

Las Américas ASPIRA Academy

School Code of Conduct



*2012-2013 School Year
Grades K-6th*

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Las Américas ASPIRA Academy

Mission Statement

To provide a world-class education that prepares students through a dual language project-based learning curriculum, to become healthy productive community members and leaders, with an *expectation* that *every* child, regardless of race, gender, ethnicity, or socio-economic level, is college bound.

Student Code of Conduct for Students in K- Grade 6

Student Rights and Responsibilities

School Year 2012-2013

This document is not all-inclusive nor does it restrict the *Las Américas ASPIRA Academy* and/or *Board of Director's* authority to take actions that are appropriate to maintain a safe and orderly educational environment.

Las Américas ASPIRA Academy does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies, or practices. Inquiries regarding compliance with the above can be directed to:

Section 504: Contact Margie López Waite, Head of School, Las Américas ASPIRA Academy, 326 Ruthar Drive, Newark, DE 19711

Section 504 Coordinator's Responsibilities: To coordinate the Las Américas ASPIRA Academy's efforts to comply with the disability discrimination laws.

Title IX: Contact Margie López Waite, Head of School, Las Américas ASPIRA Academy, 326 Ruthar Drive, Newark, DE 19711

Title IX Coordinator's Responsibilities: To coordinate the Las Americas ASPIRA Academy's efforts to comply and carry out the School's responsibilities under the Title IX, including any investigation of any complaint alleging noncompliance with the Title IX or alleging actions which would be prohibited by Title IX.

Las Américas ASPIRA Academy School Code of Conduct

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INTRODUCTION

LAAA MISSION STATEMENT

To provide a world-class education that prepares students through a dual language project-based learning curriculum, to become healthy productive community members and leaders, with an **expectation** that **every** child, regardless of race, gender, ethnicity, or socio-economic level, is college bound.

WHAT IS THE CODE OF CONDUCT?

The success of our school requires the cooperation of the entire team. At LAAA, we expect that our students and their families will abide by our philosophy and policies. The following rules and guidelines have been established to set high standards for student conduct. With the cooperation of our parents/guardians and students, these standards will lead to a safe and positive learning environment. The Code applies to all students (K-6th) unless otherwise noted. LAAA will abide by all state and federal regulations related to code of conduct issues. Regulations also pertain to special education students. Due process will always be followed in the event that the student's infraction is related to the disability. The school will also establish behavioral guidelines to maintain an environment that is conducive to education without stifling expression and appropriate social interaction. Any revisions to the Code will be presented to parents/guardians prior to implementation. Major policy changes will require approval from the Board of Directors. As a student of the ASPIRA Academy, you are responsible for your actions both in and out of school. Any serious violations of school policy and/or any illegal or immoral behavior could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the neighboring community is compromised or jeopardized. Forming responsible habits regarding attendance and promptness is important. Parents are expected to support the goal of punctuality by having their children arrive on time, remain in school for the full day, and schedule appointments after school hours.

WHEN IS THE CODE OF CONDUCT ENFORCED?

The Student Code of Conduct is enforced:

- On school property prior to, during and following regular school hours including but not limited to when school is in session or when school activities are in operation
- When students are at a bus stop
- At all school sponsored events and other activities where school administrators have jurisdiction over students
- When a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff.

The Student Code of Conduct is not all-inclusive, and a student committing an act of misconduct not listed may be subject to the authority of the principal or designee.

HOW IS THE CODE OF CONDUCT ADMINISTERED?

All teachers are expected to use reasonable behavior management techniques in the classroom prior to referring a student to a building administrator for disciplinary action, except in cases of severe or emergency circumstances.

An administrator or designee administers the Student Code of Conduct when a student has been referred for disciplinary action. Identifying the specific Student Code of Conduct violation and corresponding disciplinary action is the responsibility of the administrator or designee.

PROACTIVE STRATEGIES

It is the philosophy of the school that students and staff should be proactive in their approach to behavior management. Proactive strategies will be used to assist students and staff in addressing conflict and discipline issues. The District supports implementation of Positive Behavior Support which promotes healthy character development for all students as well as proactive strategies at the building, classroom, and individual level to prevent problematic behaviors.

ESTABLISHING A POSITIVE SCHOOL ENVIRONMENT

Students should:

- Attend all classes daily and on time
- Prepare for class assignments and activities
- Come to class with appropriate working materials
- Respect all persons and property
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions
- Conduct themselves in a safe and responsible manner while in the school environment or on school property
- Be clean and neat
- Be responsible for their own work and behavior
- Abide by the rules and regulations set forth in the Student Code of Conduct and set forth by the school and individual classroom teacher
- Conduct themselves in a safe and responsible manner to and from school with other students, with members of the community and within the community
- Seek changes in an orderly and approved manner

Parents/Guardians should:

- Participate in all areas of academic and behavior progress
- Keep in contact with the school concerning their child's progress and conduct
- Maintain up-to-date home, work, and emergency numbers at the school
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school
- Provide their child with resources needed to complete class work and homework
- Assist their child in being clean and neat
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community
- Discuss report cards, work assignments, test scores and the Student Code of Conduct with their child
- Seek changes in an orderly and approved manner

School Personnel should:

- Be in regular attendance and on time
- Be prepared to perform their duties with appropriate working materials
- Respect all persons and property
- Dialogue with parents, students, and other employees in a manner that reflects professionalism and caring
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions
- Conduct themselves in a safe and responsible manner
- Be clean and neat
- Abide by the rules and regulations set forth by the school and the school board
- Seek changes in an orderly and approved manner
- Maintain an atmosphere which encourages good behavior and active learning
- Implement a diversified curriculum to meet the needs of all students
- Develop good working relationships among staff and with students
- Encourage the school staff, parents, and students to use the services of community agencies
- Utilize good guidance procedures and practices
- Encourage parents to maintain regular communication with the school
- Provide opportunities for parent participation in affairs of the school

Section I: CODE OF CONDUCT AGREEMENTS



Las Américas ASPIRA Academy STUDENT AGREEMENT

Dear Student,

Welcome to *Las Américas ASPIRA Academy (LAAA)*! We are excited to have you join our school. As an ASPIRANTE, we have many high expectations of you. You are now part of a great organization that has been working to improve the future of students, just like you, for over 50 years. So, your conduct is not just a reflection of you, but of the entire school and organization. We expect all of our students to follow the principles of our school's PBS motto - **Achieve Succeed Produce Inspire Respect Acept. The academic and social challenges of the school may, at times, be difficult. However, as a team, we will work with you and your family to help you achieve success every year. It is important that you do your part and that all of us work together. Your school experience will be whatever you make of it. Remember, you have the ultimate power to determine your success or failure.**

We have prepared this agreement to inform you of your responsibilities and commitments as an ASPIRANTE. It is important that you take time to read this agreement and the Code of Conduct carefully and share it with your parents. If you or your parents have questions about anything, feel free to contact your teacher or Head of School. Please sign this agreement to let us know that you understand the terms and agree to follow them. Return the signed agreement to your teacher by August 30, 2012.

