



BASSE

Bryan Allen Stevenson School of Excellence Board Meeting

Published on August 18, 2024 at 4:35 PM EDT

Date and Time

Monday August 26, 2024 at 6:00 PM EDT

Meetings of the Bryan Allen Stevenson School of Excellence will take place on line at the following link:

<https://us02web.zoom.us/j/88235300893?pwd=REZsKzRLbStVeklORXJ6YWE1K0JaQT09>

As necessary participants can meet in person at 20346 Ennis Street Georgetown, DE 19947 to join the online meeting.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Teresa Berry	1 m
B. Call the Meeting to Order		Teresa Berry	1 m
C. Approve Minutes from	Vote	Teresa Berry	1 m
II. Board Chair Report			6:03 PM
A. DE Charter Schools Network	FYI	Teresa Berry	1 m

	Purpose	Presenter	Time
B. Potential New Board Members	Vote	Teresa Berry	15 m

We will hear from individuals interested in serving on the Board as follows:

- Lizzie Golob, Parent representative
- Stephen Hailey, Potential Board Member
- Vote

Additionally, there are individuals interested in serving as Ad Hoc members of the Board as follows:

- Kimeu Boynton
- Thea Stewart
- Terrance Suite
- Cheryl Vauls
- For discussion only

C. Renewed Staff Contracts 2024-2025	Vote	Teresa Berry	3 m
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There have been some minor adjustments--salary increases--to the the contracts for 2024-2025 school year for our staff, as reviewed.

D. BASSE Attorney	Vote	Teresa Berry	5 m
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Jim Taylor is being put forward as the attorney for the Bryan Allen Stevenson School of Excellence. Mr. Taylor has extensive experience working with public charter schools in Delaware.

E. Board Referene Guide	FYI		5 m
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We have created the Board Reference Guide, previously reviewed, to more clearly articulate Board responsibilities and how we will operate moving forward. Are there any questions about the Board Reference Guide?

III. Public Comment 6:32 PM

A. Guidelines for Public Comment	FYI	Katherine Cauley	2 m
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The following guidelines will be in place moving forward related to Public Comment in a Board meeting.

A person wishing to make a public comment must complete an online request at least five business days prior to a meeting in which the subject matter and a 100 word summary of the public comment are provided. During any one Board meeting no

	Purpose	Presenter	Time
more than five public comments will be heard, and each individual public comment will last no longer than three minutes.			

IV. Head of School Report 6:34 PM

A. Enrollment	FYI	Chantalle Ashford	5 m
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V. Operations Report 6:39 PM

A. Updates	FYI	Crystal Timmons-Bryant	5 m
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VI. Committee Reports 6:44 PM

A. Community Outreach No report at this time.	FYI	Amy Shepherd	
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B. Development Committee Report No report at this time.	FYI	Katherine Cauley	
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C. Education Committee Report No report at this time.	FYI	Denise Snyder	
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D. Land and Construction Committee Report Please see Operations Report above.	FYI	Teresa Berry	
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E. Finance Committee Report	FYI	Jeffrey Fried	5 m
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F. Governance Committee Report	Vote	Karen Higgins	15 m
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VII. Old Business

VIII. Closing Items 7:04 PM

A. Adjourn Meeting	Vote		3 m
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Coversheet

Finance Committee Report

Section: VI. Committee Reports
Item: E. Finance Committee Report
Purpose: FYI
Submitted by:
Related Material: BASSE Budget FY25-250 Enrollment 8.14.24 (1).pdf
BASSE Financial Report 7.31.24.pdf
BASSE Web Report 7.31.24.pdf

BASSE
Preliminary Budget
July 2023 through June 2024

**FY24 Preliminary
 Budget 250
 Enrollment**

Jul '23 -Jun 24

ENROLLMENT 150

Income

CHARGES TO SCHOOL DISTRICTS	672,972
EARNINGS ON CASH AND INVESTMENT	4,800
FEDERAL FUNDING	772,902
LOCAL FUNDRAISING	450,000
SCHOOL LUNCH FEES	266,760
STATE FUNDING	2,434,731

Total Income **4,602,165**

Expense

CAPITAL OUTLAY	376,058
FACILITIES & MAINTENANCE	257,193
FOOD SERVICE	230,850
INSTRUCTIONAL SUPPORT	3,263,741
TRANSPORTATION	289,000

Total Expense **4,416,842**

Net Income **185,323**

Beginning Fund Balance **\$ 111,494**

Ending Fund Balance **\$ 296,817**

BASSE
Preliminary Budget
July 2024 through June 2025

FY25 Preliminary Budget Enrollment 250	Budget Assumptions
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Income

CHARGES TO SCHOOL DISTRICTS

40005 · Local School District (98000)	\$ 672,972	Per revenue Worksheet
40007 · CSD Settlement (99150)	0	N/A
Total CHARGES TO SCHOOL DISTRICTS	672,972	

EARNINGS ON CASH AND INVESTMENT

48505 · Interest on Deposit	4,800	Based on current year average
Total EARNINGS ON CASH AND INVESTMENT	4,800	

FEDERAL FUNDING

40003 · Federal Entitlements	772,902	CSP Grant Only & Consolidated App
Total FEDERAL FUNDING	772,902	

LOCAL FUNDRAISING

48330 · Donation/Contributions	450,000	Longwood Grant
Total FEDERAL FUNDING	450,000	

SCHOOL LUNCH FEES

48011 · USDA/DOE Meal Reimbursement	266,760	Assume 70% Free, 20% Reduced & 10% Paid. Includes Lunch and Breakfast for 171 days. Based on current reimbursement rates
Total SCHOOL LUNCH FEES	266,760	

STATE FUNDING

40000 · State Appropriation (05213)	2,080,434	Per revenue worksheet
40017 · Charter Transportation (05177)	307,943	Per revenue worksheet
40001 · Tech Block Grant (05235)	5,199	\$327.38 x 15.88 Div I units
40002 · Ed Sustainment (05289)	38,846	\$2446.23 x 15.88 Div I units
40004 · MCI Equipment (10230)	0	Not Eligible in 1st Year
40008 · Erin's Law	308	Per Brook Hughes Estimates
40010 · Curriculum & PD	1,125	Per Brook Hughes Estimates
40018 · Child Safety Awareness (05317)	376	
40023 · Sub Reimburse Family Leave	500	
Total STATE FUNDING	2,434,731	

Total Income

4,602,165

Expense

CAPITAL OUTLAY

57110 · Transportation Equipment	0	
58300 · Building Improvements	376,058	Based on Construction Change Order
Total CAPITAL OUTLAY	376,058	

FACILITIES & MAINTENANCE

55205 · Electric	19,476	Based on current average expense
55206 · Natural Gas	25,717	Based on current average expense
55402 · Rent	182,000	Based on lease agreement
55452 · Insurance	25,000	Based on insurance quote
55507 · Maintenance	5,000	General maintenance
Total FACILITIES & MAINTENANCE	257,193	

FOOD SERVICE

56111 · Food	230,850	\$5.40 for Lunch & Breakfast x 250 student x 171 days
Total FOOD SERVICE	230,850	

INSTRUCTIONAL SUPPORT

51000 · Salaries	1,488,130	Based on Staffing Schedule. Includes summer salary obligation
52000 · OECs	814,187	Based on Staffing Schedule. Includes summer salary obligation
55020 · Legal	10,000	Contingency
55030 · Instructional Services	165,800	Special Education & Language Learner support, substitute teacher & 1 Para
55032 · Related Services	60,530	Contract Psychologist for IEP Evaluations, Speech & OT
55035 · Central Admin Services	54,000	Accounting, HR & Payroll Services
55052 · IT Professional Services	24,000	IT Support
55101 · Postage	1,500	Misc Mailings
55125 · Telecommunication	5,268	Based on DTI billing
55400 · Equipment Rental	11,218	Copier Equipment
55600 · Printing & Binding	2,500	General printing
56000 · Office Supplies	12,628	General admin supplies
56128 · Medical Supplies	5,000	Nurse office supplies
56144 · Computers	86,840	Student Computers
56145 · Computer Supplies	24,840	Staff Computers
56150 · Instructional Supplies	118,585	Curriculum
56157 · Textbooks	70,250	Student textbooks
56950 · Institutional Equipment	306,965	Furniture & phone system
56980 · Training Supplies	1,500	General training supplies
Total INSTRUCTIONAL SUPPORT	3,263,741	

TRANSPORTATION

55036 · Transportation Services	289,000	Based on quotes
Total TRANSPORTATION	289,000	

Total Expense

4,416,842

Net Income

\$ 185,323

Beginning Fund Balance	\$ 111,494
Ending Fund Balance	\$ 296,817

BASSE
Budget vs. Actual Summary
July 30, 2024

Budget Period Elapsed 8%

	July 2024	FY25 Preliminary Budget	\$ Over (Under) Budget	% of Budget
Income				
CHARGES TO SCHOOL DISTRICTS	\$ -	\$ 672,972	\$ (672,972)	0%
EARNINGS ON CASH AND INVESTMENT	137	4,800	(4,663)	3%
FEDERAL FUNDING	348,184	772,902	(424,718)	45%
LOCAL FUNDRAISING	450,000	450,000	-	100%
SCHOOL PROGRAMS	-	-	-	0%
STATE FUNDING	1,008,903	2,434,731	(1,425,828)	41%
Total Income	1,807,224	4,602,165	(2,794,941)	39%
Expense				
CAPITAL OUTLAY				
57110 · Transportations Equipment	\$ -	\$ -	-	0%
58300 · Building Improvement	-	376,058	(376,058)	0%
Total CAPITAL OUTLAY	-	376,058	(376,058)	0%
FACILITIES & MAINTENANCE				
Utilities	2,332	45,193	(42,861)	5%
Rent	30,333	182,000	(151,667)	17%
Insurance	-	25,000	(25,000)	0%
Maintenance/other	-	5,000	(5,000)	0%
Total FACILITIES & MAINTENANCE	32,665	257,193	(224,528)	13%
INSTRUCTIONAL SUPPORT				
Salaries & OECs	22,753	2,302,317	(2,279,564)	1%
Instructional Supplies	24,347	188,835	(164,488)	13%
Computers and Computer Supplies	-	111,680	(111,680)	0%
Instructional Services	-	165,800	(165,800)	0%
Related Services (OT,PT & Psych)	-	60,530	(60,530)	0%
Central Admin Services	4,500	54,000	(49,500)	8%
Printing	-	2,500	(2,500)	0%
Office Supplies	-	14,128	(14,128)	0%
Student Body Activity	-	-	-	0%
Other Instructional Support Expenses	301,523	363,951	(62,428)	83%
Total INSTRUCTIONAL SUPPORT	353,123	3,263,741	(2,910,618)	11%
Total Expense	385,788	4,416,842	(4,031,054)	9%
NET SURPLUS (DEFICIT)	\$ 1,421,436	\$ 185,323	\$ 1,236,113	767%
BEGINNING FUND BALANCE	114,194	114,194		
ENDING FUND BALANCE	\$ 1,535,630	\$ 299,517		

BASSE
Budget vs. Actual Detail
July 30, 2024

Budget Period Elapsed 8%

	Actual				
	July 2024	FY25 Preliminary Budget	\$ Over (Under) Budget	% of Budget	Variance Explanation
Income					
CHARGES TO SCHOOL DISTRICTS					
40005 · Local School District (98000)	\$ -	\$ 672,972	\$ (672,972)	0%	
40007 · CSD Settlement (99150)	-	-	-	0%	
EARNINGS ON CASH AND INVESTEMNT					
48505 · Interest on Deposit	137	4,800	(4,663)	3%	
FEDERAL FUNDING					
40003 · Federal Entitlements	348,184	772,902	(424,718)	45%	
LOCAL FUNDRAISING					
48330 · Donation/Contributions	450,000	450,000	-	100%	
SCHOOL LUNCH FEES					
48011 · USDS/DOE Meal Reimbursement	-	266,760	(266,760)	0%	
Total SCHOOL LUNCH FEES	-	266,760	(266,760)	0%	
STATE FUNDING					
40000 · State Appropriation (05213)	895,643	2,080,434	(1,184,791)	43%	
40001 · Tech Block Grant (05235)	2,128	5,199	(3,071)	41%	
40002 · Ed Sustainment (05289)	15,901	38,846	(22,945)	41%	
40008 · Education Opportunity Grant (05297)	-	308	(308)	0%	
40017 · Charter Transportation (05177)	94,355	307,943	(213,588)	31%	
40018 · Child Safety Awareness (05317)	376	376	-	100%	
40026 · Sub Reimburse Family Leave (05389)	500	500	-	100%	
40031 · Curriculum & PD	-	1,125	(1,125)	0%	
Total STATE FUNDING	1,008,903	2,434,731	(1,425,828)	41%	
Total Income	1,807,224	4,602,165	(2,794,941)	39%	
Expense					
CAPITAL OUTLAY					
57110 · Transportations Equipment	-	-	-	0%	
58300 · Building Improvement	-	376,058	(376,058)	0%	
Total CAPITAL OUTLAY	-	376,058	(376,058)	0%	
FACILITIES & MAINTENANCE					
55205 · Electric	2,332	19,476	(17,144)	12%	
55206 · Natural Gas	-	25,717	(25,717)	0%	
55402 · Rent	30,333	182,000	(151,667)	17%	
55452 · Insurance	-	25,000	(25,000)	0%	
55507 · Maintenance	-	5,000	(5,000)	0%	
56141 · Custodial Supplies	-	-	-	0%	
Total FACILITIES & MAINTENANCE	32,665	257,193	(224,528)	13%	
FOOD SERVICE					
56111 · Food	-	230,850	(230,850)	0%	
Total FOOD SERVICE	-	230,850	(230,850)	0%	
INSTRUCTIONAL SUPPORT					
51000 · Salaries	15,721	1,488,130	(1,472,409)	1%	
52000 · OEC'S	7,032	814,187	(807,155)	1%	
55020 · Legal	-	10,000	(10,000)	0%	
55030 · Instructional Services	-	165,800	(165,800)	0%	
55032 · Related Services (OT,PT & Psych)	-	60,530	(60,530)	0%	
55035 · Central Admin Services	4,500	54,000	(49,500)	8%	
55052 · IT Professional Services	93	24,000	(23,907)	0%	
55101 · Postage	-	1,500	(1,500)	0%	
55125 · Telecommunication	439	5,268	(4,829)	8%	
55400 · Equipment Rental	-	11,218	(11,218)	0%	
55600 · Printing & Binding	-	2,500	(2,500)	0%	
55610 · Advertising	29	-	29	100%	
55631 · Association Dues and Confer Fee	9,500	-	9,500	100%	
56000 · Office Supplies	-	12,628	(12,628)	0%	
56128 · Medical Supplies	-	5,000	(5,000)	0%	
56144 · Computer	-	86,840	(86,840)	0%	
56145 · Computer Supplies	-	24,840	(24,840)	0%	
56150 · Instructional Supplies	24,347	118,585	(94,238)	21%	
56157 · Books & Publications	-	70,250	(70,250)	0%	
56950 · Institutional Equipment	291,462	306,965	(15,503)	95%	
56980 · Training Supplies	-	1,500	(1,500)	0%	
57045 · Technology Equipment	-	-	-	0%	
Total INSTRUCTIONAL SUPPORT	353,123	3,263,741	(2,910,618)	11%	
TRANSPORTATION					
55036 · Transportation Services	-	289,000	(289,000)	0%	
Total TRANSPORTATION	-	289,000	(289,000)	0%	
Total Expense	385,788	4,416,842	(4,031,054)	9%	
NET SURPLUS (DEFICIT)	\$ 1,421,436	\$ 185,323	\$ 1,236,113	767%	
BEGINNING FUND BALANCE	114,194	114,194			
ENDING FUND BALANCE	\$ 1,535,630	\$ 299,517			

REVENUE BUDGET

BASSE
For the 1 Month Ending July, 2024

	Bd Approved Budget	Receipt To Date	% Received	Under (Over) Budget
STATE FUNDS				
1 Operations (05213)	2,080,434	895,643	0.0%	1,184,791
2 Minor Cap	-	-	0.0%	-
3 Other State Funds	354,297	113,260	0.0%	241,037
Total State Funds	2,434,731	1,008,903	0.0%	1,425,828
LOCAL FUNDS (Include Food Services)	672,972	-	0.0%	672,972
FEDERAL FUNDS (Current FY Only)	772,902	348,184	45.0%	424,718
OTHER FUNDS (fundraising-Current FY Only)	721,560	450,137	62.4%	271,423
All Funds Total	4,602,165	1,807,224	39.3%	2,794,941

EXPENDITURE BUDGET

BASSE
For the 1 Month Ending July, 2024

Operating Budget Description	Bd Approved Budget	Encumbrance	Expenditures	Remaining Balance	% Obligated
1 Salaries and Benefits	2,302,317		22,753	2,279,564	1.0%
2 Utilities	45,193		2,332	42,861	100.0%
3 Facility--Lease	182,000	-	30,333	151,667	16.7%
4 Transportation-Student	289,000		-	289,000	0.0%
5 Contractor--Educational	226,330	-	-	226,330	0.0%
6 Contractor-Management Support	54,000	-	4,500	49,500	8.3%
7 Textbooks and Instructional Supplies	305,515	-	24,347	281,168	8.0%
8 Building Maintenance and Custodial Services	5,000	-	-	5,000	100.0%
9 Other Expenses	1,007,487	-	301,523	705,964	29.9%
Total Operating Budget	4,416,842	-	385,788	4,031,054	8.7%
	Budget	Actual			
Surplus (Deficit)	185,323	1,421,436			
Carry Over Funds	114,194	114,194			
Ending Fund Balance	299,517	1,535,630			

REVENUE BUDGET

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For the 1 Month Ending July, 2024

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3 Facility--Lease	182,000	-	30,333	151,667	16.7%
4 Transportation-Student	289,000		-	289,000	0.0%
5 Contractor--Educational	226,330	-	-	226,330	0.0%
6 Contractor-Management Support	54,000	-	4,500	49,500	8.3%
7 Textbooks and Instructional Supplies	305,515	-	24,347	281,168	8.0%
8 Building Maintenance and Custodial Services	5,000	-	-	5,000	100.0%
9 Other Expenses	1,007,487	-	301,523	705,964	29.9%
Total Operating Budget	4,416,842	-	385,788	4,031,054	8.7%
	Budget	Actual			
Surplus (Deficit)	185,323	1,421,436			
Carry Over Funds	114,194	114,194			
Ending Fund Balance	299,517	1,535,630			

Coversheet

Governance Committee Report

Section: VI. Committee Reports
Item: F. Governance Committee Report
Purpose: Vote

Submitted by:

Related Material:

105 - Board and Administrator Gift Policy_Draft.pdf
201 - Compensatory Time_Draft.pdf
202 - Employee Leave Policy_Draft.pdf
203 - Hiring Policy_Draft.pdf
205 - Staff Dress Code_Draft.pdf
206 - Child_Abuse_Reporting and_Training_Policy.pdf
207 - Controlled-Substance Policy_Draft.pdf
208 - Suicide Prevention Policy_Draft.pdf
209 - Suicide Prevention and Training Policy_Draft.pdf
210 - Tobacco and Smoking Policy_Draft.pdf
211 - Appropriate Adult Conduct with Students Policy_Draft.pdf
212 - BASSE Policy for Responding to Adult Sexual Misconduct in Schools_Draft.pdf
213 - Responding to Student Misconduct-TEEN DATING VIOLENCE AND SEXUAL ASSAULT POLICY_Draft.pdf
214 - Workplace Violence Policy_Draft.pdf
215- Respectful Workplace and Anti-Discrimination Policy_Draft.pdf
301 - Asset Capitalization Policy_Draft.pdf
302 - Cash Receipts and Local Funds_Draft.pdf
303 - Fiscal-Management Policy_Draft.pdf
304 - Internal Accounts Policy_Draft.pdf
305 - CBOC_Draft.pdf
501-Attendance-Policy_Draft.pdf
502 - BULLYING PREVENTION AND CYBERBULLYING_DRAFT.pdf
503 - Cafe-Civil-Rights-Complaints-Policy_Revision Draft.pdf
504 - Grading and Promotion - Retention Policy_Draft.pdf
505 - Student Enrollment and Withdrawal Policy_Draft.pdf
506 - Truancy Policy_Draft.pdf
507 - Student Conduct_Draft.pdf
601 - Parental-Caregiver Engagement Policy_Draft.pdf
602 - Public Complaint Policy_Draft.pdf
603 - Public-Participation-in-Board Meetings_Draft.pdf
701 - Notification of Rights Under FERPA for Students-BASSE FERPA Policy_Draft.pdf
801-Acceptable Use for Electronic-Technology Resources Policy_Draft.pdf
802 - Chromebook Policy_Draft.pdf
803 - Electronic Communication and Social-Media-Policy_Revision Draft.pdf

105 – Board and Administrator Gifts

I. Purpose

The Board of Directors and Bryan Allen Stevenson School of Excellence (BASSE) employees must follow the Delaware State Public Integrity Commission’s guidelines for accepting gifts.

II. Policy Statement

BASSE Board of Directors, its administrators, and staff are restricted from accepting compensation, gift, payment of expenses, or anything of value due to the perception it may result in impaired judgment, preferential treatment, decisions outside official channels, or improper appearance to the outside public and those who support our school and its programs.

III. Rationale

It is the intent of BASSE to maintain the highest quality of integrity in any and all of its transactions and dealings. This policy is intended to support that goal.

IV. Definition

- A. Gift: An item or service of monetary value given willingly to someone without payment in return for that item or service.
- B. Delaware State Public Integrity Commission: The Delaware governing entity that sets laws, regulations, processes, and procedures relative to accepting (or not accepting) gifts of any type.

V. Guidelines

- A. It is the responsibility of the Board of Directors and the Executive Team to ensure that all Board of Director members and BASSE staff follow the guidelines for accepting gifts.
- B. Should a member of the Board of Directors or BASSE staff member accept a gift, it must be reported to the Board and/or Executive Team along with all material facts related to that acceptance.
- C. Should it be discovered that a member of the Board of Directors or BASSE staff member accepted a gift without disclosure, it will be investigated by one or more members of the Board of Directors and the Executive Team. All material facts of the case will be gathered and reported to the Board of Directors and/or Executive Team.
- D. Once the Board of Directors and the Executive Team receive the information about the case, they will meet and determine the next steps in the matter. If it is determined that a gift was not received, a record of the event will be kept on file. If it was determined that a gift was received in conflict with Delaware State law and/or policy or procedures of BASSE, the next steps, consistent with this policy will be determined.

- E. If a gift was received in conflict with Delaware State law and/or policy or procedures of BASSE the interested person(s) may be asked to meet privately with Board and/or Executive Team. After such a meeting the Board and/or Executive Team will determine the appropriate discipline up to and including dismissal from the staff or removal from the Board of Directors.
- F. In any and all circumstances where a gift was accepted in conflict with Delaware State law or BASSE policy, The Board of Directors may engage legal advice either through a BASSE attorney or from an attorney not associated with BASSE, depending on the circumstances.
- G. The Board of Directors and the Executive Team shall strive to keep matters of this type confidential.

VI. Reference:

<https://depic.delaware.gov/wp-content/uploads/sites/48/2017/02/giftlaws09a.pdf>

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. xxx

Approval: 07/11/2024

Revision Dates:

201 - Compensatory Time Policy

- I. Purpose:

The Bryan A. Stevenson School of Excellence (BASSE) acknowledges that hired personnel may, from time-to-time, be required to work additional hours during non-regular scheduled hours.
- II. Policy Statement:
 - A. To provide a fair compensatory time exchange the implementation guidelines of this policy must be adhered to, to provide a consistent and reliable process.
 - B. Monetary compensation will not be used as a means to satisfy compensatory time.
- III. Rationale:

Having a process and/or procedure to handle circumstances that arise when employees must work additional time is necessary. This policy outlines those processes and procedures.
- IV. Implementation Guidelines:
 - A. All requests for compensatory time must be in writing and be approved by the immediate supervisor and the Head of School before the time is accrued.
 - B. Requests must be specific and the task of a nature such that it could not be accomplished during the normal work day.
 - C. All requests for Compensatory qualifying time must include an estimate of the time needed for the completion of the task, and the actual time spent must be verified by either the immediate supervisor or the Dean of Academic Excellence.
 - D. Compensatory time will accumulate using 15-minute increments. Time credited will be for actual time spent on the task.
 - E. All accrued compensatory time must be used within one (1) month from the time of its accrual and are subject to the same prior approval requirements as vacation time.
 - F. All accounting for compensatory time must be registered and kept with the records of time by the financial secretary.
 - G. There will be no monetary payout of unused compensatory time.
- V. Applicability:
 - A. This policy applies to all employees with the exception of the School Leadership Team.
- VI. Responsibility:
 - A. The School Leadership Team is responsible for approving Compensatory Time prior to its use.
 - B. Employees using Compensatory Time are responsible for following the

provisions of this policy.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 12/12/2022

Revision Dates:

Revision Draft

202 – Employee Leave Policy

I. Purpose:

The purpose of this policy is to set forth sick, personal, and/or vacation leave benefits for all employees. This policy is intended to include all 12-month, 11-month, and 10-month, employees.

II. Policy Statement:

All BASSE employees will be awarded the specified leave benefit based on the number of months they work and years of service (for 12-month employees). Any unused sick and/or personal leave days will roll over to the following year as added to the employee's sick leave account without limit. Vacation leave must be used in the year in which the benefit is awarded. Vacation leave will not roll over to a subsequent year.

III. Rationale:

BASSE intends to establish a fair and consistent process for employees to have access to, and utilize, sick, personal and vacation leave when needed.

IV. Definitions

- A. Sick Day: A day in which an employee is absent from work due to illness or physical disability.
- B. Personal Day: A day in which an employee is absent from work due to personal reasons and cannot schedule appointments or other business outside of work hours.
- C. Vacation Day: A day in which an employee is absent for a scheduled leave time, planned and approved in advance.
- D. Sick and Personal Leave: Sick/Personal leave days are made available at the start of the fiscal year, but adjustments for employees who terminate service before the end of the school year shall be made in the final paycheck (In accordance with Delaware Regulations, Administrative Code, Title 14, 712 Employee Leave; <https://regulations.delaware.gov/AdminCode/title14/700/712.shtml>)
- E. Vacation leave is accrued based upon years of service with BASSE, according to section V.i below, and is only available to 12-month employees

V. Implementation Guidelines

The following implementation guidelines are for BASSE employees:

- A. Sick and personal leave begin when the employee reports the absence and reason for that absence.

- B. Proof of Absence: An appropriate member of the School Leadership Team reserves the right to request additional information regarding a prolonged absence (3 consecutive work days).
- C. Additional Leave: The School Leadership Team may grant unpaid leave beyond what is covered by this policy on a case-by-case basis.
- D. Records: The school's records for employees (in accordance with Delaware Regulations, Administrative Code, Title 14, 712 Employee Leave;
<https://regulations.delaware.gov/AdminCode/title14/700/712.shtml#TopOfPage>)
- E. will show the attendance of each employee and the days that the employee has been absent. Absences will be recorded with the reason for such absence. A record shall be made of the unused sick and personal leave days accumulated by each employee, which will be made available to the employee.
- F. No leave benefits will be accrued while an employee is on administrative leave.
- G. Sick and personal leave benefits may be transferred to another employer upon approval of the School Leadership Team. BASSE will accept sick and/or personal leave accrual from another Delaware school district employer upon approval of the School Leadership Team and the Board.
- H. Employees will be paid for accumulated sick and personal leave earned upon retirement in accordance with Delaware Code and only for the amount reimbursed by the State to the school.
- I. Vacation Leave: Twelve months (12) personnel are considered full-time and shall be provided paid vacation. A twelve-month employee's year covers the period from July 1st through June 30th of the following year. Ten (10) and eleven (11) month employees are not eligible for vacation leave benefits. Vacations for employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of BASSE.
 - 1. 0 – 4 years of service: 10 days per year
 - 2. 5 – 10 years of service: 12 days per year
 - 3. 11 – 15 years of service: 15 days per year
 - 4. 16 – or more years of service: 20 days per year
- J. All vacation earned by the employee shall be taken by June 30th of the year it is earned.
- K. Any vacation days require prior approval in writing in advance of their use. These requests shall be approved by the appropriate member of the School Leadership Team or designee, and the request records shall be maintained in accordance with BASSE policy.
- L. Winter and Spring break will not count as vacation. While 12-month employees are not expected to work during the Winter and Spring Break, situations may arise where these employees will be required based on the needs of BASSE. The foregoing exception also applies to all 10-month staff holidays. Need, in such situations, will be determined at the discretion of

the School Leadership Team and/or the Board. The School Leadership Team reserves the right to compensate each employee for additional time worked beyond contract hours on a case-by-case basis.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 12/12/2022

Revision Dates:

Revision Draft

203 – Recruitment and Selection of Bryan Allen Stevenson School of Excellence Staff/Faculty

- I. Purpose:
 - A. The purpose of this policy is to provide an overview of the process of selecting and hiring staff at BASSE.
- II. Definitions:
 - A. New Positions: A new position is any position that requires the allocation of school funds/resources that has not been previously voted upon by the board. A new position includes, full-time, part-time, or extra pay for extra duty positions.
 - B. Existing Position: Any position that has been previously approved by the Board of Directors. An existing position includes full-time, part-time, or extra pay for extra duty positions.
 - C. Administrative Position: for purposes of this policy, an administrative position is defined as any position hired by or through, and reporting directly to the Board of Directors.
 - D. Substitute Positions: Substitute positions are any temporary positions that exist on a day-to-day or short term (not exceeding 13 weeks) basis or temporary employment positions that would result in a one-time expenditure of more than \$5,000.
- III. Policy Statement:
 - A. New Positions:
 - 1. Any new position must be approved by the Board of Directors before hiring any staff.
 - 2. This approval process should include the job description, responsibilities, and required qualifications of the position.
 - 3. Any new position approval needs to include the dollar amount allocated for the position. This dollar amount can reference a salary scale should the new position be related to an approved BASSE pay scale.
 - 4. All new positions must be approved by the Board of Directors prior to filling those positions.
 - 5. Filling new positions shall follow the guidelines listed in (e.) of this section.
 - B. Existing Positions:
 - 1. Existing positions are those positions that have been vacated for any reason during or at the end of a school year.

