. These rights are protected through a procedure called "due process." This section defines due process and the procedure for filing a grievance.

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

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

### **GRIEVANCE DEFINITION**

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction.

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

1. Is being denied access to an appropriate educational opportunity;

## **GRIEVANCE DEFINITION** (Continued)

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

## **GRIEVANCE PROCEDURE**

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

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference does not resolve the complaint, the grievant shall talk with the department chairperson, a guidance counselor, or an assistant principal about resolving the complaint.
3. If the conference fails to resolve the issue, the grievant shall file a written grievance with the principal.
4. The principal or designee will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.

## **GRIEVANCE PROCEDURE** (Continued)

5. A grievant wishing to appeal the principal's written decision must file a written appeal with the Superintendent not later than ten (10) school days from the date of receipt of the principal's written decision.
6. The Superintendent or designee shall investigate the problem and render a written decision.
7. If the written decision of the Superintendent is not acceptable to the grievant, the latter has the right to a written appeal to the New Castle County Vocational Technical School District Board of Education. The written appeal to the Board must be submitted to the District Office within ten (10) days after the student receives the written decision from the Superintendent. The New Castle County Vocational Technical School District Board of Education will render the final decision in writing, within thirty (30) days of receipt of the appeal.

## **SECTION IV**

### **ATTENDANCE**

The New Castle County Vocational-Technical School District requires that every parent, guardian, or other person having legal jurisdiction of a student send such student to school. School attendance is mandated by State statute and by rules and regulations of the State Board of Education. District staff have determined there is a direct relationship between good attendance and student success in school and in employment following graduation. Designated school staff will make an effort to contact the parent or guardian when the student is absent from school.

The Board of Education encourages all students to attend school regularly and to hold absences at an absolute minimum. Teachers may include attendance and class participation as part of each student's grade. Attendance procedures have been established to help students develop regular and acceptable school attendance.

Parents or guardians are encouraged to assist the school by encouraging regular attendance. Attendance records are indicated on the report card, progress reports, or individual notification by school staff.

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

### **ATTENDANCE RESPONSIBILITIES**

#### **PARENT**

1. Provide written requests for early dismissals.
2. Provide written explanation for student absence within two (2) days of return to school.
3. Provide written excuse for late arrival at time of return to school.
4. Attend conference at school to discuss attendance problems.
5. Telephone the school on the day of the absence.

## ATTENDANCE RESPONSIBILITIES (Continued)

### STUDENT

1. Attend school regularly except when student remains home for legal absence as defined in policy.
2. Be responsible to ask teacher to provide make-up for all assignments or tests missed due to absenteeism.
3. Provide written parental excuses when absent or tardy to school. **Regardless of time of late arrival, students must sign in.**
4. Must be in assigned class unless student receives prior approval to be in another teacher's classroom.

### TEACHER

1. Keep accurate daily attendance records on each student and check daily absenteeism bulletin to determine class cuts.
2. Provide "cut" data to Student Advisor on "Cut" Referral Form.
3. Check periodically with attendance office to compare student attendance record with central attendance record.
4. Verify class absences on interim reports and report cards.
5. Attend conferences to discuss absenteeism and provide necessary data to appropriate personnel.
6. Count as excused absences participation in approved school-related activities such as sports, SkillsUSA/BPA, honor society, State or District testing programs, and student council, which are encouraged by the school; but when these activities infringe on a given class, then the teacher of that class will advise the student and sponsor of that activity that the student's grade will be affected.
7. Obtain prior permission from the teacher whose class the student should attend before detaining a student for any reason.
8. Cooperate with homebound instructor in providing the necessary assignments for the student when requested.

## DEFINITION OF ATTENDANCE TERMS

### **EXCUSED ABSENCE**

An excused absence is an absence for one of the reasons as listed below. Following such an absence, the student will be allowed to make up all work missed, to take tests which were missed, and to submit any assignments which became due during the absence. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The time allowances should not exceed more than double the days the student was absent.

### **THE RESPONSIBILITY FOR INITIATING MAKE-UP WORK AND TURNING IN ASSIGNMENTS RESTS WITH THE STUDENT.**

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

1. Illness of student, if necessary, attested by a physician's certificate.
2. Contagious disease within the home of a pupil.
3. Death in the immediate family or of a close friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment such as medical or dental appointments.
7. Pre-arranged absence to visit a college or university, to participate in other educational experiences.
8. Suspension/In-school Alternative.
9. School-sanctioned activities such as field trips, club activities, athletic events, and District-approved musical events are not to be counted as absences from school but will be recorded in instructor's grade book only.
10. Emergency situations as determined by the Principal.

## **UNEXCUSED ABSENCE**

*An unexcused absence is an absence :*

1. Which is for a reason not listed as “excused.”
2. For which the parental note of explanation was not provided on the student’s first or second day of return to school following the absence.

Students should be held accountable for all assignments or tests missed due to excused or unexcused absences from school. Full or partial credit for assignments or tests missed due to unexcused absences will be approved at the discretion of the instructor and/or administration. In the case of vocational skills or labs missed due to an absence, the instructor may substitute an alternative assignment at equal grade value.

The time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.

## **PRE-ARRANGED ABSENCE**

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

## **TRUANCY**

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

A student is not considered truant if a parent, to ensure safety and welfare of the student, refuses to send the student to school.

## **ALL ABSENCES ARE RECORDED AS DAYS MISSED FROM SCHOOL.**

Parents and students should refer to the individual attendance policies of Delcastle, Hodgson, Howard, and St. Georges which are supplements to this handbook.

## TARDINESS TO SCHOOL

All students are expected to be punctual to school. Students who arrive after the late bell are tardy. A student who is tardy or late to school should present a written explanation for the tardiness.

An **excused tardy** is given when the student provides, at the time of the tardiness, a written note of explanation from the parent/guardian for reasons such as **personal illness, medical appointments, or appearance in court**. Students should recognize that a written explanation from home does not automatically cause the tardy to be “excused.” An **unexcused tardy** will be given for such reasons as **car trouble, personal business, heavy traffic, child care, needed at home, etc.** Students tardy for unexcused reasons will be referred for disciplinary action. (See Discipline Policy.)

**STUDENTS WHO DO NOT ATTEND AT LEAST HALF OF THE PERIODS ON A GIVEN DAY WILL BE MARKED ABSENT FOR THE DAY.**

## LATENESS TO CLASS

Students late to class should report to the teacher with whom they are scheduled for admittance to class. The teacher will determine the validity of the excuse and shall require written verification when appropriate. If a student is late to class three (3) or more times without sufficient reason, the teacher will issue a detention. Lateness of more than fifteen (15) minutes shall be counted as an absence; in addition, three (3) latenesses of fifteen (15) minutes or less shall be counted as an absence.

## EARLY DISMISSALS

An early dismissal is the release of a student when requested by a parent or guardian for an absence of less than a school day for reasons deemed by the school to be necessary and legal. Such dismissals shall count as absences from the class or classes missed. Such written requests should be presented to the attendance monitor immediately upon arrival at school, but preferably a day in advance of the anticipated dismissal. The student will be allowed to make up any work presented on the excused day(s). **THE SCHOOL RESERVES THE RIGHT TO REFUSE A REQUEST FOR AN EARLY DISMISSAL.**

## **CUTS**

A student is considered to be “cutting” class if he or she reports to school but does not attend a class for which he or she is scheduled and does not have the permission of either that subject teacher or other school personnel to be excused from that class. Students identified as “cutting” class will be referred for disciplinary action.

