



STUDENT CODE OF CONDUCT

2011/2012 SCHOOL YEAR



Family Foundations Academy Charter School Code of Conduct

The successful operation of a school requires the cooperation of many people. By enrolling at Family Foundations Academy Charter School we expect that our students and their families will abide by our philosophy and policies. The professional staff and Board have established rules and guidelines for maintaining high standards for student conduct which in turn leads to a safe, orderly, and inviting school in which to teach and learn. The Code applies to all students. Family Foundations Academy will abide by all state and federal regulations related to code of conduct issues. Regulations also pertain to special education students. Due process will always be followed in the event that the student's infraction is related to a disability. The school will also establish behavioral guidelines to maintain an environment that is conducive to education without stifling expression and appropriate social interaction.

Upon entering Family Foundations Academy, the student is responsible for his or her actions both in and out of school. Any serious violations of school policy and/or any illegal or immoral behavior could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the neighboring community is compromised or jeopardized. The authority and responsibility for directing the activities of our school have been given to the professional staff as determined by the administration and Board of Directors.

Family Foundations Academy Charter School (FFA) is dedicated to the development, empowerment, and overall achievement of each of our students and families. Family Foundations Academy, therefore, will be free from disruption and safe for consistent instruction during learning activities throughout the school day. Students, families, and school staff must assume responsibility in creating positive, nurturing environment while promoting self correcting behavior that encourages growth, confidence, and overall development.

We will work collaboratively to promote the founding principles of Family Foundations Academy:

"We care and we share."	Nurture
"We grow as we know."	Development
"We believe as we achieve."	Strength
"With all our might, nothing is out of sight."	Excellence

Students, families, and staff are encouraged to become familiar with the entire FFA Student Code of Conduct. We would like for our students to practice the fundamental strategies for academic success.

Golden Rules for Academic Success

Homework

- Students must hand in all homework on time.
- Students are expected to ask questions about class and homework assignments.
- When absent, students must obtain missed assignments from their teachers.

Preparation

- Students must attend school in complete uniform.
- Students must arrive on time every day.
- Students must attend class with at least three sharpened pencils.

Academic Effort

- Students must actively participate in class and follow along carefully.
- In every class, students must discipline themselves and work as hard as possible.
- Students should carry a pleasure reading book at all times, both in school and at home during the week and on weekends.
- Students must always listen to the teacher.

Behavior

- Students must treat others with kindness and respect.
- Students must not disrupt the learning environment.
- Students must sit in their focus position while in class (sitting up straight, facing forward, feet on the floor, and hands on the desk/table)
- Students do not get out of their seats without permission.
- Students must follow the teacher's directions immediately and to completion.

In the effort of staff and administrators at FFA to ensure a safe and productive learning environment which is free from disruptions, there are behaviors that will not be tolerated. These behaviors include, but are not limited to intentional acts of disruption, defiance, threats, and physical & verbal aggression. All students will be held accountable for their actions and are expected to follow the rules.

ABSENTEEISM/ATTENDANCE

Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in FFA. School attendance is mandated by state law and regulations of the State Board of Education. The Student Absenteeism/Attendance Policy of the FFA Board establishes specific regulations related to attendance. Students are required by law to attend school 90% of the school year to be eligible for promotion. Forming responsible habits regarding attendance and promptness is important. Parents are expected to support the goal of punctuality by having their children arrive on time, remain in school for a full day, and schedule appointments after school hours whenever possible.

FFA is responsible for reporting violations of the attendance laws of the State. The school may excuse a student for necessary and legal absences, subject to provisions of the Delaware Code. (Title 14, Chapter 27; Delaware Code can be found online at: www.delcode.state.de.us)

The following are considered necessary and legal excused absences and may not be used to file truancy charges:

- Illness of student – a physician's note is required
- Medical diagnosis and/or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in the locality or three days if outside the state.
- Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, psychologist (an appointment confirmation letter/note is required)
- Contagious disease within the home of the student subject to regulations of the Division of Public Health and the Department of Health and Social Services (a physician's note is required)
- Legal business requiring the student's presence
- Observance of a religious holiday
- Remedial health treatment (physician's note required)
- Suspension or expulsion from school

Following such an excused absence, the student shall be allowed to make up all work missed, to take tests which were missed and to submit any assignments which became due during the absence. After returning from an excused absence, the student will have a maximum of five (5) school days to make up any work missed as a result of the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

Absences for other reasons are classified as "unexcused". Parents are informed through a letter sent via United States Postal Services and Email (if a valid parent/guardian email address is available) regarding student absences at 3, 5, and 10 day intervals. Once notified, parents have up to three (3) days to provide proper documentation for these absences. Any documentation provided beyond the three (3) day period will not be accepted. A student whose absence was unexcused may receive a failing grade for all assignments missed or tests given during the period of the unexcused absence. Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Vacations and other activities should be scheduled outside of the academic calendar. While an unexcused absence may result in a failing grade for all assignments due or tests missed, other instructional materials or assignments missed during the absence may be obtained at the initiation of the student and/or parent/guardian.

In order to be compliant with Delaware Code (**Title 14, Part I, Chapter 27**), these requirements apply at Family Foundations Academy:

1. Following the **3rd day** of unexcused absence, the school shall immediately notify the parent(s)/guardian(s) through written notification.
2. Following the **10th day** unexcused absence by a student, the school shall immediately notify the parent(s)/guardian(s) by certified mail and a home visit will be conducted. A conference with the school's administration will be scheduled with both the student and parent(s)/guardian(s) in order to make a determination based on the following options:
 - a. Allow credit for the school work missed.
 - b. Require a make-up course in summer school (if offered) to receive credit.
3. Following the **15th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by certified mail and phone to appear at the school within 10 days of notification for a conference with the school's administration.
4. Following the **30th day** of unexcused absence, the school shall refer the case for prosecution. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five (5) school days thereof, the school shall immediately notify the Department of services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.
5. Following the **30th day** of excused or unexcused absence, the school will reserve the right to determine promotion to the next grade level.

A student enrolled in grades K through 8 is considered truant if such student has been absent from school without a valid excuse, as defined in Rules and Regulations of the State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year. FFA will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution. A parent/guardian who is determined to violate the State's compulsory school attendance laws is subject to penalties as described by State law:

- Parents
 - First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both
 - Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both
 - Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both

A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.

- Students
 - Penalties may include community service, counseling, restriction from participation in extracurricular activities sponsored by the school, school social events, or recommendation for alternate placement. Students also may be subject to substance abuse or mental health evaluation.

