



Academy of Dover  
2014-2015  
Student/Parent Handbook

**ACADEMY OF DOVER  
CHARTER SCHOOL**  
104 Saulsbury Road  
Dover, DE 19904  
302-674-0684

STUDENT/PARENT HANDBOOK

**THE SPIRIT OF THE SCHOOL**

The mission of the Academy of Dover Charter School is to open portals of opportunity for children and adults in the community through excellence in public education.

**Our Vision**

Academy of Dover Charter School will serve as a community pillar for life-long learning, pride, and self-actualization. Looking to the past to prepare students for the future, the Academy of Dover Charter School will combine the beneficial rigors of a classical education with the latest technology and the best teaching and learning practices worldwide. The Academy of Dover Charter School student will cultivate and promote multi-cultural and global awareness. Students will be prepared and encouraged to be entrepreneurs, well informed, and responsible world citizens with purpose, passion, and proficiency.

**FIRST AMENDMENT**

Delaware Code requires the reading of the First Amendment of the Constitution of the United State 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.”

**ENROLLMENT**

The Academy of Dover Charter School utilizes an open enrollment plan. Any child who is qualified under the laws of Delaware for enrollment to a public school is qualified for admission to the Academy of Dover Charter School. If more students submit applications than can be accommodated by the School’s capacity – class, grade or building, lotteries will be conducted by grade level according to U.S. Department of Education guidelines, after which, a waiting list will be maintained in the order drawn by lot, for each grade level. Applicants submitting enrollment forms after the lottery will be added to the waiting list for their grade in order of receipt of their application, on a first

come, first served basis. Sibling preference will be honored as long as there is room in the particular grade. If the grade is full, the sibling will be put on a waiting list for the grade.

## THE SCHOOL ENVIRONMENT

### Uniforms

It is the responsibility of each student to be clean and dressed in compliance with school uniform policy in an appropriate fashion that will not disrupt classroom procedure and in a manner that conforms to community standards.

Girls:

- Navy blue slacks, knee-length skirt or skort, or a solid jumper
- White, navy or light blue shirt with collar
- White, black or navy blue socks or stockings
- Any solid color shoe (The all-purpose room floor is soft. Solid black sneakers are acceptable.)

Boys:

- Navy blue slacks (Shorts may be worn during warm weather however, they must be uniform shorts. Cargo shorts are not permitted.)
- White, navy or light blue shirt with collar
- Navy blue or black socks
- Black rubber soled shoes (The all-purpose room floor is soft. Solid black sneakers are acceptable.)

All:

- Shirts must be tucked in
- Must wear a black or brown belt
- Sweaters must be navy blue (no hoodies, sweatshirts or jackets in class)
- No hats allowed
- Students may wear gym uniforms ONLY on gym days, and only in the gym

Gym Uniform: (optional)

Navy blue or black sweat suit (must be a solid color, no logos)  
Sneakers

**\*\*If a student arrives at school out of uniform the parent will be called to take the child home to change or bring a change of clothes. If a parent is unable to bring a change of clothes the student will be provided work to complete but will not be permitted to return to the classroom.**

### **Personal Items**

The School will not be responsible for any student's personal items. Students are expected to monitor their personal items, especially money, and should leave anything of value at home whenever possible.

### **Gum, Candy & Toys**

Students may not bring gum, candy, toys or other non-school related items unless approved by teacher for a special occasion. The student assumes responsibility for any items brought from home. Weapons of any kind, including toy weapons are strictly prohibited. Headphones, radios, games, virtual pets, game consoles, and trading cards will not be allowed and will be confiscated if found.

### **Cell Phones**

Cell phones are permitted FOR BEFORE AND AFTER SCHOOL AND EMERGENCY PURPOSES ONLY. They may not be carried on the student during classes. If a cell phone is found on a student during school hours, it will be confiscated. Cell phones may not be turned on during school hours, if a ringing phone is found it will be confiscated. We are not responsible for lost, stolen or broken phones. Items confiscated from students must be picked up by a parent or guardian, they will not be returned to the student.

### **Bus Transportation**

The Academy of Dover Charter School utilizes a private contractor for student transportation. The contractor meets all the standards and requirements of the transportation contractors established by Delaware laws and regulations.

