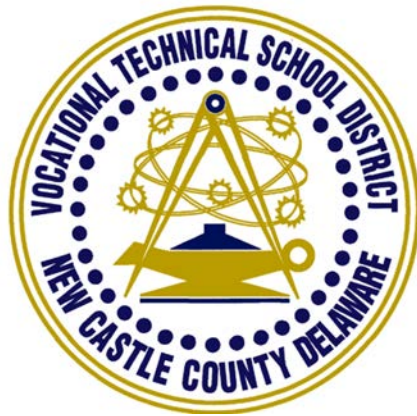


New Castle County
Vocational Technical School District



Board Policy Manual

New Castle County
Vocational Technical School District
Board of Education

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Board Policy Manual

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SCHOOL DISTRICT NAME AND LEGAL STATUS

In each reorganized vocational technical school district there shall be a vocational technical school board which shall have the authority to administer and to supervise all the vocational technical centers or schools of the vocational technical school district and which shall have the authority to determine policy and adopt rules and regulations for the general administration and supervision of the vocational technical centers or schools of the reorganized vocational technical school district. Such administration, supervision and policy shall be conducted and formulated in accordance with Delaware law and the policies, rules and regulations of the State Board of Education. All vocational technical centers or schools shall come within the authority of the vocational technical school board in the county in which they are located.

The School Board shall be composed of seven members, appointed for terms of seven years each. The reorganized vocational technical school district located in New Castle County shall be named the New Castle County Vocational Technical School District.

Legal Reference: Delaware Code, Title 14, Chapter 10, Sections 1029 & 1064



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Board Organization Meeting

Policy #: 002
Adopted: (Reaffirmed) 08/18/1986
Revised: 01/24/2011

BOARD ORGANIZATIONAL MEETING

At each July meeting, the School Board shall elect one of its members as president and another of its members as vice-president, who, in the absence or disability of the president, shall act in his stead.

At each July meeting, the School Board shall designate the chief school officer or superintendent as the executive secretary of the School Board.

Legal Reference: Delaware Code, Title 14, Chapter 10, Section 1045



BOARD OFFICERS

The following shall be the specified duties and obligations of the designated officers of the New Castle County Vocational Technical School District Board of Education:

The President

The President of the School Board shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board of Education.

The President shall:

- decide, at Board meetings, questions of orders.
- have the same right as other members to offer resolutions, to make motions or to second motions, to discuss questions, and to vote thereon, in accordance with Robert's Rules.
- appoint or provide for the election of all committees of the Board unless otherwise directed by the Board, and he/she shall be ex-officio member of all such committees.
- call special meetings of the Board.
- sign official district documents that require the signature of the President's office.

Vice President

The Vice-President shall have the powers and duties of the President in his/her absence or during his/her disability, and such other powers and duties as the Board may from time to time determine.

The Executive Secretary

The duties of the executive secretary shall be those which meet the responsibility of the office.

Specifically, some of those duties would be as follows:

- To take, or have taken, all minutes of the Board of Education meetings at regular and special sessions.

- To prepare all minutes for proper dissemination, according to this manual, to Board of Education members and other sources listed herein.
- To take care of any correspondence necessitated by the actions, business or desires of the Board of Education.
- To answer all inquiries or requests for the Board of Education which do not require formal Board of Education action or are not required to be passed directly to the Board of Education at a regularly assigned session.
- To prepare any news releases, information, and other such material at the discretion of the Board of Education.
- To attest to and prepare all legal papers which are necessary for the operation of the New Castle County Vocational Technical School District and the New Castle County Vocational Technical School District Board of Education.
- To post, or have posted, all legal notices, advertisements, announcements or other items which would fall under this category.
- To carry out any, and all, other directions mandated by the operation of the New Castle County Vocational Technical School District Board of Education

Legal Reference: Delaware Code, Title 14, Chapter 10



REGULAR AND SPECIAL BOARD MEETINGS

Regular meetings will be held the fourth Monday of each month at 7:00 p.m. unless other provision is made by the Board. All meetings will be held at the Thomas B. Sharp Center or in each of the four schools on a rotating basis. The official notice of the meeting will designate the meeting location. No business shall be transacted at any meeting of the School Board without a quorum, such quorum to consist of at least four (4) School Board members.

No motion or resolution shall be declared adopted without the concurrence of a majority of the whole School Board.

Special meetings of the School Board may be held whenever the duties and business of the School Board may require.

Legal Reference: Delaware Code, Title 14, Chapter 10, Section 1048



PUBLIC COMMENT AT BOARD MEETINGS

1. All meetings of the New Castle County Vocational Technical School District Board of Education, except executive sessions, will be held in public.
2. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a public participation period of up to 30 minutes will be permitted at each meeting. The major purpose of citizens' participation is for the Board of Education to hear citizen's views on ways to improve the educational program and ways to improve the processes, including communication, for bringing about such improvements. Personnel matters are not appropriate topics to be discussed at regular Board meetings. Citizens are encouraged to refer school-related problems to appropriate school personnel rather than initiate these during Board meetings.
3. Each person wishing to address the Board during the public comment period must sign up to do so on the appropriate form at least 15 minutes prior to the call to order. Each person will be allotted up to 5 minutes. During the thirty-minute public participation period, no person may speak more than once. Each person addressing the Board will give his/her name, address, and topic of discussion or comments. Questions addressed to the Board at this time may be deferred for later response. The period of public participation may be extended only by a majority vote of the Board.
4. The Board President shall terminate an individual's speaking privilege if the speaker's comments constitute a personal attack on any Board member(s), staff, or other persons, reference matters currently under legal review, or contain obscene or profane language.



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Board Office, Facilities and Services

Policy #: 005
Adopted: (Reaffirmed) 08/18/1986
Revised: (Reaffirmed) 01/24/2011

BOARD OFFICE, FACILITIES AND SERVICES

The official office of the School Board shall be at the location of the office of the chief school officer, or superintendent of the reorganized school district, except as otherwise provided for and publicly advertised.



EXECUTIVE SESSION

1. The public body may hold an executive session closed to the public upon affirmative vote of a majority of members present at a meeting of the public body.
 - a. The purpose of the executive session must be set forth in the agenda and shall be limited to the subjects outlined in section 2B.
 - b. Such executive sessions may be held only for the discussion of public business, and all voting on public business must be done at a public meeting and the results of the vote made public, unless disclosure of the existence or results of the vote would disclose information properly the subject of an executive session.
2. Open Meetings
 - a. Every meeting of all public bodies shall be open to the public except those closed pursuant to subsections A, B, C, and G of this section.
 - b. A public body may call for an executive session closed to the public pursuant to subsection C and E of this section, but only for the following purposes:
 - i. Discussion of an individual citizen’s qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open;
 - ii. Preliminary discussions on site acquisitions for any publicly funded capital improvements;
 - iii. Activities of any law-enforcement agency in its efforts to collect information leading to criminal apprehension;
 - iv. Strategy sessions, including those involving legal advice or opinion from an attorney at law, with respect to collective bargaining or pending or potential litigation position of the public body;
 - v. Discussions which would disclose the identity of the contributor of a bona fide and lawful charitable contribution to the public body whenever public anonymity has been requested of the public body with respect to said contribution by the contributor;

- vi. Discussion of the content of documents, excluded from the definition of “public record” in Delaware Code, Title 29, Chapter 100, where such discussion may disclose the contents of such documents;
 - vii. The hearing of student disciplinary cases unless the student requests a public hearing;
 - viii. The hearing of employee disciplinary or dismissal cases unless the employee requests a public hearing;
 - ix. Personnel matters in which the names, competency, and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open.
- c. A public body may hold an executive session closed to the public upon affirmative vote of a majority of members present at a meeting of the public body. The vote on the question of holding an executive session shall take place at a meeting of the public body which shall be open to the public, and the results of the vote shall be made public and shall be recorded in the minutes. The purpose of such executive sessions shall be set forth in the agenda and shall be limited to the purposes listed in 2B of this section. Executive sessions may be held only for the discussion of public business, and all voting on public business must take place at a public meeting and the results of the vote made public.
- d. This section shall not prohibit the removal of any person from a public meeting who is willfully and seriously disruptive of the conduct of such meeting.
- e.
- i. Notice of meetings shall not apply to any emergency meeting which is necessary for the immediate preservation of the public peace, health or safety, or to the General Assembly.
 - ii. All public bodies shall give public notice of their regular meetings and of their intent to hold an executive session closed to the public, at least seven days in advance thereof. The notice shall include the agenda, if such has been determined at the time, and the dates, times, and places of such meetings, including whether such meeting will be conducted by video-conferencing; however, the agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body’s meeting.

- iii. All public bodies shall give public notice of the type set forth in E2 of this section of any special or rescheduled meeting as soon as reasonably possible, but in any event no later than 24 hours before such meeting. A special or rescheduled meeting shall be defined as one to be held less than seven days after the scheduling decision is made. The public notice of a special or rescheduled meeting shall include an explanation as to why the notice required in E1 of this section could not be given.
- iv. Public notice required by this subsection shall include, but not be limited to, conspicuous posting of said notice at the principal office of the public body holding the meeting, or if no such office exists at the place where the meetings of the public body are regularly held, and making a reasonable number of such notices available.
- v. When the agenda is not available as of the time of the initial posting of the public notice, it shall be added to the notice at least six hours in advance of said meeting, and the reasons for the delay in posting shall be briefly set forth on the agenda.
- f. Each public body shall maintain minutes of all meetings, including executive sessions, conducted pursuant to this section, and shall make such minutes available for public inspection and copying as a public record. Such minutes shall include a record of those members present and a record, by individual members (except where the public body is a town assembly where all citizens are entitled to vote), of each vote taken and action agreed upon. Such minutes or portions thereof, and any public records pertaining to executive sessions conducted pursuant to this section, may be withheld from public disclosure if public disclosure would defeat the lawful purpose for the executive session, but no longer.
- g. This section shall not apply to the proceedings of:
 - i. Grand juries;
 - ii. Petit juries;
 - iii. Special juries;
 - iv. The deliberations of any court;
 - v. The Board of Pardons and Parole; and Public bodies having only one (1) member.



NOTIFICATION OF BOARD MEETINGS

All meetings, regular, special, rescheduled or emergency will be open to the general public. Notices of all the above-named meetings (including agendas) will be posted in the lobby of the District administrative office and in all school buildings within the New Castle County Vocational Technical School District, in the time requirements prescribed by law.

Public notice of regular meetings and intent to hold an executive session closed to the public must be made at least 7 days in advance thereof. The notice shall include the agenda, if such has been determined at the time, and the dates, times, and places of such meetings. The agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the Board meeting.

Public notice of any special or rescheduled meeting shall be given as soon as reasonable possible, but in any event, no later than 24 hours before such meeting. A special or rescheduled meeting shall be defined as one to be held less than 7 days after the scheduling decision is made. The public notice of a special or rescheduled meeting shall include an explanation as to why the notice could not be given at least 7 days in advance.

Legal Reference: Delaware Code, Title 29, Chapter 100, Section 10004



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Voting Method at Board Meeting

Policy #: 008
Adopted: (Reaffirmed) 08/18/1986
Revised: 01/24/2011

VOTING METHOD AT BOARD MEETING

A roll call vote of all Board members on every motion or resolution shall be recorded as part of the minutes of such meetings and shall be considered a matter of public record except when the presiding officer determines and announces a unanimous vote on any issue, which vote shall then be so recorded and considered a matter of public record.

Legal Reference: Delaware Code, Title 14, Chapter 10



SCHOOL BOARD POWERS AND DUTIES

The New Castle County Vocational Technical School District Board of Education and the New Castle County Vocational Technical School District are established, defined and governed by the provisions of Delaware Code, Title 14, Chapter 10, Section 1027, “Reorganization of School Districts” . Under Delaware Code, Title 14, Chapter 10, the New Castle County Vocational Technical School District Board of Education (hereafter referred to as the Board of Education) has the authority to determine policy and adopt rules and regulations for the general administration and supervision of the free public vocational technical schools of the district. Such administration and supervision and policy shall be conducted in accordance with Delaware Law, the policies, rules and regulations of the State Board of Education, and the Federal law and guidelines.

BOARD MEMBER AUTHORITY

Because all powers of the Board of Education derived from the State statutes are granted in terms of action as a group, individual Board members exercise authority over district affairs only as they vote to take action at a legal meeting of the Board.

In other instances, an individual Board member, including the president, will have power only when the Board, by vote, has delegated authority to him/her.

It is contrary to the spirit of the statutes for any Board member to seek individually to influence the official functions of the school district. The Board of Education and its members will deal with administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions.

The Board of Education will make its members, the district staff, and the public aware that only the Board acting as a whole has authority to take official action.

Legal Reference: Delaware Code, Title 14, Chapter 10, Section 1043



BOARD MEMBER QUALIFICATIONS

Each member shall be a citizen of the State and resident of the school district to which he is appointed and shall be qualified to vote at a school election at the time of such appointment.

Not more than four members of the School Board shall be of the same political party, and no member shall fail to state his political affiliation.

BOARD MEMBER OATH OF OFFICE

Each School Board member shall, before entering upon the duties of the office, take and subscribe to the following oath or affirmation:

“I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Delaware and the laws of Delaware governing public education, and that I will faithfully discharge the duties of the office of School Board member according to the best of my ability, and I do further solemnly swear (or affirm) that I have not directly or indirectly paid, offered or promised to pay, contributed, or offered to or promised to contribute, any money or other valuable thing as consideration or reward for the giving or withholding a vote, so help me God (or I so affirm).”

The oath or affirmation shall be administered by the president or vice-president of the School Board of the school district, or in the case of a newly-constituted board, by a person appointed by the State Secretary of Education to administer said oath.

Legal Reference: Delaware Code, Title 14, Chapter 10



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Unexpired Term Fulfillment

Policy #: 011
Adopted: (Reaffirmed) 08/18/1986
Revised: 01/24/2011

UNEXPIRED TERM FULFILLMENT

Any vacancy on the Vocational Technical School District Board of Education caused by death, resignation, or removal from the district, or any other cause whatever, shall be filled by the Governor for the unexpired term.

Legal Reference: Delaware Code, Title 14, Chapter 10



NEW BOARD MEMBER ORIENTATION

The School Board and superintendent, to the best of their ability, will assist each newly appointed member to understand the Board’s functions and policies. In discussions with new members, the president and/or superintendent will clarify procedures which involve:

1. How county residents (parents, teachers, students, and others) may make a request of the Board and appropriate responses/actions of an individual Board member when a request is presented directly to him or her.
2. How Board members may make arrangements to visit schools, and the protocol associated with such visits.
3. How Board members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the Board receives and examines complaints relating to personnel.
5. How and why executive sessions may be held and what is considered privileged information.

Each newly appointed Board member will be provided online access to the Board Policy Manual and provided other materials as may be deemed appropriate. New members will be encouraged to attend meetings and workshops specifically designed for new School Board members. Members’ expenses at such meetings will be reimbursed in accordance with established policy.



BOARD POLICY DEVELOPMENT

- A. The authority to determine policy and adopt rules and regulations for the administration and supervision of the District schools is vested in the School Board under the provisions of Delaware Code, Title 14, Chapter 10.

The School Board, therefore, reserves to itself the function of formulating and adopting written policies. The written policies will serve as guidelines for the discretionary action of those to whom the Board delegates authority and shall constitute the basic method by which the Board shall exercise its control over the school system. Only written statements adopted and recorded at board meetings shall be regarded as official school board policy.

- B. The School Board of each reorganized school district, subject to this title and in accordance with the policies, rules and regulations for the conduct and management of the schools;
1. Determine the educational policies of the reorganized school district and prescribe rules and regulations for the conduct and management of the schools;
 2. Enforce the provision of this title relating to school attendance;
 3. Grade and standardize all the public schools under its jurisdiction and may establish kindergartens and playgrounds and such other types of schools, as in its judgment will promote the educational interest of the reorganized school district;
 4. Approve and/or adopt curricular guides, courses of study, and other official documents as recommended by the superintendent.
 5. Select, purchase, and distribute free of charge such textbooks and other materials of instruction stationery furniture, equipment, apparatus and supplies as are necessary to the work of the schools;
 6. Provide forms on which regular school employees shall make such reports as may be required by the school board;
 7. Make all reports required by the State Secretary of Education, at such time, upon such items and in such form as may be prescribed by the State Secretary of Education;
 8. Appoint personnel.

Legal Reference: Delaware Code, Title 14, Chapter 10



ADMINISTRATION IN POLICY ABSENCE

Situations will arise requiring administrative action where there are no written policies. In such an event, authority to act resides with the superintendent, but it is the superintendent's responsibility to report to the School Board that a policy is needed.

Questions which arise concerning lack of a policy from any employee or group of employees are to be channeled through the appropriate supervisor to the superintendent.



STAFF INVOLVEMENT IN DECISION MAKING

The Board is authorized and required under Delaware Code, Title 14, Chapter 10, to determine the educational policies and rules and regulations of the school district. The Board's authority and responsibility to make such policy decisions can neither be delegated nor negotiated. The Board wishes to encourage individual employees to participate and make contributions to improve student learning, and believes that the employee's creative contributions can be most effectively made in an atmosphere of academic freedom. Accordingly, within the limits of the Board's policies adopted pursuant to Delaware Code, Title 14, Chapter 10, each employee shall be assured the academic freedom which is essential to the fulfillment of the District's goal of improved student learning. To assist in fulfilling that goal, all District program-planning committees shall include teacher participation where appropriate.

Legal Reference: Delaware Code, Title 14, Chapter 10



NON-COMPENSATION OF BOARD MEMBERS

Board Members will receive no compensation for services rendered. Allowance for expenses, incidental to the performance of duties or to management growth and development of a Board Member, may be authorized by Board action consistent with the district accounting procedures and Delaware law.



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Qualifications and Duties of
Superintendent

Policy # 017
Adopted: 02/10/1986
Revised: ##/##/##

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

Currently Undergoing Revisions



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: Management Team

Policy #: 018
Adopted: 08/08/1983
Revised: ##/##/##

MANAGEMENT TEAM

Currently Undergoing Revisions



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 000 – Organization
Title: School Board Member Ethics

Policy #: 019
Adopted: 05/19/1998
Revised: ##/##/##

SCHOOL BOARD MEMBER ETHICS

Currently Undergoing Revisions



DISTRICT TRAVEL AND PERSONAL REIMBURSEMENT POLICY

In accordance with the New Castle County Vocational Technical Board of Education Policy regarding Compensation and Expenses, these materials represent the District Travel and Personal Reimbursement Procedures of the New Castle County Vocational Technical School District.

All travel for reimbursement should be in alignment with District goals and initiatives. Board members and district staff shall be reimbursed for all necessary expenses incurred while representing the District. In addition, individuals shall be reimbursed for authorized expenses incurred in the performance of their duties as representatives of the District. Travel outside of the continental United States must be approved by the Board of Education. The Board's Finance Committee will review District travel requests and expenditure levels on a monthly basis.

1. Only actual and necessary expenses will be reimbursed.
2. An accurate accounting of expenditures must be kept. Receipts must be maintained for all expenditures. Reimbursement of incidental expenses made without receiving a receipt will be reimbursed on a case-by-case basis and will not exceed \$5 per day.
3. District employees will not be reimbursed for in-state lunch expenses during normal working hours.
4. When filling out travel expense record forms, be specific in column "area traveled", for example, Howard to Hodgson; not Wilmington to Newark. In addition, the description area must indicate where you went and with whom you met, when requesting mileage reimbursement. In the case of meals, indicate who and for what purpose.
5. Out-of-state travel should be tourist class, not first class.
6. Travel reimbursements are for district employees and school board member expenses only and should not include student or guest expenses. Exceptions may be made with prior District approval for sanctioned student activities involving athletic teams or special events.
7. All supplies and materials purchased during travel must be pre-approved by the appropriate supervisor.

8. Advances for travel expenses will not be issued. The Business Office reserves the right to process an advance on an as-needed basis for hardship situations.

OUT-OF-STATE TRAVEL

All requests for out-of-state travel shall be submitted in triplicate on the District's form to the District Office. Such requests shall be submitted prior to the Board's monthly finance committee meeting that precedes the date of travel.

1. All out-of-state travel must be planned within the limits of travel allowances and job coverage approved by Building Principals and Division Directors. Approval for out-of-state travel must be secured even though State or District funds are not used.
2. Each Principal/Division Director should sign the reimbursement of personal expense over Grand Total column before sending materials to Business Office.
3. The personal expense reimbursement form must be accompanied by those receipts required in order to be processed.
3. All personal reimbursements should be turned in at the end of the month for expenses incurred during that month (expenses submitted more than thirty days after the end of the month in which expenses occurred will not be honored by the District).
4. In cases where out-of-state travel occurred, all expenditures, forms and necessary receipts must be turned in within fifteen days upon returning to the district.
6. In most cases, employee should allow two weeks after processing the personal reimbursement before payment will be received.
5. When authorized transportation is provided by personally-owned car, mileage will be allowed at the state rate from designated office of employee and return. Travel to and from work is not authorized or reimbursable.
6. Persons choosing to drive their personal vehicle or use other modes of travel for an approved out-of-state trip will be reimbursed at the approved airfare rate, if lower than travel mileage. The airfare rate will be the lowest standard fare selected by the Director of Business.
7. All car rentals for out-of-state travel must be pre-approved. Rentals will be for standard/mid-size cars, unless approved otherwise.
8. New Castle County Vo-Tech School District will honor the expenditures for authorized travel by an employee or Board Member. The employee or Board Member must assume the expenditures of unauthorized persons who may accompany the employee or Board Member.
9. It is recommended that costs for conference registration, hotel and air travel be arranged through the Business Office upon receiving District approval for travel. The Business Office will

issue payment for those specific expenses, if the request is received in the Business Office at least forty-five (45) days prior to the anticipated travel.

LODGING

A. General

Individuals are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value.

B. Accommodations

1. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.
2. Accommodations shared with family members or others not on official state/agency business are reimbursable at the single occupancy rate only or quoted conference rate.
3. Employees/Board Members may elect to use their personal campers or recreation vehicles rather than staying in a hotel/motel. When prior approval is received, the individual will be reimbursed actual cost not to exceed cost of hotel, receipt required.

C. Conference Lodging Arrangements Hotel reservations should be made through the authorized Travel Agent(s) whenever possible. When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee should inform the authorized travel agent, who will attempt to obtain the conference rate, government rate or lower rate, for the employee. However, if a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions.

MEAL ALLOWANCES

A. General

1. The reimbursement allowance for meals provided in-state or for day trips out of state not requiring overnight lodging shall not exceed the rates established for travel requiring overnight lodging.
2. The cost of meals will be reimbursed on a maximum reimbursement allowance basis for travel requiring overnight lodging. Receipts are required for all meal expenses. Meals that are included in the cost of registration or in the cost of the conference or function shall not be reimbursable.

