

# **Great Oaks Charter School- Wilmington**

Student Code of Conduct

**2023-2024 School Year**



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## School Overview

### **INTRODUCTION**

The standards of behavior are important therefore, appropriate student behavior is expected. To ensure that all GO-Wilm students understand how to meet these expectations, we have developed a Code of Conduct that all students are required to follow. This Code of Conduct addresses student interaction with GO-Wilm faculty, staff, and other GO-Wilm students, as well as their individual actions. The following rules apply to all environments that are in school or on the school bus.

### **GO-Wilm Mission**

GO Wilm will create a safe, effective, and innovative learning environment that enables each student to reach his or her greatest potential through high-dosage mentoring.

### **GO-Wilm Vision**

Every Student, Every Day, Engaging, Connecting and Succeeding – No Matter What

### **Core Values**

**Students First** Our students are the reason we exist. Each staff member is responsible for our students' success. Our students' futures are at stake – we never give up. All our decisions and actions are centered on students.

**Straight Talk** We face reality, communicate honestly and respectfully, and hold each other accountable.

**We Grow** We know that we are not perfect. We are open to feedback, ask for help, and strive to develop ourselves in our roles to be successful for our students, families, and staff.

**Model Excellence** We consistently uphold school-wide expectations. Every day we are in the spotlight, and we always model professionalism. We assume the best and treat one another with respect.

**One Team** We are in this together. Even when we don't see eye to eye, we support each other to reach our goals and do what's best for our students. We do more with less. If it doesn't work, we fix it. We find a way.

**Joy & Humor** We like to have fun. We love to laugh. We believe a positive atmosphere helps us achieve more.

## School Day

- Student arrival begins at 8:30am
- Breakfast is available at 8:45am
- Homeroom begins at 9:05am
- 1st period begins at 9:25 am
- Dismissal is at 3:36 pm

## SCHOOL CLOSING AND INCLEMENT WEATHER

Our goal at Great Oaks is to minimize interruptions to our school schedule. If the weather or road conditions are unsafe for our students, families, and staff, we will make every effort to alert our families as quickly as possible. Please check the following resources for the most up-to-date news regarding early dismissal, late opening, or school closing due to weather:

[www.greatoakswilm.org](http://www.greatoakswilm.org)

<http://schoolclosings.delaware.gov/>

Textall Alert System

Great Oaks FaceBook

### Accommodation(s) Documentation:

- If your student(s) were receiving or needs to receive any accommodations, we are requesting the documentation to be sent to Nurse Flowers at [mflowers@greatoakswilm.org](mailto:mflowers@greatoakswilm.org)

### Bus Routes:

- Bus routes, pick up and drop off times may be subject to change as we welcome new students. Please refer to [our website](#) for bus information.

## Culture Mission

Our mission is to provide our students with both the academic and character-building skills needed to be postsecondary and career ready. As such, positive school culture and restorative practices are an important part of what we do every day. We have exceptionally high expectations for student behavior, and we **“sweat the small stuff”** because we believe these high standards create a safe, positive, and productive environment for our students.

GO-Wilm promotes a positive school culture that aims to highly support our students with high expectations and high accountability. Therefore, students who struggle to meet behavioral expectations are provided with support, accountability, and reasonable consequences.

From the moment our students enter the building or log in online, they are expected to act in a way that exemplifies a GO-Wilm student – respectful of themselves and others. The behavior policies and consequences apply to actions of students during school hours before and after school, while on school property, while online, while traveling in vehicles funded by the school, at all school-sponsored events, and when the actions affect the mission or operation of GO-Wilm. Students may also be subject to discipline for serious acts of misconduct, which occur off campus, and/or during non-school hours when the

misconduct disrupts the orderly educational process of the school; this also includes incidents of cyberbullying. Additionally, our discipline policies hold all students to high standards.

We will make thoughtful modifications and provide additional support so that our students receiving special services have the support (consistent with their IEPs and 504 plans) they need to be successful. Through the use of proactive, preventative strategies and a discipline model that promotes restorative justice, we aim to keep all of our students in class all day, every day.

## **Culture Vision**

To maintain a safe structured school through the use of inclusiveness, family engagement, and social awareness, in order to cultivate young leaders in our community.

## **Portrait of a Great Oaks Graduate**

- Knows what it takes to be academically successful
- Is a critical thinker and problem solver
- Engages in the school community
- Takes positive risks and is not afraid of failure
- Is an articulate communicator who engages in responsive dialogue
- Has an asset-based mindset about themselves, their peers, and their community
- Inspires others to become their best selves
- Takes a seat at the table to influence others and lead change
- Sets high expectations for themselves
- Is a curious, passionate, and courageous life-long learner

## **Student Expectations**

### **Student Behavior Standards**

GO-Wilm is positive learning environments where students:

1. Assume responsibility for their own actions,
2. Respect and believe in themselves and others,
3. Demonstrate the ability to get along with others,
4. Understand and respect individual differences,
5. Obey rules, laws, and understand the consequences of their choices, and demonstrate the importance of being generous, kind, and helpful.

## **WHAT IS THE STUDENT CODE OF CONDUCT?**

The Student Code of Conduct is an official declaration of Great Oaks Charter School - Wilmington which:

1. Describes a positive school environment,
2. Specifies the rights and responsibilities of students,
3. Defines the attendance policy,

4. Safeguards the rights of students,
5. Defines conduct that disrupts a positive environment, and standardizes procedures for disciplinary action.

## **WHEN IS THE STUDENT CODE OF CONDUCT ENFORCED?**

The Student Code of Conduct is in force:

1. On school property prior to, during, and following regular school hours.
2. Online/Virtual during school hours, and all online/virtual school activities and school events.
3. While students are on the school bus for any purpose,
4. At all school-sponsored events and other activities where school administrators have jurisdiction over students, and off-campus
  - GO-Wilm has the authority to suspend or expel its students for activities occurring off of school premises when it is determined that the student presents a threat to the safety or welfare of GO-Wilm students or personnel.
  - The receipt of an Attorney General's notice that a student has been arrested for a crime that may jeopardize the safety or welfare of students is sufficient evidence to warrant the initiation of the Process to Determine Appropriate Disciplinary Action.

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

Additionally, the school administrator is authorized to take disciplinary action when a student's misconduct to and from school has a harmful effect on the other students or on the orderly educational process.

## **WHAT IS A GOOD SCHOOL ENVIRONMENT?**

A good school environment is best described as:

1. Having a positive and safe community,
2. Providing full educational opportunities,
3. Improving behavior is the primary goal in discipline,
4. Protecting students from behavior that threatens their health/ safety or which interferes with learning, and providing an environment free of drugs, weapons, and harassment.