I recognize that I have the ultimate responsibility for my learning, and I will:

- Attend school regularly
- Come prepared and ready to work in class each day
- Work hard to pursue my studies at school and at home
- Complete all work to the best of my ability

I will maintain a high level of respect at all times, and I will:

- Demonstrate respect toward everyone at school (staff, students, volunteers and visitors)
- Abide by the school uniform policy and Code of Conduct
- Demonstrate respect for school property and the property of others
- Follow school rules
- Demonstrate respect for myself, my parents, and my community

I will make a positive contribution to the school and community by:

- Setting a model for others to follow as outlined in the school uniform policy and the Code of Conduct
- Participating in service to the school and to the community.

Achieve~Succeed~Produce~Inspire~Respect~Acept



Las Américas ASPIRA Academy

PARENT/GUARDIAN AGREEMENT

Dear Parent/Guardian,

Thank you for choosing *Las Américas ASPIRA Academy (LAAA)* for your child. We look forward to working with you to create a positive learning environment in our school. LAAA believes that education empowers students, parents/guardians, and their families and that social action will foster positive change within our communities. As parents/guardians, you play an integral part in your child's education. The teaching you do by example and by direct involvement, is extremely important to your student's development and success. Working as a team, we can help LAAA achieve a high level of excellence. The primary purpose of school is to learn. In order to provide the best atmosphere for learning, specific policies have been established for your child's benefit. Please review the Student Agreement with your child and have a discussion with him/her about his/her responsibility as a student at LAAA. In addition, please sign this agreement to acknowledge that you have received it and are agreeing to the commitments asked of you.

As a *Las Américas ASPIRA Academy* Parent/Guardian, I will:

- Support the philosophy and mission of LAAA.
- Make every effort to work with the school staff to encourage the development of responsible, respectful, and knowledgeable students.
- Ensure that my child attends school regularly, prepared to participate and learn.
- Notify the school by 10:00 a.m. in case of illness, tardiness, or need for early dismissal.
- Review the school uniform policy with my child and ensure that my child follows it.
- Review, support, and reinforce the LAAA Code of Conduct; work with the school on disciplinary matters in the best interest of my child and the school as a whole.
- Respond promptly to all calls, inquiries, concerns, and requests for information from the school.
- Notify the school promptly of any change in address or emergency contact information.
- Communicate with the school about any areas of concern regarding my child, and respond within 48 hours when the school contacts me about a concern or issue regarding my child.
- Stress the importance of homework with my child; ensure homework is completed as directed.
- Review my child's school work and report cards and take an active role in his/her success.
- Monitor consistently my child's work assignments and academic performance and communicate with the teacher with regard to any related matters in a timely fashion.
- Read the school newsletter and additional parent information provided throughout the year.
- Participate in scheduled teacher conferences or communicate with teachers in other ways.
- Actively volunteer in one or more of the following ways
 - Helping on the bus, at lunch, at recess, in classroom, in office
 - Other school help (tutoring, field trips, special events, etc.)
 - At home (stamping, cutting out, telephoning, etc.)
 - Involvement on a school PTO committee

Achieve~Succeed~Produce~Inspire~Respect~Accept



Las Américas ASPIRA Academy

CODE OF CONDUCT AGREEMENT SIGNATURE PAGE

Please return this signed portion to your teacher by August 30, 2012

STUDENT AGREEMENT

I have read the attached Student Agreement, and abide by its terms.

Student Name: _____

Student Signature: _____ Date: _____

Grade: _____ Teacher: _____ Homeroom#: _____

PARENT/GUARDIAN AGREEMENT

I have read the attached Parent/Guardian Agreement, and abide by its terms.

Parent Name: _____

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____ Grade: _____

Teacher: _____ Homeroom#: _____

Section II: STUDENT RIGHTS AND RESPONSIBILITIES

AFTER SCHOOL / EXTRACURRICULAR ACTIVITIES

If a student at the ASPIRA Academy fails a major subject in any marking period, the school administration has the right to evaluate and require the student to limit participation in school sponsored events. Furthermore, administration may determine that a student is not meeting the school's Code of Conduct. If such a determination is made, the student may not be permitted to participate in the activity or event. Any student absent on the day of an activity may not participate without Administration approval. In the event that school is closed or that students are dismissed early from school, (for example, but not limited to, inclement weather) all activities for that day will be canceled.

BUS TRANSPORTATION

The following rules can be enforced only with the cooperation of all persons concerned with transportation.

- Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
- If crossing the street to board the bus, students **MUST** look both left and right for cars, make sure the RED lights are flashing, and wait for the driver's signal to cross. Students should always cross the street in front of the bus.
- Before boarding and after exiting the bus, students must keep a safe distance (at least 10 feet) from the bus.
- Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving.
- Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
- Students must remain properly seated at all times. (Back to Back; Bottom to Bottom)
- Classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation.
- Students must remain out of the driver's seat and refrain from unnecessary conversation with the driver while the bus is in motion.
- Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2 way radios, etc.) except as directed by the driver or during an actual emergency.
- The bus windows should not be opened without permission from the driver.
- Students are to keep their hands and feet to themselves. (NO fighting, horseplay, etc.)
- Students are not to eat or drink while on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
- Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
- Students must ride their assigned bus to and from their assigned stop. Switching buses for any reason is strictly prohibited unless a note is written from both parents and approved by the administration of LAAA.

*Following the Bus Safety Rules and Regulations will ensure safety, prompt arrivals, and departures of buses, and positive attitudes on the part of students. Students who do not follow the reasonable requests of the bus driver jeopardize their riding privileges. Bus misbehaviors will result in a referral to the Head of School. Subsequent bus misbehaviors will result in suspension of bus riding privileges for a period of time determined by the administration and the bus company. Continual bus misbehaviors could result in permanent revocation of bus riding privileges.

Amendments to bus stops must be requested to and approved by LAAA Administration. After September 30th, additional bus stops will only be considered due to extreme circumstances.

COMMUNICATION DEVICES

Communication devices such as, but not limited to, cellular phones and/or electronic signaling devices, may not be used at school, on field trips, and/or on the school bus without permission from a LAAA staff member. The device must be turned off and secured in students' backpacks. Students violating this policy will be issued a demerit slip and have the item confiscated and turned over to an administrator who will return the item at a later date. LAAA is not responsible for lost, stolen and damaged personal property.

CUBBIES

Each student will be assigned a "cubbie" (or locker for 5th-6th grade) in his or her homeroom. Students are responsible for keeping their cubbies/lockers neat and orderly. Student cubbies are the property of the LAAA and may be subjected to search at any time with or without reasonable suspicion.

FIRE/EMERGENCY/LOCKDOWN DRILLS

Fire/Emergency/Lockdown drills are held throughout the year at unspecified times. It is important that students learn the correct procedure in each of their classes. Students should walk quickly and quietly from the building using the exit designated for each room.

FOOD AND DRINK

Breakfast and lunch in the gymnasium is the only place in the building where food and drink may be consumed. Food or drink may be permitted in classrooms for special occasions if prior approval has been granted by the administration. Students who eat and/or drink in areas other than the designated lunchroom or who carry food and/or drink into classrooms or hallways will have these items permanently confiscated and may be issued a demerit. Gum chewing in school is not permitted. The faculty of LAAA would like to discourage soda being sent to school for lunch or other school functions.

HEALTH SERVICES

A nurse is on duty every school day. If a student becomes ill, the student should get permission from his or her teacher to report to the nurse. If a student is not in class or there is a real health emergency, the student may report directly to the nurse. A student should never remain in a lavatory. Parents should report to the nurse's office to pick up a child who is ill. Parents should only respond to the school nurse's recommendation for a student to be sent home. Student requests for early dismissal should not be entertained.

