

SUSSEX ACADEMY

STUDENT HANDBOOK 2013-2014



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**Patricia S. Oliphant, Ed. D.
Director of Curriculum & Instruction**

**Allen L. Stafford, M.S. Ed.
Director of Finance & Operations**

THIS STUDENT PLANNER BELONGS TO:

NAME _____

ADDRESS _____

PHONE NUMBER _____

HOMEROOM _____ **GRADE** _____

August

	M	T	W	T	F	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

September

	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					

October

	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	31		

November

	M	T	W	T	F	
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

August

12—Orientation for Grades 6 and 9
(9:00 am to 2:00 pm)
19 to 22—No School/In-Service
26— First Day- All Students
30-- No School/Labor Day

September

2 —No School/Labor Day
11-12—Meet The Board Nights
11—Grades 6 & 8 Open Houses
11—Board Meeting
12—Grades 7 & 9 Open Houses
13—No School/In-Service
27—Interim Reports

October

4—No School/In-Service & Parent
Conferences
16—Board Meeting
25—End of Qtr. 1
30—Report Cards

November

11—No School/Veterans Day
12-14—School Tours
12 & 13—Public Information Meeting
13—Board Meeting
15-- End of Trimester 1- Grade 9
22—Open Enrollment Begins
26—Interim Reports
27-29—No School/Thanksgiving Break

December

	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	

January

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

February

	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	

March

	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					

December

23-30—No School/Winter Vacation

January

6—School Reopens
10—Open Enrollment Ends
15—SY'14 Application Lottery
15—Board Meeting
17— End of Qtr. 2
20—No School/M.L. King Birthday
21—SY14 Registration Begins
23—Report Cards

February

14—No School/In-Service
17—No School/Presidents' Day
19—Board Meeting
19— Interim Reports
28-- End of Trimester 2- Grade 9

March

7—SY14 Registration Ends
14—No School/In-service
19—Board Meeting
21-- End of Qtr. 3
27—Report Cards

April

	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			

May

	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	

June

	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	

April

16—Board Meeting
18-27—Spring Break
30—Interims

May

21—Board Meeting
23-26—No School/Memorial Day
30-- End of Trimester 3- Grade 9

June

2—No School/In-Service- Weather
Contingency Day
5— Report Cards-
Last Day for Grades 6, 7, & 9
6— **8th Grade Moving Up- early release**
6— **Weather Contingency Day (a.m.) & Incoming 6th Grade Orientation (p.m.)**
9-13 —Teacher In-Service
18—Board Meeting

Regular School Day- 8:25 to 3:10

Approved: 3/20/13

MISSION STATEMENT

The mission of the Sussex Academy is to prepare students for future academic success by providing an accelerated, supportive academic environment within a small school setting.

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:

- Maintain a “Superior School” status
- Foster critical, independent thinking and reflection
- Ensure a safe, respectful school environment
- Advocate personal growth and responsibility
- Provide opportunities for individual and group success
- Model and encourage collaborative decision making
- Facilitate ongoing professional development
- Encourage parental involvement and partnerships
- Promote service and community partnerships
- Instill environmental awareness and social consciousness
- 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:

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

INSTRUCTIONAL PROGRAM

The Sussex Academy Board of Directors selected a *New American Schools* design for comprehensive educational reform as part of its charter school initiative. *Expeditionary Learning* (EL) was chosen as the instructional framework.

Founded by business leaders interested in "break-the-mold" models to improve schools, the *New American Schools* is a nonpartisan, nonprofit leader in the growing comprehensive school reform movement. New American Schools is dedicated to assisting and supporting innovative, successful schools by implementing research-based, comprehensive school designs.

Expeditionary Learning is an approach to teaching and learning. It seeks to change school cultures by activating curricula and motivating students and teachers to take responsibility for their own learning. *Expeditionary Learning* implements these five core practices: learning expeditions; critique and reflection, changed structures; improved culture; and school review. In addition, *Expeditionary Learning* subscribes to these ten principles: (1) The Primacy of Self-Discovery, (2) The Having of Wonderful Ideas, (3) The Responsibility For Learning, (4) Empathy and Caring, (5) Success and Failure, (6) Collaboration and Competition, (7) Diversity and Inclusion, (8) The Natural World, (9) Solitude and Reflection, (10) Service and Compassion.

Students at Sussex Academy follow an accelerated curriculum that meets or exceeds state standards. Students and teachers are involved in both school-wide and team learning expeditions to promote self-discovery and construct knowledge. To support learning expeditions, teachers, students, and school leaders build a culture of respect and high expectations. The school schedule is built around large flexible blocks of time. Students remain with the same teacher or team of teachers for at least two years. All students keep portfolios of their work and assessment is ongoing.

Each teacher of the Sussex Academy possesses unique talents in working with adolescents and has training and expertise in the particular learning styles of middle school students. The team of teachers is responsible for teaching the content standards and skills in reading, writing, mathematics, social studies, and science. Other subjects such as physical education, art, music, Spanish, health, computer technology, and other co-curricular classes are taught outside the core academic areas. These subjects are referred to as Exploratories.