- A. Transportation is provided to students in Grades K-5 who reside in the Academy of Dover district and those 5 miles or less outside of the district.
- B. School bus routes are established for such eligible students who reside within five miles of the school district boundary. For eligible students enrolled in the school who live more than five miles from the school district boundary in which the charter school is located, transportation will be provided to and from bus stops along established routes.
- C. Special needs students are transported in accordance with the requirements of State and local district(s) in which the students are located.
- D. Newly enrolled students must complete a transportation request form and a waiting period of 24-48 hours may be necessary to plan the proper route.

- E. The transportation supervisor, in conjunction with school administration, will make decisions on suspending students from the bus for a given period of time.
- F. Parents or guardians are asked to notify the school **in writing** of any changes in transportation. For example, if a child will ride a different bus or will be picked up on any given day, please send a signed note with the child and instruct them to give it to their homeroom teacher.
- G. Last-minute pick-ups will not be permitted. Parents who wish to pick up their students instead of having them ride the bus, must make the change and pick by 2:45PM. Once students are loaded on the bus, they will not be permitted to get off unless there is an emergency. This is due to safety concerns. At this time of day, there is not sufficient time to do any identification checks necessary.
- H. For your child's safety, *Kindergarten students must be picked up at the bus stop by an adult (over 18) who has been pre-designated. If no one is at the bus stop, the child will be returned to the school. Multiple occurrences may result in fuel charges.*

**Students are expected to observe the following bus regulations:**

- ❑ Wait for the bus to come to a complete stop before boarding or exiting the bus.
- ❑ Except when assigned by a Principal, Transportation Supervisor or driver, there are no reserved seats.
- ❑ Students will take the seats that are available as they board the bus.
- ❑ State law forbids students to put hands, arms, or head out of the bus windows.
- ❑ Eating, drinking, abusive language, pushing, shoving, fighting will not be tolerated.
- ❑ Students are not to tamper with, deface, or vandalize any bus or student property.
- ❑ Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention.
- ❑ When departing from the bus to cross a street, students are **required to cross in front of the bus at a distance visible to the driver, and to be careful of traffic coming from either direction.**
- ❑ No student is permitted to get off the bus at any stop other than his/her own.
- ❑ Students must sit in learner's position while on the bus.
- ❑ When driver says to do so, voices at 0 and bodies don't move.
- ❑ Do not move or get off bus until driver says unload.
- ❑ **THE BUS DRIVER'S DIRECTIONS SHALL BE FOLLOWED AT ALL TIMES.** Any situation that needs attention should be reported to the bus driver at once, and the driver will bring this infraction to the attention of the Transportation Supervisor who will involve school administrators if necessary.

Parents:

- If you live 1 mile or less inside of a development, the child/children will be picked up at the entrance of the development.
- If your child's bus stop is not near your home, walk the route to that stop with them until they are familiar with it.
- Make sure your child knows what time the bus is scheduled to arrive and make sure he or she gets to the stop early, so the child can avoid rushing. Children in a rush are less likely to follow safety practices.

### **Student's Personal Items on School Buses**

Students are not permitted 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 entrance or emergency door. Items of this nature must not be allowed on buses unless they can be held on the student's lap without endangering the safety of other students. Students who must take **BIG, HEAVY OBJECTS** to school should arrange for private transportation. It is recommended that students use clear vinyl or mesh school bags.

### **Drop Off/Pick Up:**

Buses:

- Will arrive at 7:45 AM and pick up at 3:15 PM.
- Will drop off/pick up in the front of the building.

Cars:

- Will drop off/pick up in the rear of the building.
- May not pass buses in the parking lot.
- May not drop off before 7:45 AM.
- May not be on premise before 3:00 PM.

\*Before care students will be dropped off in the rear of the building. All students must proceed immediately to their classroom or to the multi-purpose room for breakfast.

\*Any person picking a child up from school must be an adult, and on the pick up list. Students will not be permitted to leave the school with someone under the age of 18. Individuals picking up students must have a valid picture ID when picking up students.

### **Inclement Weather Closing/Early Dismissal:**

In the event of inclement weather, please listen to the following stations to determine whether the Academy of Dover is closed:

Radio: **KYW 1060 AM**

T.V. **WBOC Channel 2**  
**WMDT Channel 7**

Web: [www.aodcharter.org](http://www.aodcharter.org)

Decision to close will be made in collaboration with the Bus Company.