Students ill with a fever or vomiting should stay at home until 24 hours after symptoms have ended. Any student returning to school after having a communicable disease or after having a limb cast must first see the nurse before proceeding to a classroom.

Parents must complete the Medical sections of the LAAA Registration Form prior to the start of the school year. This information enables the nurse to notify parents or guardians in case of illness or injury. Please note that parents need to inform the school nurse and main office if anyone other than those listed on the form will be sent in to school to pick up a child. Upon arrival, picture ID will be required before that person will be allowed to leave with the child.

If a student requires special medication, the student must register the medicine with the school nurse in her/his office and the medicine must be taken in the presence of the nurse in her/his office. All prescription medication must be in the original container with clearly labeled directions and accompanied by a parents note.

A student may have an asthmatic inhaler in his or her possession for self-medication as long as it is a prescription drug and a parent permission slip for the student to self-medicate is on record in the school nurse's office. The inhaler MUST be used in the nurse's office and an asthma action plan must be kept on file.

Chronic illnesses must be documented with yearly physician updates. All emergency medications require current directives from a doctor and will be stored in the nurse's office. The nurse must be informed of any chronic conditions or life threatening allergies and provided with appropriate medication.

Any student who has sustained an injury requiring doctor's care must have written permission to resume gym class or other physical activity. In addition, readmission to school from the emergency room requires written clearance from that student's health care provider.

Please note that if you are new to the public school system, a new physical and TB test are required upon admission to LAAA. This is the law.

HOMEWORK

Assigned homework is to be completed at home and is an extension of the concepts learned in class. Homework often serves to reinforce and supplement the lesson. Students in the following grades should anticipate the following amounts of time to be spent on homework:

- Kindergarten – 1-2 times per week for 10-15 minutes
- 1st and 2nd Grades – 5 times per week for 15-30 minutes
- 3rd – 6th Grades – 5 times per week for 30 minutes to 1 hour

*Please keep in mind that individual differences in students may alter the time spent in certain subject areas. Additional time may also be required for completion of special projects. It is especially important that homework be completed and handed in on time.

LOST AND FOUND

We urge students to label all articles of clothing, especially LAAA books and shirts as well as items that students may own such as calculators and musical instruments. Students are encouraged not to bring large sums of money or items of great value to school. School officials cannot be responsible for the loss of any item. Any found article will be sent to the Main Office. If an item is not in the lost and found, a student or parent should report the missing item to a staff member in the office. Periodically unclaimed items in the lost and found will be donated to the Goodwill or other charitable organizations.

OUT OF SCHOOL CONDUCT

The Code of Conduct applies to out of school conduct of a student if the school believes that student presents a threat to the health, safety or welfare of other students and staff. In such cases, the school may take appropriate action including expulsion. Such out of school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law;
- Sexual offenses which are punishable by law;
- The sale and transfer of drugs/alcohol that would constitute an offense punishable by law.

The purpose of this section is to exclude from the ASPIRA Academy students who have been charged with or convicted of serious crimes and whose presence represents a potential threat to the health and safety of students and staff.

RELEASING STUDENTS TO PERSONS OTHER THAN PARENT / GUARDIAN / CAREGIVER

As the ASPIRA Academy is a closed campus, students are not permitted to leave campus during school without parent permission and administrative approval. If someone other than a parent, guardian, or relative care giver (as identified on the Registration Form submitted at the beginning of the school year) requests a student to be released to their care, a notification from the student's parent or guardian is required. Notification from the parent can take the following form: letter, email or phone call. The person picking up the student will be asked to show photo identification. LAAA may call the phone numbers listed on the Registration Form to verify information. If verification cannot be ascertained to the satisfaction of LAAA administration, the student will not be released.

SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of books, calculators, computers, supplies, and all other school property. Students are responsible for the replacement cost of any school property that may be damaged, lost, or stolen. Students should not bring expensive clothing valuables or large amounts of money to school. Keep in mind that LAAA is not responsible for damaged, lost, or stolen personal property.

STUDENT AGREEMENT FORM

In order to ensure a positive learning experience for all students, each student at the ASPIRA Academy is required to sign and abide by the LAAA Student Agreement Form. By signing this agreement form, students promise to take responsibility for their learning, maintain a high level of respect at all times, and make a positive contribution to the school and community.

SUMMER SCHOOL

Summer school may be required for students in Grades 3-6 depending upon end of the year grades, standardized assessment, attendance or any combination of the three. LAAA will have a summer school program in the content areas of reading and mathematics. In the event that a student does not attend nor meet the requirements of successfully passing summer school, LAAA may retain or dismiss the student.

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology at LAAA is a privilege – not a right. Inappropriate use or vandalism by students will result in disciplinary action and limitation/cancellation of user privileges appropriate to the offense. If damage occurs due to willful misconduct, the user may be permanently restricted from the use of technology and charged for the cost of repair or replacement for such damage. Before students are permitted to use LAAA technology all students and their parent(s) / guardian(s) must sign the “Acceptable Use Policy” and return it to the school office.

TEXTBOOKS

Students are recommended to cover books and handle them with care. If a book is damaged, destroyed or lost, restitution will be expected. If a book is destroyed or lost, the responsible person (i.e., the student and his/her parent/guardian) must make restitution to the school in the amount of the full replacement cost for that book. If a book is damaged, the school administration will assess a prorated cost equivalent to the depreciation of the book over its expected years of normal usage. If a student has been classified as “free and reduced lunch eligible” for the year in which the book was lost, damaged or destroyed, the school will offer the responsible person the opportunity to provide public service hours to the school, as determined by school administration, in lieu of all or part of the required financial reimbursement.

Section III: ATTENDANCE

ABSENTEEISM /ATTENDANCE

A written note of explanation with a parent/guardian signature must be presented no later than the third day back in school. The following is a list of reasons for an excused absence:

1. Illness of child – a physician's note may be requested the day after an absence in order for that absence to be excused. All written notes must have a parent signature. Notes may be faxed, handwritten, or emailed. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, and/or psychologist.
2. Contagious disease within the home of a student.
3. Death in the family or of a close friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment.
7. Emergency situations as determined by the Head of School.
8. Suspension from school.

Following such an excused absence, the student shall be allowed to make up all missed work and/or tests and submit any assignments which became due during the absence. The time allowed for taking tests or turning in assignments shall be twice the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Vacations and other activities should be scheduled outside of the academic calendar. Parents should not expect teachers to pre-assign work and/or lesson plans that will be covered during a student's absence. General topics missed may be given before a pre-planned absence. While an unexcused absence may result in a failing grade for all assignments due or tests missed, other instructional materials or assignments missed during the absence may be obtained at the initiation of the student and at the discretion of the teacher.

In order to be compliant with Delaware Code, these requirements apply at LAAA:

1. Following the **5th day** of unexcused absence, the school shall immediately notify the parent(s)/guardian(s) through written notification mailed to the residence.
2. Following the **10th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone call to appear at the school for a conference with the Head of School. At this meeting, the Head of School will meet with the student and parents and make a ruling from among the following options:
 - a. Allow credit for the school work missed.

