



**ACADEMY OF DOVER
SCHOLAR AND PARENT/GUARDIAN
HANDBOOK**

2024-2025

Our Academy

We are a FREE public charter school for scholars in Kindergarten through Eighth grade. Our educational process is scholar-centered and achieved by partnerships involving our scholars, parents/guardians, and employees where we all embrace the love, joy, and value of education.

Our Educators

Our employees love what we do and know that we are making a difference in the lives of children! We are a small Academy focusing on meeting the needs of the whole child. We have a strong passion for our work. We offer small class sizes, a caring climate, and have instructional employees looking to build excitement for learning for each and every one of our scholars.

Commitment to Excellence

Our mission is to embrace the pursuit of excellence both inside and outside the classroom. We encourage critical thinking and emphasize the learning process over rote memorization.

High Expectations Personalized Attention Scholar-Centered Instruction

Small Groups and Small Class Sizes

The Academy of Dover (THE ACADEMY) is proud to have earned national accreditation for its quality educational program!

Enrollment

THE ACADEMY utilizes an open enrollment plan. Any scholar who is qualified under the laws of Delaware for enrollment to a public school is qualified for admission to THE ACADEMY.

If more scholars submit applications than can be accommodated by THE ACADEMY'S capacity — class, grade or building — a lottery process is used to determine the invitation or waiting list status of each scholar. Sibling preference is honored as long as there is room in the particular grade. If the grade is full, the sibling is put on a waiting list for the grade.

All applicants are recommended to attend a tour and participate in a meeting with the Head of School and/or Principal prior to applying or as part of the enrollment process.

If you would like more information, please contact THE ACADEMY at 302-674-0684 or complete an online School Choice application at <https://www.schoolchoicede.org>. The School Choice window opens in the beginning of November and closes in the middle of January, annually. THE ACADEMY will hold our lottery drawing for applications received within the School Choice window. Applications received after the lottery drawing will be added to the invitation list or the waiting list for the respective grade depending upon availability of space.

Our Mission:

At the Academy of Dover Charter School (THE ACADEMY), each child is a valued and unique individual. The educational process is student-centered and achieved by partnerships involving students, parents/guardians, and employees where each child embraces the love, joy, and value of education.

Our Beliefs:

Each child can develop the confidence, skills, and interests to become lifelong learners. Education is student-centered and provides each child with the opportunity to maximize his/her potential by being provided with quality instruction. We provide a school that is positive, safe, purposeful, and productive.

Our Vision:

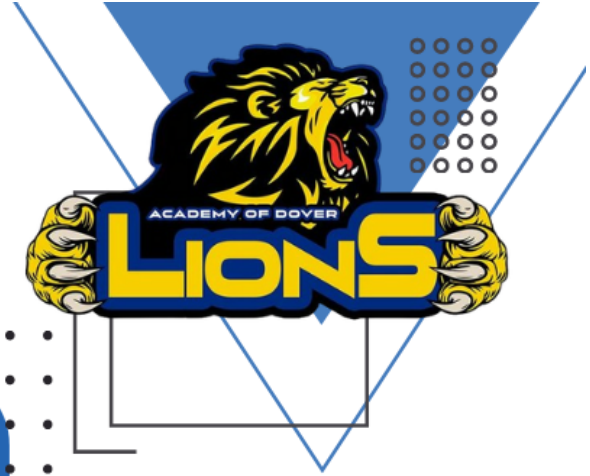
THE ACADEMY believes that our small school environment, which is characterized by rigorous academic and behavioral standards, high expectations for students and employees, individualized responsiveness to student needs, and a never-ending passion for learning, will prepare each of our students with the early foundation necessary to excel both academically and globally in any future endeavor.

School Pledge:

Today, I pledge to be the best possible me. I will be safe, respectful, and responsible. No matter what I do, I know I can be a good person. I pledge to believe in me!

ACADEMY ENVIRONMENT

STUDENT DRESS CODE



Academy scholars are expected to be dressed in compliance with the school uniform policy in a clean, appropriate fashion that will not disrupt classroom procedures and that conforms to community standards.

TOPS:

- Solid colors: white, tan/khaki, blue, black, or gray.
- Shirts shall have a collar.
- Academy logo shirts are also permissible (with or without a collar when purchased from the Academy).
- Shirts, tops, blouses, and dresses must either have sleeves or must cover the area from neckline to shoulder.
- Undershirts, turtlenecks and tank tops are allowed, but only if solid blue, white, or black, and worn underneath the required shirt.
- Cardigan and pull over sweaters or crew neck sweatshirts are permitted.
- **Jackets are not permitted to be worn in the classroom.