## **ADULTSTUDENT**

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

## **UNEXCUSEDABSENCESDUE TOCUTTING**

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

## **CHRONIC ABSENTEE STATUS**

### ***(15-day notification - Excused and Unexcused)***

1. When a student reaches fifteen (15) days of absenteeism, the student and parent or guardian will be notified that the student has been placed on a chronic absentee status.
2. Parents are invited to attend a meeting to discuss the attendance problem. The counselor and classroom teachers of the student will also be notified that the student has been placed on chronic absentee status.

## **HOMEBOUND INSTRUCTION**

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

## SECTION V

### GRADES

The school year is divided into four marking periods, approximately 45 days in length. The marking periods are usually scheduled for early November, late January, late March, and early June. At the end of each marking period, a student's academic progress will be recorded on a report card. The student report card, at the end of each marking period, will be mailed directly to the parents.

At the midpoint of each marking period, teachers note student commendations and deficiencies. This interim notice will be sent directly to parents, usually during the fifth week of each marking period, in the hope that satisfactory school work can be encouraged cooperatively before grade reports are issued.

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

In full credit courses, marking period grades will count 20% of the final grade. Semester and final exams may count 10% to 20% each to make up the final grade. In semester courses, each grade will count up to 45% and the final exam may count 10% to 20%.

Incomplete grades must be made up within two weeks following the end of the marking period. If a student fails to complete the work within the two-week period, he/she will receive a zero for the incomplete work and the marking period grade will be computed accordingly. Medical and/or documented crisis will be the only basis for giving an incomplete grade at the end of either marking period.

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

**Seniors must have successfully passed all course requirements for a diploma in order to participate in the graduation ceremony.**

Students will be included on the honor roll who have no grade less than a "C" and five credits.

3.5 - 4.0	Distinguished Honor Roll
3.0 - 3.49	Honor Roll

Teachers are required to allow students with excused absences to make up work when initiated by the student. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. See Section IV for exception.

*The grading scale is as follows:*

98 - 100	=	A+	83 - 84	=	C+
95 - 97	=	A	77 - 82	=	C
93 - 94	=	A-	75 - 76	=	C-
91 - 92	=	B+	73 - 74	=	D+
87 - 90	=	B	71 - 72	=	D
85 - 86	=	B-	70	=	D-
			F	=	69 or Lower

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

**NOTE:** Unexcused absences will have a greater impact on grading.

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

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

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

## GRADES AND EXTRACURRICULAR ACTIVITIES

Freshmen students must have a 1.5 grade point average by the end of the first marking period of their freshman year and a 1.75 grade point average by the end of the second marking period to participate in athletics and extracurricular activities; sophomores, juniors, and seniors must maintain a 1.75 grade point average to participate in athletics and extracurricular activities.

## SECTION VI

### DISCIPLINE POLICY

The purpose of the New Castle County Vocational-Technical School District's Discipline Policy is to create an environment in which learning can take place most effectively. The policy is based on mutual respect among students and between students and teachers.

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

The Student Advisor/Principal Designee is responsible for enforcing the discipline policy in a manner which is consistent, fair, and firm, treating each case on an individual basis and taking into consideration the overall school record of the student and other mitigating circumstances. All staff members are required to effect or assist in discipline situations.

The aim of the Student Advisor/Principal Designee is to promote self-discipline in each student; the student who practices self-discipline will be least affected by this policy.

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

### GLOSSARY OF DISCIPLINARY ACTIONS

#### **REPRIMAND**

A reprimand is a verbal or written warning that behavior is not acceptable.

#### **PARENT CONTACT/CONFERENCE**

A parent contact/conference is a telephone contact or meeting with a parent.

### **RESTITUTION/RESTORATION**

Restitution/restoration is the payment for and/or restoring of property or articles which have been damaged.

### **DETENTION / AFTER SCHOOL ALTERNATIVE PROGRAM (ASAP)**

A detention is an established time (maximum of 3.5 hours) determined by school staff when a student is detained in a supervised area before, during, or after school hours. The Principal/Designee may approve alternative transportation home on the student activities bus. Students must remain in a supervised area until the activity bus departs. A student's failure to serve detention will result in additional after-school or in-school alternative, or suspension. **Detentions may be assigned to be served on Saturday.**

### **REMOVAL FROM CLASS**

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

### **DENIAL OF BUS TRANSPORTATION**

Denial of bus transportation is the temporary or permanent withholding of bus transportation for misconduct on the school bus, disrespect to the driver, or vandalism to the bus. Such action may be taken only by a Principal/Designee. During the denial of school bus transportation, parents are responsible for getting the student to and from school upon proper notification.

### **DENIAL OF DRIVING PRIVILEGES**

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

### **DISCIPLINARY PROBATION**

Disciplinary probation is a condition whereby a student must fulfill specific commitments and/or be denied certain privileges until behavior improves.

### **IN-SCHOOL ALTERNATIVE**

The in-school alternative is a temporary assignment of a student to a classroom for a period of days specified by the Principal/Designee in place of the student's regularly scheduled classes. Students will be required to do school work and will be excluded from any school activities occurring during this time.

### **SUSPENSION**

Suspension is a student's temporary exclusion from regular school attendance and activities as determined by the Principal/Designee for a period not to exceed ten (10) days. An earnest attempt will be made to contact the parent of each student who is suspended.

### **BEHAVIORAL CONTRACT**

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

### **REFERRAL TO ALTERNATIVE PROGRAM**

Referral to an alternative program is a referral to an educational program outside the regular vo-tech high school setting such as James H. Groves, Multiple Alternative Program (MAP), or Wilmington Skills Center.

### **REFERRAL TO POLICE**

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

### **EXPULSION**

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

### **FIREARM POSSESSION**

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

### **REFERRAL TO WELLNESS CENTER**

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

## **LOCKERS**

The District presumes a student possesses, and is therefore responsible for, all items found in his/her locker. A student should regularly check the contents of his/her locker. If a student does not lock his/her locker, the student remains responsible for items found in the locker.

## **MOTOR VEHICLES**

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

## **BOOKBAGS/PURSES**

The District presumes a student possesses, and is therefore responsible for, all items found in the student's bookbag/purse or similar bag or container used to carry books or personal property. The student should regularly check the contents of his/her bookbag/purse. Failure to secure one's bookbag/purse or provide others access to one's bookbag/purse does not eliminate responsibility for items found in the bookbag/purse.

# **VIOLATIONS AND DISCIPLINARY ACTION**

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

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

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

**Note 2:** Any action or behavior which adversely affects the rights of a student to learn is subject to action or review by school staff.

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**A. GENERAL DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS**

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

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Disciplinary Probation

Optional: Detention/ASAP  
Disciplinary Probation  
In-School Alternative  
Suspension  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

Alternatives: In-School Alternative  
Behavioral Contract  
Referral to Alternative Program  
Expulsion  
Referral to Police Agency

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**B. GENERAL CLASSROOM DISRUPTION**

Behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class.

**FIRST VIOLATION**

Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Removal from Class  
Disciplinary Probation  
In-School Alternative  
Suspension

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact  
Detention/ASAP  
Removal from Class  
Disciplinary Probation  
Restitution/Restoration  
In-School Alternative  
Suspension  
Referral to Alternative Program

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**C.      DISRUPTION ON THE SCHOOL BUS**

Any misconduct on the school bus, disrespect to the driver, fighting, or vandalism to the bus (also see rules adopted by State Board of Education on pages 48 & 49).