TARDINESS TO CLASS & SCHOOL/EARLY DISMISSALS

At FFA we believe that coming to school on time and remaining in school for a full day is imperative for a successful educational career. Instructional time is lost when a student misses any portion of the academic day. Every effort should be made to assure that the student arrives at school on and stays in school until dismissal.

Arrival and Dismissal Times:

Elementary School (Kindergarten thru 4th Grade) 8:30AM – 4:00PM
Middle School (5th Grade thru 8th Grade) 7:30AM – 3:00PM

Tardiness to Class

At the beginning of each trimester, the teacher shall define guidelines regarding tardiness to class. When, in the judgment of the teacher, lateness becomes excessive, the student shall receive a referral to the Dean of Students for administrative consequences. Students who are absent for more than fifteen (15) minutes of a class will be referred to the Dean of Students and/or designee for cutting class unless excused by the proper authority. Each unexcused tardy will result in a demerit.

Tardiness to School/Early Dismissal from School

All students are expected to be punctual to school. A student who arrives to school more than halfway through the school day or leaves early before completing half of the school day will be counted absent. If a student is late to school or has an early dismissal he or she must present a note stating the reason for lateness or early dismissal. Each unexcused tardy and/or early dismissal will result in a demerit being issued. Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc. while understandable, are not acceptable excuses, and will be listed as unexcused. Reasons such as personal illness, medical or other physical or mental healthcare appointments and appearances in court will be considered as excused lateness when verified by a note from the doctor or court.

Leaving School

Students are not permitted to leave campus during school hours without parent permission and administrative approval. The “campus” refers to the school building, and outside areas utilized regularly during recess and physical education. Students arriving by bus or other means of transportation are to proceed directly to the school. Students are not permitted to loiter in non-school areas (including the parking lot) either before or after school. Students who leave campus without parental and administrative permission or who are in unauthorized areas will serve a Saturday detentions for the first offense and will be suspended out of school for subsequent offenses.

BUS TRANSPORTATION

The Student Code of Conduct will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses. While on the school bus, drivers will have the same authority as classroom teachers. Violations of these rules may result in behavioral consequences up to and including the suspension of bus-riding privileges.

The following rules can be enforced only with the cooperation of every person concerned with transportation.

- Students must follow the driver's directions and obey the driver promptly.
- Be courteous to the driver and to fellow students.
- Students are to conduct themselves while in such a way that they shall not distract the driver.
- Be at their bus stop on time.
- Wait in a safe manner for the bus on the sidewalk or shoulder, but NOT the roadway.
- If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing, and wait for the driver's signal to cross. Always cross the street in front of the bus.
- Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
- Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving.
- Students must remain properly seated and facing forward at all times. (Back to Back; Bottom to Bottom)
- Outside of ordinary conversations in a normal tone, classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation.
- No student shall occupy a position in the driver area in front of a barrier or white floor line that may distract the driver's attention or interfere with the driver's vision.
- Students must remain out of the driver's seat. Also, unnecessary conversation with the driver is prohibited while the bus is in motion.
- Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2 way radios, etc.) except as directed by the driver or during an actual emergency.
- The bus windows should not be opened without permission from the driver.
- Students are to keep their hands and feet to themselves. (NO fighting, horseplay, etc.)
- Students are not to eat or drink while on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
- Other forms of misconduct that shall not be tolerated on the bus and at the bus stops are acts such as, but not limited to, bullying, indecent exposure, obscene gestures, spitting, and other actions that may be addressed in the school's code of conduct.

Switching buses for any reason is strictly prohibited unless written notification is received from the student's parent/guardian by 8:00AM for Middle School students and 9:00AM for Elementary School students on or before the day of the change and approved by the administration of Family Foundations Academy. This written notification MUST be provide at the above specified times to the school's front office and/or emailed to mainoffice@ffa.k12.de.us. Any other form of communication other than in writing is not valid.

Following the Bus Safety Rules and Regulations will ensure safety, prompt arrivals, and departures of buses, and positive attitudes on the part of students. Students who do not follow the reasonable requests of the bus driver may jeopardize their bus riding privileges. Bus misbehaviors will result in a warning and parent contact. Subsequent bus misbehaviors will result in suspension of bus riding privileges for a period of time determined by the school's administration. Continual bus misbehaviors could result in permanent revocation of bus riding privileges.

Elementary and Middle School students may not ride the same school bus. There is no exception to this rule for siblings and relatives.

UNIFORM POLICY

Students at Family Foundations Academy Charter School will be required to wear school apparel that displays the school logo. FFA encourages students to practice proper grooming techniques and hygiene so that the learning environment is not disrupted. Since the school stresses professionalism and decorum, this philosophy should be reflected in the style of dress for students, teachers, and administrators. To abide by this, we have adopted a board-approved dress code that includes school shirts and sweaters with embroidered school logos, which can be purchased through the school's authorized vendor, Logo Wearhouse.

Shirts – Kindergarten thru 4th Grade

Green, pink (ladies), or white oxford or polo shirts with the board-approved Family Foundations Academy logo must be worn at all times during school hours. There are three styles of shirts available: short & long sleeve oxfords, short & long sleeve polo, and a short & long sleeve blouse. **Shirts must be tucked in at all times.** No more than the top two buttons of the shirt may be left open. The school logo must be visible at all times. Altering of required school shirts and/or logo is not permissible. Long sleeve garments may not be worn underneath school shirts that have short sleeves. An acceptable alternative is to wear long sleeve school shirts or school sweaters. Turtleneck shirts are allowed to be worn under sweaters (cardigan and vests) only and must be a solid color. Approved colors for the elementary school are; white, green, and pink (girls) polo and khaki pants. Khaki and green plaid jumpers and skirts are also permissible.

Shirts – 5th Grade thru 8th Grade

White or Red polo shirts (short or long sleeve) or white oxford shirts (short or long sleeve) with the board-approved Family Foundations Academy logo must be worn at all times during school hours. **Shirts must be tucked in at all times.** Blazers (red) may be worn by students. Approved colors for the middle school shirts are white and red.

Sweaters – All Grades

School sweaters with the embroidered Family Foundations Academy logo are the only permissible outer garments permitted to be worn in class. School sweaters are available in V-neck, cardigan, and pullover vest styles. The sweater must be worn with a solid color shirt underneath. Coats and/or jackets may not be worn in class. Outer garments (other than sweaters) must be stored in the student's classroom and may not be carried around the school. Blazers with the school logo may be worn by students in grades 5 thru 8.