- b. Require a make-up course in summer school (60 hours) to receive credit. (Grades 3rd-6th)
3. Following the **20th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear at the school for a Review Board hearing. At this hearing, the Review Board will make a ruling regarding permanent dismissal from the school.
4. Following the **30th day** of unexcused absence, the school shall refer the case for prosecution. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, the school shall immediately notify the Department of services for Children, Youth and Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.
5. Following the **15th day** of excused and/or unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail. The Office of the Head of School will call a parent/guardian of the student in question and may require the parent/guardian to appear at the school for a conference. At this meeting, the School Director will make a ruling from among the following options:
 - a. Allow credit for the school work missed.
 - b. Require a make-up course in summer school (60 hours) to receive credit. (Grades 3rd-8th)
6. Following the **30th day** of excused or unexcused absence, the school will reserve the right to determine promotion to the next grade level.

ARRIVAL AND DISMISSAL PROCESS

- Morning Schedule
 - 7:00am – Before Care Program begins
 - 8:00am – School open for breakfast program participants. Breakfast served in gym.
 - 8:15am – School open for all students. Students report to gym by class.
 - 8:25am – Teachers escort students to class.
 - 8:30am – School begins.
- Afternoon Schedule
 - 3:45pm – End of School Day. Car Rider dismissal begins. After School Program begins.
 - 3:50pm - Bus Rider dismissal begins.
 - 4:00pm - Dismissal completed.
- Car Rider Process
 - Morning
 - One-way traffic.
 - Stay to the left.
 - Drop-off at designated area.
 - Keep bus lanes clear.
 - Do not block traffic.
 - Park if extra time is needed for drop-off.
 - Afternoon
 - Pick-up area is in rear of the building.
 - First In/First Out process
 - 3 lanes of cars
 - Please have Car Rider # available and visible.
 - Must notify main office prior to 12pm of any changes effective same day.

*Any student left after 4pm will be sent to the after-school care program and charged a late pick-up charge of \$1.00 per minute. If a student is picked-up late more than 3 times, then the parent/guardian will be encouraged to enroll their child in the after-school care program or additional fees will apply.

EXTENDED LEAVE FOR STUDENTS

The ASPIRA Academy discourages extended leaves of absence (10 or more days away from school) for students. Parent requests for students to be out of school for an extended period of time (for example, a parent's work requiring a temporary transfer or sabbatical out of state, a family emergency in another country, etc.) will only be considered if the following conditions are met:

1. The total time of the extended leave not be for more than 90 school days,
2. The leave must not take place during any of the first 30 school days of the year,
3. The leave must not take place during more than one school year,
4. The student's past academic performance must be very good,
5. The student's past behavioral performance must be very good,
6. If an extended leave is granted it may not be granted in subsequent years,
7. The parent must agree to the School's conditions regarding withdrawing from the school and subsequent re-admittance,

It is understood that teachers are not expected to provide students with work in advance prior to the period of leave, nor are they expected to provide make-up work for students when they return.

HOMEWORK FOR ABSENTEES

Parents or guardians should call the office at 292-1463 before 10:00 a.m. to request homework assignments for students who are absent for 2 or more days. Please note, teachers require 24 hours to assemble all missed materials. Teachers are not required to provide work missed prior to a vacation. As this is an unexcused absence, upon the students return to school, the teacher may or may not provide an opportunity for missed work to be made up.

LATE FOR SCHOOL / EARLY DISMISSAL

At the ASPIRA Academy, we believe that coming to school on time and remaining in school for a full day is imperative for a successful educational career. Every effort should be made to assure that students arrive at school on time and stays in school until dismissal (8:30am-3:45pm). If a student is late to school or has an early dismissal, he or she must present a note stating the reason for lateness or early dismissal. Instructional time is lost when a student misses any portion of the academic day. When a student accumulates any combination of 5 unexcused late arrivals and/or unexcused early dismissals, a student detention will be issued. For every additional combination of 5 unexcused late arrivals and/or early dismissals an additional detention will be issued.

Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc. are not acceptable excuses, and will be listed as unexcused. Reasons such as personal illness, medical or other physical or mental health care appointments and appearances in court will be considered as excused lateness when verified by a note from home.

LEAVING SCHOOL

The ASPIRA Academy is a closed campus. Students are not permitted to leave campus during school without parent permission and administrative approval. The "campus" refers to the school building, and outside areas utilized regularly during recess and physical education. This closed-campus policy is also in effect during half-days and other abbreviated school days. Students arriving by bus or other means of transportation are to proceed directly to the school. Students are not permitted to loiter in non-school areas (including the parking lot) either before or after school. Students who leave campus without parental and administrative permission or who are in unauthorized areas will serve two one-hour detentions for the first offense and will be suspended for subsequent offenses.

Section IV: DRESS CODE/UNIFORM POLICY

The purpose of the School Uniform Policy is to promote school pride and safety, improve discipline and enhance the learning environment. At the ASPIRA Academy, we believe a school uniform helps create a culture of equity and unity among students, staff and families. It allows students to focus on academic achievement. Students are expected to wear the prescribed uniform in a neat and clean condition each day. Any student not in compliance with the dress code will not be admitted to class until they are in proper attire. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Head of School.

WARM WEATHER UNIFORM-GIRLS

The following uniform is to be used during the warm season of the school year, which is typically August-October and April-June:

- Regular Days
 - Polo shirt with school logo (short-sleeve)*
 - Light Blue for K-5th grade
 - Navy or Light Yellow for 6th-8th grade
 - Skort or Shorts
 - Navy or School Plaid for K-5th grade
 - Khaki, Navy or School Plaid for 6th-8th grade
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers
- Gym Days
 - Gym top with school logo*
 - Gym shorts with school logo*
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers

COLD WEATHER UNIFORM-GIRLS

The following uniform is to be used during the cold season of the school year, which is typically November-March:

- Regular Days
 - Plaid jumper* (for grades K-5th only) or Skort or Pants
 - Navy or School Plaid for K-5th grade
 - Khaki, Navy or School Plaid for 6th-8th grade
 - Blouse with collar
 - Light Blue for K-5th grade
 - White or Light Yellow for 6th-8th grade
 - Navy continental tie
 - Belt (navy, black or school plaid; not required for Kindergarteners)
 - Navy cardigan with school logo* (no other fleece, sweater or sweatshirt may be worn with the uniform)
 - White socks (at least 2 inches above the top of sneaker) with 100% white sneakers or Navy or white tights with black Mary Jane shoes (black sneakers are not permitted)
- Gym Days
 - Gym sweatshirt with school logo*
 - Gym sweatpants with school logo*
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers

NOTE: Items noted with an asterisk (*) must be purchased from the designated school uniform company (RUSH Uniform Company, LandsEnd or Innovative Graphics) due to school logo embroidery. All other items may be purchased from other sources.

Since the weather is unpredictable, the following items can be used to extend the use of the warm weather uniform.