B. Maximum Reimbursement Allowance

The maximum reimbursement allowance with receipts for meals including tax and tip is \$50 per day. On departure and return days, meal reimbursements will be prorated. For the purpose of prorating meal allowances, use the following as a guideline:

Breakfast - \$ 8.00 Lunch - \$12.00 Dinner - \$30.00

C. Premium City Cost Adjustments

The maximum reimbursement allowance for meals including tax and reasonable tip for travel to a "high cost" premium city shall be \$70 per day. For the purpose of prorating meals for departure and return days, use the following allowances as a guideline:

Breakfast - \$12.00 Lunch - \$15.00 Dinner - \$43.00

Cities designated for premium status are listed below. A city not on the list may be considered for premium status prior to the time of travel with district approval. Approval will be communicated to the individual(s) as part of the travel request process.

The following are considered examples of "Premium Cities" for the purpose of applying the cost adjustment:

D. Lost or Unattainable Receipts A written statement for lost or unattainable receipts may be acceptable on a case-by-case basis.

TELEPHONE CALLS

A. Business Related Phone Calls

Business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel billing invoice.

B. Personal Phone Calls

Personal telephone calls while on overnight travel are reimbursable with a receipt from the telephone service provider or included on the hotel billing invoice with the following restrictions:

1. Extended travel for three nights or less, not to exceed \$10 total.
2. Extended travel for four nights or more, not to exceed \$20 total per week.



BOARD MEMBER INSURANCE

To the maximum extent permitted by Title 10 Delaware Code, Chapter 40 (as amended July 8, 1978), the New Castle County Vocational Technical School District, retroactive to July 1, 1978, shall:

*For each of its board members, defend, hold harmless, and indemnify the member from any and all demands, claims, suits, actions, and legal proceedings brought against the member in their official capacities as an agent of the district, provided the incident arose while the member was acting in his/her official capacity as a board member.

Each board member shall be indemnified by the district against any expenses (including attorneys’ fees and disbursements), judgments, fines, and costs, actually and reasonably incurred by such public officer, employee or member in defending against the action, suit or proceeding giving rise thereto in accordance with Title 10 Delaware Code, Chapter 40, as follows:

1. The act or omission, complained of arose out of and in connection with the performance of an official duty requiring a determination of policy, the interpretation or enforcement of statutes, rules or regulations, the granting or withholding of publicly created or required entitlement or privilege, or any other official duty involving the exercise of discretion on the part of the public officer, employee, or member shall have supervisory authority; and
2. The act or omission complained of was done in good faith and in the belief that the public interest would best be served thereby; and,
3. The act or omission complained of was done without gross or wanton negligence.

The State or any of its departments, agencies, boards, commissions or political subdivisions are hereby authorized to obtain from funds appropriated for such purpose a policy or policies of insurance sufficient to provide coverage for its public officers, employees or members which is coextensive with the standards for indemnification as provided for in this chapter. No public officer, employee or member shall be entitled to indemnification under this section for any act or omission, not otherwise protected herein, any applicable policy of insurance to the contrary notwithstanding.



TAX ABATEMENT

I. Consideration

New Castle County Vocational Technical School District is committed to the promotion of high quality vocational education in New Castle County, and to an ongoing improvement in the quality of education for its students. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, New Castle County Vocational Technical School District will, on a case-by-case basis, give consideration to providing tax abatement as stimulation for community activity in those instances where the organization can prove a financial hardship. It is the policy of the New Castle County Vocational Technical School District that consideration will be provided in accordance with the procedures and criteria outlined in this section. Nothing herein shall imply or suggest that the New Castle County Vocational Technical School District is under any obligation to grant tax abatement to any applicant.

In accordance with Title 14, Section 26 there is a separate tax assessment levied for the Vocational School taxes in the three counties of Delaware. This tax is independent of that assessed by the "home school district." Due to this fact the New Castle County Vocational Technical School District Board of Education may abate the taxes levied by the District for the vocational portion of the tax. To help ensure that all tax abatement requests are consistently reviewed, the following policy has been developed.

II. Taxing District

Those individuals or organizations requesting a tax abatement who are located within the Brandywine School District, Christina School District, Colonial School District, or Red Clay Consolidated School District will first be required to have the taxes abated by the Taxing District. The geographic area of Brandywine School District, Christina School District, Colonial School District, or Red Clay Consolidated School District constitutes a tax district. In this tax district, a base tax is assessed against all property, and the four districts comprising the tax district share the taxes generated on a per unit basis. Since the districts in the tax district share in the revenue generated by the base tax rate, the abatement of the "tax district" would require

concurrent abatement by all four school districts. New Castle County Vocational Technical School District will not approve a request until the individuals or organizations requesting a tax abatement has had the appropriate taxes abated by the "tax district," which would include the Brandywine, Christina, Colonial, and Red Clay Consolidated School Districts.

III. Appoquinimink School District

Those individuals or organizations requesting tax abatement that are located in Appoquinimink School District will first be required to have the taxes abated by Appoquinimink School District ("home district").

IV. Request for Abatement

It is the intent of the New Castle County Vocational Technical School District to consider abating taxes to a requestor that meets the following criteria: Consideration for tax abatement will not be considered unless ALL criteria have been met.

V. Approval

The Board of Education of New Castle County Vocational Technical School District Board of Education has delegated the authority of tax abatement to the Superintendent. The Director of Business will make a recommendation to the Superintendent based on receipt of documentation satisfying the established criteria. All recommendations will be in writing to the Superintendent. Once the Superintendent has determined the outcome of the request, the Director of Business will convey the results to the individual or organization in writing. All acceptances and denials will be kept on file in the Business Office for a period of 7 years.

The individual(s) or organizations requesting tax abatement may appeal the decision of the Superintendent to the Board within 30 calendar days of the written notice of the Superintendent's decision.



EDUCATIONAL PHILOSPHY

The Board of Education of the New Castle County Vocational Technical School District believes that effective Career and Technical education produces citizens who are capable of assuming positions in the world of work or who choose to further their education through apprenticeship programs and/or higher education. The New Castle County Vocational Technical School District offers facilities, curriculum, and state of the art programs and technologies to those who can benefit from this educational experience.

An effective Career and Technical educational curriculum includes experiences that help students develop:

- A positive and confident attitude towards work and self.
- A sense of responsibility to the community.
- Excellent oral, written, mathematical, and problem-based communication skills.
- Employment competencies necessary for successful entry into their chosen career fields.

The Board of Education and the District employees realize that curriculum revisions and current professional development are necessary to maintain a responsive partnership with business and industry.



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, current technology, career training, and community partnerships.

BELIEFS

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.
- Career and 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.



POLICY ON THE IMPLEMENTATION OF THE PROVISIONS OF TITLE IX

It is the policy of the New Castle County Vocational Technical School District Board of Education to Operate under, and faithfully implement, the provisions of Title IX of the Education Amendments of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other educational programs or activity receiving federal financial assistance.”

The Board is therefore committed to a policy of compliance with Title IX and to a policy of non-discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, handicap, or age. This policy applies to recruitment, promotion, compensation, tenure, and probation, as well as, other conditions of employment.

Employees or students who have complaints of discrimination based on sex, shall direct such complaints to the Personnel Office.



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 100 – Program
Title: Concerns Regarding Questionable
Library Materials

Policy #: 104
Adopted: 03/16/1981
Revised: ##/##/##

CONCERNS REGARDING QUESTIONABLE LIBRARY MATERIALS

Currently Undergoing Revisions



CURRICULUM DEVELOPMENT AND STUDENT ASSESSMENT

It is the responsibility of the New Castle County Vocational Technical School District to continually develop and modify curriculum and assessment methods to meet changing needs. All faculty and staff shall take responsibility for curriculum and assessment, both essential ingredients in high-quality instruction, which will be planned and coordinated to provide a common direction of action for all instruction in the district.

Teachers will use curriculum guides to develop daily lesson plans. Administrators will work with teachers to maintain consistency between curriculum design (written curriculum) and curriculum delivery (what is actually taught). Instructional resources shall be selected based upon their alignment with the course guides. A professional development plan will be designed and implemented to prepare staff members to teach the designed curriculum.

While instructional differentiation is expected to occur to address the unique needs of specific students, instruction will be derived from a curriculum that is common to all students and all levels of that curriculum, and supplementary resource materials shall be available to all students and staff regardless of grade or subject assignment.

The curriculum is designed to provide teachers and students with the District's expectations of what young people are to learn. Teachers are expected to follow the curriculum teaching assignments and to utilize assessments which have been developed.

Major curricula changes, including but not limited to elimination or addition of programs, will be subject to Board approval. Curricular proposals from staff may be presented to the superintendent who will be responsible for making recommendations to the Board on such matters. The guides will reflect alignment to the state standards and shall be designed to assist in strengthening and clarifying the educational philosophy of practitioners and will, when possible, suggest a variety of strategies for instruction.

Written curriculum guides shall be developed and contain the following components:

- Keep Mission Statement with District Logo Belief Statements related to the subject area
- Scope and sequence chart for use in designing instruction at the appropriate level of difficulty for all learners
- Identify specific content skills, attitudes, and processes to be taught
- Correlation of learner outcomes to state and local assessments
- Correlation of learner outcomes to instructional resources, textbooks, and supplemental materials
- Recommended time allocations for curriculum areas and time range for outcomes
- Homework guidelines
- Systemic Purposes of Assessment:
 1. Results of unified summative assessments and DCAS assessments will be used to guide curriculum redesign and instructional improvement.
 2. Results of unified summative assessments and DCAS assessments will be used to determine the extent to which students are meeting the state standards.
 3. Results of DCAS assessments will be used to evaluate the status of students from national and state perspective.
 4. Results of formative classroom assessments will be used to inform decision making related to the instructional progress of individual students and groups of students.
 5. Results of summative classroom assessments will be used to inform end of marking period grading decisions.
 6. Where appropriate and when sufficient resources are available, commercially developed and/or district assessments will be used to diagnose and determine instructional assignments for students.
 7. Results of unified summative assessments and DCAS assessments will serve as one (set of) indicators (among several) used to verify instructors' instructional proficiency, and one (set of) indicators used to identify instructors who may be in need of constructive intervention from principals and district support staff.

The district shall be guided by the following basic tenets regarding the development and administration of assessments:

- Sound assessment is an essential ingredient in high-quality instruction. For this reason, it is paramount that assessment and instruction be integrated at all times.

- All assessment users should have the desire (i.e. incentives), opportunity (i.e. responsibility and time), and resources (i.e. training and support) needed to develop and use sound, instructionally relevant assessment.
- All assessments used in this district will meet five standards of quality. They will: (1) arise from and reflect a clear and specific target; (2) serve a clearly articulated purpose; (3) rely on a proper assessment method; (4) sample the target appropriately; and (5) control for extraneous factors that can cause the mismeasurement of achievement. All educators in the district should understand these standards and know how to apply them in their own assessment, evaluation, and communication contexts. All assessments not satisfying these quality criteria will be discarded.
- A variety of assessment strategies are acceptable, including paper and pencil tests and quizzes, performance assessments and assessments based on personal communication with students. All district staff and faculty should understand these formats and know how to use them in their own assessment, evaluation, and communication contexts, and should be encouraged to experiment with innovative applications of these methods.
- Whenever possible, assessment procedures will be integrated and coordinated across levels of decision-making (i.e. from individual students, to classroom, to building, to district) so as to promote efficient, cost-effective assessment and consistency in communication.

Regulatory Implications for Assessment:

The superintendent of schools is responsible for selection, assignment, and direction of the professional staff required to provide for offering the approved courses of study, including the planning and budgeting of curriculum development activities and professional development activities as may be required.

Further, it is the responsibility of the superintendent and building administrators to hire faculty and staff who possess competencies required to fulfill their assessment, evaluation, and grading responsibilities; secure or provide training for those currently employed who lack the necessary assessment competence; and institute ongoing staff evaluation procedures to ensure the ongoing presence of appropriate levels of assessment competence at classroom, building, and district levels. In addition, the superintendent should encourage members of the school board to receive training necessary to fulfill their roles as users of assessment information.

Finally, it is the responsibility of the superintendent and principals to maintain a professional environment surrounding assessment, evaluation, and grading in which those unable to fulfill their responsibilities are encouraged to request appropriate assistance.

Role Responsibilities

Superintendent and District Staff Members: The Superintendent is responsible for the implementation of the policy and these regulations. The Superintendent/designee will serve as the primary initiator and monitor of the management system. Appropriate District staff members are to serve as technical advisors to principals and to establish the management pace. They assist principals in implementation of the plan, and they look for ways to keep the practices functional and effective.

Principal: The building principal is the key to the monitoring and implementation of curriculum and assessment. The principal /assistant principal will translate this importance to all staff members on a continuing basis. The principal/assistant principal will observe classes, monitor lessons, and evaluate teacher-made tests.

Principals/assistant principals should use the following basic strategies to monitor curriculum and assessment:

- Full-period classroom observations when possible
- Twenty-minute classroom observations
- Walk-through observations
- Interviews and conferences
- Child study team observations
- Participation in department meetings, Professional Learning Community meetings, and data analysis sessions led by the Department of Education Data Coach.

Department Chairs should use the following basic strategies to support consistent use of best practices related to curriculum and assessment:

- Collaborative analysis of student work
- Common grading, benchmarking
- Collaborative lesson planning
- Timely use of assessment data using the district's adopted data protocol(s)

Teachers: Teachers are to carry out several responsibilities that reflect their role in the curriculum management and assessment process. Teachers are responsible for teaching to the planned curriculum

and for testing their teaching. Teachers are to administer district and DCAS assessments according to test administration guidelines and are responsible for maintaining the integrity of secure tests (e.g., district Unified Summative Assessment instruments, DCAS tests).

Budget

The District will make every effort to provide the proper resources necessary to meet the organization's educational goals and priorities.

Curriculum and Assessment Development Cycle

The New Castle County Vocational Technical School District will review all curriculum on a three year cycle, utilizing the Core Curriculum Review Process. The Director of Instruction will assemble teacher leaders, administrators, experts from the Department of Education and Higher Education to review curriculum, assessments, textbooks, technology, and professional development for the Core Content Area being studied.



STAFF DEVELOPMENT

The Board of Education encourages all staff members to pursue activities which will help them better meet the s of the demands of their position. The Board of Education will maintain and support a planned comprehensive professional development program that includes:

1. District-sponsored activities to train groups in specific areas
2. Individual development programs, which may include webinars, on-line courses, video-conferencing, workshops, seminars, and coursework through outside resources.

It will be the responsibility of the Director of Instruction designee to design, develop, and evaluate district created professional development programs, seeking involvement from the district professional development committee. The Director of Instruction will provide support to high schools and divisions in the development of school-based professional development sessions. The Director of Instruction will maintain an electronic database of professional development sessions for all district professional staff.



ATHLETIC SECURITY COVERAGE

In an effort to promote a climate conducive to good sportsmanship in interscholastic athletics, while assuring the health, welfare and safety of both players and spectators, the New Castle County Vocational Technical School Board hereby adopts and promulgates the following policy:

All interscholastic boys basketball games and football games in which New Castle County Vocational Technical School District teams compete shall be supervised by police from a Municipal, County, or State force, empowered to maintain public order the make arrests, should such action be required. At other athletic events, when deemed necessary by the District administrator supervising the event, the same police coverage shall be required. Conversely, no New Castle County Vocational Technical School District boys' basketball team or football team shall be permitted to enter the playing field or court unless said Municipal, County, or State police have been hired and are on site; and at other athletic events when police coverage is deemed necessary, the team shall also be prohibited from entering the playing field or court unless the said Municipal, County, or State police have been hired and are on site.

It shall be the responsibility of the Athletic Director or, in his or her absence, the head coach to assure that proper police coverage is in place prior to a team's taking the field or court. This policy shall apply at both home and away contests.



ATHLETIC CODE OF CONDUCT

The New Castle County Vocational Technical School District views good sportsmanship, ethical behavior, and integrity as basic components of the culture of its schools. In keeping with this philosophy, the school district views the athletic arena as an extension of the classroom. Interscholastic athletics are a part of the district's total educational program and foster the physical, emotional, and social development of its students. Good sportsmanship is a primary concern of school administrators, coaches, student athletes, and the entire school community. Parents and guardians are expected to support all facets of learning including athletics and to provide positive reinforcement of their children's efforts. The highest standards of sportsmanship and ethical behavior are expected from all who participate both indirectly and directly in all activity disciplines.

- Thus, the district sets forth the following directives:
- In keeping with the goals and objectives of the New Castle County Vocational Technical School District, the district shall develop and maintain an Athletic Code of Conduct that will provide standards and disciplinary procedures that are consistent with the educational goals of the District.
- The Building Principal or designee shall be responsible for the athletic programs in their respective school.
- The Athletic Director in cooperation with coaches is responsible for enforcing the Athletic Code of Conduct in a manner which is consistent and fair.
- All coaches are required to conduct their programs in accordance to Delaware Interscholastic Athletic Association (DIAA) Guidelines and the District's Athletic Code of Conduct.
- The Athletic Code of Conduct should be reviewed and updated annually.



GRADING PROCEDURES

1. Grading is the process whereby information about student performance is converted into a single symbol for ease of communication. Because teachers, students, parents, administrators, and others outside of the school community use information communicated by grades to make decisions, grades must communicate as accurate a picture of student performance as possible.
 - a. For accurate communication about student performance to occur, persons assigning grades and decision makers who interpret grades must have a uniform understanding of what grades mean.
 - b. Clarity of meaning requires that the following parameters be met for marking period grades.
 - c. Quality assessments (see Board Policy #106) measure the degree to which students meet performance targets.
 - d. Information generated by assessments and observations of work habits is documented and analyzed according to generally accepted practices.
 - e. The processes of converting assessment and observational information to scores and scores to grade percentages are documented and communicated.
2. Grades shall be determined and reported out using a percentage system. The teacher shall retain the percentage grade for each marking period. The numerical marking period grades shall be used to determine final grades. A key shall be provided on the report card so that percentage scores can be converted to letter grades by parents and students.
 - a. An “I” may be used in place of a percentage grade to indicate that a student has not completed course requirements by the end of a marking period.
 - b. An “M” may be used in place of a percentage grade to indicate that a student has not completed course requirements by the end of a marking period for verified, medically related reasons.
 - c. An “N” may be used in place of a percentage grade to indicate that a student is not receiving credit for the course.

- d. An “E” may be used in place of a percentage grade to indicate that a student may need extra help aligned to specific learning goals after the end of the marking period.
3. Teachers will select comments to indicate reasons for failures or low grades on the report card and on interim reports. Positive comments will be selected when applicable.
4. The final course grade shall be a weighted average of the total performance marking period percentage grades, optional mid-course exam percentage grades, and required end-of-course examination percentage grades.
 - a. For full year courses, each marking period grade shall have a value of 20%. The mid-course and end-of-course exams shall each have a value of 10%. If a mid-course exam is not administered, the end-of-course exam shall have a value of 20%.
 - b. For one-credit or half-credit semester courses, each marking period grade shall have a value of 40%. The final exam grade shall have a value of 20%.
5. For summer school make-up courses and for remedial courses, the final exam may have a value greater than 20% but not more than 33%. Report cards will be issued four times per year.
6. Teachers are required to complete interim progress reports for all students including class absences and comments.
7. Students receiving a grade of incomplete for marking periods 1, 2, or 3 shall complete course requirements within two weeks of the end of the marking period. If course requirements are not met in this time, the penalty of no credit for the missing requirements shall be part of the percentage grade earned and reported. Medical problems and documented family crises are reasons for making exceptions to this rule and shall be the only basis for giving an incomplete grade during the last marking period of any course. The principal must approve any exception to this policy.
8. To earn honor roll status, students must (1) earn grades in all courses above 80% and (2) have a credit-weighted average of all percentage grades that meet the following guidelines:
 - a. Distinguished Honor Roll status requires an average equivalent to a 93% or better.
 - b. Honor Roll status requires an average equivalent to an 85% or better.
9. 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.

10. Course syllabi will be developed by teachers and distributed to students no later than the third class period. Teachers shall include their course grading system in course syllabi, which shall be submitted to immediate supervisors for review and approval prior to distribution to students. Each grading system should include the processes of converting assessment and observational information to scores and scores to grades (see section 1c above).

11. The grading conversion key posted on the report card shall be the following: Percentage Grade Letter Grade Percentage Grade Letter Grade

| | | | |
|-------------|----|---------|----|
| 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- |
| 69 or lower | F | | |

12. Specific regulations for the implementation of the grading policy will be developed and reviewed every three years, in conjunction with the Core Curriculum Review Process, by a committee designated by the Superintendent that is consistent with the Board-Association agreement.



ONLINE COURSES

The New Castle County Vocational-Technical School District Board of Education has the ultimate responsibility for endorsing and approving all programs offered in district schools. This responsibility includes setting the philosophy and framework for online courses.

Online courses are intended as an option for students to recover credit, in the case of course failure, or earn original credit through an online platform. Online courses can be self-paced or instructor-led.

Students who fail a course may recover credit through:

- A. An approved summer school
- B. An approved evening school
- C. Re-enrollment in the course

Accredited online courses aligned to state content standards and district curricula. Student enrollment in online courses for credit recovery or original credit will be approved, managed, and coordinated through the school's guidance department, with approval from the Supervisor of Instructional Services.



FIELD TRIPS

The New Castle County Vocational Technical School District Board of Education recognizes the importance of field trips in the development of students. The well-planned trip should serve as an extension of the classroom or laboratory and provide experiences that cannot be provided with the confines of the school buildings. Trip serve not only an educational purpose, but also contribute to the social and cultural development of the student. Frequently trips expand the student’s recreational horizons, exposing them to new, lifetime vocational interests.

The Board realizes that field trips entail a certain amount of risk and sometimes disrupt school schedules; with careful planning, risks, and disruptions can be minimized.

The New Castle County Vocational Technical School District Board of Education hereby requires its building administrators to review each proposed field trip and evaluate it in light of its educational, social, cultural or recreational merit. If in the judgment of the building administrator the aforementioned merits of the trip outweigh the potential risks and disruption entailed, then the trip shall be sanctioned and approved.

Trips which are required shall be free of charge to students. No student shall be permitted to participate in a field trip without a signed parental permission form, which will be on file in the student activities office.

Care shall be taken in the selection and approval of trip chaperones to assure that he or she is sufficiently experienced and fully knowledgeable with the objective of the trips. Teachers sponsoring and chaperoning approved school trips shall be covered by the District’s teacher liability insurance policy.

If a proposed trip is not approved and sanctioned, then neither school time nor resources can be used for its organization, supervision, and/or administration, nor shall such trip be covered by school insurance. Further, the school district shall not assume any liability that may arise from such unauthorized trips or activities.

Each school shall develop and publish rules and procedures governing the planning and implementation of trips. The rules and procedures shall be reviewed and, if required, revised each year and shall be included in each school's faculty handbook.

Administrative Guidelines for Field Trips

Purpose: To establish criteria for field trips

Responsibility: The Superintendent or designee is empowered to implement the provisions of this policy.

Policy Statement: The New Castle County Vocational-Technical School District Board of Education supports field trips as extensions of the classroom and as valuable supplements to the total school program.