**FIRST VIOLATION**

- Alternatives: Parent Contact  
Reprimand  
Restitution/Restoration  
Detention/ASAP  
Denial of Bus Privileges (*fighting up to 30 days*)  
Disciplinary Probation  
In-School Alternative  
Suspension  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

- |                                 |                           |
|---------------------------------|---------------------------|
| Alternatives: Parent Contact    | Disciplinary Probation    |
| Reprimand                       | In-School Alternative     |
| Restitution/Restoration         | Suspension                |
| Detention/ASAP                  | Behavioral Contract       |
| Denial of Bus Privileges        | Referral to Police Agency |
| Referral to Alternative Program |                           |

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**D.      \*UNEXCUSED ABSENCE/TRUANCY**

Absence without authorization or approved reason from school or class.

**FIRST VIOLATION**

- Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Removal from Class  
Disciplinary Probation  
In-School Alternative  
Suspension

**SUBSEQUENT VIOLATIONS**

- Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Removal from class  
Disciplinary Probation  
In-School Alternative  
Suspension  
Referral to Police Agency  
Referral to Alternative Program

\*Refer to Attendance Section

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E.

**SMOKING**

Display, use, dispensing, or selling of tobacco products, including snuff and chewing tobacco, or smoking paraphernalia, by all students is prohibited in school buildings, on school grounds, and on school buses at any time.

**VIOLATION**

Required: Parent Contact  
Referral to Guidance Counselor  
In-School Alternative, Detention or  
Suspension

Alternatives: Referral to Smoking Cessation Program

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F.

**TRESPASSING (Non-Students)**

Being on school property without authorization.

**FIRST VIOLATION**

Required: Warning

**SUBSEQUENT VIOLATIONS**

Required: Referral to Police Agency

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G.

**LOITERING**

A student's unauthorized presence in any area.

**FIRST VIOLATION**

Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Disciplinary Probation  
Suspension

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Disciplinary Probation

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**H. LEAVING SCHOOL PROPERTY WITHOUT AUTHORIZATION**

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

**FIRST VIOLATION**

Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Denial of Driving Privileges  
Disciplinary Probation  
In-School Alternative  
Suspension

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact  
Denial of Driving Privileges  
Disciplinary Probation  
In-School Alternative  
Suspension  
Referral to Alternative Program

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**I. ABUSE OF PARKING LOT PRIVILEGES**

Parking in school parking lots requires a school parking permit which entitles students to park only in assigned spaces. Students should drive carefully entering, driving through, and leaving school property. The use of the parking lot for anything other than the arrival and departure of the student is prohibited. A vehicle without a student parking permit is subject to search and towing.

**FIRST VIOLATION**

Alternatives: Vehicle Search  
Parent Contact  
Reprimand  
Detention/ASAP  
Denial of Driving Privileges  
Suspension

**SUBSEQUENT VIOLATIONS**

Alternatives: Vehicle Search  
Parent Contact  
Detention/ASAP  
Denial of Driving Privileges  
Suspension

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**J. RECKLESS DRIVING**

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

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Suspension

Optional: Denial of Driving Privileges  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

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

Optional: Behavioral Contract  
Referral to Police Agency  
Expulsion  
Referral to Alternative Program

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**K. POSSESSION OR USE OF NOISEMAKERS**

Radios, whistles, clackers, horns, and other sound-producing devices are not permitted to be brought to school. Their use disrupts the educational process. The school is not responsible for loss or theft of confiscated items.

**FIRST VIOLATION**

Required: Confiscation until End of School Year or Parent Pick-up

**SUBSEQUENT VIOLATIONS**

Required: Confiscation until End of School Year or Parent Pick-up

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**L. GAMBLING**

Participation in games of chance for money and/or other things of value.

**FIRST VIOLATION**

Required: Parent Contact  
In-School Alternative or  
Suspension

Optional: Disciplinary Probation  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Suspension  
Behavioral Contract

Optional: Referral to Alternative Program  
Referral to Police Agency

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**M. SEXUAL HARASSMENT, INDECENT PROPOSITION/  
EXHIBITIONISM/SEXUAL GESTURES OR COMMENTS;  
POSSESSION OF OBSCENE MATERIAL**

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

**FIRST VIOLATION**

Required: Parent Contact  
Disciplinary Probation  
Suspension

Optional: Referral to Guidance Counselor  
Referral to Alternative Program  
Expulsion  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Suspension  
Behavioral Contract

Optional: Referral to Guidance Counselor  
Referral to Alternative Program  
Expulsion  
Referral to Police Agency

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N. **ARSON**

Any willful or malicious burning of school property, building, or its contents and/or personal property of others.

**FIRST VIOLATION**

- Required: Parent Contact  
Referral to Guidance Counselor  
Restitution/Restoration  
Suspension  
Referral to Police Agency
- Optional: Behavioral Contract  
Referral to Alternative Program  
Expulsion

**SUBSEQUENT VIOLATIONS**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
Behavioral Contract
- Optional: Referral to Guidance Counselor  
Referral to Alternative Program  
Expulsion  
Referral to Police Agency
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O. **ALCOHOL OR ILLEGAL DRUGS USE/IMPAIRMENT**

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 55

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P. **POSSESSION OR PERSONAL USE OF ALCOHOL OR ILLEGAL DRUGS**

Possession of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount typical for personal use, and/or drug paraphernalia.

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 55

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**Q. DISTRIBUTION OF ALCOHOL OR ILLEGAL DRUGS**

Possession of a quantity of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount which exceeds an amount typical for personal use, and/or distribution of the above named substances or paraphernalia.

SEE DRUG/ALCOHOL POLICY, SECTION VII - Page 55

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**R. USE OF AUDIO-VIDEO/COMMUNICATIVE DEVICES**

Students are generally permitted to possess communicative devices, such as cellular phones, pagers, and beepers during the school day. However, the actual use of such devices during the school day disrupts the educational process. The use of any communicative devices, including cellular phones, pagers, and beepers, is therefore prohibited during the school day. All communicative devices must also be turned off during the school day. The school is not responsible for loss or theft of items.

**FIRST VIOLATION**

Alternatives: Warning  
Confiscation until End of School Year or Parent Pick-up  
Detention/ASAP

**SUBSEQUENT VIOLATIONS**

Required: Detention/ASAP  
Confiscation until End of School Year

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**S. SAFETY VIOLATION/HORSEPLAY**

Wanton disregard for the safety of oneself or others. Intentionally or unintentionally jeopardizing one's safety. Being involved or involving others in rough-housing or similar kinds of inappropriate behavior. Discharge of chemical substances such as mace or peppered mace is an example of this safety violation.

**FIRST VIOLATION**

Required: Parent Contact  
Detention/ASAP

Optional: Disciplinary Probation  
In-School Alternative  
Suspension

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Detention/ASAP

Optional: Disciplinary Probation  
Behavioral Contract  
Suspension  
In-School Alternative  
Referral to Alternative Program

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**T.****MISUSE OF COMPUTER SYSTEMS, COMPUTER NETWORK (INTERNET) OR OTHER TECHNOLOGIES**

Misuse of, unauthorized access to, or modification of, computer systems or other technologies. Computer systems include, but are not limited to, computers, ancillary equipment, software, or services.