BOTTOMS:

- Solid colors: Tan/khaki, blue, black, or gray.
- Slacks shall have belt loops or be denim (jeans) pants.
- Knee length skirt/skort or jumper is also permissible. It must come down to the knee when standing.
- Pants must be worn at the waistline.
- Shorts may be worn during warm weather but must be uniform shorts and come down to at least mid-thigh when standing. Bicycle shorts are not allowed.
- Sweatpants may only be worn on days of Physical Education class or after school activities, as permitted.

FOOTWEAR:

- Any school appropriate shoe may be worn.
- High heels (shoes or boots) and open toe shoes are not allowed for safety reasons.
- Slippers, flip-flops, or similar footwear are not to be worn.

If a student arrives at school out of uniform, the parent/guardian will be called to take the child home to change or bring a change of clothes to school. Several violations of the dress code will result in a disciplinary referral and may result in the student being uninvited the following year. Determinations of appropriateness of dress and exceptions to this dress code are at the sole discretion of Academy administration.

The Academy may offer additional "dress down" days on special occasions. These days will be advertised on Class Dojo.

NOT PERMITTED:

- Clothing with print across the buttocks area are not permitted.
- No holes in clothing (tops or bottoms).
- No clothing that is excessively tight (tops or bottoms).
- Leggings, form fitting stretch pants, or yoga pants are not permitted UNLESS they are worn underneath a knee length skirt/skort or jumper.
- No headgear may be worn in the building. This includes, but is not limited to hats, hoods, and/or other types of head coverings, such as bonnets, scarves and bandanas. Note: Religious head coverings are permitted.
- Clothing designed to be worn as undergarments shall not be visible.
- Pants worn below the waist to the extent that the undergarment and/or skin is or could be exposed are not permitted in school.
- Hoodies and clothing with a hood attached are not allowed.

Personal Items

THE ACADEMY will not be responsible for any scholar's personal items. Scholars are expected to monitor their personal items, especially money, and should leave anything of value at home whenever possible.

Gum, Candy & Toys

Scholars may not bring gum, candy, toys, or other non-school related items unless approved by an instructional employee for a special occasion. Scholars will assume responsibility for any items brought from home. Weapons of any kind, including toy weapons are strictly prohibited. Headphones (unless used for instructional purposes), radios, games, virtual pets, game consoles, and trading cards will not be allowed and will be confiscated if found.

Water

To promote hydration, drinking water will be available to all scholars through refillable water stations located throughout both buildings. Scholars will be allowed to bring and carry water bottles, to be filled with only unflavored water, each day.

Cell Phones/Smart Devices

Cell phones/Smart devices are permitted for EMERGENCY PURPOSES ONLY. They SHALL NOT be carried on the scholar during the academic day and must be placed in a bookbag or locker. If a cell phone/Smart device is found on a scholar and/or found to be ringing during the academic day, it will be confiscated. THE ACADEMY and its employees are not responsible for lost, stolen, or broken cell phones. A parent/guardian must pick up items confiscated from scholars; they will not be returned to the scholar directly.

Should a scholar need a cell phone/Smart device for medical reasons, a note from the healthcare provider must be submitted to the Main Office.

Bus Transportation

THE ACADEMY utilizes a bus contractor for scholar transportation. The bus contractor meets all the standards and requirements established by Delaware laws and regulations.

- Transportation is offered to all ACADEMY scholars in Kindergarten through Eighth grade.
- Bus routes are established for scholars enrolled at THE ACADEMY. Transportation will be provided to and from hub stops along established routes.
- Scholars with disabilities are transported in accordance with individualized needs.
- A transportation request form must be completed at the start of each academic year and a waiting period of 24-48 hours may be necessary to plan the proper route.
- The Head of School, Principal, and/or Dean of Students will make decisions on the suspension of a scholar from the bus for any given period of time.
- Parents/guardians must notify THE ACADEMY in writing of any changes in transportation. Changes will require a waiting period of 24-48 hours to plan the proper route. Notification will be sent to the parent/guardian via ClassDojo providing the details surrounding the start date, location, and pick up/drop off times.
- Parents/guardians who wish to pick up their scholar early, instead of having them transported on the bus, must notify the Main Office and pick up the scholar from THE ACADEMY by 2:30 p.m. Early dismissals will not be permitted after 2:30 p.m. Please note that once a scholar is boarded on the bus, they will not be permitted to get off unless there is an emergency. This is due to safety concerns, as there will not be proper time during dismissal for a proper identification process.
- Kindergarteners must be picked up at the bus stop by an adult (18 years of age or older) who has been pre-designated through the transportation and/or emergency contact form. If no permitted adult is at the bus stop, the scholar will be returned to THE ACADEMY. Multiple occurrences may result in fuel charges or loss of transportation privileges.