Procedure: Building principals and teachers shall ensure that:

1. Field trips support the school program;
2. Careful pre-planning and follow-up activities occur;
3. Prudent care is taken for the safety of pupils;
4. Parental consent is obtained for field trip participation.

School District Procedures for Field Trips

The following procedures establish the district expectations with regard to proper implementation of the NCCVTSD Field Trip Policy.

I. APPROVAL OF FIELD TRIPS

- a. A teacher (or teachers) through the student activities coordinator must submit a written request to the immediate supervisor and then to the principal (Form A). The principal will return a signed copy to the student activities coordinator, indicating approval or disapproval. The following attachments must be submitted with Form A:
 - i. Trip Itinerary (lodging if overnight).
 - ii. Instructions to Chaperones.
 - iii. Emergency Plans
- b. Trips that involve overnight accommodations must have the approval of the principal, the assistant superintendent, and the superintendent.

- c. Day trips within Delaware need only approval of the principal. Day trips outside Delaware require approval of the principal and assistant superintendent.
- d. Trip requests requiring approval of the superintendent/assistant superintendent must be submitted to the S.A.C. office at least six (6) weeks prior to the date of the trip.
- e. Trips that cause the student to leave the school site require in each instance a signed permission form from the student's parent or guardian. [Form B] For all district site visitations a blanket permission form may be used. If a blanket permission form is used, advance notification must be given to parents regarding such scheduled trips.
- f. Principals shall monitor the frequency of field trips within their schools including both student and teacher absence. Such monitoring shall, if necessary, restrict absence for field trips when they are not in the best interest of students involved, or when they may interfere with other parts of the instructional program.

II. PREPARATION FOR FIELD TRIPS

- a. Students shall be given a thorough orientation prior to each field trip. This orientation shall include:
 - i. Why the trip is being taken.
 - ii. How the trip relates to the curriculum or the total school program.
 - iii. What the students should expect to see.
 - iv. What the students are expected to know when they return.
 - v. How the students will be grouped.
 - vi. How students are expected to dress.
 - vii. How students are expected to behave. [School Rules and District Code of Conduct apply.]
- b. All chaperones shall be provided with the following in writing:
 - i. A list of special responsibilities, expectations, and limitations.
 - ii. A list of the students for whom they are responsible.
 - iii. The trip itinerary.
 - iv. Safety regulations.
 - v. Emergency procedures to be used.
- c. No later than two days prior to the day of the trip, the sponsor must provide an alphabetized list of those students going on the trip to the principal. If there are students who do not go and for whom the teacher(s) is responsible, a second alphabetized list must be provided indicating teacher coverage and/or assignment for

student(s) so listed. On the day of the trip, attendance will be taken; and corrections shall be made to each list with a copy submitted to the high school office.

- d. At least one professional staff member with bus roster shall be assigned to each bus.

III. IMPLEMENTATION OF FIELD TRIPS

- a. Students are not to be left unattended prior to departure, during the trip, or on return. If a trip returns at a time not within normal school hours, students must be attended by a staff chaperone until all have departed.
- b. The student activities coordinator or trip sponsor will oversee the organization for supervision and welfare of students and should be consulted by other chaperones as necessary.
- c. Acceptable behavior for staff and chaperones shall be the same as expected in the classroom.
- d. Emergency preparation must insure that appropriate student and parent information is available for staff and chaperones. Students needing medication, which is administered on a daily basis by a school nurse, may not be approved for a trip unless a licensed nurse is along, or unless the parent is a chaperone. [The Attorney General of Delaware has issued an opinion that only a licensed nurse or the child's parent may administer medication.]

IV. FINANCING OF FIELD TRIPS

- a. Trips that are a required part of the curriculum are provided at no cost to students. Examples: Planetarium, Ashland Nature Center, Delaware Museum of Natural History and school visits.
- b. Other trips may be funded through student and parent funds; student activity accounts; or, in some instances, the school or district budgets.
- c. Fundraising for trips shall comply with district guidelines and must have approval of the principal. Fundraising activities involving students must be organized and scheduled by school or parent organizations, and must have the approval of the principal.

V. FOLLOW-UP OF FIELD TRIPS

- a. Appropriate follow-up activities shall be conducted by staff.
- b. Evaluation Form C shall be filed with the student activities coordinator at the conclusion of the field trip.

- c. The student activities coordinator shall maintain a file of Forms A and C for at least a one-year period or longer, if there may be reason to do so.

Procedure to Follow for Field Trip APPLICATION

1. Secure tentative verbal approval from the student activities coordinator.
2. Submit Form A in triplicate to the student activities coordinator.
3. Approved application is returned to teacher, through the student activities coordinator.

PREPARATION - The student activities coordinator will ensure that the following steps have been taken:

4. Parental permission slip (Form B) is signed and returned prior to the field trip. Notice is to include:
 - a. the time and place of departure
 - b. the destination
 - c. the time of return
 - d. the method of transportation
 - e. the purpose of the trip
 - f. cost of the trip
 - g. pertinent medical information (if necessary)
 - h. emergency phone numbers (where parents can be reached)
 - i. name of sponsor
5. Pre-trip planning and orientation for students must be conducted.
6. Notify school personnel who are affected by the absence of students taking this trip (i.e., cafeteria, guidance department, specialists).
7. An alphabetical list of students (by bus) going on the trip must be given to the office prior to the trip.
8. An alphabetical list of students not going on the trip must be turned into the office prior to departure.
9. Student assignments and teacher coverage must be made for those students not going on the trip at least one day prior to the trip. These assignments will be given to the teachers covering the students remaining at school.
10. A list of pupils who fail to arrive for the trip must be filed in the office.
11. The trip's sponsor is required to secure chaperones for the trip. The appropriate number of chaperones is to be determined by the building principal and is based upon the nature of the field trip. The following ratio is recommended as a guideline: one chaperone for fifteen (15)

students in grades 9 through 12. Unless approved otherwise by the principal, teachers and other qualified school patrons are considered appropriate chaperones.

12. At least one professional staff member must be assigned to each bus.
13. Chaperones must be briefed as to the details of the trip and their responsibilities concerning the trip.
14. Students will be notified of eating arrangements prior to the trip.
15. Chaperones will be notified of eating arrangements prior to the trip.
16. Since medications must be administered by a licensed nurse or by the student's parent, students requiring medications must be identified and arrangements made prior to the day of departure.

IMPLEMENTATION

17. Because of the need for close supervision of participating students, no other children will be permitted to accompany chaperones on any field trips.
18. Students are to be properly supervised at all times.
19. During the field trip, every sponsor in charge of a group should have available information of students for whom he/she is responsible. This information must contain phone numbers where parents can be reached and pertinent medical information.
20. Good behavior and proper courtesy should be practiced at all times.
21. Students are to dress appropriately for the weather and the places to be visited.
22. Students may not furnish their own transportation without school and parent approval.
23. Students must remain with their groups at all times.
24. Tobacco, alcohol, and other mind-altering substances are prohibited.
25. Glass containers are not permitted on the bus.
26. Students must deposit all trash in boxes or bags provided.
27. Throwing things out of bus windows is prohibited.
28. Sticking hands and arms, etc., out of the bus windows is prohibited.
29. Yelling out of bus windows is prohibited.
30. Students may not change bus assignments without permission.
31. Attendance will be carefully checked each time students return to the buses.
32. In case of any serious or major unforeseen problems, the school office, principal, or other district official must be notified immediately.
33. Chaperones shall check the bus at the conclusion of the field trip.
34. At least one staff member must remain at school until all students have departed.

35. The field trip evaluation form (Form C) must be filled out by the trip sponsor and returned to the student activities coordinator.
36. The sponsor should insure that appropriate follow-up activities are conducted.



DISTRICT GRADUATION POLICY

Under the auspices of the State Board of Education, the New Castle County Vocational Technical School District issues a high school diploma. In addition the NCCVTSD awards a career program certificate to students meeting the established criteria.

- The diploma is issued to students who meet these requirements effective with the class of 2009:
- Earn the minimum 26.5 course credits as required by the New Castle County Vocational Technical School District's Board of Education, which includes specific requirements of a career program.
- At Hodgson Vocational-Technical High School, students must complete an additional credit in Senior Project.
- In the Career Program, transfer students are allowed up to three vocational or technical related credits from their previous school. All vocational or technical credits are accepted if the student is transferring from another vocational technical school to NCCVTSD.
- Every student must earn a fourth math or science credit*. The student's Career Program of Study will determine which course is required.
- Every senior must earn a minimum of five (5) credits in the senior year. Tech Prep and other college course credits will be eligible to meet the five (5) credit requirement.

| <u>Course</u> | <u>Required Credits</u> |
|--------------------|-------------------------|
| Career Program | 10 |
| English | 4 |
| Mathematics | 3 or 4* |
| Science | 3 or 4* |
| Social Studies | 3 |
| Physical Education | 1 |
| Health | .5 |
| Computer Literacy | <u>1</u> |
| TOTAL | 26.5 |



DUE PROCESS

The Board of Education of the New Castle County Vocational-Technical School District believes that a sound education is a basic prerequisite to compete successfully in today's complex society. The Board recognizes the student's fundamental right to a free public education, which may not be abridged without good and sufficient cause.

To ensure that an environment is maintained which is conducive to learning, the Board of Education has established and published a Code of Conduct for students. This Code of Conduct contains rules and regulations governing the behavior of students and includes consequences for students breaching of the rules or in any way interrupting the educational process. The ultimate penalties are suspension and expulsion.

Recognizing that denial of the student's rights to a free education is a serious consequence for misbehavior, the Board hereby adopts this policy of Due Process that ensures:

1. A student has the right to know the rules and regulations of the school district and the potential consequences for abridging those rules;
2. Prior to being suspended, a student has the right to know the reason for the suspension;
3. The student has the right to know the nature of the evidence against him/her;
4. The student is given a chance to tell his/her side of the story; and
5. The suspension can be appealed through the Grievance Procedure that is outlined in the Student Handbook.

A copy of this policy shall be made available to all students within 30 days after adoption and shall later be included in the Student Handbook for distribution to all students at the beginning of each school year.



EXPULSION

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 shall make every reasonable effort to investigate all aspects of the discipline problem, including a conference with the student to inform him/her of the charges and an opportunity to tell his/her side of the story. If possible, the conference shall be held prior to the student’s suspension. Every effort will be made to involve parents at this level of the process.
- C. The Principal shall complete his/her investigation within three (3) school days after the day of the incident under investigation.
- D. If the Principal determines that the student committed the offense and that the nature of the offense warrants a recommendation for expulsion, the Principal shall submit a summary of the Principal’s investigation and the recommendation to the Superintendent.
- 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 eight (8) 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 seven (7) 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.
- E. The student shall have the following rights:
 - a. To be represented by counsel, at the student's expense;
 - b. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses;
 - c. 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);
 - d. To testify and produce witnesses on his/her behalf;
 - e. 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 of Education. 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 shall review the Report as well as the transcript of the formal hearing and decide whether 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 Program (IEP)/Manifestation Determination Review (MDR) 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 Team Leader in writing to ensure that appropriate action may be taken prior to reaching the ten (10) day limit.
- B. The IEP/MDR Team meeting will be held to determine whether the offense was related to the disability or the result of an inappropriate placement.
- C. If the IEP/MDR 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 IEP/MDR 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 disabilities presents a danger to himself/herself 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.

STEP V
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:
 - a. Readmitted on a date to coincide with the beginning of a marking period/semester as defined by the school calendar.
 - b. 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.

- c. 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.



COSMETOLOGY CERTIFICATION

The New Castle County Vocational Technical School District endorses the guidelines as established by the State Board of Cosmetology and Barbering of the State of Delaware and Department of Public Instruction.

Thus, students enrolled in the cosmetology career are required to complete the three-year program of study as designed by the New Castle County Vocational Technical School District. Students must successfully complete 1500 hours of instruction to be considered eligible to take the state licensing examination and be registered to take the exam in order to be eligible for an Exemplary (gold seal) or Standard (silver seal) certificate.



FIREARM POSSESSION

Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 school days. The Superintendent shall modify such expulsion requirement to the extent a modification is required by Federal or State law.

Definition of Firearm

For purposes of this policy, “firearm” is defined in Section 921 of Title 18, United States Code. Generally, “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. Please note that the District’s existing policy on the possession of weapons continues to apply to weapons which fall outside the definition of “firearm.”

Students with Disabilities

This policy shall apply to all students. With regard, however, to students with disabilities, federal and state law shall control. Thus, prior to any discipline or change of placement of such students, there shall be a determination as to whether the violation of this policy was a result of the student’s disability, or inappropriate program.



SEXUAL HARASSMENT OF AND BY STUDENTS

It is the New Castle County Vocational Technical School District's (NCCVTSD) policy to ensure the safety of all students and to foster respect and human dignity in the educational setting. Further, the District endorses the right of all students to attend a school that is free of discrimination. Sexual harassment not only impairs the health, well-being, productivity, and safety of students, but is also against the law.

The NCCVTSD has taken a strong stand against sexual harassment. NCCVTSD recognizes that sexual harassment is a form of sex discrimination/victimization and that classroom teachers, faculty, staff, and students should be protected from it.

In accordance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, the NCCVTSD endorses the following:

1. Establishment of strong policies defining and prohibiting sexual harassment.
2. Development of educational programs designed to help people recognize, understand, prevent, combat, and eliminate sexual harassment.
3. Development and publication of a grievance procedure that encourages the reporting incidents of sexual harassment, resolving of complaints promptly, and protection of the right of all parties.

Definitions

The following definitions shall apply to the policy:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Title IX of the Education Amendments prohibits sex discrimination including sexual harassment in schools receiving federal funds. This includes all school-sponsored activities, including athletics, field trips, extracurricular programs and bus transportation. It also prohibits sexual harassment even where the harasser and the person being harassed are the same sex.

Further, Title IX defines two types of sexual harassment: 1) “quid pro quo” and 2) “hostile environment”:
“Quid pro quo” sexual harassment occurs when a school employee explicitly or implicitly conditions a student’s participation in an education program or school activity, or bases an education decision (such as a grade), on the student’s submission to unwelcome sexual conduct.

“Quid pro quo” harassment is illegal under Title IX whether the student refuses to submit to the school employee’s demands and suffers the threatened harm, or does what the school employee wants. According to the Policy Guidance, a school “will always be liable for even one instance of Quid pro quo harassment by a school employee in position of authority,” even if the school didn’t know about the harassment.

“Hostile environment” sexual harassment involves (1) conduct of a sexual nature that is (2) sufficiently “severe, persistent, or pervasive” and (3) “unwelcome”.

A hostile environment is created when the student views the environment as hostile and when it is reasonable for the student to view the environment as hostile. Generally, a hostile environment is created by a series of incidents. For example, one sexually offensive joke may not in itself create a sexually hostile environment. However, if a student is subjected to sexually offensive jokes on a number of occasions, a sexually hostile environment is created.

A sexually hostile environment may also be created by a single severe incident, such as a rape, sexual assault, or indecent exposure.

Conduct of a sexual nature is unwelcome when the student being harassed did not request or invite the conduct and regarded it as offensive or undesirable.

Mere acquiescence or failure to complain does not always mean that the conduct is welcome. The fact that a student accepted this conduct on one occasion does not mean that he/she condones such behavior. On subsequent occasions, such behavior may be indicted as unwelcome. In addition, younger children or children with handicapping conditions, may not be able to recognize that they can or should object to certain conduct, or they might not be able to articulate an objection.

Reporting and Procedures

- I. Student complaints may be reported to the following people:
 - Teacher
 - Counselor
 - Nurse
 - Gender-equity Advisor
 - School Psychologist
 - Student Advisor
 - Building Administrators
 - Staff Member

Realizing that the rights of the accused must also be protected, a fair and impartial investigation of the allegations will then take place by an investigator designated by the principal/director or Title IX coordinator. All aspects and proceedings of the investigation will be maintained as confidential except to the extent that it is essential to share information with a witness in order to conduct a further investigation. The witness will be directed to preserve the confidentiality of the matter.

Informal means for resolving the complaint may be an optional part of the formal investigative proceedings.

All parties will be advised that the NCCVTSD prohibits retaliatory behavior against any complainant or any participant in the complaint process. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment. The initiation of a complaint of sexual harassment will not impede the student's access to education, will not reflect negatively on the student who initiates the complaint, nor will it affect the student's co-op employment, grades, class work, homework assignments, rights, or privileges. This includes arrangements for any additional educational or vocational assistance as needed.

II. Implementation and Dissemination:

In accordance with taking proactive and affirmative steps to stop sexual harassment in the schools, reporting/procedures will be implemented. The superintendent or designee will assure staff training on this policy is completed every two years. The policy will be provided to all new employees at the beginning of their employment with the District. Student will receive training through the presentation of the Student Code of Conduct at the beginning of each school year. In short, New Castle Vo-Tech School District will provide notice to employees, students, and parents of these procedures.

III. Consequences:

Violation of the Sexual Harassment Policy by students will result in appropriate disciplinary action up to and including expulsion. Further, if the violation is by an employee, appropriate disciplinary action up to and including termination of employment will result. Retaliation in any form against the victims, individuals who testify, assist, or participate in the investigation proceedings or hearing related to the complaint, is strictly prohibited and will itself be cause for appropriate disciplinary action.

REPORTING PROCEDURES FOR SEXUAL HARASSMENT POLICY

Specific and prompt time frames for completion of the major stages of the complaint process are outlined below:

| MAJOR STAGES | TIME FRAME | RESPONSIBLE |
|---|---|---|
| I. • A verbal or written report made to the principal. • The sexual harassment incident report is filled-out and filed with the principal/Director, Title IX coordinator. | Within 24 hours | Teacher, Nurse, Counselor, Title IX Coordinator, Superintendent, Gender-equity Advisor, School Psychologist, Building Administrator, Staff Member, Student Advisor |
| II. • The principal/Director will inform the Title IX coordinator who will initiate an investigation into the complaint. | Within 24 hours | Principal/Director |
| III. • Written notice will be given to all parties of the impending investigation • Investigation process will occur and will involve witnesses and pertinent evidence. • Notice in writing will be given to the parties of the outcome of the complaints. When appropriate, a "Student Conduct Report" is filed with the local police in accordance with House Bill 322. | Within 10 days | The Title IX Coordinator completes "Notification of Impending Investigation Form" and sends to parents/guardians of victim(s) and accused. The investigator and appropriate committee members. The Title IX coordinator will inform the principal/director, superintendent, coordinator, and all pertinent parties of the outcome of the investigation. |
| IV. • If appropriate, preventive and corrective measures for possible discriminatory effects will be outlined and | Within 10 days after the investigative decision | Title IX Coordinator Principal/Director |
| V. Appeal process | Within 30 days | Appeals are submitted to the Superintendent/Designee |



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 200 – Students
Title: Parent/Family Involvement

Policy #: 212
Adopted: 02/22/1999
Revised: ##/##/##

| |
|----------------------------------|
| PARENT/FAMILY INVOLVEMENT |
|----------------------------------|

Currently Undergoing Revisions



AUTHORIZATION FOR STUDENT RELEASE FROM SCHOOL

It shall be the policy of the school district that a student shall be released during the school day only to a parent or to a person authorized by a parent. The district superintendent, school principal, or others designated by the superintendent or principal should check carefully to make certain that the person claiming to represent the parent is so authorized. Written authority is preferable; however, a check may be made by telephoning the parent/legal guardian for confirmation. The authorized person must present photo identification.



WELLNESS POLICY

Public Law 108-265 Section 204 indicates that Local District Wellness Policies must include the following areas of focus:

1. Goals for the nutrition education, physical activity and other school-based activities.
2. Nutrition guidelines for all foods sold on campus.
3. Assurance that school meals meet USDA regulations.
4. A plan for monitoring the implementation of the wellness policy.
5. Involvement of parents, students, representatives of school food authority, the school board, school administrators and the public.

*Wellness Policy adopted from "Action for Healthy Kids" Delaware Goals for Nutrition Education

The New Castle County Vocational Technical School District's wellness policy is intended to influence a student's actual eating behaviors that result in lifelong healthy food choices. These healthy food choices will help to eliminate barriers to learning associated with improper nutrition and fitness. Healthy food choice themes include:

| | |
|--|----------------------------------|
| Knowledge of the Food Guide Pyramid | Healthy heart choices |
| Sources and variety of foods | Dietary Guidelines for Americans |
| Diet and disease | Understanding calories |
| Healthy snacks | Healthy breakfast |
| Healthy diet | Food labels |
| Major nutrients | Multicultural influences |
| Serving sizes | Proper food safety/sanitation |
| Limiting foods of low nutrient density | |

Nutrition Education

The overall goal for nutrition education for the New Castle County Vocational Technical School District is to promote the integration of nutrition education into all curriculum areas. We will:

1. Integrate nutrition education into the respective subject areas with the help of credentialed nutrition professionals from DOE and other sources.
2. Educate and train teachers to integrate nutrition education in an interdisciplinary approach.

3. Promote and disseminate resource information related to integration of nutrition education into curriculum.
4. Promote nutrition awareness throughout school environment by disseminating resources for nutrition education that can be displayed (i.e. posters in cafeteria, hallways, gymnasiums, classrooms, etc . . .). The point of sale posters can assist students to make healthy food choices.
5. Promote nutrition awareness to parents and communities through any of the following methods: offering healthy eating seminars, sending nutrition information home, posting nutrition tips on websites, and providing nutrient analysis of school menus.
6. Incorporate nutrition education into after school programming that services our students.
7. Initiate school-based marketing that is consistent with nutrition education and health promotion. As such, we will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually.
8. Prohibit school-based marketing of brands promoting predominantly low nutrient foods and beverages.
9. Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.
10. Establish school staff wellness committees. Staff wellness committees shall develop, promote, and oversee a multi-faceted plan to promote staff health and wellness.
11. Encourage participation in Coordinated School Health Programs (CSHP) in order to facilitate coordination between food service and classroom instruction.
12. Provide training for school counselors and school nurses to identify unhealthy eating behaviors in students and make referrals to appropriate services.

Goals for Nutrition Standards

Schools play a powerful role in influencing students' dietary behaviors. There are several ways schools can help ensure the daily eating habits being formed by students will contribute to their learning achievement and lifelong good health.

The New Castle County Vocational Technical School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition guidelines governing the sale of food, beverages, and candy. The school district is committed to promoting the Nutrition Policy with all school nutrition personnel, teachers, nurses, coaches and

other school administrative staff. The school district will work toward expanding awareness about this policy among students, parents, teachers and the community.

Nutrition Guidelines

1. All reimbursable meals will meet Federal nutrient standards as required by the US Department of Agriculture Child Nutrition Program regulations. Menus must comply with the current USDA Dietary Guidelines for nutrition goals when averaged over a school week, and portions should be appropriate for each age group. In addition, the New Castle County Vocational Technical School District will:
2. Provide students with healthy and nutritious foods.
3. Include foods offered over the course of a school week that emphasize nutrient dense foods and beverages and include whole grain products, fiber rich vegetables and fruits.
4. Support healthy eating through nutrition education.
5. Encourage students to select and consume all components of the school meal.
6. Display prominently the nutrition information for products offered in snack bars, a la carte, vending, and school stores.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

Foods of minimal nutritional value as defined by USDA regulations:

"210.11 Foods of Minimal Nutritional Value"

A food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving and in the case of all other foods a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving.