- Long sleeve light blue polo shirt with school logo*

- Navy knee-high socks or tights with navy skort
- Navy cardigan sweater with school logo*
- Navy pants with navy belt for K-5th grade. Khaki or Navy pants with navy belt for 6th-8th grade.
- Navy sweatshirt with school logo* with gym shorts with school logo* for gym days
- Gym logo t-shirt with school logo* with navy sweatpants with school logo* for gym days

WARM WEATHER UNIFORM-BOYS

The following uniform is to be used during the warm season of the school year, which is typically August-October and April-June:

- Regular Days
 - Polo shirt with school logo (short-sleeve)*
 - Light Blue for K-5th grade
 - Navy or Light Yellow for 6th-8th grade
 - Shorts
 - Navy or School Plaid for K-5th grade
 - Khaki or Navy for 6th-8th grade
 - Solid belt (navy or black; not required for Kindergarteners)
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers
- Gym Days
 - Gym top with school logo*
 - Gym shorts with school logo*
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers

COLD WEATHER UNIFORM-BOYS

The following uniform is to be used during the cold season of the school year, which is typically November-March:

- Regular Days
 - Navy sweater vest with school logo* (no other fleece, sweater or sweatshirt may be worn with the uniform)
 - Oxford shirt (short or long sleeve)
 - Light Blue for K-5th grade
 - White or Light Yellow for 6th-8th grade
 - Navy tie
 - Slacks
 - Navy for K-5th grade
 - Khaki or Navy for 6th-8th grade
 - Solid belt (navy or black; not required for Kindergarteners)
 - White socks (at least 2 inches above the top of sneaker) with 100% white sneakers or Navy socks with black shoes (black sneakers are not permitted)
- Gym Days
 - Gym sweatshirt with school logo*
 - Gym sweatpants with school logo*
 - White socks (at least 2 inches above the top of sneaker)
 - 100% white sneakers

NOTE: Items noted with an asterisk (*) must be purchased from the designated school uniform company (RUSH Uniform Company, LandsEnd or Innovative Graphics) due to school logo embroidery. All other items may be purchased from other sources.

Since the weather is unpredictable, the following items can be used to extend the use of the warm weather uniform.

- Long sleeve light blue polo shirt with school logo*
- Navy crew neck or v-neck sweater with school logo*
- Navy pants with navy belt for K-5th grade. Khaki or Navy pants with navy belt for 6th-8th grade.
- Navy sweatshirt with school logo* with gym shorts with school logo* for gym days
- Gym logo t-shirt with school logo* with navy sweatpants with school logo* for gym days

UNIFORM DESCRIPTION

Students are expected to wear the prescribed uniform in a neat and clean condition each day, which is described as follows:

Shirts

- School shirts with approved school logo must be worn at all times during school hours.
- Shirts must be clean and free of stains.
- Shirts must be tucked in at all times.
- No more than the top two buttons of the shirt may be left open.
- The school logo must be visible at all times.
- Altering of required school shirts and/or logo is not permissible.
- Long sleeve garments may not be worn underneath school shirts that have short sleeves.
- An acceptable alternative is to wear long sleeve school shirts or school sweaters.

Sweaters

- School sweaters with the approved school logo are the only permissible outer garments to be worn in class.
- Sweaters must be clean and free of stains.
- School sweaters are available in a cardigan (girls only), crew neck or v-neck pullover style.
- The sweater must be worn with a school shirt (light blue with or without logo) underneath.
- Coats, fleeces, jackets, sweatshirts (with exception of school logo sweatshirt on gym days), etc. may not be worn in class.
- Outer garments (other than sweaters) must be stored in the student's classroom and may not be carried around the school.

Pants

- Pants must be solid in color with no design or patterns.
- Pants must be clean and free of stains.
- Pants should fit appropriately, being neither too tight nor too loose. Additionally, pants should not be too long; they should not drag on the ground.
- Pants should be worn at the natural waist at all times.
- Jeans of any style, color, or fabric are not permitted. No denim or denim-like material, regardless of color, is allowed.

Skorts and Shorts

- Must be solid in color.
- Must be clean and free of stains.
- May not be shorter than four inches above the knee.

Jumpers

- Jumpers are available in the approved plaid and must be purchased through Rush Uniform or Lands End.
- A short or long sleeve collar shirt is to be worn under the jumper.
- Must be clean and free of stains.
- May not be shorter than four inches above the knee.

Jewelry, hair styles, and accessories

- Excessive jewelry, make-up, hairstyles, or other accessories that are deemed by the school administration to be distracting or distasteful will not be permitted.
- Hairstyles should reflect the atmosphere of respect desired by the school. Unnatural color dyes, spiked hair, shaved symbols, and Mohawks are examples of hairstyles that are not acceptable. Individual cases will be addressed by the administration.
- The only permissible body piercings are earrings. Earrings must be no more than a nickel size to minimize distraction. Students are permitted to wear jewelry; however, LAAA discourages wearing any type of valuable articles that could resent hardship if lost or stolen. Expensive articles are worn at your own risk. LAAA does not assume responsibility for articles lost or stolen.

- Hats, bandanas, sweatbands (head and/or wrist), and sunglasses are all considered inappropriate for regular school wear.
- Writing on hands and arms, including temporary tattoos, is not appropriate and is not allowed.

Tights/Knee-High Socks with skorts and jumpers

- Must be solid navy only.
- Leg warmers, printed patterns, or leggings are not permitted.

Shoes

- Flat-soled dress shoes or athletic shoes may be worn all year round, but they cannot be tattered.
- Footwear should be secured on the foot (laces tied, velcro fastened). Sandals, open back shoes, light up shoes, Crocs, moccasins, cleats, and heeley (shoes with wheels) are not permitted.
- Boots are permitted if the pant legs lay over the boots.
- Boots may not be worn with skorts or jumpers. Pants may not be tucked into any type of footwear.
- Students must wear shoes and solid colored socks at all times.

DRESS DOWN GUIDELINES

- Collared shirts, turtleneck, crew necks, long and short sleeved. Crew neck shirts that are not revealing
- Shirts tucked in at all times.
- For girls, tops may be worn out if they are designed to do so and if they are long enough to cover the midriff. Button down shirts with tails must be tucked in.
- Shorts, skirts, and dresses no more than 4 inches above the knee
- No tank tops, spaghetti straps, and no tight leggings unless covered by a tunic/skirt/dress
- No hooded sweatshirts
- No backless shoes, sandals, "crocs", or open-toed shoes

CONSEQUENCES FOR VIOLATING DRESS CODE

The administration reserves the right to determine whether a student is in compliance with the dress code and to specify consequences for non-compliance. Any inappropriate or distracting appearance will be addressed by the administration on an individual basis, even on dress down or casual days.

Minor dress violations, such as untucked shirts, will result in verbal warnings or the issuing of demerits. Failure to follow repeated warnings could be considered insubordination.

*Students who do not dress in accordance with the dress code may not attend classes until correction is made. If correction is not practical, parents will be contacted and will have to provide appropriate clothing for their child before he/she is permitted to attend classes. If parents cannot be contacted, the student will remain in the school office for the remainder of the day.

Repeated failure to conform to dress code may result in more severe penalties.

The following are examples that will result in restriction from classes:

1. Non-school shirt, Non-conforming pants, shorts or skorts
2. Shorts or skorts that are more than four inches above the knee
3. Clothing that is overly tight or baggy
4. Defiance to adhere to dress code (ex. refusing to tuck shirt in)
5. Unacceptable piercing or hairstyles
6. Any major inappropriate or distracting appearance as deemed by the administration

Section V: PROMOTION AND RETENTION

PROMOTION AND RETENTION FOR GRADES K-2

Students whose end of year performance levels in their English/Language Arts and/or Math competencies are at or under 70% proficiency may be considered retention candidates by the school. Teachers, parents, and administrators will meet together to review data to determine promotion/retention. Administration will set such a meeting and make the final determination regarding promotion/retention.