## **SCHOOL POLICIES**

### **ATTENDANCE POLICY**

The Code of Delaware requires that every person having control of a child between the ages of five and sixteen shall send such child to school each day that school is in session. The Code further acknowledges that there are instances when a child's absence is not an illegal act by either the child or the person in control of the child. However, it is clearly the expectation of the State of Delaware that children enrolled in school shall be in regular attendance.

The Board of Directors expects those in control of students enrolled in the Academy of Dover be responsible for regular and punctual patterns of attendance and such is expected of all enrolled students.

The Board of Directors recognizes that under certain conditions, absence from school attendance is necessary or appropriate.

The Chief Administrative Officer (Principal) of the School is charged with maintaining a comprehensive system of attendance records. Classroom teachers are to maintain an accurate record of student attendance, absence, and tardiness.

The Board classifies absence from school as either "excused" or "unexcused."

Students who are absent or tardy from school are responsible for school work missed. It is the student's responsibility to take advantage of opportunities provided by the teacher to make up work. The student's grades could reflect failure to make up work missed as a result of absence or tardiness. It is the responsibility of the person in control of a child to send a note to the school on the first day of return from an absence of three or fewer days describing the reason that caused the student to miss instructional time. Absence for three or more consecutive days requires a doctor note.

The following conditions are recognized as "excused" absences:

- Absences associated with student illness
- Absence associated with a family emergency
- Absence associated with a religious holiday
- Absence associated with a subpoenaed court appearance
- Absence associated with an appointment for treatment by a doctor or dentist
- Absence associated with other reasons pre-approved by the C.A.O. (Educational family trip, child/parent court ordered meeting, etc.)
- Absence associated with suspension.

The following are recognized as 'unexcused' absences:

- Absences for which no written note was provided
- Absences for more than three days for which a note from a doctor was not provided
- Absences not listed as “excused.”

Being prompt to school goes hand-in-hand with a responsible attendance record. Tardiness can affect student performance. Tardiness that results in a student arriving to class after twelve noon or an early pick up that occurs before twelve noon will be counted as an absence.

A student who is absent from school for unexcused reasons a total of **ten days** will be referred to truancy court.

Consistent attendance is the key to a great education. We rely so heavily on parents and guardians to send students to school and to instill in them the importance of not just coming every day, but coming to school prepared with materials, dressed properly and with learning in mind. Because this is such an important issue, the following policies and guidelines have been put in place:

**\*\***Three or more absences due to illness require a written excuse signed by a health care professional in order for the student to return to school.

**\*\*\*** Families with excessive absences will be referred to Truancy Court.

**\*\*\*\*** A student who is absent 20 days or more will be subject to mandatory retention.

### **Methods of Determining Excused Absences**

The method of determining excused and unexcused absences shall be left to the discretion of the Chief Administrative Officer or designee. The following are generally accepted:

- a. Doctor’s note for sickness.
- b. Dentists note for treatment.
- c. Parent/guardian note to match a bona fide signature.\*

\* All absences totaling three (3) consecutive days or more require a doctor’s note on office letterhead.

\*\* Dental and medical appointments scheduled after school hours are more desirable, but the administration will make concessions if appointments must fall during regular school hours. Children should return to school following such appointments if there is time remaining.

## **Make Up Work**

1. Students 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 student absent 2 days will have 2 days to make up work. Any work not made up during the time allowed without prior arrangements will receive a zero (0).
2. Students with extended absences or hospital stays will be given appropriate time, to be determined on an individual basis.

## **Tardiness**

1. Students are considered tardy to class or homeroom when they report after the published starting time.
2. Students must be in their classroom by 8:15 AM or they will be considered late.
3. A written explanation is required for each tardy.
4. Tardy students must be signed in by an adult not simply dropped off.
5. Every five (5) days tardy equals to one (1) day of unexcused absence.

## **School Hours**

- ❑ School opens at 7:45 A.M.
- ❑ Students should be present by 8:15 A.M.
- ❑ Classes begin at 8:15 A.M.
- ❑ Students are dismissed at 3:10 P.M.

## **Early Drop-Off/Late Pick-Up**

Entry to the building begins at 7:45 AM. At 7:45, students will report to the multi-purpose room where they can eat breakfast if they wish. Beginning at 8:00 they will be dismissed to their homeroom. Students are not permitted to be in the school building prior to 7:45 and after 3:30, unless student is participating in a school sponsored activity.