Scholars are expected to observe the following bus regulations:

- Wait for the bus to come to a complete stop and receive the clearance from the bus driver and/or bus aide before boarding or exiting the bus.
- Except when assigned by the Head of School, Principal, Dean of Students, Transportation Specialist, and/or bus driver, there are to be no reserved seats. Again, unless assigned, scholars are to take the seats that are available as they board the bus.
- State law forbids scholars to put hands, arms, or head out of the bus windows.
- Scholars are not to permitted to use cell phones/Smart devices during bus transportation to and from THE ACADEMY, field trips, and any other school related event. Cell phones/Smart devices must remain in the scholars bookbag at all times, unless there is an emergency.

- Eating, drinking, abusive language, pushing, shoving, and/or fighting will not be tolerated.
- Scholars are not to tamper with, deface, or vandalize any bus, school, or peers' property.
- Scholars should talk in a quiet and polite manner, refrain from loud talking or shouting that might distract the bus driver's attention.
- When departing from the bus to cross a street, scholars are required to cross in front of the bus at a distance visible to the bus driver, and to be careful of traffic coming from either direction.
- No scholar is permitted to get off the bus at any stop other than his/her own.
- Scholars must sit in learner's position while on the bus.
- When a bus driver or bus aide says to do so, voices must lower and scholars are to remain still in their seats.
- THE BUS DRIVER and BUS AIDE DIRECTIONS MUST BE FOLLOWED AT ALL TIMES. Any situation that needs attention should be reported to the bus driver and/or bus aide immediately. The bus driver and/or bus aide will bring the situation to the Head of School, Principal, Dean of Students, and/or Transportation Specialist, if necessary.

Scholar's Personal Items on School Buses

Scholars are not permitted to bring any live animals, firearms, explosives, or anything of a dangerous or objectionable nature on the bus. Gym bags, band instruments, or any school project shall not be placed in aisles or areas near the entrance or emergency door. Items of this nature must not be allowed on the bus unless they can be held on the scholar's lap without endangering the safety of other scholars. Scholars who must take BIG, HEAVY OBJECTS to THE ACADEMY should arrange for alternate transportation.

Drop Off/Pick Up

Buses will arrive at THE ACADEMY at 7:45 a.m. and dismissed at 3:00 p.m. from the front of the building.

Cars will drop off/pick up in the rear of the building/cafeteria entrance. Scholars are to remain in a vehicle with a parent/guardian until 7:40 a.m., at which point the doors will open for scholar entry. After 8:00 a.m., scholars are to be dropped off at the front of the building/Main Office and a parent/guardian must be present to sign the scholar in. Please note that scholars dropped off after 8:15 a.m. will be considered tardy.

Parents/guardians are not to be on the premises for regular dismissal prior to 2:30 p.m. as it creates a security issue for THE ACADEMY prior to that time. Car riders are required to be picked up from THE ACADEMY by 3:15 p.m. Picking your scholar up late will result in a mandatory meeting with the Head of School and/or Principal. In extreme cases, when parents/guardians cannot be reached after several attempts, the situation may be reportable.

Any person picking up a scholar from THE ACADEMY must be a permitted adult, 18 years of age or older. Parents/guardians should contact the Main Office in the event that someone other than themselves is to pick up a scholar.

Incident Weather Closing/Early Dismissal

In the event of inclement weather, THE ACADEMY will make announcements before 5:45 a.m. It is important to continuously monitor any messages should conditions change that would impact the opening or closing of THE ACADEMY. Please follow and monitor the following:

WBOC Channel

ClassDojo

Blackboard (Text/Email Alerts): Parents/guardians please register at <https://denotificationservices.bbcportal.com>

Academy Hours

THE ACADEMY opens at 7:40 a.m.

Scholars should be present by 8:00 a.m.

Academic learning begins at 8:15 a.m.

Scholars are dismissed at 3:00 p.m.

ACADEMY POLICIES

Grading Policy

We have high expectations of our scholars and because of this our grading ranges are more stringent. In the event of unsatisfactory progress, instructional employees will contact the parent/guardian personally and/or in writing to discuss the situation and propose directions to be taken to correct the problem. The range of grades is as follows:

90-100= A (Well-Above Standard)

80-89= B (Above Standard)

70-79= C (Meets Standard)

60-69=D (Below Standard)

59 and below= F (Well-Below Standard)

The granting of or withholding of grades shall not be used as a basis for any disciplinary action or punishment or threat. Grades shall not be arbitrarily scaled down or limited for the purpose of motivating a scholar or an entire class.