## **WHO ESTABLISHES A GOOD SCHOOL ENVIRONMENT?**

All stakeholders are responsible for contributing to a good school environment by reviewing and observing the rules and regulations which govern our school community. The Student Code of Conduct recognizes the need for a cooperative relationship among students, parents/guardians, and school personnel. This relationship is most productive when:

### **Students**

1. Attend all classes daily and on time
2. Come to class with appropriate working materials

3. Respect all persons and property
4. Refrain from abusive language and inflammatory actions
5. Conduct themselves in a safe and responsible manner
6. Are responsible for their own work
7. Abide by the rules and expectations set forth by the district, school, and individual classroom teacher

### **Parents/Guardians**

1. Keep in contact with the school concerning their child's progress and conduct
2. Ensure that their child attends school daily and on time
3. Provide proper immunization as required by state law
4. Provide their child with resources needed to complete classwork and homework
5. Assist their child in being healthy, neat, and clean
6. Refrain from abusive language and/or inflammatory actions
7. Bring to the attention of school authorities any problem or condition which affects their child or others
8. Discuss report cards, work assignments, and data provided in HAC with their child
9. Maintain up-to-date contact information including emergency contacts
10. Seek assistance from school personnel in an appropriate and respectful manner

### **School Personnel**

- Attend regularly and on time
- Perform their duties with appropriate working materials.
- Respect all persons and property
- Refrain from abusive language and/or inflammatory actions
- Conduct themselves in a safe and responsible manner
- Maintain a professional appearance
- Abide by the rules and regulations set forth by the school district and this Code
- Seek assistance in an appropriate and respectful manner
- Maintain an atmosphere which encourages positive and appropriate behavior
- Establish and maintain professional working relationships
- Encourage use of community/school services as needed
- Encourage parents to keep in regular communication with the school
- Provide opportunities for parent participation
- Encourage and maintain the involvement of students in the operation of the school
- Encourage community involvement
- Communicate with parents, students, and other employees professionally

## **SCHOOL CLIMATE / ENVIRONMENT**

A good school environment is free from distractions, frictions, disturbances, drugs, weapons, and harassment. It is also the presence of a friendly, yet businesslike, atmosphere in which students and school personnel work cooperatively toward recognized and acceptable goals.

### **Students have the right:**

1. To have a safe and positive school environment.
2. To attend classes without distractions, friction, and disturbances.
3. To attend a school free of drugs and weapons.
4. To attend a school free of harassment.

### **Students have the responsibility:**

1. To conduct themselves in a safe and responsible manner.
2. To abide by the rules and regulations set forth by the school and classroom teacher.
3. To refrain from possessing, carrying, or using illegal drugs and/or weapons.
4. To respect all persons as individuals who have rights.

### **Transitions**

- All students must utilize the assigned staircase during arrival including to the cafeteria, to 6th floors for class and for dismissal. In collaboration with four other schools located within the Community Engagement Building, GO-WILM students take the stairwells as a part of our agreement with the CEB. The Community Engagement Building has an average of 1,500 people in this building daily. Since elevator space is limited and all schools and community programs want to get to their assigned floors by a certain time, the stairwells are required (unless there is a medical reason and/or a student is being escorted by an accompanying adult).
- Students are prohibited to be in the hallways during the first and last 10 minutes of class and/or an after school program.

### **Accommodation(s) Documentations**

- Any student with a valid medical reason for elevator use, must provide in writing, documentation from a Healthcare provider to the school nurse. **NO EXCEPTIONS.**

## **SEARCH AND SEIZURE**

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

### **Students have the right:**

1. To privacy in their personal possessions unless the principal or his/her designee has reasonable cause to believe that illegal, harmful, or non-school-related items, such as, but not limited to, electronic or communication devices that are being used to disrupt the educational process or endanger the health, safety, or welfare of others.



## Students have the responsibility:

1. To not carry or conceal any materials that are illegal and that may disrupt the educational process, or endanger the health, safety, or welfare of others. Students are responsible for the contents of their lockers.

## ATTENDANCE POLICY

The State of Delaware imposes mandatory school attendance requirements for all public school students. When a student accumulates excessive unexcused absences, the school must refer students for prosecution and subsequent interventions by the Department of Services for Children, Youth, and their Families.

Our curriculum is rigorous and demanding, so being present every day is essential for students. In order for students to reach their personal best, they must show up on time everyday and make their strongest effort at school. We partner with legal guardians to ensure that their children are present daily, and we ask that you do not allow your child to miss a day except for serious illness or family emergencies.

### Absence Notification

If your child is unable to attend school, you as the guardian must contact the school no later than 10:00 am. If GO-Wilm doesn't hear from the parent, the office will send out a daily automated phone call to inform parents their student was absent from school.

### Excused Absences

GO-Wilm may excuse student absences under certain circumstances, including emergencies (non-routine) medical appointments, (routine medical and dental appointments are asked to be scheduled outside of school hours if possible), court subpoenas, or funeral notices. For the absence to be excused, you will need to submit original documentation as proof of absence.

### Unexcused Absences

All absences are considered unexcused until GO-Wilm receives the proper documentation.

### Parent/Guardian Note

Parents/Guardians are to gather and write documentation and students are to submit the written explanation of the reason(s) for an absence within 3 calendar days of the absence. If GO-Wilm does not receive proper documentation within 3 days the absence is permanently counted as an unexcused absence.

Occurrences	Absences
1 day absent	Automated call home every occurrence
3 days absent	Live call home
10 days absent	Initial attendance letter sent to parent/guardian for notification of days missed and

	attendance conference to remedy the reason for unexcused absences. Attendance contract will be completed for students.
<b>15 days absent</b>	Student noted truant in school data system Following the fifteenth (15 <sup>th</sup> ) day of unexcused absence by a student, the student's parent or parents or guardian shall be notified to attend a meeting regarding student attendance
<b>30 days absent</b>	Letter notification of noncompliance with attendance contract sent. Attendance review board meetings (culture team, executive director, principal, and operations team) will take place with the family and student. Truancy court procedures will be visited and appropriate documentation drafted during the zoom call. Following the thirtieth (30 <sup>th</sup> ) day of unexcused absence by a student, <b>the school shall send a letter by certified mail to inform the family that we will consider the case for prosecution;</b> (4) Following the completion of prosecution of the case and the subsequent failure of the student to return to school within 5 school days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days.

## Tardiness Policy

All students are expected to be punctual to school. Students who arrive after the late bell are tardy. **A student who is tardy or late to school should present a written explanation for the tardiness.** An excused tardiness is given when the student provides, at the time of the tardiness, for reasons such as medical illness, medical appointments, or appearance in court. Students should recognize that a written explanation from home does not automatically cause the tardy to be "excused." An unexcused tardy will be given for such reasons as car trouble, personal business, heavy traffic, child care, needed at home, etc. Students tardy for unexcused reasons will be referred for disciplinary action.

Tardy students will not be admitted into the building if they arrive at school after **11:00 am**. Unless they have excused a doctor's note or an appointment with a note for it to be excused to enter the building. Students who arrive after **11:00 am** will not be permitted to come into the building and will be marked absent for the day. Parents/Guardians will be notified and will have to pick students up if they are dropped off.

<b>Occurrences</b>	<b>Lateness</b>
<b>1st Day late</b>	Automated call home every occurrence
<b>3rd Lateness</b>	Parent Notification and Student Conference
<b>5th Lateness</b>	Parent Notice Mailed

<b>10th Lateness</b>	Parent Meeting Scheduled to support with plan for success
<b>15th+ Lateness</b>	Parent notification of Homevisit

## EARLY DISMISSAL

Once students arrive on the school grounds, they are not to leave before dismissal time. Students found leaving school without permission will be suspended out of school. Students must receive permission from an administrator to leave the building during school hours.

A parent must use the QR code and I be granted without verification by the parent. **(A phone number where parents can be reached must be on the note.) Students that are 18 years of age may not sign themselves out from school.**

## TRUANCY

A child is considered truant if such child is absent from school without a valid excuse for more than three (3) days or an unreasonable amount of intermittent attendance or tardiness without a valid reason. Parents/Guardians who allow their children to be truant are subject to a fine of up to \$300 and/or imprisonment for up to ten (10) days for the first offense; a fine of up to \$500 and/or imprisonment for up to twenty (20) days for the second offense; and a fine of up to \$1,150 and/or imprisonment for up to thirty (30) days for each subsequent offense.

## Policy for Unit Count & Re-Entry

Families who wish for their student(s) to attend Great Oaks Charter School must first complete an application and be enrolled. The student's attendance during the State of Delaware's designated "Unit Count" window confirms the student's enrollment and active participation in school programming. If the student does not attend school at Great Oaks Charter School during the Unit Count window, they will not be counted as a Great Oaks student in the State of Delaware unit count. If a student who was not counted then wishes to re-enroll at Great Oaks, they must follow the Great Oaks Re-Entry Procedure outlined in the "Policy for Unit Count & Re-Entry Policy" in order to be re-enrolled.