**FIRST VIOLATION**

Required:	Parent Contact	Alternatives:	Parent Contact
	Reprimand		Reprimand
	Removal from all		Restitution/Restoration
	computer access and		Detention/ASAP
	associated technologies		Removal from all computer access and associated technologies
			Disciplinary Probation
			In-School Alternative
			Suspension
			Referral to Police Agency
			Expulsion

**SUBSEQUENT VIOLATIONS**

Required:	Parent Contact	Alternatives:	Parent Contact
	Reprimand		Reprimand
	Disciplinary Probation		Restitution/Restoration
	Removal from all		Detention/ASAP
	computer access and		Expulsion
	associated technologies		Referral to Police Agency
			Disciplinary Probation
			In-School Alternative
			Suspension
			Removal from all computer access and associated technologies
			Referral to Alternative Program

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**U.****DEFIANT BEHAVIOR**

A refusal to comply with a reasonable request from school personnel.

**FIRST VIOLATION**

Alternatives:	Parent Contact
	Reprimand
	Detention/ASAP
	Removal from Class
	Disciplinary Probation
	In-School Alternative
	Suspension
	Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

Alternatives:	Parent Contact
	Reprimand
	Detention/ASAP
	Removal from Class
	Disciplinary Probation
	In-School Alternative
	Suspension
	Referral to Alternative Program
	Expulsion

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**V. INFLAMMATORY ACTIONS/HARASSMENT/HAZING**

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

**FIRST VIOLATION**

Alternatives: Parent Contact	Disciplinary Probation
Reprimand	In-School Alternative
Restitution/Restoration	Suspension
Detention/ASAP	Expulsion
Removal from Class	

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact	Disciplinary Probation
Reprimand	In-School Alternative
Restitution/Restoration	Suspension
Detention/ASAP	Expulsion
Removal from Class	Referral to Alternative Program

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**W. BULLYING**

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

**FIRST VIOLATION**

Alternatives: Parent Contact/Conference	In-school Alternative
Reprimand	Suspension
Detention/ASAP	Referral to Police Agency and/or State Agency if required by law
Removal from Class	Expulsion

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact/Conference	Suspension
Detention/ASAP	Referral to Alternative Program
Removal from Class	Referral to Police Agency and/or State Agency if required by law
In-school Alternative	Expulsion

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**X. ASSAULT AND BATTERY**

An unlawful physical attack resulting in injury to another.

**FIRST VIOLATION**

Required:	Reprimand	Parent Contact/Conference
	Suspension	Restitution/Restoration
	Referral to Police Agency and/or State Agency if required by law	
Optional:	Expulsion	

**SUBSEQUENT VIOLATIONS**

Required:	Parent Contact/Conference	Referral to Alternative Program
	Restitution/Restoration	Referral to Police Agency and/or State Agency if required by law
	Suspension	Expulsion

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**Y. AGGRAVATED ASSAULT**

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

**FIRST VIOLATION**

Required: Reprimand  
Parent Contact/Conference  
Referral to Police Agency and/or State Agency if required by law  
Suspension

Optional: Expulsion  
Referral to Alternative Program

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact/Conference  
Referral to Police Agency and/or State Agency if required by law  
Suspension

Optional: Expulsion  
Referral to Alternative Program

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**Z. ASSAULT ON SCHOOL PERSONNEL**

A deliberate or spontaneous physical attack on an employee by a student, resulting in an assault charge.

**FIRST VIOLATION**

Required: Suspension  
Conference with Superintendent  
Referral to Police Agency and/or State Agency if required by law

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

**SUBSEQUENT VIOLATIONS**

Required: Expulsion

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**AA. OFFENSIVE TOUCHING**

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

**FIRST VIOLATION**

Alternatives: Parent Contact  
Suspension

Optional: Disciplinary Probation  
Referral to Police Agency  
Detention/In-school Alternative  
Expulsion

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact  
Suspension  
Behavioral Contract  
Referral to Police Agency and/or State Agency if required by law

Optional: Referral to Alternative Program  
Expulsion

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**BB. FIGHTING**

Aggressive physical conflict between two or more students assaulting each other.

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Suspension

Optional: Denial of Bus Transportation  
Disciplinary Probation  
Behavioral Contract  
Expulsion  
Referral to Police Agency

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Restitution/Restoration  
Suspension

Optional: Denial of Bus Transportation  
Behavioral Contract  
Referral to Alternative Program  
Expulsion  
Referral to Police Agency

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**CC. EXTORTION**

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

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Disciplinary Probation  
Suspension  
Referral to Police Agency and/or State Agency if required by law

Optional: Behavioral Contract  
Referral to Alternative Program  
Expulsion

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Restitution/Restoration  
Suspension  
Behavioral Contract  
Referral to Police Agency and/or State Agency if required by law

Optional: Referral to Alternative Program  
Expulsion

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

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

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency and/or State Agency if required by law

Optional: Disciplinary Probation  
Denial of Bus Transportation  
Behavioral Contract  
Referral to Alternative Program  
Expulsion

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency and/or State Agency if required by law  
Referral to Alternative Program  
Expulsion

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**EE. STEALING/ POSSESSING/TRANSFERRING OF STOLEN GOODS**

**FIRST VIOLATION**

- Required: Parent Contact  
Referral to Guidance Counselor  
Restitution/Restoration  
In-School Alternative  
Suspension
- Optional: Disciplinary Probation  
Behavioral Contract  
Referral to Police Agency  
Expulsion

**SUBSEQUENT VIOLATIONS**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency
- Optional: Behavioral Contract  
Referral to Alternative Program  
Expulsion
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**FF. BREAKING AND ENTERING**

Entering a locked or unlocked area without authorization or permission; entering a locked or unlocked area at other than authorized times.

**FIRST VIOLATION**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency
- Optional: Disciplinary Probation  
Expulsion

**SUBSEQUENT VIOLATIONS**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
Behavioral Contract  
Referral to Police Agency
- Optional: Referral to Alternative Program  
Expulsion

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**GG. ROBBERY**

Felonious taking of personal property in the possession of another against his/her will, accomplished by means of force or fear.

**FIRST VIOLATION**

Required: Parent Contact  
Restitution/Restoration  
Suspension  
Behavioral Contract  
Referral to Police Agency

Optional: Referral to Alternative Program  
Expulsion

**SUBSEQUENT VIOLATIONS**

Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency

Optional: Referral to Alternative Program  
Expulsion

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**HH. FORGERY**

The willful act of imitating or counterfeiting signature of parents/guardians, teachers, physicians, or others.

**FIRST VIOLATION**

Alternatives: Parent Contact  
Reprimand  
Detention/ASAP  
Disciplinary Probation  
Suspension  
Referral to Police Agency  
Expulsion

**SUBSEQUENT VIOLATIONS**

Alternatives: Parent Contact  
Suspension  
Behavioral Contract  
Referral to Police Agency  
Referral to Alternative Program  
Expulsion

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**II. VANDALISM**

The willful or malicious destruction of school property or the property of others.

**FIRST VIOLATION**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
In-School Alternative
- Optional: Denial of Bus Transportation  
Disciplinary Probation  
Behavioral Contract  
Referral to Police Agency  
Expulsion

**SUBSEQUENT VIOLATIONS**

- Required: Parent Contact  
Restitution/Restoration  
Suspension  
Referral to Police Agency
- Optional: Denial of Bus Transportation  
Behavioral Contract  
Referral to Alternative Program  
Expulsion

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**JJ. INTIMATE SEXUAL CONTACT**

Intimate contact of a sexual nature with or without consent of the other person. This includes, but is not limited to, petting, kissing, sexual intercourse, sexual assault, statutory rape, or rape.