Examples: Soda water, water ices, chewing gum, and certain candies (hard candy, jellies/gums, marshmallow, fondant, licorice, spun candy, candy coated popcorn) are prohibited.

Schools shall move to eliminate any items containing trans fats.

All snacks and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, fundraising, or served in the reimbursable After School Snack Program shall meet the following standards:

Portion Size

1. One and one-half ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, or dried fruit
2. Two ounces for cookies or cereal bars
3. Three ounces for bakery items, including but not limited to pastries, muffins and donuts
4. Four fluid ounces for frozen desserts, including but not limited to ice cream
5. Twelve-ounces for beverages (except water and milk products)

Nutrient Standards

Middle/High Schools

Snacks

No more than 35% calories from sugar or other sweeteners

No more than 8 grams of fat per serving and/or having 35% or less of its total calories from fat

10% or less of its total calories from saturated fats and or trans fat

Beverages

Must be made with at least 50% and up to and including 100% real fruit juice and must not contain added sweeteners

Electrolyte replacement beverages with no more than 30 grams of sugar per 12 oz serving size

Dairy products must be low fat or skim, including but not limited to: chocolate and strawberry flavors, and soy or rice beverages

Water

Nuts, seeds, and dried fruits are exempt from the above standards.

How to calculate Fat and Sugar Percentages:

If a Snack contains:

120 calories

4 grams fat

5 grams sugar

How to calculate fat percentage:

4 grams fat x 9 calories per gram = 36 fat calories (36 fat calories / 120 calories = 30%)

How to calculate sugar percentage:

5 grams sugar x 4 calories per gram = 20 sugar calories (20 sugar calories / 120 calories = 17%)

Other School Based Activities (Eating Environment)

1. The Nutritional Association of State Boards recommends a minimum of at least 10 minutes for breakfast and 20 minutes for lunch from the time the student sits down to eat.
2. There should be a minimum of 3 hours, and not more than 5 hours, scheduled between breakfast and lunch periods.
3. Bus schedules and morning breaks should be coordinated to allow students ample time before class to eat breakfast.
4. Lunch periods are scheduled as near the middle of the school day as possible.
5. It is recommended that physical education and recess be scheduled before lunch whenever possible.
6. Food service staff and school administration collaborate to provide sufficient space and time for meals.
7. Dining areas are attractive and have enough space for seating all students.
8. Drinking water is available at mealtime for all students.
9. Students should be encouraged to wash their hands before meals to prevent spread of germs and reduce the risk of illness.
10. Meals and snacks will not be used as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).
11. School should encourage fundraisers that promote positive health habits such as the sale of non-food and nutritious food items as well as fund raising to support physical activities.
12. School nutrition programs will aim to be financially self-supporting. The school nutrition program is an essential support to the success of the education process. Profit generation should not take precedence over the nutritional needs of the students. If subsidy of the school nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and or compete nutritionally with program meals:

"210.11 Competitive Food Services"

Competitive Foods means any foods sold in competition with the school breakfast and lunch programs to children in food service areas during serving periods.

"The sale of other competitive foods may, at the discretion of the State Agency and School Food Authority, be allowed in the food service area during the lunch period if all income from the sale of such foods accrues to the benefit of the non-profit school food service or the school or student's organizations approved by the school." (Federal Regulation 7CFR Part 210.11 (B).

13. State agencies and school food authorities may impose additional restrictions on the sale of and income from all foods sold at any time throughout schools participating in the national school breakfast program and lunch program.
14. The school district will employ a properly qualified, certified and/or credentialed Nutrition Director to administer the school nutrition programs.
15. All school nutrition personnel shall have adequate in-service training in food service operations.
16. Students are encouraged to start each day with a healthy breakfast.
17. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
18. Safety and security of the food, and building access to the school nutrition operations are limited to school nutrition personnel and other authorized personnel.

Goals for Physical Activity

Schools share a responsibility to help students and staff establish and maintain the lifelong habits of being physically active. Regular physical activity is one of the most important things individuals can do to maintain and improve their physical health, mental health and overall well being.

The New Castle County Vocational Technical School District will play a role in influencing students' physical activity behaviors. By providing challenging physical and health education classes, and providing unique opportunities for physical activity during the day, we will give students the knowledge, motivation, and skills needed for lifelong physical activity.

Physical Education versus Physical Activity

Physical Education teaches the knowledge and skills to be physically active for life. Physical Activity is all bodily movements that result in energy expenditure. This includes daily routine activities such as school work, intramural activities, sports, free play, planned and structured repetitive movements designed specifically to improve fitness and health.

Physical Education and Physical Activity

1. All public and charter school students in grades K-12 should receive a quality physical education program that is
 - Age-appropriate
 - Taught by a certified physical education teacher
 - Monitoring fitness levels of all students while using result to guide programming

- 150 minutes per week in elementary schools
 - 225 minutes per week for middle and high school (excluding recess) removed period
2. The physical education program should:
 - Build knowledge and skills for the enjoyment of lifelong fitness through physical activity
 - Create a positive atmosphere for all students to participate in physical activities
 - Enhance skills in leadership, teamwork and self-confidence
 - Utilize technology within the curriculum to enhance motivation and participation
 3. The national recommendations of 60 minutes per day of moderate to vigorous physical activity should be the goal for all students. This includes opportunities in various settings such as:
 - Physical Education
 - Classroom
 - Recess
 - After-school programs
 4. Schools should provide adequate space and the appropriate equipment to meet the Delaware standards for physical education.
 5. Students should not be excluded from participating in physical education classes and opportunities for physical activity for unrelated disciplinary action. Nor should physical activity be used as a disciplinary measure.
 6. After-school programs should include supervision by trained staff, and provide developmentally and age-appropriate physical activity for all participants.
 7. Nutrition education should be integrated into the physical education curriculum to educate students on the benefits of proper nutrition and overall health.
 8. The benefits associated with healthy eating and physical activity should be shared with community groups and parents.
 9. Staff wellness opportunities should be available to all employees.
 10. Schools should schedule recess before lunch since research indicates physical activity prior to lunch can improve nutrient intake and reduce food waste.

Monitoring Implementation of Wellness Policy

The New Castle County Vocational Technical School District will appoint a Wellness Policy Coordinator to assist in the implementation, coordination and evaluation of the Wellness Policy by:

1. Ensuring the instruction and services associated with the Wellness Policy are mutually reinforcing and present consistent messages.
2. Facilitating collaboration among administrative and instructional staff.

3. Assisting the superintendent/school principal and other administrative staff with the integration, management, and supervision of the Wellness Policy.
4. Providing for necessary technical assistance.
5. Facilitating collaboration between the district and other agencies and organizations in the community who have an interest in the health and well being of children and their families.
6. Evaluating the results of the Wellness Policy with specific timelines to ensure accountability.

Glossary

A la carte foods - a menu term signifying that each item is sold and priced separately from the National School Lunch and School Breakfast Programs.

Food Allergens - substances in food that trigger the immune system and can cause severe allergic reactions.

Competitive Foods - foods that are sold in competition with meals served under the National School Lunch and School Breakfast Programs.

Coordinated School Health Program - integrated, planned, school-based programs that were designed by the Center of Disease Control to promote physical, emotional, and educational development of students. The eight components consist of Physical Education, Health Education, Health Services, Counseling, Psychological & Social Services, Healthy School Environment, Health Promotion for Faculty and Staff, Parent and Community Involvement and Nutrition/Food Service.

Dietary Guidelines for Americans - is published jointly every five years by the Department of Health and Human Services (HHS) and the Department of Agriculture (USDA). It provides authoritative advice for people two years and older about how good dietary habits can promote health and reduce risk for major chronic diseases.

Federal Nutrient Standards - standards for healthy school meals developed by the USDA to set required levels for key nutrients in keeping with the recommendations of the Dietary Guidelines for Americans.

My (Food Guide) Pyramid - outline or a system that provides many options to help Americans make healthy food choices based on dietary guidelines set by the USDA.

Foods of low nutrient density - Foods that are high in calories, often from fats or sugars and contain little or no of vitamins, minerals, or other essential nutrients, eg. chewing gum, flavored ice bars, etc.

Hazard Analysis and Critical Control Points Plan and Guidelines - a systematic approach to the identification, evaluation, and control of food safety by preventing hazards that could cause food-borne illnesses by applying science-based controls, from raw material to finished products.

Individualized Education Plan (IEP) - children, who are eligible for special education services, will have a written document that outlines an educational program that is tailored to the individual student to provide maximum educational benefit.

Nutrient Analysis - evaluation of a menu to ensure that it meets the appropriate nutrient standards.

Nutrient dense foods - foods that are high in essential nutrients proportional to their caloric value.

Physical Activity - exercise or health related activity that is planned, structured and repetitive, consisting of moderate to high intensity levels of exertion, resulting in the maintenance or improvement of physical fitness (body composition, flexibility, aerobic power, muscular strength and endurance).

Physical Education - learning a wide range of movements, knowledge, and skills that will contribute to the development of responsible practices, attitudes and behaviors essential to a healthy lifestyle.

Reimbursable meals - meals that are free, reduced and are reimbursable by the federal and state government. These meals must meet federal requirements established by the National School Lunch Program. Schools who participate are required to offer lunches to eligible children.

Saturated Fats - fats such as those in meat, poultry, some dairy products, processed and fast foods and other sources can cause an elevation in blood cholesterol levels. High levels of saturated fats are risk factors for cardiovascular disease.

School-based marketing - public relations and marketing strategies that focuses on students, teachers and administrators within the school environment.

Trans fats - Trans fats naturally occur in some foods, but are more commonly formed from "partial hydrogenation" of liquid oil. Trans fats contribute to cardiovascular disease by raising levels of LDL (bad cholesterol) and decreasing levels of HDL (good cholesterol). Mandatory labeling of trans fats will begin January 1st 2006.



SCHOOL BULLYING PREVENTION POLICY

The New Castle County Vocational Technical School District (the "District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students and all employees.

I. Prohibition of Bullying

To further these goals, and as required by 14 Del. C. §4112D, the District prohibits the bullying of any person on school property, at school functions, by use of data or computer software accessed through a computer, computer system, computer network or other electronic technology of the District from grade nine through grade twelve. The District further prohibits reprisal, retaliation, or false accusation against a target, witness, or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored school event. "School property" means any building, structure, athletic field, sports stadium, or real property owned, operated, leased, or rented by any public school district including, but not limited to, any secondary or vocational-technical school, or any motor vehicle owned, operated, leased, rented, or subcontracted by any public school.

II. Definition of Bullying

As used in this policy, bullying means any intentional written, electronic, verbal, or physical act or actions against a student, school volunteer, or school employee that a reasonable person under the circumstances should know will have the effect of:

- A. Placing a student, school volunteer, or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being, or substantial damage to his or her property; or

- B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions, or due to a power differential between the bully and the target; or
- C. interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or
- D. Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another student, school volunteer, or school employee.

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

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

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

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

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

1. Denigration: spreading information or pictures to embarrass.
2. Flaming: heated unequal argument online that includes making rude, insulting, or vulgar remarks.

3. Exclusion: isolating an individual from his or her peer group.
4. Impersonation: Using someone else's screen name and pretending to be him or her.
5. Outing or Trickery: forwarding information or pictures meant to be private.

Sexual Bullying: Unwanted touching of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only and is not exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other District policies or building, classroom, or program rules.

III. School-wide Bullying Prevention Program

The District is committed to support each school in their adoption of a school-wide bullying prevention program. Each school is directed to develop or adopt a school-wide, research-based bullying prevention program. A Coordinating Committee will be created, as described in Section IV of this policy.

IV. Coordinating Committee

Each school shall establish a site-based committee that is responsible for coordinating the school's bullying prevention program including the design, approval, and monitoring of the program.

V. Reporting Requirements

Bullying is unacceptable, and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff, and parents, to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

VI. Investigative Procedures

- A. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred.
- B. All confirmed bullying incidents must be reported to the Department of Education by the principal or the principal's designee within five (5) working days.
- C. Some acts of bullying may also be crimes which must be reported to the police and/or the Department of Education pursuant to the school crime reporting law (14 Del. C. §4112).

VII. Non-Classroom Supervision

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

VIII. Consequences for Bullying

Consequences for bullying will also be as described in the District Student/Parent Handbook. A combination of the following may be considered by administrators to be the appropriate range of consequences for bullying:

- a. Loss of privileges
- b. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated
- c. Notices to parent
- d. Serious talk with school staff member
- e. Serious talk with school staff member with parents present (parent conference).
- f. Behavioral report cards sent home
- g. Creation of a behavior contract
- h. In-school suspension/suspension
- i. Detention
- J. Reassignment of seats in class, lunch, or on bus

- k. Forbidden to enter certain areas of school
- l. Reassignment of classes
- m. Referral to an external agency
- n. Reassignment to another school, or another mode of transportation
- o. Expulsion
- p. Report to Law Enforcement officials

IX. Retaliation

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

X. Procedure to Communicate with Medical and Mental Health Professionals

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian, or relative caregiver pursuant to 14 Del. C. §202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIP AA and FERP A guidelines.
2. If a parent refuses to sign a release form at school, the school will review this policy with them, explaining the reasons the release would be advantageous to the parent's child.

3. After confirmation that a child has been involved in a bullying incident, if the administrator's designee recommends a mental health evaluation be completed, the school may:

a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

b. Require that the student remain in in-school suspension/suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

4. A summary of the evaluation shall be shared at a meeting with student, parent/ guardian, and school administrator's designee prior to return to school or the general population.

XI. Implementation

The school bullying prevention program must be implemented throughout the year.

XII. Accountability

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

XIII. Other Defenses

A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action initiated under this policy provided there is sufficient school nexus.

B. This section does not apply to any person who uses data or computer software accessed through a computer, computer system, computer network, or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district policy and with the approval of the superintendent.

XIV. Relationship to Other Laws

An incident may meet the definition of bullying and also the definition of a particular crime under state or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of §4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

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



NONDISCRIMINATION AFFIRMATIVE ACTION POLICY

The New Castle County Vocational Technical Board of Education (the “Board”) is committed to an educational environment that supports excellence and to a policy of nondiscrimination against any employee or applicant for employment because of race, color, religious creed, ancestry, union membership, age, gender, marital status, sexual orientation, national origin, handicap or disability. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, tenure and all other terms and conditions of employment over which the Board has jurisdiction.

The Board will comply with all Federal and State laws, rules and regulations, and executive orders relating to equal employment opportunities.

The Board will further equal employment opportunities by directing its staff to actively seek qualified minority, women, and persons with disabilities for all open positions in order to attain its goal of a multicultural workforce in all branches and divisions. Furthermore, the Board directs its staff to promulgate clear and consistent guidelines prohibiting discrimination based on race, color, religious creed, ancestry, union membership, age, gender, marital status, sexual orientation, national origin, handicap or disability to maintain an environment where only job related criteria are used to assess employees or prospective employees of the district.

Communication of Policy

Procedures for the dissemination of this Policy are essential in order to insure awareness and understanding of the program by all employees. It is understood that this is a crucial factor in determining the success of our efforts toward achieving the goal of equal employment opportunity for the District.

A. Internal

The Board's Policy will be communicated to all employees and particularly to those responsible for the day-to-day administration of each facility of the District and all other employees and agents who are involved with the recruitment, interviewing and the hiring, appointment, transfer, promotion or evaluation of District personnel. It will be the responsibility of the person in charge of each District facility to maintain copies of the Board's Policy for review by any employee.

B. External

Sources of potential employees will be advised of the Board's Policy. In particular, continuous contact will be maintained with organizations within the community whose membership includes significant numbers of minorities and women and/or persons with a disability for assistance in minority/female recruitment.

A copy of the Board's Policy will be available to the public, in the District Office and in school libraries. Copies of the Board Policy are available upon request.

The term "An Equal Opportunity Employer" or similar affirmative action statement will appear on all application forms, recruitment materials, and official district and school letterhead.

Sexual Harassment

It is the District's policy to foster human dignity in the workplace. Sexual harassment contradicts this ideal and therefore, no District employee or applicant shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed employees; or (3) harassment substantially interferes with an employee's ability to work or creates an intimidating, hostile, or offensive work environment.

If a person feels that he or she has been sexually harassed, he or she may wish to speak or write directly to the person who is offending him or her or consult initially with the Personnel Director or the Assistant Superintendent about how best to resolve the situation. Any complaint brought to the Personnel Director or Assistant Superintendent will be held in strict confidence, except where otherwise required by law. Initially, steps should be taken to resolve the problem informally. Some people may be unaware

of their harassing behavior and may respond favorably to immediate communication, confrontation or forceful statement of the problem.

Normally formal procedures will be undertaken only when all informal efforts to resolve the situation have failed. Formal procedure involves examination by the Personnel Director or Assistant Superintendent of the totality of circumstances, the nature and frequency of the alleged incidents, and the context within which the alleged incidents occurred to determine whether sexual harassment has occurred. If it is concluded that sexual harassment has occurred, the Personnel Director or Assistant Superintendent will immediately recommend appropriate, corrective or disciplinary action, up to and including termination.



EMPLOYEE ETHICS / CONFLICT OF INTEREST

All employees of the School District will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school system. More specifically, employees will not:

- Use institutional privileges for private gain.
- Solicit or receive compensation, other than that allowed by law, for performance of his/her duties. This precludes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment; and any personal dealings with any individual or entity with whom he/she, on behalf of the District, has any direct or indirect contact for purposes of obtaining from such individual or entity, noncompetitive contracts, services, or materials.
- Knowingly authorize or employ the authority or influence of his/her position to secure authorization of any public contract in which he/she, a member of his/her family, or any of his/her business associates has an interest.
- Offer any favor, service, or thing of value to obtain special advantage.
- Permit commercial exploitation of his/her professional position.
- Engage in selling merchandise or services for personal profit to students or parents in the attendance area served by the schools in which they work. Examples are: Instructional supplies and equipment; reference books; educational tours.
- Furnish lists of students or parents to anyone selling materials or services.

Employees will use time granted for leave, planning and workshops for the purpose for which it is intended.



COMPENSATION

Salary Schedules

All school personnel must receive from State funds the amounts provided in Title 14, Chapter 13. In this regard, the State Board of Education has three important duties:

- A. To make such rules and regulations as it deems appropriate to make the application of the salary act uniform through the State - §1315
- B. To determine the number of months of employment for employees, except for teachers and others covered by law, in each district, whose salaries may be paid out of State funds - §1316
- C. To determine salary reduction for substandard certificates - §1313.

Schedules may be revised each year due to legislative action. The Administrative Services Branch of the Department of Public Instruction will supply all districts with updated salary schedules subsequent to enactment by the legislature.

Salary Adjustments

Error - Salary adjustments may be made at any time during the fiscal year when errors have been found in the determination of experience. No local school district official should quote a final salary until complete and accurate data and certification have been determined. Handbook of Personnel Administration, May 1962.

State Salary Increase Adjustments for Changes Status - Salary adjustments, because of the completion of Professional Growth Graduate Programs (B+15, B+30, M+15, M+30, and M+45) or college and university degrees from regionally accredited institutions, will become effective in the pay period next following approval of the candidate's record by the Division of Certification and Personnel, but the adjustment will be retroactive to the first of the month following the date certified as the date when the program was completed. No salary credit may be retroactive into a prior fiscal year. Retroactive salary adjustment

may be by a single payment or by payments divided equally among all the pay periods remaining in a current fiscal year as may be determined by the district or State fiscal officers. (State Board of Education regulation, September 15, 1977)

Payment Schedules for Contractual Programs/Inservice Education

Additional hours worked beyond those of an employee's normal job responsibility shall be paid out based on employee classification as listed on the "Work Category Pay Rates" sheet distributed each year or as designated by the Superintendent or providing agency.

Additional Salary and Employees

There is nothing to prevent any board from paying an additional amount of salary to an employee if the additional amount is derived from local funds or from Division III appropriations. Title 14, §1304, §1093. Also, any board may employ additional personnel from local funds or from Division III appropriations. Title 14, §1705.

Pay Periods

State employees are paid on alternating Friday's. For instances in which payday falls on a State or Federal holiday, payday will be the preceding workday.

Salary Payment Option

All school employees who are employed for ten (10) months per year shall have the option of being paid in 22 or 26 equal payments, but this option must be exercised at the time of signing the contract and the method of payment may not be changed during the year. Title 14, §1317

Deductions

Title 29, §5106 stipulates conditions for salary deductions to be made for hospitalization insurance, membership dues, credit unions, etc.

Payment of Personnel Under Various Federal Title Programs

The following is adopted as State Board of Education policy relative to the payment of professional, salaried, hourly wage, and consultant personnel employed by the various school districts and other agencies in connection with programs under ESEA and other Federal enactments.

This policy shall be applicable to all project proposals within the jurisdiction of this Board serving as the State Board of Education and State Board for Vocational Education, whether new, renewed, or amended, beginning with the date of enactment by the Board.

It is recognized that programs conducted in local school districts and other agencies and financed from Various Federal sources are intended to be an improvement, enrichment, supplement to, and extension of the local educational programs but are at the same time intended to be a very integral part of the educational program of the school district.

Section A of this policy is taken directly from a memorandum from the Department of Health, Education, and Welfare, United States Office of Education, and relates specifically to Title I of the Elementary-Secondary Education Act. However, this policy of the State Board of education for the State of Delaware is intended to expand the coverage so that the policy will be applicable to all Federal titles under the jurisdiction of this Board.

- A. Federal Regulation Section 116.53(d) of the Regulations (HEW, ESEA, Title I) September 17, 1966, provides:

“(d) Federal funds under Title II of the Act shall not be available to pay all or a part of those expenses which the State or local educational agencies would have incurred even if they were not participating in the grant program under Title II of the Act. (Title I of Public Law 98-10). The compensation of supervisory personnel, including superintendents of schools, directors of instruction, supervisors of instruction in regular curriculum areas, and principals, falls within the category of expenses that would have been incurred if a state were not participating in the program.”

- B. A District may:
 - a. Employ additional administrative, supervisory, and teaching personnel, or other necessary personnel beyond those allocated in Delaware Code, Title 14, in order to implement a federally-supported project.