## STUDENT DRESS CODE POLICY

Great Oaks Charter School's dress code policy is in place to ensure that the focus at school is on learning and to encourage school unity. Dress code is required on all regular school days (unless we have a scheduled special dress-down day), in addition, standards of decency still prevail. Student dress may vary with instructional activity and the physical conditions in the school. It is the goal of the Great Oaks Charter School to ensure our students practice professional manner of dress; therefore, the following examples of inappropriate dress are based upon administrative judgment and **apply to all students.**

### Acceptable Attire:

1. Religions wear.
2. Pants with no holes above the knee that sit on or at the waist.

3. Student-athletes may wear their school athletic gear on game days.
4. Hoodie with no hoods on head.
5. Closed toed shoes **MUST** be worn at all times. When wearing crocs, they must be worn in sport mode while in school.
6. The length of shorts, skirts, and dresses worn by students must be equal to or longer than the wearer's fingertips when standing upright, with arms hanging at the sides.

### **Unacceptable Attire:**

1. Tank tops are **not allowed** during the school year for any student. Sundresses which are fashioned using tank top concepts (tube, halter tops, spaghetti straps, strapless or backless dresses) are not permitted. Necklines on shirts/blouses should not be lower than the top of the armpits. A student's mid-section may not be exposed at any time during school hours. Tight/Low cut shirts where the cleavage is showing This rule applies to all students
2. Clothing **must NOT** have inappropriate slogans, words, pictures, alcohol advertisements or references to illegal substances. Shirts with inappropriate words and/or images.
3. Scarves, bonnets, do-rags, ski masks, bandanas, and ear coverings are not to be worn by students in the buildings **except for religious or health reasons.**
4. Students are not permitted to wear sleepwear to school.
5. Overly form fitting garments that are inappropriate and revealing are not permitted. I.E. Leggings/Tights
6. Jeans with holes/rips above the knee
7. Overly form fitting garments that are inappropriate and revealing are not permitted. Tight skirts above the knee
8. Students are not permitted to wear shorts above the knee.
9. Slippers, Slides, and Sandals without backs for safety reasons as students have to transition up and down the stairs.
10. Pants that are constructed or worn in a manner that exposes skin and/or undergarments are not permitted.

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

### **RIGHTS**

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

### **RESPONSIBILITIES**

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

### **ELECTRONIC DEVICE POLICY**

**An electronic device of any kind should not be seen or heard.**

We understand the importance of having a cell phone/electronic device and many of our scholars have them. We also understand that many parents/guardians have financial responsibility for those cell

phones/electronic devices. Therefore, we want to create a mutual level of respect in our community to maximize the learning experience for our scholars so that these devices don't cause a distraction during the school day. We understand that emergencies happen but we ask that parents/guardians call the school directly and not a student's cell phone / electronic device so they are not penalized for answering their parents/guardians call.

### **Exceptions for usage in school**

- Cell Phones/Electronic Devices **may** be used in the morning during breakfast, lunch, and during dismissal only.
- Cell Phones/Electronic Devices being used after school is under the after-school facilitator's discretion.

### **Rules for usage in school during the school day**

- Student Cell Phones/Electronic Devices **may not be** used during the school day when classes are in session.
- If a student is seen with or a cell phone/ electronic device is heard during the school day they will be given a verbal reminder to put the cell phone / electronic device and the dean will be notified.

### **Consequences for Cell Phone/Electronic Device Refusal**

- **1st:** Verbal Warning by staff member
- **2nd:** If a student refuses, the dean will be called and the student will be asked by the dean to turn their cell phone / electronic device in to be locked away in a secure place for the day and it will be returned to the student at the end of the day.
- **3rd:** If the student still refuses, the parent/guardian will be called and the student will have to be accompanied by a parent/guardian to have a mandatory parent/guardian meeting the next day.

**\*Note: GO-WIL is not responsible for loss, theft, or damage to a student's communication device. Please do not bring items of value to school.**

## **OUTSIDE FOOD DELIVERY POLICY**

Per the Community Education Building (CEB) and the healthy foods program from the State of Delaware Department of Education, **students are not permitted to have food delivered to the building at any time.** Students can however bring their own lunch with them in the morning when arriving at school. Outside food delivery is prohibited for students as they can not compete with the food being provided.

**All food and drink must be consumed in the cafeteria.** Only bottled water is permitted in the classroom. You may not carry food and/or bottled drinks into hallways and classrooms. Tables should be left clean. Trash and trays should be disposed of appropriately. **No food deliveries are permitted.**

## **TRANSPORTATION**

Students should arrive at their assigned bus stop 10 minutes prior to pick-up time to ensure they do not miss the school bus.

### **Bus Expectations:**

- 1. Keep the bus aisles clear.** Students' belongings should be in the bus seat. The aisle must be kept

clear so that the bus driver can see out the rear window and so students boarding can walk through the aisle easily when they have reached their bus stop. All students must remain seated at all times while on the bus.

**2. Keep our voices at Level 2 - Soft or Table Voices.** Students should speak at a level similar to a busy airport to ensure safety and security on the bus so that everyone can hear information from the bus driver at all times.

**3. Stay seated until the bus comes to a complete stop before exiting at the bus stop or arriving at school where administrators are waiting to greet everyone.** Students should stay seated while the bus is moving to ensure everyone's safety.

**4. Students must be seated in assigned seats at all times.**

**5. Most importantly, the Great Oaks Code of Conduct applies on all Great Oaks buses.** Students are expected to uphold the code of conduct and be respectful to fellow students, as well as any adults on the school bus.

## **Bus Infractions:**

### **Incident Consequence**

**1st Offense:** Write up/phone call home.

**2nd Offense:** Write up/phone call home/Mandatory Parent/Guardian Conference

**3rd Offense:** 2-3 day bus suspension and Mandatory Parent/Guardian conference

**4th Offense:** 3-5 day bus suspension Mandatory Parent/Guardian conference and transportation contract.

**5th Offense:** Expulsion from the bus for the remainder of the school year.

The Dean of Students reserves the right to adjust consequences on a case-by-case basis. The family of the student is responsible for the student's transportation during a bus suspension. The bus suspension includes all bus transportation daily, trips and athletics.

## **CULTURE SYSTEMS**

### **Restorative Approach**

All members of a school community bring with them their diverse abilities, interests, viewpoints, family, and cultural backgrounds. These differences can be a source of great energy and strength when members of the community value and respect one another. Using restorative practices to foster positive interpersonal and intergroup relations and address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline.

A restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks the following questions:

- **What happened?**
- **What was the thought process at the time?**
- **What is the thought process now that the incident is in the past?**
- **Who was affected? How?**
- **What can we do to make things right?**

## **Types of Restorative Approaches**

- 1) **Circle Process:** Regular use of restorative circles within the instructional program of a school is a significant prevention and intervention strategy. The circle process enables a group to build relationships and establish understanding and trust, create a sense of community, learn how to make decisions together, develop agreements for the mutual good, resolve difficult issues, etc.
- 2) **Impromptu Restorative Conferences:** Structured, but does not require the elaborate preparation needed for formal conferences.
- 3) **Formal Restorative Conference:** Involves more people, requires more planning and time, and is more structured and complete. Although a formal restorative process might have great impact, the primary goal of the formal restorative conference is to develop the school community and to manage conflict and tensions by repairing harm and building relationships.
- 4) **I-Statements:** Students at GO-WIL are empowered to use language that helps others understand the impact of an action. At GO-WILM we focus on the behavior as opposed to attacking the person behind the behavior.
- 5) **Solving Conflict and the Family Approach:** When used as an intervention measure to address inappropriate student behavior, restorative circles empower community members to take responsibility for the well-being of others; prevent or deal with conflict before it escalates; address underlying factors that lead youth to engage in inappropriate behavior and build resiliency. GO-WIL will use the restorative approach to solve conflicts in the moment. However, sometimes guardians will be called upon to assist in the restorative approach. Family mediation will be held when students persistently do not get along and/or severe conflict has occurred or may occur.