**VIOLATION**

- Alternatives: Reprimand  
Parent Contact/Conference  
Suspension  
Referral to Police Agency and/or  
State Agency if required by law  
Referral to Alternative Program  
Expulsion

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**KK. TERRORISTIC THREATENING**

Intimidate other persons by threatening to inflict bodily harm or to cause evacuation of school or facilities by making a false claim or a deliberate misleading action (for example, bomb scare, fire alarm).

**VIOLATION**

Required: Parent Contact/Conference  
1-10 Days Suspension  
Referral to Police Agency and/or State Agency if required by law

Optional: Expulsion

**SUBSEQUENT VIOLATION**

Required: Referral to Alternative Program  
Referral to Police Agency and/or State Agency if required by law

Optional: Referral to Outside Agency  
Expulsion

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**LL. CHEATING/PLAGIARISM**

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

**FIRST VIOLATION**

Alternatives: Parent Contact/Conference  
Detention/ASAP  
Failing mark for work  
Reprimand

**SECOND VIOLATION**

Alternatives: Parent Contact  
Detention/ASAP  
Failing mark for work  
Reprimand  
Suspension

## **STUDENT FINES AND RETURN OF DISTRICT PROPERTY**

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

Grades, transcripts, and diplomas will be released when the student:

- Returns all loaned District property in usable condition, or
- Pays the charges for the replacement or repair (which would be at the District's discretion) of loaned District property which is lost or unusable, or
- Performs voluntary work, as designated by the principal or designee, in lieu of payment of the charges for replacement or repair.

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

## **SCHOOL-POLICE RELATIONSHIPS**

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

"School Officials shall promptly report to the appropriate police agency all police matters coming to their attention, whether occurring on or away from the school premises, during the school day and/or which involve pupils attending the particular school. The following offenses should be reported to the appropriate police agency for investigation:

1. All felonies.
2. Serious assaults when any weapon is used.
3. Report of explosives, knives, firearms, ammunition or blasting caps being brought into school.
4. Narcotic offenses or allegations; drinking, if it appears to be other than an experimental experience.

5. Indecent assaults on male or female students.
6. Rape or assault with intent to rape.
7. Morals offenses (pornography, exhibitionism, peeping, etc.).
8. Organized gambling (numbers and pools).
9. Neglect or abuse of children.
10. Persons or conditions which are factors in contributing to the delinquency of minors.
11. Adults loitering on or near school property.
12. Unknown person(s) parked near schools at time pupils are going to and from school.
13. Observations of reckless driving and traffic hazards endangering lives of school children.
14. Telephone threats made to the school.
15. Arson or suspicion of arson.
16. Rumors or observations of gang rivalries or activities.
17. Reports of promiscuity or incest.
18. Evidence of threats or intimidations.
19. Larcenies involving the personal property of others.
20. Larcenies of school equipment.
21. Burglaries and attempted burglary of school buildings.
22. Malicious mischief and school vandalism.
23. Trespass on school property."

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

## **CONDUCT OF STUDENTS ON SCHOOL BUSES**

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

- a. Pupils must obey the driver promptly and be courteous to him/her and to fellow pupils. The driver is in full charge of the bus and pupils and has the authority of a classroom teacher.
- b. Pupils must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
- c. Pupils should never stand in, or play on, the roadway while waiting for the bus.
- d. Before boarding the bus, pupils must keep a safe distance from it while it is in motion.
- e. Pupils must not try to get on or off the bus when it is in motion.
- f. Pupils must enter the bus without crowding or disturbing others and occupy their seats immediately.
- g. Pupils must keep out of the driver's seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
- h. In approaching the bus or a bus stop along the highway, a pupil should walk on the left side of the road facing traffic. He/She should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, he/she should immediately walk around the front of the bus and stop before crossing. He/She should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.

- i. In crossing the street or highway at any time, pupils should look both to the right and to the left, then WALK—not run.
- j. Outside the ordinary conversation in normal tone, classroom conduct is to be observed when on the bus.
- k. Pupils must not call out to passers-by. They should not open the bus windows without permission from the driver or extend head or arms out of the window.
- l. Pupils shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
- m. Pupils should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- n. Pupils are not permitted to smoke while on the bus.
- o. Pupils must not use profanity while on the bus.
- p. Pupils must not throw articles of any kind out of or around the bus.
- q. Pupils are not to eat or drink while on the bus.
- r. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures and spitting.

## CONDUCT OF STUDENTS OUT OF SCHOOL

The student discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students or District staff, or to the reputation of a school or the District. Such out-of-school conduct shall include, but is not limited to:

- acts of violence which are punishable by law;
- sexual offenses which are punishable by law; or
- the sale, transfer, or possession of drugs which would constitute an offense punishable by law.

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

## **EXPULSION PROCEDURES**

State Regulations define expulsion as "... the exclusion of a pupil from school."

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

### **STEP I**

- A. The student shall be suspended up to five (5) school days.
- B. The Principal or designee shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference to inform the student of the charges against him/her, and an opportunity to tell his/her side of the story.
- C. The Principal or designee shall complete his/her investigation within three (3) school days after the day of the incident under investigation.
- D. If the Principal or designee determines that the student committed the offense and that the nature of the offense warrants a recommendation for expulsion, the Principal or designee shall submit a summary of the Principal's or designee's investigation and the recommendation of expulsion to the Superintendent's Office.
- E. If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer following the Step II formal hearing.
- F. If the Superintendent does not concur with the recommendation for expulsion, alternative education placement may be considered after consultation with the student and his/her parent or guardian.

## **STEP II**

- A. If the Superintendent concurs with the recommendation from the Principal, the Superintendent or his/her designee shall, within ten (10) school days of the incident giving rise to expulsion recommendation, notify the student and the student's parents or guardians of intent to expel and of the date, time, and location for a formal hearing on the recommendation for expulsion. The notice of intent to expel shall be sent by certified mail, or hand delivered, and shall state the reasons for the expulsion and the time and place of the hearing. In addition, the notice shall be accompanied by a copy of these rules of procedure for the conduct of expulsion hearings.
  
- B. The formal hearing shall be held not less than three (3) nor more than eight (8) school days after the notice of intent to expel is received. The time period may be extended by agreement of all parties.
  
- C. The formal hearing shall be conducted by an impartial hearing officer selected by the Superintendent. The hearing officer may be an employee of the District.
  
- D. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. The hearing officer in conducting the hearing shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal and cross-examination shall be excluded. The witnesses shall be sworn by the hearing officer or the registered professional reporter.
  
- E. The student shall have the following rights:
  - 1. To be represented by counsel, at the student's expense;
  - 2. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses;
  - 3. To request that any witnesses appear in person and answer questions or be cross-examined (student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission);
  - 4. To testify and produce witnesses on his/her behalf;
  - 5. To obtain, upon written request, a copy of the transcript or tape of the formal hearing.

### **STEP III**

- A. Within three (3) school days following the conclusion of the formal hearing, the hearing officer shall prepare a written report (the "Report") for the Board. The Report shall summarize the evidence, state conclusions of fact and make a recommendation as to whether the Board should expel the student. If expulsion is not recommended, alternative education placement may be recommended if appropriate.
- B. If the hearing officer does not recommend expulsion, the student may be permitted to return to school pending a review of the Report by the Board.
- C. The Board will consider the Report as well as the transcript of the formal hearing and decide whether or not to expel the student.