2. Existing Positions will be considered new positions if they have been vacant for more than one school year.
3. Filling existing positions shall follow the guidelines listed in (e.) of this section.

C. Hiring of Administrative Positions

1. The Board of Directors and/or their designee will be responsible for filling vacancies for Administrative Positions.
2. The Board of Directors and or their designee will be responsible for Part E, sections 1 – 4, of this policy only when filling Administrative Position vacancies.

D. Substitute Positions

1. Substitute positions that exist on a day-to-day or short-term (not exceeding 13 weeks) basis do not require approval of the Board of Directors unless the person hired requires that approval based on another PCA policy. These policies could include, but are not limited to, the nepotism policy or any financial policy.
2. The Board of Directors would need to approve any substitute position or temporary employment position that would result in a one-time expenditure of more than \$5,000.
3. Filling substitute positions shall follow the guidelines listed in (e.) of this section.

E. Filling Vacant Positions

1. The Head of School will establish a process for posting all vacant positions.
2. The Head of School or her/his designee shall post all open positions. The posting of these positions can be internal and/or external or both using systems approved by the state such as Join Delaware Schools and the BASSE Website.
3. The Head of School or her/his designee may use other media outlets to share job postings as deemed necessary.
4. The Head of School will establish a procedure by which candidates are selected for interviews.
5. The Head of School will establish a procedure by which candidates are interviewed.
6. The process for hiring will attempt to include parents, faculty, and students when applicable and relevant to the selection process.
7. When the interview process concludes, the Head of School will seek Board approval for the specific person recommended for the position.

8. In the case where the position being filled is an Administrative Position the Board of Directors can seek approval of the position without the Head of School at a meeting of the Board of Directors.

IV. Responsibility:

- A. Recruitment: It shall be one of the prime functions of the administrative staff to recruit capable persons for the positions within the school. The BASSE staff will be chosen with great care, with references, transcripts, and registration forms carefully examined by the appropriate persons prior to hiring.
- B. Employees of BASSE shall be appointed or rejected by the Board of Directors upon the recommendation of the Head of School.
- C. Should a person nominated by the Head of School be rejected by the Board, it shall be the duty of the Head of School to make another nomination.
- D. It shall be the duty of the Head of School to see that persons nominated for employment shall meet all qualifications established by law and by the Board for the type of position for which nomination is made.
- E. It shall be the duty of the selected candidate to provide documentation that he or she meets all qualifications established by law and by the Board for the type of position prior to the start date of employment.
- F. In the case where the nomination is the Head of School, the Board of Directors will make the nomination.

Related Policies:

- A. Equal Opportunity/Nondiscrimination Policy
- B. Nepotism Policy
- C. All other employment policies

Related Procedures and Documents:

- A. Human Resource Hiring Procedures
- B. Applicant information requirements

Approval and Revision Dates:

205 – Staff Dress Code

I. Purpose:

- A. The educational environment, by the Bryan Allen Stevenson School of Excellence (BASSE) standard, should reflect a more formal setting, and the type of apparel worn by faculty and staff should reflect that fact. Teachers are expected to set a good example for their students and should not allow themselves to become careless in their grooming and attire. A Business Casual dress policy will be followed.

II. Policy Statement:

- A. Business casual is a polo shirt, a dress shirt and/or a sweater with sleeves, and a modest neckline, khakis or dress pants/capris with a belt, and nice shoes for women. Women can also wear a moderate-length (not more than 2” above the knee) dress or skirt. For men, business casual is a collared polo shirt or a dress shirt, and tie, khakis or dress pants with a belt, and nice shoes. School-appropriate embroidery is permitted on polo shirts. No flip-flops are permitted.
- B. Physical Education educators should wear a polo shirt with athletic pants/shorts worn at the waist (a warm-up suit is acceptable athletic attire for physical educators). Shorts should be no more than 2” above or below the knee.
- C. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the Supervisor or Head of School/Designee will determine the appropriateness of dress appearance.
- D. Leisure, recreational and athletic type clothing (blue jeans, shorts, tank tops, tops with emblems, warm-up suits, flip-flops, etc.) are prohibited, as is clothing that exposes the upper thigh, midriff, or cleavage.
- E. Men are permitted to grow facial hair if it is groomed and well-trimmed.
- F. Hair must be well-groomed.
- G. Teachers who have shop or art classes must wear business casual dress but may wear a protective coat or smock.
- H. Coaches are to be in business casual dress while teaching in the classroom.
- I. It is permissible for faculty members to dress casually on in-building workdays. If attending meetings on other campuses, attire should be as on a regular school day.
- J. On staff development days, attire will be regular school day or “Spirit Day” attire.
- K. Several times a year, the school will sponsor special days that require unusual dress, such as theme days or project days.
- L. The Administrative Team may select a specific day as a school spirit day. On that spirit day, the staff may deviate from the BASSE’s Dress Code. It will be permissible to wear jeans, tennis shoes, and approved shirts. Jeans should not be

unduly faded or contain holes. Pins and other accessories cannot be substituted for the school logo. If you choose not to participate in school spirit day, regular school attire must be worn.

M. Exceptions may be granted at the discretion of the appropriate Leadership Staff.

III. Responsibility:

A. It is the responsibility of BASSE staff to follow the dress code. Violations of the staff dress code may result in a verbal warning or write-up.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval:

Revision Dates:

Draft

206 – Child Abuse Reporting and Training Policy

I. Purpose:

The Bryan Allen Stevenson School of Excellence (BASSE) believes in ensuring the physical and mental well-being of its pupils and commits that the school will cooperate in the identification and reporting of suspected child abuse in accordance with Delaware law.

II. Definitions:

- A. Child Abuse: Causing or inflicting any of the following on a child: sexual abuse, serious physical injury or death, emotional abuse, torture, exploitation, maltreatment or mistreatment¹.

III. Policy Statement:

- A. The BASSE Head of School or his/her designee shall develop procedures for compliance with the statutory requirements that instances of child abuse be reported. Such procedures shall:
 - 1. Inform all staff members having contact with students of their legal obligation to report all cases of abuse as defined by Delaware law.
 - a) Provide for the release to the appropriate child protective services agency the name and age of the child and the name and address of the parent(s) or guardians; information regarding the nature and extent of the child's injuries, abuse, or maltreatment; and such information which, in the opinion of the Head of School, has a bearing on the suspected child abuse; and advise staff members of their immunity from liability for making a report of suspected child abuse in good faith.
- B. All employees will receive annual training in accordance with Delaware Law.
- C. All school employees are subject to Mandatory Reporting Requirements, as outlined in the Delaware Code.

IV. Responsibility:

- A. The BASSE Head of School or his/her designee shall implement and enforce policies and procedures that:
 - 1. Ensure employees receive regular training in accordance with the Delaware Code.
 - 2. Defines a process within the school that supports faculty and students when mandatory reporting is needed.

¹ Definition from Title 14 Chapter 41 Subchapter II Regulatory Provisions for Nonacademic Training and Related Resources (<http://delcode.delaware.gov/title14/c041/sc02/index.shtml>)

3. Provide for notification to the Board regarding any alleged mistreatment of a student by an adult employee, volunteer, or student.
4. Ensures all BASSE employees are responsible for following Mandatory Reporting Requirements regarding Child Abuse as outlined in the Delaware Code.

Related Policies:

Related Procedures and Documents:

- A. Child Protection Accountability Commission (CPAC):
<https://courts.delaware.gov/childadvocate/cpac/>
- B. Delaware Code Title 16:
<https://delcode.delaware.gov/title16/c009/sc01/index.shtml>
- C. Mandatory Reports Related to Child Abuse:
<https://dpr.delaware.gov/boards/investigativeunit/mandatorychild/>

Approval and Revision Dates:

DRAFT

207 – Controlled Substance Policy

- I. Purpose:
 - A. To clearly state how student-controlled substances will be handled on the Bryan Allen Stevenson School of Excellence (BASSE) campus, including the delivery of, disposal of, and the practice of medication counts by a two-person verification with signature and date on a weekly basis.
- II. Definitions:
 - A. Controlled Substance: a drug or other substance that is tightly controlled by the government because of its potential to be abused or cause addiction. The control is applied to the way the substance is made, used, handled, stored, and distributed. Controlled substances include, but are not limited to, stimulants, antidepressants, hallucinogens, and anabolic steroids.
 - B. Medication Administration Record (MAR): a drug chart that serves as a legal document to record the medications administered to the students at BASSE by a licensed healthcare provider (HCP). An MAR is part of the student’s permanent health record. BASSE currently uses eSchool to document medication administration on campus. This is defined as the Day Sheet in eSchool. (Medical-dictionary.thefreedictionary.com)
 - C. Two-Person Medicine Count: a strategy practiced to confirm medication adherence to reduce the risk of diversion (mytoBASSE.org).
 - D. Two Lock Storage: all controlled substances must be stored under a double lock system as stated in Delaware Education Regulation: 14 Del. C. 817 §1.0-6.1
 - E. School Administrator: a person assigned to helping the management of school operations and creating a safe environment. They are the professionals who, as a whole, help carry out the administrative tasks to keep a school running smoothly (learn.org/articles/What_Is_School_Administration.html).
- III. Policy Statement:
 - A. Many students require medications to help manage chronic conditions. Sometimes students are prescribed medications that are required to be given to help control symptoms and side effects of ADD/ADHD and other chronic conditions. If these medications prescribed fall under the definition of a controlled substance, as defined by the Drug Enforcement Agency (DEA), every attempt should be made to schedule medication routines to be administered at home. In the event of true hardship, medications can be delivered to the school to be administered by the school nurse.
- IV. Responsibility:
 - A. Medication must be delivered to AND picked up from the school nurse by the parent/caregiver or legal adult in the following manner, as it aligns with the Five (5) Rights of Safe Medication Delivery, as defined by the Institute for Health (IHI). <http://www.ihl.org/resources/Pages/ImprovementStories/FiveRightsofMedicationAdministration.aspx>

- B. The school nurse and legal adult will do a two-person count of the medication with signature and date on the student's MAR once the following is confirmed:
1. Labeled medication bottle with the correct name of the student/patient; **AND**
 2. Correct medication labeled; **AND**
 3. Correct dosing information labeled; **AND**
 4. Correct prescribed route of medication; **AND**
 5. Correct dosing direction/time.
- C. If/when there is a true hardship and the parent/caregiver or other legal adult cannot schedule a time to deliver medication in person to the school nurse, medication must be delivered, by a legal adult, in hand to a BASSE Administrator to deliver to the school nurse immediately.
1. The parent **MUST** send a signed copy of the "Permission to Administer Treatment/Medication" form with the medication.
 2. The form **MUST** have a medication count that is signed and dated by the parent/caregiver.
 3. Medication will not be accepted by BASSE without this signed and dated permission form.
 4. The school nurse and the school administrator will sign and date the student's MAR and "Permission to Administer Treatment/Medication" form after a two-person count is completed.
 5. Any discrepancy in medication count will be communicated immediately with the student's parent/caregiver or legal adult.
- D. Under no circumstance will any controlled substance or other medication be given to or delivered to a school bus driver, or any other staff member not approved for receipt and delivery of medications.
- E. Under no circumstance may students of BASSE transport medications considered controlled substances.
1. Failure to abide by these guidelines can result in consequences as a student can be found in violation of the Student Code of Conduct.
- F. Medication Count of Controlled Substances:
1. Controlled substances will be counted and rectified against eSchool electronic count by two people on a weekly basis. Each student will have a medication count log in their medication drawer. Medication logs will be filed in the respective student's medical file at the end of the school year or when the log is full.
- G. BASSE has the right to exclude receipt of medications based on the following:
1. Medications not received in its original container.
 2. Any deviation from the original prescribed instructions must be documented by a licensed healthcare provider. No exceptions.
 3. Expired medications cannot and will not be administered.

4. BASSE students are not permitted to take prescription or non-prescription medications without the guidance of the school nurse.

Related Policies:

- A. BASSE Student Code of Conduct

Related Procedures and Documents:

- A. xxx

Approval:

Revision Dates:

Draft

208 – Suicide Prevention Policy

I. Policy Statement:

The Bryan Allen Stevenson School of Excellence (BASSE) is aware that suicide among adolescents is a growing national concern. Because of this fact, BASSE requires that a plan for suicide prevention be documented and implemented. BASSE recognizes that adolescent students undergo stresses of development and personal growth. Adolescence is a time of discovery and of profound searching and identity formation. Some adolescents find this struggle harder than others. Some feel unequal to the challenge. Some students contemplate suicide as an alternative to the perceived loss of control over their lives. To use suicide as a solution is a tragedy.

II. Implementation:

A. Prevention:

BASSE will:

1. Promote faculty awareness of depression and the warning signs of suicidal behavior.
2. Provide information about youth suicide to parents.
3. Promote the Suicide Prevention Program for students as an integral part of the curriculum.
4. Examine strategies and alternatives to alleviate school-related stress for students.

B. Intervention: The establishment of a uniform protocol by BASSE to respond to a potentially suicidal student.

C. Post-Intervention: The establishment of a uniform plan of response to disseminate facts and to allow for structured expression of grieving within the daily activity of the school. (This uniform plan will also be implemented in the event of any sudden death of a student or staff person.)

D. Resources: BASSE provides the resources listed below:

III. Guidebooks and Toolkits: In addition, BASSE provides Professional Development for the Instructional Staff during the school year by a Licensed Clinical Psychologist.

IV. Prevention

A. BASSE Implementation:

1. A BASSE suicide prevention coordinator shall be designated by the Head of School.
2. The suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy.

3. Each school shall designate a school suicide prevention coordinator to act as a point of contact for issues relating to suicide prevention and policy implementation.
 4. All staff members shall report students they believe to be at an elevated risk for suicide to the school suicide prevention coordinator.
- B. Staff Professional Development All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources regarding youth suicide prevention.
- V. Intervention, Suicide, Abuse, and Neglect Procedures:
SUICIDE THREAT PROCEDURE
- A. When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse, or administrator will fill this role until a mental health professional can be brought in.
- B. For youth at risk:
1. School staff will continuously supervise the student to ensure their safety.
 2. The head of school and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
 3. The school employed mental health professional or head of school will contact the student's parent/caregiver.
 4. Child Mental Health will be called as appropriate 1-800-969-4357.
 5. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.
- C. In-School Suicide Attempts: In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:
1. First aid will be rendered until professional medical treatment and/or transportation can be received, following BASSE emergency medical procedures as per the school nurse.
 2. School staff will supervise the student to ensure his/her safety.
 3. Staff will move all other students out of the immediate area as soon as possible.
 4. If appropriate, staff will immediately request a mental health assessment for the youth.
 5. The school employed mental health professional or the head of school will contact the student's parent/caregiver.

6. Staff will immediately notify the head of school and school suicide prevention coordinator regarding in-school suicide attempts.
7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

VI. Re-Entry Procedure:

- A. For students returning to school after a mental health crisis (e.g. suicide attempt or psychiatric hospitalization), a school employed mental health professional, the head of school, or designee will meet with the student's parent/caregiver and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.
 1. A school employed mental health professional or other designee will be identified to coordinate with the student, his/her parent/caregiver, and any outside mental health care providers.
 2. The parent/caregiver will provide documentation from a mental health care provider that the student has undergone examination and that he/she is no longer a danger to themselves or others.
 3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

VII. Post-Intervention

- A. Development and Implementation of an Action Plan including the following:
 1. Verify the death.
 - a) Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent/caregiver or the police department.
 - b) Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made.
 - c) If the cause of death has been confirmed as suicide but the parent/caregiver will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
 2. Assess the situation:
 - a) The crisis team will meet to prepare the post-intervention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected.

- b) The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide.
 - c) If the death occurred during a school vacation, the need for or scale of post-intervention activities may be reduced.
3. Share information:
- a) Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/caregivers with an acknowledgement that its cause is unknown.
 - b) Inform the faculty that a sudden death has occurred, preferably in a staff meeting.
 - c) Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief.
 - d) Public address system announcements and school-wide assemblies should be avoided.
 - e) The crisis team may prepare a letter (with the input and permission from the student's parent/caregiver) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
4. Avoid suicide contagion:
- a) It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high-risk students is to prevent another death.
 - b) The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death.
 - c) In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.
5. Initiate support services:
- a) Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed.
 - b) The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed.

- c) In concert with parents/caregivers the crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.
- 6. Develop memorial plans:
 - a) The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion.
 - b) School should not be canceled for the funeral.
 - c) Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.
- B. External Communication:
 - 1. The head of school or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
 - a) Keep the BASSE suicide prevention coordinator and head of school informed of school actions relating to the death.
 - b) Prepare a statement for the media including the facts of the death, post-intervention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
 - c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

RESOURCES

GUIDEBOOKS AND TOOLKITS

- 1. “Preventing Suicide: A Toolkit for High Schools” – U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Mental Health Services <http://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-466>

2. “After a Suicide: A Toolkit for Schools” – American Foundation for Suicide Prevention and Suicide Prevention Resource Center www.afsp.org/schools
3. “Guidelines for School-Based Suicide Prevention Programs” – American Association of Suicidology http://www.sprc.org/sites/sprc.org/files/library/aasguide_school.pdf
4. “Youth Suicide Prevention, Intervention, and Postvention Guidelines: A Resource for School Personnel” – Maine Youth Suicide Prevention Program <http://www.maine.gov/suicide/docs/Guideline.pdf>
5. “Trevor Resource Kit” – The Trevor Project thetrevorproject.org/resourcekit
6. “Supportive Families, Healthy Children: Helping Families with Lesbian, Gay, Bisexual & Transgender (LGBT) Children” – Family Acceptance Project <http://familyproject.sfsu.edu/publications>
7. National Center for School Crisis and Bereavement <http://www.stchristophershospital.com/pediatric-specialties-programs/specialties/690>
8. Adolescent and School Health Resources –Centers for Disease Control and Prevention, contains an assortment of resources and tools relating to coordinated school health, school connectedness, and health and academics <http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>

SCHOOL PROGRAMS

1. “Signs of Suicide Prevention Program (SOS) – Screening for Mental Health, Inc. <http://www.mentalhealthscreening.org/programs/youth-preventionprograms/sos/>
2. “American Indian Life Skills Development/Zuni Life Skills Development” University of Washington <http://www.nrepp.samhsa.gov/ViewIntervention.aspx?id=81>
3. “Lifeguard Workshop Program” – The Trevor Project thetrevorproject.org/adulteducation
4. “More Than Sad: Suicide Prevention Education for Teachers and Other School Personnel” – American Foundation for Suicide Prevention <http://morethansad.org>

CRISIS SERVICES FOR STUDENTS

1. Delaware’s 24-hour Child Priority Response Hotline: 1-800-969- HELP (4357) or dial 9-1-1 for emergency response.
2. National Suicide Prevention Lifeline: The Lifeline is a 24-hour, tollfree suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1.800.273.8255 (TALK). Callers are routed to the closest possible crisis center in their area. <http://www.suicidepreventionlifeline.org>
3. The Trevor Lifeline: The only nationwide, around-the clock crisis intervention and suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people, 13-24, available at 1.866.488.7386.

RELEVANT RESEARCH

1. “Youth Risk Behavior Surveillance System” – Centers for Disease Control and Prevention. Monitors health-risk behaviors among youth, including a national school-based survey conducted by CDC and state, territorial, tribal, and local surveys conducted by state, territorial, and local education and health agencies and tribal governments.
<http://www.cdc.gov/healthyyouth/yrbs/index.htm>
2. 2012 National Strategy for Suicide Prevention: A report by the U.S. Surgeon General and the National Alliance for Suicide Prevention outlining a national strategy to guide suicide prevention actions. Includes up-to-date research on suicide prevention.
http://www.surgeongeneral.gov/library/reports/national-strategysuicide-prevention/full_report-rev.pdf

WORKING WITH THE MEDIA

1. “Talking About Suicide & LGBT Populations” – Gay & Lesbian Alliance Against Defamation,
2. Movement Advancement Project, American Foundation for Suicide Prevention,
3. The Trevor Project, et al. <http://www.afsp.org/understandingsuicide/for-the-media/reporting-on-suicide/talking-about-lgbt-suicide> “Recommendations for Reporting on Suicide”

Related Policies:

- A. 209 – Suicide Prevention & Training Policy

Related Procedures and Documents:

- A. xxx

Approval:

Revision Dates:

209 – SUICIDE PREVENTION AND TRAINING POLICY

- I. Purpose:
 - A. The Bryan Allen Stevenson School of Excellence (BASSE) recognizes the serious problem of youth suicide and acknowledges that providing this policy for all schools and districts in Delaware and nationally is of utmost importance. BASSE also acknowledges that youth suicide is a complex issue that cannot be addressed by the districts and schools alone. Parent/caregiver and community education must play an important role in the prevention of youth suicide. The BASSE Suicide Prevention and Training Policy meets the requirements of 14 Del. C. §4124, relative to Youth Suicide Prevention.
- II. Policy Statement:
 - A. Each employee of BASSE shall participate in at least one combined training each year totaling at least ninety (90) minutes in suicide prevention. The training materials shall be evidence-based and approved by the Delaware Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. §1305(e). All BASSE employees shall provide evidence or proof of participation and completion of this training.
- III. Responsibility:
 - A. BASSE shall develop a Suicide Prevention Program and the components of the BASSE Suicide Prevention Program may vary to address the needs of different grade levels. A Suicide Prevention Coordinating Committee shall be responsible for the implementation of the BASSE Suicide Prevention Program.
 - B. Suicide Prevention Coordinating Committee - BASSE shall establish a committee that is responsible for coordinating the Suicide Prevention Program within the school and offer training to parents and community members throughout the year.
The Committee shall:
 - 1. Hold regular meetings.
 - 2. Coordinate any required staff training. The Committee may determine whether additional training is required for the school community or the community at large.
 - 3. Create and maintain a training log (either paper or electronic) to record that all staff have completed the training, as well as the specific training they received.
- IV. Other Requirements:
 - A. Procedures for the confidential and anonymous reporting of warning signs of suicide – BASSE’s Suicide Prevention Coordinating Committee shall determine the process it will use to provide for confidential and anonymous reporting of a student demonstrating the warning signs of suicide. The document outlining the process will be maintained by the Head of School or a staff member designated by the Head of School. At a minimum, any privacy regulations shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability

and Accountability Act (HIPAA) provisions.

- B. Procedures for communication between school staff members and medical professionals who are involved in treating students for suicide issues – The BASSE Suicide Prevention Coordinating Committee shall determine the process it will use to provide for communication between school staff members and medical professionals (e.g. nurses, counselors, physicians) who are involved in treating students for suicide issues. The document outlining the process will be maintained by the Head of School or a staff member designated by the Head of School. At a minimum, any privacy rules shall be followed, including any applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) provisions.
- C. Posting of the Suicide Prevention Policy – BASSE shall post this Suicide Prevention Policy in all student and staff handbook(s) and on the BASSE website.
- D. Retaliation Restrictions – No employee, school volunteer or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. xxx

Approval: 07/11/2024

Revision Dates:

DRAFT

210- BASSE Tobacco & Smoking Policy

- I. Purpose:
 - A. In an effort to adhere to Delaware Code and to improve the health of students, school personnel, and the community at large, Bryan Allen Stevenson School of Excellence (BASSE) has adopted the following policy regarding the use or distribution of tobacco and smoking related products, to include, but not limited to, smokeless tobacco; E-cigarettes; and Kreteks.
- II. Policy Statement:
 - A. Possession or use of tobacco or tobacco-related products is not permitted in the school buildings, on school grounds, in school leased or owned vehicles, even when they are not used for student purposes, and at all school- affiliated functions.
- III. Definitions:
 - A. Electronic Smoking Device – means any product containing or delivering nicotine or any other similar substance intended for human consumption that can be used by a person to simulate Smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
 - B. Smoking – means:
 - 1. The burning of a lighted cigarette, cigar, pipe or any other matter or substance that contains tobacco; or
 - 2. The use of an Electronic Smoking Device which creates an aerosol or vapor, in any manner or in any form.
 - C. Tobacco product – means:
 - 1. Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, chewing tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including Smoking, heating, chewing, absorbing, dissolving, inhaling, or ingesting, or
 - 2. A component or accessory used in the consumption of a Tobacco Product, including filters, rolling papers, and pipes.
 - D. Tobacco Substitute – means:
 - 1. Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, chewing tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including Smoking, heating, chewing, absorbing, dissolving, inhaling, or ingesting.

2. A component or accessory used in the consumption of a Tobacco Product, including filters, rolling papers, and pipes.

IV. Implementation:

A. In addition to the staff and students of BASSE, this policy applies to:

1. All buildings, property or vehicles leased, owned or operated by BASSE.
2. School bus operators (school bus operators under contract shall be considered staff for the purposes of this policy.)
3. Any private building or other property including automobiles or other vehicles used for BASSE activities when students and staff are present.
4. Any none-educational groups utilizing and/or renting school buildings or other educational assets.
5. Any individual or volunteer who supervises students off of school grounds.

B. This policy will be communicated to the students, school staff, parents/caregivers, families, visitors and the community at large by:

1. Posting on the BASSE Website;
2. Publishing in BASSE Bulletins;
3. Publishing in the Student Code of Conduct;
4. Publishing in the BASSE Staff Handbook;
5. Displaying signage:
 - a. To prominently delineate the BASSE School Zone perimeter;
 - b. In all school transportation;
 - c. In all student and staff restrooms.

C. In addition, the policy will be listed as a condition of service to all volunteers, visitors, renters, and other contracted employees.

- V. Individuals interested in seeking assistance in overcoming the physical and social issues associated with nicotine addiction are encouraged to contact the Delaware Quit line by visiting <https://dhss.delaware.gov/dhss/dph/dpc/quitline.html> or calling 1-866- 409-1858.
- VI. BASSE property and all social media platforms will not be used to advertise tobacco-related products.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval:

Revision Dates:

DRAFT

211 – Appropriate Adult Conduct with Students Policy

- I. **Objective:** The Bryan Allen Stevenson School of Excellence (BASSE) staff members have an obligation to promote the health, safety, and wellbeing of students by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions and relationships with students. Maintaining appropriate boundaries promotes (1) structure, safety, security, and predictability in an educational environment; (2) consistency in students’ understanding of staff members’ roles and responsibilities; and (3) appropriate objectivity in each staff member’s performance of his/her authorized role(s).

- II. **Legislative Requirement:** This policy shall be adopted by BASSE as required by the changes to the Delaware State Code noted here in [83 Del.Laws C.408, Section 1](#).

- III. **Policy Scope:** BASSE’s expectation is that a staff member’s interactions with students will be grounded in the staff member’s BASSE-authorized role and remain consistent with the scope of the staff member’s assigned duties and responsibilities. BASSE recognizes the vast majority of staff members maintain appropriate relationships and boundaries in their own interactions with students. However, one purpose for identifying rules, guidelines, and standards in written policy is to assist such staff in identifying potentially inappropriate conduct by others that should be reported for further investigation or supervisory follow-up.

It is not practical to establish an exhaustive list of rules that expressly define appropriate and inappropriate conduct in all situations. Staff-student relationships may become inappropriate depending on, for example, the frequency, timing, or location of any meetings, activities, or communications between the staff member and a student, and/or due to the specific nature, purpose, or subject matter of any meetings, activities, communications, or other conduct. The consent or purported consent of the student and/or his/her parent or guardian does not alone determine whether a staff member has maintained appropriate boundaries.

- IV. **Definitions:**
 - A. **BASSE Staff:** As used in this policy, “BASSE staff” (or “staff” or “staff member”) includes all full-time, part-time, and substitute BASSE employees, including as examples teachers, pupil services staff, student health/medical staff, administrators, supervisors, support staff, activity directors, coaches, and athletic trainers. For purposes of this policy, “BASSE staff” also includes BASSE-authorized student teachers; BASSE-authorized interns and practicum or fieldwork students; and BASSE-authorized adult volunteers who are serving in a role that would otherwise be filled by a BASSE employee (e.g., a volunteer coach) or that involves significant responsibility for the independent supervision of one or more students. “BASSE staff” under this policy also includes independent contractors and employees of contracted service providers when such persons have a role that involves a regular presence on school grounds or regular, direct interaction with BASSE students.