Pants – All Grades

Students must wear khaki pants (grades k-4) and black pants (grades 5-8) that fit appropriately, being neither too tight nor too loose. Additionally, pants should not be too long; they should not drag on the ground. Pants should be worn at the natural waist at all times; “low-riders,” “hip- huggers,” and/or the “sag and drag” look is not suitable for school. Cargo style pants are not permitted.

Jeans of any style, color, or fabric are not permitted. No denim or denim-like material, regardless of color, is allowed. Knit, stretch, Lycra®, fleece, athletic, sweats, yoga, leggings, or warm-up pants are not allowed. Likewise, leather, leather-like, iridescent fabrics, and/or frayed, faded, or torn garments are not acceptable. Patterns, plaids, stripes, are not acceptable.

Skirts, skorts, and shorts – All Grades

Skirts, skorts, and shorts are permissible; however, they must be the appropriate grade level color and may not be shorter than four inches above the knee. Cargo style shorts are not permitted.

Jumpers – All Grades

Jumpers are available in the approved plaid or the solid khaki with the embroidered Family Foundations Academy school logo and must be purchased through the school's official vendor. The short or long sleeve Peter Pan collar shirt is designed to be worn under the jumper. However, any FFA approved shirt also may be worn under the jumper.

Jewelry, hair styles, and accessories

Excessive jewelry, make-up, hairstyles, or other accessories that are deemed by the school administration to be distracting or distasteful will not be permitted.

Hairstyles should reflect the atmosphere of decorum desired by the school. Unnatural color dyes, spiked hair and Mohawks are examples of hairstyles that would not be acceptable. Individual cases will be addressed by the administration.

The only permissible body piercings are earrings. Earrings must be no more than a nickel size to minimize distraction. Students are not prohibited from wearing jewelry, however Family Foundations Academy discourages wearing any type of valuable articles that could present hardship if lost or stolen. Expensive articles are worn at your own risk. Family Foundations Academy does not assume responsibility for articles lost or stolen.

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

Tights/Knee Socks with Skirts, skorts, and jumpers

When wearing skirts, skorts, or jumpers, solid colored white tights are permissible. When wearing knee socks, solid colored white knee socks are permissible. Students are not permitted to wear leg warmers, printed patterns, or leggings.

Shoes

Flat-soled dress shoes or athletic shoes may be worn all year around, but they cannot be tattered or have an assortment of colors (black, brown, or white shoes or sneakers are acceptable). Footwear should be secured on the foot (laces tied and/or Velcro fastened). Sandals, light up shoes, crocs, moccasins, and heely shoes (shoes with wheels) are not permitted. Boots are permitted if the pant leg lays over the boot. Timberland style boots are not permitted to be worn as part of the school uniform. Boots may not be worn with skirts, skorts, or jumpers. Pants may not be tucked into any type of footwear. Students must wear shoes and solid colored socks at all times.

Gym Uniform

Students must wear t-shirts, sweatshirts, sweatpants, and/or shorts with the board approved school logo in the approved colors for their student grade level. Students may also wear a polo shirt with sweatpants. Athletic sneakers must be worn in combination with the gym uniform. Students who do not have the approved physical education attire on will not be permitted to participate.

CONSEQUENCES FOR VIOLATING DRESS CODE

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

Minor dress violations such as un-tucked shirts will result in verbal warnings or issuance of demerits. Failure to follow repeated warnings will be considered insubordination.

Students who are not in dress code may not attend classes until the proper uniform correction is made. If the correction is not practical, parents will be contacted and will have to provide appropriate clothing for their student before he/she is permitted to attend classes. If parents cannot be contacted, the student will remain in the Dean of Students' office for the remainder of the day.

Repeated failure to conform to dress code may result in more severe penalties at the discretion of the school's administration.

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

- Non-school shirt
- Non-conforming pants, short, skirts, or skorts
- Clothing that is overly tight or baggy
- Defiance to adhere to the dress code (ex. Refusing to tuck shirt in)
- Unacceptable piercings or hairstyles
- Any major inappropriate or distracting appearance as deemed such by the school's administration

ALL UNIFORM ITEMS (EXPECT PANTS, SKIRTS, AND SKORTS) MUST BE PURCHASED FROM AN FFA APPROVED VENDOR. UNAUTHORIZED REPRODUCTION OF THE FFA BOARD APPROVED LOGO IS STRICTLY PROHIBITED. IF A STUDENT IS FOUND TO BE WEARING UNIFORM ITEMS DISPLAYING THE FFA LOGO FROM AN UNAPPROVED VENDOR, THEY WILL BE SUBJECT TO DISCIPLINARY ACTION DEEMED APPROPRIATE BY THE SCHOOL'S ADMINISTRATION.

DISCIPLINARY SYSTEM

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

Demerits are issued for violations of the school's attendance, homework, and uniform policy. The school will keep track of demerits and notify parents as certain levels are reached.

An accumulation of demerits will result in loss of privileges, detentions, and out of school suspensions.

Below is a list of demerits and corresponding consequences:

1 Demerit = Written warning issued

5 Demerits = One Saturday Detention.

10 Demerits = Two Saturday Detentions.

15 Demerits = 2 days of Out-of-School Suspension.

After 10 demerits, a parent conference will be scheduled with the school's administration and the student will serve three (3) Saturday detentions. After 15 demerits, the student may be assigned an out-of-school suspension ranging from three (3) to five (5) days and four (4) Saturday detentions.

Referrals are issued for more significant offenses, classroom disruptions, and continual classroom misbehavior. Referrals are written by the teacher and submitted to the administration. Depending on the severity of the violation, the administration will determine the appropriate consequence including but not limited to detention, out of school suspension, and/or referral to the Board for a review of the student's discipline record.

Detention

Detentions are issued by the school's administration when a student reaches five (5) demerits and/or when a student has received referrals evidencing non-compliance with the Student Code of Conduct. Detentions will be scheduled by the school's administration. Students and parents/guardians will be given notice of a student detention in writing (email and/or a letter mailed home). Students are required to serve the detention on the assigned date. All assigned detentions will be served on Saturdays from 8:00AM – 12:00PM. The only acceptable excuses for missing a detention are medical or family emergencies, medical or dental appointments (written note from the doctor must be received, verifiable and on the doctor's letterhead), or extreme unforeseen circumstances. The student will serve the detention on the following Saturday.