### **STEP IV**

#### **"STUDENTS WITH DISABILITIES"**

- A. In the case of students with disabilities, as defined in Federal and State regulations, an Individualized Educational Plan (I.E.P.), team meeting will be convened when a student has been suspended for more than ten (10) days, either consecutively or cumulatively, in any one school year, or if expulsion is being considered. When a student with disabilities has accumulated eight (8) days suspension, the Student Advisor is to notify the building Special Education Department Chairperson in writing to ensure that appropriate action may be taken prior to reaching the ten (10) day limit.
- B. The I.E.P. Team will consider whether the offense was related to the disability or the result of an inappropriate placement.
- C. If the I.E.P. Team determines that the offense is related to the student's disability or the result of inappropriate placement, then the student's program or placement will be modified accordingly.
- D. If the I.E.P. Team determines that the offense is neither related to the student's disability nor the result of an inappropriate placement, then the student will be subject to the provisions of the Discipline Policy.

- E. In instances where the student with a disability presents a danger to himself or others, or is so disruptive to the educational environment as to interfere with the rights of other students to benefit from an education, emergency placements may be invoked by the District, including homebound instruction.

## **FOLLOW-UP TO EXPULSION**

- A. A student who is expelled shall be informed of the duration of the expulsion, after which the parent may petition the Board of Education for readmission.
- B. Any student who has been expelled, before making application for readmission, must provide evidence of having received appropriate related services pertinent to the expulsion offense.
- C. All students readmitted to school following an expulsion shall be:
  - 1. Readmitted on a date to coincide with the beginning of a marking period/semester as defined by the school calendar.
  - 2. Advised that the conditions for readmission shall be specified through a written behavioral contract designed by appropriate school personnel and signed by the student and his/her parent.
  - 3. Retained on the behavioral contract for one (1) calendar year following the date of readmission.
- D. A student who is expelled shall be denied attendance at any school or any facility in the New Castle County Vocational-Technical School District unless there are special considerations required by law.

## **New Castle County Vocational-Technical School District**

### **SECTION VII DRUG AND ALCOHOL POLICY**

- I. THE FOLLOWING POLICY ON THE POSSESSION, USE, OR DISTRIBUTION OF DRUGS AND ALCOHOL SHALL APPLY TO ALL SCHOOLS/PROGRAMS:**
- A. The possession, use and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance, and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment.
  - B. Student lockers are the property of the school and may be subjected to search at any time with or without suspicion.
  - C. Student motor vehicle use to, and in, the school environment is a privilege which may be extended by school districts to students in exchange for their cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession, or distribution of alcohol, a drug, a drug-like substance, a look-alike substance or drug paraphernalia, or of a student's use of an electronic beeper or other communication device during the school day may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle on the request of school authorities may result in the police being called to conduct a search, and will result in loss of the privilege to bring the vehicle on campus.
  - D. All students are responsible for their own actions. Students who are 18 years or older will be treated as adults for the purposes of reporting violations of this policy and of the law to the police. Such students shall also be on notice that their parents and/or guardians will be notified (if their address and/or telephone number is known to the school) of the student's actions in accordance with this policy.

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

**II. THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS POLICY:**

- A. **"Alcohol"** shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in Section 101 of Title 4 of the Delaware Code, including alcohol, spirits, wine, and beer.
- B. **"Drug"** shall mean any controlled substance or counterfeit substance as defined in Chapter 47 of Title 16 of the Delaware Code, including for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.

- C. **“Drug paraphernalia”** shall mean all equipment, products, and materials as defined in Section 4701 of Title 16 of the Delaware Code, including, for example, roach clips, miniature cocaine spoons, and containers for packaging drugs.
- D. **“Prescription drugs”** shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner, as defined in Title 16 Delaware Code Section 4701 (24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.
- E. **“Drug-like substance”** shall mean any noncontrolled and/or nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills.
- F. **“Nonprescription medication”** shall mean any over-the-counter medication; some of these medications may be a “drug—like substance.”
- G. **“Look-alike substance”** shall mean any noncontrolled substance which is packaged so as to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a noncontrolled substance capable of producing a change in behavior or altering a state of mind or feeling. See Title 16 Delaware Code Sec. 4752A.
- H. **“Possess,” “possessing,” or “possession”** shall mean that a student has on the student’s person, in the student’s belongings, or under the student’s reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia.

- I. **“Use”** shall mean that a student is reasonably known to have ingested, smoked, or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.
- J. **“Distribute,” “distributing,” or “distribution”** shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.
- K. **“School environment”** shall mean within or on school property and/or at school-sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips, and at functions held at the school in the evening.
- L. **“Expulsion”** shall mean exclusion from school.

### **III. THE FOLLOWING REGULATIONS SHALL APPLY TO THIS POLICY:**

- A. Each year all students shall receive an updated Student Handbook that contains the state and district drug and alcohol policies and regulations to be shared with their parents.
- B. The state and district policies shall apply to all students, except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the drug and alcohol policy was due to the student's handicapping condition will be made prior to any discipline or change of placement in connection with the policy.
- C. Staff members will report incidents to the Student Advisor/Principal Designee who will verify the identity of the student and the probable cause that a policy violation has been committed. The Student Advisor/Principal Designee where required will report the incident to the police and will file a report to be sent to the Department of Education. Parents will be notified as quickly as possible via the telephone. If telephone contact cannot be made, a letter will be sent home. Records will be maintained in a separate discipline file and confidentiality will be followed. Names and details of any particular incident will be revealed only to those staff persons who are required to know the specific information.
- D. Any physical evidence of a policy violation will be submitted to the Student Advisor/Principal Designee. The Student Advisor/Designee will document the date, time, and description of the evidence and the name(s) of the student(s) involved. Evidence will be locked in a secure area determined by the Student Advisor/Designee and submitted to the police upon their arrival.
- E. General searches of the property of a student may be conducted by the Student Advisor/Principal Designee at any time upon reasonable suspicion.

- F. All prescription and over-the-counter non-prescription drugs shall be presented to the school nurse upon entering the school building. The nurse will be responsible for dispensing those drugs to the students until they leave at the end of the school day. Any of these drugs not submitted to the school nurse will be considered in violation of this policy. Where necessary, individual students may be permitted to carry a prescription drug after submitting written notification from a physician and obtaining approval from the Principal/Designee.
- G. The discipline policy shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to, the sale, transfer, or possession of drugs which would constitute an offense punishable by law.
- H. Students expelled from school must petition the District Board of Education for readmission. Evidence must be provided of having received appropriate related services pertinent to the expulsion offense.
- I. A District Substance Abuse Advisory Committee including teachers, parents, school nurses, and community leaders will be appointed.

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

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

**A. USE/IMPAIRMENT**

**FIRST VIOLATION**

Required: Parent Contact

1-10 Days Suspension

\*Participation in a drug and alcohol program  
(Parent/Guardian Responsibility)

Referral to Police Agency and/or  
State Agency if required by law

**SUBSEQUENT VIOLATIONS**

Required: Referral to Alternative Program  
Referral to Police Agency and/or  
State Agency if required by law

Optional: Referral to Outside Agency  
Expulsion

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**B. POSSESSION/PERSONAL USE**

Possession of alcohol, a drug, a drug-like substance, and/or a look-alike substance, in an amount typical for personal use, and/or drug paraphernalia.