PROMOTION AND RETENTION FOR GRADES 3-6

In order to advance to the next grade level, a student must successfully pass all core subjects during the school year or at summer school. Core subjects include math, science, language arts, reading, social studies, and Spanish.

HONOR ROLL (2nd grade and up)

LAAA will issue an Honor Roll after each marking period beginning in 2nd grade. To be named to the Principal's List Honor Roll, students must earn all A's (90%) or higher in all subjects. To be named to the Honor Roll, students must earn a grade of B (80%) or higher in all subjects.

REPORT CARDS

Report Cards will be distributed each trimester (3 times a year). The trimester reports will indicate the performance and accomplishments of the student during that trimester. The student will receive a grade for performance and accomplishments of the class assignments, and comments regarding his/her performance and behavior in class. The first two reports are to be signed and returned to the child's teacher. The final report will be sent and/or mailed home.

Section VI: VIOLATION OF THE CODE OF CONDUCT

DISCIPLINARY SYSTEM (Demerits, Referrals, Suspension, Expulsion)

To ensure an environment that is conducive to learning, LAAA has a demerit/referral system for those who break the rules. This is intended to serve as a learning process for those who violate school regulations and as a deterrent for those who may be tempted to do so.

Demerits are issued for minor offenses and are similar to warning tickets. This permits the school to deal with discipline matters in a graduated fashion. The school will keep track of demerits issued and detentions served, and notify parents as certain levels are reached. The purpose of demerits is to detect any developing patterns of behavior that require corrections.

The following list represents, but is not limited to, minor offenses where a demerit(s) may be issued. The appropriate number of demerits will be determined by the Dean of Students and Head of School.

- Offense
- Dress code
- Loitering
- Minor misbehavior
- Inappropriate language/gestures
- Insubordination
- Food/ Drink/ Gum
- Teasing
- Taunting
- Excluding Others
- Calling Names

Any behavioral infraction resulting in suspension will be assigned 2 to 5 demerits. An accumulation of demerits will result in detentions and other additional penalties.

- After 2 demerits, a letter will be sent to a student's parents.
- After 3 demerits, the student will serve a one-hour detention within two school days.
- After 6 demerits, a student will serve two one-hour detentions within two school days.
- After 9 demerits, a parent conference will be scheduled with the Head of School and the student will serve two one-hour detentions. In the event that a student earns 9 demerits for two consecutive years, following the 9th demerit, in the second year, the student will appear before the Review Board.
- After 12 demerits, the student will serve a suspension.
- After 15 demerits, the student will appear in front of the Review Board where other action (suspension, probation, expulsion) will be considered. (See also Detention and Review Board sections in this handbook for further information).

Referrals are issued for more significant offenses, classroom disruptions, and continual classroom misbehavior. Referrals are written by the teacher and submitted to the administration. Depending on the severity of the violation, the administration will determine the appropriate consequence including but not limited to: detention, suspension, and referral to the Review Board. (See also Detention and Review Board sections in this handbook).

BUS MISBEHAVIOR

Following the bus safety rules and regulations will ensure safety, prompt arrivals, and departures of buses, and positive attitudes on the part of students. Students who do not follow the reasonable requests of the bus driver jeopardize their riding privileges. Fighting on the bus will result in an automatic 5 day loss of bus privileges for all those involved, including retaliation. Repeated misbehavior will be referred to the board review committee for further action and possible permanent loss of bus privileges.

Consequences of bus misbehavior:

1st offense: Demerit, parent/guardian contact, and may result in 1 day loss of bus privileges.

2nd offense: Demerit, parent/guardian contact, and may result in 1 and/or 2 day loss of bus privileges.

3rd offense: Demerit, parent/guardian contact, and 3 day loss of bus privileges.

Subsequent offenses will result in parent conference, automatic 5 day loss of bus privileges and/or permanent revocation of bus riding privileges.

SUSPENDIBLE OFFENSES

There are certain offenses that may result in a suspension and may require a parent interview:

- Fighting
- Bullying
- Defiance or disrespect of school personnel's authority (possible Review Board)
- Major disruption of the educational atmosphere
- Repeated misconduct and/or continual disregard of school regulations
- Offensive touching
- Violation of computer use policy
- Smoking in the building or on school grounds
- Being in unauthorized areas
- Defamatory or demeaning actions
- Inflammatory actions
- Possession or use of tobacco and tobacco related products

*In addition to any action taken by school officials the school will comply with the notification requirements of House Bill 322 which includes notification of police.

DISMISSIBLE OFFENSES

There are certain offenses that when committed by a student may result in dismissal (expulsion). The following are dismissible offenses:

- Accumulation of 15 demerits (per Review Board recommendation)
- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Any possession of a weapon at school or at a school sponsored activity
- Assaults
- Bullying
- Ethnic Intimidation
- Harassment (physical, sexual, or verbal harassment)
- Stealing (This could be handled by administration depending on circumstances; restitution must always be made.)
- Fighting (depending on the circumstances)
- Terroristic threatening (including false alarms)
- Vandalism

*Any of these infractions may also result in suspension. In addition to any action taken by school officials, the school will comply with the notification requirements of H.B. 322 which includes notification of police.

DETENTION

Detentions are issued by the administration when a student reaches 3 demerits and/or when a student misbehaves in the classroom or other areas of school property. Detentions will be scheduled by the administration. Students will be provided with a 24-hour notice of detention. Students are required to serve the detention on the assigned date. Detention is one hour in length and is held immediately after school. Before school detentions and/or Saturday detentions may be assigned. The only acceptable excuses for missing a detention are medical or family emergencies, excused absence from school, medical or dental appointments (must be verifiable and on the doctor's letterhead), or extreme unforeseen circumstances. The student must reschedule the detention on the first day of return.

Unacceptable excuses for missing detention include, but are not limited to: forgetting, lack of transportation, and athletic or other extracurricular events. A student who misses a detention due to an unacceptable excuse will be considered to be in defiance of school regulations and be required to serve an additional detention for the first offense and will be suspended for subsequent offenses.

If the student shows up after the designated start of detention without a valid excuse for the lateness, he or she will not be permitted to serve detention on that day. The student will then be subjected to serve two detentions. Students may do school work during detention but may also be required to do a written assignment that relates to the misbehavior. Students are not permitted to sleep, read magazines, bring food or drink, talk, play cards or other amusements, utilize personal music playing devices or otherwise disturb the detention proctor or other students serving detention. Students who misbehave during detention will be removed and will be required to serve two detentions. Subsequent misbehavior during detention may result in suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

- A. For disciplinary reasons, the Head of School may change the placement of a student with a disability to an alternative school/program for up to ten days or suspend such a student, if the total days suspended in the current school year do not exceed ten school days, in accordance with guidelines for disciplining students without disabilities.
- B. The Head of School may also change a student's placement to an alternative setting selected by the student's school-level individualized educational plan (IEP) team, for up to 45 days if:
 1. The student carries a weapon to school or to a school function; or
 2. The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of controlled substances while at school or a school function.
- C. The administration may seek the determination of an impartial hearing officer that a student with a disability should be removed from LAAA. A hearing officer may order that the student be placed at an alternative school/program for up to 45 days if the officer determines that maintaining the student at his/her current school is substantially likely to result in injury to the student or to others.