Unacceptable excuses for missing detention include, but are not limited to: forgetting, lack of transportation, and athletic or other extracurricular events. A student who misses a detention due to an unacceptable excuse will be considered to be in defiance of school regulations and be required to serve an additional detention for the first offense and will be serve an out-of-school suspension for up to five (5) days for subsequent offenses.

There is no such thing as lateness to detention. If the student shows up after the designated start of detention without a valid excuse for the lateness, he or she will not be permitted to serve detention on that day. The student will then be required to serve two additional detentions.

Proper conduct is expected during detention and all school rules are in effect. Students will be required to do any assignment given during the detention period. Students are not permitted to sleep, read magazines, bring food or drink, talk, play cards or other amusements, personal music playing devices or otherwise disturb the detention proctor or other students serving detention. Students who misbehave during detention will be removed and will be required to serve additional detentions as deemed appropriate by the school's administration. Subsequent misbehavior while serving detention may result in an out-of-school suspension for up to five (5) days.

Suspensions/Expulsions

Suspensions are administered for serious and repeated violations of the Student Code of Conduct. While serving an out-of-school suspension, a student may not be on school property for any reason during the school day. The student may not attend nor participate in any school-sponsored activities (field trips, plays, concerts, athletic events, rehearsals, practices, etc.) While suspended, any work missed should be made up according to guidelines under make-up work.

When a student is assigned suspension, a parent/guardian is contacted immediately by phone. A letter outlining the reason for the suspension will be sent home with the student. The parent/guardian will also receive written notice of the suspension via email. If a parent cannot be contacted, the student will remain in the school office for the remainder of the day. A student is not permitted to leave the building until a parent arrives.

Out-of School Suspension Offenses

There are certain offenses that may result in an out-of-school suspension and will require a parent conference:

- Fighting (all parties removed from the building to allow for a cooling off period and determination of penalties for perpetrators)
- Bullying
- Defiance of school personnel's authority
- Major disruption of the educational atmosphere
- Accumulation of demerits
- Missing assigned detentions
- Repeated misconduct and/or continual disregard of school regulations
- Offensive touching
- Violation of computer use policy
- Being in unauthorized areas
- Defamatory or demeaning Actions
- Inflammatory actions
- Possession or use of tobacco and tobacco related products

Dismissible Offenses (Expulsion)

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

- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Any possession of a weapon at school or at a school sponsored activity
- Assaults
- Ethnic Intimidation
- Harassment (physical, sexual, or verbal harassment)
- Stealing (This could be handled by administration depending on circumstances; restitution must always be made.)
- Fighting (depending on the circumstances)
- Terroristic threatening (including false alarms)
- Vandalism
- Continued exhibitions of overt defiance
- Repeated violations of the student code of conduct

Discipline of Students with Disabilities

For disciplinary reasons, the school's administration may suspend a student with a disability for no more than ten (10) school days. This is known as the "10 day rule". Disciplinary removals for more than ten (10) school days are regarded as a "change of placement". The "10 day rule" allows the school's administration to unilaterally remove a student with a disability who violates the code of conduct from the student's current placement for no more than ten (10) school days. A "change of placement" occurs if a removal is for more than ten (10) consecutive school days or a change of placement occurs if a student is subjected to a series of removals that constitute a pattern because they accumulate to more than ten (10) school days within a school year.

The Individuals with Disabilities Act (IDEA) requires school personnel to provide students with disabilities suspended for greater than ten (10) school days a free and appropriate public education (FAPE). Services must enable the student to participate in the general education curriculum and enable the student to progress toward meeting goals set out in the Individual Educational Plan (IEP). The IDEA requires the school to conduct a manifestation determination within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of the code of conduct. If the Special Education Team determines it was a manifestation, the Special Education Team must conduct a Functional Behavioral Assessment (FBA), develop a positive behavior support plan to address the behavior, and return the student to the placement from which the student was removed. If the Special Education Team determines it was not a manifestation of the disability, the school may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and duration however, services must continue to be provided.

The school's administration may remove a student with a disability to an interim alternative setting for up to 45 days when a student carries a weapon or a look alike to school or to a school or state function, knowingly possesses or uses illegal drugs, or has inflicted serious bodily harm on another person.

Fighting/Instigation

Fighting is defined as aggressive, physical conflict between two or more individuals; including but not limited to punching. Fighting in school will result in immediate removal from the building of both parties. During this time the administration will attempt to ascertain who was at fault. If the fault can be determined, further action (suspensions and/or appearance before the Board) could result. In addition, depending on the severity of the fight, a longer suspension period and police contact may result.

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

There is no such thing as an innocent spectator to a fight. Students witnessing a fight are required to report the incident to a teacher, administrator, or other staff member immediately. Standing around as a spectator only encourages fighting. A student will be subject to disciplinary action if the student is an observer or in any way encourages a fight.

Instigation is defined as behavior which is likely to incite or produce aggressive or physical conflict between two or more individuals.

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

Assault

An assault is when a student intentionally, knowingly, or recklessly causes physical injury to another. Students who violate this will be immediately suspended, the Police will be contacted (Ages 9 and up).

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

Defamatory or Demeaning Actions, Ethnic Intimidation

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

Sanctions may include, but are not limited to, detention, suspension, or a Board hearing leading to possible expulsion.

Defiance of School Personnel's Authority (Insubordination)

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

Drugs

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

Alcohol

Use or possession of alcohol at Family Foundations Academy is absolutely forbidden. Students may not use, possess or be under the influence of alcohol in school or on school grounds, when he or she comes to school, or when he or she attends any school-sponsored activities. If a student is found violating this regulation he or she will be suspended immediately.

Possession or Use of Tobacco and Tobacco Related Products

Possession or use of tobacco and tobacco related products by students is not permitted on school grounds or during school sponsored events. A student violating this policy will be suspended from school. Subsequent violations will result in longer suspensions and may involve more serious disciplinary measures including an appearance before the Board for a possible dismissal recommendation.

Gambling

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

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

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

The following definitions should be considered:

Unwanted sexual advances, unwanted requests for sexual favors, or inappropriate touching of a sexual nature; Inappropriate oral or written statements of a sexual nature, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats; The display of pictures or other items of a sexually explicit nature; Repeated remarks or jokes with sexual or sexually demeaning implications; any act which would be considered sexual harassment under Delaware Code Title 11.