We believe in encouraging and recognizing outstanding academic achievement. Scholars carrying a 90% average and above will be recognized on the Honor Roll.

Homework Policy

Homework is an integral part of the learning process in that it provides practice and extension of those skills taught in the classroom. Since it is considered a strong component of education, it is in a scholar's best interest to view homework as serious and necessary, and to put forth consistent effort to complete it to the best of his/her ability. Parents/guardians, too, need to lend support to the homework effort by actively supervising. For example, parents/guardians should provide a setting conducive to study, encourage scholars, and demonstrate a genuine interest in the scholars' progress. In essence, a partnership should be formed between the home and THE ACADEMY in the hope that the education of the scholar can be enhanced.

Academics, Testing, and Levels of Support

Kindergarteners will be screened near the beginning of each academic year to determine their skills prior to the beginning of the academic year. All grades, Kindergarten through 8th grade, will participate in progress monitoring assessments throughout the academic year to determine their current levels in ELA and Math.

All students at THE ACADEMY participate in Multi-Tiered Systems of Support (MTSS). Continuous progress monitoring helps determine which level of support our scholars require in ELA and Math as well as in behavior. Scholars may receive support at one of three tier levels: Tier I, Tier II, or Tier III for ELA, Math, and behavior.

Tier I consists of universal support available through the general curriculum.

Tier II consists of a higher level of supports including focused strategies and interventions.

The highest level of support, Tier III, includes intensive interventions specifically focused on the scholar's individual needs.

The Smarter Balance Assessment will be administered to third through eighth grades at the times designated by Delaware Department of Education. Parents/guardians play an important part in scholars' preparedness for these tests. We ask that parents/guardians make sure their children have a good night's sleep and a well-balanced breakfast on all academic days, and during times assigned to assessments.

Attendance Policy

The State of Delaware requires that every parent/guardian of a child between the age of five and sixteen shall send such scholar to THE ACADEMY each day during the academic year. Being prompt goes hand-in-hand with a responsible attendance record. Tardiness will affect the accumulated absence total with five tardies counting as one day of unexcused absence. Tardiness, early dismissal, and absence could also impact your scholar's academic learning and grades.

THE ACADEMY expects that parents/guardians are responsible for regular and punctual patterns of attendance, and such is expected of all scholars. While THE ACADEMY recognizes that occasionally there will be a need for scholars to not be in attendance. It is important to note that every minute of academic time is important; each minute lost cannot be regained. Please limit absences, late arrivals, and early dismissals. As stated previously, the academic day for THE ACADEMY is 7:40 a.m. to 3:00 p.m.

The Head of School and/or Principal is charged with maintaining a comprehensive system of attendance records. Instructional employees are to maintain an accurate record of scholar attendance and absence.

THE ACADEMY recognizes the following conditions as "excused" absences:

The following conditions are recognized as "excused" absences:

- Absences associated with student illness. Three or more days will require a note from a healthcare provider.
- Absence associated with a religious holiday.
- Absence associated with a subpoenaed court appearance.
- Absence associated with an appointment for treatment by a healthcare provider.

- Absence associated with other reasons pre-approved by the Head of School and/or Principal. (Educational family trip, child/parent court ordered meeting, etc.).
- Absence associated with suspension.

It is the scholar's responsibility to take advantage of opportunities provided by instructional employees to make up work associated with tardiness, early dismissal, or an absence. Scholar's grades could reflect failure to make up work missed because of absence or tardiness. It is the responsibility of the parent/guardian to send a note to THE ACADEMY on the **first day of return** from an absence of two or fewer days describing the reason that caused the scholar to miss academic time. Absence for three or more consecutive days requires a note from a healthcare provider.

The following are recognized as "unexcused" absences:

- Absences for which no written note was provided within five days after the absence occurred.
- Absences for more than three days for which a note from a healthcare provider was not provided.
- Absences not listed as "excused."

Being prompt to THE ACADEMY goes hand-in-hand with a responsible attendance record. Tardiness and early dismissals can affect a scholar's performance. The following will be counted as an absence:

- A scholar arriving to class after 11:30 a.m.
- Early Dismissal: A scholar dismissing before 12:00 p.m.

The following process will be a result of continued unexcused absences:

- Five days: A conference call with the parent/guardian.
- Ten days: Notify the parent/guardian through a certified written correspondence, in addition to a home visit.
- Fifteen days: Notify the parent/guardian through a certified written correspondence requesting an in-person conference within ten days of the correspondence.
- Twenty days: THE ACADEMY will refer the case to Truancy Court.