- D. If the school contemplates expulsion, alternative placement (with or without expulsion), or suspension (inside or out of school) of a student with a disability in excess of ten (10) school days cumulatively in one school year, a special education team meeting at the school will be convened to discuss the student's discipline. The meeting may be held up to ten (10) days after the removal of a student from school under paragraphs A or B above.
- E. The special education team will determine whether the alleged conduct was a manifestation of the student's disability. The team will determine if (1) the alleged conduct was related to the student's disability; or (2) the student was inappropriately placed at the time of the offense and the likelihood that a change in the student's program and / or placement would alleviate the misconduct leading to the discipline proposed. If the special education team (IEP) team determines that none of the above standards are met, the student may be disciplined according the Student Code of Conduct, except that a student eligible for special education or related services under the I.D.E.A. may not be denied a free appropriate public education. If any of the standards are met, the student may not be suspended, expelled or moved to an alternative placement for longer than ten (10) days in one school year, but may be disciplined in accordance, with the student's IEP, and the team should review the student's IEP or 504 Plan and placement.
- F. Parents / guardians who disagree with the special education (IEP) team's determination or the school director's disciplinary decision may request a meeting to review the decision. If the student has been placed in an alternative school / program, the student will remain in the alternative placement until the due process hearing officer renders a decision or for 45 days, whichever occurs first, unless the school and parent(s) / guardian(s) agree otherwise.
- G. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 and who is currently engaging in illegal use of drugs or use of alcohol, may be disciplined to the same extent that students without disabilities are disciplined.
- H. Nothing stated herein shall preclude an IEP team from placing a student with a disability, determined to have brought a firearm or weapon to school, in an interim alternative educational setting in accordance with State and Federal law.

Definitions Used in this Section:

"Student with a disability" refers to a student eligible for special education or related services under either: (1) the Individuals with Disabilities Education Act (I.D.E.A.), as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act of 1973.

Section VII: ADMINISTRATIVE GUIDELINES FOR DISCIPLINARY ACTIONS

REVIEW BOARD

The Review Board is an advisory group to the Head of School made up of three teachers selected by the faculty. One or two alternates will be selected in the event that a Review Board member is absent or has a conflict of interest. The Review Board convenes with parents and the student whenever a serious offense has been or may have been committed by the student, or when a student reaches 15 or more demerits, excessive absences, or when referred by the administration for repeated classroom misbehavior and/or violations of school regulations. A serious offense is one which can result in a dismissal (examples would be: involvement with drugs, alcohol, or weapons at school or at school sponsored events; vandalism; stealing; false alarms; etc.) A student is suspended from school from the date of administrative action until the date of the Review Board hearing. The Review Board determines the facts, reviews the student's cumulative performance, and recommends specific action to the Head of School.

Any expulsion action taken by the Head of School may be appealed to the school's Board of Directors. While an appeal is pending, the Head of School's expulsion action is not considered to be final; however, the student remains suspended until final determination of the appeal. The appeal must be made in writing to the Head of School within five business days of the hearing. It must include the grounds for the appeal. Within one week a committee of no less than three members of the Board of Directors selected by the Chairman of the Board of Directors will meet with the parents, student, and school officials. After the hearing, the committee, by majority vote, will determine whether or not to affirm the dismissal.

ACADEMIC DISHONESTY

1. **PLAGIARISM** - (Grades 4-6) Claiming or using someone else's work without correctly acknowledging the source of that information.
2. **CHEATING** – (Grades 4-6)
 - a. Using or copying another student's test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments.
 - b. Using unauthorized electronic device to calculate or create test answers or complete class/homework assignments.
 - c. Using unauthorized material to answer test questions or complete class/homework assignments.

A student in violation of this policy will be required to complete an additional, alternate or redo of the assignment. In addition, the student will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

ALCOHOL

Use or possession of alcohol at the ASPIRA Academy is absolutely forbidden. Students may not use, possess or be under the influence of alcohol in school or on school grounds, when they come to school, or when they attend any school-sponsored activities. If a student is found violating this regulation he or she will be suspended immediately and the student will be required to appear before the Review Board.

ASSAULT

An assault is when a student intentionally, knowingly, or recklessly causes physical injury to another. Students who violate this will be immediately suspended, the Police will be contacted (Ages 9 and up), and a Review Board hearing will be conducted. Referral to Police Agency is required for students upon a showing of intentionality or malice for assault against a staff member. Recommendation for expulsion may be considered.

BULLYING

A student is being bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. A negative action occurs when a person knowingly inflicts, or attempts to inflict, physical or emotional injury or discomfort upon another person. Isolated bullying types of behavior will be handled through parent contact and demerits being issued. According to state law and Department of Education (DOE) regulations, when a situation rises to bullying, as defined above, it must be treated as a criminal offense and must be reported to the appropriate authorities. The Bullying Prevention HB 268 requires that all alleged and all substantiated instances of bullying be reported to DOE.

The student will also be required to appear before the Review Board. (See Review Board) Acts of bullying rarely occur unless there is an audience to watch, especially when the bully feels powerful by onlookers who laugh, encourage, or just “look the other way” out of fear. The school actively trains potential bystanders on what they should do intervene and report acts of bullying. There is no excuse for watching a fellow student get harmed and do nothing. Therefore, when it is learned that a student has witnessed an act of bullying, and has not done anything to intervene or report it, then that bystander may be issued a demerit and parent notification will be made.

CYBER BULLYING

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called *cyber bullying*, are unacceptable. *Cyber bullying* includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages (including text messages), or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the Head of School. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, demerits, suspension, and/or review board hearing.

DEFAMATORY OR DEMEANING ACTIONS, ETHNIC INTIMIDATION

Actions of this type are defined as follows:

1. Actions or remarks, spoken or written, by students that defame or demean the dignity or self-esteem of individuals or groups on the basis of their grade, status, race, color, creed, sex, national origin, marital status, physical and mental disability, physical appearance, political or religious beliefs, family, sexual orientation, social or cultural background.
2. Cellular phones or other devices capable of transmitting an audio signal or electronic image may not be used on school premises to take pictures of persons or record their conversations without prior approval from school administration.

Sanctions may include, but are not limited to, demerits being issued, suspension, and/or Review Board hearing leading to possible expulsion.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY (Insubordination)

A verbal or non-verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action, is an act of defiance. Defiance of school personnel's authority is the same as insubordination and may result in a parent conference, demerits, may lead to possible suspension, and/or a Review Board hearing.

DRUGS

Use, possession, or distribution of drugs, look-alike substances and/or drug paraphernalia at LAAA is absolutely forbidden. Any involvement with drugs is an offense that could result in expulsion. If a student uses drugs, is in possession of drugs, or is found under the influence of drugs during school time, on the school property, on a school bus, or at activities sponsored by the school, the student will be suspended immediately, the police contacted, and the student will be required to appear before the Review Board.

FIGHTING

Fighting in school will result in immediate removal from the building of both parties. During this time, the administration will attempt to ascertain who was at fault. If the fault can be determined, further action (suspensions and/or appearance before the Review Board) could result. In addition, depending on the severity of the fight, a longer suspension period and police contact may result.

In many situations, a student has the opportunity to walk away and report an incident involving physical contact. However, if a student retaliates to the initial physical contact, he or she could be held culpable for fighting.