- b. Extend the employment of a ten or eleven-month administrator or supervisor through the eleventh and twelfth month for purposes of conducting a federally-supported program. Part-time assignments are to be paid a pro rata share.
 - c. Employ full-time teachers of the school district for additional hours of work in behalf of the Federal program to the extent of three additional hours per school day or three additional hours on Saturday (no Sunday assignments) for a total of nine additional hours per week.
 - d. Employ full-time instructional personnel who are qualified for administrative or supervisory positions to carry on administrative or supervisory activities beyond the regular school day or school week as described in Item "3" above.
 - e. Pay a salary equal to the combined State and local salary of other persons in similar assignments at the same rank.
 - f. Pay an hourly rate for part-time assignment as an amount prorated against the annual salary for the same rank and assignment and in accordance with the qualifications of the individual so assigned and in accordance with previous sections of this statement. (An hourly rate table has been prepared in the Finance Division, State Department of Public Instruction.) Include all assignments and salary factors in the budget of the project.
- C. A District shall:
- a. Include a description of the position in the project proposal as presented to the State Department of Public Instruction for approval.
 - b. In describing any new or additional position, align it with a recognized rank as described in Delaware Code, Title 14; or in the case of a non-public school institution describe the position in terms of a rank already existing in the institution and assigned to comparable work.
 - c. Include in the benefits of the employee all of those benefits that accrue to an employee of the State or the local school district except the benefit of tenure.
 - d. Seek and obtain approval of a Federal-funded project through the office of the appropriate coordinator in the State Department of Public Instruction prior to the assignment of personnel for the assumption of duties and payment of wages or salary.
- D. A District shall not:
- a. Supplant a local or State position by substituting Federal funds for payment of that position.
 - b. Employ a twelve-month district person, otherwise supported by State funds, for additional payment under a Federal program.

- c. Employ any teaching personnel beyond three hours per day, three hours Saturday, for a total of nine hours, or on Sunday.
- d. Pay a salary to cover paid vacation days during intended Federal employment when that Federal employment is an extension of a ten or eleven-month school year as assigned and paid by the State.
- e. Extend the privileges of tenure, as described in Delaware Code, Title 14, Chapter 14, to any person whose salary is drawn from Federal funds; nor may tenure be applied for that part of an assignment that is paid for from Federal funds.
- f. Pay a salary or wage to a person involved in pre-planning or preparation activities that are not a distinct part of the approved project. This does not preclude inservice activities during a project.



EMPLOYEE BENEFITS PROGRAM

The employee benefits program is available to all district permanent full-time employees. Classification as follows:

- A. Administrators
- B. Faculty and Professional Staff
- C. Custodial
- D. Clerical/Secretarial

Those employees not meeting the eligibility requirement for benefits at district expense may participate in the group insurance programs at their own expense, if approved by the appropriate company carrier. Changes in the eligibility requirements or amount of coverage may differ among the various classification of employees based upon the outcome of contractual negotiations throughout the district.

The District provides the following insurances to eligible employees. Additional policy details can be found in the Business Office section of the Internal Website.

- Long Term Disability - See Business Office for plan details.
- Blue Cross/Blue Shield - See Business Office for plan details.
- Life Insurance - See Business Office for plan details.
- Liability Insurance - District provides a liability policy subject to District Guidelines and Procedures.
- Dental Insurance - See Business Office for plan details.
- College Credit Reimbursement - District may pay for course completion under prescribed requirements and prior approval of the District. Additional tuition reimbursement from State funds may also be provided in accordance with State rules and regulations.
- Work-related injuries shall be covered under Worker's Compensation as provided in State Law. Worker's Compensation leave shall run concurrently with FMLA leave.

All Employees shall be provided with medical and legal fees coverage and other applicable assistance while acting in the discharge of their duties to the extent of the Board's insurance coverage and applicable State Worker's Compensation.

Benefits Continuation Policy

It shall be the policy of the New Castle County Vocational Technical School District to assume the costs of continuing medical and dental benefits coverage for employees who have exhausted their sick leave, but who have not yet qualified for long-term disability benefits. This benefit coverage may be continued until the employee becomes eligible for long-term disability through the insurance carrier, but under no circumstances shall the coverage be provided by the district beyond a 90-day period. An employee who is denied long-term disability would be required to assume the benefit costs thereafter.



COMPENSATORY TIME

Compensatory time is awarded for teacher participation in activities, which require teacher involvement beyond the regular work schedule. No activity will be considered for compensatory arrangements unless the minimum activity length for purpose of compensatory time is 3-1/2 hours; 3-1/2 hours is considered, roughly, 1/2 a compensatory day.

The following rules shall apply except in cases of emergency:

- A. Prior approval form must be completed and submitted to the appropriate administrator a minimum of two weeks prior to the activity.
- B. Prior approval must be requested through the principal on the appropriate form at least five (5) workdays in advance of the date to be used as compensatory time.
- C. No compensatory time shall be granted for otherwise remunerated activities.
- D. Compensatory time must be utilized within one calendar year (Example: October 1 to October 1 of the following year) of being earned.
- E. Eligible activities must be of at least 3-1/2 hours duration.
- F. No more than one compensatory day can be accrued during any 24-hour period.
- G. An activity, which encompasses an entire weekend, shall be eligible for two compensatory days.
- H. No more than two (2) consecutive days may be used as compensatory time. The use of more than two consecutive compensatory days is discouraged, as is the use of compensatory time immediately before or after a holiday or vacation.
- I. Consideration to program and student needs should be given when requesting and approving compensatory days.
- J. Compensatory time cannot be utilized during summer employment. In some instances, a stipend will be paid in lieu of a compensatory day.
- K. A staff member may elect to receive a stipend of \$150 per day in lieu of a compensatory day. The stipend for a half-day is \$75.
- L. The total number of compensatory days that can be used within a calendar year may not exceed

three (3) days. If additional compensatory time is earned beyond 3 days, the stipend will be paid for each day beyond 3.

M. Multiple days in the summer for activities such as VICA, BPA, or FFA nationals can be earned for stipend only, so that valuable instructional time is not lost during the school year.

The list of activities approved for compensatory time shall include, but not be limited to, the following:

- A. Activities such as Science Olympiad, BPA, FFA, Key Club, Skills USA Nationals, Skills USA leadership conferences and Career/College conferences.
- B. Parental Meetings such as I.E.P., Section 504, Title I, etc. which cannot be scheduled during the regular school day.
- C. District required meetings.

Activities other than those listed above shall be subject to the approval of the building principal, building manager, or division director. Non-administrative district personnel shall apply through their immediate supervisor.

In disputed cases regarding the awarding and use of compensatory time, written appeal may be made to the Superintendent/Designee, whose ruling shall be final.



LEAVES AND ABSENCES

Interpretations

Calendar days include Saturday, Sunday, and any days schools are not in session. Ten, eleven, or twelve days of sick leave are to be available at the start of the school year. Adjustments for employees who terminate service prior to the end of the year are to be made in the final paycheck. (State Board of Education regulation, May 18, 1972)

Accumulation of Annual Leave

Administrative Personnel -District Policy provides all permanent, full-time administrative personnel vacation leave at the rate of one and three-quarters (1-3/4) days per month.

Title 14, §1318(h) of the Delaware Code, states as follows:

The maximum amount of annual leave which any employee may be permitted to accumulate shall be 42 days. At the end of each fiscal year, the accumulated annual leave of each employee shall equal not more than 42 days. Where, prior to the end of a fiscal year, an employee has accumulated more than 42 days of annual leave, such annual leave shall be adjusted to 42 days at the end of each fiscal year.

Effective November 1, 1989, vacation shall be credited at the end of each month during which it is earned, retroactive to July 1, 1989.

Secretarial and Custodial Personnel -

A. All permanent full-time secretarial and custodial employees shall earn accrued vacation leave based on years of credible State service to be credited monthly as follows:

1. One (1) day per month for the first 12 months of employment. An employee hired after the 15th of the month does not earn a vacation day for that month.
2. One and one-quarter (1.25) per month beginning the 13th month of employment until the 60th month of employment.
3. One and two-thirds (1.67) per month beginning the 61st month and every month thereafter.

Sick Leave

Allowances - Sick leave allowances are as follows: 10 days for 10-month employees, 11 days for 11-month employees, and 12 days for 12-month employees at full pay. Delaware Code permits education employees to accumulate sick leave without limit. Title 14, §1318.

Records of Absences - Each employing Board shall keep an accurate record of the absences from duty and reasons therefore of all employees for whatsoever reason, and may require a statement from the employee when absent because of illness to the effect that he or she was unable to perform his or her duties during the period of absence. The Board may request a physician's certificate if in its judgment this is necessary.

Transfer of - Sick leave accumulated by an employee of any State agency shall be transferred when said employee begins subsequent employment in a school district.

Work Related Injury or Disease - Title 29, §5933 provides that whenever a State employee qualifies for Worker's Compensation Benefits, such employee, for a period not to exceed three months from the date compensation begins, shall not be charged sick leave. This section prescribes compensation and conditions that must be met. Worker's Compensation leave shall run concurrently with FMLA leave.

Terminal Pay for Accumulated Sick Leave - Title 14, §1318(g) provides that in the case of an employee to be retired subsequent to June 1, 1969, after serving in covered employment under provisions of Title 29, Ch. 55, payment shall be made for each unused sick leave day, not to exceed 90 days upon retirement. The total amount paid shall be based on that portion of the salary computed in accordance with State schedules, regardless of the source of funding, and shall be based upon 50% of the per diem rate of pay in effect at the time of retirement. The New Castle County Vocational Technical School District includes the local salary supplement in computing the per diem rate of pay.

Sick Leave and Absences for Other Reasons

Teachers and other school employees may be absent for the following reasons without loss of pay:

- A. Death in the Immediate Family - Up to five (5) working days. Immediate family is defined as father, mother, brother, sister, son, daughter, grandchild, husband, wife, parent-in-law, daughter-in-law, son-in-law, or any relative who resides in the same household, or any person with whom the employee has made his or her home. This absence shall be in addition to other leaves granted the employee. 14 Del.C. §1318(b).
- B. Critical Illness in Immediate Family -In the case of a serious illness of a member of the immediate family as listed in A above, an employee may use accrued sick leave. In the case of an absence of more than five (5) consecutive days, a doctor's note is required. 14 Del.C. §1318(c).
- C. Death of a Near Relative - One (1) day for the funeral. Near relative is defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. This absence shall be in addition to other leaves granted the employee. 14 Del.C. §1318(d).
- D. Religious Holidays - No more than three (3) calendar days per year, to be counted in sick leave. 14 Del.C. §1318(e).
- E. Personal Leave - The Delaware Code, Title 14, §1318(f) provides as follows:
An employee may be absent without loss of pay no more than 3 days per fiscal year for personal reasons of the employee. Such absences shall be included in the sick leave of the employee. Such absences must be approved by the Chief school officer.

Whenever operational needs warrant, the superintendent or his designee may place limitations on the utilization of personal days. Effective November 1, 1989, the following procedures will be adhered to:

- A. Except in cases of documented emergencies, all personal absences require the prior written approval of the superintendent/designee; no after-the-fact requests will be honored.
- B. Requests for the utilization of multiple days will not be approved without good and sufficient

reasons, in the judgment of the administration.

- C. Requests for personal leave immediately before or after a school holiday without good and sufficient reasons, in the judgment of the administration, will not be honored. Again, emergencies are accepted.
- D. In cases wherein sick leave is extended by personal leave, the superintendent/designee may require a doctor's note. (Adopted by the Board of Education on October 23, 1989)

Use of Accumulated Leave for State Disability Program

A 10-month or 11-month employee who completes their required contract period may not elect to use accumulated leave for the short-term disability initial waiting period or to supplement the 75% short-term disability compensation if that waiting period takes place during a time to which the employee is not obligated to work per the contract.

Deduction for Unexcused Absence

For each day's absence for reasons other than those permitted under Title 14, §1318 there shall be a deduction of one days pay equal to the annual salary of the employee divided by the number of days employed as outlined in 14 Del.C. §1320.

Maternity Leave

Refer to Section 320 FAMILY AND MEDICAL LEAVE.

Sabbatical Leave

The New Castle County Vocational Technical School District shall pay one-half of the employee's local salary for approved full-year sabbatical leaves or one-fourth local salary for employees on one-semester sabbatical leaves. Employees on sabbatical leave must assume the cost of local benefits package during the period of the sabbatical. (Teacher Contract and Board action, July 1991)

Sabbatical Leave - State

Title 14, §1325 defines the conditions and provisions for granting sabbatical leave to certified professional employees in each local school district.

NOTE: Insofar as computation of salary is concerned, §1325(11) the leave-granting district shall provide to the employee granted leave, under the foregoing provisions, compensation equal to one-half (1/2) the salary to which the employee would have been entitled under full-time employment; provided, however, that in no case shall the compensation paid exceed \$10,000 for a full school year leave or

\$5,000 for one-half (1/2) a school year. All budget acts since FY 1988 have contained a provision that each district may provide only one sabbatical leave per year. The State shall continue to pay the State share of Other Employment Costs as specified in Title 29 §6340, of the Delaware Code for the employee on sabbatical leave. (Attorney General Opinions, August 21, 1964 and August 28, 1964 §1325(11) amended by SB480, FY '89 Budget Act effective July 1, 1988)

The Epilogue of the Budget Bill for Fiscal Year 1993 limits the number of sabbatical leaves to one (1) per school district or two (2) 1/2 year leaves. Section 263 of the 1993 Budget act addresses how the funds are appropriated and disseminated:

Section 263 - It is the intent of the General Assembly that sabbatical leave authorized under Delaware Code, Title 14, §1325, at state expense, be limited to one full-year leave or two half year leaves per local school district during the fiscal year ending June 30, 1993. Nothing in this section, however, shall prevent a school district from granting additional sabbatical leaves if the district pays the salary and other employment costs for the employee who is on leave.

Military Leave (Revised 8/25/03)

Title 14, §1327(a) requires that leave of absence for military service be granted if a regularly appointed and employed principal, teacher or other employee of a school district is called to the service of or voluntarily enters the armed forces of the United States of America or the National Guard of this State when in continuous active service for a period not to exceed three years, or until the term of service to which he or she has been called is terminated, whichever comes first.

The person who may be appointed to replace the principal, teacher, or other employee shall be appointed only for the period covered by the leave of absence. §1327(d)

Any permanent and full-time employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States who is called to either active duty, training camp, or to perform special duties shall receive leave with pay for a period not to exceed fifteen (15) days. Leave shall apply only if with the individual's unit. Military leave shall not be deducted from vacation or sick leave.

During a leave of absence resulting from an act of war, or other operations as designated by the United States Government, the employee shall continue to receive the employee's state compensation during

the initial period of active duty prescribed by the military, to be reduced by any military compensation received. For purposes of this section, the state compensation shall be limited to the state share of the base salary as calculated from the appropriate salary schedule, administrative supplements and all other stipends. Military compensation shall include base salary, basic allowance for quarters (BAQ), basic allowance for subsistence (BAS), hazardous duty pay, and all other supplemental compensation by the ratio of state compensation to total compensation. Claims shall be filed with the State within 90 days of release from active duty.

An employee called to duty shall file a request for military leave with the superintendent of the school district at least two weeks prior to the leave, along with a copy of the official orders summoning the employee to military service. (State Board of Education regulation, August 21, 1969.)

NCCVTSD will provide COBRA-like coverage to employees on military leave. During military leave employees are permitted to continue health care coverage for a period of up to 18 months and will be required to pay the cost of premiums. If the military service lasts for 30 or fewer days, the district will pay the insurance premium at the same level prior to the leave. Employees wishing to continue coverage after 30 days will be required to pay 100% of the total premium for Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, and Long-Term Disability Insurance.

Jury Duty

The school employee selected to serve on jury duty shall receive his or her regular pay for each day of service.

Title 10, Section 4514(a) states that a juror shall receive a per diem rate from the State which shall serve as a daily allowance for reimbursement of travel, parking, and other out-of-pocket expenses. Subsection (b) indicates that an employer shall not consider the reimbursement as pay.

NOTE: Excuse or exclusion from jury service:

The Court shall determine on the basis of information provided on the juror qualification form or interview with the prospective juror or other competent evidence whether the prospective juror shall be excused or excluded from jury service.

Olympic Competition

Title 29, §5113 specifies the conditions under which leave will be granted to State employees for Olympic Competition.

Public Office (Revised 8/25/03)

Title 29, §5110 provides for leave of absence to be granted to State employees elected to any public office provided for by the Constitution of the State or the Delaware Code.

All employees elected to public office will account for their absences from District responsibilities. Time will be documented in writing and submitted to the appropriate supervisor for approval. All leave time will be approved by the supervisor and submitted monthly to the Superintendent for final approval. The Superintendent will then forward the information to the Payroll Department to be properly processed.

Twelve-month employees are permitted to use vacation leave, personal days, or may receive a salary deduction for the absences. All non-twelve-month employees will either use personal days or receive a salary deduction for the absence. The appropriate supervisor must approve all vacation and personal day absences.

Leave of Absence for Adoption

Title 29, §5116 provides that any employee who has been continuously employed on a full-time basis for at least one year at the time of application for leave is entitled to six weeks unpaid leave upon the adoption of a minor child. Neither vacation leave nor sick leave shall be accumulated during such leave of absence without pay.



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 300 – Personnel
Title:

Policy #: 307
Adopted: 08/23/1982
Revised: 01/24/2011

EVALUATION OF PROFESSIONAL STAFF

Currently Undergoing Revisions



EVALUATION OF CLERICAL, CUSTODIAL, FOOD SERVICES, AND PARAEDUCATOR STAFF

Each clerical, custodial, food services, and paraeducator employee will be evaluated by his/her supervisor once annually .

Each evaluation will be discussed in conference with the employee. The employee shall have the opportunity to respond to the contents of the evaluation, and such comments shall be appended to the evaluation and shall become part of the evaluation report.

If deemed advisable by the supervisor, additional evaluations may be performed, both for new and experienced personnel.



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 300 – Personnel
Title: Rules of Procedure for the Conduct of
Termination Proceedings

Policy #: 309
Adopted: 08/25/1988
Revised:

RULES OF PROCEDURE FOR THE CONDUCT OF TERMINATION PROCEEDINGS

Currently Undergoing Revisions



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 300 – Personnel
Title: Termination Proceedings –
Non-Tenured Teachers

Policy #: 309-A
Adopted: 02/27/1995
Revised: ##/##/##

TERMINATION PROCEEDINGS – NON-TENURED TEACHERS

Currently Undergoing Revisions



STUDENT CONDUCT AND DISCIPLINE

It is the policy of the New Castle County Vocational Technical School District Board of Education to establish a Student Code of Conduct to be annually reviewed and published under the Title of Student/Parent Handbook. The purpose of the Student/Parent Handbook is to inform students, parents/guardians, and staff of the rights, responsibilities, and disciplinary consequences for students in the New Castle County Vocational Technical School District. The Student/Parent Handbook will also include general information such as school calendar, telephone guide, school closing, Wellness Center, and guidance services.

CORPORAL PUNISHMENT POLICY

The New Castle County Vocational Technical School Board directs that the use of corporal punishment by teachers, administrators, or other staff members be strictly prohibited. Such punishment shall not be used at any time under any circumstance.



VOLUNTEER COACHES

The Board of Education authorizes a certain number of paid coaches for each sport. In some sports it may be beneficial to have volunteer coaches. These individuals, as authorized by the Board of Education, must meet the following qualifications:

A. Volunteer Coaches - District Employees

1. Must be interviewed by the Assistant Principal in charge of Athletics and/or the Building Athletic Director, prior to commencing coaching duties.
2. Must be approved sequentially, by the Head Coach, Building Athletic Director, Assistant Principal in charge of Athletics, and Building Principal.
3. Appropriate references must be obtained and reviewed which is an ongoing process for all salaried personnel.
4. Name will be submitted to the District Office for Superintendent and Board approval.

B. Volunteer Coaches - Non-District Employees

1. Required to have a Criminal Background Check initiated prior to the start of coaching duties. Fee will be reimbursed by the school after a positive determination of suitability has been made.
2. Must be interviewed by the Assistant Principal in charge of Athletics and/or the Building Athletic Director, prior to commencing coaching duties.
3. Must be approved sequentially, by the Head Coach, Building Athletic Director, Assistant Principal in charge of Athletics, and Building Principal.
4. Appropriate references must be obtained and reviewed which is an ongoing process for all salaried personnel.
5. Name will be submitted to the District Office for Superintendent and Board approval.



PROCEDURE FOR RENEWING COACHING POSITIONS

The appointment or reappointment of extracurricular positions including coaches shall be made by the principal in accordance with the provisions of article 16 of the Board/Association Agreement.

Extracurricular positions including coaches will continue in their assignments unless notified by the principal according to the following schedule:

Fall and Year Long – by June 1

Winter – by October 1 Spring – by January 15

Reappointment Procedure for Extracurricular Personnel:

1. Job performance discussed with appropriate administrator and/or athletic director.
2. Recommendation for reappointment submitted to principal or supervising administrator according to established timelines.
3. Recommendation for reappointment submitted by principal to the Director of Personnel for Board approval.

In the event of a non-renewal recommendation, the appropriate administrator will notify the individual(s) in accordance with the provisions of article 16.



SPECIAL EDUCATION TEAM LEADER

A Team Leader of Special Education will be employed at each high school. Compensation for the position is defined in the Board/Association Agreement. The teaching load assigned to the Team Leader is based on the following formula.

Number of classified special education students in the school per the September 30th unit count:

Students Teaching Minutes

0 - 100 180

101 - 220 90

221 - + 0



COMPLAINTS

The Board has the responsibility to formulate policies and procedures to ensure educational programs of quality for the benefit of students and the community. Parents, students and teachers have an interest in the application of these policies and procedures. Since occasional disagreements may arise concerning the application and/or interpretation of District policies or procedures, the Board has directed the Superintendent to develop a procedure for handling written complaints.

The complaint procedure so developed shall be used only for the resolution of complaints emanating from employees who are not covered by a negotiated agreement. Complaints from employees who are members of bargaining groups shall be resolved through the Grievance Procedure contained in their respective bargaining agreements. Complaints from students shall be resolved in accordance with the procedures outlined in the Student Code of Conduct.

Complaint Resolution Procedure

- A. “Definitions”
1. A “complaint” means a disagreement between an employee and the employer concerning any aspect of the employment relationship.
 2. “Days” means employee working days, except that when a complaint is submitted between May 1 and June 30, “days” means calendar days.
 3. “Immediate Supervisor” means the building principal/division director except where the person immediately responsible for the employee’s work performance is a different person in the supervisory chain of command (e.g., an assistant principal).
- B. To be considered, a complaint must be brought to the attention of the employee’s immediate supervisor within five (5) days of the date when the employee knew or should reasonably have known of the occurrence of the act, which is the subject of the complaint.

C. To be considered beyond the informal discussion level with the immediate supervisor, a complaint must be reduced to writing and submitted on a form provided by the District.

D. Representation

The employee may, after the informal attempt to resolve the complaint has failed, choose to be represented during the complaint process by such representative as the employee wishes. The employee may also choose to proceed without representation. The employee's choice to be represented or not to be represented at one level does not prohibit a different choice at a subsequent level.

E. Level I

1. If the attempt to resolve the complaint is unsuccessful, then the employee shall complete the Level I Request Form within five (5) days of the informal discussion and submit the form to his or her immediate supervisor. Within five days of receipt of the Level I Grievance form, the supervisor shall conduct a meeting with the employee during which time the employee shall have the opportunity to express his or her viewpoint of the incident and suggest a resolution. The supervisor shall make a written response to the request within five days of the conclusion of the meeting.