## **Visitors**

- ❑ Parents/Guardians are encouraged to visit the school. Each visitor must first sign in at the main office where a visitor's badge will be provided. Any unauthorized person in the building is considered to be trespassing, and to be immediately escorted to the office for identification. Note: Repeated infractions will result in police notification.

## **EMERGENCY**

### **Fire Drills**

During the first days of school, each teacher will practice with students the proper methods for evacuation. Throughout the school year, drills will be held monthly.

Students are expected to treat each fire drill as though it were a real emergency and behave accordingly.

### **Crisis Response Plans**

In response to any natural or man-made emergency, we will have a comprehensive crisis response plan in place. All staff and students will be familiar with the plan. It will be practiced in classes and Academy of Dover will conduct at least one full drill annually. In the event of an emergency, parents/guardians/emergency contacts may be notified in one or more of the following ways:

- By Phone
- Via Media

### **Energy Conservation**

Lights out, when the room is empty!

### **Telephone Use**

**Telephoning to speak with the teacher** – Our priority at Academy of Dover is to maximize the amount of time our teachers spend on instruction. When calling to speak to a teacher, please understand that a teacher cannot be excused from class to speak with a parent/care giver. Parents/guardians may leave messages with the office for the teacher, and as soon as available, the teacher will return the call. We encourage parents and guardians to schedule appointments for phone calls or meetings with teachers so that all are informed of progress and needs.

**Telephone: Student Usage** – If parents/guardians find it necessary to telephone a message to their child, someone will be available for relaying the message. When possible, all instructions should be given to a child before the child leaves for school. **Student use of office telephone will be restricted to emergencies only.** Forgotten items such as lunch, instruments, homework, money, etc., do not constitute an emergency.

### **Emergency Information**

An Emergency Information Permit is required for each child. It is a way of facilitating care for a child who is injured or becomes ill at school. Parents are asked to designate one or more adults in the **immediate** vicinity who may assume responsibility for the child if the parents cannot be reached. **Parents MUST keep this information current.**

The school does not have the facilities to keep children who are not well. Facilities are provided for temporary care only. Parents should develop a plan that will enable the child to be picked up from school soon after notification of illness or accident has been given. Anyone picking up a child must be over the age of 18, **(Plan for your child to leave school within one half hour of the notification of an accident or illness).**

Failure for a parent to respond to pick up their ill student may result in the student being sent to the hospital at the parents' expense. Children should also be given accurate information as to where parents can be reached throughout the day. For younger children, this written information could be placed in their backpacks or lunch boxes. The school's nurse (along with the administrator) is responsible for monitoring all entering students for their health records. The nurse will be available during the day to administer medications and monitor student health.

### **DISCIPLINE**

Every student 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 student is entitled to due process according to set procedures which must be followed. These procedures are:

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

### **SCHOOL WIDE EXPECTATIONS**

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

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

As we expect these things, certain things can be expected of Academy of Dover. With regard to behavior, Academy of Dover will:

- Keep the safety of our students and staff in mind.

- Maintain fair, firm consequences and procedures.
- Reward positive behavior whenever possible.
- Properly train teachers in procedures and effective strategies.
- Respect all children.

Our staff will provide a caring, nurturing environment for children. Teachers will be polite, helpful and will believe in the potential of each child to succeed.

### **Positive Behavior Support**

PBS is a system recognized by the Delaware Department of Education as a positive way to monitor student conduct. Staff members have participated in training for this program and have done the following:

1. Developed understandable and achievable expectations for student conduct.
2. Developed a curriculum with which to teach students the expected behavior in the areas of:
  - Hallway transition
  - Cafeteria
  - Instructional time
  - Group work time
  - Bus
  - Restrooms
  - Playground
  - Related Arts time
  - Library
3. Developed attractive incentives to reward positive behaviors.
4. Developed appropriate instructional consequences which will deter further infractions.
5. Formed a team of staff members to work with severe student behavior.