1. It is a requirement of this Policy that any of the individuals which meet the requirements noted in the above definition MUST be notified of their responsibilities to comply with the scope of this Policy in writing at the time of employment or the beginning of their service within the school community.
 - B. Students: As used in this policy, the term “BASSE students” (or “student” or “students”) includes all pupils currently enrolled in any BASSE school, including part-time students and students who are age 18 or older, and also includes any individual of school-age who is participating in any BASSE-sponsored class, program, or activity that is offered for children and other school-age youth. The age of the student and the staff member are not relevant to the administration of this Policy as the focus is on the Staff Members role in relation to the student at the time of the alleged Policy Violation.
- V. Examples of inappropriate conduct: The following are examples of conduct that constitute an inappropriate staff-student relationship and/or a failure to maintain appropriate staff-student boundaries:
- A. No staff member may engage in a relationship, interaction, or communication with a student that is sexual or romantic in nature. This includes, but is not limited to: dating, making sexual or romantic advances toward a student, accepting or encouraging any sexual or romantic advance initiated by a student, having sexual contact with a student, or communicating with a student using sexual innuendo or in a sexually-explicit or sexually-suggestive manner. Such communications may be either verbal, written and/or electronic and the location of origination of such communication is not relevant to their matter, the nexus to the learning environment rests with the staff members employment status with BASSE.
 - B. No staff member may engage in grooming behaviors with any student. In this context, grooming is defined as any conduct or communication that fosters, exploits, or is intended to gauge a student’s vulnerability or willingness to engage in inappropriate behavior. Grooming may involve a course of repeated or escalating conduct that normalizes inappropriate conduct from a student’s perspective or otherwise desensitizes a student to inappropriate behaviors. Grooming often involves but is not limited exclusively to sexual contexts. Examples of conduct that can constitute grooming include:
 1. Singling out a student for inordinate and inappropriate special attention, which may include exchanging special gifts, arranging to meet or communicate at inappropriate times or locations or without a sufficient school-related purpose, or making sexually suggestive or otherwise inappropriate comments about the student’s body or appearance.
 2. Engaging in expressly or implicitly sexualized communication, including exchanging information about a student’s or an adult’s sexual experiences or communicating other sexual content or sexual subject matter.

3. Stating or agreeing that any inappropriate conduct or communications between the staff member and a student will be secrets or confidences that should not be shared or disclosed to others.
 4. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage secrecy in the relationship or to facilitate the start or continuation of inappropriate conduct or an inappropriate relationship.
- C. No staff member may engage in any activity, conduct, or communication that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or wellbeing of any person. Such activity may be either verbal, written or communicated electronically.
- VI. Expectations: The following expectations are necessarily context-sensitive and require staff members to reasonably exercise judgment and discretion in particular circumstances in order to maintain appropriate boundaries with students:
- A. Staff shall not engage with students in inappropriately peer-like social relationships via activities or communications that reasonably may compromise the staff member's ability to perform his/her BASSE role, including his/her ability to serve as an effective and objective adult authority figure.
 - B. Staff shall not foster, encourage, or maintain relationships with students in which there is an inappropriate level of communicative, interpersonal, or emotional intimacy that reasonably may compromise the staff member's ability to perform his/her BASSE role, including his/her ability to serve as an effective and objective adult authority figure, even though there may be no sexual or romantic aspect to the relationship.
- VII. In-Person or Physical student interactions: Staff shall appropriately limit their physical contact with students. For example, staff are expected to avoid physical contact with students that, taken in context, a reasonable person would be likely to perceive as suggestive of romantic/sexual interest or involvement, or as inappropriately familiar or intimate and without a legitimate purpose.
- A. One-on-one meetings with students:
 1. There will be times when adults are alone with students to discuss legitimate educational issues, including discipline or academic performance, for example. When possible, adults should meet one- on-one with students in a public space, such as libraries, open classrooms, or in places observable by others, such as offices or classrooms with windows and unlocked, ajar doors. When supporting students with sensitive issues, as is common for staff such as counselors and social workers, it is appropriate to provide a private setting. To maintain transparency, it is also good practice to let others know when and where meetings with a student will occur.
 - B. Physical contact with students:
 1. Adults should not initiate any physical contact without a legitimate educational purpose including offering public greetings, positive

acknowledgments, or responding to a crisis. There are times when adults have a legitimate educational purpose to initiate physical contact with a student, and noninvasive contact, such as “high fives” or fist bumps to acknowledge a job well done are fine. In other instances, adults may be required to assist an injured student or a student with special needs who requires physical assistance. Likewise, adults may need to touch a student’s arms or hands to redirect them in an activity. Coaches, music teachers, and other instructors may have a need for physical contact as a method of instruction. Adults need to be aware of what kinds of physical contact with which a student is and is not comfortable and limit physical contact to only that which is necessary for a legitimate purpose. In addition, any conduct which may meet the definition of a “restraint” must be reported as required in [Delaware Regulation 610 Limitations on Use of Seclusion and Restraint](#).

- VIII. Mandatory Reporting Requirements: As noted in Delaware Code, [Title 16, Chapter 9 Reports and Investigations of Abuse and Neglect](#) as well as [Title 14, Chapt 41 § 4112. Reporting school crimes](#). Staff members, just as any reasonable person within the State of Delaware, are mandatory reporters with the responsibility to report any witnessed or reported allegations of misconduct to their Administrator as well as Law Enforcement AND the Department of Family Services Hotline.
- A. All BASSE staff are required to promptly report any known or reasonably suspected violation of this policy to their Administrator and/or BASSE’s Title IX Coordinator. The obligation to report based on reasonable suspicion applies to incidents and circumstances that are known by the staff member and that a reasonable person in the staff member’s role would identify as a probable violation of this policy.
 - B. BASSE will not impose consequences against a staff member who reasonably and in good faith determines that a specific situation does not rise to the level of reportable conduct.
 - C. Staff members are further encouraged to contact the BASSE Title IX Coordinator any time they have questions or concerns about the scope and possible application of this policy or any rules or guidelines adopted under this policy.
 - D. BASSE encourages all other persons, including students, parents, or other community members, to also submit any reports, complaints, or concerns regarding possible violations of this policy to the BASSE Title IX Coordinator.
 - E. BASSE will not retaliate against or, to the extent within the BASSE’s reasonable control, tolerate any harassment or retaliation by others against a person for making a good-faith report or for cooperating in any investigation commenced under this policy. Reporting and investigative guidelines can be found in BASSE’s Responding to [Adult Sexual Misconduct Policy](#).

IX. Appropriate Means of Communication:

- A. Unless otherwise expressly permitted by Board Policy or this Rule, BASSE staff may only engage in electronic communication with students using a BASSE-provided or otherwise BASSE-approved means of electronic communication (e.g., a BASSE-approved social media account, a BASSE-provided online learning platform, or a BASSE-provided email account). BASSE will establish and maintain a list of approved means of electronic communications. The expectation that staff members will use a BASSE-approved means of electronic communication shall not be interpreted or applied in a manner that would restrict common and practical activities in school-related settings that, by their nature, already have a high degree of accessibility/visibility, such as using a microphone or sound system to communicate to a group.
1. Reference the Student Code of Conduct and the Employee Manual for the list of approved communications methods.
- B. BASSE staff are prohibited from communicating electronically with students using a personal (i.e., non-BASSE) email, text messaging, or social media account unless (1) exigent circumstances are present that suggest there is an imminent threat to the health, safety, or property of any person and the staff member promptly communicates their reliance on this exception to the Head of School or to another appropriate official; or (2) the BASSE Title IX Coordinator has granted written approval for such communication for a limited purpose. For purposes of this paragraph, prohibited communication includes using a staff member's personal account to "friend" or "follow" a student's social media account(s) or to accept a similar request from a student.
- C. If a BASSE staff member receives an unsolicited electronic communication from a student that was sent to a personal account, the staff member should not reply to the student using the personal account unless authorized to do so by an appropriate administrator or supervisor or unless exigent circumstances are present that suggest that there is an imminent threat to the health, safety, or property of any person.
- D. If a BASSE staff member receives any electronic communication from a student that a reasonable person would perceive as crossing appropriate staff/student boundaries or as being otherwise inappropriate, or if the staff member has relied on the exception for exigent circumstances to communicate with a student using a personal account, the staff member shall report the contact to the Head of School or to another appropriate administrator as soon as possible. If necessary, an administrator will advise the staff member on the means and content of an appropriate response or follow-up, which may include:
1. A parent contact;
 2. A statement that the student's communication to the staff member was inappropriate or addressed matters that are outside the boundaries of the staff member's responsibilities;

3. A statement that the student is expected to refrain from initiating similar communications in the future;
 4. Identification of appropriate means and content of communication that the student should use to contact the staff member moving forward.
- E. BASSE staff may not initiate a communication with any student using a form of electronic communication that does not enable the staff member to retain a record of the communication (e.g., Snapchat) unless: (1) the particular form or means of electronic communication has been provided or approved by BASSE (e.g., certain online learning platforms); (2) the staff member is communicating with a student via voice call at an appropriate time and when doing so is reasonably expected or necessary in the normal course of the performance of the staff member's role and responsibilities; or (3) exigent circumstances are present that suggest that there is an imminent threat to the health, safety, or property of any person and the staff member promptly communicates their reliance on this exception to the Head of School or to another appropriate administrator.
- F. Except as authorized by BASSE, BASSE staff may not delete or destroy any record of an electronic communication with a student that was sent or received in connection with the staff member's BASSE-authorized role. If any such electronic communication with a student occurs outside of a BASSE provided system, application, or account, the staff member should, to the extent feasible and consistent with student record confidentiality, forward a complete electronic copy of the relevant record to a BASSE-controlled system, application, or account. If forwarding a copy of any such record is not feasible, then, prior to deleting any such record, the staff member is expected to seek additional direction from the BASSE Title IX Coordinator regarding retention of the record.
- X. Human Resources Requirements:
- A. Release of information regarding substantiated violations of this Policy to future potential employers:
1. As part of this policy, all new and existing employees, as defined herein, shall be aware that any substantiated reports of misconduct will be reported as part of any subsequent reference check conducted after the conclusion of the BASSE investigation. This reporting requirement shall occur regardless of whether a criminal case has been pursued or adjudicated within the criminal justice and court system. The release of this information does not depend upon the current status of employment within BASSE and/or the nature of the conclusion of the employee's employment with the BASSE. This reporting will only be based upon a substantiated violation of the policies and procedures enumerated above.
- B. Screening processes for potential new hires:
1. All employees must comply with state regulations and screening processes

necessary to seek information from previous employers in regards to potential incidents of adult sexual misconduct. These processes may include, but are not limited to:

- a) Fingerprinting for a criminal background check, and
 - b) Child Abuse Registry check, and
 - c) Tuberculin tests.
2. Prior to the start of employment, employees will be required to provide sufficient documentation to ensure all job qualifications are met.
 3. Employees are also required to provide official transcripts to verify degree levels, employment verification, and applicable certifications within two weeks of employment and submitted to Human Resources.
 - a) Any cost of obtaining the above information is the responsibility of the employee.

Related Policies:

A. Responding to Adult Sexual Misconduct in Delaware Schools

B. Responding to Student Misconduct in Schools

Related Procedures and Documents:

A. xxx

Approval:

Revision Dates:

212 – BASSE Policy for Responding to Adult Sexual Misconduct in the School

This policy has been adopted by the Bryan Allen Stevenson School of Excellence (BASSE) in its entirety (pages 1-10) and is effective immediately. Where the policy mentions District/School, it will be referring to BASSE.

This policy addresses the requirements of SB290 and SB291 regarding adult sexual misconduct model policies and training. This model policy addresses the response to an incident that follows (as applicable) the student model policy and encompasses:

- Identification of the misconduct
- Immediate response by school employees and volunteers
- Required immediate notifications.
- Next steps by school employees and volunteers
- Immediate response by district office designee(s)
- Follow up actions by district office designee(s)
- Response by law enforcement or school resource officers
- Resources

Purpose

Delaware and Federal law proscribe a variety of requirements on school responses to incidents involving students or occurring in schools. The requirements center around educational programming, model policies for adoption by school districts and charter schools, and accountability. This document has been developed utilizing model policy for a school response to acts of adult sexual misconduct between students and school employees, contractors, coaches, and volunteers.

This policy has been modeled utilizing guidance to Delaware schools and law enforcement agencies when responding to adult sexual misconduct.¹ The purpose of that model policy is to provide a blueprint for creating a comprehensive and effective response to Adult Sexual Misconduct in Schools.

The model policy, developed by the Department of Education, addresses the following components:

- A provision establishing appropriate and inappropriate interactions between adult employees, contractors, coaches, volunteers, and students.
- A provision prohibiting adult sexual misconduct in schools which shall apply to employees, contractors, coaches, and volunteers.
- A provision prohibiting any sexual relationship between a student, even if the student is an adult, and a school district or charter school employee while the student is a current student.
- A provision emphasizing the mandatory reporting requirements of § 903 of Title 16.

- A provision delineating preferred and prohibited methods of electronic communications between school employees, contractors, coaches, volunteers, and students.
- A provision that substantiated incidents of adult sexual misconduct will be reported in future reference checks for employment or volunteer work.
- A provision requiring the development of hiring practices to screen for adult sexual misconduct in school employees, contractors, coaches, and volunteers.

Definitions

1. **Adult Sexual Misconduct** is any activity, physical, sexual, or otherwise, directed to a student with the objective of developing a romantic or sexual relationship.⁴
2. **An Alleged Perpetrator** is any school employee, contractor, coach, or volunteer who is suspected of committing an act of misconduct against a student.
3. **Child Sexual Abuse** is any sexual act which is non-consensual or prohibited due to the ages of the child and perpetrator.
4. **Inappropriate Sexual Conduct** includes making any sexual contact with a student such as: genital contact, groping, fondling, kissing, touching, showing a child one's genitalia or pornography, and participating in child exploitation conducted in online settings.⁵
5. **Inappropriate Verbal Conduct** includes making sexual comments and questions, jokes, taunting, and teasing; whether in person, by phone, or using electronic means.⁶
6. **Inappropriate Physical Conduct** includes making physical contact with a student such as kissing, hair stroking, tickling, and frontal hugging.⁷
7. **Minimal Facts Questions** are questions that help reporters to obtain the information needed to make a clear and concise report of child abuse and neglect to the Division of Family Services, and it focuses reporters on the essential information – what, when, where and who?
8. **Parent** includes natural parent, adoptive parent, or any person, agency, or institution that has custody or guardianship over a student.⁸
9. **School Employee** shall include all persons employed by a school district or charter school; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property.⁹ This includes school-based wellness center staff and volunteers and community agency staff.
10. **School Environment** means within or on school property, and at school sponsored or supervised activities, including, for example, on school buses, at functions held on school grounds, at school sponsored extracurricular activities

held on and off school grounds, and on field trips.¹⁰

11. **School Crimes** means a school employee has reasonable suspicion that a student has been the victim of a violent felony, Assault III or Unlawful Sexual Contact III and the offense was committed by another student as outlined in Title 14 *Del. C.* §4112.
12. **School Property** shall include any building, structure, athletic field, sports stadium that is owned, operated, leased or rented by any school district or charter school; any motor vehicle owned, operated, leased, rented or subcontracted by school district or charter school;¹¹ or remote learning platform.
13. **School Volunteer** means a person 18 years of age or older who, without compensation, renders service to a school district or charter school. School volunteer includes parents who assist in school activities or chaperone school functions.¹²
14. **Title IX of the Education Amendments of 1972** is federal legislation that prohibits discrimination on the basis of sex in educational programs and activities. Complaints or inquiries concerning sexual harassment or discrimination on the basis of sex should be directed to the School District or Charter School's Title IX Coordinator.
15. **Victim** is a current student allegedly harmed by school employee, contractor, coach, or volunteer.

³ See 14 *Del. C.* § 4166

⁴ See 14 *Del. C.* § 4161(1)

⁵ Adapted from the U.S. Department of Education's A Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting: <https://rems.ed.gov/docs/ASMTrainingGuide.pdf>

⁶ Adapted from the U.S. Department of Education's A Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting: <https://rems.ed.gov/docs/ASMTrainingGuide.pdf>

⁷ Adapted from the U.S. Department of Education's A Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting: <https://rems.ed.gov/docs/ASMTrainingGuide.pdf>

⁸ See 14 *Del. C.* § 4112(a)(4)

Confidentiality

1. School Counselors, School Nurses, Mental Health & Medical Professionals

These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. HIPAA (the Health Insurance Portability and Accountability Act of 1996) provides for confidentiality. However, certain information can be released under certain circumstances such as: law enforcement investigations, mandatory reporting (such as adult sexual misconduct) and in the course of certain judicial or administrative proceedings. Additionally, students may give informed consent to release their information. Mental health and medical professionals are required to maintain confidentiality of all information acquired from clients in a professional capacity except in the following situations:

- a student communicates an explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves), or
- any reasonable suspicion of child abuse or neglect, or
- a student presents with the following: a stab wound; non-accidental poisoning; a bullet/gunshot wound; powder burn, or other injury caused by the discharge of a firearm.

2. Other School Employees, Including Teachers & Administrators

These professions are not bound by confidentiality. Once a school employee knows or reasonably should know of possible adult sexual misconduct, the school employee must take immediate and appropriate action to keep the victim safe and report the incident. While these professionals are not bound by confidentiality, it is important that the reports are kept confidential and limited to certain individuals within the school to maintain the privacy of students. The procedures below will address in what specific circumstances reports to the Division of Family Services (DFS) and/or law enforcement are mandated.

⁹ See 14 *Del. C.* § 4112(a)(7)

¹⁰ See 14 DE Reg. 614

¹¹ See 14 *Del. C.* § 4112(a)(9)

¹² See 14 *Del. C.* § 4112(a)(10)

¹³ See 45 C.F.R. § 164.512

1. IDENTIFICATION OF ADULT SEXUAL MISCONDUCT

A school employee or volunteer may develop reasonable suspicion that a student has been the victim of adult sexual misconduct by a school employee, contractor, coach, or volunteer when:

- the incident is witnessed,
- a student makes a disclosure, even if it is minimal in detail; or,
- indicators of possible adult sexual misconduct are known, such as the inappropriate interactions noted in Section 2.d. under the Procedures for Staff Interactions with Students.

School employees or volunteers shall not interview the victim or alleged perpetrator when adult sexual misconduct is suspected; only Minimal Facts Questions should be asked.

2. IMMEDIATE RESPONSE BY SCHOOL EMPLOYEES & VOLUNTEERS

- **Separate Victim & Alleged Perpetrator** - Separate the victim and alleged perpetrator, keeping the victim in a location that allows for safety and confidentiality.
- **Assess Need for Medical or Mental Health Intervention** - Assess for injuries and need for medical or mental health intervention. Contact 911 and the school Nurse for medical assistance and connect the victim with mental or emotional health resources.

3. REQUIRED IMMEDIATE NOTIFICATIONS

The following 4 notifications are required:

- **DFS Report Line** – The school employee or volunteer shall make an **immediate** report to the Division of Family Services (DFS) for any **adult sexual misconduct between a student and school employee, contractor, coach, or volunteer regardless of where the offense occurred**. Call 1-800-292-9582.
- **Law Enforcement** – An **immediate** 911 report to law enforcement shall also be made by the School Principal or a Designee for any **adult sexual misconduct between a student and school employee, contractor, coach, or volunteer**. Notification to a School Resource Officer, if one is assigned to the school, fulfills the obligation to report to law enforcement. This report shall be made **regardless of where the offense occurred**.
- **DOE, School District Central Office & Title IX Coordinator** – The school employee or volunteer, or the school administrator shall notify the Delaware Department of Education (DDOE), School District Central Office and the Title IX Coordinator for the school. **Document time, date and method of notification to law enforcement and DOE in Comment Section of E-School Incident report**. The school shall not initiate its Title IX investigation until law enforcement concludes the evidence gathering process of the criminal investigation. Schools should work closely with legal counsel to determine when to initiate the Title IX investigation.

Superintendent, Charter Head of School or Designee at LEA Central Office - The school

employee or volunteer, or the school administrator shall notify the Superintendent, BASSE Head of School, or designee at the local education agency central office of the circumstances and provide the contact information for the DFS investigator and law enforcement officer.

4. NEXT STEPS BY SCHOOL EMPLOYEES & VOLUNTEERS

Protect Physical Evidence - Protect any physical evidence, whether related to the victim, suspect, or scene, which could be lost or destroyed prior to law enforcement arrival. Absent an urgent medical issue, the victim should **not** be examined for physical evidence or injury and should not bathe nor wash their hands. Any evidence, such as weapons or electronic devices, should be placed in a sealed envelope and secured in the school safe until delivered to law enforcement.

- **Do Not Conduct Interviews** – School employees shall NOT interview the victim, witnesses or alleged perpetrator or inform the alleged perpetrator of the pending criminal investigation.
- **Do Not Notify the Alleged Victim’s or Perpetrator’s Parents** - DFS and law enforcement will be responsible for notifying parents.
- **Do Not Investigate** - School employees shall NOT attempt to establish the credibility of a suspected incident of adult sexual misconduct and shall not request written statements from anyone.
- **Develop Safety Plan** - Develop and implement a safety plan with the victim as indicated in the Teen’s Guide to Safety Planning to increase, enhance and monitor the victim’s safety. Include IEP and 504 Teams as needed to ensure students with disabilities needs are addressed appropriately.
- **Discuss Protection from Abuse Order** - If applicable, inform the victim and caregivers of the right to file for a PFA, providing contact numbers and websites for resources to assist with filing for the PFA Order.
- **Inform Victim of Title IX Rights** - Inform the victim of the right to file a complaint, when applicable, directly with the Title IX Coordinator. Refer victim to Title IX Coordinator as appropriate.

5. IMMEDIATE RESPONSE BY DISTRICT OFFICE DESIGNEE(S)

- **Ask the Minimal Facts Questions** - Gather minimal information from the victim regarding the incident, using **Minimal Facts Questions**. School employees should be seeking information only to determine **what** is alleged to have happened, **when** it happened, **who** is the alleged perpetrator, and **where** it happened. No written statement

should be sought from the victim or alleged perpetrator at any point. Document initial findings in Required DDOE Incident Report submitted via E-School Reporting Platform.

- **Document Victim’s Statement** - Document the details of the victim’s disclosure being sure to include the victim’s exact words. Do not require a victim or alleged perpetrator to write a statement.
- **Identify Potential Witnesses** - Identify for law enforcement any potential witnesses, who may have been present or involved. Law enforcement will conduct an interview of witness(es). Do not require any witnesses to write a statement.
- **Protect Physical Evidence** - Protect any physical evidence, whether related to the victim, suspect, or scene, which could be lost or destroyed prior to law enforcement arrival. Absent an urgent medical issue, the victim should not be examined for physical evidence, or injury, and should not bathe nor wash their hands. Any evidence, such as weapons or electronic devices, should be placed in a sealed envelope and secured in the school safe until delivered to law enforcement.
- **Consider Administrative Leave** – Determine whether the alleged perpetrator should be placed on paid or unpaid administrative leave or subject to disciplinary action or dismissal. Prior to placing the alleged perpetrator on administrative leave, coordinate with law enforcement and DFS (if involved) to determine what, if any, impact such actions would have on the criminal and civil investigations and attempt to mitigate those impacts. Consider termination of access to any hardware or software, including but not limited to email, student information systems, learning management platforms and listserv distributions.
- **Maintain Complaints** - Maintain adult sexual misconduct complaints in the alleged perpetrator’s personnel file. Substantiated incidents of adult sexual misconduct will be reported in future reference checks for employment or volunteer work.

7. RESPONSE BY LAW ENFORCEMENT OR SCHOOL RESOURCE OFFICERS

The **Memorandum of Understanding for the Multidisciplinary Response to Child Abuse and Neglect** is the guiding document for the multidisciplinary response to child abuse and neglect, which includes the response to adult sexual misconduct. The procedures below are meant to serve as additional guidance for these incidents in the school environment.

- **Respond to School** - If the investigating officer will not be the School Resource Officer present at the school, the officer shall respond to school on date incident is

reported.

- **Assess Need for Medical or Mental Health Intervention** – Ensure the victim is in a location where the victim feels safe, and confidentiality is protected. Assess the victim’s immediate safety and medical needs.
- **Cross-Report to DFS** - Ensure report to DFS has been made. If not, report any and all allegations to the DFS Report Line. Communicate and collaborate with the investigating DFS worker, **conducting a multidisciplinary team (MDT) investigation** for the adult sexual misconduct requiring a DFS response.
- **Contact the Victim’s Parents** - Contact the victim’s parents to inform them that there are allegations of adult sexual misconduct.
- **Utilize the Children’s Advocacy Center** - Victims ages 3 through 12, and all suspected child victims of trafficking, **shall** be interviewed at the Children’s Advocacy Center (CAC). All other victims **may** be interviewed at the CAC.
- **Interview Victim** – If the victim is not being interviewed at the CAC, law enforcement will interview the victim in a confidential setting and shall be audio-recorded. Law enforcement will invite DFS to observe the interview.
- **Obtain Statements from Witnesses** - Obtain statements from witness(es), when possible, including statements from persons observing the incident and persons providing corroborative details.
- **Identify Other Potential Victims** – Consider the potential that other students may have been exposed to or victimized by the alleged perpetrator.
- **Collect Physical Evidence** - Collect and document physical evidence, including any already collected by the school. For physical evidence needing to be collected from the victim, such as DNA or saliva evidence, the collection should occur at a local hospital by a forensic nurse examiner (FNE) or sexual assault nurse examiner (SANE). Law enforcement and DFS will determine the most appropriate setting to photograph the victim’s injuries and the most appropriate person to take the photographs.
- **Discuss Protection from Abuse Order** - If applicable, inform the victim and caregivers of the right to file for a PFA, providing contact numbers and websites for resources to assist with filing for the PFA Order.
- **Refer Victim to Services** - Refer victim(s) and caregivers to resources, ensuring

police-based victim services are notified of this allegation.

- **Communicate Outcome to School** - Communicate investigation progress and outcome to the School Principal or a Designee.

Resources for Adult Misconduct

Delaware Resources:

- Rape Crisis Providers:
 - Kent & Sussex Counties – [Contact Lifeline](#): 302-761-9100
 - New Castle County – [YWCA Sexual Assault Response Center](#) – (800) 773-8570
- Delaware Domestic Violence, Sexual Violence and Stalking Policy: <https://dvcc.delaware.gov/background-purpose/dynamics-domestic-abuse/state-delaware-domestic-violence-policy/>
- Delaware Victims Services: <https://www.delawarevictimservices.org>
- Domestic Violence Coordinating Council: [Victim Resource Guide](#)
- Mandatory Reporting of Child Abuse and Neglect Resource Guide: <https://courts.delaware.gov/forms/download.aspx?id=136188>
- Statutory Reporting Requirements for School Employees: <https://courts.delaware.gov/forms/download.aspx?id=136168>

National Resources:

- Rape, Abuse & Incest National Network: www.RAINN.org
- National Sexual Assault Hotline: 1-800-656-4673
- Love is Respect's A Teen's Guide to Safety Planning: <https://www.loveisrespect.org/pdf/Teen-Safety-Plan.pdf>

Training:

- Community Outreach from the Delaware Domestic Violence Coordinating Council: <https://dvcc.delaware.gov/training/>

- Law Enforcement Officers Education Reimbursement Program: <https://cjc.delaware.gov/le-reimbursement-program/>
- Office of the Child Advocate: <https://courts.delaware.gov/childadvocate/training.aspx>
- Online Training Center at the Delaware Coalition Against Domestic Violence: <https://dcadv.org/what-we-do/training-and-certification/online-training-center.html>

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval:

Revision Dates:

APPENDIX

Department of Education/School Climate Office, Model Policy for Appropriate Adult Conduct with Student

213 – TEEN DATING VIOLENCE AND SEXUAL ASSAULT POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the Bryan Allen Stevenson School of Excellence (BASSE) regarding the response to teen dating violence and the sexual assault of students in accordance with the School Teen Dating Violence and Sexual Assault Act found at 14 Del. C. §4112E. BASSE shall annually review this policy and the “Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools” published by the Child Protection Accountability Commission.

II. DEFINITIONS

- A. Teen Dating Violence: As defined in 14 Del. C. §4112, “Teen Dating Violence” means assaultive, threatening or controlling behavior, including stalking as defined in §1312 of Title 11, that one person uses against another person, in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships. Behaviors that may fall under this definition include, but are not limited to: stalking, physical abuse, threatening one’s economic security and ability to be self-sufficient, bullying, defaming, defining, trivializing, harassing, diverting, blaming, berating, taunting, put downs, name calling, yelling, making the victim feel worthless or crazy, embarrassing the victim in front of others, using technology to stalk, harass, or embarrass the victim.
- B. Sexual Assault: As defined in 14 Del. C. §4112, “Sexual Assault” means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage, or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment (11 Del. C. §763); sexual contact (11 Del. C. §761); sexual intercourse (11 Del. C. §761); sexual penetration (11 Del. §761); and child abuse (10 Del. C. §901).
- C. School Environment: Shall mean within or on school property, and at school sanctioned or supervised activities, including, for example, on school grounds, on school buses, at bus stops, at functions, held on school grounds, at extra-curricular activities held on and off school grounds, on school sponsored out-of-school events where school staff are present, and at functions held at the school in the evening.
- D. School Employee: Includes all persons employed by BASSE including bus drivers, substitute employees, volunteers, and persons hired by or sub-contracted by other state agencies to work on BASSE property or at BASSE sanctioned functions.
- E. Student: Any student enrolled in Kindergarten through Grade 12.
- F. Child: Means an individual who has not reached his or her 18th birthday.

