

**SUSSEX ACADEMY
STUDENT HANDBOOK
2016-17**



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THIS STUDENT PLANNER BELONGS TO:

NAME _____

ADDRESS _____

HOMEROOM _____ **GRADE** _____



Alma Mater

Hail to the Seahawks, fore'er our hearts will
swell.

We dare to explore. We strive to excel.

And with the wind beneath our wings, we'll soar
proud and free.

Hail to the Seahawks, dear Sussex
Academy!

Fight Song

Fly, Seahawks, fly!

Soar, Seahawks, soar!

Push onward team, push on and score!

We'll reign the winning bell.

We'll prove that we excel.

We'll forge our way to victory, we're Sussex
Academy!

August				
M	T	W	T	F
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August

22 to 25—Staff In-Service
 25—New Student High School Orientation
 29— First Day- All Students

September

2 & 5 —No School/Labor Day
 19—No School/In-Service
20 & 21—Meet The Board Nights
 20—Grades 6, 8, 11, & 12 Open Houses
21—Board Meeting
 21—Grades 7, 9, & 10 Open Houses
 30—PLC Day Dismissal at 12:55

October

3—Interim Reports
 14—In-Service & Parent Conferences
 18—CBOC Meeting FY17 Q1
19—Board Meeting
28—PLC Day Dismissal at 12:55

November

4— End of Qtr. 1
 7—Open Application Period Begins
 7—11—Fall Break
 16-- Report Cards
 15 to 17—School Tours
 15 & 16—Public Information Meeting
16—Board Meeting
 23-25—No School/Thanksgiving Break

December				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December

14—Interims
 22—PLC Day Dismissal at 12:55
 23 to 31—No School/Winter Break

January

1 to 2—No School/Winter Break
 3—School Reopens
 11—Open Enrollment Ends
 16—No School/M.L. King Birthday
 17—CBOC Meeting FY17 Q2
 18—SY18 Application Lottery
18—Board Meeting
 20— End of Qtr. 2
 27—PLC Day Dismissal at 12:55
 31—Report Cards

February

1— Enrollment Period Begins
15—Board Meeting
 17—No School/In-Service
 20—No School/Presidents' Day
 24— Interim Reports
 24—PLC Day Dismissal at 12:55

March

15—Board Meeting
 17—No School/In-service
 17—SY18 Enrollment Period Ends
 24— End of Qtr. 3
 31—PLC Day Dismissal at 12:55

April				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14

17	18	19	20	21
24	25	26	27	28

May				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23

April

4—Report Cards
 14 to 21—Spring Break
 25—CBOC Meeting FY17 Q3
26—Board Meeting
 28— No School/In-Service

May

5—Interims
 16—CBOC Mtg. - Prelim. FY18 Budget
17—Board Meeting
 25—PLC Day Dismissal at 12:55
 26—No School/In-Service (Weather Contingency Day)
 29—No School/Memorial Day
 30—Last Day for Seniors

June

2—Graduation (Pending)
 5—No School/In-Service-Weather Contingency Day
 9— Report Cards- Last Day for Grades 6, 7, 9, 10, & 11- Dismissal at 12:55
 9— 8th Grade Moving Up at 2:00 pm
 12 to 15 — Staff In-Service
14—Board Meeting

MISSION STATEMENT

The mission of the Sussex Academy is to foster academic achievement and social responsibility in a small school environment where students participate in an highly accelerated college preparatory program that prepares them for the technological and global mindedness needed for the 21st century and that instills ethical conduct and service to others in their day-to-day lives.

VISION STATEMENT

Our vision is to cultivate students of distinction by providing them with the knowledge, skills, and values to become successful, productive citizens.

ACADEMY GOALS

The Board of Directors established these goals for the Academy:

1. Meet and exceed the performance standards established for charter schools
2. Foster critical, independent thinking and reflection
3. Ensure a safe, respectful school environment
4. Advocate personal growth and responsibility
5. Provide opportunities for individual and group success
6. Model and encourage collaborative decision making
7. Facilitate ongoing professional development
8. Encourage parental involvement and partnerships
9. Promote service and community partnerships
10. Instill environmental awareness and social consciousness
11. Develop technological competence

INSTRUCTIONAL FOCUS

All students will improve their reading, writing, and oral presentation skills in all classes throughout the school year. Sussex Academy students will effectively use targeted receptive and expressive literacy skills when reading, writing, and communicating in all classes.

TARGETED LITERACY SKILLS

Sussex Academy students will consistently and effectively:

1. Use content specific vocabulary in all responses.
2. Demonstrate critical thinking skills across all content areas.
3. Provide sufficient relevant details in all responses.

INSTRUCTIONAL PROGRAM

In 2000 the Sussex Academy Founding Board selected a *New American Schools* design known as *Expeditionary Learning (EL)* as the instructional framework for the school. *Expeditionary Learning* is an approach to teaching and learning that seeks to change school cultures by activating curricula and motivating students and teachers to take responsibility for their own learning. While Sussex Academy no longer has an official affiliation with *EL*, it continues to utilize the core practices and principles of the program design. The curriculum is accelerated and students are expected to meet and exceed content and Common Core standards. Students are involved in both school-wide and team learning expeditions to promote self-discovery and to construct knowledge. All students take the core classes of reading, writing, mathematics, science, and social studies. In addition, students take “Exploratories.”

When Sussex Academy decided to expand the program into high school, the Sussex Academy Board selected the *International Baccalaureate (IB) Diploma Programme (DP)* as the curriculum design for grades 11 and 12. The DP curriculum is made up of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS), and the extended essay. Students make the decision as to whether they wish to try to obtain the *IB* diploma by sitting for certain assessments and exams. Whether or not students elect to obtain the *IB* diploma, all students in the high school take advanced, accelerated classes aimed at meeting the *IB* curriculum standards. The aim of the *IB* program is to develop internationally minded people who recognize their common humanity and shared guardianship of the planet while helping to create a better and more peaceful world. As learners, students strive to be (1) Inquirers, (2) Knowledgeable, (3) Thinkers, (4) Communicators, (5) Principled, (6) Open-minded, (7) Caring, (8) Risk-takers, (9) Balanced, and (10) Reflective. All high school students take core classes in English, mathematics, science, social studies, and world language. In addition, they take additional required courses as part of a career pathway and “Electives” to meet graduation requirements.

Sussex Academy teachers possess unique talents in working with adolescents and have expertise in content knowledge and pedagogy. To support students, school leaders and the teachers build a culture of respect and high expectations for all. This means that there are an established set of social norms built around respect and responsibility to which all members of the school community adhere. To further support both the academic program, the school schedule is built around large flexible blocks of time that is managed by the teaching teams.

We believe that Sussex Academy provides a unique educational opportunity for students and their parents. The expectation is that students come to school with a positive attitude to learn and to take part in academic, social, and service activities and that their parents and the school support high expectations and endeavors.

ACADEMIC PERFORMANCE ACADEMIC CHALLENGE PROGRAM

Sussex Academy is an active participant in the Academic Challenge Program—a college-school partnership between the Sussex County School Districts and the Owens Campus of Delaware Tech. The program offers the standard high school curriculum in mathematics and English at an accelerated pace, allowing for college level course work during the student’s junior and senior years. This rigorous academic program is typically for students in grades 8 through 12 with participation being earned through a qualifying process established by the Academic Challenge Program. This process takes place during the winter/spring of a student’s seventh grade year and involves the collection and analysis of data related to the student’s academic potential and performance during their time at Sussex Academy.

A meeting is held each year to explain the program and qualifying process to parents and potential candidates. The qualifying process is initiated once the student or his/her parents notifies the school.