INFLAMMATORY ACTIONS

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

OFFENSIVE TOUCHING

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

OUT OF SCHOOL CONDUCT

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

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

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

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

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

*Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year. The possession of a BB gun or knife will require a recommendation for expulsion. The school's administration may modify such expulsion requirement to the extent a modification is required by Federal and State law. This provision is in compliance with Federal Gun Free School Act of 1994. Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

SCHOOL AND PERSONAL PROPERTY

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

STEALING, POSSESSING, TRANSFERRING STOLEN GOODS

Taking, possessing or transferring the property of another without consent of the owner is considered stealing. Students who steal, possess or transfer stolen goods jeopardize their privilege of attending the school. Each case will be reviewed by an administrator to determine the appropriate penalty. Proper restitution must always be made. Obtaining money or property from another student through coercion, intimidation or threat of physical harm is also prohibited.

TECHNOLOGY ACCEPTABLE USE POLICY

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

THREATENING BEHAVIOR

- A threat to engage in menacing behavior that is violent or sexual in nature to an individual staff member or group of staff members without physical contact that would cause a reasonable person offense, annoyance, or alarm.
- At threat to engage in menacing behavior that is violent or sexual in nature to an individual student or group of students without physical contact that would cause a reasonable person offense, annoyance, or alarm.
- Any act leading to a full or partial evacuation or lock down of a building
- Possession or use of fire crackers, pepper spray, mace, or stink/smoke bomb starting a fire in the lavatories or any other part of the building.

TEXTBOOKS

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

USE OF DISTRACTING ITEMS

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

VANDALISM / DESTRUCTION OF SCHOOL PROPERTY

Vandalism includes the destruction or defacing of school property or the property of others (including the unauthorized altering/tampering or vandalism to school owned electronic equipment and software). The school will not tolerate vandalism of any kind. If guilty of vandalism the student will be required to pay for the damages and be referred to the administration for further disciplinary action. If the vandalism is significant, the student will be subject to an out-of-school suspension and be required to appear before the school's Board for more severe disciplinary action. If necessary, the matter will be referred to the police.

BULLYING

A student is being bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. A negative action occurs when a person knowingly inflicts, or attempts to inflict, physical or emotional injury or discomfort upon another person. Acts of bullying will be handled through parent contact

and demerits being issued. According to state law and Department of Education regulations, when a situation rises to actual bullying it must be treated as a criminal offense and must be reported to the appropriate authorities. The student may also be required to appear for a Board hearing in order to determine more severe penalties which may include but are not limited to suspension and/or expulsion.

CYBER-BULLYING

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

CHANGING CLASS

A student may not leave a classroom during a period without an official pass from the teacher present. Moving from one location to another should be done quietly so as not to disturb the classes in session.

LOITERING

Loitering is a student's unauthorized presence in an area. A student who violates this policy may be assigned an after school detention.

COMMUNICATION DEVICES

Communication devices such as, but not limited to, cellular phones and/or electronic signaling devices, may not be used on the school campus during the school day and must be turned off. Students violating this policy will have the item confiscated and turned over to an administrator who will return the item at a later date. Repeated violations of this policy will result the loss of the privilege to carry have the device on school property whether turned off or not and may also result in disciplinary action up to an including out of school suspension.

CUBBIES, CABINETS, LOCKERS, HOOKS

Each student will be assigned a cubbie, cabinet, locker, or hook in his or her homeroom. Students are responsible for keeping their cubbies neat and orderly. Student cubbies, cabinets, lockers, and hooks are the property of Family Foundations Academy and may be subjected to search at any time with or without reasonable suspicion.

FIRE/EMERGENCY/LOCKDOWN DRILLS

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

FOOD AND DRINK

Breakfast and lunch will be eaten in the school's cafeteria/multi-purpose room and is the only designated area where food and drink may be consumed. Students who eat and/or drink in areas other than the designated area will have these items permanently confiscated and may be subject to further disciplinary action. Gum chewing in school is not permitted. The faculty of FFA would like to discourage soda being sent to school for lunch or other school functions.

FORGERY

The willful act of imitating or counterfeiting the signature of a parent/guardian, custodian, teacher, or administrator for the purpose of deceiving a Family Foundations Academy employee. A student who violates this policy will receive detention and parents and/or guardians will be informed. Subsequent incidents of forgery will result in a referral to an administrator where more serious disciplinary action may be taken.

MANDATORY SCHOOL CRIME REPORTING

A mandatory reporting process through which certain crimes committed by students on school property, including buses, field trips, sports events, and any school function within the State of Delaware must be reported to the police and when applicable to DOE (Department of Education).

Mandatory Reports to Police

- Violent felonies (all violent felonies that occur against students, school employees, and school volunteers must be reported)
- Assault against a student, school employee, or volunteer
- Terroristic threatening against a school employee or volunteer
- Unlawful sexual contact against a student, school employee, or volunteer
- Possession of a dangerous instrument or deadly weapon by a student
- Possession of an unlawful controlled substance including prescription drugs or counterfeit drugs

Report to Department of Education

In addition to the above mentioned school crimes required to be reported to the police pursuant to statute, the school's administration shall report to the Department of Education the following infractions:

- Sexual harassment
- Offensive touching (non-employee)
- Pornography
- Bomb threats
- Criminal mischief (vandalism)
- Tampering with public records
- Alcohol, possession and use
- Felony theft (\$1,000 or more)
- Disorderly conduct/fighting
- Terroristic threatening
- Bullying
- Fighting
- Inhalants
- Drug paraphernalia
- Tobacco possession/use
- Steroid possession/use
- Medicine, inappropriate possession/use

ACADEMIC/GRADING POLICY

Grades are an indicator of the student's performance or skill proficiency at a particular time. A student's grades should reflect the teacher's assessment of the student's achievement, based upon the course requirements for a given class. Report Cards will be issued three times per year and the final grade will be calculated as an average of the three trimester grades. Letter grades are based on the following:

A+/EP (Exceeds Proficiency)	98 or above
A /EP (Exceeds Proficiency)	90 - 97
B /MP (Meets Proficiency)	82 - 89
C /NP (Near Proficiency)	74 - 81
D /BP (Below Proficiency)	66 – 73
F /BP (Below Proficiency)	65 or below

Failing grades are considered to be D and F.

HOMEWORK

Assigned homework is to be completed at home and is an extension of the concepts learned in class. Homework often serves to reinforce and supplement the lesson.