G. Minor: Means an individual who has not attained the age of 18 years.

III. CONFIDENTIALITY

- A. School Counselors, School Nurses and other Medical Personnel are bound by their professional licensure and code of ethics and are bound by confidentiality due to HIPAA (Health Insurance Portability and Accountability Act). However, certain information may be released in specific circumstances, such as a law enforcement investigation, mandatory reporting, and in the course of certain judicial and administrative proceedings.
- B. Mental health and medical professionals shall maintain confidentiality of all information acquired from clients in a professional capacity unless the information must be or is permitted to be disclosed by an explicit statutory or regulatory exception, such as: a student communicates and explicit and imminent threat to kill or seriously injure a clearly identified victim (including him/herself), any suspicion of child abuse, or when a student presents with serious burns or respiratory tract burns, non-accidental poisoning, stab wounds, bullet wounds, gunshot wounds, powder burns, or other injury caused by the discharge of a gun, pistol, or other firearm.
- C. Other school employees shall maintain confidentiality of all information except when the employee knows or has reasonable suspicion that a crime has been committed, threat to the safety of a child or staff member, or a possible violation of school policy, including, but not limited to, this policy, the school's code of conduct, anti-bullying, suicide prevention, and anti-harassment and hate crime policies. The employee shall then share the confidential information to the extent necessary to take immediate and appropriate action to explore the incident and keep the victim safe.

IV. MANDATORY REPORTING

- A. In all cases, when a mandatory report is made by a school employee, either to the Division of Family Services (DFS) or to law enforcement, the employee making the report shall simultaneously notify the Head of School.
- B. School Crimes: Pursuant to 14 Del. C. §4112, an immediate report must be made by the Head of School or designee to the appropriate police agency with jurisdiction when a school employee has a reasonable suspicion that one of the following offenses has occurred to a student in the school environment: (1) a violent felony offense, (2) unlawful sexual contact, or (3) assault. Concurrently, an immediate report should be made by the Head of School or designee to the appropriate police agency with jurisdiction when an employee commits a violent felony offense, assault, or any sexual offense against a student regardless of where the incident takes place. This offense also requires an immediate report to DFS by any school employee who witnesses or who has firsthand knowledge of the incident.

- C. **Sexual Abuse:** Any abusive sexual behavior that is committed against a minor by another minor or adult, regardless of where the incident took place, must be reported to DFS. 16 Del. C. §903,904. Unless the perpetrator is a school employee (see above), sexual violence that occurs outside of the school environment against a student who is 18 years of age or older does not have to be reported to DFS. However, **all instances of sexual violence must be reported to law enforcement.**
- D. **Teen Dating Violence:** Teen Dating Violence must be reported to law enforcement under the following circumstances:
1. Violent Felony in the school environment. Includes assault in the first and second degree, unlawful sexual contact in the first and second degree and stalking.
 2. Assault III in the school environment.
 3. Unlawful Sexual Contact III in the school environment.
 4. Abusive Sexual Behaviors against a Minor regardless of where the incident occurs. Report to DFS as well.
 5. Abusive Sexual Behaviors against a Student 18 years of Age or Older in the school environment.
 6. Threats of Harm to Others (Mental Health Providers Only) e. Child Abuse and Neglect Any person who has reason to suspect child physical, sexual abuse or neglect must report it to the 24-hour DFS Child Abuse & Neglect Hotline at 1-800-292-9582.

V. PROTOCOL FOR RESPONDING TO TEEN DATING VIOLENCE AND SEXUAL ASSAULT

A. Procedures Regarding Initial Response:

1. Separate the victim from the alleged perpetrator. Do not, under any circumstances, meet with the victim and perpetrator together.
2. Contact the parents/caregivers of the victim and the alleged perpetrator to inform them that an incident of dating violence or sexual assault has been alleged.
3. Speak with the victim and alleged perpetrator separately. The alleged perpetrator should be told that any statements made may become part of any future disciplinary, delinquency, protection from abuse order (PFA), civil, or criminal proceedings.
4. Speak with bystanders and other potential witnesses who may have been present or involved. Encourage them to speak up directly on behalf of the victim if they should witness further incidents, or to get help from school officials.
5. Refer to the BASSE Code of Conduct regarding the appropriate consequences for the perpetrator's behavior.
6. Report incidents that fall under the mandatory reporting obligation as outlined above to law enforcement and/or DFS.

B. Protocol for Working with Victims:

1. The safety and well-being of the victim is paramount.
2. BASSE administrators shall conference with the victim. However, administrators should only attempt to talk with the victim if the victim's emotional state enables him/her to participate in the process.
3. Inform the victim of her/his right to file a school-based complaint of sexual harassment, dating violence or sexual violence with any counselor or administrator.
4. Support the victim in completing the complaint form and documenting the incident.
5. Identify immediate actions that can be taken to increase the victim's safety and ability to participate in school without fear or intimidation, including positive behavior supports and interventions. Include the victim in determining safety precautions. Monitor the victim's safety as needed.
6. Refer the victim to the school counselor for services and safety planning. Determine other needed or desired responses, such as providing outside resources.
7. Inform the victim and parent/caregiver of school and community resources as needed including their right to access advocacy and counseling services, file charges, or seek legal protection, such as a Protection from Abuse Order.
8. Encourage the victim to seek medical attention. The victim will not be responsible for out-of-pocket costs of obtaining a sexual assault exam.
9. Encourage the victim to report further cases of sexual violence.
10. For situations involving sexual harassment, inform the victim of his or her right to file a complaint alleging sexual harassment directly with school's Title IX Coordinator.
11. Inform the victim of his/her right to have a support person with him/her during all stages of the investigation.

C. Protocol for Working with Alleged Perpetrator:

1. BASSE officials shall make every reasonable effort to protect the due process rights of the alleged perpetrator.
2. Conference with the alleged perpetrator and parent/caregiver. Administrators should seek guidance from law enforcement before talking with the alleged perpetrator.
3. The alleged perpetrator should be told that any statements he/she makes may become part of any future disciplinary, delinquency, PFA, civil, or criminal proceedings.
4. Emphasize expectations for positive behavior.
5. Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents.

6. Discuss implication of Protection from Abuse Order.
7. Inform the alleged perpetrator and parent/caregiver of help and support available at school or in the community as needed (i.e., domestic abuse intervention services).
8. Address the seriousness of retaliation against the victim for reporting the incident or cooperating with the investigation. Inform the alleged perpetrator that retaliation or threats of retaliation in any form designed to intimidate the victim, or those who are witnesses, or those investigating an incident shall not be tolerated.
9. Increase supervision of the alleged perpetrator as needed.
10. Document the meeting and any plan of action.

D. Documenting Incidents of Teen Dating Violence and Sexual Assault:

1. BASSE has developed a system for documenting mandatory reports of teen dating violence and sexual assault to ensure that all victims and alleged perpetrators receive consistent and fair treatment.
2. All allegations of teen dating violence and sexual assault shall be documented on a complaint form (Appendix B) and promptly investigated by a school administrator or designee.
 - a. The School Administrator or Designee shall thoroughly document the complaint, investigation and actions taken (See Appendix).
 - b. The Head of School shall maintain teen dating and sexual violence complaints in a file separate from academic records.
 - c. Any offense established shall be documented in the eschool platform.

VI. PROTOCOL FOR RESPONDING TO CHILD ABUSE AND NEGLECT

A. Protocol for Responding to Child Abuse and Neglect:

1. Any School employee who reasonably suspects child abuse or neglect of any minor in the State of Delaware shall report it to the DFS Child Abuse & Neglect Hotline at 1-800-292- 9582.
2. The employee shall simultaneously notify the Head of School.
3. Do not interview or probe a victim to obtain details about the abuse or neglect. Ask the following questions to obtain minimal facts needed to make a report:
 - a. how the victim was abused or neglected or why the victim is afraid he/she will be abused or neglected.
 - b. who is the alleged abuser; and
 - c. when and where the alleged abuse occurred.
4. Do not take photographs of the injuries or ask the victim to undress.
5. Within 72 hours of making an oral report, the reporter should complete and fax or mail the mandatory Reporting Form DFS. The form is available at www.Iseethesigns.org

6. The Head of School or designee shall maintain a record of any reports made to DFS.

B. Protocol for Working with Victims

1. Listen to and support the victim.
2. Allow the victim to tell you the abuse scenario if they have begun to do so – do not interrupt them.
 - a. Do not ask the victim questions if you have enough information to suspect abuse or neglect.
3. Tell the victim that you will need to tell another person about the suspected abuse (i.e. DFS).
4. If the victim has access to the alleged perpetrators, monitor the victim's safety.

C. Protocol for Working with Alleged Perpetrators:

1. Do not confront the alleged perpetrator or discuss the victim's disclosure.
2. Do not tell the alleged perpetrator that you are making a report.
3. If the alleged perpetrator has access to the victim, increase supervision of the alleged perpetrator as needed or call law enforcement if the perpetrator attempts to remove the victim and the victim is in danger.

VII. TEEN PREGNANCY

A. Teen pregnancy, in and of itself, does not require notification to DFS or law enforcement. However, it is important to be aware that research has consistently demonstrated that teen pregnancy is a risk factor for dating abuse in that there is an elevated presence and severity of abuse among pregnant teens. In addition, professionals must be alert to the possibility that a teen pregnancy may be the result of abuse.

1. Protocol for Responding to Teen Pregnancy:
 - a. Any suspicion of child abuse or neglect is required to be reported to DFS.
 - b. Minors, age 12 and older, have the right to seek certain medical care without parental consent when they say they are pregnant, exposed to the risk of becoming pregnant, or afflicted with a contagious, infectious or communicable disease. As such, a child accessing the services in this context does not require a professional to report child abuse or neglect, unless there is also a reasonable suspicion of child abuse or neglect.
 - c. Whenever abuse or neglect is suspected (i.e. the pregnancy is a result of rape or incest, or the minor was unable to consent to sex due to her age), a report shall be made to the 24- hour DFS Child Abuse & Neglect Report Hotline at 1-800-292-9582. Online reporting is also available at www.Iseethesigns.org

VIII. YOUTH-PRODUCED SEXUAL IMAGES (“Sexting”)

A. Protocol for Responding to Youth-Produced Sexual Images:

1. This section covers youth-produced images that are: nude, sexually suggestive, or sexually explicit and possessed and/or transmitted by way of cell phone, electronic device or online and done so with the intent to cause harm.
2. The taking of nude or explicit photos or sending nude/explicit pictures of someone under the age of 18 can be considered child pornography.
3. Any school staff member who witnesses or learns of any youth-produced sexual images shall take the following steps:
 - a. 1. Confiscate both the victim’s and the alleged perpetrator’s cell phones or electronic device. Do not view contents of the phone or electronic device. The phones should be given to law enforcement if it is suspected that a crime has been committed.
 - b. 2. Refer the matter to the Head of School, Principal, or School Climate and Culture Counselor.
4. Speak with any bystanders who may have seen the image or heard about the images. Encourage them to speak up on behalf of the victim if they should witness further incidents, or to get help from school staff members.
5. Contact the parents/caregivers of the victim and the alleged perpetrator to inform them that an incident of sexting has been alleged and is being investigated.

B. Protocol for Working with the Victims:

1. School administrators shall conference with the victim. However, administrators should only attempt to talk with the victim if the victim’s emotional state enables him/her to participate in the process.
2. Identify immediate actions that can be taken to increase the victim’s safety and ability to participate in school without fear or intimidation, including positive behavior support interventions. Include the victim in determining safety precautions. Monitor the victim’s safety as needed.
3. Inform the victim and parent/caregiver of school and community resources as needed including their right to access advocacy and counseling services, file charges, or seek legal protection, such as a Protection from Abuse Order.
4. Encourage the victim to seek medical attention.
5. Encourage the victim to report further incidents of sexting.
6. For situations involving sexual harassment, inform the victim of his or her right to file a complaint alleging sexual harassment directly with school’s Title IX Coordinator.
7. Inform the victim of his/her right to have a support person with him/her during all stages of the investigation.

C. Protocol for Working with Alleged Perpetrator:

1. School officials shall make every reasonable effort to protect the due process rights of the alleged perpetrator.
2. Conference with the alleged perpetrator and parent/caregiver.
3. The alleged perpetrator should be told that any statements he/she makes may be part of any future disciplinary, delinquency, PFA, civil, and/or criminal proceedings.
4. Emphasize expectations for positive behavior.
5. Inform the alleged perpetrator and parent/caregiver of help and support available at school or in the community as needed (i.e., domestic abuse intervention services).
6. Address the seriousness of retaliation against the victim for reporting the incident or cooperating with the investigation. Inform the alleged perpetrator that retaliation or threats of retaliation in any form designed to intimidate the victim, or those who are witnesses, or those investigating an incident shall not be tolerated.
7. Increase supervision of the alleged perpetrator as needed. viii. Document the meeting and any action plans.

D. Documenting Incidents of Sexting:

1. BASSE has developed a system for documenting breaches of BASSE's Code of Conduct as well as initiating mandatory reports to ensure that all victims and alleged perpetrators receive consistent and fair treatment.
2. All allegations of sexting or other youth-produced sexual images shall be promptly investigated by a school administrator or designee.
3. The School Administrator or Designee shall thoroughly document the investigation and actions taken.
4. Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents.
5. Document allegations and offenses established in school as required.
6. The Head of School or designee shall report the incident to law enforcement if it is suspected that a crime has been committed.

IX. RESOURCES

A. Resources for Sexual Assault and Teen Dating Violence

1. Break the Cycle: 1-202-824-0707 or 1-310-286-3383
<http://www.breakthecycle.org>
2. Lifeline Rape Crisis
 - a. New Castle County: 302-761-9100
 - b. Kent and Sussex Counties: 1-800-262-9800
3. Prevention and Behavior Health Services 24-Hour Child Priority Response: 1-800-969- 4357
4. Domestic Violence Hotline
 - a. New Castle County: 302-762-6110
 - b. Kent and Sussex Counties: 302-422-8058

- c. Bilingual (Sussex): 302-745-9874
 5. National Dating Abuse Hotline 1-866-331-9474; TTY 1-866-331-8453
www.loveisrespect.org
 6. National Sexual Violence Research Center <http://www.nsvrc.org>
 7. Useful websites for teaching
 - a. <http://www.doe.k12.de.us/infosuites/staff/ci/content/areas/health.Shtml>
 - b. www.safeandrespectful.org
 - c. http://www.safeandrespectful.org/teachers/showcase_home.html
- B. Resources for Families and Victims of Child Abuse and Neglect
 1. Children and Families First Strengthening Families Program 1-800-734-2388
 2. Delaware Department of Justice – Family Division: 302-577-8400
 3. Department of Services for Children, Youth and Their Families: 302-633-2500 iv. Division of Family Services Child Abuse & Neglect Report Line: 1-800-292-9582
 4. Division of Prevention and Behavioral Health Services 24-Hour Child Priority Response (CPR): 1-800-969-4357
 5. Office of the Child Advocate: 302-255-1730
- C. Resources for Teen Pregnancy
 1. Children and Families First - The Adolescent Resource Center (ARC): 1-800-924-6977
 2. Delaware Adolescent Program, Inc.: <http://www.dapi.org/>
 3. Henrietta Johnson Medical Center: 302-655-6187
 4. La Red Health Center, Inc.: 302-855-1233
 5. Planned Parenthood of Delaware: 302-655-7296
 6. Safe Arms for Babies - Toll-free 24-hour hotline: 1-800-262-9800 vii.
<http://www.dhss.delaware.gov/dhss/dph/chca/dphahsab01.html>
- D. Resources for Youth-Produced Sexual Images
 1. Adults Guide to Preventing “Sexting”
 - a. Delaware Child Predator Task Force: 302-739-2030
 - b. National Center for Missing and Exploited Children: 1-800-843-5678
 - c. Teens Guide to Preventing “Sexting”
- E. Information/Referrals & Training:
 1. Child Welfare Information Gateway: <http://www.childwelfare.gov/>
 2. Child Protection Accountability Commission: 302-255-1730.
 - a. Guidelines for Responding to Teen Dating and Sexual Violence
 3. Training on the identification and reporting of child abuse
 - a. National Center for Missing and Exploited Children:
www.missingkids.com
 - b. Darkness to Light - Child Sexual Abuse Prevention - www.d2l.org

- c. Mandatory Reporting and Resources - www.Iseethesigns.org
- d. Prevent Child Abuse Delaware - www.pcadelaware.org
- e. Delaware Department of Justice – Family Division: 302-577-8400

Related Policies:

- A. Student Code of Conduct Policy

Related Procedures and Documents:

- A. xxx

Approval: 07/11/2024

Revision Dates:

DRAFT

214 – Workplace Place Violence Policy

ISSUE

All State agencies, including the school districts and charter schools of Delaware, are required to adopt the State of Delaware Workplace Violence Policy (“the State Policy”). The State Policy prohibits violence against state employees in all locations where state employees work, represent the State of Delaware, or perform a work-related duty, and requires acts or threats of violence to be reported to the local police. Additionally, Title 14 of the Delaware Code § 4112 requires public school administration to report acts of violence against school employees committed by students, employees and other adults to the appropriate police agency.

Although the Policy applies to all Bryan Allen Stevenson School of Excellence (BASSE) employees, the reporting and provisions do not address some of the requirements of § 4112; some of administrative positions used in the State Policy are not consistent with administrative positions at BASSE, and BASSE employees are not subject to Merit Rule 12.1 referenced in the enforcement section of the State Policy. The BASSE Board of Directors (“the Board”) intends to adopt the State Policy prohibiting violence towards state employees in the workplace as modified for BASSE, and to establish regulations specific to BASSE.

POLICY

ADOPTION AND MODIFICATION OF THE STATE POLICY

- I. **Policy Statement:** The State of Delaware and the Board are committed to providing a workplace that is safe, secure, and free of harassment, threats, intimidation, and violence for all BASSE employees, students and volunteers. It is every employee’s duty to maintain a safe workplace. In order to ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involves or affects BASSE employees or which occur on BASSE property or at BASSE functions will not be tolerated.
- II. **Policy Scope:** This policy applies to all locations where BASSE employees work, represent BASSE, or represent the State of Delaware. This includes the workplace, customer and vendor premises, and BASSE or State sponsored events and activities. The workplace is any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to buildings and the surrounding perimeters, including parking lots and grounds. It includes all state-owned and BASSE owned, leased or donated space, including vehicles, and any location where BASSE or state business or sponsored activities are conducted.

III. Policy Provisions:

- A. Threats or Acts of Violence Defined: The Board does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of BASSE employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, customers, or business partners.
- B. Definition of Workplace Violence: Workplace violence is defined as all threats or acts of violence occurring on BASSE and other state property, as defined in the policy scope, regardless of the relationship between BASSE or the state and the individual involved in the incident. This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:
1. Aggressive or hostile behavior that creates an objective reasonable fear of injury to another person or subjects another individual to emotional distress;
 2. Intentionally damaging BASSE property or property of another employee;
 3. Hitting or shoving an individual with any part of one's body and/or object;
 4. Threatening to harm an individual or his/her family, friends, associates, or their property;
 5. The intentional destruction or threat of destruction of property owned, operated, or controlled by the state or BASSE;
 6. Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications;
 7. Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable, law, administrative rule, or policy that would affect the business interests of the state or BASSE;
 8. The willful, malicious and repeated following of another person, also known as "stalking", and making of a credible threat with intent to place the other person in reasonable fear for his or her safety;
 9. Making a suggestion or otherwise conveying that an act to injure persons or property is "appropriate", without regard to the location where such suggestion occurs;
 10. Possession of a weapon while on BASSE property or while on BASSE business (unless specifically approved by the Head of School as a job-related requirement);
 11. Committing acts of violence motivated by, or related to, race, age, color, national origin, religion, sexual orientation, sex, disability, marital status, sexual harassment, or domestic violence.

Violence can include more than inflicting physical harm to others or self. Violent behavior also consists of threats and acts of aggression. Some examples of threats are remarks of revenge and abusive and obscene statements. Acts of aggression are abusive behavior, such as stalking, pounding of fists, stomping, swiping at objects, tearing paper, and tampering with property, in an attempt to intimidate, inflict harm or

destroy property. (Steps to Help Prevent Workplace Violence can be found in Appendix A.)

C. Procedure:

1. All personnel are responsible for notifying their supervisor of any threats which they have witnessed or received. Threats against supervisors and co-workers can foreshadow violence. Even without any actual threat, employees should report any behavior they have witnessed which they regard as threatening or violent, when the behavior is related or might be carried out at work or is connected to State employment. Employees are responsible for making this report, regardless of the relationship to the individual who initiated the threat or threatening behavior. Any potentially dangerous situations must be reported immediately to a supervisor or the human resource office.
2. The supervisor is responsible for reporting the situation to his/her immediate supervisor. The immediate supervisor is responsible for ensuring that the Head of School has been notified of the incident.
3. Reports can be made anonymously, and all reported incidents will be investigated if there is sufficient information in order to initiate an investigation.
4. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
5. Acts of aggression and violent behavior should also automatically require action. When they occur, the Head of School should tell aggressive employees to leave the workplace or have them removed.
6. A decision should be made regarding disciplinary action. If the employee(s) remains employed, they should be assisted in obtaining counseling.
7. The employee(s) that was the target of the aggression should have their needs and concerns addressed. BASSE will actively intervene at any indication of a possibly hostile or violent situation. If, after an investigation, it is determined that an employee has probably been the victim of:
 - i. A violent felony;
 - ii. An Assault III;
 - iii. An Unlawful Sexual Contact;
 - iv. An Offensive Touching; or
 - v. A Terroristic Threatening;

as prohibited by Title 11 of the Delaware Code, the supervisor receiving the initial report shall immediately report the incident to the appropriate police agency and criminal charges filed as appropriate and required by Title 14 of the Delaware Code § 4112.

D. Warning Signs, Symptoms and Risk Factors: While the Board does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the human resource office if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior may include:

1. Discussing weapons or bringing them to the workplace;
2. Displaying overt signs of extreme stress, resentment, hostility, or anger;
3. Making threatening remarks;
4. Sudden or significant deterioration of performance;
5. Displaying irrational or inappropriate behavior;
6. Dropping hints about a knowledge of firearms;
7. Making intimidating statement like: "You know what happened at the Post Office," "I'll get even" or "You haven't heard the last of me."
8. Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech;
9. Having a romantic obsession with a co-worker who does not share that interest;
10. Intense anger or lack of empathy;
11. History of interpersonal conflict; domestic problems, and/or unstable/dysfunctional family;
12. Brooding, strange behavior or "time bomb ready to go off."

Supervisors should be alerted to and aware of these indicators. If an employee exhibits such behavior, those observing the behavior should advise their chain of command regarding their concerns and the employee should be monitored and such behavior should be documented.

E. Domestic Violence:

1. This policy encourages all state employees, including District employees, to be aware of the issue of domestic violence and its impact in the workplace.
2. The Delaware State Office of Management & Budget/Human Resource Management and/or the Department of Human Resources can direct employees to resources to either learn more about or receive services related to domestic violence.
3. The Domestic Violence Coordinating Council is the State agency responsible for coordinating the State's efforts in domestic violence.
 - i. The Domestic Violence Coordinating Council's website, www.dvcc.state.de.us, has a list of available resources.
4. This policy also requires all individuals who apply for or obtain a protective or restraining order which lists a State location as being a protected area, to provide

to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

5. Further, any employee who is involved in the criminal justice process as a complainant/victim and is protected by a “no-contact order” as part of this process will furnish to management the particular circumstances of this order.
6. Any employee who is the respondent in a civil protective proceeding, and/or the defendant/offender in a criminal “no-contact” proceeding, and for whom the complainant/victim is employed at the same job site, is responsible for furnishing to management a copy of the criminal and/or civil order.
7. Upon receipt of information as indicated above, the Head of School is to develop a plan ensuring compliance with the order and promoting the safety of the employee and others at the job site. The Delaware State Police can be helpful in developing this plan.
8. The Head of School, to the extent that it is practicable, is to consider the privacy of the complainant/victim and is to avoid re-victimization.
 - i. If both parties are at the same worksite, the plan should include measures to ensure compliance with the order as well as the safety of the parties and the other workers. Further, such a plan should not penalize the complainant/victim.

Agencies interested in domestic violence related training could contact the Domestic Violence Coordinating Council at (302) 255-0405.

- F. Dangerous/Emergency Situations: In all situations, if violence appears to be imminent, employees should take the precautions necessary to assure their own safety and the safety of others. Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should attempt to remain calm. If a supervisor or security officer can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given by the individual. If possible, employees should immediately notify proper law enforcement authorities and/or security if they believe that there is a serious threat to their safety or the safety of others.
- G. Enforcement: Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. The violation of this policy may be grounds for discipline up to and including dismissal. Students will be subject to discipline pursuant to the appropriate Code of Student Conduct and § 4112. Employees will be subject to remedial and disciplinary action consistent with the State Policy and § 4112 that may include:
 1. Verbal Warning
 2. Cautionary Letter
 3. Formal Written Reprimand

4. Suspension without pay for a number of days
5. Demotion
6. Involuntary Transfer
7. Required Counseling
8. Termination of Employment
9. Criminal Prosecution.

For non-employee adults, including parents or other community members, remedial actions will be consistent with the State Policy and § 4112 limiting the type and nature of the contact the parent or community member may have with the employee or the work location of the employee. This may include barring the parent or community member from any BASSE property or any BASSE event, and/or criminal prosecution.

H. Fitness-for-Duty Evaluation:

1. At the discretion of the Head of School or his/her designee, an employee exhibiting warning signs, symptoms, and risk factors, that indicate violence, including but not limited to those set forth in Section D of the State policy, may be ordered to submit to a psychological evaluation to determine the employee's fitness-for-duty.
2. The Head of School, or his/her designee will provide a list of health care providers as appropriate for the situation. The health care provider should report the results of the evaluation to the Head of School who shall then consult with the Board Chairperson or designee to determine the employee's fitness-for-duty based on the evaluation. All evaluation records shall be maintained in a confidential manner as required by law.

I. Referral to Delaware Employee Assistance Program or Crisis Intervention Program:

Where a supervisor suspects that an employee has work-related and/or personal problems, the supervisor should, in consultation with the human resources office, recommend that the employee contact the State of Delaware's Employee Assistance Program for counseling and support.

J. Dissemination of Policy: All employees will be given copies of this policy. All new employees will be given a copy of this policy as part of their orientation.

PROCEDURES

- I. The Head of School, or his/her designee, shall establish written Board regulations consistent with this and the State Policy, and State and Federal law and regulations. Written regulations shall be reviewed annually thereafter by the Head of School, or his/her designee.

- II. Procedures must include, but not be limited to:
 - A. A process for investigations;
 - B. A process for providing employees a copy of to this policy;
 - C. A process for employees to report workplace violence.

Review and Reporting

This policy will be reviewed as required by the laws or regulations of the State of Delaware.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. xxx

Approval:

Revision Dates:

APPENDIX A

Steps to Help Prevent Workplace Violence:

- Check references of all prospective employees and conduct criminal background checks of prospective employees where appropriate. It is imperative that every effort is made to check the references of employees, especially prior criminal records.
- Take action immediately if an employee exhibits bizarre behavior. This may include requiring the employee to be drug-tested if there is “reasonable suspicion,” disciplining the employee up to and including termination, or granting the employee a leave of absence and referring them for psychiatric assistance.
- Inform employees that threats of violence will not be tolerated. Through written and oral communication, make employees aware that threats of violence will be treated the same as acts of violence. Employees who threaten others will be subject to discipline up to and including termination.
- Be aware of workplace romances that have “gone sour”. Failed romantic relationships involving co-workers can often lead to charges of sexual harassment. This harassing conduct can be a prelude to violence.
- Develop a crisis plan. This plan should be shared with all employees so that they can know how to react in a crisis, including who is responsible for managing and responding to threats. It is a good idea to designate a management representative who will be responsible for handling workplace violence issues. This plan should provide for: reporting incidents to local law enforcement authorities; securing work areas where the disturbances occurred; ensuring the physical safety of employees and others remaining in the area as soon as possible; ensuring that no work area is left short-staffed while others assist the victim or help secure the area; and quickly assessing the safety of the work area if it was disturbed or damaged during an incident.
- Take all threats of violence seriously. If management is aware that an employee is being threatened, they should act to protect that employee during working hours. This may mean considering heightened security.

Develop a procedure for reporting incidents. A procedure for reporting violent incidents should be developed. This procedure will apply to all types of violent incidents, whether or not physical injury has occurred (i.e. verbal abuse, threats of violence, menacing, etc.). This procedure should be in writing and should be easily understood by all employees. It should take into account issues of confidentiality or employees may be reluctant to come forward. Each incident should be reported to and evaluated by a designated BASSE representative.

- Conduct a detailed investigation of incidents. All incidents should be investigated as soon as possible. A delay of any kind may cause important evidence to be compromised, removed, or destroyed, either intentionally or unintentionally. The investigation should be focused on fact-finding to prevent reoccurrence.