Students participating in the Academic Challenge Program are required to complete all assignments missed while attending classes at the Del Tech Campus. It is the student’s responsibility to make arrangements to make up the work missed. In addition, students are expected to return to Sussex Academy immediately following the end of classes at the Del Tech Campus. Students whose parents plan to drop them off for the morning session of Academic Challenge are expected to contact Sussex Academy prior to 8:15 a.m. or their child will be marked absent for the day. Students in grade 8 who maintain at least a “B” average in their core classes at both Sussex Academy and Academic Challenge for the first semester may have the option of being excused from some of the related class requirements of Sussex Academy at the discretion of the team. Students in high school grades will be excused from the corresponding course(s) that they are taking through Academic Challenge.

GRADE PLACEMENT

It is the school’s role and responsibility to determine grade placement for incoming students from another school or from a home school. Many factors are used in the determination of grade placement. Those factors include, but are not limited to, the placement decision of the previous school, academic achievement measures, student’s physical and emotional development, knowledge of the English language, previous retentions, estimates of intellect, etc. The Directors have the responsibility to determine if additional testing is necessary in making the determination of grade placement.

In cases where incoming students have been promoted to the next grade level, but the student has not “Met the Standard” on the state assessment, that student may be given “transfer” status into the next grade level. That status will be maintained until such time that the Student Support Team deems the student eligible for promotion to the next grade level. “Transfer” status can add to the number of years that the student has to complete the educational program at Sussex Academy. Each student’s progress is routinely monitored to ascertain when promotion to the next grade level should occur.

GRADING SCALE

The following grading scale is used for marking report cards. In addition, report cards may be coded for anecdotal teacher comments.

93-100	Excellent	A
85-92	Very Good	B

75-84	Satisfactory	C
70-74	Poor	D
69-Below	Failure	F

GUIDELINES FOR HONOR ROLL

High School

To be on the Distinguished Honor Roll, a student must have a grade of 93% or better in all core subjects (ELA, math, social studies, Spanish, and science) and a grade of 85% or higher in the elective courses. To be on the Honor Roll, a student must have a grade of 85% or better in all core area subjects (ELA, math, social studies, Spanish, and science) and a grade of 75% or higher in the elective courses.

REPORT CARDS AND INTERIMS

The grading and reporting process is designed to inform students and parents/guardians of academic achievement and progress. Grading policies are explained at the beginning of each year by the teachers and usually reflect a combination of class work, homework, and test results. Interim reports are distributed near the midpoint of each quarter. Report cards are distributed quarterly. Parents and students should refer to the school calendar for the dates of distribution.

PORTFOLIO

The Sussex Academy is committed to curriculum and instruction focused on literacy, reflection, and interdisciplinary project-based learning. As a result Sussex Academy uses portfolios to assess student progress and growth. The portfolio is a collection of work that shows what the student has been working on, learning to do, and thinking about each of their years at Sussex Academy.

In the high school each student creates a CAS (Creativity, Activity, Service) portfolio. Students use their portfolio to plan their CAS program, reflect on their experiences while gathering evidence of the many experiences they undertake. Students must keep the portfolio updated; it can become a valuable addition to their resume for college.

PROMOTION

Within the educational reform movement for the state of Delaware there is a strong initiative toward student accountability for meeting the mandated curriculum standards. Meeting those standards is demonstrated through successful performance on the state tests, through passing grades in the subject areas, through consistent attendance, and through other demonstrations of proficiency. The guidelines for promotion in a grade as stated below are within the parameters of the existing state laws as well as the parameters of the charter of Sussex Academy.

High School

In order for high students to be promoted, they must meet the following criteria and credits:

Class of 2017:

- Promotion from 9th to 10th grade:
Minimum of 5 credits, including 3 core course credits.
- Promotion from 10th to 11th grade:
10 credits, 6 of which must be earned in core subjects
- Promotion from 11th to 12th grade:
17 credits, 10 of which must be earned in core subjects

Beginning with the class of 2018:

- Promotion from 9th to 10th grade:
Minimum of 6 credits, including 3 core course credits.
- Promotion from 10th to 11th grade:
Minimum of 11 credits, 6 of which must be earned in core subjects
- Promotion from 11th to 12th grade:
Minimum of 18 credits, 10 of which must be earned in core subjects

The Student Support Team (SST) may elect to override this rule if there is substantial evidence that the student's pattern of absences was warranted and did not dramatically affect academic achievement.

ACTIVITY FEE

In keeping with the student-centered nature of Sussex Academy, it is our desire to offer enrichment/extracurricular activities for students to develop their interests and talents. It is the Board policy to levy an annual activity fee that will be applied toward the following expenses:

1. Materials for clubs and portfolio.
2. Supplements to Expeditionary Learning or International Baccalaureate initiatives, e.g. student originated displays, dramatic productions, planners, etc.
3. After-school endorsed competitions and programs, e.g., Odyssey of The Mind, Math League, Science Olympiad, etc.
4. Materials for student centered publications, e.g. Yearbook, supplements, programs, awards, and newspapers.
5. Intramural sports.
6. School sponsored fieldwork.

The rate of \$225 shall be assessed for each high school student annually. **This fee or a portion of this fee may be waived for families based on income.** Please contact the school's office if you believe that you may qualify for this waiver.

PAYMENT OF FEE

The full payment of the activity fee should be submitted to the school office no later than the first day of school unless other arrangements have been made with the school's office.

ADDRESS/TELEPHONE/EMAIL CHANGES

Students and parents who move during the school year or experience changes to either their telephone numbers, email addresses or physical address should report this information to the school office as soon as possible.

ADMISSION AND ENROLLMENT

In order to meet the requirements of DE Code and other regulations, Sussex Academy conducts an annual "Open Enrollment" period during the Fall of each year. This "Open Enrollment" period is established to allow parents/guardians the opportunity to apply for admission through an open and transparent process. At the onset of this process, the school estimates the number of anticipated sixth and ninth grade openings for the next school year. The Directors then declare the number of openings, and the application period is announced. That period generally begins the first Monday in November and ends the second Wednesday in January. If applications received during the period exceed the number of declared openings, a public lottery is conducted. After the lottery, the parents of the applicants selected for enrollment are contacted and informed of the time frame during which they need to register their child(ren). The school maintains a waiting list for all other applicants based on the number assigned during the lottery. If a parent decides not to enroll their child(ren), the next child on the waiting list is offered admission in accordance with the number of openings available.

All parents/guardians interested in having their child(ren) be eligible and considered for admission must complete an application and submit such application during the "Open Enrollment" period. This includes any student eligible for admission as a "preference" student (siblings, children of faculty/staff, children of Founding Board members). Any application submitted after the "Open Enrollment" period is placed at the end of the waiting list in the order of its receipt.

State law requires that students who are first time enrollees of the charter school must remain enrolled in the school for at least one year unless there is good cause for not doing so. All other students receive a letter of intent requesting parents' signatures indicating their intentions for the next school year.

ATTENDANCE REGULATIONS

Under the laws of the State of Delaware, parents/guardians of children between the ages of 6 and 16 are required to insure that their children attend school. Sussex Academy requires that students attend school in accordance with the laws of the State of Delaware. Punctual and regular attendance is extremely important. Unless it is absolutely impossible to do so, each student will be in school every day.

SCHOOL HOURS

The school instructional day begins at 8:10 a.m. and ends at 2:55 p.m. School buses will arrive at the school at approximately 7:55 a.m. and depart from the school at approximately 3:00 p.m. Sussex Academy does provide before-school care from 7:00 a.m. – 7:55 a.m. Students arriving before 7:45 a.m. are required to report to the assigned room and sign in for before-school care. The cost for before school care is \$5.00 per day. Students engaged in after school activities must report immediately to that assigned area and advisor/coach/teacher. Any student remaining in the building after 3:15 p.m. must report immediately to the assigned room for after-school care. The cost for after school care is \$5.00 per day unless the student is specifically assigned to a teacher or a team. After school care concludes at 5:00 p.m. Any student in either Before School Care or After School Care will utilize that time for studying.