**FIRST VIOLATION**

Required: Parent Contact

5-10 Days Suspension

\*Participation in a drug and alcohol program  
(Parent/Guardian Responsibility)

Referral to Police Agency and/or  
State Agency if required by law

Optional: Expulsion  
Referral to Alternative Program

**SUBSEQUENT VIOLATIONS**

Required: Expulsion

\*It shall be the Parent (s)/Guardian(s) responsibility to enroll their child in a drug treatment program and provide the district with verification that the program has been successfully completed.

C.

**DISTRIBUTION**

Possession of a quantity of alcohol, a drug, a look-like substance, and/or drug paraphernalia in an amount which exceeds an amount typical for personal use, and/or distribution of the above named substances or paraphernalia.

**FIRST VIOLATION**

- Required: Parent Contact
  - 10 Days Suspension
  - \*Participation in a drug and alcohol program  
(Parent/Guardian Responsibility)
  - Referral to Police Agency and/or  
State Agency if required by law
- Optional: Disciplinary Probation
  - Referral to Alternative Program
  - Expulsion

**SUBSEQUENT VIOLATIONS**

- Required: Disciplinary Probation
    - 10 Days Suspension
    - Expulsion
    - Referral to Police Agency and/or  
State Agency if required by law
- 

D.

**POSSESSION OF COMMUNICATION DEVICES**

**FIRST VIOLATION**

- Required: Parent Contact
  - Reprimand
  - Confiscation
  - Referral to Police Agency and/or  
State Agency if required by law

**SUBSEQUENT VIOLATIONS**

- Required: Suspension
  - Referral to Police Agency and/or  
State Agency if required by law

\*It shall be the Parent(s)/Guardian(s) responsibility to enroll their child in a drug treatment program, and provide the district with verification that the program has been successfully completed.

**V. THE PROGRAM FOR INTERVENTION AND ASSISTANCE SHALL INCLUDE:**

- A. Staff persons are to refer students to their guidance counselors to receive initial counseling and to obtain information on counseling/treatment services available to the student or the student's rights, if any, to those services and on the confidentiality which the student can expect.
- B. Each high school shall maintain in its guidance office available to students and their parents a directory of resources available in the school environment and in the community for counseling for drug and/or alcohol treatment.
- C. At the beginning of each school year, and in the event of a new employee, the Principal will distribute an updated faculty handbook, including referral procedures and resources. The Principal will request staff assistance in encouraging students to seek support.
- D. Students with drug or alcohol problems will be referred to their Guidance Counselor for needs assessment, counseling, district program participation, and referral to outside agency, if appropriate.
- E. No cost is required from students for counseling provided by the Guidance Counselor or programs sponsored by the building/district. Any cost for counseling, treatment, or testing provided by outside agencies will be borne by the student.

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

## SECTION VIII ATHLETICS

### ELIGIBILITY

- A. Students who become 19 years of age on or after June 15 immediately preceding the school year shall be eligible for all sports during the school year, provided all other eligibility requirements are met.
- B. A student shall not be eligible to practice, scrimmage, or compete in an interscholastic contest unless he/she has a current physical examination on file in the school nurse's office. A physical examination is valid from May 1st of the preceding school year through the end of the current school year. A parental permission form is also required for each sport.
- C. In order that the New Castle County Vocational-Technical School District be consistent with the Delaware Interscholastic Athletic Association (DIAA) policy, the following academic standards are followed:
  - 1. Freshmen students must have a 1.5 grade point average by the end of the first marking period of their freshman year and a 1.75 grade point average by the end of the second marking period to participate in athletics and extracurricular activities; sophomores, juniors and seniors must maintain a 1.75 grade point average to participate in athletics and extracurricular activities.
  - 2. The student must have a passing grade in his/her career area.
  - 3. Seniors must pass all subjects required for graduation in order to maintain eligibility.
  - 4. In order to be eligible to participate in interscholastic athletics during the first marking period of the fall semester, a student must have accumulated a minimum of five (5) credits during the previous academic year with two (2) of the five (5) total credits in the separate areas of Mathematics, Science, Social Studies, or English.
  - 5. In order to be eligible during the second marking period of the fall semester, a student must have passed a minimum of three (3) credits during the previous marking period with one of the three (3) credits in the areas of Mathematics, Science, Social Studies, or English.
  - 6. In order to be eligible during the first marking period of the spring semester, a student must have accumulated a minimum of three (3) credits during the fall semester with one of the three (3) credits in the areas of Mathematics, Science, Social Studies, or English.
  - 7. In order to be eligible for the second marking period of the spring semester, a student must have passed a minimum of three (3) credits during the previous marking period with one of the three (3) credits in the areas of Mathematics, Science, Social Studies, or English.
  - 8. The period of ineligibility shall be until the official day of the issuance of report cards. In cases of conflict between the fourth marking period and the final grade, the final grade shall determine eligibility for the first marking period of the following year. When a student makes up a failure during the summer or earns the required credit or credits, he/she shall become eligible.

A student athlete who wishes to appeal eligibility status, either academically or socially, may do so through the building athletic director or the principal through the grievance procedures outlined in Section III.

9. A student who is not in school by 11:00 a.m. is ineligible to participate in a game or practice that day unless the tardiness or absence is due to participation in a school approved activity.
10. No athlete may participate in another sport until all obligations are met from the previous sport in which he/she has participated. This includes the return of all equipment and/or payment for items not returned.
11. All athletes must use the transportation provided by the school district, both to and from all competitions, unless previous arrangements have been made through the coach and the athletic director.
12. No student may practice or participate in any athletic contest that day or evening when he/she is absent from school, on suspension, or on In-School Alternative. If the suspension or In-School Alternative covers the weekend, the weekend is considered part of the suspension. Students do not become eligible until the day they resume classes. Practices and competition are not allowed during this time.
13. Students who quit one athletic team after the first week of practice are ineligible to try out for another team during that season unless they have approval from the first coach and from the athletic director. This rule does not apply to students who are not selected for a team during tryouts. There are three seasons per school year: fall, winter, and spring.

## **CODE OF CONDUCT**

All schools in the New Castle County Vocational-Technical School District are members of the Delaware Interscholastic Athletic Association (DIAA) and therefore must/will abide by all rules regulations, policies, and procedures established by that organization. No policy of the New Castle County Vocational-Technical School District is meant to, or can, change or replace any D.I.A.A. policies.

The New Castle County Vocational-Technical School District Athletic Code of Conduct has been designed to insure equity, due process, and consistency in disciplining our student-athletes.

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

It is essential for the district to initiate this code in order for all coaches, student-athletes, and parents to be aware of a code of conduct which is the same at each vocational-technical district school.

This code does not replace or diminish the responsibilities of the Student Advisors (disciplinarians) in their respective schools, but reinforces their efforts to promote self-discipline among the students in the New Castle County Vocational-Technical School District.

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

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

## **ATHLETIC DISCIPLINE POLICY**

Athletes must remember they represent their school and team at all times in the community as well as at school and athletic events. Athletes should understand that their behavior cannot only hurt themselves but also bring discredit to their school and team.

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**A. WILLFUL AND PERSISTENT DEFIANCE OF THE COACH**

Whenever an athlete disobeys the rules and regulations and shows a lack of respect by failure to comply to a reasonable request.