Methods of Determining Excused Absences

The method of determining excused and unexcused absences shall be left to the discretion of the Head of School and/or Principal. The following are generally accepted:

- Healthcare provider's note for illness or medical reasons.
- Dentist's note for treatment.
- Parent/guardian note to match a bona fide signature.

Dental and medical appointments scheduled after academic hours are more desirable, but the Head of School and/or Principal will make concessions if appointments must fall during regular academic hours. Scholars should return to THE ACADEMY following such appointment with a note from the healthcare provider, should time allow.

Make Up Work

- Scholars who had an excused absence by the terms outlined above, will have one day to make up work for each day absent. For example, a scholar absent two days will have two days to make up work. Any work not made up during the time allowed without prior arrangements will receive a zero.
- Scholars with extended absences or hospital stays will be given the appropriate time, to be determined on an individual basis.
- Scholar with an unexcused absence will need a parent/guardian or doctor's note explaining the reason for the absence prior to making up the work.

Tardiness

- Students must be in their classroom by 8:15 a.m. or they will be considered tardy. Parents must come into the Main Office to sign their scholar in after 8:00 a.m.
- A written explanation is required for each tardy. Arrivals after 11:30 a.m. are considered an absence and will require a note to be excused, as this is considered the halfway mark for the academic day. The same rule will apply if a scholar is picked prior to 12:00 p.m. and is not returning for the academic day.
- Scholars that are tardy must be signed in by an adult (18 years of age—or older), not simply dropped off.
- As noted above, scholars with consistent and/or excessive tardiness will be subject to truancy guidelines as stated above.

Vacation Requests

All vacation requests must be submitted to the Main Office, in writing and include:

- Dates when the scholar will be absent.
- Reason for the scholar's absence.
- How the requested vacation ties into academics.

The Head of School and/or Principal will carefully review all requests, as well as the attendance and grades of the scholar, prior to approval. If a vacation is approved, the days will count as excused absences and work will be provided prior to the vacation. If the vacation is not approved (due to poor attendance, poor grades) the days will be counted as unexcused absences.

Families are encouraged to limit vacation times to winter, spring, and/or summer break—when scholars are not in academic session.

Telephone Use

Our priority at THE ACADEMY is to maximize the amount of time our instructional employees devote to academics.

When calling to speak to an instructional employee, please understand that they cannot be excused from the classroom to speak with a parent/guardian. Parents/guardians may leave messages with the Main Office, and as soon as available, the instructional employee will return the call. We encourage parents/guardians to schedule appointments for phone calls or meetings with instructional employees so that all are informed of the progress and needs of the scholar. Please note that the mainstream for communication will be ClassDojo.

If a parent/guardian finds it necessary to relay a message via telephone to a scholar, the Main Office will be available to assist. When possible, all instructions should be given to a scholar prior to the scholar arriving at THE ACADEMY.

The use of telephones for scholars will be restricted to emergencies only. Forgotten items such as lunch, instruments, homework, money, etc., do not constitute an emergency.

Video and Film Viewing

Instructional employees may use videos to enhance instruction and correlate with the curriculum. Rented videos are subject to approval by the Head of School and/or Principal prior to viewing by scholars. The use of illegally copied and/or purchased videos or any R – or X-rated videos is prohibited.

The following guidelines will aid in proper selection and use of these materials:

- Instructional employees must preview each film/video prior to scholar viewing.
- The length of the video must be considered and weighed against other instructional employee use of valuable academic time. Excessive use of film/video should be avoided.
- All films/videos used must relate to specific curricular goals/objectives and significantly enhance the topic being taught. Some films/videos may be reviewed as part of the curriculum design process for various content areas. Instructional employees are encouraged to select viewing material early in the year and share the film/video titles with parents/guardians.
- Appropriate films/videos rated “G” may be shown to all audiences.

Internet and Electronic Devices

- In accordance with the Children’s Internet Protection Act (CIPA), all computers that our scholars might access will be fitted with a filter for inappropriate material. Unfortunately, some inappropriate material still gets through, and some legitimate material gets blocked. If a scholar runs into any inappropriate material, it will be immediately reported, and the website will be

blocked.

- Scholars are provided a Chromebook for academic use while attending THE ACADEMY.
- Parents/guardians are expected to reinforce the need for these devices to be treated with care and caution. Parents/guardians may be held financially responsible for broken devices.

Religion

Whereas we respect the religious affiliation of the diverse scholar population, THE ACADEMY adheres to the policies as mandated by the State of Delaware.

First Amendment

Delaware Code requires the reading of the First Amendment of the Constitution of the United States of America in all public schools of the State of Delaware on the first day of each new school year.