ABSENCE

After an absence from school, the student must submit a written excuse signed by a parent or guardian to the school nurse. If no written excuse is presented at this time, the student shall have three (3) school days in which to provide an excuse.

The following causes of absence are not acceptable:

1. Truancy
2. Working
3. Oversleeping
4. Missing the bus

Vacation*: unless approved in advance demonstrating educational value.

*If a student will miss more than three (3) consecutive school days for a reason not due to illness, then an application for approval to miss school needs to be submitted at least one week prior to the anticipated absence from school. A Request for Extended Trip form may be obtained from the website, homeroom teacher, or main office. The student, parent, and each core teacher must sign this form before submitting it for approval to a Director. Any and all work assigned to the student to complete while on an extended trip should be turned in to the teacher(s) on the day that the student returns. Further, students will have as many days as are missed due to an extended trip to complete all work (assignments, projects, tests/quizzes, etc.) assigned while they are away from school.

EARLY DISMISSALS AND LATE ARRIVALS

Parents should provide a written note to the school should early dismissal or late arrival be necessary. Students must be picked up by a parent/guardian and be signed in and out in the school office. Parents/guardians should make every effort to schedule dentist and doctor appointments during non-school hours. Students will not be released to anyone who has not been identified on the emergency contact form completed at the beginning of each school year. A photographic identification may be required when a student is picked up from school prior to the scheduled dismissal time.

TARDINESS

Students are expected to be in homeroom no later than 8:10 a.m. (10:10 a.m. when school is delayed due to inclement weather). Students are tardy if they are not in their homeroom and in their assigned seats by 8:10 a.m. Late students must sign in at the office and obtain a late pass to enter class. Chronic tardiness may result in disciplinary actions.

NOTES AND PERMISSIONS

Parents/Guardians must write a note to the office any time their child has an early dismissal and/or needs permission to ride another bus home at dismissal (see bus transportation). These notes should be given to the office in the morning so that the information can be shared with the appropriate staff.

MAKE-UP WORK

Students are expected to make up all work missed because of absences. The time allowed for make-up work is equal to the number of days missed plus one (1) additional day. For example, if a student is absent for two days, then the student has three school days to complete the make up work. It is the student's responsibility to request make-up work and/or missed assignments. Requests for work that will be missed due an approved vacation should be made at least one week prior to the absences

BOOK BAGS AND OTHER PERSONAL PROPERTY

Sussex Academy presumes a student possesses and is, therefore, responsible for all items found in the student's book bag, pencil case, pocketbook or any bag or container used to carry books or personal property. Book bags should be placed in lockers prior to first period. The school provides a combination lock to each student to ensure the security of their belongings. Students are not

permitted to carry book bags during the school day. A Director, or designee, has the authority to inspect book bags, lockers, automobiles, and other student property, at any time while the student is under the jurisdiction of the school.

BUS TRANSPORTATION

All policies found in the Code of Conduct apply to every student using the school's bus services inclusive of boarding, riding, or exiting the bus and while at any of the bus stop hubs. Inappropriate student conduct creates a dangerous distraction to the driver and is insensitive to the rights of all individuals on the bus.

Students are permitted to ride only the bus to which they are assigned. If a short-term bus change is necessary, the student must bring a note from home explaining the reason. The note must be signed by the parent and submitted to the school office for approval.

In the event of serious or repeated violations, suspension of a student's bus privileges will occur. Bus referrals will count with school referrals in determining the level of consequence for future violations of the discipline code. Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. During the suspension of bus privileges, it shall be the parents' responsibility to provide the student's transportation to and from the school. Failure to attend school, due to the loss of bus privileges, is considered an unexcused absence. Suspension of bus privileges shall not be used as a disciplinary action for non-bus related violations.

Compliance with the following rules and safety guidelines will ensure that students maintain bus riding privileges granted by the Sussex Academy:

1. Obey the driver promptly, and be courteous to the driver and your fellow passengers.
2. Do not distract the driver in any way.
3. Be at the bus stop on time for pickup.
4. Wait for the bus in a safe area, not on the roadway or in the path of vehicles.
5. Keep a safe distance from the bus while it is in motion.
6. Enter the bus in an orderly manner and occupy your seat immediately.
7. Get on or off the bus only when it is stopped.
8. Remain seated and facing forward while the bus is in motion.
9. Remain behind the white line and do not obstruct the driver's vision while the bus is in motion.
10. Stay out of the driver's seat.
11. Wait for a clearance signal from the driver to cross the roadway.
12. Observe classroom conduct when on the bus.
13. Do not call out to passers-by or open the bus windows without permission.
14. Keep all body parts inside the bus at all times.
15. Do not leave the bus without the consent of the driver.
16. Keep the bus clean, sanitary, and orderly.
17. Do not smoke, use profanity, or eat or drink on the bus.
18. Do not throw articles of any kind in, out, or around the bus.
19. Fighting and horseplay are not permitted on the bus or at the bus stop.
20. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, obscene gestures, indecent exposure, and spitting.

CLOSED CAMPUS

Sussex Academy students may enter the building as early as 7:00 a.m. and shall remain on school grounds until dismissal. Students may not leave school grounds during the school day without the permission of a Director, nurse, or school official. Parents must sign their child into and out of the building whenever there is a late arrival or early dismissal. Students will not be released to anyone who has not been identified on the emergency contact form completed at the beginning of each school year. A photographic identification may be required when a student is picked up from school prior to

the scheduled dismissal time. Failure to follow the proper procedure may result in a disciplinary referral.

CODE OF CONDUCT

Sussex Academy emphasizes a strong code of conduct that promotes respect for self and others and positive reinforcement of rules in a safe, secure environment. An important part of the students' education is the right to make decisions and the responsibility to accept the results of those choices. To protect rights of students and staff, a Student Code of Conduct has been established. All staff and students at Sussex Academy have a right to work in a pleasant and caring environment in which discipline and welfare are essentially related. Students have the right to learn—and teachers have the right to teach in an atmosphere of order, cooperation and mutual respect. Therefore, students are expected to adhere to this Student Code of Conduct and to accept their share of responsibility for maintaining a productive and civilized educational environment. Parents have an obligation to support the school in its efforts to implement this Student Code of Conduct. The Directors and staff have an obligation to implement this Student Code of Conduct in a fair and consistent manner.

Principles

The Student Code of Conduct at the Sussex Academy is based upon the following principles:

1. All individuals are to be valued and treated with respect.
2. Students have a right to learn in a secure environment without intimidation, where they are able to develop their talents, interests and ambitions.
3. Parents should expect that their children will be educated in a secure environment in which care, courtesy, and respect for the rights and property of others are encouraged.
4. Teachers should expect to be able to teach in an atmosphere of order and cooperation.
5. Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment. The Directors and teachers have an obligation to implement the Code of Conduct fairly, reasonably, and consistently.
6. Positive relationships among students are to be encouraged.

Standards and Rules

Sussex Academy students are expected to conduct themselves appropriately and be mindful of the health and safety of themselves and others.

Students will act safely and responsibly in the building.

EXAMPLES of acting responsibly are:

1. walking quietly in the hallways
2. using a hall pass during class time
3. keeping halls and lavatories free of litter

Students will treat others with respect and common courtesy.

EXAMPLES of respect and courtesy are:

1. removing hats inside the building
2. being appreciative and attentive during assemblies
3. being seated and quiet when class begins
4. answering teachers in a respectful manner

Students will act responsibly in the cafeteria.

EXAMPLES of acting responsibly are:

1. leaving a clean table when through eating
2. making sure all waste is disposed of properly
3. keeping all food and snacks in the designated eating areas

Students will be responsive to the instructions of all of the adults in the building.

EXAMPLES of acting responsibly are:

1. being on best behavior while a substitute teacher is in charge of the class
2. obeying all adults, custodians, secretaries, and staff members

Students will adhere to a Code of Academic Honesty.