## **Dean Referrals**

Beyond earning deductions for minor/low-level misbehavior, students may earn dean referrals or “level 2’s” for more serious misbehavior. Dean referrals are reserved for student actions that jeopardize the emotional and/or physical safety of a student, a staff member, or the learning environment. At GO-Wilm we empower our teachers to keep all students in class; however, students who are constantly disruptive in the learning environment may be removed with a dean referral.

**Behavior referrals are broken up into three categories:**

- 1) **Student - Staff Incidents:** An incident has occurred either in class or on school grounds where a student has either broken classroom rules, disrupted learning, or violated the emotional/physical well-being of a staff member.

- 2) **Student-Student Incidents:** An incident has occurred between students either in school or off-campus where one or more students have violated the emotional/physical well-being of another student.
- 3) **School Policy Incidents:** An incident has occurred where a student is in direct violation of a school rule, policy, or direction.

### **Behavior Referral Redirections**

If a student receives a dean referral, the guardian will be contacted by a GO-WIL culture team member on the same day of the incident. The student will receive a redirection/next step for the incident. The severity of these redirections will vary based on the incident. Educators must enter referrals before culture team members can process the incident.

- 1) **Corrective Redirection:** The student is held accountable for an action (i.e. lunch detention, after school detention, out-of-school suspension 'OSS', in-school suspension 'ISS', Loss of privilege, alternative placement, etc.).
- 2) **Restorative Redirection:** The student participates in restoring the harm that has been done (i.e. restorative conference, in-person apology, class apology, apology letter, etc.).
- 3) **Logical Redirection:** The student receives a natural result of the action he/she committed (i.e. loss of credit, loss of a privilege, seat change, extra assignment, etc.).

### **Disciplinary Hearing (DH)**

Student and family meet with Dean of Culture and/or Principal or Executive Director and Dean to determine 1 of the 4 possible outcomes:

- 1) Return immediately without restriction and a written reflection.
- 2) Return on contract
- 3) Return after additional suspension on contract
- 4) Recommended for expulsion

### **Interactions with GO-Wilm Faculty and Staff**

- Students should address all GO-Wilm faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable unless otherwise requested by the teacher.
- Students should phrase communications with GO-Wilm faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
- Since our online environment is a learning environment, students should not use inappropriate language or language that they might use in other environments. Students must communicate with teachers in the appropriate manner.
- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with GO-Wilm faculty and staff. These actions are prohibited.
- Students must use a profile picture and video feed background that is appropriate for an educational environment. The GO-Wilm faculty & administration reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile



picture or video feed background will be required to update their settings. Profile pictures should be a headshot of the student only and may not be offensive or inappropriate in any manner.

- Students must use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with Go-Wilm faculty and staff. The GO-Wilm faculty & administration reserve the right to determine if an email address is inappropriate for the educational environment.

### **Interactions with Other Go-Wilm Users**

- All communications with other students enrolled in Go-Wilm must be of a course-related nature. Any sending of unsolicited emails to other Go-Wilm classmates is prohibited.
- All communications with other students in any forum, course-related email, discussion post, etc., must be polite, courteous, and respectful.
- The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of enrollment in our school.
- Do not collaborate with other students (work with) on your GO-Wilm assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents/guardians may not log in to a student account and complete classwork on behalf of the student.
- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other GO-Wilm students. These actions are prohibited.

### **Appropriate Use of the Internet**

- GO-Wilm students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
- In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation in which point a consequence will be determined by our culture team & administration.
- Any student that violates this policy will be subject to disciplinary action which could/may result in removal from GO-Wilm virtual environment, as well as other disciplinary or legal action.

### **Disciplinary Action**

Violations to the GO-Wilm Student Code of Conduct will initiate the following procedure:

- Upon the violation, the teacher will complete and submit the GO-Wilm referral form. This action will alert the Dean of Students.
- The teacher and Dean Of student will notify the student & parent/guardian that the student has violated the SCC.
- Based on the report, the Dean of Students will determine what, if any, disciplinary action must be taken. A violation of the Go-Wilm SCC will result in a disciplinary action and may result in a temporary withdrawal of the student in the GO-Wilm virtual class or removal of the student from the GO-Wilm program.

## DEFINITION OF DISCRIMINATION

This includes the use of race, color, creed, national origin, religion, gender, sex, sexual orientation, or disability as a basis for treating another person in a negative manner.

## BULLYING POLICY

The law requires each school district to have a policy that:

1. Forbids Bullying
2. Forbids Retaliation against those who report bullying
3. Defines Bullying:
  - a. Intentional
    - Physical, verbal, or electronic
    - Towards student, school employee, or school volunteer
    - Reasonable person knows it will have the following effect:
      - i. Reasonable fear...substantial harm...physical, emotional, or to property
      - ii. Pervasiveness, persistence, or power differential makes hostile educational environment
      - iii. Interfering with a safe environment for student
    - iv. Coercing others to cause above harms
4. Requires each school district to adopt a school-wide bullying prevention program
5. Requires each school to create a coordinating committee
6. Requires schools to review and supervise non-classroom areas
7. Sets forth reporting requirements and investigative procedures
8. Requires report to DE DOE all confirmed bullying incidents
9. Sets forth appropriate range of consequences for Bullying
10. Sets forth procedures for notification to student/caregiver for information on bullying activity
11. Is implemented all year

## DUE PROCESS

### Disciplinary Hearings

Disciplinary hearings serve as “informal hearings”. Disciplinary hearings are designed to bring forth all relevant information regarding disciplinary and academic problems facing the student. Disciplinary hearings also provide an opportunity for students, their parents/guardians, and school officials to discuss the incident involving the student and strategies for avoiding future problems.

The outcomes of such a hearing may include:

- additional days of suspension (up to 10 days) and a behavior contract for the student illustrating the full range of possible consequences, including expulsion.
- an invitation to rejoin the community with mandatory or voluntary disciplinary and/or academic intervention
- a transfer to a disciplinary placement or alternative placement; and

- a recommendation to the Board for expulsion, which would result in the mandatory attendance of the student and parent/guardian at a formal expulsion hearing. See “Expulsion” below for further information.

Steps to ensure due process include:

- notifying parents/guardians in writing regarding the reasons for the hearing
- providing parents/guardians with sufficient notice of time and place for the hearing
- providing a student with the right to question any witnesses present at the hearing and to produce witnesses on their own behalf; and
- allowing for the review of teacher narratives, grades, attendance, and disciplinary records during the hearing.

## **In-School Suspensions**

Students may be assigned in-school suspensions as a result of disciplinary action. The process will be as follows:

1st offense

- Serve a 1 period of in school suspension during 4th period.

2nd offense

- Serve a half day of in school suspension 5th through 7th period on a Wednesday.

3rd offense

- Serve a full day of in school suspension on Wednesday.

Due process includes the following steps.

- Students will be informed of the reasons for the in-school suspension and given an opportunity to respond before the in-school suspension becomes effective.
- Parents/guardians will be informed of the in-school suspension.
- When a student has received 4 in-school suspension, a disciplinary hearing with the Principal/Lead Dean shall be offered to the student and the student’s parents/guardians.

## **Suspensions**

A suspension is a student’s exclusion from school for a period of one (1) to no more than ten (10) consecutive school days. Suspensions may be assigned by a member of the Culture Team. Students have the responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within Board-determined guidelines. Due process includes the following steps.