**In order to maintain a focused learning environment, we require different voice levels for different situations.**

**Voice Levels:**

**0-Voices Off**

**1- Whisper/Library Voice**

**2-Conversational Voice**

**3- Outside Voice**

Lunch Room:

Walking Feet

Voice Level 2

Food remains on tray

Discard trash in cans

Group Attention:

Teacher says 5-4-3-2-1  
Students join counting  
After “1” voice level is 0  
Eyes on the teacher

Learning Position:

Seated  
Voice level 0  
Hands folded  
Eyes on speaker  
Feet on floor

Emergency Drills:

Walking feet  
Voice level 0  
Move as directed  
Hands and feet to self

Floor Time:

Pockets on floor  
Legs Crossed  
Learner’s position  
Voice level 0

Dismissal:

Walking feet  
Voice Inside 1  
Voice Outside 2  
Single file

Hallway:

Good personal space  
Voice level 0  
Hands folded in front  
Single file

Playground:

Kind words  
Voice level 3  
Hands and feet to self  
Take turns

Restroom:

Walking feet  
Voice level 0-1  
Respect property

Respect Privacy  
Flush Toilet  
Wash Hands

Cafeteria:

All school rules and disciplinary procedures apply to the lunchroom as well. We expect students to be courteous to kitchen staff and respectful of others eating in regard to voice levels, language and food handling. There is no cutting in line and no saving places in line. Students must be seated until the signal at the end of lunch, except for returning trays or throwing out trash. Permission must be obtained from a staff member before leaving the lunchroom. This includes restroom visits.

**Weapon/drug policy**

In accordance with state law, the possession, use and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment. General searches of school property, including student cubbies, may be conducted by the school administration whenever there is appropriate cause (For example, to ensure sanitation standards, suspected of theft and possession of illegal substances or weapons).

State law also prohibits the use of or distribution of tobacco products in school buildings, on school grounds, in school-leased or owned vehicles and at all school affiliated functions.

The Gun-Free Schools Act requires that we have a written policy requiring the expulsion from school of not less than one year of any student who brings a weapon to the school.

**AOD Expectations**

A strong set of school expectations is necessary to maintain a focused learning environment. We expect students to:

**\*BE SAFE\***  
**\*BE RESPECTFUL\***  
**\* BE RESPONSIBLE\***

**\*\*In addition to these school-wide expectations, homeroom teachers will construct and implement specific rules for their classroom which students are expected to follow.**

**Positive Reinforcement**

As a school community, it is our duty to see that students learn appropriate behaviors and are encouraged to continue them throughout life. To do this, positive reinforcement is

necessary. Individual homeroom teachers will develop incentives unique to their class. As a school, we will use the following system:

### **Colored Card System**

At the beginning of each day, teachers will issue students green cards, indicating a clean slate for student conduct.

The first time a student violates a classroom rule, the teacher or the student will replace the green card with a yellow card as a warning. Upon the second violation, the student will be issued a blue card and he/she will lose 5-10 minutes of valued time (recess). Upon the third violation, the student will be issued a red card which constitutes a lunch detention, after-school detention, or a referral to the office. For violent offences, cursing, or a behavior that may cause harm to themselves and others, the student will be sent directly to the Behavior Interventionist.

Related Arts teachers also have authority to change cards of students not following rules. Parents are encouraged to talk to their child about what color they earned that day and if other than green, should ask students why certain behaviors took place.

### **Royal Jewel Tickets**

These tickets are to be used as an ongoing system of reinforcement. Students can earn and accumulate Royal Jewel Tickets for demonstrating any of the School-Wide Expectations: “Be Safe, Be Respectful, and Be Responsible.” Continued use of this token economy plan communicates to the students that the staff still expects them to follow the expectations, and it also lets students know that we adults are willing to offer them the positive reinforcement. Using the Royal Jewel Tickets also structures the adult behavior in that offering student’s reinforcement helps to keep the adults in a positive and proactive frame of mind.

Tickets can be awarded to any student by any staff member and several activities are planned that provide students with an opportunity to spend their Royal Jewel Tickets. Students carry them like money and can use them for: school raffle items, popcorn at lunch, licorice, pretzel rods, stickers and other small items.

### **Consequences**

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

As stated above, the color card chart will be used in each classroom, as well as the consequences attached.