DRAFT

215 – Respectful Workplace and Anti-discrimination Policy

I. Purpose:

- A. The Bryan Allen Stevenson School of Excellence (BASSE) strives to create and maintain a work environment where people are treated with dignity, decency, and respect. The accomplishment of this goal is essential to the mission of BASSE. The work environment of BASSE is characterized by mutual trust and the absence of intimidation, oppression, and exploitation. This policy aims to set the basis for a respectful workplace free of anti-discrimination practices.
- B. Employees must work and learn in a safe, respectful, and stimulating atmosphere. For that reason, BASSE will not tolerate unlawful discrimination or harassment of any kind. Managers and supervisors are responsible for fostering a workplace environment free of discrimination and harassment. Through enforcement of this policy and education of employees, BASSE seeks to prevent, correct, and discipline behavior that violates this policy. All employees are covered by and are expected to comply with this policy and to take appropriate measures to assure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include, but not be limited to, written reprimand, suspension, or termination of employment.
- C. This policy applies to all employees, including unpaid interns, joint employees, and apprentices; and includes workplace conduct by individuals such as outside vendors, contractors, consultants, customers, or constituents. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, including business trips, business meetings, and business-related social events. The terms of this policy do not supersede any Statewide or related Executive Branch Agency policy and procedure. If a conflict between BASSE and Statewide policy were to exist, Delaware's state policy would supersede the policy of BASSE.

II. Definitions:

- A. Complainant - An individual who makes a complaint and begins the complaint process.
- B. Discrimination - Unlawful discrimination is the unjust or prejudicial treatment of individuals, based on their membership in a protected class.
- C. Equal Employment Opportunity (EEO) Officer – A BASSE employee designated to manage EEO responsibilities at BASSE.
- D. Harassment - Unwelcome conduct that is based on an individual's protected class.

1. Harassment becomes unlawful when: enduring the offensive conduct becomes a condition of continued employment; or
 2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. The behavior need not be intentional to be considered harassment.
- E. Investigation Findings - Complaint investigations will result in one of the following conclusions: substantiated, partially substantiated, or unsubstantiated.
1. Substantiated means that the research and/or evidence through corroboration verifies the allegation.
 2. Partially substantiated means that the research and/or evidence through corroboration verifies some but not all the allegations asserted in the complaint.
 3. Unsubstantiated means that research and/or evidence failed to find sufficient evidence to support or verify the Complainant's claim.
- F. Investigator – A BASSE employee or other designee assigned to begin an inquiry to determine whether there is a reasonable basis for moving forward with an investigation of the alleged violation of this policy and if so, to investigate.
- G. Protected Class - Protected classes under this policy are a person's race, protective hairstyle, color, national origin, gender, age, sex, creed, pregnancy, marital status, family responsibilities, sexual orientation, gender identity or expression, veteran's status, religion, genetic information, disability, status as a victim of domestic violence, sexual assault and/or stalking, or any other category protected by applicable state and/or federal laws.
- H. Respondent - The party against whom a complaint is made, and who is responsible for providing a response to the complaint under this policy.
- I. Retaliation - An act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against any individual(s) taken because that individual(s) has exercised rights under this policy, or State, or federal anti-discrimination laws, and that would reasonably discourage the individual from making a complaint.
- J. Sexual Harassment - Conduct defined in 19 Del. C. § 711A(c) which includes when an employee is subjected to unwelcome sexual advances, requests for favors, and/or other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of employee's employment;
 2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

III. Policy:

- A. The State promotes a safe and respectful work environment in compliance with all applicable State and federal anti-discrimination and anti-harassment laws and regulations and enforces this policy in accordance with the following standards:
1. **Discrimination:** It is a violation of this policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's protected class.
 2. **Harassment:** BASSE prohibits harassment of any kind and will take prompt and effective action in response to alleged violations of this policy. Unlawful harassment is when enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. This conduct may result in a hostile work environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or third parties, including constituents and customers. The following illustrations of harassment are intended to be examples and are not exhaustive when determining whether there has been a violation of this policy:
 - a) **Verbal Harassment** includes offensive or unwelcome comments regarding a person's membership in a protected class, including jokes, slurs, and negative stereotyping.
 - b) **Nonverbal harassment** includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of membership in a protected class, including inappropriate staring, touching, hand gestures, posters, cartoons, and other nonverbal conduct.
 - c) **Sexual Harassment:** BASSE prohibits sexual harassment and will take prompt and effective action in response to alleged violations of this policy.
 - i. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:
 - ii. Is made explicitly or implicitly a term or condition of employment;
 - iii. Is used as a basis for an employment decision; and/or unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.
 - d) **Types of sexual harassment:**
 - i. **Quid pro quo** harassment, where submission to harassment is used as the basis for employment decisions. This can be

providing employee benefits such as raises, promotions and/or better working hours directly linked to compliance with sexual advances.

- a. Examples: A supervisor promising an employee a raise if s/he goes on a date with her/him; a manager telling an employee s/he will fire her/him if s/he does not have sex with her/him.
3. “Hostile work environment,” where the harassing conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or offensive. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or third parties, including constituents and customers. Hostile work environment harassment may include comments of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons, or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.
4. Sexual harassment may take different forms. The following illustrations of sexual harassment are intended to be examples and are not exhaustive when determining whether there has been a violation of this policy:
 - a) Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibited form of harassment, including that which is sexual in nature and unwelcome.
 - b) Nonverbal sexual harassment includes the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets, and internet postings; or other forms of communication that is sexual in nature and offensive.
 - c) Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and assault.
5. Retaliation: BASSE prohibits retaliation and will take prompt and effective action in response to alleged violations of this policy. No tangible hardship, loss, or penalty may be imposed on an employee in response to:
 - a) Filing or responding to a complaint of discrimination or harassment;
 - b) Appearing as a witness in the investigation of a complaint; or
 - c) Serving as an investigator of a complaint.

6. Violation: Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include, but not be limited to, written reprimand, suspension, or termination of employment.
7. EEO Officer: BASSE shall designate an employee to serve as the school's EEO Officer.
8. Complaint Procedures:
 - a) An employee may obtain information from their Supervisor, Human Resources (HR) representative, BASSE's EEO officer, or the Labor Relations & Employment Practices (LREP) section representative at DHR about the filing of a discrimination or harassment complaint.
9. Complaint Process:
 - a) BASSE will provide professional treatment to any person who making a complaint. All complaints will be handled swiftly and as confidentially as possible considering the need to conduct a fair and thorough investigation.
 - b) Filing a complaint in good faith will not be used against the employee or have an adverse impact on their employment status.
 - c) An employee who is the recipient of unwelcome conduct should attempt to communicate to the offender their objection to the conduct whenever possible. If the employee is not comfortable addressing the conduct with the offender or if that has occurred and the conduct continues, an aggrieved employee is encouraged to report incidents of alleged harassment as soon as possible.
 - d) Complaints are to be submitted individually by the employee alleging harassment or discrimination.
 - e) The process in this Respectful Workplace Anti-Discrimination Policy shall not serve as an appeal following the disposition of an administrative decision (discrimination charges filed at the Delaware Department of Labor (DDOL), or Equal Employment Opportunity Commission (EEOC)).
 - f) Filing a false or malicious complaint is an abuse of this policy and will be treated as a violation.
10. Confidentiality and Employee Assistance Program:
 - a) During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the Complainant will be protected to as great a degree as possible. The expressed wishes of the Complainant for confidentiality will be considered in the context of the State's legal obligation to act on allegations of discrimination, harassment, or retaliation, and the obligation to conduct a fair and thorough investigation.
 - b) During the investigation and afterward, all parties, including witnesses when applicable, will be required to maintain strict confidentiality. In

addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential.

- c) The Employee Assistance Program (EAP) provides confidential counseling services to State employees enrolled in one of the State's health plans. Individuals wishing to discuss an incident confidentially or seeking information and/or advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client.
 - i. Contacting the EAP will not qualify as notification to the State of a potential harassment or discrimination issue.

11. Complaint Process:

- a) Complaint Procedure: BASSE has established the following procedure for filing a complaint of harassment, sexual harassment, discrimination, or retaliation (based on protected class). BASSE will treat all aspects of the procedure confidentially to the extent reasonably possible. Prompt reporting of complaints is encouraged, so that prompt response and appropriate action may be taken. If a supervisor or manager becomes aware of allegations of harassment or discrimination, from personal observation, as a result of a Complainant or another individual coming forward, the supervisor or manager shall discuss the concern or incident with the employee and attempt to resolve the matter in consultation with BASSE's human resources department.
- b) An employee (Complainant) who believes they have been harassed, discriminated, or retaliated against may initiate the complaint process by filing a complaint in writing with any of the following:
 - i. Supervisor
 - ii. Head of School
 - iii. Agency's Equal Employment Opportunity Officer
 - iv. BASSE HR representative
- c) For this complaint procedure, the employee alleging workplace harassment, discrimination or retaliation is not required to file a complaint with the alleged offender.
- d) Complainants making verbal complaints will be required to complete the Respectful Workplace and Anti-Discrimination Complaint Form (Complaint Form). To proceed with an inquiry into the complaint, the Complainant must submit a written and signed Complaint Form containing sufficient details to investigate whether a violation of this policy may have occurred.
 - i. The Complainant may obtain the Complaint Form online or from BASSE's HR representative.
- e) If a supervisor or manager becomes aware of allegations of harassment or discrimination, either from personal observation or as a result of a Complainant or other individual coming forward and attempts at resolving the matter with the employee are not successful, the supervisor

or manager shall provide the employee with this policy and complaint form and also report allegation(s) in writing to BASSE's HR representative as soon as reasonably possible.

- f) Upon receiving a Complainant's written complaint or being advised by a supervisor or manager of an alleged violation of this policy, and no later than five (5) business days, BASSE's HR representative must notify in writing the LREP section of DHR of the complaint and must consider any measures for the protection of the Complainant or alleged victim (i.e., transferring work location of the subject of the complaint, contacting law enforcement, etc.) If the complaint is received by LREP, they shall notify the BASSE HR representative assigned to the Complainant's agency within five (5) business days.
- g) Within five (5) business days of receiving the written complaint from a Complainant, LREP will review and act upon the complaint. If multiple process requests (complaints or grievances) are filed on the same issue, LREP may consolidate the submissions to address the issue more effectively and efficiently. An employee or other party will be assigned as an investigator (hereinafter "Investigator") to begin an inquiry to determine whether there is a reasonable basis for moving forward with an investigation of the alleged violation under this policy and, if so, to conduct the investigation. There may be circumstances when a complaint may be investigated under the Standards of Conduct Policy. With harassment complaints involving an outside vendor, consultant, or similar independent contractor, the Investigator will notify the outside vendor, consultant, or similar independent contractor of the complaint, and the matter will be addressed jointly with the outside entity's employer. Harassment complaints involving a customer will be handled with the customer directly on a case-by-case basis.
- h) During the investigation, the Investigator will interview the Complainant, the Respondent, and any witnesses; review relevant documents and other media; conduct other investigative actions to determine whether the alleged conduct occurred. Interviews may only be recorded with prior written consent of both the Investigator and the individual being interviewed or their representative. If either party refuses the recording, no participants will be allowed to record the interview or subsequent proceedings. The investigation will adhere to any relevant statute.
- i) If a harassment complaint involves an employee who has been charged with criminal misconduct, DHR and/or BASSE is to conduct an investigation to determine whether the employee's conduct violated this or other State policy. The Investigator shall work with the Deputy Attorney General (DAG) assigned to the criminal complaint upon the initiation and throughout the progress of the administrative investigation. As the Investigator takes measures to coordinate with the DAG, it may cause the investigation to exceed the time limits imposed on such complaints.

- j) BASSE employees shall cooperate fully with any investigation covered under this policy. Failure to cooperate with investigations may result in disciplinary action. As soon as reasonably possible but no longer than ninety (90) business days of receiving a complaint, the Investigator will conclude the investigation. The Investigator prepares a full written report (Report) that consists of their findings, conclusion, and recommendations, based on the findings and criteria in this policy. The complaint investigation will result in one of the following conclusions:
 - i. substantiated,
 - ii. partially substantiated, or
 - iii. unsubstantiated.
- k) If it is determined that a violation of this policy has occurred, the Investigator will work collaboratively with BASSE management representative to determine appropriate corrective action. Corrective action may include, but is not limited to, mandatory referral to EAP, additional training, and disciplinary action up to and including termination. If additional time is needed to complete the investigation, the Complainant and Respondent will be notified.
- l) The designated BASSE representative shall review the report within five (5) business days and return to the Investigator who will share the Report with the DHR Secretary or designee (LREP) for review and finalization.
- m) If the investigation is unsubstantiated, or partially substantiated, or if it is determined that there has been no violation of this policy, the DHR representative or designated BASSE representative may still recommend action (e.g., additional training, voluntary EAP referral, etc.).
- n) Within five (5) business days of the determination, the Investigator will meet with the Complainant and the Respondent separately and notify each of the investigative conclusion (whether it was substantiated, partially substantiated, or unsubstantiated).
- o) Any corrective action is to be administered within thirty (30) business days of the latter of these meetings by the Respondent's supervisor/manager. If additional time is needed, the Complainant and Respondent will be notified.
- p) Any disciplinary action(s) shall be processed in accordance with relevant statutes where applicable.
- q) Filing a harassment complaint according to this policy will not extend the time frames prescribed by statute by which an employee may file a formal complaint through the DDOL's Office of Anti-Discrimination, the EEOC, or any court or regulatory body.

12. Exclusions or Exceptions:

- a) If a complaint is filed against an employee in a law enforcement position whose classification is covered by the Law Enforcement Officers' Bill of Rights (LEOBR), agencies are to follow LEOBR investigative and other

procedures, and Section 5.c. Complaint Procedure numbers 1) through 12) shall not apply.

- b) BASSE is not required to provide training under this subsection to applicants, independent contractors, or employees employed less than 6 months continuously.

13. Dissemination and Training:

- a) This policy will be available for all employees to access.
- b) BASSE shall provide all employees interactive training to prevent sexual harassment and other forms of discrimination in this policy and procedures within one (1) year of commencement of employment and thereafter every two (2) years.
- c) BASSE shall provide all supervisors (newly hired and promoted) additional interactive supervisory training to prevent sexual harassment and other forms of discrimination in this policy and procedures within one (1) year of commencement of employment in the position and thereafter every two (2) years.
- d) BASSE is responsible for their employees adhering to these requirements.
- e) Each covered employee is responsible for attending required trainings within the designated time frame.

14. Data Reporting:

- a) BASSE is required to:
 - i. Keep records of complaints of harassment; and
- b) Track and report to DHR annually discrimination and harassment complaints, with sexual harassment complaints, tracked separately.

15. Associated Policy/Regulations/Information:

- a) The procedures under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a target of discrimination or harassment under State or federal law.
- b) Making a complaint according to this policy will not extend the time frames, prescribed by statute, by which any person must file a formal complaint through the DDOL's Office of Anti-Discrimination, the EEOC, or any court or regulatory body.
- c) The deadline for filing a charge with the DDOL or the EEOC under State and federal laws is three hundred (300) days from the date of the alleged discriminatory action.
- d) This policy is not intended to create any individual right or cause of action not already existing and recognized under State or Federal law. If there is a conflict with, i.e., the law or regulation and this policy, the law and/or regulation govern.

IV. Responsibility:

- A. It is the responsibility of BASSE's employees to follow the policy above related to complaints.
- B. It is the responsibility of BASSE's EEOC/HR representative to comply with the complaint process and procedures above.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. Respectful Workplace and Anti-Discrimination Complaint Form
- B. Delaware Sexual Harassment Notice, Department of Labor

Approval:

Revision Dates:

Draft

301: Asset Capitalization Policy

- I. Purpose:
 - A. The following policy outlines the requirements and monetary thresholds for capital assets. This policy works in conjunction with applicable state and federal regulations along with the State of Delaware Office of Management and Budget (OMB) policies. The Bryan Allen Stevenson School of Excellence (BASSE), Board of Directors establishes the following Fixed Asset Capitalization Policy.
- II. Definitions:
 - A. The definitions listed below are practical definitions used by BASSE. Refer to the State of Delaware for the codified definitions.
 - 1. Capital Assets: Tangible or intangible assets of significant value with an estimated life of greater than one (1) year. This may include land and land improvements, buildings and building improvements, vehicles, furniture, equipment, easements, infrastructure, and computer software.
 - 2. Equipment: Non-expendable and tangible property that stands alone with a useful life of more than one (1) year.
- III. Policy Statement:
 - A. BASSE will capitalize the following items in accordance with State of Delaware guidelines:
 - 1. A Capital Asset, per the definition above, which has a per unit or collective purchase cost of \$5,000 or greater and an estimated life of more than one (1) year.
 - 2. Purchase of land and buildings.
 - 3. Building improvements or maintenance that meet the State of Delaware capitalization guidelines.
 - B. Capitalized assets will be depreciated in accordance with State of Delaware guidelines.
- IV. Responsibility:
 - A. It is the responsibility of the Head of School to ensure the proper execution of asset capitalization.
 - B. All staff members must follow these guidelines when purchasing, using or inventorying any applicable items.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. State of Delaware Office of Management and Budget – Budget and Accounting Policy:
<https://budget.delaware.gov/accounting-manual/documents/budget-accounting-manual.pdf?ver=1201>

Approval:

Revision Dates:

Draft

302 - Cash Receipts and Local Funds Policy

- I. Purpose:
 - A. The Bryan Allen Stevenson School of Excellence (BASSE) has set the following policy to ensure the proper management of school funds in local accounts, including deposits, expenditures, and reconciliation.
 - B. When there is a question about the process relating to this policy, the following holds precedence (highest to lowest) – Delaware Code, Delaware Regulation, BASSE Policy, BASSE Procedure.
- II. Definitions: The definitions listed below are for practical purposes only. Please refer to the State of Delaware for legal definitions.
 - A. Local Funds: This refers to local funds relating to the Bryan Allen Stevenson School of Excellence. These may include those from the petty cash account and funds that First State Financials (FSF) has deemed a local appropriation, such as the athletic or music appropriation.
 - B. Deposit: Money that is turned into School Leadership for deposit into a BASSE local fund.
 - C. Deposit Verification Form: This must be filled out and accompany any deposit made to BASSE. These may be found on the internal drive.
 - D. Expenditure: Any approved purchases or expenses made by BASSE.
 - E. Supply Request: Employees requesting a purchase on behalf of BASSE must complete this form and have two signatures, including an immediate supervisor, the Academic Head of School, or the Director of Operations.
 - F. Reconciliation: BASSE funds will be reconciled on a monthly basis by the Head of School and the Accounting Firm and presented to the Citizens Budget Oversight Committee (CBOC) monthly.
- III. Policy Statement:
 - A. Deposits:
 - 1. Employees must turn in funds collected on behalf of BASSE and an accompanying Deposit Verification Form to School Leadership.
 - 2. For deposited checks that are returned by the bank, the party responsible for the returned check must pay any fees associated with it.
 - 3. Funds collected by School Leadership will be deposited to the bank weekly. Deposits that equal over \$750 will be deposited to the bank at the end of the business day. Prior to a school/office closure for a scheduled break, a bank deposit will be made at the end of the last business day.

- a) In the event deposits are made on a day where the School Leadership is not making a bank deposit, these funds will be locked in a fireproof cabinet in the Office.
4. School Leadership, with the assistance of the Accounting Firm, will keep records of all bank deposits made, including receipts, in accordance with State of Delaware Archive schedules.

B. Expenditures:

1. Employees may not obligate school funds for reimbursement or other expenditures without a pre-approved Supply request.

C. Petty Cash:

1. BASSE will maintain a petty cash account in accordance with State of Delaware guidelines including:
 - a) Maintain the approval for opening the petty cash account, along with names and signatures of those persons authorized to sign petty cash checks.
 - b) Draw petty cash checks in consecutive letter order.
 - c) Ensure all petty cash checks have prior authorization by authorized personnel.
 - d) Draw petty cash checks for no more than \$250.
 - e) Process payments over \$250, but not exceeding \$5,000, as direct claim vouchers in FSF.
 - f) Prohibit the use of petty cash to pay a vendor or an employee that is established in FSF or eligible for a Single Payment Voucher. Any such payment should be processed as a voucher in FSF.
 - g) Prohibit the use of petty cash to make any purchases when payment by voucher or State PCard is accepted.
 - h) Prohibit the use of petty cash for cash advances, when special approval is required, or for employee personal items.
 - i) Maintain a ledger of all transactions for reconciliation and all statements in accordance with State of Delaware Archive schedules.
 - j) Review General Fund and Appropriated Special Fund petty cash accounts at the end of the fiscal year to determine if they are still needed.
2. BASSE will replenish the petty cash account in accordance with State of Delaware guidelines when necessary.
3. BASSE will retain all receipts and supporting documentation for audit purposes.

D. Authorization:

1. Deposits:

- a) All deposits must have a signature from the employee turning in the deposit and the appropriate verifier.

2. Expenditures:

- a) All purchases made on behalf of BASSE must have prior approval, including a signature from an immediate supervisor, the Academic Head of School, or the Director of Operations.
- b) Expenditures over \$5,000 must have prior approval by the Board of Directors.
- c) The expenditures that are a part of the annual budget, such as utility costs, and those that are approved monthly and Board of Directors approved contracts, do not require supply requests.

3. Check Authorization:

- a) Petty cash checks may be signed by two (2) of the following authorized personnel, including:
 - i. Director of Operations;
 - ii. Academic Head of School;
 - iii. Chair of the Board of Directors;
 - iv. Two (2) other members of the Board of Directors.
- b) All checks must have a receipt, or a completed supply request, and all documentation needed to complete the transaction.
- c) Invoices may not be broken up and paid by petty cash checks for the purpose of bypassing the standard payment system.

E. Reconciliation:

- 1. The Academic Head of School and the Accounting Firm will reconcile all deposits in local bank accounts and in the FSF system. This reconciliation will be presented monthly at the CBOC and Board of Directors meetings, including any discrepancies.

IV. Responsibility:

- A. It is the collaborative responsibility of the Board of Directors, the Business Office, and the Academic Head of School to ensure all aspects of this policy are followed.
- B. The Board of Directors is responsible for ensuring there are five (5) authorized signers for petty cash checks at all times, including, the Board Chair; two (2) Board of Directors members; the Head of School, and Director of Operations.
- C. Employees making deposits and/or expenditures are responsible for complying with this policy.
- D. The Citizens Budget Oversight Committee and Board of Directors will review all checks and reconciliations at their respective monthly meetings.

Related Policies:

- A. 303 - Fiscal Management Policy
- B. 304 - Internal Accounts Policy

Related Procedures and Documents:

- A. State of Delaware Office of Management and Budget Chapter 7 – Purchasing and Disbursements:

<https://budget.delaware.gov/accountingmanual/documents/chapter07.pdf?ver=0112>

- B. Supply Request Form
- C. Deposit Verification Form

Approval:

Revision Dates:

DRAFT

303 – Fiscal Management Policy

I. Purpose:

- A. Bryan Allen Stevenson School of Excellence (BASSE) recognizes that money and fiscal management comprise the foundational support of the school. To make that support as effective as possible, the Head of School and Board of Directors intends to:
 1. Encourage advance planning through the best possible budget procedures.
 2. Explore and pursue all practical sources of dollar income.
 3. Manage the expenditure of funds to extract the greatest educational returns.
 4. Ensure compliance with generally accepted accounting and reporting procedures.
 5. Maintain the highest level of unit expenditure needed to provide high-quality education within the ability of the school to pay.
- B. It is the policy of The Bryan Allen Stevenson School of Excellence to ensure proper fiscal management in conjunction with state and federal guidelines. The Head of School and Board of Directors will oversee the proper implementation of this policy.
- C. When there is a question about the process relating to this policy, the following holds precedence in order of importance
 6. Delaware Code
 7. Delaware Regulation
 8. BASSE Policy
 9. BASSE Procedure

II. Definitions:

- A. The definitions outlined below are practical definitions used by BASSE. For legal definitions, refer to the State of Delaware.
 1. Bidding: Competitive quotes received for products or services.
 2. Encumbrance: The State of Delaware reports these funds from purchase orders. These funds are set aside to be used for planned expenditures at a later date to ensure that the money is available when it is needed. For example, as the purchase order is used for contracted services, the encumbered amount for that contract will decrease.
 3. Expenditure: Any approved expense that is incurred by BASSE.
 4. Fiscal Year: July 1 to June 30
 5. Procurement: Any tangible purchase made by BASSE.
 6. Purchase Order: These are used in the State of Delaware FSF system to encumber funds for purchases greater than \$5,000 excluding mortgage-related expenses. For example, a purchase order may be set up for a contractor working with BASSE throughout the year. As BASSE is billed for the contract period, the purchase order is used to pay them.

7. Supply Request: Employees requesting supplies or materials for use at BASSE are required to fill out this form and obtain proper approval prior to any purchase being made.

III. Policy Statement:

A. Budget:

1. BASSE will establish a balanced budget each fiscal year based on expected revenue and expenses. The budget will be reviewed monthly at the Citizens Budget Oversight Committee meeting and the Board of Directors meeting.
2. At the beginning of the fiscal year, BASSE will adopt the preliminary budget as approved by the Board of Directors. BASSE will re-evaluate the budget semi-annually by January 31st and June 30th of each fiscal year to make adjustments to the budget based on current expenses, revenue, and recommendations by the Head of School.
3. All transfers of funds exceeding \$1,000 between the major classifications of the budget or within a major classification of the budget exceeding \$1,000 shall be subject to the Board's approval through the monthly CBOC report at the regularly scheduled Board of Directors meeting. The Board of Directors shall be provided with complete information regarding the funds available, the proposed expenditures, and reserves at this time.
4. The Bryan Allen Stevenson School of Excellence will adjust expected revenue for pupils based on the completed final student unit count.

B. Preliminary Budget Planning:

1. By April 30th, the Head of School and Business Office will present a preliminary budget to the Citizens Budget Oversight Committee (CBOC) and the Board of Directors at their respective meetings. The preliminary budget should specify the number of units BASSE expects to receive and how many of these units it plans to use that fiscal year.
2. By April 30th, the Head of School shall review the current contingency reserve and make recommendations to the Board of Directors as to the amount of contingency reserve which should be maintained for the upcoming fiscal year.
3. The preliminary budget will be based on the following factors –
 - a) Expected revenue, such as funding from units
 - b) Expected expenses including facility projects, staffing costs, and curriculum improvements.
 - i. The Head of School will work with the department supervisors and the Business Office to determine which projects should be conducted during that fiscal year. This will take into consideration the necessity of the project, the life span, and any associated costs.

C. Authorization:

1. The following are authorized to sign all purchase orders,

payment vouchers, and encumbrances:

- a) Head of School or a member of BASSE’s executive team;
- b) The Chair of the Board of Directors, the Board Treasurer; or
- c) A member of the Board of Directors designated by the Board Chair.
- d) The Board of Directors may designate an additional signer in the event of an extended absence of one of the authorized signers listed above.

D. Travel:

1. All travel expenses must be pre-approved by the Head of School at least 60 days in advance unless they are a result of an emergency. If travel expenses are a result of an emergency, prior approval of the Head of School is still required but may be less than 60 days prior to travel.
 - a) In the event that the Head of School plans to incur travel expenses, s/he is subject to the same standards with pre-approval made by the Board of Directors.
2. The validity of payments for job related expenses shall be determined by the Head of School or designee.
3. The use of a personal car for special or emergency purposes is a recognized part of the employee’s job responsibilities.
4. Work related travel shall be reimbursed using the same rates as the Delaware Department of Education.
5. Actual and necessary expenses incident to attendance at functions outside the school shall be reimbursable to a school employee if approval has been obtained in advance from the Head of School.
6. The Business Office shall prepare procedures for reimbursement of travel expenses which shall include:
 - a) Each request shall reasonably detail the reason for the expenditure.
 - b) Under normal conditions, staff members traveling on official business shall be expected to utilize personal funds for ordinary expenses.
 - c) Travel shall be by the most direct and economical means/route.
 - d) For official travel using means other than an automobile, BASSE shall arrange for the purchase of transportation tickets in advance.
 - e) In all instances of travel and job-related expense reimbursement, full itemization of expenditures is required.
 - f) Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
7. All expenses will be reimbursed in accordance with State of Delaware laws and regulations.
8. Employees must provide detailed receipts and other applicable documentation to clearly itemize expenses to ensure all state guidelines are followed. No employee shall be reimbursed for any expenditure which is not an approved expense, as defined by the

State of Delaware Code and Regulations.

- a) The Head of School is not able to give approval for travel expenses that fall outside the State of Delaware's approved expenses definitions.
9. Employees will not be reimbursed for expenses without proper itemized receipts or other applicable documentation including but not limited to
 - a) Approval for travel, at least 60 days in advance unless they are the result of an emergency.
 - b) Submitting all documentation within 30 days of the conclusion of the trip.