- Prior to a suspension, the student must be informed of the reasons for the suspension and given an opportunity to respond, with the exception of circumstances which pose a threat to the health, safety, and/or welfare of the school community.
- When the student is suspended, the parent/guardian shall be notified immediately in writing.

- When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity to participate in an informal hearing (“disciplinary hearing”). The school shall offer to hold the informal hearing within the first five (5) days of the suspension, and notice of the hearing will be given to the parent/guardian. Disciplinary hearings enable the student to explain the circumstances surrounding the event for which the student is being suspended or to show why they should not be suspended. All relevant information regarding the event for which the student may be suspended will be presented, and the school and parents/guardians will discuss strategies for avoiding future offenses. At the hearing, the student has the right to question any witnesses present and to speak and produce witnesses on their own behalf.

## **EXPULSION**

An expulsion is exclusion from school by the leadership team for a period exceeding ten (10) consecutive school days and may result in permanent expulsion from the school rolls. Since an education is a statutory right, students shall be afforded due process if they are to be excluded from school. A team decision is required to expel a student. To ensure a fair team hearing, GO-Wilm Leadership team has designated Team Hearing Examiners to represent GO-Wilm in discipline matters. Hearing Examiners make a recommendation to the team. The Team ultimately decides whether a student will be expelled. Due process includes the following steps.

- Expulsions require a prior formal hearing (see below).
- Students shall be suspended from school prior to the hearing and decision of the Team for a period of up to ten (10) consecutive days. The student shall be placed in their regular class after the ten (10) days except if it is determined, after an informal hearing, that a student’s presence in their regular class would constitute a threat to the health, safety, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension.
- A student may not be excluded from school for longer than fifteen (15) consecutive school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with an alternative education, which may include home study.

## **Expulsion Hearing Requirements**

A formal hearing is required in all expulsion actions. The hearing is conducted by an appointed Hearing Examiner by the Team. The Hearing Examiner solicits evidence from the school, the student, and parents/guardians to gather the facts surrounding each incident. Based on these facts, the Hearing Examiner writes a report. The report states whether the student has violated the Disciplinary Code of Conduct and recommends a disciplinary outcome for the student, ranging from a dismissal of the case to a permanent expulsion.

The report is presented to the Leadership team at its next meeting. The Team has the power to adopt, modify, or reject the report made by the Hearing Examiner. A majority vote of the Team confirming the recommendation of the Expulsion Hearing is required to expel a student.

Parents/guardians will be notified once the Team has made its decision, informed of the legal right to appeal at that time, and informed of any timelines governing such appeal.

The following due process requirements shall be observed.

- Notification of the charges shall be sent to the student’s parents/guardians by certified mail.

- At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, including hearing procedures and notice that legal counsel may represent the student, shall be included with the notice. The student may request the rescheduling of the hearing when they demonstrate good cause for an extension.
- The hearing shall be held in private unless the student or parents/guardians request a public hearing.
- The student may be represented by counsel, at the expense of the parents/guardians, and may request that parents/guardians attend the hearing.
- The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses. The student also has the right to request that the witnesses appear in person and answer questions or be cross-examined. Additionally, the student has the right to testify and present witnesses on their own behalf.
- A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- The proceeding shall be held within fifteen (15) school days of the notification of charges unless mutually agreed upon by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - laboratory reports are needed from law enforcement agencies;
  - evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals with Disabilities Education Act; and
  - delay is necessary due to the condition or best interests of the victim in court cases involving sexual assault or serious bodily injury.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

**If Expelled:** Students who are under seventeen (17) years of age are still subject to the compulsory school attendance law following an expulsion and shall be provided an education. The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, tutorial or correspondence study, or another educational program approved by the Principal. Within thirty (30) days of action by the governing board, the parents/guardians shall submit to GO-Wim written evidence that the required education is being provided as described above or that they are unable to do so. If the parents/guardians are unable to provide the required education, GO-Wilm shall, within ten (10) days of receipt of the notification, make a provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act. In the case of non-compliance with the approved educational program, GO-Wilm may take action in accordance to ensure that the child will receive a proper education.

### **Students with Disabilities or Section 504 Services and Disciplinary Actions**

Students who have been identified as eligible for special education services and/or Section 504 services have additional protections within the student discipline process.

Prior to a Disciplinary Change of Placement for a student with a disability, the IEP team must conduct a Manifestation Determination Meeting. The general purpose of the manifestation determination review is for the IEP team to determine whether the behavior for which the child is being disciplined is directly related to their disability or if the school failed to implement the student's IEP. If it is related or if they did fail to implement the IEP, then the school cannot proceed with the proposed disciplinary change of placement.

A disciplinary change of placement occurs if:

- the school removes the student from their educational placement for more than ten (10) school days; or
- the school moves the student to a Disciplinary School; or
- the school expels the student.

The school can remove the student from their educational placement for up to ten (10) days without having to hold a manifestation determination review. During these first ten (10) days, the school does not have to provide the student with regular education or special education and related services unless it would provide those services to a non-disabled student in the same situation.

Additionally, under very specific conditions (weapons, illicit substances, or serious bodily harm), the school may unilaterally remove a student for up to forty-five (45) days.

## DEFINITIONS

### DEFINITIONS OF TERMS FOR DISCIPLINARY ACTION

***Behavioral Contract:*** A written agreement among a student, the student's parent/guardian, and an administrator, which specifically states the conditions that, unless met, will result in further disciplinary action and possibly a recommendation for expulsion/ due process.

***Denial of Bus Transportation:*** The temporary or permanent loss of bus transportation for failure to follow the Bus Safety Rules and bus regulations. A school administrator or designee is responsible for issuing bus suspensions. During the denial of school bus transportation, parents/guardians are responsible for transporting the student to school.

***Detention:*** An established time when a student is detained in a supervised area.

***Disciplinary Probation:*** A condition whereby a student must fulfill specific commitments and/or be denied certain privileges until behavior improves.

***Disciplinary Hearing (DH):*** A formal discipline hearing held at the district level by the Director of School Culture or designee. These hearings are held when a student commits an offense or offenses that may result in expulsion.

***Exclusion:*** Including but not limited to temporary removal from a school event or activity (e.g., sporting events, school activities, club participation).

***Expulsion:*** The exclusion of a student from his/her regular school program for a period determined by the GO-Wilm not to exceed 180 school days. A student who is expelled shall be denied attendance at any school or facility except students who have been expelled from their regular school program and are placed in an alternative school/program facility.

***Mandatory Parent/Guardian Conference (MPC):*** A formal discussion in-person after multiple offenses or as determined by the Dean of students/designee.

**Manifestation Determination Disciplinary Hearing (MDDH):** A formal discipline hearing held for students with specialized services at the district level by the Director of School Culture, Dean of Specialized Services or designee. These hearings are held when a student determines if offense or offenses that may result in expulsion as not being a manifestation of their IEP.

**Out of School Suspension (OSS):** The temporary removal of a student from school and/or activities for a period of time. Work Assignment: An assigned task that must be completed by the student.

**Parent/Guardian Contact:** A verbal and/or written communication with a parent/guardian.

**Readmission Conference:** A required conference in conjunction with each suspension in a format mutually agreeable to the administration and parent/guardian.

**Referral to Alternative Program:** A recommendation of a student to be placed in a program outside of the school setting.

**Removal from Class:** The removal of a student from class for a period of time when the student's conduct is disruptive and reasonable efforts to resolve were unsuccessful. The student must be sent to a supervised area designated by the administrator.

**Reprimand:** A verbal or written warning of unacceptable behavior.

**School/ Agency Counseling:** A process which takes place in a one-to-one or a small group setting between student(s) and a qualified professional(s).