### **Teacher Responsibility**

Teachers are first in the line of student discipline in the classroom. Teachers are expected to use a variety of appropriate responses to negative student behavior. Teachers will document use of such intervention strategies as a basis for future action with the student. Teacher intervention strategies include, but are not limited to:

- A. Verbal Warnings
- B. Positive Reinforcement
- C. Color-Coded Behavior Card System
- D. In-Class Time Out
- E. Teacher-Student Conferences
- F. Teacher-Parent Conferences
- G. Loss of Privileges
- H. Teacher Assigned Detention
- I. Behavior Contracts
- J. Request for Student Observation by the Intervention Specialist
- K. The Implementation Recommendations as Shared by the Intervention Specialist.
- L. Referral to the Office

### **Intervention Specialist Responsibility**

1. We recommend that the Intervention Specialist make the decision to remove or not to remove the student from the classroom. This response is to be based on the students' positive or negative response to appropriate intervention strategies.

2. The Intervention Specialist will utilize a variety of disciplinary strategies to impact student behavior. These may include, but are not limited to:

- A. Behavior Modification Contracts which are to include incentives.
- B. Student Improvement Plans
- C. School Activities Restriction
- D. Time-Out
- E. Parent-Student Conferences
- F. Letters to Parents

After a timely and fair effort with the strategies, the student may be referred to the administrator assigned to discipline. Severe disruptive behavior will result in direct referral to an administrator.

### **Administrator Responsibility**

The administrator assigned to discipline will do the following:

- A. Maintain frequent contact with the Intervention Specialist.
- B. Assign Out-Of-School Suspensions

- C. Serve on the disciplinary committee.
- D. Recommend the course of future disciplinary action for the student to the CAO if necessary.
- E. Refer students to the Disciplinary Committee

### **Exceptions to the Above Procedures**

- 1. Fighting
- 2. Possession of Weapons
- 3. Possession or use of alcohol, tobacco or drugs of any kind.
- 4. Legal Issues
- 5. Bomb Threat
- 6. Theft
- 7. Terroristic Threat

These offenses will result in immediate removal from the school outlined in the suspension procedures.

### **Range of Disciplinary Actions**

- 1. Behavior Cards
- 2. Teacher-Student Conference
- 3. Teacher-Parent-Student Conference
- 4. Classroom Intervention Strategies
- 5. Involvement of Intervention Specialist
- 6. Inter-Class Time Out
- 7. Cafeteria Duty
- 8. Removal of Student from Classroom
- 9. Involvement of Administrator Assigned to Discipline
- 12. Referral to the Discipline Advisory Board
- 13. Referral to the Chief Administrative Officer

### **Suspension Procedures**

Students will be suspended from school for the following reasons:

- 1. Insubordinate behavior (Disrespect toward staff members, peers, and refusal to follow directions.)
- 2. Physically Dangerous Behavior (Fighting, assault, verbal assault, physical or sexual intimidation.)
- 3. 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 student who is a danger to themselves or others will be allowed to remain in the classroom. **Note: Students with IEP's will have to attend a Manifestation Hearing.**

\*\* The Chief Administrator (Principal) may decide to assign a more stringent consequence from the chart if it is deemed necessary to ensure the safety of the students.

Parent/guardian will be immediately notified by the appropriate party regarding student discipline. Parent/guardian must immediately pick up the student from school.

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

The student or parent/guardian has the right to appeal decisions of any level to the Chief Administrative Officer.

According to State Law, while a student is entrusted in the care of the school, public school teachers and administrators have the same authority to control the behavior of the student and to discipline or punish the student as a parent, custodian, guardian or other person similarly responsible for the care and supervision of the student. The authority includes removing a student from a classroom or school-sponsored activity.

Corporal punishment in any form is strictly prohibited.

## **PARENT INVOLVEMENT**

### **Parent Contact**

Teachers are expected to establish and maintain contact with the families of each student they teach. If parents call the office and ask for a staff member to return a call, it is expected that the employee will return the call within 24 hours. Similarly, staff members should respond to written notes as soon as possible. When a parent requests a conference, a conference should be arranged. Telephone conferences are acceptable.

Any teacher who desires an individual parent conference should contact the parent, use sound judgment to resolve any dispute with parents, and to treat all parents respectfully. Teachers may ask the Chief Administrative Officer (Principal) to participate in a parent conference.