F. Level II (Personnel Director)

1. If the immediate supervisor's response at Level One is not acceptable to the employee, the employee may, no later than five (5) days after receipt of the immediate supervisor's decision appeal the matter to the Personnel Director. The appeal shall set forth in writing the reasons for employee's continued dissatisfaction.

2. The Personnel Director or the Personnel Director's designee shall meet with the employee within five (5) days after receipt of the appeal. The Personnel Director or the Personnel Director's designee shall respond in writing to the employee within five (5) days of the conclusion of the Level Two meeting.

G. Level III (Superintendent)

1. If the response at Level Two is not acceptable to the employee, the employee may, not later than five (5) days after receipt of the written decision at Level Two appeal the matter to the Superintendent. The appeal shall set forth in writing the reasons for the employee's continued dissatisfaction.

2. The Superintendent or the Superintendent's designee shall meet with the employee within five (5) days after receiving the appeal.
3. The Superintendent or the Superintendent's designee shall review the decision rendered at each of the previous levels.
4. Within five (5) days the Superintendent or the Superintendent's designee shall render a written decision, apprising the complainant, the Level I administrator, and the Level II administrator of the resolution of the complaint.
5. The Superintendent or the Superintendent's designee may render a decision to sustain, modify, or overturn the Level II decision.
6. The decision rendered by the Superintendent or the Superintendent's designee shall be final and binding.
7. The Superintendent shall apprise the Board of Education of the disposition of the Level III Complaint at the next meeting of the Board of Education.

If any portion of this complaint procedure is in conflict with state or federal statutes, then the State or Federal statute shall prevail.



EMPLOYEE DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

The New Castle County Vocational Technical School District Board of Education believes that alcohol, illegal drugs, or unlawful use of controlled substances have no place in the work environment.

Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring the certification of federal grantees of a drug-free workplace; and the New Castle County Vocational Technical School District supports that Act.

For these reasons, the New Castle County Vocational Technical School District adopts the following regulations on drug-free workplace requirements for its employees:

- A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the New Castle County Vocational Technical School District in all places where its employees work, including all state-owned vehicles, and in carrying out any federal grant activity. A controlled substance is one which appears in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C.812). As a condition of employment, each employee shall abide by this prohibition and shall notify the New Castle County Vocational Technical School District if he/she is convicted under any criminal drug statute for a violation occurring in the workplace as provided by paragraph B below.

Violation of such prohibition shall result in personnel action against the employee, as set out in the attached schedule, which shall include action up to and including termination, and/or satisfactory participation in an approved drug abuse assistance or rehabilitation program. New Castle County Vocational Technical School District has no obligation to pay for such a program, but the cost of the program may be covered by an employee's health insurance policy.

All violations of the above policy shall be reported to the District Superintendent or, in his or her absence, to the Assistant Superintendent or designee, who shall report the violation to the

appropriate policy authority and to the State Personnel Office. Personnel action shall be taken in all cases of a chargeable offense under 16 Del.C., Chapter 47 or comparable federal law; however, a conviction of the charged offense shall not be necessary to take personnel action against the employee for a violation of the policy. The employee against whom such a personnel action is taken shall be entitled to due process pursuant to 29 Del.C., Chapter 101 and the rules and regulations of the New Castle County Vocational Technical School District.

- B. All employees shall notify the New Castle County Vocational-Technical School District in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure of the employee to make such a notification shall lead to discipline in keeping with the attached schedule. Within ten days of receiving notice of any employee convicted as described above, the New Castle County Vocational Technical School District shall notify the federal agencies providing grants to and through the New Castle County Vocational Technical School District.
- C. Within thirty days of receiving notice of any employee convicted as described in section B, the New Castle County Vocational Technical School District will:
 - 1. Take appropriate personnel action against such an employee, up to and including termination; or
 - 2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Such action may be taken by the New Castle County Vocational Technical School District prior to conviction.

- D. The New Castle County Vocational Technical School District shall give each employee a copy of the statement set out in the sections A, B and C, above, and sections H 1 and H 2 and post it prominently throughout the areas where employees work. Each employee shall sign duplicate copies of the statement; one copy shall be placed in the employee's personnel file, and the other shall be placed in a compliance file for purposes of audit.
- E. The New Castle County Vocational Technical School District will establish and implement a program to inform employees about:
 - 1. The dangers of substance abuse in the workplace;

2. The New Castle County Vocational Technical School District’s policy of maintaining a drug-free and alcohol-free workplace;
 3. Any available substance abuse counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for substance abuse violations occurring in the workplace.
- F. The New Castle County Vocational Technical School District shall make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this policy, and ensuring that all new employees are informed of the policy through the measures set out in section D and E.
- G. The New Castle County Vocational Technical School District employees who violate this policy shall be penalized in accordance with the following schedule. The aggravating and mitigating circumstances of each case should be considered in determining the penalty appropriate for the violation.

| VIOLATION | MINIMUM TO MAXIMUM PENALTIES |
|---|--|
| 1. Unlawful possession, use, consumption of a controlled substance or counterfeit controlled substance, in an amount that is typical of immediate personal use. | From three days suspension without pay and/or participation in substance abuse program up to and including termination. |
| 2. Unlawful possession or use of a hypodermic syringe or of drug paraphernalia. | From three days suspension without pay and/or participation in drug abuse program up to and including termination. |
| 3. Unlawful possession of a controlled substance or a counterfeit controlled substance, in an amount that is greater than that which typical of immediate personal use. | From one month suspension without pay and mandatory participation in drug abuse program up to and including termination. |
| 4. Unlawful delivery or distribution of a hypodermic syringe. | From one month suspension without pay and mandatory participation in drug abuse program up to and including termination. |

VIOLATION**MINIMUM TO MAXIMUM PENALTIES**

| | |
|---|--|
| 5. Unlawful delivery, distribution or manufacture of drug paraphernalia. | From one month suspension without pay and mandatory participation in drug abuse program up to and including termination. |
| 6. Unlawful delivery or distribution of a controlled substance or of a non-controlled substance under the representation that the substance is a narcotic or nonnarcotic controlled substance in an amount that is typical of immediate personal use. | From one month suspension without pay and mandatory participation in drug abuse program up to and including termination. |
| 7. Unlawful delivery or distribution of a controlled substance, of a counterfeit controlled substance, or of a non-controlled substance under the representation that the substance is a narcotic or non-narcotic controlled substance, in an amount that is typical of immediate personal use. | From three month suspension without pay and mandatory participation in drug abuse program up to and including termination. |
| 8. Unlawful delivery or distribution to a minor of a hypodermic syringe, of drug paraphernalia, or of any amount of a controlled substance, a counterfeit controlled substance, or a non-controlled substance under the representation that the substance is a narcotic or non-narcotic controlled substance. | Termination. |
| 9. Trafficking, as defined in 16 Del.C. Section 4753A or in comparable federal law. | Termination. |
| 10. Failure to report conviction pursuant to section B of the policy | Termination. |

H. The employees of the New Castle County Vocational Technical School District shall adhere to the following with respect to alcohol:

1. The unlawful possession, use or distribution of alcohol on school premises or at school activities is prohibited.
2. An employee's being intoxicated or being under the influence of alcohol while on the business of the New Castle County Vocational Technical School District or on any state or federal grant activity, or the unlawful possession or sale of alcohol on state property or in a state-owned vehicle may be considered just cause of an employee to be subject to disciplinary action up to and including those penalties set out in the paragraph G 1 above.
3. Information on alcohol shall be included in the New Castle County Vocational Technical School District's program of information as set out in the paragraph E above.
4. Each employee shall be given a copy of this Amendment in accordance with paragraphs D and F above.

NOTE: The above policy should be read in conjunction with 16 Del.C. Ch. 47, and the definitions contained therein and with comparable federal law.

Adopted by the New Castle County Vocational Technical School District Board of Education on February 26, 1990.

I hereby acknowledge that I have been given a copy of the Drug Free Workplace Policy Statement, including the schedule of violations and penalties, and (have read/have been read) the same.

Signature of Witness

Signature of Employee

Date



TOBACCO USE POLICY FOR NCCVT EMPLOYEES

In order to comply with Section 2903 of Title XVI of the Delaware Code and with Regulation 877 (listed below) of the Delaware Department of Education, the following policy has been developed:

Regulation 877

1.0 In order to improve the health of students and school personnel, each school district and charter school in Delaware shall have a policy which at a minimum:

1.1 Prohibits the use of or distribution of tobacco products in school buildings, on school grounds, in school-leased or owned vehicles, and at all school affiliated functions.

1.2 Includes procedures for communicating the policy to students, school staff, parents/guardians/caregivers, families, visitors and the community at large.

1.3 Makes provisions for or refers individuals to voluntary cessation education and support programs that address the physical and social issues associated with nicotine addiction.

2.0 The tobacco policy shall apply to:

2.1 Any building, property or vehicle leased, owned or operated by a school district, charter school or assigned contractor.

2.1.1 School bus operators under contract shall be considered staff for the purpose of this policy.

2.2 Any private building or other property including automobiles or other vehicles used for school activities when students and staff are present.

2.3 Any non-educational groups utilizing school buildings or other educational assets.

2.4 Any individual or a volunteer who supervises students off school grounds.

3.0 No school or school district property may be used for the advertising of any tobacco product.

Policy

1. Definitions

a. District property: For the purpose of this policy, District property shall mean all buildings, grounds, vehicles, or equipment owned or leased by or to the District.

b. District affiliated function: For the purpose of this policy, District affiliated function shall mean any activity sponsored by the District, a school, or school sponsored club or organization regardless of whether the activity occurs on District property, private property or other location. District affiliated functions would include, but are not limited to, field trips, sports events, dances, club or organizational meetings where students are present.

c. Tobacco products: For the purpose of this policy, tobacco products shall include any item or object that contains tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, or smokeless tobacco.

1. Distribution or Use of Tobacco Products

2. Applicability

The distribution or use of tobacco products is prohibited in or on District property or at any District affiliated function.

This policy shall apply to:

a. Any building, property or vehicle leased, owned or operated by the District, including buildings or property leased to or operated by outside agencies, individuals or groups.

b. Any private building or other property including automobiles or other vehicles used for school activities when students and/or staff are present.

c. Any groups utilizing school buildings or other property through a lease or approved Facilities Use Agreement.

d. Any individual or group using school District property in any manner for personal use or enjoyment.

e. Personal vehicles while on school grounds.

Under no circumstances shall District property be used for advertising any tobacco product(s).

4. Consequences for Violation

a. A violation must be observed by the employee's supervisor or an administrator and must be documented by time/place/date with signature of supervisor or administrator and employee.

b. Policy will be enforced using a two-year cycle that is individual and starts on the date of the first violation.

c. A voluntary cessation presentation will be held prior to implementation of the District Tobacco Policy and enforcement of consequences. Employees are encouraged to participate in smoking cessation programs as necessary.

d. Violation Consequences

1st violation -verbal warning (documented)

2nd violation - written warning and conference

3rd violation - written reprimand

4th violation -suspension without pay 1 day

5th violation -suspension without pay 2 days

6th violation -suspension without pay 3 days

7th violation -written notification of continual insubordination and possible termination



REEMPLOYMENT FOLLOWING DISABILITY PENSION

Within one year of the commencement date of a disability pension, an employee may request to be considered for reemployment if physically or mentally able to return to work. The request to return to employment shall be made by the employee to the district personnel office by certified mail and shall include a letter from a treating physician stating the employee is capable of returning to perform all duties required for the position.

Reemployment will be considered if a vacancy exists in the classification and position in which the staff member was previously employed at the time of disability. The employee must be qualified for the position; for professional staff members, qualified shall mean Standard Certification held at the time of the request to return to employment. The District may request a second opinion from another physician selected by the District to corroborate that the employee is fully capable of returning.

An employee, at his/her option, may request to extend reemployment consideration for one additional year by notifying the personnel office by certified mail prior to the end of the first year on disability pension.

Refusal of an employee to accept a position within six (6) business days of the postmarked date on the certified notice and/or to report to work within ten (10) calendar days of that acceptance, or at such time as determined by the Administration, shall relieve the Board of any further obligation to offer reemployment.



TUITION REIMBURSEMENT

The District encourages employees to further their education by offering tuition reimbursement. The amount of reimbursement will be determined on an annual basis. Those employees covered under a collective bargaining agreement will be reimbursed in accordance with that agreement. Such reimbursement shall be under prescribed requirements and with the prior approval of the District. The District will reimburse administrators for tuition not to exceed the total amount of reimbursement to which teachers are entitled. Coursework must be relevant to the employee's position and requires completion of the approval application form.



FAMILY AND MEDICAL LEAVE

To provide employees with information about FMLA, and how to process requests for leave taken under FMLA,

A. Eligibility:

1. FMLA leave is paid or unpaid leave taken for the following reasons:
 - a. To care for the employee’s child after birth, or placement of a child in the employee’s home for adoption or foster care;
 - b. To care for the employee’s spouse, son, daughter, or parent, who has a **serious health condition**; or
 - c. For a **serious health condition** (including worker’s compensation illness or injury) that makes the employee unable to perform his or her job.
2. Under FMLA, an employee is entitled to return to work to the same or an equivalent position the employee occupied prior to the leave in most cases.
3. In order to be eligible for FMLA leave an employee must:
 - a. Have worked at least 1,250 hours during the preceding 12 months prior to the first day of requested leave;

AND

 - b. Have been employed by the District for at least 12 months prior to the first day of requested leave.
4. For purposes of FMLA, “serious health condition” means an illness, injury, impairment, or physical or mental health condition that involves:
 - a. Any period of incapacity or treatment associated with inpatient care in a hospital, hospice or residential medical care facility; **OR**
 - b. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than 3 calendar days, that also involves continuing treatment by a health care provider; **OR**

- c. Continuing treatment by a health care provider for a chronic or long term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days; or for prenatal care.

B. Application:

1. An employee taking a long term leave may have that leave designated as FMLA leave in one of two ways:
 - a. Applying for FMLA leave directly through the District Office; **OR**
 - b. Applying for some type of long or short-term leave for the purposes listed above through the District Office and the leave that is granted is designated by the District as FMLA leave.
2. **Employee Direct request for FMLA Leave**
 - a. Submit a request to the District Office thirty (30) days prior to the anticipated leave, or as soon as practicable after knowledge of the need for leave.
 - b. The request for FMLA leave may be for paid or unpaid leave and must be submitted at least 30 days prior to the requested leave, or as soon as practicable upon receiving knowledge of the need for such leave upon verbal notification one or two business days prior to the need for leave.
 - c. Medical certification may be required by the District to support a request for the birth of a child or a serious health condition. In addition the District may require second or third medical opinions paid for by the District prior to approving leave.
 - d. The District Office shall determine whether the request for leave meets the criteria for FMLA leave. Within 2 business days of receipt of the form by the District, the employee will be sent a letter, indicating whether the leave requested will be designated as FMLA leave and providing the employee information concerning his/her rights under FMLA.
 - e. No action will be taken on an incomplete request, and leave may be denied if the advance notice or medical certification requirements are not met.
3. **Leave Designated as FMLA Leave by the District**
 - a. The request for leave may be for paid or unpaid leave of absence, and must be submitted to the District at least 30 days prior to the requested leave, or as soon as practicable upon receiving knowledge of the need for such leave for the reasons specified above.

- b. Medical certification may be required by the District to support a request for a serious health condition. In addition the District may require second or third medical opinions paid for by the District prior to approving leave.
- c. Within 2 business days of receipt of the request by the District Office, the employee will be sent, a letter indicating whether the District intends to designate all or some part of the leave requested as FMLA leave and providing the employee information concerning his/her rights under FMLA.
- d. Employees on leave due to a work related injury and receiving WORKERS' COMPENSATION will be designated for FMLA leave.
- e. No action will be taken on an incomplete REQUEST FOR LEAVE form, and leave may be denied if the advance notice or medical certification requirements are not met.

C. Length of FMLA leave:

Employees are entitled to take up to 12 weeks of leave on a full time or intermittent basis, or through a change from a full time to part time schedule over a 12-month period. The 12-month period begins on the date the employee first takes leave.

D. Conditions for FMLA leave:

1. The District requires that employees use personal leave, sick leave, vacation time, or other type of paid leave, if available, or a combination thereof, for some or all of the leave requested or designated as FMLA leave. The employee may choose to retain up to a maximum of five (5) paid days of sick and/or vacation leave.
2. Leave taken on an intermittent basis, or through a part-time schedule shall be governed by the following rules:
 - a. Employees taking leave for the birth of a child or placement of a child in the employee's home for adoption or foster care cannot take leave on an intermittent or part-time schedule.
 - b. When leave is taken to care for a sick family member or for the employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule.
 - c. In order to accommodate intermittent leave or part-time schedule, the District has the right to alter an existing job or transfer the employee to an alternative position with equivalent pay and benefits.
3. FMLA leave for the birth of a child or placement of a child in the employee's home for adoption or foster care must be taken within a 12 month period beginning on the date of the child's birth, or placement in the employee's home. The leave must be concluded within this period.

4. If a husband and wife are both employed by the District, they are limited to a single 12-week period of leave for the birth of a child, or placement of a child in their home for adoption or foster care. For other types of leave, however, each spouse is treated separately.
5. FMLA leave will be taken concurrently with any other leave granted by the Board.

E. While On FMLA Leave:

An employee on FMLA leave is entitled to have pre-existing health insurance benefits maintained while on an FMLA leave. If an employee were paying all or part of the premium payments prior to leave, the employee would continue to pay their share during the leave period. Failure to make such contribution by the 15th of each month will result in termination of coverage.

F. Return from Leave:

1. An employee shall be entitled to return to the same or an equivalent position after the expiration of FMLA leave.
2. All health insurance benefits the employee was entitled to prior to FMLA leave shall be maintained for the employee while on FMLA leave. If an employee was paying all or part of the premium payments prior to leave, the employee would continue to pay his/her share of the premium during the leave period. Failure to make the contribution by the 15th of each month will result in termination of coverage.
3. Prior to returning from FMLA leave, an employee on leave for their own serious medical condition must provide medical certification that he/she may return to work.
4. Employees who fail to return to work upon the expiration of FMLA leave, or who do not receive an approved extension of said leave, will be deemed to have resigned their position with the District.
5. If the employee fails to return to work for a minimum of 30 calendar days upon the expiration of **unpaid** FMLA leave or approved extension of leave, the District will recover the premium paid by the District on behalf of the employee if the employee:
 - a. Fails to return to work after the expiration of approved unpaid FMLA leave: **AND**
 - b. Fails to return to work for a reason other than:
 - i. The continuation, recurrence, or onset of a serious health condition entitling the employee to leave under FMLA; or
 - ii. Other circumstances beyond the employee's control.



PERFORMANCE PAY FOR ADMINISTRATIVE PERSONNEL

Each year administrators will be eligible for incentive awards for meeting or exceeding school and District level performance measures and Footprints of Progress.

Performance measure results will be collected annually by September 30 to determine the incentive award for the previous school year. Incentive awards will be processed in the November pay cycle after all performance data has been analyzed. Performance measures will be based on two levels: Standard of Acceptance (SOA) and Standard of Excellence (SOE). Performance measure criteria will be established by the superintendent based on a review of relevant data and benchmarked with other Delaware school districts.

| | <u>SOA</u> | <u>SOE</u> | <u>Evaluation date</u> |
|-----------------------|------------|------------|------------------------|
| Student Attendance* | \$250 | \$350 | June |
| Enrollment Retention | \$250 | \$350 | September |
| Market Share | \$250 | \$350 | August |
| Parent Satisfaction** | \$250 | \$350 | April |
| or | | | |
| Graduate Follow-up | \$250 | \$350 | April |

School administrators will have a component of their Incentive Plan aligned to their school’s Balanced Scorecard Plan. District administrators will also receive pay incentives based on identified performance measures on their individual Balanced Scorecard Plan.



ADMINISTRATIVE CONTRACT FORMULA

All administrative employees of the New Castle County Vocational Technical School will be provided with a one-year contract which may be renewed based on successful evaluation.

A collaborative effort will be made to develop an improvement plan when administrative performance in any category has been appraised as Needs Improvement or Unsatisfactory.

An unsatisfactory evaluation constitutes probationary status and provides that the employee is not eligible for a contract extension or salary increment during that period.

The State Board of Education Policy for Appraising School Level Administrators will be used as a guide in the district administrative evaluation process.



PERFORMANCE PAY PLAN FOR CLERICAL/SECRETARIAL, PARA-PROFESSIONALS AND FULL-TIME CAFETERIA PERSONNEL

Each year clerical/secretarial, para-professionals, and full-time cafeteria personnel will be eligible for incentive awards for meeting or exceeding building and District level performance measures.

Performance measures will be collected annually by September 30th to determine the incentive award for the previous school year with the exception of Efficiency Suggestions that are awarded after implementation. Performance measure criteria will be established by the superintendent based on a review of relevant data and benchmarked with other Delaware school districts. Incentive awards will be processed in the November pay cycle after all performance data has been analyzed.

Performance pay will not be considered part of the base for determining salaries for the following year.

| Performance Measure | SOA(\$150) | SOE(\$300) |
|-----------------------------|-------------------|----------------------|
| Staff Attendance | 3-4days | 0-2 days |
| Application Share | 30% | 33% |
| Parent Satisfaction-overall | 3.9/5 | 4.15/5 |
| Efficiency Suggestions | One area (\$100) | Districtwide (\$200) |



DONATED SICK LEAVE

Pursuant to Chapter 13, Title 14, Del.C., A District donated leave program has been established to assist employees who have used all sick leave, personal leave and at least half of annual leave, if applicable, as a result of catastrophic illness or injury.

The provisions of Section 1318A, Title 14, Del.C. are as follows:

- One or more employees may transfer accrued sick leave days to one or more other employees of the same district who have requested and qualify for donated leave time.
- The donation must be in increments of whole days.
- Donated days shall be made available only for recipients within the school district for a catastrophic illness of a recipient or of a member of a recipient's family. For this section, "catastrophic illness" shall mean any illness or injury to an employee or to a member of an employee's family which is diagnosed by a physician and certified by the physician as rendering the employee or a member of the employee's family unable to work, or, in the case of a family member who does not work, the medical equivalent of "unable to work", to work for a period greater than 5 calendar weeks.
- Separate periods of disability lasting 7 consecutive work days or more each, and totaling more than 5 calendar weeks, resulting from the same or a related medical condition and occurring within any 12month consecutive period, shall be considered the same period of disability.
- For this section, "family member" or "member of an employee's family" means an employee's spouse, son, daughter or parent who resides with the employee and who requires the personal attendance of the employee during the family member's catastrophic illness.
- Donated leave may be used by the recipient for subsequent absence because of personal medical treatments or personal illness directly related to the employee's "catastrophic illness" as certified by the physician. This provision is limited to an absence that occurs because of an employee's "catastrophic illness" not a family member's "catastrophic illness."