Please keep in mind that differences in ability level may alter the time spent in certain subject areas, but generally students are expected to dedicate a minimum of one (1) hour each night to the careful completion of their homework assignments. Each student should carefully record their homework in their composition book or notebook. Homework is due at the beginning of each class after it is assigned unless the teacher specifies otherwise. If a class does not meet because of a change in schedule or due to school closing because of inclement weather or some other act of nature, students are required to hand in the homework at the next class meeting. Additional time may also be required for studying for tests and completion of special projects. It is especially important that homework be completed and handed in on time.

Consequences for not doing homework are as follows:

- Loss of recess privilege
- Loss of privilege to participate in extra-curricular activities sponsored by FFA
- Demerits
- Saturday detention

HOMEWORK FOR ABSENTEES

Parents or guardians may call the office at 302-324-8901 before 9:00 a.m. to request homework assignments if you are absent two (2) or more days. Please note, we require 24 hours to assemble all of the materials therefore, we suggest you call us prior to picking up the requested assignments. Teachers are not required to provide work missed prior to a vacation. As this is an unexcused absence, upon the students return to school, the teacher may or may not provide an opportunity for missed work to be made up.

TESTING

Students may expect weekly or bi-weekly testing in the core subject areas. Proper study habits, regular review, and effective test preparation are essential to the successful completion of all class work.

Periods of standardized testing will also be scheduled during the year in order to measure overall student progress. These tests may include both school-wide and state required testing assessments.

Benchmark assessment testing will be required for all students seeking enrollment at FFA. These assessments are expected to be given during the spring and summer.

HONOR ROLL

Family Foundations Academy will issue an Honor Roll after each trimester for all grades. To be named to the Distinguished Honor Roll (Directors List) the student should have earned all A's/EP's. To be named to the Honor Roll the student should have earned a combination of A's/EP's and B's/MP's in all subject areas.

PROMOTION AND RETENTION

Kindergarten

Due to the developmental nature of student learning in the primary/elementary grades, retention may be considered upon the recommendation of teachers, specialists, and administration. Students not meeting grade level competencies may be retained in the current grade or required to attend summer school, if offered. Kindergarten grade level competencies are described on page 23 by EP (Exceeds Proficiency), MP (Meets Proficiency), NP (Near Proficiency), and BP (Below Proficiency). Students who earn grades of BP (Below Proficiency) will be retained.

1st Grade thru 8th Grade

In order to advance to the next grade level, a student must successfully pass all core subjects during the school year. Core subjects include Math, English Language Arts, Reading, Science, and Social Studies.

If a student obtains a D or F in either English Language Arts/Reading or Math, then retention is required. Failure of any three core subjects in one school year will result in retention. Passing grades are considered to be A, B, and C.

INTERIM REPORTS

Interim reports in each academic subject are available via the Home Access Center (HAC) at the midway point of each of trimester. These reports indicate a student's progress in the areas of school behavior, work habits, and academic performance. Parents/Guardians will be asked to come to school for a conference for students whose academic progress and personal conduct gives cause for concern. Parents will be notified in writing during the third trimester if a student is in danger of being retained.

REPORT CARDS

Report Cards will be made available through the school's Home Access Center every trimester. All parents/guardians will receive instructions on how to access the Home Access Center at the beginning of every school year. For parents/guardians who do not have internet access, hard copies of the report cards will be provided upon request. The student's final grade will be calculated as an average of the grades received for trimesters one, two, and three. The trimester reports will indicate the performance and accomplishments of the student during that trimester. The student will receive a grade for performance and accomplishments of the class assignments, and comments regarding his/her performance and behavior in class. The final report card will be mailed to the student's home address after the final day of school.

AFTER SCHOOL ACTIVITIES

If a student at Family Foundations Academy receives a D or F in a core subject in any trimester, the school administration has the right to evaluate and require the student to limit participation in school-sponsored extra-curricular activities.

SUMMER SCHOOL (*if offered*)

Students who have not successfully met grade level competencies or passed all core subjects during the school year are required to attend summer school at Family Foundations Academy for consideration of promotion to the next grade level.

Summer school will be Monday – Thursday from 9am – 1pm for at least eight (8) weeks. The content areas that will be part of the summer school curriculum are English Language Arts/Reading and Math. Demonstration of grade-level proficiency is required for promotion to the next grade to be considered. Transportation to and from summer school is the responsibility of the parent/guardian. There may be a cost for students to attend summer school.

ACADEMIC DISHONESTY

PLAGIARISM

Claiming or using someone else's work without correctly acknowledging the source of that information.

CHEATING

- Using or copying another student's test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments.
- Using unauthorized electronic device to calculate or create test answers or complete class/homework assignments.
- Using unauthorized material to answer test questions or complete class/homework assignments. A student in violation of this policy will be required to complete an additional or alternate assignment or redo the original assignment. In addition, the student will receive a Saturday detention and may also receive a failing grade the teacher will inform the parent or guardian. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

EXPULSION PROCEDURES

When it is alleged that a student committed a violation of the Student Code of Conduct and may be subject to a recommendation for expulsion, the following procedures shall be followed:

The Dean of Students will conduct a preliminary investigation to determine if there is a reasonable cause to pursue disciplinary action. The student will be informed of the charges and given an opportunity to tell his/her side of the story. If it is decided to proceed with an expulsion, the procedures below will be instituted.

Preliminary Investigation

- Student will be suspended according to the Code of Conduct.
- Student will be given written notice of the charges.
- The student and parent/guardian will participate in a conference with the Dean of Students to review the case, within five (5) school days of the incident. If agreement cannot be reached within the five day limit the Dean of Students will set the date/time. Notification of the scheduled conference will be sent to the parent/guardian via U.S. mail and email. Contact via telephone will also be attempted.
- At the conclusion of the conference the Dean of Students will inform the parent/guardian of the recommendation.
- All back-up materials must be submitted to the Chief Administrative Officer/Designee within two (2) days of the conference or seven (7) days of the incident, whichever is sooner.
- Days shall mean school days unless it is the end of the school year; then days shall mean calendar days including Saturday, Sunday, and holidays.