## **UNIFORM DEFINITIONS FOR STUDENT CONDUCT**

The following definitions shall be used whenever a school district or charter school uses such conduct as a basis for alternative placement or expulsion of a student:

**Abusive language (S0301):** a harsh, violent, profane or derogatory language which would demean the dignity of an individual and which shall also include profanity and racial, ethnic or sexist slurs.

**Arson:** A person recklessly or intentionally damages a building by intentionally starting a fire or causing an explosion.

**Assault III(C0201):** (1) A person intentionally or recklessly causes physical injury to another person; or (2) With criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or a Dangerous Instrument.

**Attorney General's Report (Juvenile Arrest Warrant and Complaint):** The Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety and welfare of others, including, but not limited to acts of violence, weapons offenses, and Drug offenses.

**Bullying(D0701):** Any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear

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

**Burglary (C0135, C0130):** Unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets and vehicles with the intention of committing a criminal offense.

**Careless and Reckless Behavior (S0107):** Unintentional behavior that threatens to or cause injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.

**Cheating/Plagiarism (S0141):** Fraudulent deception in preparing or presenting course work or class assignments as a student's own work when it is not. This includes but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, (4) presenting quotations, words, or ideas without proper references or credit (plagiarism), or (5) using work from any other source (e.g., AI-generated text) without appropriate citations.

**Criminal Drug Offense, Commission of:** The Commission by a student of the unlawful Possession, Distribution, or use of Alcohol, a Drug, a Drug-Like Substance, and/or Drug Paraphernalia.

**Criminal Deadly Weapons/Dangerous Instrument, Possession of:** The Commission by a student of an offense prohibited by 11 Del.C. §§1442–1458 inclusive. 11 Del. C. §1457(j)(5). § 1457 Possession of a weapon in a Safe School and Recreation Zone; class D, E, or F felony; class A or B misdemeanor. (j) The penalty for possession of a weapon in a Safe School and Recreation Zone shall be: (5) In the event that an elementary or secondary school student possesses a firearm or other deadly weapon in a Safe School and Recreation Zone in addition to any other penalties contained in this section, the student shall be expelled by the local school board or charter school board of directors for a period of not less than 180 days unless otherwise provided for in federal or state law. The local school board or charter school board of directors may, on a case by case basis, modify the terms of the expulsion.

**Criminal Mischief (Vandalism) (D0301):** A student, in the school environment, intentionally or recklessly: (1) damages tangible property of another person or entity; or (2) tampers with tangible property of another person so as to endanger person or property. If damages result in repair valued at \$50.00 or more, the student is responsible for the cost.

**Criminal Sexual Offense, Commission of:** The Commission by a student of an offense prohibited by 11 Del.C. §§763 through 780, inclusive, or §§1108 through 112A, inclusive, or §1352(2) or §1353.

**Cyberbullying:** The use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be



directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

**Dangerous Instrument(s), Possession, Concealment, Sale of:** The unauthorized Possession/ concealment/ sale by a student in the School Environment of any instrument, article or substance which is readily capable of causing serious physical injury or death.

**Deadly Weapon(s), Possession, Concealment, Sale of:** The Possession, concealment, or sale of a Deadly Weapon in the School Environment.

**Defiance (S0081, S0201, S0211, S0221, S0231):** A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action.

**Disorderly Conduct:** Conduct in the School Environment which causes public inconvenience, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing, abusive language to any person present.

**DISRUPTION OF THE EDUCATIONAL PROCESS (S0091):** Behavior that produces distractions, frictions, or disturbances that seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class or any school activity or the orderly operation of the school.

**Drugs and/or Alcohol and/or Drug Paraphernalia, Distribution of:** The sale, transfer, or Distribution in school, on school property, or on school field trip of Drugs or Alcohol.

**Drug and/or Alcohol and/or Drug Paraphernalia, Use and/or Possession of:** In the School Environment, a student unlawfully Possesses, Uses or is under the influence of Alcohol, a Drug, Drug Paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia.

**EXTORTION (C0141):** To obtain or attempt to obtain money, goods, services, or information from another by force or the threat of force.

**FAILURE TO SERVE DETENTION (S0221):** Detentions are required time obligations to be served during lunch or after school with the dean/teacher. The student is obligated to serve unless properly excused by the person who assigned the detention.

**Felony Theft (\$1,500 or more):** (1) When a person takes, exercises control over or obtains property of another person intending to deprive that person of it or appropriate it; or (2) When a person, in any capacity, legally receives, takes, exercises control over or obtains property of another which is the subject of Theft, and fraudulently converts the property to the person's own use. The Theft is considered a felony when the value of the property received, retained, or disposed of is \$1,500 or more or the victim is 62 years of age or older, or an "adult who is impaired" as defined in § 3902(2) of Title 31, or a "person with a disability" as defined in § 3901(a)(2) of Title 12.

**Fighting (D1101):** Any aggressive physical altercation between two or more individuals. Gambling: Participation in games of chance for money or other things of value.

**FORGERY (S0321, S0322):** Falsely or fraudulently signing or altering a document such as hall pass, early dismissal note, progress report, absence excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others.

**INFLAMMATORY ACTIONS / HARASSMENT / HAZING (S0104 (DISRESPECT OR INAPPROPRIATE BEHAVIOR TO A STAFF MEMBER) OR S0105 (DISRESPECT OR INAPPROPRIATE BEHAVIOR TO A STUDENT)):** Any actions or statements made with the intent to harass, annoy, or alarm another person which: (1) insults, taunts, or challenges the other person, or (2) is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the actor knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress.

**INSTIGATION (S0302):** Behavior which is likely to incite or produce aggressive or physical conflict between two or more individuals.

**LEAVING SCHOOL WITHOUT AUTHORIZATION (S0051):** Once a student arrives at the school campus, he/she may not leave unless authorized to do so, until the end of the student's scheduled day. The parking lot is off-limits during school hours. Returning to school after leaving without permission may be considered reasonable suspicion to conduct a search.

**Medications, Inappropriate Use or Possession of:** Possessing or using Nonprescription Medication or Prescription Drugs of any type in the School Environment in violation of 14 DE Admin. Code 612.

**Misuse of Technology:** (1) The use of school technology equipment in: (a) Soliciting, using, receiving or sending pornographic or obscene material; or (b) Accessing unauthorized email; or (2) The unauthorized downloading and/or installing of files; or (3) Intentionally damaging technology equipment in the School Environment; or (4) A situation in which a student deliberately: (a) Tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the School Environment resulting in the loss or corruption of information or the ability of the system to operate; or (b) In any way disrupts or degrades the school or GO-Wilm's technology infrastructure.

**Offensive Touching (D0801, D0802):** Intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.

**POSSESSION AND/OR CONCEALING OF WEAPONS (27A, 27B, 27E, 27F):** Possessing or concealing, on school property or on the school bus, articles commonly used or designed to inflict bodily harm or to intimidate other persons, including laser pointers or any object that could shine a laser beam, or using in an aggressive manner articles commonly designated for other purposes. Live ammunition, look-alike weapons, incendiary devices, or explosive items are included in this definition.

**SMOKING/VAPING (D1401):** Display, use, dispensing, or selling of tobacco products, including snuff, chewing tobacco, electronic cigarette(s), or smoking/vaping paraphernalia by all students is prohibited in school buildings, on school grounds, and on school buses at any time.

**TERRORISTIC THREATENING (STUDENT: D0901 OR STAFF: D0902):** \*Consultation with Student Services required

1. A person threatens to cause serious harm or injury to person or property; or

2. A person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury.

**SEVERE CLAUSE, SECURITY/SAFETY THREAT:** When a person makes a false statement or statements: (1) knowing that the statement or statements are likely to cause evacuation in the school environment; (2) knowing that the statement or statements are likely to cause serious inconvenience in the school environment; (3) in reckless disregard of the risk of causing terror or serious inconvenience in the school environment; or (4) a person threatens to commit any crime likely to result in death or in serious injury to person or property.