- The donated leave must be converted into the cash value at the donor's rate of pay and be used at the recipient's rate of pay.
- Medical justification for the recipient's leave must be renewed every thirty days.
- An individual cannot make a donation within six months of a planned retirement.
- Any outstanding Donated Leave balance available after the Donee returns to work will be returned to the Donated Leave Bank.
- If an employee wishes for the District to solicit donation from within the District, the employee must first complete the Authorization Form.
- Any recipient of this program is subject to a 1-work-year cap (as per 1318(g) of Title 14) with the number of days equal to 188 days for a 10-month employee; 207 days for 11-month employees; and 222 days for a 12-month employee.

ELIGIBILITY

- The recipient must be an employee of the school district for at least six months to use donated leave.
- The recipient must have used all sick days, personal days, and vacation leave, if they receive vacation leave.
- The Program shall not prohibit participation by employees based on inclusion or exclusion from a certified bargaining unit.
- For purposes of this policy, the birth of a child is not considered a catastrophic illness or injury and is not eligible for Donated Leave.

DONATED LEAVE BANK

All leave donated by employees will be maintained in the Donated Leave Bank, which will be maintained in the Business Office. A calculation will be performed in accordance with State Code to determine the value of each donated day. This amount will be added to the Bank. Each day utilized will be charged based on the employee's rate of pay. The balance will be monitored and updated on a monthly basis.

FORMS

- NCCVT-1: Request for Donated Leave
- NCCVT-2: Request to Make a Direct Donation
- NCCVT-3: Application to Make a Direct Donation to the Leave Bank
- NCCVT-4: Authorization to Release Information for Solicitation Purposes

DONATED LEAVE REVIEW COMMITTEE

A Donated Leave Review Committee, made up of designees selected by the Superintendent, will manage the Donated Leave Bank, and make the final determination of approval/denial of all requests.



PERFORMANCE PAY PLAN FOR CUSTODIAL/MAINTENANCE PERSONNEL

Each year custodial and maintenance personnel will be eligible for incentive awards for meeting or exceeding building and District level performance measures.

Performance measures will be collected annually by September 30th to determine the incentive award for the previous school year. Performance measure criteria will be established by the superintendent based on a review of relevant data and benchmarked with other Delaware school districts. Incentive awards will be processed in the November pay cycle after all performance data has been analyzed. Performance pay will not be considered part of the base for determining salaries for the following year.

| Performance Measure | SOA(\$150) | SOE(\$300) |
|-----------------------------|--|--|
| Staff Attendance | 3-4days | 0-2 days |
| Application Share | 30% | 33% |
| Parent Satisfaction-overall | 3.9/5 | 4.15/5 |
| Safety Record | \$100 – based on individual safety record | \$150 – if no injuries among all personnel at the building |



NEW CASTLE COUNTY
VOCATIONAL-TECHNICAL SCHOOL DISTRICT
BOARD OF EDUCATION

Section: 300 – Personnel
Title: Clerical Employees/Vacation
(Ten-Month)

Policy #: 325
Adopted: 05/18/1998
Revised: 02/28/2005

CLERICAL EMPLOYEES/VACATION (TEN-MONTH)

Refer to Board Policy 306: Leaves and Absences.



SEXUAL HARASSMENT OF AND BY EMPLOYEES

It is the New Castle County Vocational Technical School District's (NCCVTSD) policy to ensure the safety of all staff and students and to foster respect and human dignity in the educational setting. Sexual harassment not only impairs the health, well-being, productivity, and safety of our students, but is also against the law. Further, the District endorses the right of all employees and students to work at/attend a school that is free of discrimination.

The NCCVTSD recognizes that sexual harassment is a form of sex discrimination/victimization and that faculty, staff, and students should be protected from it.

In accordance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, the NCCVTSD endorses the following:

1. Establishment of strong policies defining and prohibiting sexual harassment.
2. Development of educational programs designed to help people recognize, understand, prevent, combat, and eliminate sexual harassment.
3. Development and publication of a grievance procedure that encourages the reporting incidents of sexual harassment, resolving of complaints promptly, and protection of the right of all parties.

Definitions

The following definitions shall apply to the policy:

- The "educational setting" is defined to encompass "any and all office settings, classroom/career settings, faculty/staff, students, parents/guardians of students, visitors, and related school sponsored activities.
- The implementing regulations of Title VII defines "sexual harassment" as follows:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made explicitly or implicitly a term of condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions

affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Title IX of the Education Amendments prohibits sex discrimination including sexual harassment in schools receiving federal funds. This includes all school-sponsored activities, including athletics, field trips, extracurricular programs and bus transportation. It also prohibits sexual harassment even where the harasser and the person being harassed are the same sex.

Further, Title IX defines two types of sexual harassment: **1) "quid pro quo"** and **2) "hostile environment."**

"Quid pro quo" sexual harassment is ideal under Title IX and occurs when an employee or non-employee, explicitly or implicitly conditions participation by another employee, student, or non-employee to submit to **unwelcome** sexual conduct in work-related or school-sponsored activities in exchange for promotions, preferential treatment, educational decisions (such as teaching assignments) and/or allocation of funds or resources.

"Hostile environment" sexual harassment involves (1) conduct of a sexual nature that is (2) sufficiently "severe, persistent, or pervasive" and (3) "unwelcome". A hostile environment can be created by a school employee, a student, or a school visitor-either a student or an adult.

1. **A hostile environment** is created when the individual views the environment as hostile and it is reasonable for the individual to view the environment as hostile. Generally, a hostile environment is created by a series of incidents. A sexually hostile environment may also be created by a single severe incident, such as a rape, sexual assault, or indecent exposure.
2. **Conduct of a sexual nature** is unwelcome when the individual being harassed did not request or invite the conduct and regarded it as offensive or undesirable.

Mere acquiescence or failure to complain does not always mean that the conduct is welcome. The fact that an individual accepted this conduct on one occasion does not mean that he/she condones such behavior. On subsequent occasions, such behavior may be indicted as unwelcome.

Reporting and Procedures

I. Staff complaints may be reported to any of the following personnel:

- Department Chairperson
- Building Administrator
- Title IX Coordinator
- Superintendent
- Assistant Superintendent

Realizing that the rights of the accused must also be protected, a fair and impartial investigation of the allegations will then take place by an investigator designated by the principal/director or Title IX Coordinator. All aspects and proceedings of the investigation will be maintained as confidential except to the extent that it is essential to share information with a witness in order to conduct a further investigation. The witness will be directed to preserve the confidentiality of the matter.

Informal means for resolving the complaint may be an optional part of the formal investigative proceedings.

All parties will be advised that the NCCVTSD prohibits retaliatory behavior against any complainant or any participant in the complaint process. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment. The initiation of a complaint of sexual harassment will not negatively affect the employee who initiates the complaint, nor will it affect the employee's standing, rights or privileges.

II. Implementation and Dissemination:

In accordance with taking proactive and affirmative steps to stop sexual harassment in the schools, the following reporting/procedures will be implemented. The superintendent or designee will assure staff training on this policy is completed every two years. For new hires, training is conducted upon employment. The policy will be provided to all new employees at the beginning of their employment with the District. Students will receive training through the presentation of the Student Code of Conduct at the beginning of each school year. New Castle Vo-Tech School District will provide notice to employees through the following means:

- Board Policy
- Written Policy in Faculty Handbook
- Postings of the Sexual Harassment Policy
- Employee In-service Training

III. Consequences:

Any employee who is found in violation of the Sexual Harassment policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, retaliation in any form against the employee, individual, or complainant who testifies, assists, or participates in the investigation proceedings or hearing related to the complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

REPORTING PROCEDURES FOR SEXUAL HARASSMENT POLICY

Specific and prompt time frames for completion of the major stages of the complaint process are outlined below:

| MAJOR STAGES | TIME FRAME | RESPONSIBLE |
|---|---|--|
| I. <ul style="list-style-type: none"> • A verbal or written report made to the principal, director, or Title IX coordinator. • The sexual harassment incident report is filled out and filed by the principal, director, and/or the Title IX coordinator. | Within 24 hours | Building Administrator Title IX Coordinator Superintendent Director of Personnel |
| II. <ul style="list-style-type: none"> • The principal, director or Title IX coordinator who will initiate an investigation into the complaint. | Within 24 hours | Principal/Director |
| III. <ul style="list-style-type: none"> • A written notice will be given to all parties of the impending investigation. • Investigation process will occur and will involve witnesses and other pertinent evidence. • Notice in writing will be given to the parties of the outcome of the complaints. | Within 10 days | The Title IX coordinator completes “Notification of Impending Investigation Form” and sends to the complainant(s) and accused. The investigator and appropriate committee members. The Title IX coordinator will inform the principal/director, superintendent, and all pertinent parties of the outcome of the investigation. |
| IV. <ul style="list-style-type: none"> • If appropriate, preventative, and corrective measures for possible discriminatory effects will be outlined and implemented. | Within 10 days after the investigative decision | Appeals are submitted to the superintendent/designee. |
| V. <ul style="list-style-type: none"> • Appeal process. | Within 30 days | Appeals are submitted to the superintendent/designee. |



FISCAL MANAGEMENT

Delaware Code Title 29, Chapter 65 sets forth in detail the Budget and Fiscal Regulations which states agencies are compelled to follow. Strict adherence to these regulations is monitored by the auditing system established by the State.

It is the responsibility of the Superintendent through his staff to develop administrative procedures that ensure compliance with the law. As these procedures are developed, they are to be disseminated to all employees who initiate, receive, and authorize payment for purchases or services rendered.



CONSTRUCTION CHANGE ORDER AUTHORITY

The superintendent is delegated authority to approve change orders up to \$10,000 to insure that district construction projects are completed in a timely manner.

REPORTS, PRINCIPALS/DIRECTORS/SPECIAL

Discussions were held regarding Board members' comments on and inquiries of the monthly reports.



USE OF SCHOOL FACILITIES

Consistent with *Delaware Code*, Chapter 14, Section 1056(e), the Board of Education of New Castle County Vocational-Technical School District (NCCVTSD) may permit the use of property under its jurisdiction free of charge to non-profit organizations or approved educational institutions, except however, for the expense of custodial salaries, heating and lighting in excess of the school's normal operations. To be considered as an approved educational institution for the purpose of a fee waiver, the educational institution must have entered into a partnership with the District and provide a direct service to its employees. The use of all property by for-profit and non-education related organizations shall be charged a fee based upon the Board approved fee schedule. These fees will be retained by the District to be used for educational purposes.

For purposes of this policy, organizations will be considered not-for-profit based on Internal Revenue Code (IRS) regulations (see IRS Publication 557). Charges for facility use will be assessed for those organizations not showing valid IRS proof of non-profit status. These organizations will be assessed a usage charge based on the District approved fee schedule.

Each building shall designate an Assistant Principal responsible for overseeing the scheduling and coordination of building level facility use. This responsibility includes, but is not limited to providing potential users with request and fee forms, coordination of staff and security, compliance with policy, and serving as the liaison between the District and the user. The Facilities Management and Special Projects Supervisor or designee will be solely responsible for maintaining and coordinating the "Master Schedule" of facility availability and use, scheduling custodial staff accordingly, and communicating directly with the Building Assistant Principals. The Facilities Management and Special Projects Supervisor or designee will maintain on file facility request documentation.

External Requests

All external requests for facility use shall be made no less than 21 calendar days prior to the event. Requests will be submitted using an NCCVTSD Facilities Request Form. Requests submitted less than 21 days prior to the event will be denied. The District reserves the right to make exceptions on a case-by-case basis. All requests will be considered on an individual basis and will be reviewed and returned to the originator of the request within 10 calendar days of receipt by the designated assistant principal. In the unlikely event that an unplanned school/district related event is required to be scheduled at the time and place of an external request, the school/district request will take precedence.

Internal Requests

All internal facility use requests shall be made no less than 14-calendar days prior to the event using an Intra-District Facilities Request Form. All requests will be considered on an individual basis and will be reviewed and returned to the originator within seven (7) days of receipt. The District reserves the right to make exceptions on a case-by-case basis. Failure to comply with these policies and procedures will result in facility use privileges being denied or revoked.

The following activities are prohibited by NCCVTSD:

1. Use of school property by individual or organization whose activities are subversive in nature.
2. Use of school property for non-school activities that interfere with school activities.
3. Smoking and use of tobacco products on school premises.
4. Use of school premises for games of chance.
5. Use of intoxicating beverages on school premises.
6. Use of school premises for holding card parties or dances.
7. Use of school property by any person or organization that has previously caused damage to any district facility and refuses to pay for damages.
8. Use of school property by individuals or groups for engendering social or religious prejudices.
9. Use of school property for the staging and/or convening of demonstrations and/or parades that are, or may be, in the opinion of the Board, not in good taste or contrary to the general public welfare.

The NCCVTSD may refuse to permit the use of school property under its jurisdiction for any purpose that, in its discretion, would tend to interfere with the program of the public schools or would not be in harmony with the purposes of public education. Additionally, NCCVTSD may refuse to permit the use of school property for those activities that will impose undue stress and hardship to the personnel or facility. Refusal to permit the use of NCCVTSD facilities may be based on:

1. The use of the facility does not serve an educational, cultural, civic, political, or recreational purpose.
2. Creating unsafe conditions.
3. Disorder or misconduct inside or outside the building prior to, during, or after time for which the use was granted.
4. Failure to leave premises in a good condition. The school authorities are the sole judges of what constitutes "good condition."
5. Failure to pay fees in accordance with the approved fee schedule.
6. Disrespect to school representatives.
7. Non-compliance with school policies.
8. District's inability to provide the appropriate custodial or supervising staff.
9. Not providing proof of insurance.
10. Failure to provide proof of adequate security as dictated by local ordinance or by the appropriate police jurisdiction.

Any group of citizens permitted to use school property will provide, in advance of use, valid proof of adequate liability insurance. In addition, all groups will agree to sign a formal contract with NCCVTSD agreeing to make full payment one week prior to usage. By signing this contract, each person or organization agrees to release the District, Board of Education, and their agents and employees from all claims arising from the organization's use of the facilities. The person(s) or organization also agrees to defend, indemnify, and hold harmless the District from all claims arising from the acts, omissions, and/or negligence of the organization, and all invitees of organization, as well as all claims arising from the acts, omissions, and/or negligence of the District.



AUTHORIZED PERSONNEL FOR VEHICLE USE

The insurance for School District vehicles only covers employees of the School District. Students at no time, for any reason, are permitted to use District vehicles.



INTERNET USE

Communications on the computer network are often public in nature. Students and staff using the district computer networks are responsible for their communications over the network. Students and staff must comply with district standards and federal and state laws governing the use of computers and information security. Students are expected to honor the agreements they have signed. While the district will use its best efforts to enforce such standards, the district is not responsible for the communications of students and staff using the network.

District officials will supervise the use of the network by randomly reviewing files and communications to maintain system integrity, monitor file server space utilization, and to try to ensure the system is being used responsibly. Users should not expect that files stored on district servers will be private. Teachers are expected to be role models for students by guiding them to appropriate materials and use the network in a manner that is not inappropriate, politically controversial, or offensive. The following are prohibited on any district computer, district network or the Internet:

Sending, receiving or displaying offensive messages, images or materials. Using obscene language. Harassing, insulting or attacking others. Damaging computers, computer systems or computer networks. Violating copyright laws. Using another's password. Trespassing in another person's folder, work or files Intentionally wasting limited resources, e.g. hard drive space, printer time, ribbons, paper, etc. Using school resources and accounts to access services requiring payment. Employing the network for commercial purposes.

Violations may result in a loss of access as well as appropriate disciplinary or legal action.



ENERGY CONSERVATION

WHEREAS, the public schools in the State of Delaware are faced with continually escalating energy costs; and WHEREAS, these expenditures for energy are having an adverse impact upon school programs, and WHEREAS, there is a great potential for energy conservation in school buildings and school operations; and

WHEREAS, it is to the advantage of the taxpayer, the staff and the students for the school districts to practice energy conservation. NOW, THEREFORE, BE IT RESOLVED that the New Castle County Vocational Technical School District establish as goals in its energy conservation program the following:

1. Implementation of low cost/no cost operation and maintenance procedures, where possible
2. Assignment of the Supervisor of Buildings and Grounds and Assistant Principals to monitor energy consumption and energy conservation at the district and building level
3. Training of janitorial staff to implement energy conservation at the building level be investigated
4. Continued utilization of all state and federal programs that provide monies and technical assistance to become energy efficient
5. Reduction of energy use by automobiles and buses
6. Continue to design all building renovations to be energy conserving
7. Encourage the purchase of energy efficient products
8. Solicit the participation of teachers and students in the energy conservation program of the district



RETURN OF DISTRICT PROPERTY – STUDENTS

Students are responsible for District textbooks, materials and other property distributed, loaned, or entrusted to them.

Each year, consistent with Delaware Code, Section 1722, the District will account for textbooks, materials and property costs recovered, costs not recovered, public service hours in lieu of cost repayment, and disciplinary action taken pursuant to this policy.

The District may withhold, following written notification to the student's parents or guardian, report card grades, transcripts and diplomas from any student or former student who fails to return District property or reimburse the school for the cost of District property in a timely manner. In this context, district property includes, but is not limited to, textbooks, library books, calculators, athletic equipment, computer equipment, and supplies.

Report card grades, transcripts and diplomas will be released when the student:

1. Returns all loaned District property in acceptable condition;
2. Pays the full costs for the replacement or repair of obligated materials or property established at the discretion of the principal or designee; and/or
3. Performs voluntary public service as designated by the principal or designee, in lieu of the return or payment of obligated materials and property.

Students who do not return obligated materials will be subject to disciplinary action as defined in the Student/Parent Handbook. Such disciplinary action may include, but is not limited to, detention, suspension from school, and a loss of privileges from participating in school-sponsored activities such as extracurricular clubs, proms and graduation ceremonies.



EMERGENCY CLOSING

Authority to open a school or schools late, to cancel school, or to close a school or schools early because of emergency conditions resides with the Superintendent or his/her designee. In the event that the opening of school will be delayed or cancelled, the Superintendent will utilize the Alert NOW messaging system to inform district staff of the decision. Additionally, local radio and television stations will be notified no later than 6:00 a.m. The district and school websites will publicize the delay or cancellation. The safety of the students and employees will be the criterion for a decision. A procedure shall be developed through the Superintendent regarding the operational aspects of handling emergency closings.

The opening of school shall not be delayed more than two hours because of inclement weather. If school 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 chief school officer based upon conditions that exist within the local school district. However, unless the conditions are extremely severe school should normally not be closed earlier than two hours before the regular dismissal time.



SCHOOL CALENDAR

It is the current practice of the Department of Education to develop a school calendar based on consultation with all the District Superintendents of the county. Because of interlocking relationships among the Districts, unilateral changes are undesirable. Adjustments to the calendar, caused by exigencies of weather or other conditions unique to the District or to one or more schools within the District, will be made by the Superintendent at his own discretion with due regard to the effect on residents, students, and the staff.

1. Development of the Calendar.

The Superintendent shall recommend, by December of each year, a Calendar for two succeeding School years. The District-wide calendar shall designate student hours, District-wide professional development days, all federal, state, school or District-wide holidays which meet or exceed all state minimum requirements.

The Calendar shall be developed to support and facilitate the implementation of the District's Strategic Plan based upon the following criteria, in order of importance:

- a. Student hours consistent with state law and current, research-based best practices to facilitate measurable student learning and achievement in line with state academic standards and the goals of the District's Strategic Plan.
- b. Professional in-service days consistent with state or federal law, and current, research-based best practices for professional development, as identified by the Superintendent or his/her designee, to facilitate measurable student learning and achievement in line with state academic standards and the goals of the District's Strategic Plan.
- c. Facilitates the implementation of District goals for curriculum and instruction.

- d. Facilitates the implementation of the goals of the Strategic Plan.
- e. Any other goal as determined by the Board or the Superintendent, or his/her designee.

2. Review and Recommendations on Proposed Calendars.

- a. Drafts of the proposed calendars shall be distributed to the NCCVT Education Association, all building Principals, and any other organization or group as designated by the Board or the Superintendent. The calendar shall be posted in a conspicuous location in all District buildings and on the District Website for review and comment at least 30-days prior to presentation of any calendar to the Board for adoption.
- b. For the 30-day comment period, the Superintendent, or his/her Designee, shall develop a process by which any organization, group or individual employed by or residing within the jurisdiction of the Board may submit written comments or recommendations to the Superintendent, or his/her Designee on any proposed calendar.
- c. Individual recommendations shall be reviewed by the Superintendent, or his/her designee, and presented to the Board at the Board meeting at which the calendar is being considered for adoption. The Board may consider any comment or recommendation presented to it at the time of adoption as long as such comment or recommendation is consistent with the priorities specified in Paragraph one.
- d. The proposed calendar shall be modified consistent with any comment or recommendation as approved by the Board.

3. Adoption of the Calendar

At the regular meeting of the Board each February, a calendar for two succeeding school years shall be approved and adopted. The Board retains the authority to modify any calendar after adoption within the limits of the law, and upon a showing that such change is not contrary to the priorities in paragraph one, and are in the interests of all students attending District schools.



SAFETY

It is the policy of the New Castle County Vocational Technical School District to take every reasonable precaution for the safety of the students, employees, and visitors. It is the duty and responsibility of all employees to report any unsafe or hazardous conditions or practices observed in any of the buildings and grounds of the district. Administrators at all levels are expected to take prompt action to insure the safety of all persons concerned when it is determined that unsafe or hazardous conditions exist and to effect remedies to the conditions as promptly as possible.

The safety of the staff and student body, as well as that of the general public is of vital concern to the New Castle County Vocational Technical School Board. It is our intent to conduct all operations of the district in a safe manner for the protection of our staff, student, and the general public. Each staff member and student shall be assured of a safe and healthful environment. It is, therefore, the policy of the Board to follow practices and procedures that will result in safe and efficient systems. The Board intends to comply with the provisions and standards of the Occupational Safety and Health Act of 1970, and any other safety laws and practices, as they apply to the district.

The teacher is the key person in our safety effort because he/she is in constant touch with all students and is aware of changing conditions. He/she is charged with conducting a safe, efficient operation at all times. Safety is an operating leadership responsibility and cannot be delegated to a subordinate or to a staff function. Every individual who supervises, directs or controls the work or actions of others is responsible for the safety of each person under his/her supervision, direction or control. In addition, all such individuals are responsible for the safety of equipment and property within their area of responsibility.

Each student has a responsibility to himself/herself for his/her own safety and health and that of others with whom he/she comes in contact. In carrying out his/her assigned work, each student must observe all safety and health standards related to his/her work. He/she will immediately report any unsafe working conditions or practices to his/her instructors.

All work will be conducted in a safe, efficient, workmanlike manner and in accordance with accepted standards of the trade and the Occupational Safety and Health Act of 1970.