In order to maximize student growth, at the end of the first quarter, teachers will meet with parent/guardian and student to develop an Individual Learning Plan. This plan will identify student's strengths and challenges and will outline specific ideas to help the student achieve. Teacher, parent/guardian and student will sign the plan as their commitment to fulfilling its goals.

## **Parent-Teacher Organization**

A local parent-teachers organization exists in the school and parents and teachers are encouraged to take an active role. Support from the home and teacher involvement is necessary for the successful completion of any school venture.

## **Video and Film Viewing**

Instructional staff members may use videos to enhance instruction and correlate with the curriculum. Rented videos are subject to administrative approval prior to viewing by students. **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:

- A teacher or team of teachers must preview each film/video prior to student viewing.
- The length of the video must be considered and weighed against other teacher use of valuable instructional 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. Teachers are encouraged to select viewing material early in the year and share the film/video titles with parents.
- Appropriate films/videos rated “G” may be shown to all audiences.
- **In accordance with CIPA, Children’s Internet Protection Act, all computers our students 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 child runs into any inappropriate material, it will be immediately reported and the website will be blocked.**

## **SPECIAL EDUCATION**

Each Special Education student has an Individual Education Plan, or IEP, developed by parents and educators who work with the child. The IEP must be updated at least quarterly. All teachers are expected to monitor and note progress towards objectives written into each IEP. Federal law requires quarterly review and annual revision of each IEP. **Note: All IEP Meeting will be recorded to ensure accuracy in maintaining student documentation.**

## **RTI TEAM**

If a parent or teacher feels that a student needs special education services, they may refer them to the Response To Intervention Team. This team will implement a series of interventions to be carried out by the classroom teacher, Reading Specialist, and Special Education Specialist. After all possible interventions have been exhausted; the RTI Team will make their recommendations.

## **INCLUSION**

Heterogeneous grouping and inclusion of students with special needs present a wide variety of individual differences. Each teacher is expected to provide for individual differences and make specific plans to provide appropriate instruction. Academy of Dover is committed to training its teachers in a variety of effective teaching strategies to allow for all students needs and learning styles.

### **Student Cumulative Records: Notification of Rights:**

Parents have the right to:

- A. Inspect and copy any and all information contained in the student record.
- B. Challenge the contents of the records, by notifying the principal or records custodian of an objection to information contained in the record.

## **GRADING POLICY**

We have high expectations of our students and because of this our grading ranges are more stringent. In the event of unsatisfactory progress, teachers will contact the parents 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:

93-100= A

85-92= B

78-84= C

70-77=D

69 and below= F

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

It is important to encourage and recognize outstanding academic achievement. Academy of Dover has adopted the following criteria for academic achievement awards:

- Distinguished Honors: Students carrying a 95% average and above
- High Honors: Students carrying a 90-94% average
- Honors: Students carrying an 85-89% average

- Achievement: Students who may carry an average below 85%, but have worked to their potential and displayed outstanding effort.

## **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 student's best interest to view homework as serious and necessary to put forth consistent efforts 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 should provide a setting conducive to study, encourage students, and demonstrate a genuine interest in the students' progress. In essence, a partnership should be formed between the home and the school in the hope that the education of the student can be enhanced.

### **Delaware Student Testing Program**

Students in Kindergarten will be administered an **Early Learning Inventory** near the beginning of each school year. The Delaware State tests will be administered to specific grades at the times designated by the state of Delaware.

Parents/guardians play an important part in students' 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 testing days.

Students in grades 3-5 will participate in the Statewide Smarter Balanced Assessment. This assessment occurs the last few months of the school year.

### **Insurance**

The Academy of Dover Charter School Board makes student accident insurance available to all regularly enrolled students. This option is available to you early in the school year. Parents/guardians are responsible for purchasing this policy if desired.

### **Illness/Health**

First aid is the only service that school personnel can administer. Nurses neither diagnose nor treat; therefore, students should not be sent to school if there are any signs of illness: fever, sore throat, inflamed eyes, rash, nausea, respiratory infection, etc. Some illnesses can be very contagious. Any child with an inflamed eye or rash must be kept home until the rash or inflamed eye is diagnosed as not contagious.

Prior to entering school, Kindergarten students are required to have a lead test. Students have 45 days in which to get this test or they will be excluded from school.