EXAMPLES of academic honesty are:

1. Completing assignments and projects independently as required
2. Completing tests, assessments, or evaluations as required
3. Refraining from disclosing test information to other students
4. Refraining from plagiarism and/or copying the work of others

Sussex Academy students will not interfere with the rights of other students and teachers.

The following behaviors are unacceptable and will not be tolerated:

1. harassment or violence, whether physical, verbal or otherwise
2. vandalism and graffiti
3. the taking or removal of the property of others at school without their permission
4. disruptive behavior
5. disrespect to a staff member
6. interference with the rights of teachers to teach or students to learn
7. academic dishonesty and plagiarism

Sussex Academy Discipline System

Sussex Academy administration and faculty have in place a discipline system that is comprised of two types of infractions: **Class I Infractions** are those that are generally handled by the faculty. **Class II Infractions** are those that are generally referred to the Administration and handled by the Administration.

Class I Infractions

For Class I infractions, students will be issued a demerit. In earning a demerit, the student will receive a demerit form that must be signed by the parent/guardian and returned the following school day by 8:05 a.m. to the Discipline Committee Representative for his/her team. If it is not returned, the student will be issued another demerit.

1. Uniform
2. Students must adhere to dress code outlined in the handbook.
3. Tardiness
4. Students are considered tardy if they arrive after the beginning of class without a pass.
5. Food/Gum
6. Unless authorized by a staff member, no open food may be carried, stored, or consumed outside of the cafeteria.
7. Unless authorized by a coach, gum may not be chewed on school property or during school-sponsored events.
8. Disrespect/Disruption

The following will be considered acts of disrespect and/or disruption of the school's instructional program:

1. Not following directions
2. Talking back
3. Interrupting adults
4. Inappropriate language/gestures
5. Horseplay
6. Disobeying bus rules
7. Defacing school property and/or school-issued property
8. Other incidences as determined by a staff member
9. Insubordination
10. Refusal to comply to direct instructions given by a staff member
11. Academic Dishonesty
12. Class A Cheating or copying homework and/or class work assignments
13. Class B Cheating or copying on quizzes, tests or major assignments (Automatic detention = 3 level I demerits for Reward/Activity trip consideration)

Unauthorized areas

Students may not be in the following areas unless authorized by a staff member:

1. Faculty rooms
2. Copy rooms
3. Bathrooms (other than for grade level)
4. Lockers
5. Student lounge
6. Computer lab
7. Locker rooms
8. Gym
9. Lobby and vestibule
10. Other unsupervised area

Lying/Deceit/Forgery

1. Being untruthful to staff members
2. Forging signatures
3. Interfering with parent/teacher communication
4. Providing misleading or incomplete information when asked

Use of School iPads

The school owns iPads, computers, and laptops, etc. and other electronic devices that students are allowed to use. During the year, teachers and administration may at any point check the content of the school issued computers, laptops, iPads without warning. Should a student be using the those devices in a manner deemed inappropriate, consequences will occur as follows:

Inappropriate use - Level A Infraction:

Inappropriate language used

Messaging/emailing peers during school hours

Consequence:

Device will be confiscated by teacher given to administration to keep it for one week. Administration may release to guardian and student after material has been reviewed and deleted.

Inappropriate use - Level B Infraction:

Infraction:

Inappropriate pictures, content or language related but not limited to alcohol/drugs, sexual or abusive themes.

Consequence:

Device will be confiscated by teacher and given to administration for a minimum of 30 days with possibility that student will lose privileges of utilizing technology for the remainder of the year.

Administration may release device to guardian and student in person after material has been reviewed, deleted, and parent conference is held.

Other infractions determined by staff

Accumulation of Demerits/Detention

Upon earning three demerits, the student will be issued a detention. The student will then be given a detention slip, which must be signed by a parent/guardian and returned the following school day by 8:15 a.m. to the Discipline Committee Representative. The student must serve the detention within the next two detention sessions. A detention will be assigned for demerit #4 and #5. Upon earning a fifth demerit, a parent will be contacted. When a sixth or more demerits are issued, the student and parent must meet with the Discipline Review Board and further action will be determined. Should a student earn seven demerits, the discipline committee will recommend he/she be suspended.

Class II Infractions (Referral to Administration)

If a student commits any of the following infractions, the student will receive administrative referral:

1. Personal mobile communication device
2. Accumulation of Demerits/Detentions
3. Fighting
4. Bullying/Cyber-bullying
5. Vandalism
6. Assault
7. Harassment (sexual or other) or threats

8. Notification by the State's Attorney General

Immediate Administrative Referral

Bullying, harassment, threats, physical violence between students, gross outrage by a student against a teacher or other student, and/or notification by the State's Attorney General that a Sussex Academy student has been charged with a crime(s) committed off school campus will be reported to a Director and may lead to immediate suspension from the school. Further, any of these offenses could lead to a disciplinary hearing and result in the student's expulsion from the school by the Executive Board. In addition, none of the following will be allowed at Sussex Academy:

1. possession of tobacco or drugs
2. violation of closed campus policy
3. possession of a firearm or weapon (including knives)*
4. vandalism
5. unsupervised buying or selling
6. gambling
7. stealing or extortion
8. use of obscene or profane language
9. possession of fireworks or other dangerous items
10. unacceptable use of technology
11. bullying (including cyberbullying)*

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

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

Bully Prevention & Cyberbullying Policy

The Sussex Academy recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. Sussex Academy strives to provide safe learning environments for all students and all employees.

To further these goals and as required by 14 Del. C. 4112D, Sussex Academy hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of the school. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. Sussex Academy further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying. Consequences for substantiated acts of bullying are identified in the Student Code of Conduct that is provided to students and parents annually.

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

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

- Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials. Postings on Facebook, Twitter, MySpace, YouTube, Pinterest, and Instagram, shall, at a minimum, be considered social mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

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

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

The Student Achievement Team (SAT) of Sussex Academy shall be responsible for coordinating the school's bully prevention program.

It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying to the school administration, in writing, with the understanding that all such reports will be listened to and taken seriously. Any school employee who suspects bullying is required to report it to the school administration.

All complaints shall be appropriately investigated and handled consistent with due process requirements and appropriate disciplinary action(s) will be taken when instances or acts of bullying have been determined to have occurred and the investigation of such instances will include an attempt to determine whether the target of the bullying was targeted wholly, or in part, due to his/her race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin or other reasons or criteria why a person is a target of bullying. All reported instances, whether substantiated or alleged, will be reported to the Delaware Department of Education within 5 working days.

A Parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another will be notified in a timely manner.

Violation of the rules listed above will result in direct administrative involvement and suspension or expulsion from school.

***Possession of a Firearm or Weapon/Dangerous Instrument or Look Alike Weapon/Dangerous Instrument**

Possession of a firearm or weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument, as defined by Federal and State law, on school property, in

school, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year.

**Questions or concerns relative to school actions can be referred to the
State of Delaware Ombudsman
State of Delaware
Department of Justice
School Crime Ombudsman
1-800-220-5414**

Breaches of this Code of Conduct

Breaches of this Code have consequences for the student and for others. It is, therefore, logical that students experience the consequences of poor behavior and in most instances those consequences will be related to the nature of the breach. Consequences may include the following:

1. verbal warning
2. demerits (additional information will be shared at the beginning of the school year)
3. period of detention
4. written or verbal apology
5. deprivation of privileges
6. referral to the school's Discipline Committee
7. parent/guardian contact
8. withdrawal from excursions or other group activities
9. removal from normal classes
10. referral to a Director
11. suspension from school and/or school activities
12. behavioral contract
13. referral to outside authorities (e.g. the police)
14. expulsion from school

Sussex Academy complies with all Federal and State discipline reporting requirements and procedures. Accordingly, reportable offenses become a permanent part of student records maintained through the state's pupil accounting program.

Students and parents should recognize that the Student Code of Conduct is a guide and does not include nor describe all of the behavioral expectations of the Student Code of Conduct.