Administrative Hearing

Upon receipt of a recommendation from the preliminary investigation, the following will be implemented:

- The Chief Administrative Officer/Designee will review documentation to affirm that appropriate discipline procedures were followed and will notify the student and the parent/guardian by letter that an administrative expulsion hearing will be held to consider the recommendation.
- Notice will be sent by certified mail and shall give the date, time, and location of the hearing.
- The hearing shall be held not less than two (2) or more than ten (10) business days after receipt of Notice. The Notice shall be deemed to be received on the third calendar day following the day of mailing. This time period may be waived by an agreement of the parties. A copy of the documentation shall be made available upon request to the student/parent/guardian at the school prior to mailing.
- The student and parent/guardian will also be given the following:
 - The reason(s) for the recommendation
 - The names of the witnesses who may appear
 - Copies of statements/information that will be submitted as evidence
- Prior to the Administrative Hearing the parent/guardian must submit the following information to the school:
 - Name of the student advocate or legal counsel (if the student will be represented by one);
and

- Names of any witnesses who may appear at the Administrative Hearing. (If any witnesses are minors, a copy of the parent's/guardian's permission for the minor to attend must also be included.)
- The hearing shall be conducted by an officer selected by the Chief Administrative Officer/Designee. The officer may be an employee of the school, but must not have been involved in the preliminary investigation and/or conference.
- The officer shall have full authority to admit or exclude evidence. Evidence presented at the expulsion hearing may include, but is not limited to, witness statements, police/AG reports, photocopies of evidence. The officer is not bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination shall be excluded.
- In conducting the hearing, the school shall submit evidence first followed by the response of the student, if any. Further rebuttal evidence by either party may be presented at the hearing if the officer determines such evidence is necessary.
- A student may or may not be placed in an alternative educational program or setting pending expulsion.
- The student shall have the following rights:
 - To be represented by counsel at the student's expense;
 - To cross-examine school representatives;
 - To testify and produce witnesses on his/her behalf; and
 - To obtain, at the student's expense, a copy of the transcript of the hearing.
- In lieu of a formal expulsion hearing, a student or his/her representative, may elect to waive the hearing and admit to the violation(s). In these circumstances, the student must provide a written hearing waiver request letter at least 24 hours prior to the date of the hearing or be given the opportunity to waive on the day of the hearing. This waiver does not absolve the student from the required consequences for the violation(s) under State law and the Student Code of Conduct.

Board Hearing

- Within five (5) business days following the conclusion of the Administrative Hearing, a written report ("Report") shall be prepared for the Chief Administrative Officer/Designee. The Report shall frame the issues, summarize the evidence, state conclusions of fact, and make a recommendation as to whether the Chief Administrative Officer/Designee should recommend to the Board that the student be expelled or the Chief Administrative Officer/Designee should implement some alternative disciplinary action or program.
- The Chief Administrative Officer/Designee shall accept or modify the recommendation of the officer within five (5) business days of receiving the Report. The decision of the Chief Administrative Officer/Designee shall be communicated to the student/parent/guardian by telephone and/or mail/email.
- If the Chief Administrative Officer/Designee recommends expulsion to the Board, the Board shall make its decision at the next scheduled public Board meeting. The review shall be conducted by a majority of the members of the Board and shall be based solely upon the Report from the officer, the record of the Administrative Hearing, and the written responses, if any, by the student/parent/guardian. The Board may accept, reject, or modify the recommendation of the Chief Administrative Officer/Designee.
- Except as is otherwise provided herein, within ten (10) business days of the conclusion of the review by the Board, the Board, through its designee shall submit its decision to the student/parent/guardian in writing.

Application for Readmission

- A student and his/her parents/guardian(s) may apply for approval from the Board for readmission to FFA at the end of the expulsion period. It is required that the student and his/her parent/guardian submit in writing information concerning the activities of the student during the expulsion period. The Board reserves the right to deny readmission based on reasonable factors including, but not limited to, code of conduct violations subsequent to the expulsion and violations of civil and/or criminal law. At the Board's discretion, the student may be required to appear before the Board regarding readmission.
- To be scheduled for a Board meeting it is necessary for the completed readmission information to be received according to the timeline provided from the school to the student and the parent/guardian after the Board Meeting in which it was determined that the student would be expelled.

Readmission

An expelled student and his/her parents/guardian must apply for admission by submitting a letter (one from the student and one from the parent/guardian) for consideration for admission to Family Foundations Academy. Each letter should list why the student and parent/guardian wish to re-enter FFA. The student's activities during the expulsion should also be listed. For example, list any counseling he/she received, volunteer activities, or other similar activities during the expulsion period. Information received will be presented to the FFA Board.

The Board reserves the right to deny admission based on reasonable factors including, but not limited to, code of conduct violations subsequent to the expulsion and violations of civil and/or criminal law. At the school's discretion, the student may be required to appear before the school's administration regarding admission.

Expulsions from Other Schools/Districts/States

A student expelled from another school, school district, or state shall be denied admission to FFA until the full term of the expulsion from the school/school district where the student was expelled has expired. A student alternatively placed for behavior from another school, school district, or state upon enrolling in FFA shall be alternately placed in accordance with the original terms of the alternate placement or as determined by the school's administration.

APPENDIX I:

FAMILY FOUNDATIONS ACADEMY POLICY ON POSSESSION OF FIREARMS

In compliance with the Federal “Guns Free Schools Act of 1994,” the following policy shall apply to all students:

Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 school days. The school's administration shall modify such expulsion requirement to the extent a modification is required by Federal or State law. The procedures to implement this policy will be the expulsion procedures outlined in School Code of Conduct. For purposes of this policy, the term “weapon” as used in the Federal “Gun Free Schools Act of 1994” means a “firearm” as defined in Section 921 of Title 18, United States Code.

Definition of Firearm:

The term “firearm” means:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel projectile by the action of an explosive;
- The frame or receiver of any weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. Such term does not include an antique firearm.

The term “destructive devise” means:

- Any explosive device, incendiary, or poison gas – bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses;
- Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
- Any combination of parts either designated or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. This term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

The term “antique firearm” means:

- Any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1989; or any replica of any firearm described in subparagraph (A) if such replica is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States.

The Following Regulations Shall Apply To This Policy:

- All students shall receive an updated Student Code of Conduct that contains the School's policy on the possession of firearms at the beginning of each school year, and whenever a student enters or re-enters the School during the school year, to be shared with their parent/guardian/custodial adult.
- FFA's policy on possession of firearms shall apply to all students, except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the possession of firearm policy was due to the student’s handicapping condition will be made prior to any discipline or change of placement in connection with the policy.