The school nurse is the only employee who is permitted to administer medication. When prescription or non-prescription medication is sent to school, it must be in the original container. A written order from the child's physician is required to administer

prescription medication and the original container constitutes such authorization. Parental permission is required to administer non-prescription medication. All students shall take prescription drugs or non-prescription medications brought into the school environment to the school nurse. Failure to do so may result in the student being treated as if he/she were in possession of a drug or a drug-like substance. Students who need such medications for emergency purposes may obtain written permission from the principal or designee authorizing the possession of such prescription drugs or medications; such authorizations shall be for a specific period of time. Students who share, sell, or otherwise distribute such authorized medications shall be subject to the appropriate penalties.

### **Access to Building**

Private vehicles are not allowed to enter the front driveway while buses are entering and unloading students. Parents/guardians bringing their children are requested to enter the rear parking lot and drop off students.

Students are not allowed to ride bicycles to and from school due to the very heavy volume of traffic.

Visitors during school hours must report to the school office to receive a visitor's pass.

### **Food Services**

A quality food service provider will prepare meals. Free/reduced lunches are provided as required by federal, state and local code.

Breakfast is served every morning except for delayed opening days. Carbonated drinks and drinks in glass containers are not permitted. School lunch menus are sent home monthly.

Children may bring a bag lunch with a drink or purchase milk.

Students need proper nutrition in order to think, learn and grow. We encourage all students to participate in our school lunch program. We also ask that all lunches brought from home keep nutrition in mind.

### **Birthday Celebrations**

Since we encourage healthy nutrition at all times, we have limited the amount of sweets provided during the school year. Birthday celebrations are held the last Friday of every month. Classroom teachers send home information regarding these celebrations monthly.

### **Field Trips**

Field trips will be related to school curriculum according to classroom instruction. Teachers will submit a field trip request form to administration for approval. Once a field

trip is approved, signed parental permission slips will be necessary. Nominal fees will be charged.

**Religion**

Whereas we respect the religious affiliation of the diverse student population, the Academy of Dover Charter School adheres to the policies as mandated by the state of Delaware.

**MANDATED CONTRACT**

Current regulations regarding school attendance and conduct states:

Each Parent/Guardian of a student shall sign a contract with the district (in this case the Charter School) agreeing they will make every reasonable effort to (1) have their child or children abide by the school code of conduct, (2) make certain their child attends school regularly, and (3) provide written documentation for the reasons for any absence.

Please read the attached contract, sign it, and return it to the school. If you have any questions, please contact the Chief Administrative Officer or Assistant Chief Administrative Officer.

Thank you for your attention and cooperation. We are excited to work together with you to build our school family and ensure success for all of our students.

**Academy of Dover Charter School  
Student/ Family/ School Contract  
2014-2015 Academic Year**

**Student:** \_\_\_\_\_

Academy of Dover Charter School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act agree that this contract outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

**I understand that in order for my child to get the best possible education from school he/she must adhere to school expectations. I will make every effort to:**

- Have my child abide by the School Code of Conduct.
- Help my child understand and follow School Expectations.
- Have my child attend school regularly and on time.
- Provide written documentation/excuses for all absences.
- Establish a regular time and place for homework that is checked.
- Support the school staff and respect the diverse cultures of the school.
- Have ongoing communication with my child's teacher.
- Limit and monitor my child's TV, movie, and Internet viewing.
- Encourage daily reading at home.

**Parent/Guardian Signature** \_\_\_\_\_

**It is important that I do the best I can. Therefore, I will do the following:**

- Come to school each day on time.
- Have my homework completed and turned in on time.
- Have the supplies needed.
- Always try to work to the best of my ability.
- Show respect for myself, my school and others.
- Be safe in school and at home
- Follow the rules at my school and home.
- Believe that I can learn and will learn.

**Student Signature** \_\_\_\_\_

**The teachers and staff realize the importance of providing every child with a high quality curriculum and appropriate instruction. The teachers and staff will:**

- Provide high quality curriculum and instruction in a supportive and effective learning environment.
- Provide an opportunity for parent-teacher conferences during which the contract will be discussed as it relates to the individuals as needed.
- Provide parents with frequent reports of the children's progress through interims, report cards, assessments and or notes in agenda books.
- Provide parents opportunities to volunteer and participate in their child's class as scheduled with the child's teacher.

**Teacher Signature** \_\_\_\_\_

**Administrator Signature** \_\_\_\_\_