MOBILE COMMUNICATION DEVICES

Unauthorized use of mobile electronic devices can be a disruption to the school learning environment. Therefore, use of mobile electronic devices, including but not limited to cell phones and school or personal iPads, is prohibited during the normal hours of school operation from 7:00 a.m. – 3:00 p.m. Monday through Friday unless expressly permitted by a supervising adult. A supervising adult is a school faculty member or administrator, or when neither a faculty member nor administrator is present, then a person acting as a supervisor on behalf of the school, such as a school bus driver. This rule applies to both school grounds and buses, and whenever the student is under the supervision of the school.

In addition, regardless of the time of day, student use of mobile electronic devices while riding to and from school on the bus, or while on the bus during school sponsored activities is prohibited. Students shall stow cell phones and other mobile electronic devices in their book bags while riding to and from school on the bus, or while on the bus during school sponsored activities. Should a student believe circumstances warrant the use of a mobile electronic device while on a bus, he/she may consult with a supervising adult to request that an exception be made.

All students are expected to utilize the phone services provided by the school during the normal operations of the school day as directed by a supervising adult in the school. Students may not access their personal cell phones, personal or school iPads or other mobile electronic devices without the

express consent of a supervising adult in the school for any purpose other than academic research and production. These procedures and rules apply to all students enrolled at Sussex Academy.

In addition:

1. Students must power off and stow personal cell phones and other mobile electronic devices in their lockers upon entering the school building at the beginning of the school day. Students should lock their lockers to secure their personal property. Upon the student's dismissal, he/she should secure his/her personal mobile electronic devices in his/her book bag to take home.
2. A student may not retrieve a personal cell phone or other mobile electronic device until after the end of the student day unless authorized to do so by a supervising adult.
3. Unauthorized possession of a cell phone or other mobile electronic device by a student during the school day or on a bus will be considered a violation of this policy.
4. Cell phones and other personal mobile electronic devices must be surrendered upon demand to school personnel.
5. The use of cell phones and other mobile electronic devices that are authorized for use on school grounds, whether they are owned by the school or by an individual, may be monitored by school personnel.
6. A supervising adult may require students to turn off and put away mobile electronic devices at any time a student is on school grounds or in a school bus.
7. Use of a cell phone or other mobile electronic device in a bathroom or locker room is strictly prohibited.
8. Sussex Academy does not and will not assume any responsibility for theft, loss, or damage of a cell phone or any other personal mobile electronic device, even while the device is in the possession of school personnel. Students bring electronic devices to the school at their own risk.
9. Sussex Academy does not and will not assume responsibility for unauthorized calls, texts, pictures, or transmissions made on a student's personal cell phone or mobile electronic device, or on an iPad or other electronic device loaned to the student for academic or instructional purposes.
10. Sussex Academy will comply with state and federal law. It will enforce those rules and regulations it is required to enforce, and will become involved in issues related to mobile electronic devices as law requires.

Should a student violate this policy, he/she will have his/her cell phone or mobile electronic device confiscated. In such cases, the parent/guardian will be required to attend a conference with the school administration, and the device will only be returned to the student's parent/guardian. Any time a cell phone or other mobile electronic device is confiscated by the school, neither the school nor its employees will be responsible for safekeeping, loss or damage to the mobile electronic device.

In addition, when school personnel have reasonable suspicion to believe a mobile electronic device has been used in an inappropriate manner, or for criminal activity such as bullying, sexting, or threatening the safety of another, school personnel are authorized to view and review the contents of a mobile electronic device. If a student or his parent/guardian refuses to relinquish a cell phone or mobile electronic device in such circumstances, or if a student or his/her parent/guardian refuses to allow school administrators to view the contents of the mobile electronic device in such circumstances, the administration may, in its sole and absolute discretion suspend the student.

Should it be determined that a student has misused the mobile electronic device in question, a school administrator may, in his/her sole and absolute discretion, impose an in-school or out-of school suspension. The student will also be subject to an in-school or out of school suspension for a second offense, and an out-of-school suspension for the third offense.

For more than three violations in one school year, the student will be referred to the Board, and the student will lose the privilege to bring mobile electronic devices to school for the remainder of the school year. In the alternative, the school may impose an out of school suspension for five days and impose other privilege restrictions, or it may require that the student seek an alternative school placement for a period of time to be determined by School Administration.

The school administration may establish a procedure in exceptional circumstances to allow a student

to carry and access a cell phone or other mobile electronic device while riding on a school bus or in the school. The school has sole and absolute discretion to determine if conditions exist to warrant such an exception. The parent must consult with the school administration regarding any exception to this policy and request an exception from this policy. Exceptions will be applied in a consistent manner to serve the best interest of the student population.

CONFERENCES AND COMMUNICATION

Sussex Academy encourages communication between the school and the home through conferences and written communications.

In order to keep parents well informed of student progress, the educators of Sussex Academy have elected not to limit the report of progress to four times a year, but to report eight times a year. Parents will receive a report card at the end of each nine-week period and an interim report at the midpoint of the term. This results in reporting to parents approximately every 22 instructional days.

At any time when there is a major concern about their student's academic or social progress, a conference can be requested. The most effective way to ensure that the team is aware of parental concern is to notify the team's parent liaison either by sending an email, leaving a voice-mail message or sending a note to initiate a conference.

Sussex Academy issues a *School Planner* to each student at the beginning of the school year. The purpose of this planner is to assist the student in organizing and planning his school life and schoolwork. The students should post homework or appropriate notices to parents in this book. The Planner is also used in the "Hall Pass" system. Parents are encouraged to check the student's School Planner daily. This can be an excellent tool for parent-teacher communication. Should the student lose the School Planner, he/she must purchase a new one.

DANCES

Sussex Academy recognizes that age appropriate social activities and events are an important part of the middle school experience. For this reason, Sussex Academy schedules dances periodically during the school year. Only current Sussex Academy students are permitted to attend the dances. Tickets for dances are sold during the lunch periods for several days prior to each dance.

High School Dances

For high school students, times and dates will be announced. A student must be present on the day of the dance in order to attend. Students arriving prior to the dance will only be allowed in the building during the start and end times of the dance. Students are not allowed to remain after school on dance days to wait for the dance to begin. Students who choose to leave the dance prior to the end of the dance may not return. Students who are not picked up on time will not be allowed to attend subsequent dances.

High school students may invite one outside guest, but must go through the approval process established by Sussex Academy. Students should see the Student Council advisor to secure the appropriate forms and approvals. No students under the age of 14 will be approved as a guest for a high school dance. No outside guest will be permitted to attend the dance unless he/she has been approved.

All school rules and behavioral expectations apply during the dances including gum chewing, cell phone and electronic device policies, and general dress code guidelines (i.e. no hats, must wear appropriate shoes, no pants that "shag" or clothes that are too tight or revealing). Refer to the Dress Code and Uniforms section below for additional information.

DETENTION

Students who are assigned to detention may be required to stay after school on an appointed day or at another time. Bus transportation will not be provided. Not serving a detention may result in additional behavioral consequences. Consequently, if a conflict should arise, concerns should be communicated in advance to the teacher.

DRESS CODE AND UNIFORMS

Sussex Academy has established high academic and personal standards for the students who attend the school. The Executive Board, administration, and staff believe that school uniforms project an image that is consistent with the high standards of the Academy and reflect an appropriate academically oriented school climate. Thus, students at Sussex Academy are required to wear regulation uniforms selected from and supplied by *a vendor approved by the school*.