First Amendment: “Congress shall make no law respecting the establishment of religion or prohibiting the free exercise thereof, or abridging the freedom of speech, or to the press, or the right of the people to peaceably assemble, and to petition the Government for a redress of grievances.”

EMERGENCY PREPAREDNESS

Fire Drills

During the first days of academic year, each teacher will practice with our scholars the proper methods for evacuation. Throughout the academic year, drills will be held monthly. Scholars are expected to treat each fire drill as though it were a real emergency and behave accordingly.

Lockdown Drills

Throughout the academic year, lockdown drills will be held. Scholars are expected to treat each lockdown drill as though it were a real emergency and behave accordingly. During lockdown drills, scholars are expected to remain quiet and follow the directions of ACADEMY employees. Lockdown drills may include remaining in place, quietly in the classroom, or may include remaining in place within THE ACADEMY and refraining from exiting.

Crisis Response Plans

In response to any natural or man-made emergency, we have a comprehensive crisis response plan in place. All employees and scholars will be familiar with the plan. It will be practiced during the academic year, with at least one full drill annually. In the event of an actual emergency, parents/guardians/emergency contacts may be notified by phone, text message alerts, and/or ClassDojo.

Emergency Information

An Emergency Contact Form is required for each scholar. This form is a way of facilitating care for a scholar who is injured or becomes ill while at THE ACADEMY. Parents/guardians are asked to designate one or more adults in the immediate vicinity who may assume responsibility of the scholar if they are unable to be reached. Parents/guardians MUST keep this information current.

THE ACADEMY does not have the facilities to keep scholars who are not well. Facilities are provided for temporary care only. Parents/guardians should develop a plan that will enable the scholar to be picked up from THE ACADEMY soon after notification of illness or accident has been given. Anyone picking up a scholar must be 18 years of age or older. Plan for your child to leave THE ACADEMY within one half hour of the notification of an accident or illness.

Failure for a parent/guardian to respond to pick up their ill scholar may result in the scholar being sent to the hospital at the parent/guardian expense. Scholars should also be given accurate information as to where parents/guardians can be reached throughout the day. For younger scholars, this written information could be placed in their backpacks or lunch boxes.

The nurse (along with the Head of School/Principal) is responsible for the entry and monitoring all scholars' health records. The nurse will be available during the day to administer medications and monitor scholar health.

ACADEMY-WIDE EXPECTATIONS

Every scholar is entitled to the right to receive an education. However, education itself is a privilege gained by those responsible individuals who reflect the behavior and attitudes which are beneficial in obtaining a quality education. There are times when disciplinary measures become necessary in order to modify or change behavior and are not to be considered or serve as punishment. In the attempt to modify behavior, those acts that are recognized as unacceptable behavior, must be communicated to the concerned and involved parties.

Each scholar is entitled to a due process to set procedures which must be followed. These procedures are:

- Scholars must have prior knowledge of the conduct which is prohibited.
- Scholars must be made aware of specific infractions which give rise to any proposed penalties or discipline.
- Scholars must have the opportunity to express or convey to the proper authority, views, or rebuttal regarding an incident(s).
- The decision-making authority must base the outcome on the incidents or matters about which the scholar has been apprised of.

Just as we have very high academic standards, we expect our scholars to maintain high standards for behavior. We are committed to having THE ACADEMY focused on learning. We expect that:

- All rules and policies are followed.
- ACADEMY property is treated with respect.
- Scholar's value themselves and others.
- Parents/guardians do their best to support ACADEMY policies.
- Scholars come to school prepared: dressed properly, neat and orderly, with all materials, and with learning in mind.

As we expect these things from our scholars, certain things can be expected of THE ACADEMY. With regard to behavior, THE ACADEMY will:

- Keep the safety of our scholars and employees in mind.
- Maintain fair, firm consequences, and procedures.
- Reward positive behavior.
- Properly train instructional employees in procedures and effective strategies.
- Respect all scholars.

Our employees will provide a caring, nurturing environment for all scholars. Employees will be polite, helpful, and will believe in the potential of all scholars to succeed.

Cafeteria:

All ACADEMY rules and disciplinary procedures apply to the cafeteria as well. We expect scholars to be courteous to cafeteria staff and respectful of others eating regarding voice levels, language, and food handling. Scholars will receive free breakfast and lunch. There will be no cutting in line and/or saving a place in line. Scholars will be required to memorize their Scholar ID for cafeteria record purposes. Scholars must remain seated unless they are receiving breakfast/lunch and/or throwing out trash. Permission must be obtained from an employee before leaving the cafeteria, including the use of the restrooms.