Students who witness a fight are responsible for either attempting to stop the fight or leaving the area to get help. Spectators who encourage fighting will be subject to disciplinary action.

Referral to Police Agency is required for students who intentionally and offensively touch a staff member who is attempting to break up a fight or who is attempting to keep a student from injuring him/herself or others. Recommendation for expulsion may be considered.

FORGERY

- A. Creating a false document to be used for school purposes (i.e. school passes, parental notes).
- B. The willful act of imitating or counterfeiting the signature of parents/legal guardian or custodian, teachers, or administrators, for the purpose of deceiving an LAAA employee. A student who violates this policy will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of forgery in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

GAMBLING

Gambling of any kind is prohibited at the school. Money and paraphernalia will be confiscated when the activity is discovered. The student may also be required to appear before the Review Board for further disciplinary action.

INAPPROPRIATE SEXUAL BEHAVIOR, SEXUAL HARASSMENT, TOUCHING AND/OR EXPOSURE

Any act of inappropriate sexual behavior, sexual harassment, touching and/or exposure will be treated as criminal offenses and will be reported to the appropriate authorities, and the student will be required to appear before the Review Board. The following definitions should be considered:

Unwanted sexual advances, unwanted requests for sexual favors, or inappropriate touching of a sexual nature; Inappropriate oral or written statements of a sexual nature, pressure for sexual activity, repeated

remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats; The display of pictures or other items of a sexually explicit nature; Repeated remarks or jokes with sexual or sexually demeaning implications; any act which would be considered sexual harassment under Delaware Code Title 11.

INFLAMMATORY ACTIONS

Inflammatory actions are language, gestures or actions which might create or are intended to create a disturbance. Inflammatory actions on the part of a student will lead to a parent conference, demerits being issued, and possible suspension from school.

INJURY

If an accident occurs during the school day, the student will first report first to the teacher on duty. The teacher will then permit the student to go to the nurse. All accidents that result in injuries – even minor injuries – must be reported to the nurse and to parents.

LASER LIGHT

A laser pointer is a dangerous instrument when used in a manner which intentionally or recklessly presents a risk of injury to a person's eye. Laser lights are not permitted in school or any school related activity. A student found in possession and/or using a laser pointer will be suspended from school.

LOITERING

Loitering is a student's unauthorized presence in an area. A student who violates this policy will receive a demerit.

OFFENSIVE TOUCHING

Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person. A student guilty of offensive touching will be subject to suspension and possible police involvement.

POSSESSION OR USE OF TOBACCO AND TOBACCO RELATED PRODUCTS

As per the ASPIRA Academy's official tobacco policy, possession or use of tobacco and tobacco related products by students is not permitted in the school buildings, on school grounds, in leased or owned vehicles, even when they are not used for student purposes, and at all school affiliated functions. A student violating this policy will be suspended from school. Subsequent violations will result in longer suspensions and may involve more serious disciplinary measures including an appearance before the Review Board for possible dismissal.

POSSESSION OF A FIREARM* OR WEAPON/DANGEROUS INSTRUMENT OR LOOK ALIKE WEAPON/DANGEROUS INSTRUMENT

Possession of a firearm, weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument, and/or conspiring to conceal or hide a firearm or weapon/dangerous instrument. A weapon/dangerous instrument is defined as any instrument from which a shot may be discharged; a knife of any sort; switchblade knife; box cutter, razor; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or using in an aggressive and threatening manner articles commonly used for other purposes. A student violating this policy will immediately be suspended from school and the police will be contacted. In addition, the student will be required to appear before the review board.

*Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year. The possession of a BB gun or knife will require a recommendation for expulsion. The Board of Directors 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.

SEXUAL HARASSMENT FOR A SCHOOL SETTING

Definitions:

- Sexual Harassment – A form of discrimination based on sex that may encompass sexual abuse and misconduct. Included are objectionable comments, or conduct of a sexual nature, that may affect a student's personal integrity, personal embarrassment, or security, or the school environment. Objectionable behaviors may include comments or conduct that are not overtly sexual but nonetheless cause personal embarrassment to a student, based upon that student's gender.

- Sexual Abuse – Verbal or physical conduct that would amount to:
 1. Touching, for a sexual purpose, directly or indirectly, with a part of the body or with an object, any part of the body of a student,
 2. An invitation to or engagement in sexualized contact,
 3. Sexual exploitation,
 4. An indecent act,
 5. An exposure of private body parts,
 6. A sexual assault or other crime that may affect the personal integrity, security of any student, or the school environment.

*Sexual Harassment and Sexual Abuse offenses may result in suspension and /or dismissal (expulsion). In addition to any action taken by school officials, the school will comply with applicable notification requirements to the Department of Education and/or police.

STEALING, POSSESSING, TRANSFERRING STOLEN GOODS

Taking, possessing or transferring the property of another without consent of the owner is considered stealing. Students who steal, possess or transfer stolen goods jeopardize their privilege of attending the school. Each case will be reviewed by an administrator who may then refer the matter to the Review Board to determine the appropriate penalty. Proper restitution must always be made.

SUSPENSIONS (Also see “Disciplinary System”)

Suspensions are administered for serious infractions of the rules such as insubordination, fighting, smoking in the building, being in unauthorized areas, major disruptions, repeated misconduct, and vandalism. While serving a suspension, a student may not be on school property for any reason during the school day. The student may not attend nor participate in any school-sponsored activities (plays, concerts, athletic events, rehearsals, practices, etc.) While suspended any work missed should be made up according to guidelines under make-up work.

Any behavioral infraction resulting in suspension will be assigned 2 to 5 demerits. When a student is suspended, a parent is contacted immediately by phone. A student is not permitted to leave the building until a parent arrives. A letter outlining the reason for the suspension follows telephone notification. If a parent cannot be contacted, the student may remain in the school office for the remainder of the day.

TERRORISTIC THREATENING (including false alarms)

1. A threat or attempt to do bodily harm to another without physical contact
2. Any act leading to a full or partial evacuation or lock down of a building
3. Possession or use of fire crackers, pepper spray, mace, or stink/smoke bomb starting a fire in the lavatories or any other part of the building.

Terroristic threatening will result in suspension and a report will be made to police and/or fire authorities. In addition, the student will be called before the Review Board.

Referral to Police Agency is required for students upon showing of intentionality or malice for terroristic threatening against a staff member. Recommendation for expulsion may be considered.

USE OF DISTRACTING ITEMS

Students are prohibited from bringing to school any personal music playing devices, toys, or any other items which are distracting to the educational atmosphere. Pre-approved recess items may be brought to school. However, LAAA is not responsible for lost, damaged, or stolen personal property. Students violating this policy will have the item confiscated and turned over to an administrator who may return the item to the student at a later date. Subsequent violations may result in a demerit being issued, parent contact, permanent confiscation, and additional consequences. A student who refuses to turn over a distracting item to a staff member will be considered to be insubordinate and may be liable for additional disciplinary action.

VANDALISM / DESTRUCTION OF SCHOOL PROPERTY

The school cannot tolerate vandalism of any kind. If guilty of vandalism, the student will be required to pay for the damages and be referred to the administration for further disciplinary action. If the vandalism is significant, the student will be suspended and brought before the school's Review Board. If necessary, the matter will be referred to the police.