E. Expenditures:

1. All expenditures must be completed in accordance with this policy. No money may be expended by the school without proper authorization.
2. Expenditures for all BASSE employees must be approved by the Head of School, or designee, and the Board of Directors, in the case of expenditures incurred by the Head of School. No employee may make a commitment or obligate school funds, including contracts and purchases, without the proper approval of the Head of School or the Board of Directors.
3. Procurement:
 - a) Upon receiving proper authorization, such as an approved Supply Request, the Business Office will make purchases on behalf of BASSE.
 - b) Whenever possible, purchases will be made using the State of Delaware's First State Financial system (FSF).
4. Supply Request:
 - a) Employees requesting supplies must submit a Supply Request prior to the purchase being made.
5. Purchase Orders and Transactions over \$5,000:
 - a) Purchase orders are required for expenses of at least \$5,000, excluding mortgage-related expenses, with First State Financials (FSF).
 - b) The Business Office in accordance with State of Delaware guidelines must create Purchase Orders for approved expenses of

at least \$5,000 to encumber the funds prior to the purchase/payment.

- c) The Head of School must receive prior approval from the Board of Directors for expenditures of \$10,000 or more. This shall be done at the applicable monthly Board of Directors meeting.
6. Payment Voucher:
 - a) Whenever possible, BASSE will use State of Delaware approved vendors that are listed as vendors in First State Financials (FSF).
 - b) Prior to processing a payment voucher, the Business Office should have an invoice with the department head signature and/or an approved supply request.
 7. Reimbursements:
 - a) No person, other than the Head of School or Board of Directors, may obligate school funds without prior approval. Employees must submit a Supply Request when requesting items for use at BASSE.
 - i. In the event that this is not possible, the Head of School or Board of Directors may authorize a reimbursement to an individual for expenses made relating to BASSE.
 - b) Reimbursements will be processed using a Single Payment Voucher using the First State Financial System.

F. PCard:

1. The Bryan Allen Stevenson School of Excellence will comply with the State Procurement Card guidelines as detailed in the State of Delaware Budget and Accounting Policy.
2. The PCard may only be used for the schools authorized purchases. BASSE's employees involved or enrolled in the PCard program must review and adhere to the guidelines set forth in the policy as well as State and BASSE policies governing travel and purchases procedures.
3. Authorized Uses:
 - a) Purchases with a pre-approved supply request form completed with proper signatures.
 - b) Purchases where a check or FSF approved vendor is not applicable.
4. Unauthorized Uses (include but are not limited to those listed below):
 - a) Personal purchases
 - b) Alcoholic beverages
 - c) Expenses for family members or others accompanying the employee on official State business, even if it is with the intention to reimburse BASSE.
 - d) Any purchase or transaction that has not gone through the pre-approval process as stated in the above Approved Uses.
5. Results of Unauthorized Use:
 - a) If a purchase was erroneously made using the PCard, immediate reimbursement to BASSE is required. A copy of the receipt,

reimbursement, check, deposit slip, and detailed explanation must be submitted to BASSE. Failure to provide the reimbursement information may result in the removal of the PCard privileges and disciplinary action up to and including dismissal.

- b) A Cardholder who intentionally makes unauthorized purchases or accidentally uses the PCard is liable for the total dollar amount of the unauthorized Purchases, plus any administrative fees charged in connection with the misuse. The intentional use of the PCard for unauthorized purchases may result in the removal of the PCard privileges and disciplinary action up to and including dismissal.
6. Receipt Requirements:
- a) All PCard transactions, including travel (refer to the State of Delaware Budget and Account Policy), require itemized receipts and must be retained as proof of purchase. Itemized receipts must be provided to the Business Office immediately.
 - b) A missing receipt affidavit is not an acceptable substitute for an itemized receipt and will not be accepted as sufficient supporting documentation.
 - i. In extenuating circumstances, and with the approval of the Head of School, the Business Office may request approval to complete a Missing Receipt Affidavit (AP005) for consideration.
 - c) Transactions without approved supporting documentation may require reimbursement to BASSE.
7. Monthly Credit Limit:
- a) The cardholder is assigned a monthly credit limit and is responsible for tracking monthly expenses.
 - b) The approved credit limit is \$10,000, which may only be increased with prior approval by the Board of Directors.
 - i. The credit limit may be temporarily increased to \$25,000 with prior approval by the Board of Directors.
8. Transaction Fraud:
- a) If a transaction posts to the PCard and is not recognized by the cardholder, it is considered fraud. The cardholder must immediately report the fraud to the J.P. Morgan Chase Bank and the Head of School. The bank will flag the PCard account as “lost/stolen,” close the account, and reissue a new PCard.
 - b) The Business Office must notify the Head of School, the Board of Directors, and the Citizens Budget Oversight Committee (CBOC) whenever transaction fraud occurs.
9. Lost or Stolen PCard:
- a) The cardholder must immediately notify J.P. Morgan Chase Bank, CBOC and the Head of School if a PCard is lost or stolen. The bank will then close the current account and issue a new PCard to the cardholder. If the previous PCard is then found, it must be

destroyed.

- b) The Business Office must notify the Head of School, and the Citizens Budget Oversight Committee whenever a PCard is lost or stolen.

10. Separation Transfer:

- a) The cardholder must surrender the PCard and all receipts to the Reconciler or Coordinator prior to separation from BASSE. The Information Security Officer (ISO) of BASSE is responsible for deleting/updating any cardholders that separate from or replace the designated cardholder at BASSE as it pertains to roles in FSF.

G. Bidding:

1. It is recommended that at least three (3) competitive bids are acquired for purchases or projects of at least \$10,000 per item. A minimum of three (3) competitive bids are required for purchases or projects of at least \$25,000 per item.
2. Local bids will be favored whenever any, all, or some of the following factors are equal between local and non-local vendors subject to bid requirements:
 - a) Conformance to specifications
 - b) Suitability of product
 - c) Quality of product
 - d) Price
 - e) Past services to BASSE
 - f) Convenience of delivery
3. The Head of School, the Business Office, and appropriate staff will review bids to ensure that the recommended bid will provide the best service or product to BASSE. This recommendation will be presented to the Board of Directors at the regular monthly meeting.
4. The Board of Directors reserves the right to reject any or all bids and to accept that bid that appears to be in the best interest of The Bryan Allen School of Excellence. The Board reserves the right to waive any formalities in or reject, any or all bids or any part of a bid. Any bid received after the time and date specified will not be considered. The Board of Directors also reserves the right to negotiate with a bidder.

H. The BASSE Board of Directors and Head of School will evaluate the fiscal management of the school through:

1. CBOC and Board meetings.
2. Annually via a third-party audit.
3. Annually through the Department of Education's financial review.

IV. Responsibility:

- A. The Head of School will establish budgetary controls to ensure the execution of the approved budget in accordance with State/Federal guidelines and the Board of Directors.

- B. The Head of School will present the annual budget prior to April 30 of the fiscal year. Additionally, the Head of School and Business Office will present the current budget and expenditures at the monthly Citizens Budget Oversight Committee.
- C. The Head of School will oversee the daily financial management of BASSE to ensure all aspects of this policy, state guidelines, and federal guidelines are followed.
- D. The Business Office will ensure proper authorization is obtained before making expenditures on behalf of BASSE.
- E. All employees working with the State of Delaware PCard must comply with the policy and State of Delaware guidelines regarding PCard.
- F. All employees requesting travel expenses must familiarize themselves and comply with this policy and state guidelines.

Related Policies:

- A. Cash Receipts & Local Funds Policy
- B. Internal Accounts Policy

Related Procedures and Documents:

- A. State of Delaware Office of Management and Budget – Budget and Accounting Policy: <https://budget.delaware.gov/accounting-manual/documents/budget-accounting-manual.pdf?ver=1201>

Approval:

Revision Dates:

304 – Internal Accounts Policy

I. Purpose

- A. The purpose of the Internal Accounts Policy is to ensure proper management of school funds in local accounts, including student organizations, athletic programs, field trips, and other BASSE-sponsored activities.

II. Policy Statement

- B. It is the intent and practice of the Bryan A. Stevenson School of Excellence (BASSE) to establish and maintain financial accounts that are managed in accordance with the Delaware Code, Delaware Regulation, BASSE Policy, and BASSE implementation guidelines.

III. Rationale

- C. Establishing, maintaining, and adhering to financial policies and procedures that are in accordance with State Law is the intent of BASSE. This policy complements other financial policies for BASSE.

IV. Definitions:

- D. The definitions listed below are intended to clarify questions that might arise about terms used in the policy. Please refer to the State of Delaware for further legal definitions.
 1. Deposit: Money turned into the Business Office for deposit into a BASSE local fund.
 2. Deposit Verification Form: This must be filled out and accompany any deposit made to BASSE. These may be found in the Business Office.
 3. Expenditure: Any approved purchases or expenses made by BASSE.
 4. Supply Request: Employees requesting a purchase on behalf of BASSE must complete this form and have two signatures, including an immediate supervisor, the Head of School, or a designee.
 5. Student Organization: Student groups under the supervision of a designated district staff member, for example, the National Junior Honor Society.
 6. Affiliated Organizations: Any parent and/or other organization whose purpose is to support the students and community at BASSE.
 7. Petty Cash: An external bank account established for acquiring and paying for small value purchases when the State PCard cannot be used. The purpose of the account is limited to state business only.

V. Implementation Guidelines

- A. General Fundraising Guidelines: All monies raised by fundraising shall be for the benefit of the students, student organizations, and/or the school.
- B. All fundraising shall be conducted after obtaining approval from the Head of School.

This will include the reason, nature of the fundraiser, dates, the vendor, and the organization conducting the fundraiser.

- C. All expenditures must be for services and/or goods that will directly benefit the students and/or meet the guidance related to the approved fundraising or donation activity.
- D. The group conducting the fundraiser must receive prior approval for purchases and expenditures in accordance with applicable policies and procedures.
- E. Affiliated or student-led organizations are prohibited from establishing outside bank accounts. Under no circumstances should funds be deposited into an individual's personal account.
- F. Employees must turn in funds collected on behalf of BASSE daily to the financial secretary. At the time that funds are turned in, employees must fill out a Deposit Verification Form to accompany the deposit.
- G. For deposited checks that the bank returns, the party responsible for the returned check must pay any associated fees.
- H. Employees may not obligate school funds for reimbursement or other expenditures without a pre-approved Supply request.
- I. All deposits must have a signature from the employee turning in the deposit and the verifier with the Business Office.
- J. All purchases made on behalf of BASSE must have prior approval, including a signature from an immediate supervisor, the Head of the School, the Executive Director, or a designee.
- K. Expenditures over \$5,000 must have prior approval by the Board of Directors.
- L. Petty cash checks must have two (2) authorizations personnel, including:
 - 1. Head of School or a member of BASSE's executive team;
 - 2. The Chair of the Board of Directors, the Board Treasurer; or
 - 3. A member of the Board of Directors designated by the Board Chair.
 - 4. The Board of Directors may designate an additional signer in the event of an extended absence of one of the authorized signers listed above.
 - 5. Petty cash checks cannot be written for more than \$250.
- M. All checks must have two signatures
- N. Employees may not sign for their own request. All checks must have a receipt. Invoices may not be broken up and paid by petty cash checks to bypass the standard payment system.
- O. It is the collaborative responsibility of the Head of the School and the Business Office to ensure all aspects of this policy are followed.
- P. The Board of Directors is responsible for ensuring there are four (4) authorized signors for petty cash checks at all times, including the Board of Directors president, two (2) Board of Directors members, the Head of the School, and the Business/Finance

Coordinator.

- Q. Employees making deposits and/or expenditures are responsible for complying with this policy. The Citizen's Budget Oversight Committee and Board of Directors will review all checks and reconciliations at their monthly meetings, respectively.

Related Policies:

- A. 302 – Cash Receipts and Local Funds Policy
- B. 303 – Fiscal Management Policy

Related Procedures and Documents:

- A. State of Delaware Office of Management and Budget Chapter 7 – Purchasing and Disbursements: <https://budget.delaware.gov/accounting-manual/documents/chapter07.pdf?ver=0112>

Approval: 12/12/2022

Revision Dates:

305 - Citizen Budget Oversight Committee

- I. Purpose – The Citizen Budget Oversight Committee is established to oversee the financial position of the Bryan Allen Steven School for Excellence (BASSE).
- II. Policy Statement
 - A. The CBOC shall have access either electronically or in hard copy format to financial documents and financial information BASSE has in its possession, and which are relevant to the financial position of the school, with redactions permitted only to protect confidential personal information regarding students or employees as permitted by the state’s Freedom of Information Act.
 - B. The BASSE CBOC shall have at least five (5) members. Representation shall consist of parents of students in the school, educators, taxpayers residing in the district, and one (1) representative from the Delaware Department of Education, with no more than two (2) members who are BASSE Board Members. CBOC members shall not be compensated, except for allowable mileage for training or similar activities, for participation on the CBOC.
 - C. Where possible, the CBOC shall have at least 2 members with formal educational or vocational backgrounds amenable to oversight of school financial statements.
- III. Definitions
 - A. Certificate of Completion – the document provided by the Department of Education indicating the individual has attended and completed Financial Responsibility Training.
 - B. Charter School – a public school that is operated under a charter granted by, or transferred to the Delaware Department of Education, or other authorizing body.
 - C. Trainer – an individual or organization approved by the Department of Education to provide Financial Responsibility Training.
- IV. Guidelines
 - A. The BASSE Board shall establish its own selection policy for the CBOC and shall submit the selection policy to the Department of Education for review. The Department of Education’s Finance Office shall review the proposed policy and make a decision within fifteen (15) working days to approve or request revisions. The decision to approve or request revisions shall be based on whether the selection policy meets the provisions below
 - B. The BASSE’s CBOC membership requirements shall be as follows:
 1. The CBOC volunteer application form, (attached to this policy) delineates standard application language and additional information that includes, but is not limited to, the following:
 - a. Membership representation

- b. Statement of interest.
 - c. Conflict of interest, which could include, for example, participation on another school's board, participation on another school's finance committee, having been found guilty of committing a financial crime.,
 - d. Employment history.
2. Term length for members shall be two (2) years with an option at the end of the term to approve an additional two (2) year term based on the majority vote of the other existing members of the CBOC, provided that the cumulative number of extensions shall not exceed three (3).
 3. A member may terminate their position upon written notice to the Chairperson of the CBOC.
 4. A report of the deliberations and activities of the CBOC shall be submitted to the BASSE Board, after each meeting of the CBOC.
 5. CBOC Members agree to complete all required Charter School Board Financial Responsibility Training Requirements.
 6. Selection or removal of the CBOC Chairperson is determined by a majority vote of the CBOC. Members who are interested in serving as Chairperson shall submit an application to the CBOC for review.
 7. If necessary, the BASSE Board has the authority to remove the Chairperson or a CBOC member, from the CBOC, with a majority vote.

C. CBOC Application Process

1. The request for CBOC members shall be posted for at least fifteen (15) working days on its website and on all school building main entrance doors
2. Applicants will need to request an application from the school or download one from the school's website. It shall be submitted to the Head of the School, or emailed directly to the current Chair of the CBOC.
3. The BASSE Board will identify and post on its website the CBOC Selection Committee, which will be established by the BASSE Board of Directors Finance Committee, when CBOC Members are needed.
4. The Selection Committee shall consist of one (1) educator from BASSE, one (1) BASSE board member, one (1) member of the local teacher's union, and at least two (2) parents of BASSE students or community members who are not BASSE employees or board members.
5. All applications for the CBOC shall be reviewed by the Selection Committee.
6. Appointments will be made based upon the available open seats, in compliance with required representation, and based upon relative experience.

7. Successful applicants will receive a majority vote from the Selection Committee
- D. Two-thirds of the current CBOC Members must be present to constitute a quorum. Members with poor attendance at regularly scheduled meetings of the CBOC may be asked to step down from the committee, by the Chairperson of the Committee.
- E. BASSE uses the selection rubric developed and approved by the Department of Education, which includes
 1. Documentation of an educational or vocational background that is amenable to oversight of the BASSE Financial Statements
 2. Whether they are the parent of a child, enrolled at BASSE
 3. If an educator, their employee title at BASSE
 4. Acknowledgement of any conflicts of interest.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. xxx

Approval:

Revision Dates:

501 – Attendance Policy for BASSE

I. Purpose:

- A. Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in the school. School attendance is mandated by State law and regulations of the State Board of Education. The Bryan Allen Stevenson School of Excellence (BASSE) Attendance Policy establishes specific regulations related to attendance.

II. Definitions: The school, in administering the State policy, defines the most commonly used attendance terms as follows:

- A. Excused Absence: An excused absence from school or class is an absence for one of the reasons listed in the policy statement below and for which the required parental note of explanation has been presented on the first or second day of the student's return to school or class.

1. Following a valid excused absence, the student will be allowed to make up all work missed, to take tests which were missed, and submit any assignments which became due during the absence.
2. Following an excused absence from school or class, the time allowance for taking tests or turning in assignments shall be equal to the number of school days or a number of class meetings missed due to the absence.
 - a) A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action.
 - b) The responsibility for initiating make-up work and turning in assignments rests with the student.

- B. Unexcused Absence: An unexcused absence from school or class is an absence:

1. Which is for a reason not listed as excused or
2. About which the parent/guardian has no knowledge or
3. For which the parental note of explanation was not provided on the student's first or second day of return to school following the absence
4. A student whose absence is unexcused shall receive a credit penalty for assignments missed or tests given during the period of the unexcused absence unless otherwise permitted by the teacher.
5. While an unexcused absence may result in a steep penalty for assignments or tests missed, students may request assignments from their teacher.
6. The time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or class meetings missed due to the absence.

- a) A teacher may extend this time allowance if the specific circumstances of the situation merit such action.
- C. Lateness to Class: At the beginning of each term, the school shall define guidelines regarding lateness to class. When lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Lateness to class may have a detrimental effect on student learning.
- D. Tardiness to School: All students are expected to be punctual to school. Students who arrive at their first-class assignment after the start of school are tardy.
 - 1. A student who is late to school should present a written explanation for the tardiness on the first or second day following the tardiness.
 - 2. Students should recognize that a written explanation from home does not automatically cause the tardiness to be excused.
 - 3. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc., while understandable, are not acceptable excuses and will be listed as unexcused.
 - 4. Reasons such as personal illness, medical appointments, and appearances in court will be considered excused tardiness when verified by a note from home.
 - 5. Students who do not attend at least half of the class periods on a given day will be marked absent for that day.
 - 6. Students who are absent for more than a third of a class may be considered absent from the class unless excused by proper authority.
- E. Prearranged Absence: A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the school administration.
 - 1. The absence should be prearranged by writing the school administration, giving the full particulars of the absence.
 - 2. Approval for such absences should be sought, where practicable, at least one (1) week prior to the date on which the absence is to occur.
 - a) Upon the development of a plan by the student and teacher for making up the assignments to be missed, the school administration may then define the absence as excused.
 - 3. Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the school administration or their designee.
 - a) The student is then responsible for completing the sign-out procedure before leaving the building and must present the required parental note of explanation upon their return to school.

III. Policy Statement:

- A. BASSE is responsible for reporting violations of the attendance laws of the

State. The school may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code.

- B. Only the following conditions will result in an excused absence or an approved day from school:
1. Illness of the student with the signature of the parent/guardian indicating dates of absence, for no more than 10 days of school unless the absence is covered under section (b.) below or;
 2. Long-term absences for:
 - a) Medical diagnosis and/or treatment where a student has been placed on homebound instruction.
 - b) Treatment of medical conditions that do not allow for homebound instruction with a signed doctor's note indicating dates of treatment.
 3. Death in the immediate family; funerals of other relatives or close friends with a signature indicating dates of absence, not to exceed five days.
 4. Contagious disease in the child's home is subject to regulations of the Division of Public Health, Department of Health and Social Services.
 5. Legal business requiring the student's presence.
 6. Suspension or expulsion from school
 7. Observance of religious holidays
 8. Approved college visits
 9. Approved educational trips
 10. Authorized school-sponsored activities
 11. Placement at an alternate residential facility with a letter with a signature indicating dates of service
 12. In accordance with the [Interstate Military Compact](#), students who are out of school as a result of a parent's active deployment that have a signed parent/caregiver note indicating dates of absence(s) with the Dean of Academic Excellence's signature as an assurance.
 13. Students who are out of school for reasons specifically and directly related to homelessness that have a signed note from the Homeless Liaison indicating dates of absence(s).
 14. Students who are out of school for reasons specifically and directly related to foster care that have a signed note from the Foster Care Liaison that includes the dates of the absences.
 15. Students who are out of school for scheduled court appearance(s) that have Court-issued documentation indicating date(s) of appearance(s).

C. Absences for other reasons are classified as "unexcused."

IV. BASSE School Day

- A. The school day begins at 8:30 a.m. and concludes at 4:30 p.m.
- B. Instruction begins promptly at 8:40 a.m. Students who arrive after 8:40 a.m.

are considered tardy. If a student arrives at school after 8:40 a.m. they must report to the office for a tardy slip before going to class. The adult who brings the student to school must accompany him/her to the front desk and sign the student in before he/she proceeds to class. The student will receive a tardy slip before entering class. School supervision is not provided for students arriving before 8:00 a.m.

- C. Breakfast is served beginning at 8:10 a.m.
- D. Students may enter the classroom at 8:35 a.m.
- E. The adult who picks up the student for early dismissal must report to the front desk to sign him/her out.
 - 1. Please remember the excuse note upon return to school.
- F. Scheduled dismissal time is 4:30 p.m.
- G. Students must be picked up on time. Realizing unforeseen circumstances arise, the school will send students who remain at school beyond dismissal time to After School Care. If late pick-up becomes routine, the school will work with parents to find a safe after-school option for students; there may be a cost associated with this option.

V. Truancy:

- A. A student is considered truant if such a student has been absent from school without a valid excuse, as defined in Rules and Regulations of the Delaware State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year.
- B. The school will take action regarding unexcused absences including, but not limited to:
 - 1. Written communications;
 - 2. Home visits;
 - 3. Required parent/caregiver conferences; and
 - 4. Referral of the parent for prosecution.
- C. A Parent/guardian who is determined to violate the State's compulsory school attendance laws is subject to penalties as described by State law. The penalties for parents/guardians may include:
 - 1. First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both.
 - 2. Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both.
 - 3. Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both.
 - 4. A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.
- D. The penalties for students may include:
 - 1. Community service;

2. Counseling;
3. Curfew;
4. Suspension, or revocation of driver's permit or hunting license;
5. Prohibition of participation in extracurricular activities or school social events; or
6. Recommendation that the student enrolls in an alternative school.
7. Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from school by the Board of Directors.

Related Policies:

- A. Truancy Policy

Related Procedures and Documents:

- A. Title 14 Chapter 27 Subchapter 1 School Attendance:
<http://delcode.delaware.gov/title14/c027/sc01/index.shtml>
- B. Title 14 Chapter 27 Subchapter II Truancy:
<http://delcode.delaware.gov/title14/c027/sc02/index.shtml>

Approval: 01/23/2023

Revision Dates:

502 - BULLYING PREVENTION AND CYBERBULLYING

I. Purpose

The Bryan Allen Stevenson School of Excellence (BASSE) recognizes that a safe learning environment is essential for students to learn and achieve high academic standards. BASSE strives to provide a safe learning environment for all students and employees.

II. Policy

To comply with Delaware State Code (14 Del. C. 4112D), BASSE hereby prohibits the bullying of any person on school property, at school sponsored functions, or by use of data or electronic software that is accessed through a computer, computer system, computer network or other electronic technology of the school. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students or staff. BASSE further prohibits reprisal, retaliation, or false accusation against a target, witness, or one with reliable information about an act of bullying.

III. Rationale

Having clear expectations for addressing bullying in any form is important for all students, staff, and stakeholders. Bullying is therefore deemed unacceptable, and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the BASSE community (pupils, staff and parents) to report incidents of bullying or suspicions of bullying to the school administration in writing, with the understanding that all such reports will be listened to, taken seriously and investigated. This policy requires that any school employee who suspects bullying must report it to the school administration.

IV. Definitions

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

1. Placing a student, school employee, or volunteer in reasonable fear of substantial harm to her or his emotional, or physical wellbeing, or substantial damage to the individual's 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 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, a school employee, or a school volunteer.

B. Cyberbullying: the use of uninvited, or unwelcomed electronic communication directed at an identifiable individual, or group of individuals through means other than face-to-face interaction that:

1. Interferes with an individual'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 or extracurricular programs of BASSE. Communication shall be considered aimed at an identifiable student, or group of students if it is sent directly to that individual, or group, or posted in a medium that the initiator knows is likely to be available to a broad audience within the school community or the community at large. Whether free speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the target. The place of origin of the speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school, district, or personal materials.

V. Implementation Guidelines

A. BASSE is committed to supporting the adoption and implementation of a school-wide, research-based bully prevention initiative. All members of the BASSE learning community (students, teachers, staff, and parents/guardians) will participate in components of the program that will attempt to:

- Reduce existing bullying problems among students.
- Prevent the development of new bullying problems.
- Achieve better peer relations and staff-student connections at school.

B. The school shall develop and maintain a system of supervision of classroom and non-classroom areas.

C. The BASSE **National Junior Honor Society** will work with the **Director of Educational Excellence** to coordinate the school's bullying prevention program. The student representatives of this committee shall be appointed by members of the staff and representatives of the non-employee group will be appointed by the Head of School.

D. The program will be an annual, year-long initiative in collaboration with Positive Behavior Supports and the Student Code of Conduct.

E. All complaints shall be appropriately investigated and handled consistent with due process requirements. Disciplinary actions will follow any determination of bullying acts having occurred. The investigation of such instances will include an attempt to determine if the bullying of the target was wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, national origin, or other reasons or criteria why the person or group was a target of bullying.

F. All reported instances of bullying, whether substantiated or alleged, must be reported to the Delaware Department of Education within five working days. BASSE will follow all State and Federal reporting requirements. The Head of School may designate a person or persons to be responsible for responding to bullying complaints.

G. BASSE will provide a combined training each year totaling of at least one (1) hour for all members of the staff in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.

H. A parent, guardian, or relative caregiver pursuant to 14 Del. C § 202 (f) or legal guardian of any target of bullying or person who has bullied others will be notified in a timely manner by the individual responsible for the investigation.

I. Should bullying issues at school impact the physical or emotional health of a student, the school will communicate with medical professionals as per the signed release signed by parent, guardian or relative caregiver.

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

K. Upon implementation of this policy, and again at the beginning of each academic year, BASSE shall inform students in writing the list of platforms and mediums where the posting of content will be presumed available to a broad audience within the school community, regardless of privacy settings, or other limitations on these postings. From the implementation of this policy, postings on TikTok, Instagram, X, Facebook, WhatsApp, YouTube, WeChat, Telegram, Snapchat, Kuaishou, Sina Weibo, QQ, Pinterest, Reddit, Discord, Twitch, Tumblr, Threads, Mastodon, and Bluesky shall, at a minimum, be included in the list of social media presumed to be available to a broad audience.

L. The policy shall appear in the BASSE student and staff handbooks and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy with updated social media will be distributed to all students, parents, staff, and stakeholders.

Related Policies:

Related Documents:

Policy Adoption Date:

Policy Review Date:

DRAFT

503 – Café/Cafeteria Civil Rights Complaint Policy

- I. Purpose:
 - A. The purpose of this policy is to establish and provide guidance and direction concerning the procedures of the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) program, its recipients and customers, and ensure compliance with and enforcement of the prohibition against discrimination in all FNS nutrition programs and activities, whether federally funded in whole or not.
- II. Definitions:
 - A. Complainant – A person or group of persons who allege discrimination in the delivery of program benefits or services by a state agency, local agency, or other subrecipient.
 - B. Complaint – A verbal or written allegation of discrimination that indicates an FNS-conducted or -assisted program is administered or operated in such a manner that it results in disparity of treatment or services being provided to persons or groups of persons because of their protected bases.
 - C. Discrimination – The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected bases.
 - D. Local Agency – Any agency, organization, or corporation that receives Federal financial assistance either directly or indirectly from FNS. Examples of local agencies include, but are not limited to, school food authorities, food banks, and county health departments.
- III. Policy Statement:
 - A. The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, and disability.
- IV. Implementation Guidelines:
 - A. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
 - B. Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints received by Bryan Allen Stevenson School of Excellence (BASSE) related to the School Nutrition Program(s) should be directed to the School Leadership Team.
 1. Complaints can be submitted:

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- a) **verbally,**
 - b) **in writing, or**
 - c) **anonymously.**
2. The Cafeteria Manager will obtain all necessary complaint information and process the complaint within three (3) days.
 3. The complaint will be forwarded to the Delaware Department of Education within three (3) business days of receiving all necessary information.
 4. The Delaware Department of Education (DDOE) will forward all complaints to FNS-CRD within five (5) working days after receipt.
- C. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.
1. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.
 2. Additionally, program information may be made available in languages other than English.

V. Filing a Complaint:

- A. Individuals may file a complaint using the BASSE Child Nutrition Program Civil Rights Complaint Form at: <https://forms.gle/WeNzwTrFJaBZoHJa7>
1. This form will be processed in accordance to the procedures outlined in Section IV.B.2-4.
- B. Complaints may also be filed directly through the USDA:
1. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [Filing a Program Discrimination Complaint as a USDA Customer | USDA](#) ,
 2. In person at any USDA office, or
 3. By writing a letter addressed to USDA, providing in the letter all of the information requested in the form.
 4. To request a copy of the complaint form, call (866) 632- 9992.
 5. The form may also be accessed from the following links:
 - a) English ad-3027.pdf (usda.gov)
 - b) Spanish ad-3027s.pdf (usda.gov)
 6. Submit your completed form or letter to USDA:

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a) by mail:

U.S. Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

b) fax: (202) 690-7442; or

c) email: program.intake@usda.gov.