Weapon/Drug Policy

In accordance with state law, the possession, use and/or distribution of alcohol, drug, drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to scholars and are prohibited within THE ACADEMY environment. General searches of ACADEMY property, including desks, cubicles, and lockers, may be conducted by the Head of School, Principal, and/or Dean of Students whenever there is appropriate cause (for example, to ensure sanitation standards, suspected of theft, or possession of illegal substances or weapons).

State law also prohibits the use of or distribution of tobacco products on ACADEMY property, ACADEMY-owned vehicles, and at all ACADEMY-affiliated functions.

The Gun-Free Schools Act requires that we have a written policy requiring the expulsion from THE ACADEMY of not less than one-year of any scholar who brings a weapon onto ACADEMY property.

Positive Reinforcement

As THE ACADEMY community, it is our duty to see that scholars learn appropriate behaviors and are encouraged to continue them throughout life. To do this, positive reinforcement is necessary. Individual classroom instructional employees will develop incentives unique to their class, to include the use of ClassDojo points.

Consequences

Although we expect that our scholars will adhere to rules and will practice positive behavior, it is important to have consequences in place for infractions. Individual classroom instructional employees are encouraged to use instructive consequences, which help scholars identify what behavior was inappropriate and what would have been a better choice.

Instructional Employees' Responsibility

Instructional employees are first in the line of scholar discipline in the classroom. Instructional employees are expected to use a variety of appropriate responses to negative scholar behavior. Instructional employees will document the use of such intervention strategies as a basis for future action

with the scholar. Intervention strategies include, but are not limited to:

- Verbal Warnings
- Positive Reinforcement
- In-Class Time Out
- Instructional Employee/Student Conferences
- Instructional Employee/Parent Conferences
- Loss of Privileges
- Instructional Employee Assigned Consequence
- Behavior Contracts
- Request for Student Observation by the Head of School, Principal, and/or Dean of Students
- Implementation Recommendations as shared by the Head of School, Principal, and/or Dean of Students
- Referral to the Main Office

Bully Free ACADEMY

The Academy is a bully free ACADEMY. There is zero tolerance when it comes to bullying. Any incidents will be immediately addressed, and proper action will be taken.

Exceptions to the Above Procedures:

- Fighting
- Possession of Weapons
- Possession or use of Alcohol, Tobacco, or Drugs
- Legal Issues
- Bomb Threat
- Theft
- Terroristic Threat

These offenses will result in immediate removal from THE ACADEMY as outlined in the suspension procedures.

Range of Disciplinary Actions:

- Behavior Cards

- Instructional Employees/Scholar Conference
- Instructional Employee/Parent Conference
- Classroom Intervention Strategies
- Involvement of Head of School, Principal and/or Dean of Students
- Inter-Class Time Out
- Removal of Scholar from Classroom
- Involvement of Administrator Assigned to Discipline
- Referral to the Discipline Advisory Board
- Referral to the Head of School and/or Principal
- In or Out of School Suspension

Suspension Procedures

Scholars will be suspended from THE ACADEMY for the following reasons:

- Insubordinate Behavior (Disrespect toward employees, peers, and refusal to follow directions.)
- Physically Dangerous Behavior (Fighting, assault, verbal assault, physical or sexual intimidation.)
- Illegal Acts (Theft, vandalism, use of illegal substance, use or possession of dangerous items or weapons.)

Note: This list is not all inclusive.

The length and type of suspension will be determined on a case-by-case basis, however, no scholar who is a danger to themselves or others will be allowed to remain in the classroom. Federal and state laws and regulations are followed for scholars with disabilities.

The Head of School and/or Principal may decide to assign a more stringent consequence from the chart if it is deemed necessary to ensure the safety of the scholars.

Parent/guardian will be notified regarding scholar discipline in a timely fashion. Parent/guardian must immediately pick the scholar up from THE ACADEMY.

The parent/guardian must agree to help develop and implement a Scholar Improvement Plan if the scholar is to re-enter the building.

The scholar or parent/guardian has the right to appeal decisions of any level to the Head of School and/or Principal.

According to state law, while a scholar is entrusted in the care of THE ACADEMY, instructional employees, Head of School, and Principal have the same authority to control the behavior of the scholar and to discipline or punish the scholar as a parent, guardian, or other person similarly responsible for the care

and supervision of the scholar. The authority includes removing a scholar from a classroom or ACADEMY-sponsored activity.

Corporal punishment in any form is strictly prohibited.