The regulation school uniform includes any “inside apparel” items offered by *Flynn & O’Hara*. There are differences in what is acceptable uniform attire for middle and high school students. Middle school students may wear the blue or white crew neck t-shirts or polo shirts while high school students are required to wear a collared shirt which is either the polo or the button down oxford. Students in grades 9 through 12 are required to wear a belt if there are loops in their pants, shorts, or skirts and to tuck their shirts into their shorts/pants/skirts/skorts. A second shirt may be worn under the regulation school uniform provided that it is a solid, approved color (navy blue, gray, or white) and does not extend below the bottom of the uniform top. Students wearing a shirt under their uniform that is not white, gray, or navy blue or that is visible at the waist will be required to remove it. Students must wear the regulation gym uniform for physical education and any after-school sports activity. If students need sweat clothes for gym or after school activities, they may choose the regulation sweatshirt/sweatpants or plain navy blue sweat clothes. Students are not allowed to wear apparel with other writing or logos while in regulation school uniform.

Students are to wear appropriate shoes (e.g. athletic shoes, oxfords, etc.). Only shoes with an enclosed toe and heel are considered acceptable footwear. Further, when worn, socks may be no higher on the leg than the knee. Navy, white, or gray leggings or tights may be worn.

Other rules of neat, appropriate, and tasteful dress and appearance apply. For example, students should not wear clothing that is too tight or revealing, pants that “shag,” or clothing adorned with logos (most particularly those implying drug, alcohol, tobacco, vulgarities, etc). They should not have haircuts with “cutouts” and not in conformity of professional decorum. Additionally, students are expected to maintain their appearance such that hair color and style are consistent with the high standards of the school. Hair color that does not occur naturally is unacceptable (e.g. fuchsia, green, purple, etc.). Students may not display body tattoos or piercings, other than ear piercings.

Students must store outerwear (e.g. gloves, hats, coats, etc.) in their lockers upon entry into the building and routinely may not wear such in the building. The final determination of appropriate dress and appearance is left to the discretion of a Director or designee. If it is deemed that a student is not compliant with the dress code, he or she will be issued a demerit and will be asked to change or sent home until the situation is corrected.

From time to time the school uniform policy may be relaxed. The school administration, the athletic director and the faculty will determine when those opportunities will occur and the students will be notified of such changes. For example, the student athletes may be allowed to wear team jerseys or other school-spirit apparel or students may be allowed to wear non-uniform apparel on given days throughout the year. Students and parents will be notified of such opportunities. Otherwise, all students are required to wear the school uniform and maintain an appearance that is consistent with the expectations of the school.

DRIVING PRIVILEGES

High school students who have a valid Delaware Driver’s license may request driving and parking privileges on school property. Since there is a limited number of parking spaces available for students, parking permits are issued on a first come, first served basis. A complete application packet must be submitted for consideration of granting parking privileges. Parking permits are \$10.00 per year plus a \$5.00 deposit to be refunded when permit is returned at the end of the school year. Applications are available for download on the school’s website.

Eligibility:

1. Only students in good standing are eligible to apply for a permit beginning in August of each school year.
2. Students who are not academically eligible to participate in school activities or who have attendance and/or disciplinary problems will not be issued a parking permit.
3. Only students who are eligible to drive without supervision (6 months from DE license issue date) can submit an application/parking permit agreement.
4. As students become eligible to drive without supervision, applications for parking permits can be submitted for consideration.

ELECTRONIC READERS (eReaders)

Students can possess and use digital devices such as Kindles and Nooks that can store books, periodicals, magazines, and other electronic media at Sussex Academy in accordance with our e-Reader Acceptable Use Policy. This document must be read, signed, and submitted to the team leader prior to the device being brought onto the campus. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Therefore, any student who violates any portion of the e-Reader Acceptable Use Policy will have their e-Reader confiscated by the administration and immediately lose the privilege to use his/her e-Reader at school.

EMERGENCY EVACUATION PLAN

In accordance with school safety plans there may be need for emergency evacuations or early dismissals unique to this building, e.g. fire or explosion in one wing of the building, armed confrontation, etc. If students are able to occupy the building until exit, the plans for Weather Emergencies shall be used.

If, on the other hand, there is a need to vacate the building, the **Emergency Evacuation** plan will go into place. That will include:

1. A Director and Board president will declare an emergency and contact the necessary emergency authorities.
2. A Director will contact The Cheer Center, with whom we have a cooperative agreement, and notify them that we will be evacuating to their site.
3. Students will be transported to The Cheer Center.
4. Staff members will be asked to carry with them any available cellular phones as well as a set of the emergency cards.
5. All of the above mentioned television and radio stations would be contacted.
6. A Director will notify our website manager to have an emergency message put on the website www.sussexacademy.org.
7. Phone trees of students' households will be followed **if ordered by a Director**.
8. All media releases will be handled by a Director to give accurate information and allay panic as much as possible.

HALL PASSES

While classes are in session, students are not permitted in the hall without a hall pass. Students are not to report to the office between class periods to see the nurse, pay fees, or complete other business unless they have reported to their next period teacher for a hall pass. Teachers will authorize passes by so noting in the *Student Planner*.

HEALTH SERVICES AND THE SCHOOL NURSE**SCHOOL NURSE**

The duty of the nurse is to promote and maintain the health and safety of students through classroom teaching and direct intervention in emergencies, illness, communicable disease, and other health problems, as well as maintain current health records and immunizations. Health screening will include height and weight measurements, vision exams, plus hearing and orthopedic screenings, per DOE guidelines. The school nurse coordinates health resources of the school and community in maintaining student health.

The school nurse will be available to students at a time established and announced at the beginning of the school year. Unless an emergency exists, the student is to report to class first, obtain a pass, and **then** see the nurse. The student must sign in by name and time.

ILLNESS OR INJURY DURING SCHOOL

If a student becomes ill in school, he/she should request a pass from the teacher to report to the nurse, who will then decide what should be done. Students must not leave the building without authorization because of illness. If the nurse is not in, students are to report to the office.

All injuries should be reported to the school nurse. If the nurse decides that the individual should receive further medical treatment, every attempt will be made to contact a parent or guardian informing him/her of the seriousness of the injury.

For insurance purposes, students should report all injuries that occur in school or during school related functions to the nurse or the professional school staff in charge at the time, prior to seeing a physician for treatment.

ADMINISTRATION OF MEDICATION

During school hours prescription drugs shall be stored and taken only in the nurse's office to avoid misunderstanding and complications. All prescription medications sent to school must be in the original container, by law. A parent note to give prescribed medication must accompany each prescribed medication sent with the student. The school nurse will keep a record of the medication given.

Non-prescription medication will be administered only after receiving signed consent by parents/guardians. The consent form lists medications provided by the nurse. Parents should send medications from home for frequent problems (migraines, menstrual cramps, etc.)

HOME ACCESS CENTER

Parents/guardians have online access to student grades, attendance, report card and interim grades, and DCAS scores through the Home Access Center at <http://hac.doe.k12.de.us/homeaccess/> The username and password to access this website is the same as the one issued for our online lunch ordering program.

HOMEWORK

Homework is a natural extension of the educational program. It serves to reinforce and enrich daily class work. A reasonable amount of homework has proven to enhance student achievement. Parents/guardians are encouraged to provide a quiet place and a consistent time frame each evening for their children to study. Students are expected to write their assignments in their *Student Planners*. Additionally, middle school teachers typically homework and other messages daily on the team pages of our school website, www.sussexacademy.org. High school students and their parents login to the **schoolology** application for homework and other notices about their high school classes.

INTERNET SAFETY

It is the policy of Sussex Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

I have completed and understood the Internet safety training provided by the staff of the Sussex Academy and will follow the provisions of the school's acceptable use policies for technology and the Internet.

Student Signature

Date

LOCKERS

All students are assigned a locker and provided with a combination lock at the beginning of the school year. For school safety and security reasons, students must use the lock that is provided by the school on their locker. Lost, stolen, or misplaced locks must be paid for before a new lock will be issued. The lockers are to be kept in good order and locked at all times. Locker security is the responsibility of each individual student. The school will not assume responsibility for items missing from lockers. Stickers, labels, and markings on lockers are prohibited. Under no circumstances should valuables be kept in an unlocked locker. Lockers are the property of Sussex Academy and are subject to inspection and search by authorized school personnel.