VI. Responsibility:

- A. It is the responsibility of the person filing a complaint to follow the above policy.
- B. It is the responsibility of BASSE to file complaints in accordance with this policy and the USDA.

Related Policies:

A. xxx

Related Procedures and Documents:

A. Civil Rights Complaint Form

B. [Filing a Program Discrimination Complaint as a USDA Customer | USDA](#)

C. xxx

Approval: 01/23/2023

Revision Dates:

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504: Grading & Promotion - Retention Policy

I. Purpose:

- A. The purpose of this policy is to communicate the standardization of a grading framework for the Bryan Allen Stevenson School of Excellence (BASSE) students, teachers, and families.

II. Definitions:

- A. Grading Scale: the letter grades and their alignment to a numeric percentage.
- B. Promotion: the result of a student demonstrating mastery of grade level skills and moving to the next grade the following school year.
- C. Retention: the result of a student failing to demonstrate mastery of grade-level skills, causing that child to repeat the year.
- D. Core Classes: Reading, Writing, Math, Science, and Social Studies.
- E. Summative Assessment: Assignments that evaluate student mastery of content and align with the goals and expected outcomes of the instruction¹. (Examples include projects, tests, quizzes, writing pieces, etc.)
- F. Formative Assessment: Assignments that monitor student learning over the course of a learning unit (examples have a low point value and include graphic organizers, classwork, math fluency improvement tracking, etc.)

III. Policy Statement:

A. Grade Reporting:

1. Students will receive report cards at the end of each twelve-week period (trimester).
2. If a student receives an academic grade below 70% in any class, the parents will be notified of the need for a conference with the teacher who issued the grade. All conferences will be documented.
3. Six weeks into a new grading period, the school will send Interim Progress Reports (IPR's) home for each student.
4. The teacher of record is responsible for the reported grade on all report cards and progress reports.

B. Parents will have access to their student's grades via the Home Access Center.

C. Grading System:

1. Both summative and formative assessments may be used to determine reported grades.
 - a) Course grades will include a minimum of 8 grades.
 - b) The majority of the grades will be summative assessments.
2. Failure to turn in an assignment may result in a 0% for that assignment.

¹ *Formative and summative assessments: Poorvu Center for teaching and learning.* Formative and Summative Assessments | Poorvu Center for Teaching and Learning. (n.d.). Retrieved August 18, 2022, from <https://poorvucenter.yale.edu/Formative-Summative-Assessments>

3. Late work may be accepted at the teacher’s discretion.
 - a) No assignments will be accepted after the end of the trimester without permission from the Head of School or designee unless the missing assignment was a result of an absence, at which point BASSE’s attendance policies would define the number of days in which the assignment can be completed and submitted. No grades other than incomplete (I) will be changed after the end of the trimester without permission from the Head of School or designee.
4. Missing assignments may result in a grade of “0%” for that assignment.
5. Lowest grade in a course may be dropped at teacher discretion.
6. Test corrections and test re-takes on major summative assessments are at the discretion of the teacher.
7. The BASSE Grading Scale for all classes is:

Letter Grade	Percentage
A+	98 - 100
A	95- 97
A-	93 - 94
B+	90 - 92
B	87 - 89
B-	85 - 86
C+	82 - 84
C	79 - 81
C-	77 - 78
D+	75 - 76
D	72 - 74
D-	70 - 71
F	0 - 69
F	*0 – 39 percentages will convert to a 40% for the trimester or final grade.

- D. Citizenship: Citizenship will be evaluated for each class and reflected in the form of comment for each course.
1. Citizenship comments may include respect, following directions, participation, and responsibility.
 2. Overall citizenship will be evaluated, and certificates awarded each trimester for those students exemplifying positive citizenship using a rubric that includes:
 - a) Collaboration with Peers
 - b) Collaboration with Adults
 - c) Passing Grades
 - d) Involvement in BASSE extracurricular activities.

E. Honors:

1. High Honors is defined as a grade of 93% in all classes.
2. Honors is defined as an 85% or higher in all classes.

F. Homework:

1. Homework is designed to be independent practice of material learned in school.
2. Examples of homework may include, but are not limited to:
 - a) Weekly Reading logs;
 - b) Weekly Math fluency practice;
 - c) Math content practice; and
 - d) End of Unit Projects.
3. Homework will not exceed [National PTA](#) recommendations.

G. Summer School:

1. BASSE Summer School is a tuition-based program designed for students who have failed a course and/or have not met the requirements for promotion to the next grade.
2. Students are required to provide their own transportation to and from summer school.
3. All course requirements must be met to attain promotion through summer school. Enrollment and attendance alone do not satisfy the requirements for the successful completion of a summer school course.

H. Promotion/Retention/Placement:

1. A student must meet the grade level criteria for promotion.
2. Parents of students in danger of being retained must be notified no later than the end of the second trimester.
3. A tuition-based summer school program will be available for students who do not score a 70% or higher in reading, writing, or mathematics.
4. A student who has failed two or more core subject areas (Reading, Writing, Math, Science, and Social Studies) will not be eligible for promotion through the summer school program.
5. A student will be considered for retention if the student has not mastered the comprehensive curricula, with a year-end average of 70% or higher in all core subject areas.
6. Students with Individualized Education Plans (IEP) must meet the qualifications for promotion as defined by their IEP Team.
7. The Head of School or designee may promote a student who has not met the grade level criteria based on extreme circumstances. The failing grades will not change.

I. Skipping a Grade:

1. A student may test into a higher grade at the discretion of the Head of School or designee.
 - a) The student must meet all of the applicable academic requirements:

- i. The student must score in the 99th percentile in both Reading and Math in their current grade level on current Benchmarks.
- ii. The student would have to have maintained high honors on all report cards for the past three trimesters.
- iii. The student must demonstrate competency on all grade level material that will be skipped. This typically includes:
 - a. End-of-current-year competency in all core subjects for the current grade level.
 - b. Competency in the requested grade at the current point of the year.
 - c. Kindergarten children are not permitted to test to skip a grade until the second month of school in order for their social development to be properly assessed by his/her teacher.

IV. Responsibility:

- A. This policy applies to all teachers, students, and administrators of BASSE.

Related Policies:

- A. 201 – Attendance Policy

Related Procedures and Documents:

- A. 14 DE Reg. 230
- B. 2 DE Reg. 1248
- C. 7 DE Reg. 928
- D. 12 DE Reg. 932
- E. Title 14 Delaware Code

Approval:

Revision Dates:

505 – BASSE Enrollment & Withdrawal Policy

- I. Purpose:
 - A. This policy will establish the parameters for the enrollment and withdraw of students for the Bryan Allen Stevenson School of Excellence (BASSE).
- II. Policy Statement:
 - A. BASSE will not discriminate against any student in the admission process because of their race, religion, creed, color, sex, disability, or national origin, or due to the student’s school district of residence providing a per-student local expenditure lower than another student seeking admission. The only exceptions to restrict student admissions are:
 1. Age and/or grade-level eligibility, or
 2. By lottery in the case of over-enrollment
- III. Admissions
 - A. To be eligible for admission to the Bryan Allen Stevenson School of Excellence (BASSE), a student must be eligible to enter:
 1. The 6th or 7th grade in the 2024-2025 school year;
 2. The 6th, 7th, or 8th grade in the 2025-2026 school year;
 3. The 6th through 9th grades in the 2026-2027 school year;
 4. The 6th through 10th in the 2027-2028 school year;
 5. The 6th through 11th in the 2028-2029 school year;
 6. all grades, 6th through 12th, in the 2029-2030 school year and beyond.
 - B. The student and their primary caregivers must be Delaware residents.
 - C. Application:
 1. An electronic version of the application for the school will be available to submit online.
 2. Families who are more comfortable may download, print, and mail their applications to BASSE.
 3. For families unable to access the school website, BASSE will provide them with paper copies of the application upon request.
- IV. Preferences:
 - A. The selected preferences of BASSE will be (in the ranked order below):
 1. Siblings of students currently enrolled at the school.
 2. Children of persons employed on a permanent basis for at least 30.0 hours per week during the school year by the charter school.
 3. Students who have a specific interest in BASSE’s teaching methods, philosophy, or educational focus.
 - a) Students who have a specific interest in BASSE’s teaching methods, philosophy, and education focus will need to submit a

video essay, voice memo, presentation, or piece of writing that demonstrates their interest in the BASSE program.

- b) A detailed description of this application supplement will be provided with the application on the website and will be explained during parent workshops and recruitment events.

V. Timeline:

A. BASSE Student Recruitment and Enrollment Timeline:

Recruitment & Pre-Application	
Student Recruitment Engagement	Ongoing Online and In-Person (Ads, Social Media, Mailers, etc.)
Student Recruitment Events	June - December, Monthly
School Choice Parent Workshop #1	August
School Choice Parent Workshop #2	September
School Choice Parent Workshop #3	October
Application	

BASSE Begins Accepting Applications* ¹	First Monday in November
BASSE Application Closes at 11:59 PM*	Second Wednesday in January
BASSE Notifies All Home LEAs of Received Applications*	Last Thursday in January
BASSE Begins Action on Approved Applications*	Last Day of February
BASSE Notifies Parents and Home LEAs of Application Action*	Second Wednesday in March

¹ *The dates selected are based on the school choice process outlined at <https://www.schoolchoicede.org/>. BASSE will align its timeline when the current school year's dates are released.

BASSE Receives in Notice of Intent from Parents in Writing*	Third Wednesday in March
Lottery** ²	
BASSE Performs Lottery for Surplus Applications	First Friday in March
BASSE Notifies Parents and Home LEAs of Lottery Results and Application Action	Second Wednesday in March
Enrollment	
BASSE Enrolls Students for Fall 2023*	Beginning Third Tuesday in March
BASSE Hosts Open House for Students and Families Enrolled for Fall 2023	Last Thursday in August
BASSE Notifies DDOE of Fall 2023 Projected Enrollment Total	November 30 - January 30

B. Lottery*

1. If the number of applications, received by the deadline, exceeds the number of openings after preference is given to students who meet the preference criteria above, BASSE will hold a lottery on the first Friday in March.
2. The lottery process will be blind so that all students will have an equal chance of being offered a spot in the remaining available seats.
 - a) Depending on the type and number of applications received, the lottery will be run manually or via a computerized method.

C. Waiting Lists:

1. BASSE will continue to accept applications until we have reached capacity. Students eligible for admission but not selected due to a lack of capacity will be placed on a ranked waiting list until the first day of school.

VI. Withdrawals:

A. Application Withdrawal:

² **If there are remaining seats, BASSE will continue to receive applications until we are at capacity.

1. Any parent who previously applied for their student to attend BASSE may withdraw their application at any time by giving written notice to the School Leadership Team.

B. Withdrawal from School:

1. A parent may apply to withdraw their child's enrollment at BASSE at any time by submitting a written application to the school. BASSE will then follow the policy outlined in 14 Del. C. § 407 (c) - (i).

VII. Re-Enrollment:

- A. Accepted BASSE students will remain enrolled until graduation, provided the student continues to meet the requirements for enrollment.
- B. A student's right to remain enrolled may be terminated before graduation if
 1. The student fails to continue to comply with BASSE's requirements for attending school or class, or
 2. Refusal to participate in the school conflict resolution process.

VIII. Records:

- A. BASSE will maintain on file a written statement signed by the parent or guardian of each enrolled child acknowledging that the student will attend BASSE for at least one complete school year per 14 Del. C. § 506 (c) (3).
- B. Each parent will need to sign and submit this document after BASSE receives their notice of intent in order for their child to continue in the enrollment process.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. 14 Del. C. § 407 (c) - (i)
- B. 14 Del. C. § 506 (c) (3).

Approval: 01/23/2023

Revision Dates:

506 – Truancy Policy

I. Purpose:

- A. This policy will provide the process by which the Bryan Allen Stevenson School of Excellence (BASSE) will administer the Delaware Department of Education (DDOE) truancy regulations.

II. Policy Statement:

- A. Delaware law regarding truancy requires BASSE to report students as truant after a total of six (6) unexcused absences in a year. After a total of thirty (30) unexcused absences in a year, BASSE is obligated to report parents for prosecution, and if the student is over the age of sixteen (16), the student may be reported for prosecution as well.

III. Implementation Guidelines:

A. Absences without excuse/truancy conferences:

1. If a student has been absent from school without a valid excuse for six (6) or more days, the school administration or designee of the school may take such action as the school administration considers appropriate.
2. If a student is truant, the school administration or designee may schedule a truancy conference with the student, the student's parent, and the school administration. The conference may be attended by other persons as the school administration or designee deems appropriate.
3. Following a truancy conference the school shall decide whether or not to file a charge against the parent for a violation; provided, however, that the school administration or designee shall refer the case for prosecution following the 18th day of unexcused absence by a student during the school year, and may refer the case before the 18th day of unexcused absence if the school administration determines it is appropriate to do so.
4. The fact that a student or student's parent/caregiver may attend or has attended a truancy conference does not bar the school administration or designee from filing a complaint with a court.
5. The school administration or designee's failure to hold a truancy conference does not bar the filing of a complaint with a court and adjudication by a court.

- B. BASSE reserves the right to file truancy charges and/or retain a student who misses more than eighteen (18) days.

- C. Any student who accumulates more than ten (10) but less than eighteen (18) absences, not including medical/administrative, may be required to make up those days in excess of ten (10) during a fee-based summer program.

1. Failure to make up those days will result in the student being retained.
2. The student and/or parent/caregiver will be expected to provide transportation to the summer program.

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

IV. Responsibility:

- A. It is the responsibility of the student and their parents/caregivers to ensure all absences are communicated with the school and unexcused absences are under six (6) per school year.
- B. BASSE is responsible for reporting students deemed truant to the proper authorities.

Related Policies:

- A. 501 – BASSE Attendance Policy

Related Procedures and Documents:

- A. Title 14 Chapter 27 Subchapter II Truancy:
<http://delcode.delaware.gov/title14/c027/sc02/index.shtml>

Approval: 01/23/2023

Revision Dates:

Student Code of Conduct

It is the expectation of the Bryan Allen Stevenson School of Excellence (BASSE) that all students will make every effort to be responsible and self-disciplined individuals. BASSE also understands situations will arise that will require intervention to assist some students in making positive choices. While there is not a set of guidelines that will address all situations, it is the goal of BASSE to establish a system that will allow students and staff to have a consistent approach to daily management of misconduct.

This Code of Conduct applies to all areas of the school (e.g., classroom, café, gymnasium, playground). Please note this is not an exhaustive list of behaviors warranting consequences, nor is this an exhaustive list of potential consequences. Each case is subject to administrative review and approval.

Level One Offenses: These behaviors are against school expectations, but do not result in significant disruption or safety concerns. It is the expectation that the classroom teacher will manage all of these behaviors.

LEVEL ONE OFFENSES

- Failure to follow rules (not otherwise specified below)
- Inappropriate use of language (offensive, non-school appropriate language)
- Dishonest behavior (1st offense)
- Minor Disruptions in class or common areas
- Failure to complete work 4 times or more per marking period and/or in a timely manner
- Not being prepared for class 4 times or more per marking period
- Dress code violation (1st offense)
- Minor disrespect to peers or staff
- Cell phone/electronic possession or use between 7:45AM-3:30PM (1st offense)

LEVEL ONE CONSEQUENCES

- Teacher and Student conference to encourage the correct behavior; and
 - Student will apologize (written or verbal); and
 - Parent/caregiver notification via email and/or phone call (Required);
- And one or more of the following:**
- Student will take time to reflect on his/her behavior. Repetition of desired behavior;
 - Utilization of classroom discipline policy- any recess consequence must include physical activity;
 - Behavior Reflection sheet completion; or
 - Cell phone/electronic item confiscated and held until end of the day.

Level Two Offenses: These behaviors are more serious in nature and will be addressed by the classroom teacher, and parent/caregiver, designated behavior team member, and may involve school administration.

LEVEL TWO OFFENSES

- Multiple Level One offense (3+)
- Severe Disruption of class or common areas

- Dishonest behavior (2nd offense)
- Dress code violation (2nd offense)
- Leaving area without permission from teacher
- Disrespect toward peers or staff (2nd offense)
- Cheating (1st offense)
- Cell phone/electronic possession or use between 7:45am –3:30pm (2nd offense)

LEVEL TWO CONSEQUENCES

- Parent/caregiver notification via email and/or phone call; and
- Staff and Student conference to encourage the correct behavior; and
- Student will apologize (written or verbal);

And one or more of the following:

- Any of the Level 1 Consequences;
- Appropriate community service;
- Detention – may be during lunch or after-school (mandatory grades 6-8 for Dress code violation);
- Cell phone/electronic item confiscated and held until parent/caregiver pick-up;
- Behavior plan addressing specific behavior;
- In- school Suspension (1-5 days); or
- External Suspension (1-10 days).

Level Three Offenses: These behaviors are considered most serious and will be managed by the classroom teacher, parent/caregiver, school administration, and school resource officer/local law enforcement, when indicated. The teacher will make initial contact with the parent/caregiver via email and/or phone call. School administration will contact parents to discuss all Level Three offenses.

LEVEL THREE OFFENSES

- Multiple Level Two offense (3+)
- Missing 2+ detentions
- Cell phone/electronic possession or use between 7:45AM-3:30PM (3rd offense)
- Dress code violation (3rd offense)
- Severe Disrespect toward peers or staff (e.g., use of profanity/offensive name calling including discriminatory statements and insubordination)
- Unwanted physical contact
- Theft
- Cheating (2nd offense)
- Forgery or plagiarism
- Verbal/Written threats of harm
- Intimidation/Bullying of peers or staff
- Sexual harassment
- Fire setting, Vandalism, Destruction of school property
- Setting a false alarm (fire or bomb)
- Possession of any type of weapon or use of any item as a weapon
- Possession or use of Alcohol, Drug, Tobacco, or Look-alikes

LEVEL THREE CONSEQUENCES

- Parent/caregiver notification via phone call; and

- Conference with student, parent/caregiver, and teacher and/or school administration; and
- Student will apologize (written or verbal)
 - And one or more of the following:**
 - Cell phone/electronic item confiscated and held until parent/caregiver pick-up at the end of a week;
 - Restricted from attending school-sponsored events/activities (e.g., field trips, dances, sports, and/or graduation);
 - In- school suspension;
 - External Suspension from school for (1-10 days);
 - Alternative Placement or Expulsion; or
 - Filing a report under the guidelines of the Delaware Department of Education.

The Delaware Department of Education (DOE) has identified infractions for mandatory reporting. BASSE must report information as mandated with no exceptions. For more information contact the BASSE Administration or the DOE website:

<https://regulations.delaware.gov/AdminCode/title14/600/616.pdf>

All sections of this Code of Conduct are aligned with Title 14. Ch7 located at:

<https://delcode.delaware.gov/title14/c007/index.html#:~:text=%C2%A7%20702.,as%20a%20means%20of%20discipline..>

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval:

Revision Dates:

601 – Parental/Caregiver Engagement Policy

- I. Purpose:
 - A. Parental/caregiver engagement in the education of students is vital to providing an effective environment for learning. This policy provides expectations on how the Bryan Allen Stevenson School of Excellence (BASSE) will foster parental/caregiver engagement.
- II. Policy:
 - A. BASSE agrees to implement the following statutory requirements to meet the requirements of the, Every Student Succeeds Act (ESSA), and includes, as a component, a school-parent/caregiver compact consistent with that Act.
- III. Rationale:
 - A. Engaging parents/caregivers, guardians, and other stakeholders in the education of youngsters is essential to their success. Therefore, the following definitions and guidelines provide the expectations in order to achieve the collaboration necessary for excellence for all students.
- IV. Definitions:
 - A. Elementary and Secondary Education Act (ESEA) – A federal law that funds primary and secondary education. It was enacted in 1965 and is the nation’s national education law. The act emphasizes high standards and accountability, and funds are authorized for professional development, instructional materials, resources to support educational programs, and the promotion of parental/caregiver involvement.
 - B. Every Student Succeeds Act – Is a bi-partisan measure that reauthorizes the ESEA and replaces the No Child Left Behind Act. ESSA aims to ensure success for students and schools.
 - C. Parental/Caregiver Engagement – The participation of parents/caregivers in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— that parents/caregivers play an integral role in assisting their child’s learning, that parents/caregivers are encouraged to be actively involved in their child’s education at school, that parents/caregivers are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, the carrying out of other activities, such as those described in ESSA.
- V. Implementation Guidelines:
 - A. BASSE will post the Parental/Caregiver Engagement Policy on the school’s website and the policy will be updated periodically to meet the changing needs of the students, the parents/caregivers, and the school.
 - B. BASSE will provide opportunities for the participation of all parents/caregivers,

including, to the extent practicable, providing information and school reports required under section 1111 of the Elementary and Secondary Education Act (ESEA) in an understandable and uniform format.

- C. BASSE will involve the parents/caregivers of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental/caregiver engagement is spent.
- D. BASSE will build capacity for strong parental/caregiver engagement, in order to ensure the effective engagement of parents/caregivers and to support a partnership among the school, parents/caregivers, and the community to improve student academic achievement.
- E. BASSE in accordance with the stated definition of parental/caregiver engagement, will carry out programs, activities, and procedures in accordance with this definition. BASSE will:
 - 1. Involve parents/caregivers in the joint development of its school parental/caregiver engagement plan under, section 1118, of the ESEA through a parent/caregiver-teacher group to review, provide input, and draft components of the engagement policy.
 - 2. Involve parents/caregivers in the process of school review and improvement under, section 1116, of the ESEA by presenting data and school improvement plans to the Student Success Team (SST) and the Board of Directors for input, review, and proposed changes.
 - 3. Hold an annual meeting to inform parents/caregivers of the school's participation in Title I, and Part A programs, and to explain the Title I, Part A requirements and the right of parents/caregivers to be involved.
 - 4. Provide parents/caregivers access to the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet through the school website, parent/caregiver nights, parent/caregiver conferences, progress reports, and other informal means of communication.
 - 5. At the request of the parents/caregivers, provide opportunities for regular meetings for parents/caregivers to formulate suggestions and to participate, as appropriate, in decisions about the education of their children through the SST and Parent/Caregiver-Teacher conferences.
 - 6. Provide each parent/caregiver an individual student report about the performance of their child on the State assessment in at least math and reading.
 - 7. Notify parents/caregivers with a letter when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
 - 8. Provide assistance to parents/caregivers of children served by the school,

as appropriate, in understanding: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators through the school website, orientations, student agenda books, letters concerning standardized tests and results, electronic access to student grades, and parent/caregiver-teacher conferences.

9. Provide materials and training to help parents/caregivers work with their children to improve their children's academic achievement.
10. With the assistance of its parents/caregivers, educate its teachers, student services personnel, administrators, and other staff on how to communicate and work with parents/caregivers as equal partners, implement and coordinate parent/caregiver programs, and build ties between parents/caregivers and the school.
11. To the extent feasible and appropriate, coordinate and integrate parental/caregiver engagement programs and activities, such as hosting Open Houses, Portfolio Reviews, and Fieldwork requiring parents/caregivers to volunteer in school, inviting parents/caregivers into the school during the school day, and for after-school activities.
12. Use reasonable efforts to ensure information related to the school and parent/caregiver programs, meetings, and other activities is sent to parents/caregivers in an understandable and uniform format and, to the extent practicable, in a language the parents/caregivers can understand.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. Every Student Succeeds Act - PLAW-114publ95.pdf (congress.gov)

Approval:

Revision Dates:

602 – Public Complaint Policy

I. Purpose:

- A. Any resident or community group shall have the right to present a request, suggestion or complaint concerning School personnel, the program, or the operations of the school. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

II. Policy Statement:

- A. Although no member of the community shall be denied the right to petition the Board for a redress of a grievance, the complaints will be referred through the proper administrative channels for a solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

- B. Communication Channels for Complaints about Instruction, Discipline, or Learning Materials:

1. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials begins with (a) and continues through (c) as below:
 - a) Teacher
 - b) Head of School
 - c) Board of Directors

- C. Communication Channels for Complaints about School Policies:

1. Although no member of the community shall be denied the right to petition the Board concerning local individual school policies, the complaints will be referred to the local school administration for a solution before investigation, or action, by the Board. The Board advises the public that the proper channeling of complaints concerning local school policies begins with (a) and continues through (b) as below:
 - a) Head of School
 - b) Board of Directors

- D. Communication Channels for Complaints about School Facilities and Services:

1. Although no member of the community shall be denied the right to petition the Board concerning facilities and services in the school the complaints will be referred to the appropriate administrative officials for a solution before investigation, or action, by the Board. The Board advises the public that the proper channeling of complaints concerning school services or facilities begins with (a) and continues through (c) as below:
 - a) Director of Operations
 - b) Head of School
 - c) Board of Directors

- E. Complaints about School Personnel:

1. The Board mandates the following policies concerning complaints about School personnel:
 - a) To be given proper attention, all complaints must be provided in writing, signed, and addressed properly to the person's immediate supervisor.
 - b) All such complaints must be delivered or mailed to the immediate superior of the person about whom the complaint is made, at which time the superior will notify that person.
 - c) All such complaints shall be specific and void of personal abuse and/or excessive emotionalism, either to the School, its Board, or the person(s) being discussed.
 - d) All such complaints shall, upon receipt, be weighted, analyzed, and discussed with all proper school authorities and finally would be acted upon by the immediate superior of the person being discussed. The party submitting the original complaint shall also be informed as to the nature and direction of the action taken by the school authorities. In no case shall any individual's rights under the law be preempted by these policies as established by the Board.

III. Responsibility:

- A. It is the responsibility of the community or any person bringing complaints to follow the policies above. The school staff and Board of Directors must take appropriate action when complaints are filed.

Related Policies:

Related Procedures and Documents:

Approval and Revision Dates:

603 – Public Participation in Board Meetings

I. Purpose:

- A. The Board of Directors (Board) of the Bryan Allen Stevenson School of Excellence (BASSE), recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

II. Policy Statement:

- A. All meetings of the Board, except executive sessions, shall be open to the public. All actions of the Board shall be taken openly. The public is invited to attend Board meetings and will be given limited time to voice opinions or problems on the Board agenda.
- B. The Board recognizes its responsibility to conduct the business of the school in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations and comments to the Board. A person wishing to be heard by the Board shall first follow the procedures as outlined below.
- C. The Chair is responsible for the orderly conduct of the meeting and shall rule on the time to be allowed for public discussion. The Board as a whole shall have the final decision in determining all rulings.

D. Board of Directors Meeting Public Comments:

- a) Individuals wishing to make public comments at a Board meeting shall submit a written request to the Board.
 - i. An online form will be made available to submit the request.
 - ii. The request should provide the topic they wish to address and be no more than 100 words.
 - iii. The form must be submitted five (5) working days prior to the meeting.
- b) The public comment period for any one individual shall not exceed three (3) minutes.
- c) If a large number of people sign up to make comments, the Board Chair, at her/his discretion may limit the number of speakers.

E. Board of Directors Meeting Public Presentations:

1. Initiation of Request:

- a) Any citizen or citizen group desiring to make a presentation to the Board shall file a request in writing with the School Leadership Team.
- b) The written request shall set forth the general nature of, and

the grounds for, making a presentation.

- c) All parties who are to be part of the presentation must also be made known to the Board in the request.
- d) All presentations to the Board of Directors are public presentations unless otherwise excluded by the Delaware Freedom of Information Act. All parties who are to be part of the presentation must also be made known to the Board in the request.

2. Procedure on Request:

- a) The School Leadership Team shall docket any request received, after a determination that it is a matter in the BASSE's interest and within the purview of the Board for presentation before the Board at a regular meeting of the Board.
- b) The presentation shall be no earlier than twenty (20) days after receipt of the request, except as the School Leadership Team shall decide when an earlier hearing date may be acceptable.
- c) The School Leadership Team shall notify the requesting party or parties that a written statement of the matter is to be presented must be filed with the School Leadership Team at least ten (10) days prior to the presentation date. Failure to file such a statement by the time specified will result in the postponement of the presentation until the next regular meeting of the Board, or as accepted by the Head of School.
- d) The written statement must clearly delineate the issues to be raised before the Board, and any issue not raised therein will be considered only at the discretion of the Board Chair.

3. Procedure at Board Meeting:

- a) The Board Chair, or in their absence, the Vice Chair, shall preside during the presentation and make rulings on the admissibility of issues to be presented.
- b) The Secretary of the Board shall note in the minutes of the Board the names of the parties appearing and their counsel if they are represented.
- c) The Board may continue, adjourn, or postpone a presentation for good cause upon the motion of parties or on its own motion.
- d) Method of Proceeding:
 - i. The party or parties making the presentation may rest upon their statement and briefs.

- ii. The party or parties making the presentation will be subject to examination by the members of the Board or members of the Board's administrative staff as recognized by the president of the Board.
 - iii. If a decision is called for, the School Leadership Team shall present their recommendation to the Board.
 - iv. The party or parties making a presentation may then have an opportunity for an appeal.
- e) The Board, after considering the evidence presented and the arguments made for and against the proposition, shall reach a decision and so inform the parties in writing of that decision, if a decision is warranted.