## Unacceptable Behavior & Corrective Disciplinary Consequences

### Level One

<p><b>CHEATING/PLAGIARISM (S0141):</b>  Fraudulent deception in preparing or presenting course work or class assignments as a student's own work when it is not. This includes but is not limited to: (1) copying another student's work, (2) unauthorized use of notes or sharing answers during a test, (3) presenting another person's work as one's own, (4) presenting quotations, words, or ideas without proper references or credit (plagiarism), or (5) using work from any other source (e.g., AI-generated text) without appropriate citations.</p>	
<p><b>Consequences:</b>  1st offense</p> <ul style="list-style-type: none"> <li>● Parent/guardian notification</li> <li>● Documented Warning</li> <li>● Redo assignment/test</li> </ul>	<p>3rd offense</p> <ul style="list-style-type: none"> <li>● ISS</li> <li>● Parent/guardian notification</li> </ul>
<p>2nd offense</p> <ul style="list-style-type: none"> <li>● Zero for test/assignment</li> <li>● Parent/guardian notification</li> </ul>	<p>4+ offenses</p> <ul style="list-style-type: none"> <li>● Mandatory Parent Meeting</li> </ul>

<p><b>CLASS DISRUPTION</b>  A student who disrupts a lesson will be in violation of the Code of Conduct. These violations may include, but are not limited to: calling out, making inappropriate noises, using distracting items (laser pointers, flipping bottles, etc.). Items are subject to confiscation and refusing to hand the item(s) over will escalate the consequence of this infraction.</p>	
<p><b>Consequences:</b>  1st offense</p> <ul style="list-style-type: none"> <li>● Contact home</li> </ul>	<p>3rd offense</p> <ul style="list-style-type: none"> <li>● Lunch detention</li> <li>● Phone call to parent/guardian</li> </ul>

2nd offense <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Phone call to parent/guardian</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• Phone call to parent/guardian</li> <li>• ISS</li> </ul>
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### CLASS CUTTING AND/OR LOITERING

A student who is out of class for 10 or more minutes without explicit permission to be so, will be in violation of the Code of Conduct. This includes, but is not limited to, students who get permission to go to the bathroom but remain out of class for 10 or more minutes. Students who get permission to leave class to visit another staff member (e.g. school nurse, school counselor) are permitted to be out of class for more than 10 minutes granted they are with that other staff member. A student who is in an unauthorized location is considered to be loitering

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Parent Notification</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Mandatory Parent Conference</li> <li>• ISS</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Parent Notification</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• 1 day OSS</li> <li>• Mandatory Parent Conference</li> </ul>

### CELL PHONE USE (UNAUTHORIZED)

A student who uses their cell phone (or equivalent) without permission will be in violation of the Code of Conduct.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Phone call home</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Phone call home</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• Cell Phone confiscated</li> <li>• Phone call home</li> </ul>	4th+ offenses <ul style="list-style-type: none"> <li>• ISS</li> <li>• Phone call and Email notification to Parent</li> </ul>

### DISRUPTION OF THE EDUCATIONAL PROCESS (S0091):

Behavior that produces distractions, frictions, or disturbances that seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class or any school activity or the orderly operation of the school.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Contact home</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Mandatory Parent Conference</li> <li>• Suspension of all school events</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Mandatory Parent Conference</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• ISS</li> <li>• Mandatory Parent Conference</li> <li>• Suspension of all school events</li> </ul>

### LATE TO CLASS

A student who is late two or more times in a week to any of their classes will be in violation of the Code of Conduct.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Contact home</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Lunch Detention</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• Lunch detention</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• ISS</li> </ul>

**FAILURE TO SERVE DETENTION**

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• Reassigned</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Mandatory Parent Conference</li> <li>• Suspension of all school events</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• In School Suspension</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• Mandatory Parent Conference</li> <li>• Out of School Suspension</li> </ul>

**Level 2**

**IMPROPER USE of TECHNOLOGY**

The use of school technology equipment:

- Soliciting, using receiving or sending pornographic or obscene material
- Accessing unauthorized email
- The unauthorized downloading and/or installing of file
- Intentionally damaging technology equipment in the school environment; or in any way student deliberately
- A situation in which tampers with damages, alters, accesses, crashes or corrupts the computer/communications system in the school environment resulting in the loss or corruption of information or the ability of the system to operate; or
- In any way disrupts or degrades the school or district's technology infrastructure.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Mandatory Parent Conference</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• Suspend use privilege</li> </ul>	4 offense <ul style="list-style-type: none"> <li>• In School suspension</li> </ul>

**POSSESSION, USE OR SALE OF TOBACCO/ OR RELATED ITEMS (i.e. lighters or matches)**  
 A student has on the students person, in the students belongings or under the students reasonable control prohibited items or substances.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Confiscation of items</li> <li>• Parent notification</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• 2 day OSS</li> <li>• Referral to Discipline Committee</li> </ul>
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	<ul style="list-style-type: none"> <li>• Mandatory parent conference</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• 1 day of OSS</li> <li>• Mandatory parent conference</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• 3 day OSS</li> <li>• Review board for alternative placement</li> <li>• Mandatory parent conference</li> </ul>

**INSTIGATION**  
 Any student who hinders an investigation, this also includes any student who aids, is involved with planning, or helps another student in any way in an act which violates the code of conduct.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Detention</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• 1-3 day OSS</li> <li>• Behavior Contract</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• 1 day of OSS</li> <li>• Mandatory parent conference</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• Referral to SST Team</li> <li>• Cancellation of school privileges</li> </ul>

**DEFIANCE**  
 A verbal or non verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and refusal to comply with disciplinary actions; or verbal or nonverbal display of disrespect and/or uncivil behavior toward school personal that causes a disruption

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Parent notification</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• After School Detention</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>○ Admin conferencing</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• Mandatory Parent Meeting</li> <li>• Referral to SST for Problem Solving</li> </ul>

**LEAVING SCHOOL GROUNDS**  
 Leaving school without permission but returns to campus

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• 1 day OSS</li> <li>• Mandatory Parent Conference upon return</li> </ul>	3rd offense <ul style="list-style-type: none"> <li>• 3 day OSS</li> <li>• Mandatory Parent Conference</li> </ul>
2nd offense <ul style="list-style-type: none"> <li>• 1 day OSS</li> <li>• Mandatory Parent Conference</li> <li>• Behavior Contract</li> </ul>	

## Level 3

### ARSON

Shall mean a person recklessly or intentionally starting a fire or causing an explosion

#### Consequences:

- 10+ Days OSS Referral to Discipline Team
- Mandatory Parent Conference
- Notification of SRO
- Referral for Counseling
- Referral for Expulsion

### ASSAULT/BATTERY

#### Assault I shall mean;

- The person intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument
- The person intentionally disfigures another person seriously and permanently of a person's body.

#### Assault II shall mean

- The person recklessly or intentionally causes serious physical injury to another person
- The person recklessly or intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument.

#### Assault III shall mean

- The person recklessly or intentionally causes serious physical injury to another person
- With criminal negligence the person causes physical injury to another person by means of a deadly weapon or dangerous instrument.

#### Consequences:

- Parent Notification
- Notification of SRO
- DOE eschool incident report filed as required by law

### ALCOHOL POSSESSION/USE

A student in possession of any alcohol will be in violation of the Code of Conduct.