LOST AND FOUND

Students should contact the nurse for lost and found items.

MEAL INFORMATION

Breakfast will be available each morning for students prior to the start of school. Students may bring lunch from home or purchase lunch provided by the school. For the 2016 school year, Sussex Academy will purchase and serve prepared meals from *Preferred Meals*™. Students will order meals on a monthly basis through our website (www.sussexacademy.org). The exact payment should be sealed in an envelope and returned to Ms. Davis, our meal coordinator, by the deadline indicated. A failure to submit payment by the due date will result in a cancellation of lunches for the month.

The prices for school meals at Sussex Academy are:

	HS Student	Reduced	Staff
Breakfast	\$2.00	\$0.30	\$2.50
Lunch	\$3.75	\$0.40	\$4.25
Milk	\$0.50	\$0.25	\$0.50

Meal Ordering Process

Monthly meal orders are processed through our website. A username and password will be provided to each family at the beginning of the school year along with detailed instructions for using the meal application. Students from families that do not have access to the Internet will have an opportunity to process their meal orders while in school.

The School Lunch Room Monitors shall establish the rules and expectations within the multi-purpose room such that students are able to eat their meals and enjoy the socialization of their peers. This means that students will be expected to remain in the multi-purpose room during the lunch period, speak in conversational tones, remain seated, ensure that the area is clean, and respect peers and staff. School Lunch Room Monitors have the responsibility to discipline inappropriate behavior and will do so. All students are expected to eat lunch in the multi-purpose room unless they are making up work and/or serving lunch detention.

MESSAGES

Sussex Academy is focused on academics and makes every effort to ensure that there are minimal interruptions to the instructional program. Please respect our academic program by not calling the school with personal message requests for students. Transportation and emergency messages will be taken and delivered to students if received prior to 2:00 p.m. Non-emergency messages will not be shared with students.

PARENT ORGANIZATIONS

There are active and enthusiastic parent organizations at Sussex Academy. The Parent/Teacher Organization (PTO) meets monthly during the school year. Routinely, they have supported funding for various student and teacher activities such as funding the purchase of new computers for the computer lab. Also, the Sports Boosters meet monthly. This organization is critical to the support of the interscholastic sports program at Sussex Academy.

PROFESSIONAL ACCOUNTABILITY

The Every Student Succeeds Act (ESSA) legislation has resulted in the expectation that all public school teachers in the core content areas be recognized as “highly qualified.” There are numerous avenues

to earn this recognition such as college/graduate credits, advanced degrees, National Board Certification, and relevant classroom and/or professional development experiences. Teachers can also achieve the status of "highly qualified" by taking and passing rigorous content specific assessments. Teachers have the opportunity to earn this status each spring through a submission of their credentials and career accomplishments in an annual survey conducted by the Delaware Department of Education. You will be notified at the beginning of each school year if your child has been scheduled into a class being taught by a teacher who has not been deemed as highly qualified.

As a parent of a student at Sussex Academy, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

1. Whether the teacher has met all Delaware licensing and certification requirements for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency or other provisional certificate because of special circumstances.
3. The teacher's major, whether the teacher has any advanced degrees and, if so, the subject of the degrees, and
4. Whether any paraprofessionals provide services to your child and, if they do, their qualifications.

Please note that most of this information is readily available by conducting an educator search at the DOE website, <https://deeds.doe.k12.de.us/>. If you would like to receive any of this information from us, please contact Dr. Oliphant or Mr. Stafford at 856.3636.

Additionally, federal legislation requires that parents be given notice regarding their participation in the placement and programming of their children in certain selected school programs. Thus, it is the intent of Sussex Academy to notify parents whenever a child is being considered for individual testing and or placement in special programs. This includes special education and Title I.

PUBLIC DISPLAYS OF AFFECTION

Students are not permitted to express public displays of affection while at the Sussex Academy or any events sponsored by the Sussex Academy. This means that hand holding, hugging, kissing, and other means of physical contact intended to express affection are prohibited. The failure to meet this expectation may result in disciplinary action that could include suspension.

RECORDS/INFORMATION REVIEW AND RELEASE

CUMULATIVE RECORDS

Parents (defined as natural parent, adoptive parent, or legal guardian) have a right to review all records in their child's cumulative record. Parents are afforded these rights except in the case where a written court-endorsed document is produced to deny such access.

In order to review their child's record, parents must present themselves at the main office, verify their identity, and review the record under the guidance of a staff member after having signed the Permission to Inspect Document. At no time shall parents remove the file from the office or room to which they are assigned, and at no time are parents allowed to remove individual items from the folder.

If a parent requests a copy of the student's record or parts of the record, the school will duplicate up to five pages at no cost. Documents in excess of five pages will require a payment of \$.50 per page.

Parents have the right to request an amendment of the school record if they believe that there is inaccurate information or a violation of the student's right to privacy under the Family Educational Rights and Privacy Act (FERPA). This request for amendment to the record must be in writing and must be received within 10 days of the parent's review of the record. The request will clearly identify what part of the record they want changed and why it should be changed. If the school decides not to

amend the record as requested by the parents, the school will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Should a parent believe that the school has failed to comply with the requirements of FERPA, that parent can file a complaint with the U.S. Department of Education.

RELEASE OF INFORMATION TO NON-CUSTODIAL PARENTS

The school recognizes that in reorganized families there are complex sets of relationships, expectations, and rights to which the school must be sensitive. Yet we more strongly emphasize the well-being and best interests of the individual child in all our decision making.

The school will provide to the residential custodial parent all documents and conference times. It is the responsibility of that parent to duplicate and disseminate information to the non-residential custodial parent if he/she so chooses. The school will not make a practice of duplicating efforts to supply non-custodial parents information.

If, on the other hand, a non-residential custodial parent or non-custodial parent requests access to cumulative folder information or access to the child, the school recognizes that it has no grounds to deny that. The school will do the following: (1) Check the identification of the parent against the name on official documents, e.g. birth certificate or custody agreement; (2) Check the cumulative folder to see if there is a court document that denies access e.g. injunction or court order.

If no such document has been provided, the school will attempt to contact the residential custodial parent to make him/her aware of the occurrence, noting that the school will allow access. If, at any time, the school feels that the student will be psychologically or physically harmed by the access, we will deny access for the protection of the child.

RELEASE OF DIRECTORY INFORMATION

The Sussex Academy has designated student name, school year, birth date, race, gender, district code, school code, entry date, and exit date as Directory Information. Directory Information does not include Social Security numbers. The Sussex Academy may disclose, without consent, Directory Information. Parents/guardians may request in writing that the school not disclose Directory Information about their child(ren) by September 15 of each school year.

REQUIRED NOTIFICATIONS

As required by law, the police are responsible for notifying the community regarding sex offenders residing in the area. This information is available on the Delaware State Police Sex Offender Registry website (www.state.de.us/dsp/). By law, all individuals, adult or juvenile, who are convicted or adjudicated of specific sex offenses, are registered. Be advised, however, that not all sex offenders are child predators or pose a threat to children.

Further, state law requires that school districts and charter schools maintain notifications of registered sex offenders received from the police in a binder in each school. Guidelines relative to the distribution of such notifications are available via the Internet at www.state.de.us or www.state.de.us/kids.

Parents who would like additional information can contact the Delaware State Police or the nonprofit agency Prevent Child Abuse Delaware.

TELEPHONE AND MESSAGES

The school will not deliver personal messages to students, nor can we call students to the telephone. Please make personal and family arrangements at home. Students are not allowed to make calls to parents/guardians, except from the main office. Exceptions are made for emergencies.