III. Responsibility:

- A. It is the responsibility of the Board of Directors to conduct business openly and make the public aware of the policy to bring matters before them.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. Delaware Freedom of Information Act:
<http://delcode.delaware.gov/title29/c100/index.shtml>

Approval:

Revision Dates:

701 – Family Educational Rights & Privacy Act (FERPA) Policy

I. Purpose

The Family Educational Rights and Privacy Act (FERPA) affords parents, caregivers and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Bryan Allen Stevenson School of Excellence (BASSE) adopts this policy in compliance with Federal FERPA and Delaware State law requirements.

II. Policy Statement

BASSE, in compliance with Federal and State laws, acknowledges and supports the following rights as they pertain to a student's personal records according to FERPA regulations and mandates:

- A. The right of parents/caregivers or eligible students to inspect and review the student's education records within 45 days of the day BASSE receives a request for access.
- B. The right of a parent/caregiver or eligible student who wishes to inspect their child's, (or their) education records to submit to the BASSE Head of School, a written request that identifies the record(s) they wish to inspect. Once access approval protocols are satisfied, the BASSE official or designee will arrange for access and notify the parent/guardian or eligible student of the time and place where the record(s) may be inspected.
- C. The right of parents/caregivers or eligible students to request an amendment of the student's education records that the parents/caregivers or eligible students believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- D. The right of parents/caregivers or eligible students to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- E. The right of parents/caregivers or eligible students to file a complaint with the U.S. Department of Education concerning alleged failure by BASSE to comply with the requirements of FERPA. The name and of address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

- F. Under FERPA, BASSE may disclose information without prior consent by parents/caregivers or eligible students to: 1) officials within the Department of Education, 2) BASSE officials with whom the school has determined have a legitimate educational interest, 3) any entity authorized to receive directory information pursuant to the No Child Left Behind Act of 2001 (P.L. No. 107-110), 4) the right of parents/caregivers, or eligible students to inspect their education records, and have submitted to the BASSE Head of School a written request that identifies the record(s) they wish to inspect.

III. Rationale

BASSE recognizes the need for careful handling of student information and therefore intends through this policy to outline the process and procedures to be followed.

IV. Definitions

- A. School Official – a person employed by the school as an administrator, supervisor, instructor, or support staff member, (including health or medical staff, and law enforcement unit personnel).

V. Implementation Guidelines

- A. To make a request for a student's records to be changed, parents/caregivers or eligible students should submit a request in writing to the Head of School. The request should clearly identify the part of the record they want to have changed and specify why it is inaccurate or misleading.
- B. If BASSE decides not to amend the record as requested by the parent/caregiver or eligible student, BASSE will notify the parent/caregiver or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parents/caregivers or eligible students when notified of the rights to a hearing.
- C. Records may be released to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for the purposes related to the enrollment or transfer.
- D. Records may be released to specified officials in connection with an audit or evaluation of Federal or State-supported education programs or for the enforcement of or compliance with the legal requirements that relate to those programs for audit or evaluation purposes.
- E. Records may be released to appropriate parties in connection with financial aid for a student.
- F. Records may be released to organizations conducting certain studies on behalf of the school.
- G. Records may be released to accrediting organizations.
- H. Records may be released to maintain compliance with a judicial order or lawfully issued subpoena.
- I. Records may be released to appropriate officials in case of health and safety emergencies.
- J. Records may be released to state and local officials and authorities within a juvenile justice system pursuant to applicable laws.
- K. Records may be released to an agency caseworker or other representative of a state or local child welfare agency or tribal organization when such agency or organization is legally responsible for the care and protection of the student.

- L. Records may be released to the State Secretary of Agriculture or representatives of the Food Nutrition Service.
- M. Records may be released to serve for monitoring and evaluating of programs authorized under Richard B. Russell National School Lunch Act or Child Nutrition Act of 1966.
- N. Records may be released to BASSE school officials with a legitimate educational interest.
- O. Records may be released to a person serving on the BASSE Board of Directors with a legitimate educational interest.
- P. Records may be released to a person or company with whom BASSE has a contract to perform a function or service.
- Q. Records may be released to an agency or entity performing a task (i.e. attorney, auditor, medical consultant, or therapist).
- R. Records may be released to a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
- S. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- T. BASSE will release information to the Delaware Department of Education regarding student information, either directory or not, that is necessary to ensure the proper operation of BASSE functions and student safety.
- U. BASSE will also provide authorized Military Recruiters access to directory information so that students can receive information relevant to transitional career opportunities.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 07/11/2024

Revision Dates:

801 – Acceptable Use for Electronic-Technology Resources Policy

I. Purpose:

- A. Users of Bryan Allen Stevenson School of Excellence (BASSE) electronic-technology resources must acknowledge their understanding of the following guidelines as a condition of using the resources. Any questions regarding this policy are to be directed to the school administration and/or the Board of Directors. This policy works in conjunction with the State of Delaware Department of Technology and Information (DTI) Acceptable Use Policy, which holds authority over this policy.

II. Definition:

- A. “Electronic-Technology Resources: Those resources that are: (a) provided by the school; (b) paid for, in whole or in part, by the school; (c) used to conduct business or other activity for or on behalf of the school; or (d) used in or at a school facility. These resources include, without limitation, the following:
 1. E-mail: All electronic-mail accounts and services provided to users by the State or BASSE.
 2. Technology Resources: 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, copiers, whether owned or leased by the school.
 3. “Bryan Allen Stevenson School of Excellence”: 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) BASSE 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;
 4. Electronic Data: Any and all information, data, and material, accessed or posted through any Electronic Resource.
- B. Personal Communication Devices: Any cellular phone, smartphone, personal digital assistant, or another personal electronic communication device.
- C. Users: All whom the policy applies, which include:
 1. BASSE Board of Directors.
 2. All BASSE’s staff including employees, consultants, volunteers, interns, temporary, and other workers at the school, including all personnel affiliated with third parties.
 3. All BASSE students under the supervision of a staff member and/or parent/caregiver.
 4. Others who request Guest Accounts or electronic-technology resources.

5. Cyberbullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:
 - a) Denigration: spreading information or pictures to embarrass;
 - b) Flaming: heated unequal argument online that includes making rude, insulting, or vulgar remarks.
 - c) Exclusion: isolating an individual from his or her peer group.
 - d) Impersonation: Using someone else's screen name and pretending to be them is impersonation.
 - e) Outing or Trickery: forwarding information or pictures meant to be private.

III. Policy Statement:

A. User Responsibilities:

1. All Users:

- a) Use of the Bryan Allen Stevenson School of Excellence electronic-technology resources and network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in disciplinary action or criminal penalties under applicable state and federal law. In addition, 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.
- b) While using BASSE networks and equipment, users understand that they are monitored through school video cameras and tracking of users' online searches.

2. School:

- a) School officials are responsible for designating Users authorized to use Electronic Resources.
- b) The school provides for the education of students regarding the Acceptable Use Policy.
- c) The school will also educate students on the following topics:
 - i. Safety on the internet;
 - ii. Appropriate behavior while online, including interacting with other individuals on social networking websites and in chat rooms; and
 - iii. Cyber-bullying awareness and response.

3. Students:

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

inappropriate or makes the student feel uncomfortable.

4. Personnel:

- a) BASSE employees are expected to communicate with students and parents through the school-provided email and are strongly advised against using other forms of personal electronic communication with students, such as Instant Messaging or texting.
- b) School employees are required to take reasonable measures to protect their personal information and reputation when using Electronic Resources or otherwise participating in activities online.

B. Acceptable Uses:

1. Acceptable uses of electronic-technology resources and the network are activities that support learning and teaching. Users are encouraged to develop activities that meet their individual educational needs, and which take advantage of the network's functions.
2. The use of electronic-technology resources must be consistent with the academic goals of the school, curriculum standards, and BASSE's policies.
3. BASSE works in conjunction with the Department of Education in the blocking and filtering of resources to restrict access to inappropriate websites and other materials harmful to minors to ensure the safety and security of all students, and to comply with State law and /or regulation.

C. Internet Use Procedures:

1. Students may use the Internet in instructional areas where there is teacher or staff supervision. Teachers may allow students to use the Internet in the following ways:
 - a) Directed Searches: Teachers may work directly with small groups of students or with an entire class.
 - b) Internet access will be limited to those sites approved by the teacher and previewed in advance.
 - c) The use of directed searches does not require parental permission since the Internet sites will be screened in advance by the teacher.
 - d) Teachers will be responsible for reviewing the Internet policy and procedures with students prior to any directed searches.
2. Independent Searches:
 - a) Students wanting to use the Internet for independent educational searches must meet the following criteria:
 - i. Students must participate in an Internet training workshop conducted by the teacher, where proper Internet behavior and BASSE' School's Acceptable Use Policy for electronic technology will be discussed.
 - ii. This workshop will take place during orientation for all students, who will then sign off on it upon completion.

- iii. Parents may participate in the training with the student by requesting such from the teacher.
 - iv. An Acceptable Use Policy Agreement Form for use of electronic-technology resources must be signed by the student, parent, and teacher. The form will remain on file.
3. User Safety:
- a) To the extent practical, steps shall be taken to promote the safety and security of users of BASSE's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
 - b) Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
 - i. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
 - ii. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. BASSE's Board of Directors, employees, and guest users must have a signed Acceptable Use Policy Agreement Form on file prior to the use of electronic technology resources.

D. Unacceptable Uses:

1. Unacceptable uses of electronic technology and the network include, but are not limited to:
- a) Violating the rights to privacy of students or employees of BASSE, or others outside the school system.
 - b) Using profanity, obscenity, or another language that may be offensive to another user.
 - c) Copying materials in violation of copyright law.
 - d) Plagiarizing (taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source).
 - e) Using the network for financial gain or for any commercial or illegal activity.
 - f) Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
 - g) Re-posting personal communications without the author's prior consent.
 - h) Revealing home phone numbers, addresses, or other personal information or making personal purchases or unauthorized orders using BASSE's name.
 - i) Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others.
 - j) Use of Cloud Services for Top Secret, Secret, and Confidential data, unless the contract includes cloud computing terms and conditions approved by DTI.

- k) Downloading or copying information onto disks or hard drives without prior teacher approval.
- l) Violating the policy as outlined in the BASSE Code of Student Conduct.
- m) Cyberbullying: Bullying by using information and communication technologies.
- n) Using any Electronic Resource in any way that threatens or violates the security of any Covered Technology, where such use:
 - i. Contains a virus, Trojan horse, logic bomb, malicious code, or another harmful component.
 - ii. Constitutes a chain letter, junk mail, spam, or other similar electronic mail.
 - iii. Constitutes unauthorized access or attempts to circumvent any security measures.
 - iv. 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.
 - v. Deprives a User of access to authorized access of Electronic Resources.
 - vi. Engages in unauthorized or unlawful entry into a BASSE Network.
 - vii. Shares e-mail addresses or distribution lists for uses that violate this Policy or any other school Policy.
 - viii. Transmits sensitive or confidential information without appropriate security safeguards.
 - ix. Falsifies, tamper with, or makes unauthorized changes or deletions to data located on BASSE's network.
 - x. Obtains resources or BASSE Network accesses beyond those authorized.
 - xi. Distributes unauthorized information regarding another User's password or security data.
 - xii. Discloses confidential or proprietary information, including student record information, without authorization.
 - xiii. Involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without express prior authorization by the school administration or designee.
 - xiv. Installs, downloads, or uses unauthorized or unlicensed software or third-party system without express prior authorization by the school administration or designee.
 - xv. Involves a deliberate attempt to disrupt BASSE's Network.
- o) Personally Owned Devices:

1. It is the responsibility of the Users to follow the guidelines listed above. Failure to follow these guidelines could result in disciplinary actions, suspension of privileges, revocation of privileges, and/or criminal penalties. These guidelines are based off the DTI Acceptable Use Policy and do not excuse any user from following DTI Acceptable Use Policy.

Related Policies:

- A. Social Media Policy

Related Procedures and Documents:

- A. 47 U.S.C. § 254,
- B. Children’s Internet Protection Act (CIPA):
<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- C. State Acceptable Use Policy of Delaware, <http://www.delaware.gov> New Castle County Vocational-Technical School District Acceptable Use Policy, 7/28/10
Brandywine School District Acceptable Use Policy, 2/23/09
- D. Delaware Information Security Policy:
<https://webfiles.dti.delaware.gov/pdfs/pp/DelawareInformationSecurityPolicy.pdf>
- E. Department of Technology and Information Acceptable Use Policy:
<https://webfiles.dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>

Approval:

Revision Dates:

Student Acceptable Use Policy Agreement Form

I have read, understand, and will follow all rules, regulations, and policies when accessing and using the Bryan Allen Stevenson School of Excellence Charter School's electronic/technology resources. 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.

Teacher Signature _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Employee/Guest Acceptable Use Policy Agreement Form

I have read, understand, and will follow all rules, regulations, and policies when accessing and using the Bryan Allen Stevenson School of Excellence Charter School electronic-technology resources. 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 _____

Guest Signature _____ Date _____

Supervisor Signature _____ Date _____

DRAFT

802: Chromebook Use and Loaner Policy

- I. Purpose:
 - A. This policy outlines the expectations of Bryan Allen Stevenson School of Excellence (BASSE) students and parents for:
 - 1. The One-to-One Program for all students.
 - 2. The lending of Chromebooks to support virtual learning in the event of Delaware State mandates for online learning.
- II. Definitions:
 - A. Chromebook – A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the internet and support applications like Google Docs and Schoology that reside on the Web, rather than the traditional PC Applications like Microsoft Office that reside on the machine.
- III. Policy Statement:
 - A. Monitoring:
 - 1. By using a Chromebook, students agree to such access monitoring and recording of their use by BASSE. Students must follow the guidelines set in the Acceptable Use Policy whenever Chromebooks are used.
 - B. Returns:
 - 1. While enrolled at BASSE, the school maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection. Any student that transfers, withdraws, or is expelled from BASSE will be required to return his/her Chromebook and Charger upon the termination of enrollment.
 - C. Software and Security:
 - 1. All Chromebooks are supplied with the latest build of Google Chrome Operating System.
 - 2. The Chrome OS will automatically install updates when the computer is shut down and restarted.
 - 3. Students are prohibited from disabling, modifying, circumventing, or altering management settings or content filters.
 - 4. Virus protection is built into the Chrome OS, additional virus protection is unnecessary.
 - 5. BASSE utilizes an internet content filter that is in compliance with federally mandated laws. Despite the filter, the school cannot guarantee that all controversial or inappropriate materials will be blocked. We ask the parents/caregivers to monitor student Chromebook usage while at home and report any inappropriate websites to the student's homeroom teacher.

IV. Responsibility:

A. Student Responsibility:

1. Students are responsible for the general care of the Chromebook they have been issued.
2. Chromebooks that are broken or fail to work properly must be immediately taken to the Technology department and logged for repair.
3. Students are not allowed to decorate or make any permanent alterations to the Chromebook.
4. Students may not repair or modify Chromebook software or hardware.

B. Student Liability:

1. Students are responsible for all material sent by and stored on the device loaned to them.
2. Students accept responsibility for keeping their devices free of material deemed offensive by the school administration. This includes vulgar material, inappropriate files, pirated music, images, movies, or files that may compromise the integrity of BASSE's network, equipment, software, or mission.
3. Should a student damage or lose their Chromebook, they will be given access to a classroom computer when needed for assignments.
4. Students will be assigned one Chromebook per year. Please see Section IV.C, of this policy for what occurs if a student damages their Chromebook.

C. Parent Liability:

1. Parents are financially responsible for the repair, or replacement of any Chromebook assigned to their child that is damaged due to neglect.
2. Some examples of reasons why a parent would be required to pay for a replacement device include:
 - a) Loss or misplaced device,
 - b) Theft, or
 - c) Damage due to negligence such as dropping the computer.
3. Should a parent not pay to replace a Chromebook that was damaged due to loss or neglect:
 - a) The child will be able to access a classroom computer when needed for assignments.
 - b) The child will NOT receive a new device until the parent:
 - i. Pays to replace/repair the Chromebook, or
 - ii. Is approved for a financial hardship waiver.
4. Financial hardship waivers are available, if needed, in the main office.
5. Parents may decline if their child is assigned a Chromebook.
 - a) Should a parent decline, the student would have access to a Chromebook within the classroom when needed for assignments.

D. BASSE Responsibility:

1. BASSE will distribute Chromebooks to students at the beginning of the school year when they become available, or upon the student enrolling in BASSE.
2. BASSE will ensure Chromebooks are updated with sufficient security software and will monitor the use of these computers when deemed necessary.
3. Nothing in this policy will override, IEP or 504 policies, guidelines, accommodations, or modifications.

E. General Care and Safety Precautions:

1. It is recommended that parents provide a Chromebook cover to protect Chromebooks.
2. No food or drink should be placed next to the Chromebook.
3. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
4. Heavy objects should never be placed on top of Chromebooks.
5. Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time. **DO NOT LEAVE THE DEVICE IN A CAR.**
6. Chromebooks should never be carried with the screen open.
7. Students should never disassemble Chromebooks and attempt their own repairs.
8. Make sure there is nothing on the keyboard before closing the lid.
9. Do not walk/run and carry an open Chromebook.
10. Do not pick up, move, or carry the Chromebook by opening and holding the screen.

Related Policies:

- A. 801 – Acceptable Use for Electronic-Technology Resources Policy
- B. 803 – Electronic Communication & Social Media Policy Social Media

Related Procedures and Documents:

- A. DTI Acceptable Use Policy:
<https://webfiles.dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>
- B. BASSE Chromebook Procedure

Approval:

Revision Dates:

803- Electronic Communication and Social Media

I. Purpose:

The purpose of this Electronic Communication and Social Media policy (the “**Policy**”) is to set rules and guidelines in the ever-changing environment surrounding social media and electronic communication. Social media and electronics provide many benefits, such as communicating with distant friends but also have made the personal lives of individuals much more public.

In particular, social networking sites and apps encourage a blurring of professional and personal relationships that can create unexpected risks for members of our community. Risks in social media and apps typically come through unintended disclosure: online tools allow others to see and/or “republish” material that may have been assumed to be private. In many cases, republishing is automatic and unwitting. In addition, websites and apps increasingly use automation to highlight items of interest without the ability to discern the positive from the negative or the offensive from the benign. A joke between friends can be misconstrued, a photo misinterpreted, or a relationship misunderstood.

As such, when using social media and electronic communications it is important for employees to understand the difference between personal and professional life, maintain confidentiality for school/student matters, and safeguard the reputation of BASSE. It is expected that employees of the school will act with honesty and integrity.

II. Definitions:

- A. Covered Technology: Any Electronic Communication or social media. For the purposes of this Policy, Covered Technology shall not include any School-Sponsored Technology.
- B. Electronic Communication: Any communication that is sent by, delivered by, received by, or that otherwise uses: (a) email; (b) instant messaging; (c) text message; (d) telephone, including cellular or mobile phone and smartphones; (e) Social-Media site; (f) the Internet; or (g) any other similar technology.
- C. School-Sponsored Technology: Any Electronic Communication or social media that has been officially authorized by the school, that operates under BASSE’s name, and that is paid for by the school.
- D. Social Media or Social-Media Site: Any website, tool, or platform that enables the communication between users or the publication of content by an individual. For illustration purposes only, social media includes, but is not limited to:
 - 1. Social-networking sites (e.g., Facebook, Instagram, Snapchat, Twitter, and LinkedIn);
 - 2. Blogs and microblogs (e.g., WordPress, Blogger, Twitter, Tumblr); and
 - 3. Content-sharing sites (e.g., Flickr, YouTube, Vimeo, Scribd).

4. Additionally, comments posted to a website or blog and other user-generated content are included in the definition of social media for the purpose of this Policy.

III. Policy Statement:

A. Notice of Intent to Monitor

1. Employees are hereby notified that any content posted online may be discovered or reported to the school. For example, information may be discovered by the school as a result of BASSE's efforts to monitor its online reputation, as a result of an investigation or as a complaint, or for other legitimate reasons.
2. Employees are also notified that information received or discovered by the school will be handled in accordance with BASSE's policies and procedures with leveled consequences which could include verbal warning, written warning, and possible termination. Employees are reminded that there is no reasonable expectation of privacy with respect to information published online.

B. Scope:

1. Application:

- a) This Policy applies to all employees of the school. This Policy applies without regard to whether such use occurs during working or non-working time and without regard to whether School equipment or property is used or an employee's private computer or device.
- b) The restrictions herein apply only to the use of social media and apps within the context of BASSE's student population. While this Policy provides important guidelines for School employees, it is not intended to restrict the use of apps and social media *among employees*.

2. Applicability of Other Policies:

- a) This Policy is intended to supplement, not replace, other School policies. Please note that the use of BASSE's network and computer systems are governed by the Acceptable Use Policy, and may restrict the type, purpose, and content of material employees transmit and receive to the degree permitted by federal and state law. It's also important to note BASSE's Employee Handbook, including its policies governing Sexual Misconduct, Sexual and Other Unlawful Harassment, Anti-Discrimination, and Cell Phone Usage During Working Hours, do apply to online activities.
- b) In addition, because there is no reasonable expectation of privacy

with respect to information published online, employees may be subject to corrective action for their use of social media if such use interferes with the ability of the employee to perform his or her job duties or interferes with BASSE's effective and efficient operations. BASSE's expectations and standards for professionalism and confidentiality extend to online activities.

3. Questions About this Policy:

- a) Because of the rapidly changing and constantly evolving nature of the Covered Technology, it is likely that issues will arise that are not specifically addressed by this Policy. Any employee who is uncertain about the application of this Policy to a particular scenario or in a particular set of circumstances should seek the guidance of Human Resources before engaging in the questionable online use.

C. Rules and Regulations:

1. Employees' online conduct is subject to the same standards as off-line conduct. The following is not intended to be comprehensive or exclusive.
2. Friending and Following:
 - a) Employees are strongly discouraged from friending, following, subscribing, tagging, or buddy-listing, or similarly linking with any current student regardless of age or any former student under the age of 18 on social media.
 - b) Employees are strongly discouraged from commenting on the Social Media posts or blogs of any current student regardless of age or any former student under the age of 18. This restriction applies at all times (not just "work hours") and is in effect regardless of whether employees are using school-supplied technology or the BASSE network.
 - c) Should an employee friend, follow, subscribe, tag, buddy list, or similar with any student, they will be held to all aspects of this policy regarding prohibited conduct and should assume no reason of privacy for anything posted, shared, or commented on social media.
3. Prohibited Social-Media Conduct and Use – In the context of Social Media, Employees may not:
 - a) Promote or endorse any illegal activity, including the use of illegal drugs and the consumption of alcohol by any underage person;
 - b) Incite violence towards any person or persons;

- c) Threaten any person or persons;
 - d) Promote or endorse discrimination against or harassment of any individual or group based on race, religion, gender, disability, sexual orientation or other characteristic protected by law;
 - e) Disclose any confidential School information;
 - f) Publish any recording or image of a student (including audio, video, and pictures), taken on School property without express advance authorization, except in instances where the employee is acting in the capacity of a parent, legal guardian or relative;
 - g) Post on their own Social Media pages or accounts during the work day with the exception of during a duty-free lunch or break.
4. Electronic Communications – Employees may engage in Electronic Communications with students under the following circumstances and conditions:
- a) The communication is for a legitimate purpose specifically related to the employee’s official job duties.
 - b) If the communication is for a legitimate purpose that is not specifically related to the employee’s official job duties, but does not conflict or interfere with such duties, the employee must abide by Delaware Annotated Code, Title 16, sections 903, 904, 905 and 914. (See Appendix A for a summary of the applicable code sections.)
5. Unofficial Social Media Accounts:
- a) School-Sponsored Technology may be created only with the approval of the Head of School. Unofficial sites may not use or approximate BASSE’s full name (Bryan Allen Stevenson School of Excellence or BASSE), logo, seal, motto, etc., and must clearly indicate that materials and content are unofficial in nature.

- b) Current sites will have six (6) months from the adoption date of this policy to make changes and/or seek approval to be in compliance with sub section 5.a of this policy.

6. Duty to Report:

- a) Just as all employees have a duty to report a violation of BASSE's Anti- Discrimination and Anti-Harassment policies, so, too must employees report any known or reasonably suspected violation of this Policy. Thus, any employee who observes or who becomes aware of the violation of this Policy by another employee has the duty to report such information to the Head of School and to cooperate fully in any resulting investigation.
- b) Failure to report a known or reasonably suspected violation of this Policy may result in corrective action.

7. Guidelines – Employees who use social media should be aware of and avoid the risks associated with such use. While not part of the formal rules and regulations above, the guidelines that follow are intended to assist employees to avoid such risks:

- a) Exercise care with privacy settings and profile content. Employees should assume everything they post is public.
- b) Once published on the Internet, information cannot be retracted or deleted, and its further publication cannot be limited or prevented. Employees should assume everything they post is permanent.

8. Friend Requests:

- a) Employees are encouraged to consider the dynamics of particular relationships and the line between personal and professional when considering whether to invite or to accept friend requests.
- b) Employees are also encouraged to exercise discretion when considering whether to invite or to accept friend requests from colleagues. Even when made with good intentions, such invitations may not be well received and can give rise to awkward or uncomfortable situations or, worse, may be seen by the recipient as inappropriate or coercive.

- c) Employees are encouraged to exercise caution when participating in online discussions.
- d) Employees should remember that their associations with particular people, groups, and content postings may inadvertently communicate a lack of tolerance to students and adults who accept differing views.
- e) Employees should realize that when one “share[s],” “tag[s],” “upvote[s],” or comments (or perform similar actions) on others’ postings, that information may be automatically shared with or posted beyond one’s immediate network.
- f) Use of a false identity is a violation of the terms of service of many social networking sites, may violate federal laws, and does not eliminate liability.
- g) Employees should carefully consider the use of the universal logins provided by social networks like Facebook and Twitter; using these logins may result in unexpected disclosure of your and others’ personal information.
- h) Note that web properties owned and integrated into social networks may automatically display content from one site/app onto another site/app where one’s profile may have different privacy settings.

D. Exceptions:

1. Policy for Friending of Employee Children:

- a) Employees who have students attending BASSE may friend or follow their children. This exception applies only to direct parent/caregiver/child online linkages—not to more distant or indirect relationships. In this case, employees and their children should take extra care to appropriately adjust privacy settings.

2. School-Sponsored Technology:

- a) Certain employees are designated as managers for BASSE’s official social media efforts may be exempt from some portions of the policies above. Exceptions will be specifically granted by the head of school to facilitate official activities and do not extend to those employees’ personal and unofficial comments and activities.

IV. Responsibility:

- A. It is the responsibility of all staff, volunteers, and representatives of BASSE to abide by all aspects of this policy.
- B. The Head of School and Board of Directors are responsible for ensuring this policy is followed.

Related Policies:

- A. Acceptable Use Policy:

Related Procedures and Documents:

- A. State of Delaware Acceptable Use Policy: <https://dti.delaware.gov/security/delaware-acceptable-use-policy-self-test/>
- B. Employee Handbook

Approval: 01/23/2023

Revision Dates:

Revision Draft

Appendix A

Summary of Delaware Annotated Code, Title 16, sections 903, 904, 905 and 914.

§ 903. Reports required.

Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with § 904 of this title. For purposes of this section, "person" shall include, but shall not be limited to, any physician, any other person in the healing arts including any person licensed to render services in medicine, osteopathy or dentistry, any intern, resident, nurse, school employee, social worker, psychologist, medical examiner, hospital, health care institution, the Medical Society of Delaware or law-enforcement agency. In addition to and not in lieu of reporting to the Division of Family Services, any such person may also give oral or written notification of said knowledge or suspicion to any police officer who is in the presence of such person for the purpose of rendering assistance to the child in question or investigating the cause of the child's injuries or condition.

§ 904. Nature and content of report; to whom made.

Any report of child abuse or neglect required to be made under this chapter shall be made to the Department of Services for Children, Youth and Their Families. An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division, or in accordance with the rules and regulations adopted by the Division.

§ 905. Telephone reports, Child Protection Registry and information system.

The Division shall establish and maintain a 24-hour statewide toll-free telephone report line operating at all times and capable of receiving all reports of alleged abuse and neglect as defined in § 901 of Title 10.

The Division shall maintain a Child Protection Registry and an internal information system as defined by § 902 of this title. Reports unsubstantiated may be kept in the internal information system by the Division at its discretion.

Although reports may be made anonymously, the Division shall in all cases, after obtaining relevant information regarding alleged abuse or neglect, request the name and address of any person making a report.

Upon receipt of a report, the Division shall immediately communicate such report to its appropriate Division staff, after a check has been made with the internal information system to determine whether previous reports have been made regarding actual or suspected abuse or neglect of the subject child, or any reports regarding any siblings, family members or the alleged perpetrator, and such information as may be contained from such previous reports.

Such relevant information as may be contained in the internal information system shall also be forwarded to the appropriate Division staff.

§ 914. Penalty for violation.

Whoever violates § 903 of this title shall be liable for a civil penalty not to exceed \$10,000 for the first violation, and not to exceed \$50,000 for any subsequent violation.

In any action brought under this section, if the court finds a violation, the court may award costs and attorneys' fees.