The 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 these 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 8:30 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 grade 9 will be excused from the core class(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, wishes of the parents, etc. The Directors have the responsibility to determine if additional testing is necessary in making the determination of grade placement.

In cases where an incoming 6th grade student has been promoted by another school to the 6th grade, but that student has not scored a Level 3 (Meets the Standard) on the 5th grade Delaware Comprehensive Assessment System (DCAS) in reading or math, the student will be given “transfer” status onto the 6th grade team at Sussex Academy. In most cases the “transfer” status is maintained throughout the school year with promotion to grade 6 occurring at the end of the first year at Sussex Academy. This will, in effect, add at least one year to the student’s normal three years of school at Sussex Academy.

Additionally, “transfer status” can also be granted to Sussex Academy students upon the recommendation of the Student Support Team.

Each transfer student’s progress is routinely monitored to ascertain when promotion to the next grade 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	70-74	Poor	D
85-92	Very Good	B	69-Below	Failure	F
75-84	Satisfactory	C			

GUIDELINES FOR HONOR ROLL

To be on the “A” 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 Specials courses. To be on the “B” 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 Specials 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.

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 document mastery of the Delaware Content Standards, to highlight the *EL* principles, 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. Each student must present his/her portfolio to a reviewer. Teachers send home information by grade level as to how and when the portfolios will be reviewed.

REPORT CARDS AND INTERIM REPORTS

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.

RETENTION

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 retention 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.

Sixth Grade

A student will be retained in the sixth grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student is not progressing satisfactorily toward meeting the standard in reading, writing, or mathematics on the DCAS or other external standardized measures adopted by the school.
- The student is absent for 24 or more of the 180 student school days*

Seventh Grade

A student will be retained in the seventh grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student is not progressing satisfactorily toward meeting the standard in reading, writing, or mathematics on the DCAS or other external standardized measures adopted by the school.
- The student is absent for 24 or more of the 180 student school days*
- The student fails to meet the standards of the Portfolio Review Committee

Eighth Grade

A student will be retained in eighth grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student is not progressing satisfactorily toward meeting the standard in reading, writing, or mathematics on the DCAS or other external standardized measures adopted by the school.
- The student is absent for 24 or more of the 180 student school days*
- The student fails to meet the standards of the Portfolio Review Committee

DCAS- Delaware Comprehensive Assessment System

*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.

Ninth Grade

A student will be retained in ninth grade if any one of these conditions exists:

- The student fails English or mathematics
- The student fails social studies **and** science
- The student is not earning adequate course credits to meet the school's graduation requirements in at least 4 years, as determined by the Student Support Team*
- The student is not progressing satisfactorily toward meeting the standard in reading, writing, or mathematics on the DCAS or other external standardized measures adopted by the school.
- The student is absent for 24 or more of the 180 student school days*

DCAS- Delaware Comprehensive Assessment System

*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 a plethora of enrichment/extracurricular activities for students to develop their interests and talents. Yet, to support such initiatives requires monies.

It shall be the practice of Sussex Academy to limit fundraising activities somewhat to avoid overlapping of initiatives and the nuisance of such. Therefore, the Board of Directors levies a student activity fee that will be applied toward the following expenses:

1. Materials for clubs.
2. Supplements to Expeditionary Learning initiatives, e.g. student originated displays, museums, 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. portfolios, supplements, yearbooks, programs, awards, newspapers.

5. Intramural sports.
6. Interscholastic sports.
7. School sponsored field trips.
8. Yearbook.

The rate of \$200 shall be assessed for each 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.

ADDRESS/TELEPHONE/EMAIL CHANGES

Students and parents who move during the school year or experience changes to either their telephone numbers or email addresses 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 declares the number of openings, and the application period is announced. That period generally begins the Monday before Thanksgiving and ends the Friday of the first full week of 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. Up to 440 students can be enrolled at Sussex Academy in the 2013-14 school year.

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 day begins at 8:30 a.m. and ends at 3:10 p.m. The school expects that students be dropped off and picked up promptly within the hours of school operation. Unlike some schools, Sussex Academy does not have the staff to monitor and supervise student activity outside of the normal school day. Sussex Academy does provide before-school care from 7:00 a.m. – 8:30 a.m. Students arriving before 8:15 a.m. are required to report to the assigned room and sign in to before-school care. The cost for such care is \$5.00 per day.

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:

- Truancy
- Working
- Oversleeping
- 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 an 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 the school building no later than 8:30 a.m. (10:30 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 8:45 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). 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, 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:

- Obey the driver promptly, and be courteous to the driver and your fellow passengers.
- Do not distract the driver in any way.
- Be at the bus stop on time for pickup.
- Wait for the bus in a safe area, not on the roadway or in the path of vehicles.
- Keep a safe distance from the bus while it is in motion.
- Enter the bus in an orderly manner and occupy your seat immediately.
- Get on or off the bus only when it is stopped.
- Remain seated and facing forward while the bus is in motion.
- Remain behind the white line and do not obstruct the driver's vision while the bus is in motion.
- Stay out of the driver's seat.
- Wait for a clearance signal from the driver to cross the roadway.
- Observe classroom conduct when on the bus.
- Do not call out to passers-by or open the bus windows without permission.
- Keep all body parts inside the bus at all times.
- Do not leave the bus without the consent of the driver.
- Keep the bus clean, sanitary, and orderly.
- Do not smoke, use profanity, or eat or drink on the bus.
- Do not throw articles of any kind in, out, or around the bus.
- Fighting and horseplay are not permitted on the bus or at the bus stop.
- 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 at 8:30 a.m. and shall remain on school grounds until dismissal at 3:10 p.m. 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:

- All individuals are to be valued and treated with respect.
- Students have a right to learn in a secure environment without intimidation, where they are able to develop their talents, interests and ambitions.
- 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.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- 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.
- 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:
 - walking quietly in the hallways
 - using a hall pass during class time
 - keeping halls and lavatories free of litter
- Students will treat others with respect and common courtesy. EXAMPLES of respect and courtesy are:
 - removing hats inside the building
 - being appreciative and attentive during assemblies
 - being seated and quiet when class begins
 - answering teachers in a respectful manner
- Students will act responsibly in the multi-purpose room. EXAMPLES of acting responsibly are:
 - leaving a clean table when through eating
 - making sure all waste is disposed of properly
 - 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:
 - being on best behavior while a substitute teacher is in charge of the class
 - obeying all adults, custodians, secretaries, and staff members
- Students will adhere to a Code of Academic Honesty. EXAMPLES of academic honesty are:
 - Completing assignments and projects independently as required
 - Completing tests, assessments, or evaluations as required
 - Refraining from disclosing test information to other students
 - 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:

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

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:

- possession of tobacco or drugs
- violation of closed campus policy
- possession of a firearm or weapon (including knives)*
- vandalism
- unsupervised buying or selling
- gambling
- stealing or extortion
- use of obscene or profane language
- possession of fireworks or other dangerous items
- unacceptable use of technology
- 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.¹ 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:

- A. 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
- 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.

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.

State of Delaware Ombudsman
State of Delaware
Department of Justice
School Crime Ombudsman
1-800-220-5414

***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.

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:

- verbal warning
- written or verbal apology
- deprivation of privileges
- period of detention
- parent/guardian contact
- withdrawal from excursions or other group activities
- removal from normal classes
- referral to a Director
- suspension from school and/or school activities
- behavioral contract
- referral to outside authorities (e.g. the police)
- 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.

COMMUNICATION DEVICES

Students **are prohibited from using** personal cell phones or any other communication devices (i.e. pagers, etc.) on school property and any time or place while they are under the supervision of the school. This includes the school's buses and school sponsored activities, including field trips, dances, and sporting events or practices. Should a student possess a cell phone or other communication device and bring such to school, the device must remain turned off and stored in the student's locker at all times while the student is on school property, engaged in school activities, or under the supervision of the school or it will be confiscated by school personnel and returned to a parent/guardian. The school will not assume responsibility for any communication devices brought onto or lost/misplaced while on school property.

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 every 22 instructional days.

Any time parents have a major concern about their student's progress, they may initiate a conference. The most effective way to ensure that the team is aware of parental concern is to notify the homeroom teacher either by sending an email, leaving a voice-mail message or sending a note to request 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 school work. 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. All dances are held on Friday evenings from 6:30 until 9:00 p.m. 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.

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 suspension. 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 *our uniform vendor*. 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. A second shirt may be worn under the regulation school uniform provided that it is a solid, approved color (navy blue or white) and does not extend below the bottom of the uniform top. Students wearing a shirt under their uniform that is not white 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, 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.

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). **Additionally, students are expected to maintain their appearance such that hair color and style are consistent with the high standards of the school. For example, 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 shall be asked to change or sent home until the situation is corrected.

ELECTRONIC DEVICES

The possession and use of personal electronic devices (PSPs, iPods, MP3 players, etc.) is prohibited on school property, including the school’s buses, and during school sponsored activities and events, including field trips, sporting events, and dances. If brought to school, these items will be confiscated and returned only to a parent/guardian.

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 Jefferson School, 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 Jefferson School.
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, homework is typically posted daily on the team pages of our school website, 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.

LUNCH INFORMATION

Students may bring lunch from home or purchase lunch through the Laurel School District. Because of the arrangement with Laurel School District, lunches must be ordered and paid for one month in advance. Students will order lunches on a monthly basis through our website (www.sussexacademy.org). The exact payment should be sealed in an envelope and returned to Ms. Mews, our lunch 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 lunches at Sussex Academy are:

Student Lunch	\$3.00
Teacher Lunch	\$3.50
Reduced Student Lunch	\$.40
Milk	\$.50

Lunch Ordering Process

Monthly lunch 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 lunch application. Students from families that do not have access to the Internet will have an opportunity to process their lunch 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 lunch 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 No Child Left Behind (NCLB) 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 \$.30 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 Sussex Academy telephone-answering message. 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, due to emergency conditions, to close school early, WBOC-TV will be contacted and an emergency BLACKBOARD CONNECT ® message will be broadcasted.

For any early closing, efforts will be made to serve lunch if at all possible. All bus drivers will be notified to confirm that they are available.

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.