VISITORS

Parents are encouraged to visit Sussex Academy. According to Delaware State Law, all visitors must report to the main office and **sign in** before proceeding to any room in the building. This is for the protection of the children and staff of the school. If a parent wishes to talk with a specific staff member, he/she must call for an appointment since we cannot call teachers from their classes, and our administrative staff are often unable to see an unexpected visitor because of previously made commitments.

WEATHER OR OTHER EMERGENCY CLOSING/CANCELLATION/DELAY

A Director, in consultation with Sussex Technical High School, will determine if school needs to close, open late, or dismiss early due to weather or other emergencies. Delayed openings or school closings will be announced on WBOC-TV, and the DOE School Closings internet application. In addition, messages will be sent using BLACKBOARD CONNECT® (an automated phone system that will broadcast a recorded message to your home and/or emergency numbers directly). All late openings will be a two-hour delay. If students are in school and it becomes necessary to close school early, WBOC-TV will be contacted and an emergency BLACKBOARD CONNECT® message will be broadcasted.

It is the policy of Sussex Academy that no person shall be subjected to discrimination on the basis of disability as prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable laws, regulations and Executive Orders.

Sussex Academy is an asbestos-free building; we have a management plan for public review.

Sussex Academy
School Success Agreement
www.sussexacademy.org

The mission of Sussex Academy is to prepare middle school students for future academic success by providing an accelerated academic environment within a small school setting. Our vision is to cultivate students of distinction by providing them with the knowledge, skills, and values to become successful productive citizens. We believe that if we – parent/guardian, student, and school – work together that our students will become independent, critical thinkers who achieve academically and promote community service and social consciousness.

As a Sussex Academy parent, I agree to support my child's education by supporting the mission, vision, and goals of the school. I will	As a student, I understand that attending Sussex Academy is a privilege that I have been given. To make sure that I receive the greatest benefit from my educational experience, I will do my best to	As a Sussex Academy educator, I have a unique opportunity to teach children. I support the mission, vision, and goals of Sussex Academy and accept the responsibility of using best practice and providing a nurturing learning environment. I will
1. Abide by the expectations established for all students, support the instructional methodologies employed at Sussex Academy, and provide a home atmosphere where my child can complete his/her homework and school projects as independently as possible.	1. Complete all class work, homework, and projects on time to the best of my ability and work towards becoming an independent learner.	1. Provide high-quality curriculum and instruction consistent with the five core practices of Expeditionary Learning that enables students to meet Delaware's content standards.
2. Review, support, and reinforce Sussex Academy's Student Code of Conduct so as to ensure my child's adherence to the Code of Conduct and the Sussex Academy 3R's.	2. Abide by Sussex Academy's Student Code of Conduct and to live the school's 3R's: Respect for self, respect for others and property, and responsibility for my actions.	2. Adhere to Sussex Academy's Student Code of Conduct and work to foster a safe, respectful school environment where diversity is valued.
3. Read and review the Student Handbook with my child and follow the policies established for the school	3. Read and review the Student Handbook with one of my parents/guardians and follow the policies established for the school.	3. Follow the Student Handbook in spirit and practice and follow the policies established for the school.
4. Ensure that my child wears the authorized school uniform and follows the school's rules regarding dress and appearance.	4. Wear the authorized school uniform and follow the school's rules regarding dress, shoes, and appearance so that I am identified as a respectful Sussex Academy student.	4. Monitor and enforce the school's rules as they relate to the student's dress and appearance while presenting myself in a positive, professional manner.
5. Respond to teacher/school inquiries and concerns in a timely manner including attendance at meetings or conferences.	5. Maintain my agenda and inform my parent/guardian about any requests for information or concerns my teachers may have about my academic performance or behavior in school.	5. Respond to parent inquiries and concerns in a timely manner and communicate relevant academic and behavior information.
6. Ensure that my child attends school regularly, punctually, and has the necessary materials.	6. Recognize that regular attendance, punctuality, and preparedness are important to my success at Sussex Academy and preparation for future schooling and careers.	6. Abide by the school's expectations as they relate to attendance, punctuality, and professional conduct with parents and students.

7. Recognize and support work surrounding curriculum/instruction, field work, service, IB (where applicable) and the school's instructional focus as integral to the curricular and instructional program at Sussex Academy.	7. Participate actively in all schoolwork so that I understand and can communicate what and why I am learning at Sussex Academy.	7. Live the mission, vision, and goals of the school so as to develop students of distinction.
8. Provide all required documents (copies of birth certificate, social security card, and immunization record) to Sussex Academy and keep the school current with any changes in enrollment status, residence, phone numbers, health conditions, etc. that may occur during the school year.	8. Learn my parent's/guardian's phone numbers and customary locations so that if it becomes necessary to contact them, I can tell a person in authority at school.	8. Notify the school office and the team leader immediately with any changes in enrollment status, residence, phone numbers, health conditions, etc. that may occur during the school year
9. Agree to allow the school to use print and video media of my child for the purpose of promoting Sussex Academy educational programs unless I notify the school in writing.	9. Agree to talk with my parents/guardians about whether Sussex Academy can use my picture to promote the educational programs of the school and abide my parent's/guardian's decision.	9. Notify my team and the school office should a parent/guardian decide that his/her child's picture or name not be used in publications for promotional purposes.
10. Agree to allow Sussex Academy to take my child on field work (trips) located within Sussex County during the normal school hours unless I notify you in writing that I want a permission slip signed for these local trips.	10. Agree to talk with my parents/guardians about whether Sussex Academy can take me on field work (trips) located within Sussex County during the normal hours of school without signing a permission slip for each trip or whether I need one each time I may travel locally in Sussex County.	10. Work to ensure that all field work supports the instructional program of the school.
11. Understand that if my child is newly enrolled (in first year) at Sussex Academy that he/she is required under Delaware statute to remain at Sussex Academy for one year in the absence of any condition constituting good cause.	11. Understand that if I am in my first year of enrollment at Sussex Academy that the law in Delaware requires that I stay at this school for at least one year unless my parents can show good reason for leaving Sussex Academy in my first year.	11. Forward parental/guardian requests or questions about transfer to the school administration.
12. Keep current about my child's school and classroom activities, academic progress, and behavior the school website, student agenda, and conversation with my child.	12. Talk with my parents/guardians about what I am doing in school and ask my teachers for help when I need it.	12. Respond to parents/guardians in a timely manner and be prepared to discuss academic progress and behavior.
13. Volunteer to chaperone fieldwork, review portfolio presentations, help with special assignments from my child(ren)'s team and work to support the PTO and Sports Boosters as needed.	13. Welcome my parents/guardians to be an active part of my school life and growing up!	13. Foster positive relationships with parents/guardians by communicating in a timely and professional manner about their life's most important work - their child.
14. Reinforce school policies related to acceptable technology use, internet safety practices, and mobile electronic devices as presented in this handbook with my child.	14. Complete the internet safety training provided by Sussex Academy and comply with the school's acceptable use policies for technology, the internet, and mobile communication devices.	14. Consistently reinforce the school's acceptable use policies for technology, the internet, and mobile electronic devices with my students.
15. Review the school's Bullying & Cyberbullying Prevention	15. Adhere to the expectations and procedures outlined in the	15. Reinforce the expectations and procedures

Policy, located on the Sussex Academy website, with my child and report suspected instances of bullying accordingly.	school's Bullying & Cyberbullying Prevention Policy that I reviewed with my parent/guardian and to report instances of potential bullying accordingly.	outlined in the school's Bullying & Cyberbullying Prevention Policy and report suspected instances of bullying accordingly.
16. Review the school's discipline and demerit system with my child and support decisions made by the Sussex Academy Discipline Review Board.	16. Adhere to the expectations of the school's discipline and demerit system.	16. Reinforce the expectations and procedures outlined in the school's discipline and demerit system.

Parent/Guardian

Date

Student

Date

Teacher

Date

Sussex Academy does not discriminate in employment or educational programs, services or activities based on race, color, national origin, age, or handicap in accordance with state and federal laws.