Required: Removal from team for duration of season

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**B. FORGERY**

The willful forgery of parent/guardian and/or physician's signature on any correspondence or form required by our athletic department rules and regulations.

Required: 1. Referral to Student Advisor  
2. Removal from any teams for duration of that particular season

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**C. POSSESSION OR USE OF ALCOHOL OR ILLEGAL DRUGS**

To possess on your person or among your personal belongings or to use illegal substances capable of producing a change in behavior or altering a state of mind or feelings, e.g., marijuana, pills, etc.

Required: 1. Referral to Student Advisor  
2. Removal from team for the duration of the season  
3. Referral for mandatory rehabilitation

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**D. DISTRIBUTION AND/OR SALE OF ALCOHOL OR ILLEGAL DRUGS**

Required: 1. Referral to Student Advisor  
2. Immediate suspension from all sports for the duration of the school year

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**E. ASSAULT AND BATTERY AND/OR FIGHTING**

A threat or attempt to do bodily harm to another with or without physical contact.

Required: Reprimand from coach  
Referral to Student Advisor

Subsequent Violation: 1. Referral to Student Advisor  
2. Removal from team for duration of season

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**F. EXTORTION**

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

- Required:
1. Referral to Student Advisor
  2. Removal from team for duration of season

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**G. SMOKING**

To hold a lighted cigarette (cigar, pipe, etc.) or to draw in and exhale the smoke of tobacco during the sport season.

- Required:
1. Reprimand from coach
  2. One game suspension

- Subsequent Violations:
1. Referral to Student Advisor
  2. Removal from team for duration of season

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**H. THEFT AND/OR TRANSFERRING OF STOLEN GOODS**

The act of taking, possessing, or transferring the property of another without consent of the owner.

- Required:
1. Referral to Student Advisor
  2. Suspension from participation (practice and games) pending investigation and recommendation of Student Advisor

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**I. SAFETY VIOLATION–DANGEROUS HORSEPLAY**

Any action which may result in an injury to a person.

- Required:
1. Reprimand from coach
  2. One game suspension

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**J. VIOLATION ON A SCHOOL ACTIVITY BUS**

Any misconduct on an activity bus, defiance of the driver, or vandalism to the bus.

- Required:
1. Referral to Student Advisor
  2. Denial of activity bus transportation
  3. One game suspension

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**K. VANDALISM**

The willful or malicious destruction of school property or the property of others.

- Required:
1. Referral to Student Advisor
  2. Restitution and restoration
  3. One game suspension
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**L. UNSPORTSMANLIKE BEHAVIOR**

Any action in the athletic arena that is construed as being not in keeping with the spirit of sportsmanship such as, but not limited to, vulgar, obscene, or offensive language, inflammatory actions, ejection from games and/or practices, etc.

- Required:
1. Reprimand from coach
  2. One game suspension
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**M. TRESPASSING**

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

- Required:
1. Reprimand from coach
  2. One game suspension

## **MISSION STATEMENT**

***The New Castle County Vocational-Technical School District is dedicated to the development of competent, caring and productive students for a diverse and changing society through high standards, quality teaching, instructional technology, and community partnerships.***

### ***We believe that . . .***

- All students and staff have the ability to learn and should be given every available opportunity to succeed in school and work.
- All students should understand and respect cultural, religious, ethnic, gender, and personal differences.
- All schools should provide a safe and caring environment built upon mutual respect and positive interpersonal relationships.
- Instruction should be integrated and applied with high standards and expectations through the combined efforts of career instructors, academic instructors, and support staff.
- Meaningful community involvement and business partnerships are essential to the development of quality schools.
- Vocational-Technical education provides students with unique opportunities and experiences to be successful at the post-secondary level and in the workplace.
- Parents and Guardians should support learning as a high priority and positively reinforce their child's efforts.
- Maintaining quality schools is essential to satisfying the changing needs and interests of our community.

## **STRATEGIC PLANNING GOALS**

- Develop an understanding of people and their diversity and maintain a healthy and safe school environment which facilitates learning and personal growth.
- Increase access to and effective utilization of technology.
- Strengthen existing and develop new partnerships with parents, business, post secondary education, and the community in order to improve curriculum, services, and school-to-career transition for all careers.
- Expand the marketing of the District to all targeted segments of the community to meet the demand for vocational-technical education and training in a cost effective manner.
- Align curriculum standards, instruction, and assessments to improve student achievement.
- Foster instructional improvement and professional growth through specific staff development opportunities.
- Change the perception of Adult Education as a method of remediation to a method of career training and professional development.

## New Castle County Vocational Technical School District

### Principles for a **RESPECTFUL** School Environment

**R**esources are to be valued and shared. *(Value and share them.)*

**E**ach day should start with a positive attitude. *(Be positive.)*

**S**et a good example for others to follow. *(Be a role model.)*

**P**ersonal space and property are to be honored. *(Honor them.)*

**E**xpect to be treated with respect. *(Reciprocate.)*

**C**ourteous behavior is contagious. *(Be courteous.)*

**T**eamwork is essential for success. *(Be part of the team.)*

**F**oster the sharing of opinions and ideas. *(Welcome new ideas.)*

**U**nderstand and value diversity. *(Be aware of differences.)*

**L**isten with attention and consideration. *(Be a good listener.)*

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*It is the policy of the New Castle County Vocational-Technical School District not to discriminate on the basis of race, color, national origin, sex, disability, and/or age in its educational programs, activities, employment, or student admissions policies or practices. Inquiries regarding compliance with the above, and/or Title VI, Title IX, the Americans with Disabilities Act or Section 504 may be directed to the Director of Personnel Services at 995-8000.*


# Telephone Guide



## Delcastle Technical H.S.

High School Office		995-8100
Admissions		995-8080
Guidance		995-8080
Attendance		995-8125
Discipline ( <i>Student Advisor</i> )		995-8120
School Nurse		995-8094
Bus Transportation		995-8080
Athletic Director		995-8126
Cooperative Education		995-8187
Special Education		995-8092
Student Activities		995-8113
Wellness Center		892-4460


## Hodgson Vo-Tech H.S.

High School Office		834-0990
Admissions		834-7233
Guidance		834-7233
Attendance		834-7233
Discipline ( <i>Student Advisor</i> )		832-0283
School Nurse		834-0655
Bus Transportation		834-0990
Athletic Director		834-0990
Cooperative Education		834-7233
Special Education		834-0990
Student Activities		834-0990
Wellness Center		832-5400

## Howard H.S. of Technology

High School Office		571-5400
Admissions		571-5420
Guidance		571-5421
Attendance		571-5449
Discipline ( <i>Student Advisor</i> )		571-5773
School Nurse		571-5423
Bus Transportation		571-5421
Athletic Director		571-5771
Cooperative Education		571-5425
Special Education		571-5427
Student Activities		571-5426
Wellness Center		576-8080

## St. Georges Technical H.S.

High School Office		449-3600
Admissions		449-3622
Guidance		449-3622
Attendance		449-3600
Discipline ( <i>Student Advisor</i> )		449-3652
School Nurse		449-3625
Bus Transportation		449-3622
Special Education		449-3638

## District Office

Administration		995-8000
Admissions		995-8035
Adult Evening Division		683-3643
Transportation		994-8544

**NEW CASTLE COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT**  
1417 Newport Road, Wilmington, DE 19804

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