If a scholar's behavior warrants consideration for placement outside the Regular School Program into an Alternative Program, the Department of Education Regulation 616 will be followed. Please go to the link for reference: <http://regulations.delaware.gov/AdminCode/title14/600/616.shtml#TopOfPage>

PARENT/GUARDIAN INVOLVEMENT

Instructional employees are expected to establish and maintain contact with the parents/guardians of each scholar they teach. Should you need to speak with the instructional employee for your scholar, please be mindful that they will not be able to accept calls and/or respond to all ClassDojo messages during the academic day. When a parent/guardian requests a conference, a conference should be arranged. Telephone conferences are acceptable.

Any instructional employee who desires an individual conference should contact the parent/guardian, use sound judgment to resolve any dispute with parent/guardian, and treat all parents/guardians respectfully. Instructional employees may ask the Head of School and/or Principal to participate in a conference.

Instructional employees will be expected to meet with parents/guardians after the first marking period to go over scholar grades. Other conferences will be scheduled as needed.

Parents/guardians are expected to treat all ACADEMY employees as professionals and to refrain from aggressive, hostile, or vulgar language or behaviors. These behaviors will not be tolerated and may result in termination of the choice contract at the end of the current academic year.

Student Cumulative Records

Parents/Guardian have the right to:

- Inspect and copy all information contained in the scholar record.
- Challenge the contents of the record, by notifying the Head of School and/or Principal of an objection to information contained in the record.

Mandated Contract

Current regulations regarding ACADEMY attendance and conduct states:

Each parent/guardian of a scholar shall sign a contract with THE ACADEMY agreeing they will make every reasonable effort to (1) have their scholar abide by THE ACADEMY code of conduct, (2) make certain their scholar attends THE ACADEMY regularly, and (3) provide written documentation for the reasons for any absence.

Please read the attached contract, sign it, and return it to THE ACADEMY. If you have any questions, please contact the Head of School and/or Principal. We are excited to work together with you to build our ACADEMY community and ensure success for all of our scholars.

Child Abuse and Neglect Information

Suspected child abuse and neglect may be reported to the Division of Family Services 24-hour hotline at 1-800-292-9582.

Students with Disabilities

THE ACADEMY is committed to providing an education that is as inclusive as possible, while still meeting your scholar's needs. Specially designed instruction, inclusive of accommodations and modifications are provided through a continuum of services. At THE ACADEMY, special education is a service, not a location. Thus, depending on your scholar's needs, services may be provided along such continuum in varied ways inclusive of in instructional support, accommodations, modifications, and specialized programming.

Federal law guarantees every scholar the right to a free and appropriate public education regardless of disability. The law goes on to guarantee the right to an education in the "least restrictive environment." That means a typical classroom setting where a scholar with learning challenges is educated alongside scholars without disabilities.

THE ACADEMY is responsible for ensuring that qualifying scholars receive an Individualized Education Program (IEP), the chief mechanism for administering the provision of educational services for scholars with disabilities. Created by a team of instructional employees and other specialists along with the scholar's parent/guardian, the IEP describes the developmental, social, and learning goals for that scholar and is intended to promote equal opportunity and eventual economic independence. The plan also delineates the specific services that the school THE ACADEMY must offer to help scholars meet their goal(s).

Those services may include specialized academic instruction and, as appropriate, related service supports, such as physical, speech, and occupational therapy.

Section 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States ... shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance ...".

To qualify for Section 504, a scholar must be determined to have a physical or mental impairment that substantially limits one or more major life activities.

ILLNESS/HEALTH

First aid is the only service that THE ACADEMY can administer. Nurses neither diagnose nor treat; therefore, scholars should not be sent to THE ACADEMY if there are any signs of illness: fever, sore throat, inflamed eyes, rash, nausea, respiratory infection, etc. Some illnesses can be very contagious.

Scholars must be fever-free for at least 24-hours before returning to THE ACADEMY. Any scholar with an inflamed eye or rash must be kept home until the rash or inflamed eye is diagnosed as not contagious.

Prior to entering THE ACADEMY, Kindergarten students are required to have a lead test. Scholars have 25-days in which to get this test, or they will be excluded from THE ACADEMY.

The nurse is the only employee who is permitted to administer medication. When prescription or non-prescription medication is sent to THE ACADEMY, it must be in the original container. A written order from the scholar's physician is required to administer prescription medication and the original container constitutes such authorization.

Parental/guardian permission is required to administer non-prescription medication. All scholars shall take prescription drugs or non-prescription medications brought into THE ACADEMY to the nurse. Failure to do so may result in the scholar being treated as if he/she was in possession of a drug or a drug-like substance. Scholars who need such medications for emergency purposes may obtain written permission from the Head of School and/or Principal authorizing the possession of such prescription drugs or medications; such authorizations shall be for a specific period of time.

Scholars who share, sell, or otherwise distribute such authorized medications shall be subject to the appropriate penalties.