

**SUSSEX ACADEMY**  
***Middle School***  
**STUDENT HANDBOOK**  
**2018-19**



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**Director of Middle School**

**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!

### **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 21<sup>st</sup> 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, all middle school 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.

#### **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	70-74	Poor	D
85-92	Very Good	B	69-Below	Failure	F
75-84	Satisfactory	C			

#### **GUIDELINES FOR HONOR ROLL**

##### **Middle School**

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

#### **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 middle school each student portfolio is both a showcase of the student's best work and illustrates his/her growth over time. Each portfolio is unique to the individual student through his/her choices about artifacts and reflections. The intent of the portfolio is to demonstrate progress toward meeting the Delaware Content Standards, to chronicle student progress throughout the year, and to assess continuous student performance. Additionally, the Sussex Academy has selected literacy as the school-wide instructional focus. The portfolio also presents students with an opportunity to demonstrate their mastery of targeted literacy skills including the use of content specific vocabulary, relevant and sufficient details, and critical thinking skills in all responses, verbal and written. In grade 8, each student must present his/her portfolio, inclusive of Student Success Plan (SSP), to a reviewer.

#### **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 available through Home Access Center (HAC) near the midpoint of each quarter. HAC login information is included on a label in each student's agenda/planner. Report cards are distributed quarterly. Parents and students should refer to the school calendar for the dates of distribution.

#### **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.

##### **Middle School**

In order for middle students to be promoted, they must meet the following criteria:

- Passing grades in 4 of the 5 core course subjects including reading, writing, and mathematics
- Fewer than 17 absences\*

In addition, for grade 8 students:

- Satisfactory completion of all portfolio requirements, inclusive of SSP assignments and meets the standards of the Portfolio Review Committee

\*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.

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 \$200 shall be assessed for each middle school student and \$225 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 8:15 a.m. and ends at 2:55 p.m. School buses will arrive at the school at approximately 8:00 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. – 8:00 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
5. 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 8:25 a.m. (10:25 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 8:25 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 to 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 school culture based on respect and responsibility. All staff and students at Sussex Academy have a right to work in a pleasant and caring environment in which self-discipline and school culture are directly related. Students have the right to learn and teachers have the right to teach in an atmosphere of order, cooperation and mutual respect. All members of the school community share in the responsibility for maintaining a productive and civilized educational environment: Students are expected to adhere to this Student Code of Conduct; Parents have an obligation to support the school in its efforts to implement this Student Code of Conduct, and the Directors and staff have an obligation to implement this Student Code of Conduct in a fair and consistent manner.

The Student Code of Conduct at the Sussex Academy is based upon the core values known as "The Three R's":

- Respect everyone in the Sussex Academy community
- Respect all property in the Sussex Academy community.
- Take Responsibility for your actions and property.

#### **Descriptions of Expectations**

- I. 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
  
- II. 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
  5. Adhering to acceptable use policy for all mobile electronic devices\*
  
- III. Students will act responsibly in the cafeteria, on school buses, at afterschool activities and anytime while being a representative of Sussex Academy.      EXAMPLES of acting responsibly are:
  1. Leaving a clean table when finished eating
  2. Making sure all waste is disposed of properly
  3. Keeping all food and snacks in the designated eating areas
  4. Adhering to bus drivers' directions and rules
  5. Acting responsibly and respectfully while in school uniform, regardless of location.
  
- IV. 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
  3. Being attentive to speakers and guests
  
- V. 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 independently as required
  3. Refraining from disclosing test information to other students
  4. Refraining from plagiarism and/or copying the work of others

#### **Description of Policy versus Plans and Procedures**

The school's administration, faculty, and staff have the responsibility to maintain a safe and productive learning environment for all students, faculty, and staff. There are several levels of accountabilities for ensuring this environment. First, the Executive Board is responsible for enacting a Student Code of Conduct that is part of policy decisions made by the Board. Second, the school's administration is responsible for expecting that teachers have plans in place to manage and monitor student behavior so as to nurture ethics, learning, and model behavior in students. These plans and procedures are driven by the teachers and are part of their evaluation system. The policies relative to the Student Code of Conduct are found in the School Policy Manual. The plans and procedures that the faculty has in place are found in the Student Handbook and other faculty written materials that are distributed to parents. An example of this plan is the Demerit System that is developed and monitored by the faculty. This Code of Conduct outlines what constitute school breaches of the policy and notes what infractions may rise immediately to the school administration.