#### Consequences:

##### 1st offense

- 1+ day of OSS
- Mandatory Parent Conference
- Notification of SRO

##### 3rd offense

- 3 day OSS
- Behavior contract
- Mandatory Parent Conference
- Notification of SRO

##### 2nd offense

- 1+ day of OSS
- Mandatory Parent Conference
- Referral to Counseling
- Notification of SRO

##### 4+ offenses

- Referral to Discipline Committee
- Mandatory Parent Conference
- Notification of SRO

### OFFENSIVE TOUCHING - Employee Victim

Intentionally touching a staff member with a part of his or her body or with any instrument, knowing that he person is thereby likely to cause offense or alarm to such other person  
 Intentionally striking another person with any body fluid knowing that the person is thereby likely to cause offense or harm to such other person.

**Consequences:**

1st offense

- 3 day of OSS
- Mandatory Parent Conference
- Cancellation of school events
- DOE report filed

3rd offense

- 5+ Day OSS
- Referral to Discipline Committee for Alternative placement consideration
- Mandatory Parent Conference
- DOE report filed

2nd offense

- 3-5 day of OSS Pending Investigation
- Mandatory Parent Conference
- Referral to Counseling
- Behavior Contract
- DOE report filed

**OFFENSIVE TOUCHING - Student Victim**

Intentionally touching another student with a part of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person. Intentionally striking another person with any body fluid knowing that the person is thereby likely to cause offense or harm to such other person.

**Consequences:**

1st offense

- 1-2 day of OSS
- Mandatory Parent Conference
- Cancellation of school events
- DOE report filed

3rd offense

- 5+ Day OSS Referral to Discipline Committee for Alternative placement consideration
- Mandatory Parent Conference

2nd offense

- 2-5 day of OSS Pending Investigation
- Mandatory Parent Conference
- Referral to Counseling
- Behavior Contract

**ASSAULTING/THREATENING MEMBERS OF THE SCHOOL COMMUNITY**

unwelcome or harmful touching towards staff

**Consequences:**

1st offense

- 1-2 day of OSS
- Mandatory Parent Conference
- Cancellation of school events
- DOE report filed
- Notification of SRO

3rd offense

- Referral to Discipline Committee for Alternative placement consideration
- Mandatory Parent Conference
- Notification of SRO

2nd offense



<ul style="list-style-type: none"> <li>• 2-5 day of OSS Pending Investigation</li> <li>• Mandatory Parent Conference</li> <li>• Referral to Counseling</li> <li>• Behavior Contract</li> <li>• Notification of SRO</li> </ul>	
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**POSSESSING A DANGEROUS WEAPON**  
including but not limited to a knife or a gun

<p><b>Consequences:</b> 1st offense</p> <ul style="list-style-type: none"> <li>• 3 day of OSS</li> <li>• Mandatory Parent Conference,</li> <li>• Cancellation of school events;</li> <li>• Notification of SRO</li> </ul>	<p>3rd offense</p> <ul style="list-style-type: none"> <li>• Referral to Discipline Committee for Alternative placement consideration/Expulsion</li> <li>• Mandatory Parent Conference</li> <li>• Notification of SRO</li> </ul>
<p>2nd offense</p> <ul style="list-style-type: none"> <li>• 5 day of OSS Pending Investigation</li> <li>• Mandatory Parent Conference</li> <li>• Referral to Counseling</li> <li>• Behavior Contract</li> <li>• Notification of SRO</li> </ul>	

**SEXUAL MISCONDUCT**  
A consensual sexual act between two individuals within the school environment.

<p><b>Consequences:</b> 1st offense</p> <ul style="list-style-type: none"> <li>• 3 day of OSS</li> <li>• Mandatory Parent Conference</li> <li>• Cancellation of school events</li> <li>• DOE report filed</li> <li>• Notification of SRO</li> </ul>	<p>3rd offense</p> <ul style="list-style-type: none"> <li>• Referral to Discipline Committee for Alternative placement consideration</li> <li>• Notification of SRO</li> </ul>
<p>2nd offense</p> <ul style="list-style-type: none"> <li>• 5 day of OSS Pending Investigation</li> <li>• Referral to Counseling</li> <li>• Behavior Contract</li> <li>• Notification of SRO</li> </ul>	

**FIGHTING**  
Any aggressive physical altercation between two or more individuals that occur within the school zone.

<p><b>Consequences:</b> 1st offense</p> <ul style="list-style-type: none"> <li>• 2 -5 days of OSS</li> <li>• Restorative conference</li> </ul>	<p>3rd offense</p> <ul style="list-style-type: none"> <li>• Referral to discipline committee</li> <li>• 3 - 5 day OSS</li> <li>• Mandatory parent conference</li> </ul>
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2nd offense <ul style="list-style-type: none"> <li>• 3 - 5 day OSS</li> <li>• Mandatory Parent Conference</li> <li>• Safety Contract</li> </ul>	4+ offenses <ul style="list-style-type: none"> <li>• Review board for expulsion</li> <li>• Police Notification (if necessary)</li> <li>• Referral to SAP for Problem Solving</li> <li>• Cancellation of privileges</li> </ul>
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**SEXUAL ASSAULT**  
Any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition is 763 of title 11; sexual contact as defined in 761(f) of title 11; sexual intercourse as defined in 761(g) of title 11; sexual penetration as defined in 7619i0 of title 11 and child sexual abuse as defined in 901 of title 10.

<b>Consequences:</b> 1st Offense: <ul style="list-style-type: none"> <li>• 3-5 day OSS Pending Investigation</li> <li>• Mandatory Parent Conference</li> <li>• Notification of SRO</li> </ul>	<b>Violation of Severe Cause:</b> Police Notification DOE incident report filed
2nd Offense <ul style="list-style-type: none"> <li>• Alternative Placement Referral</li> <li>• Mandatory Parent Conference</li> <li>• Notification of SRO</li> </ul>	

**BULLYING and CYBERBULLYING**  
An intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of;

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

<b>Consequences:</b> 1st offense: <ul style="list-style-type: none"> <li>• 1-2 day OSS</li> <li>• Mandatory parent conference</li> <li>• Counseling referral</li> </ul>	2nd offense <ul style="list-style-type: none"> <li>• 2-3 day OSS</li> <li>• Notification of SRO</li> <li>• Referral to discipline committee</li> <li>• DOE filed report</li> </ul>
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**SMOKING/VAPING (D1401):**  
Display, use, dispensing, or selling of tobacco products, including snuff, chewing tobacco, electronic cigarette(s), or smoking/vaping paraphernalia by all students is prohibited in school buildings, on school grounds, and on school buses at any time.

<b>Consequences:</b> 1st offense <ul style="list-style-type: none"> <li>• Detention</li> </ul>	2nd Offense <ul style="list-style-type: none"> <li>• Detention</li> </ul>
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<ul style="list-style-type: none"> <li>• Denial of Privileges</li> <li>• Removal From Class</li> <li>• In-School Suspension</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Denial of Privileges</li> <li>• In/Out of School Suspension</li> <li>• SRO Notification</li> <li>• Parent Conference</li> </ul>
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By signing the Statement of Understanding students and parents/guardians are made responsible for being well versed in our discipline procedures.

***As an important stakeholder at Great Oaks Charter School Wilmington, I acknowledge that I will adhere to the expectations outlined in this Culture Student Code of Conduct and understand the measures of redirection outlined could result in a number of outcomes. By signing this I agree to uphold these expectations:***

Student Name (Please Print) \_\_\_\_\_

Student Signature/ Date \_\_\_\_\_

Parent Name (Please Print) \_\_\_\_\_

Parent Signature/Date \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Grade Level \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Culture Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In order to assure the school staff that all concerned persons are familiar with the information in this student/parent handbook, we ask that each student share this handbook with their parents/guardians. Parents/guardians and students are required to indicate with their signatures below that a copy has been received and read thoroughly. *(Please sign, remove from the book, and return to the front office.)*