GUIDELINES FOR CLASSIFYING, REPORTING AND INVESTIGATING STUDENT ACCIDENTS

- The safety of students and staff is of paramount importance to the administration and the Board of the New Castle County Vocational Technical School District. As such, the administration and Board must have a reliable and standard means of annually evaluating the safety of the programs conducted under its authority.
- The district shall develop, implement, and maintain safety guidelines for classifying, reporting, and investigating student accidents and shall submit an annual report to the Board at its regular September meeting.



HAZARDOUS CHEMICAL UNITS DISPOSAL PROCEDURES POLICY

The policy of the New Castle County Vocational Technical School District is to provide the District school community with a safe and healthful work environment. Serious attempts will be made to minimize recognizable hazards. It is the intent of the district to comply with all occupational health, safety, and fire regulations and recommended practices.

The implementation of this policy is the responsibility of the individual building administrator and supervisory staff. Principals, assistant principals, science chairpersons or liaisons and other supervisory personnel will be held accountable for the health and safety of employees engaged in activities under their supervision. Supervisors must insist that employees comply with health and safety rules and work in a safe and considerate manner. Fostering a positive attitude towards health and safety shall be the responsibility of the supervisory staff.

Employees, faculty and students must understand their responsibility is to comply with health and safety rules issued by the district, their schools and their supervisors. Employees, faculty and students are encouraged to report all unsafe conditions to their supervisors.

The State of Delaware, Department of Education under Title 14, Section 800 Health and Safety , has the authority to assure overall compliance with the intent of this policy. Their assistance should be sought by any office, department, employee, faculty member, student or supervisor who experiences an occupational health or safety problem.

Hazardous Chemical Waste Disposal Procedures

The responsibility for hazardous chemical waste identification, labeling, and packaging rests with the department and cluster chairs, working through the building principal. . Personnel responsible for the

area where unknowns are found are expected to identify these chemicals through communications and/or chemical analysis.

All purchasers of chemicals are required to follow Title 14, Regulation 885: Safe Management and Disposal of Chemicals in the Delaware Public School System. Containers of chemicals should be dated and listed on the annual inventory.

Volume should be minimized by purchasing the smallest quantity of a chemical consistent with experimental protocol.

Each chemical for disposal must be stored in individual, sealed containers. The Department of Education will arrange for a licensed waste hauler to take chemicals to a proper waste facility for disposal. The cost of disposal will be prorated among the participating schools. Instructions and arrangements for pick up are coordinated with the Education Associate, Science Environmental Education per Regulation 885.



BUS TRANSPORTATION

In compliance with Delaware Code, Title 14, Section 2908, the following policy statement is recommended for Board consideration for buses used for transporting students of New Castle County Vocational Technical School District to and from school, school activities and field trips.

Buses used by District, New Castle County Vocational Technical or private carriers to transport students on a regular school run, school sponsored field trip or school activity trip must meet all State and Federal requirements:

(a) When a transportation contract is due to expire for a reason other than the fact that the bus described in said contract is of such vintage that it can no longer be used to transport pupils, a renewal of said contract shall be first offered to the school bus contractor who is party to the expiring contract. In the event that a contractor does not wish to renew the contract, said contract shall be opened to all other interested persons in that area by means of notice published in at least 2 Delaware newspapers of general circulation.

(b) If no parties can be found to assume the responsibilities of contracts expiring pursuant to this section, the department or agency responsible for the transportation of public school pupils shall furnish the transportation previously afforded under the expiring contract.

(c)(1) A school transportation contract may be transferred from a contractor to another party contingent upon approval of the local board of education. In the event that a transfer is proposed by the current contractor, the advertising requirement contained in subsection (a) of this section shall not apply.

(2) A local board of education may disapprove the transfer of a transportation contract to another party only for just cause. Just cause shall be limited to the following criteria: Financial stability, insurability,

record of service in that or another Delaware school district, and personal and/or business resume including references.

(3) If the school board decides to reject the prospective contractor, it shall notify that contractor of its decision and provide reasons why that contractor is not acceptable to the district. This discussion may be held in a closed session and the results and reasons shall be disclosed only with the approval of the proposed contractor. In the event that the district rejects the proposed contractor, the current contractor shall have the following options:

- a. Continue to operate the bus; or
- b. Give up the contract at the end of the year or sooner if allowed by the district; or
- c. Find a new contractor which will meet the criteria.

(4) In the event the contractor cannot reach agreement with another party which meets the criteria and is acceptable to the school district, the district may use the process identified in subsection (a) of this section to find a new contractor. In the event that the bus associated with the transportation contract is less than 7 years old and still on the depreciation schedule in the transportation formula, the district shall require that the new contractor make an offer to purchase the bus of the current contractor at least at fair market value as described in a national publication. It shall not be mandatory for the current contractor to accept this offer.

(5) No contract shall be deemed effectively transferred until said transfer is approved by the local board of education and the Department of Education.

(d)(1) The Department of Education is authorized to obtain from all contractors currently providing pupil transportation a letter of commitment to provide such service for the following school year. Such letters shall be signed by the contractor and shall legally bind the contractor to provide pupil transportation service in the following school year contingent upon the enactment into law of the succeeding fiscal year's budget appropriation act. A contractor shall not be bound by its letter of commitment should the final budget appropriation act include an inflation factor for the school transportation formula that is less than the inflation factor included in the Governor's proposed budget presented in January of that year.

(2) Failure to sign a letter of commitment shall be interpreted to mean that the contractor does not wish to continue providing pupil transportation services and that an alternative provider shall be found to assume the responsibilities of the existing contractor for the next school year.

(3) The letter of commitment shall be considered an offer of renewal as referenced in subsection (a) of this section. Subsection (b) of this section shall apply to contracts that expire due to the failure of a contractor to sign a letter of commitment.

(4) The Department of Education is hereby authorized to obtain letters of commitment on or before August 1, 1991, for the school year 1991-1992. In all subsequent years the Department of Education is authorized to obtain letters of commitment on or before May 1.

Transportation Contracts - Rules and Regulations

In compliance with Delaware Code, Title 14, Section 2908 which states: 2908(a) Effective July 1, 1988, when a transportation contract is due to expire because the bus described in said contract is of such age that it can no longer be used to transport pupils, a renewal of said contract shall be first offered to the school bus contractor who is party to the expiring contract. If the contract expires or is canceled for any other reason said contract may not be transferred to any other party but must be opened to all other interested and responsible persons in that area by means of notice published in at least two Delaware newspapers of general circulation.

Local boards of education shall promulgate by September 30, 1988, rules and regulations for selecting among potential contractors who are ready, willing and able to assume the responsibilities of expiring contracts. The rules and regulations so promulgated by the local boards of education must be submitted for review and approval by the State Board of Education. Local boards of education must submit all transportation contracts to the State Board of Education for approval. No contract shall be deemed effective until it is approved by the State Board of Education. (b) If no parties can be found to assume the responsibilities of contracts expiring pursuant to this section, the department or agency responsible for the transportation of public school pupils shall furnish the transportation previously afforded under the expiring contract. (c) A school transportation contract may be transferred from a contractor to another party provided that the local board of education shall comply with procedures outlined by the State Board of Education. No contract shall be deemed effectively transferred until said transfer is

approved by the State Board of Education. (62 Del. Laws, c. 292, § 1; 63 Del. Laws, c. 184, § 1; 66 Del. Laws, c. 303, § 314; 67 Del. Laws, c. 47, § 293.)

The following procedure statement is recommended to the Board of Education of the New Castle County Vocational Technical School District:

1. If a contract expires as a result of the age limit or any mechanical failure necessitating replacement prior to an expiration date, the holder of that contract has the first right of renewal. If the holder of that contract chooses not to renew, the contract shall be opened to all other interested and responsible persons in New Castle County.
2. If a contract expires or is canceled for any other reason, the contract shall be opened to all other interested and responsible persons in New Castle County.
3. An open contract must be advertised through a notice published in at least two Delaware newspapers of general circulation and in accordance with state bid laws regarding advertisement. Interested parties shall submit bids within two weeks of the second notification.
4. At the option of the state and local school board contracts shall expire, be canceled or be transferred when there is a change in ownership of a bus either private or corporate.
5. All contracts shall bear the corporate name or the individual name(s) with whom the contract is drawn. Prior approval of state and local school boards must be obtained for any change in the corporate name or individual name(s) or it shall cause the contract to expire.
6. Contracts may not be transferred from one vendor to another without the prior approval of the state and local school board.
7. If no interested and responsible parties submit a letter of intent, the New Castle County Vocational Technical School District shall furnish the transportation previously afforded under the expiring contract.
8. Contracts shall be approved by the local board of education upon proper recommendation by district administration. Such recommendations shall be expeditiously made so that transportation services are not disrupted. Once approved by the local board, contracts shall be sent to the State Board of Education for final approval.

9. A contract award for transportation services shall be based upon, but not limited to the following considerations:
 - a. Prior status and quality of service as a vendor of transportation service.
 - b. Contractors who have had routes deleted because of previous reductions in the number of routes.
 - c. The ratio of existing vendor contracts to the total number of district contracts.
 - d. Proximity of the vendor's base of operation to the bus route.



BLOODBORNE PATHOGENS

Even though public agencies are exempt from the Occupational Safety and Health Administration (OSHA) regulations on infection control, the New Castle County Vocational Technical School District (“the District”) will implement the Hepatitis B program. The District recommends that each high-risk employee and student consult with his or her respective physician to determine whether to be vaccinated with the hepatitis B vaccine.

The District shall ensure that high-risk employees and students (defined as an employee or student whose assigned task or course of study include exposure to blood, body fluids, or tissues) in the schools and programs of the District are aware of the risks of Hepatitis B and take appropriate preventive measures.

It shall be the purpose of the District to provide the following components in the implementation of the OSHA Hepatitis B program.

- A. Hepatitis B status of high-risk employees and students;
- B. Furnishing appropriate personal protective attire as needed;
- C. Education programming/training;
- D. Hepatitis B immunizations for all high-risk employees and for all students prior to the start of school;
- E. Written cleaning and disinfecting procedures (School Nurse Handbook);
- F. Notification of exposure to Hepatitis B to the Superintendent or designee;
- G. Post-exposure evaluation and follow-up; and
- H. Compliance monitoring.



VISITORS POLICY

Parents are welcome to visit our high schools. The following procedures will be in effect in all school buildings in the New Castle County Vo-Tech School District. The District's Visitors Policy objective is to promote a safe and welcoming learning environment for all students, parents and other visitors.

- Visitors are required to use the main entrance to any school building.
- Visitors are required to report to the main office immediately upon entering any school building.
- Visitors are required to sign a visitors' log and will be issued a visitor's badge.
- Visitors are required to wear the badge at all times while in the building.
- Visitors are required to sign out in the visitors' log.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school's principal, who will schedule the activity as appropriate and in a timely manner.
- Parents/guardians are welcome to visit their child's classroom to view instruction. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal in advance. Teachers may request that an administrator attend during the classroom visit.
- Visits to areas other than classrooms (cafeteria, gymnasium, library) require permission of the principal.
- Photo identification may be requested. Visitors are assured that this safeguard is for the protection of all students.



ACCEPTABLE USE POLICY

1. Purpose

The purpose of this policy is to establish acceptable and unacceptable use of the Covered Electronic Resources provided by New Castle County Vocational Technical School District (“NCCVT”), and the State of Delaware (collectively with NCCVT, the “District”), to Covered Users. Covered Electronic Resources are provided for a limited education purpose for students and to facilitate employees’ work productivity. This policy serves to ensure that actual use conforms to this intended purpose.

This Policy is intended to supplement other District policies, including the District’s policy on Confidentiality, Anti-Harassment, etc.

Any questions about this Policy should be directed to the Supervisor of Technology.

2. Scope

a. Covered Technology

This policy applies to “Electronic Resources,” which are those resources that are: (a) provided by the District; (b) paid for, in whole or in part, by the District; (c) used to conduct business or other activity for or on behalf of the District; or (d) used in or at a District facility. Covered Electronic Resources include, without limitation, the following:

- “E-mail”, which includes to all electronic-mail accounts and services provided to Covered Users by the State of Delaware or NCCVT;
- “Computer Resources”, which includes all computers and related resources whether stationary or portable, including but not limited to all related peripherals, components, disk space, storage devices, servers, and output devices such as telephones, hand-held devices, printers, scanners, and copiers, whether owned or leased by the District;
- “NCCVT Network”, which includes the infrastructure used to transmit, store, and review data over an electronic medium, and includes any and all of the following technologies provided to authorized users: (a) Internet service; (b) intranet system; (c) NCCVT mainframe system; and (d) any collaboration systems, including but not limited to calendaring, message boards, conference boards, blogs, text messaging, instant messaging, video conferencing, websites, and podcasting, whether the system is owned or contracted;
- “Electronic Data”, which includes any and all information, data, and material, accessed or posted through any Electronic Resource; and
- “Personal Communication Devices”, which includes any cellular phone, smartphone, personal digital assistant, or other personal electronic communication device.

b. Covered Users

This policy applies to all “Covered Users”, which includes:

- Employees, contractors, consultants, temporary, and other workers at the District, including all personnel affiliated with third parties;
- NCCVT board members and officers;
- Volunteers and interns performing work for or otherwise acting on behalf of the District; and
- NCCVT students.

3. General Guidelines for Use

The following guidelines summarize the principles underlying this policy and serve as an effective baseline for evaluating whether a particular use violates those principles.

- Electronic Resources are not intended for public access. The District has the right to place reasonable restrictions on the use of Electronic Resources.
- Users are required to observe all rules and obligations set forth elsewhere by the District (for example, in the Board of Education Policy Manual or Student-Parent Handbook) or by law at all times. This policy is intended to supplement, not replace, those duties.
- Access to and use of Electronic Resources is a privilege, not a right. Parent or guardian permission is required for all students under age 18.
- As set forth in more detail in Section 7, below, the District reserves the right to monitor any and all use of Electronic Resources with or without additional notice to or consent by an affected User.
- Users will be responsible for any and all damage caused by their use of Electronic Resources where such use does not comply with the requirements or purposes of this Policy. Responsibility may take the form of financial compensation, discipline, and/or restrictions on further use, as appropriate under the circumstances.

4. Duties

a. All Users

All Users have a duty to protect the security, integrity, and confidentiality of Electronic Resources, including the obligation to protect and report any unauthorized access or use, abuse, misuse, degradation, theft, or destruction. Users shall comply with this Policy and all other applicable policies, rules, and laws, when using Electronic Resources.

b. District

District officials are responsible for designating Users authorized to use Electronic Resources.

c. Students

Students have a duty to take reasonable steps to protect their privacy and personal information when using Electronic Resources. Students must not disclose personal contact information, except to educational institutions for educational purposes, without prior advance approval. Students also must promptly disclose to a teacher or other appropriate District employee any violation of this Policy, including any message received that the student believes to be inappropriate or makes the student feel uncomfortable.

d. Personnel

District employees are expected to communicate with students through the District-provided e-mail and are strongly advised against using other forms of personal electronic communication with students, such as Instant Messaging or texting. In the event that there is a legitimate reason for an employee to communicate with students via electronic means other than District e-mail, the employee should obtain written permission to do so from the student's parent or guardian in advance. District employees are required to take reasonable measures to protect their personal information and reputation when using Electronic Resources or otherwise participating in activity online.

5. Ownership

All Electronic Data, such as documents, data, and information that is stored, transmitted, and processed on the NCCVT Network or Electronic Resources, are the property of the District. When a User is no longer affiliated with the District as an employee, contractor, or student, all information stored by that User on any Electronic Resource remains the property of the District.

6. Unacceptable Uses

Users are prohibited from using any Electronic Resource to upload, post, mail, display, store, access, or transmit any inappropriate material or for any inappropriate purpose as set forth below.

a. Access to Inappropriate Material

It shall be a violation of this Policy for any User to use any Electronic Resource to upload, post, mail, display, store, access, or transmit, any Inappropriate Material. Inappropriate Material is defined as any content, communication, or information that conflicts with the fundamental policies and mission of the District. Whether material or content is considered Inappropriate shall be determined without regard to

whether such material or content has been blocked by any filtering software used by the District. Examples of Inappropriate Material include, but are not limited to, material that:

- is hateful, harassing, threatening, libelous, or defamatory;
- is deemed offensive or discriminatory based on race, religion, gender, age, national origin, citizenship, sexual orientation, mental or physical disability, marital status, or other characteristic protected by state, federal, or local law;
- constitutes use for, or in support of, any obscene or pornographic purpose including the transmission, review, retrieval, or access to any profane, obscene, or sexually explicit material;
- constitutes use for the solicitation or distribution of information intended or likely to incite violence or to harass, threaten, or stalk another individual;
- solicits or distributes information with the intent to cause personal harm or bodily injury;
- promotes or participates in a relationship with a student that is not related to academics or school-sponsored extracurricular activities, unless authorized in advanced by the student's parent or guardian and the appropriate NCCVT official(s);
- promotes or participates in any way in religious or political activities;

b. Unlawful Purposes

It shall be a violation of this Policy for any User to use any Electronic Resource for any purpose that:

- constitutes or furthers any unlawful activity;
- gives rise to civil liability under any applicable law, including U.S. patent, trademark, or copyright laws, including copyrighted photos, clip art, or other images, including District or NCCVT logos;
- impersonates any person, living or dead, organization, business, or other entity;
- enables or constitutes gaming, wagering, or gambling of any kind;
- promotes or participates in any way in unauthorized raffles or fundraisers;
- engages in private business, commercial, or other activities for personal financial gain.

c. Security Violations

It shall be a violation of this Policy for any User to use any Electronic Resource in any way that threatens or violates the security of any Covered Technology, where such use:

- contains a virus, Trojan horse, logic bomb, malicious code, or other harmful component;
- constitutes a chain letter, junk mail, spam, or other similar electronic mail;
- constitutes unauthorized access or attempts to circumvent any security measures;
- obtains access to or use of another User's account, password, files, or data, or attempts to so access or use, without the express authorization of that other User;
- deprives a User of access to authorized access of Electronic Resources;
- engages in unauthorized or unlawful entry into a NCCVT Network;
- shares e-mail addresses or distribution lists for uses that violate this Policy or any other District Policy;
- transmits sensitive or confidential information without appropriate security safeguards;
- falsifies, tampers with, or makes unauthorized changes or deletions to data located on the NCCVT Network;
- obtains resources or NCCVT Network access beyond those authorized;
- distributes unauthorized information regarding another User's password or security data;
- discloses confidential or proprietary information, including student record information, without authorization;
- involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the District Technology Department.
- installs, downloads, or uses unauthorized or unlicensed software or third-party system without the express prior authorization by the District Technology Department;
- involves a deliberate attempt to disrupt the NCCVT Network.

7. Notice of Intent to Monitor

Users have no expectation of privacy in their use of and access to any Electronic Resource. District administrators and authorized personnel monitor the use of Electronic Resources to help ensure that uses are

secure and in conformity with this Policy. The District reserves the right to examine, use, and disclose any data found on the NCCVT Network in order to further the health, safety, discipline, or security of any student or other person, or to protect District property. It also may use this information in disciplinary actions and will furnish evidence of suspected criminal activity to law enforcement.

In recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

8. Limitation of Liability

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

9. Policy Violations

The District will cooperate fully with local, state, and federal officials, in any investigation related to any alleged or suspected illegal activity conducted through the NCCVT Network.

a. Due Process

Any action taken in violation of this Policy will be subject to appropriate discipline, tailored to meet the facts and circumstances of the incident. Violations of this Policy may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action. Where a violation of this Policy also involves a violation of another District policy or rules, those policies or rules may affect the disciplinary action taken.

b. Student Violations

Violation of this Policy by a student may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action. For a first violation, the student's parent or guardian must be contacted and a reprimand must be issued. For any subsequent violation, the student's parent or guardian must be contacted, a reprimand must be issued, and the student will be subject to disciplinary probation. Other possible actions may include any combination of the following alternatives as determined by the District: restitution, detention, probation, in-school alternative, suspension, referral to law enforcement, and expulsion. In the case of a subsequent violation, District officials also may elect to refer the student to an alternative program.

The particular consequences shall be determined by the school administrators. The Superintendent or his designee, in conjunction with the Board, shall determine when expulsion or legal action is warranted.

c. Employee Violations

Any employee who learns of or reasonably suspects a violation of this Policy is obligated to promptly report such information to his or her supervisor. Failure to do so is considered a separate violation of this Policy and, as such, may warrant disciplinary action.

Violation of this Policy by a District employee may result in the revocation or suspension of access to the NCCVT Network, as well as other disciplinary or legal action, including but not limited to: reprimand, restitution, mandatory training or in-service, and termination.

10. Social Media Guidelines

Educators have a professional image to uphold and how they conduct themselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue online (i.e. blogs, wikis, social networks, texting, instant messaging) about their schools, colleagues, and/or students or posting pictures and videos of themselves engaged in inappropriate activity.

The following guidelines are intended to serve as a reference for all District personnel who elect to engage in social media, regardless of whether such online activity occurs during working or non-working time. If any employee is uncertain about how to apply these guidelines or have any question about participation in social media, he or she should seek the guidance of a supervisor or other appropriate District administrator. When participating in social media, personnel are bound by the following guidelines:

- Do not initiate online “friendships” with students or accept students as “friends” on personal social networking sites. Decline any student-initiated “friend” request. Remember that anyone classified as a “friend” has the ability to download and share your information with others. Only District-endorsed networking platforms, such as *Blackboard*, which have restricted access, may be used to engage with students for educational purposes.
- Do not use language that could reasonably be perceived as defamatory or obscene.
- Exercise caution with regards to exaggeration, colorful language, guesswork, and conclusory statements.
- When engaging in online activity, ask whether such activity risks your effectiveness as an educator. Do not post any material that you would not want to be seen by students, parents, or school administrators.
- Do not discuss students or personnel. Do not identify students or personnel by name or use other identifying information. Do not criticize school policies or personnel. Do not post images of students.

Acceptable Use Policy Consent Form

I have read, understand, and will follow all rules, regulations, and policies when accessing and using the NCCVT District’s electronic information resources system. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, I understand and agree that my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Employee Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



EXAMINATION/COPYING PUBLIC RECORDS

The Board Secretary is assigned the responsibility and authority for administering the examination and copying regulations applicable to public records of the District. Public access and copying rights shall be in accordance with the following guidelines:

1. Records as stated in the definition of “public records” shall be available to citizens of Delaware.
2. Records will be available at the New Castle County Vocational Technical School District central administrative office, 1417 Newport Road, Wilmington, Delaware, between the hours of 8:00 a.m. and 3:30 p.m. Monday through Friday, except for recognized holiday.
3. Individuals requesting examination and/or copying rights shall complete the appropriate request form twenty-four (24) hours in advance of the expected receipt date of such information.
4. Charges for retrieving and copying public records may apply.



APPRECIATION FOR SERVICES RENDERED

The Board of Education believes that it is important to recognize staff, students, business representatives, parents, and community members for their participation, accomplishments, and/or services provided to the district.

One manner of showing appreciation and sensitivity for the extra time and effort these individuals give to the District is to provide appropriate light refreshments at meetings and/or recognition events.