#### **Consequences for Breaches of this Code of Conduct**

An important part of the students' education is the right to make decisions and to take the responsibility to accept the results of those choices. 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
3. Period of detention
4. Written or verbal apology
5. Deprivation of privileges
6. Referral to the school's Discipline Committee
21. Parent/guardian contact
22. Withdrawal from excursions or other group activities
23. Removal from normal classes
24. Referral to a Director
25. Suspension from school and/or school activities
26. Behavioral contract
27. Referral to outside authorities (e.g. the police)
14. Expulsion from school

### **Suspension and Expulsion Infractions**

The Executive Director has the prerogative to determine when suspension is an appropriate consequence for violating the rules and regulations of the school. Further, the Executive Director has the responsibility and prerogative to determine what infractions will be moved forward for possible expulsion from the school by the Executive Board. These infractions are listed below. Please consult the Sussex Academy Student Handbook for further details.

1. Possession, sale, or use of tobacco including e-cigarettes/drugs/alcohol
2. Violation of closed campus policy
3. Unacceptable use of technology \*
4. Possession of a firearm or weapon (including knives)\*\*
5. Vandalism
6. Unsupervised buying or selling of goods or services
7. Gambling
8. Stealing or extortion
9. Harassment (sexual or other) or threats
10. Possession of fireworks or other dangerous items
11. Bullying/Cyberbullying\*\*\*
12. Fighting or Assault on a student or staff
13. Receipt of Attorney General's Report (Juvenile/Adult Warrant and Complaint)\*\*\*\*

### **Other Policies That Regulate Student Code of Conduct**

\*Mobile Electronic Devices –See Board Policy 506-C

\*\*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. The Executive Director may modify such expulsion requirement to the extent a modification is required by Federal and State law. This provision is in compliance with Federal Gun Free School Act of 1994. Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

\*\*\* Bully Prevention & Cyberbullying – See Board Policy 506-B

\*\*\*\*Sussex Academy has the authority to discipline students for activities occurring off of school premises when it is determined that the student presents a threat to the safety or welfare of students or personnel. Regardless of the jurisdiction, once an Attorney General's Report (Juvenile/Adult Warrant and Complaint) is received by the school about student out-of-school criminal conduct showing disregard for the health, safety, add welfare of others, including, but not limited to acts of violence, sexual offenses, weapons offenses, and drug offenses, the school may take appropriate action, including expulsion. Any student who actively hinders an investigation or any student who aids, is involved with the planning, or helps another student in any way in an act which violates the Code of Conduct may be subject to disciplinary action.

### **Code of Conduct Enforcement**

The Code of Conduct is enforceable under the following circumstances:

- When students on school property prior to, during, and following regular school hours. While students are on the school bus for any purpose.
- While students are at school sponsored events, field trips, and other activities where school administrators have jurisdiction over students.
- When students are off campus and commit an offense that results in an Attorney General's Report

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. Via the Common Application, and many other college application systems, colleges may request to be informed of disciplinary violations for all years of a student's high school career, from 9th grade onward. The counselor will work closely with students and families in reporting these matters to colleges that request the information during the application process. In accordance with recommendations from the National Association of College Admission Counseling (NACAC), Sussex Academy may also report any significant change in a candidate's academic status or qualifications, including personal school conduct record, between the time of recommendation and graduation.



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

### **Sussex Academy Demerit System**

An important part of the students' education is the right to make decisions and the responsibility to accept the results of those choices. In order to help students make good choices and diminish poor choices, the faculty has put in place a demerit system. The demerit system is a school-wide system to advise the student and the parent that the student has violated a school rule. Any faculty or staff member who has the responsibility of supervising students may issue a demerit. A faculty or staff member will determine the number of demerits for the infraction based on the severity of the offense.

#### **Demerit System Infractions**

Students will be issued a demerit for the infractions identified below. In earning a demerit, the student will receive a demerit form that must be signed by the parent/guardian. The parent's signature is necessary so that the school knows that the student has discussed the infraction with the parent. The student must return the signed demerit the following school day to the Discipline Committee Representative for his/her team by 8:30 a.m. If the student does not return the document, he/she will be issued another demerit.

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

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

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

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

  - Faculty rooms
  - Copy rooms
  - Bathrooms (other than for grade level)
  - Lockers
  - Student lounge
  - Computer lab
  - Locker rooms
  - Gym
  - Lobby and vestibule
  - Other unsupervised are
8. Lying/Deceit/Forgery
  - Being untruthful to staff members
  - Forging signatures
  - Interfering with parent/teacher communication
  - Providing misleading or incomplete information when asked
9. Unauthorized electronic devices/School Technology information
  - Students must adhere to communication and electronic device policies outlined in handbook and acceptable use policy.
  - During the year teachers and administration may at any point check the content of the school issued technology without warning.
  - Should a student be using the technology in a manner deemed inappropriate, the technology will be confiscated and/or the student will be prohibited from using school issued technology for a period of time deemed appropriate by the faculty and/or administration.
  - Inappropriate use includes messaging/emailing peers during school hours, use of unauthorized apps, or inappropriate language, alcohol/drugs, sexual or abusive themes.
10. Other violations as determined by the faculty or staff member.

#### **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 8:30 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 demerit is issued, the student earns 2 detentions and 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 determine further consequences, including but not limited to, recommendation for suspension.

### **Detention Procedure**

Detentions will be held on Tuesdays and Thursdays from 3:00 to 4:00 in the detention moderator's room. Detentions must be served within the next two detention sessions of receiving the detention. During detention, students will be required to complete a detention reflection. Students are not permitted to leave room, talk or work on other assignments while in detention. If a student arrives late to detention, they must serve that detention and an additional detention during the next detention session. If a student misses detention, they will serve the next two detentions. Parents are responsible to provide transportation to students serving detention.

### **Activity Trip/Reward Trip Consequences**

Throughout the year, the school rewards the students who exercise good behavior by taking trips and/or having special activities. If a high school student receives seven demerits, or its equivalent, throughout the school year, the student will not be permitted to attend the rewards trip and/or one of the end of year activities. If a middle school student receives five demerits, or its equivalent, during the first semester of school, they will not be permitted to attend the rewards trip held at the end of the first semester. If a middle school student receives five demerits, or its equivalent, during the second semester of school, they will not be permitted to participate in one of the end of the year activities.

1. stealing or extortion
2. use of obscene or profane language
3. possession of fireworks or other dangerous items
4. unacceptable use of technology
5. bullying (including cyberbullying)

### **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:

1. 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
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

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.**

**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**

#### **MOBILE COMMUNICATION DEVICES**

Unauthorized use of mobile electronic devices can be a disruption to the school's 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 8:00 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 *Student 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.

#### **Middle School Dances**

For middle school students all dances are held on Friday evenings from 6:30 until 9:00 p.m. for middle school students. A student must be present on the day of the dance in order to attend. Students arriving prior to 6:30 or after 7:15 p.m. will not be allowed in the building. 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 9:00 p.m. may not return. Students who are not picked up by 9:15 p.m. will not be allowed to attend subsequent dances. No outside guests are allowed.

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.

### **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](http://www.sussexacademy.org).
7. A message will be sent using BLACKBOARD CONNECT® (an automated phone system that will broadcast a recorded message to your home and/or emergency numbers directly)
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 standardized test 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 provide homework and other messages daily on the team pages of our school website, [www.sussexacademy.org](http://www.sussexacademy.org).

### **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 2018 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](http://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:

	MS Student	HS Student	Reduced	Staff
Breakfast	\$2.00	\$2.00	\$0.30	\$2.50
Lunch	\$3.75	\$3.75	\$0.40	\$4.25
Milk	\$0.50	\$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) and Sports Boosters groups meet monthly during the school year. Routinely, the PTO supports funding for various school wide initiatives such as funding the purchase of new computers. Also, the Sports Boosters meet monthly. The Sports Boosters raise funds to support the athletic program. These organizations consult regularly with school officials to determine the needs and best use(s) of funds raised.

#### 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 Mr. Anderson 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/](http://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](http://www.state.de.us) or [www.state.de.us/kids](http://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. Visitors may be asked to provide proof of identification before being permitted to enter 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**

Sussex Academy, 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 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.**