APPENDIX II:

FFA DRUG AND ALCOHOL POLICY

THE FOLLOWING POLICY ON THE POSSESSION, USE, OR DISTRIBUTION OF DRUGS AND ALCOHOL SHALL APPLY TO ALL SCHOOLS AND/OR PROGRAMS:

- The possession, use, abuse 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.
- Student cubbies, cabinets, and lockers are the property of the school and may be subjected to search at any time with or without reasonable suspicion.
- All alcohol, drugs, drug-like substances (including prescription and over-the-counter drugs), look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the school's administration and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by Title 16 Delaware Code Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate.

THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS POLICY:

- **“Alcohol”** shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, as defined in Section 101 of Title 4 of the Delaware Code, including alcohol, spirits, wine and beer.
- **“Drug”** shall mean any controlled substance or counterfeit substance as defined in Chapter 47 of Title 16 of the Delaware Code, including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which is abused (consumption greater than the prescribed dose) or has been given to or prescribed for a person other than the student in whose possession it is found.
- **“Drug paraphernalia”** shall mean all equipment, products and materials as defined in Section 4701 of Title 16 of the DE Code, including, for example, roach clips, miniature cocaine spoons and containers for packaging drugs.
- **“Prescription drugs”** shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner, as defined in Title 16 Delaware Code Section 4701(24), while acting in the course of his or her professional practice, and which is specifically intended for the student in whose possession it is found.
- **“Drug like substance”** shall mean any non-controlled and/or non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over the-counter cough medicines, certain types of glue, and caffeine pills.
- **“Non-prescription medication”** shall mean any over-the-counter medication; some of these medications may be a “drug-like substance.”
- **“Look alike substance”** shall mean any non- controlled substance which is packaged so as to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a non- controlled substance capable of producing a change in Behavior or altering a state of mind or feeling. See Title 16 Delaware Code Sec. 4752A.
- **“Possess,” “possessing,” or “possession”** shall mean that a student has on the student's person, in the student's belongings, or under the student's reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance or drug paraphernalia.

- **“Use”** shall mean that a student is reasonably known to have ingested, smoked or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.
- **“Distribute,” “distributing,” or “distribution”** shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.
- **“School environment”** shall mean within or on school property and/or at school-sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.
- **“Expulsion”** shall mean exclusion from school.

THE FOLLOWING REGULATIONS SHALL APPLY TO THIS POLICY:

- At the beginning of each school year and whenever a student enrolls or re- enrolls during the school year, each student and his or her parent, guardian, or relative caregiver shall receive an updated Student Code of Conduct.
- The State and School policies shall apply to all students, except with respect to students with disabilities, the applicable State and Federal law will be followed.
- Staff members will report incidents to the school's administration who will verify the identity of the student and the probable cause that a policy violation has been committed. The school's administration where required will report the incident to the police and will file a report to be sent to the Department of Education. Parents will be notified as quickly as possible via the telephone. If telephone contact cannot be made, a letter will be sent home. Records will be maintained in a separate discipline file and confidentiality will be followed. Names and details of any particular incident will be revealed only to those staff persons who are required to know the specific information.
- Any physical evidence of a policy violation will be submitted to the school's administration. The administration will document the date, time, and description of the evidence and the name(s) of the student(s) involved. Evidence will be locked in a secure area determined by the administration and submitted to the police upon their arrival.
- General searches of the property of a student may be conducted by the school's administration at any time upon reasonable suspicion.
- All prescription and over-the-counter non-prescription drugs shall be presented to the school nurse upon entering the school building. The nurse will be responsible for dispensing those drugs to the students until they leave at the end of the school day. Any of these drugs not submitted to the school nurse will be considered in violation of this policy. Where necessary, individual students may be permitted to carry a prescription drug after submitting written notification from a physician and obtaining approval from the school's administration.
- The discipline policy shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out of-school conduct shall include, but is not limited to, the sale, transfer, or possession of drugs which would constitute an offense punishable by law.
- Students expelled from school for alcohol and drug infractions must petition the Board for readmission. Evidence must be provided of having received appropriate related services pertinent to the expulsion offense.
- Notwithstanding any of the foregoing, students are permitted, in their discretion, to use and possess an asthmatic quick relief inhaler (“inhaler”) and/or auto-injectable epinephrine with individual prescription label; provided, nevertheless, that the student uses the inhaler and/or auto-injectable epinephrine pursuant to prescription or written directions from a state licensed health care practitioner; a copy of which shall be provided to the school; and further provided that the parent(s) or

legal custodian(s) of such student provide the school with written authorization for the student to possess and use the inhaler or auto-injectable epinephrine such student's discretion together with a form of release satisfactory to the school releasing the school and its employees from any and all liability resulting or arising from the student's discretionary use and possession of the inhaler and/or auto-injectable epinephrine and further provided that the school nurse may impose reasonable limitations or restrictions upon the student's use and possession of the inhaler and/or auto-injectable epinephrine based upon the student's age, level of maturity, behavior, or other relevant considerations. (For students who use prescribed asthmatic quick relief inhalers and/or auto-injectable epinephrine, see 14 DE Admin. Code 817, Administrations of Medications And Treatments)

APPENDIX III:

FFA EDUCATIONAL TECHNOLOGY – ACCEPTABLE USE

Educational technology is rapidly expanding at FFA and is expected to continue. FFA believes that it is essential that all users of the school's technology understand both the benefits and the responsibilities associated with technology usage. Instructions for implementing the school's Acceptable Use Agreement will be provided by administrators, teachers, or other authorized staff, whichever is applicable. FFA's educational technology is defined as any device which is capable of or necessary for the transmission, reception, or storage of data in the form of text, pictures, video, or audio which is owned or licensed by the school for the purpose of instruction or the support of education. Examples of educational technology include but are not limited to computers, peripherals, (such as monitors, printers, scanners, CD-Rom towers, etc.), networked devices, televisions, audio-visual devices, recorders, copiers, fax machines, display devices, software, assistive technology devices, and telephones. It also includes the use of the Internet, which connects millions of computers worldwide, as well as all computers, networks, databases, information systems, and electronic instructional systems provided by the FFA. This agreement encompasses all student, staff, and community use of technology systems provided by the FFA. All students, staff, and community members who use FFA educational technology in any form are required to sign the Acceptable Use Agreement and return it to the administrator in charge of technology in each building. The use of school technology is a privilege – not a right. Currently there are no user fees for these services. In the event a user fee is charged, users will be provided with notice of the charge prior to the imposition or collection of such.

GOALS

- To support FFA's curriculum
- To support educational research activities
- To enhance learning opportunities for using information technology
- To promote life-long learning

ACCEPTABLE USE

All systems are to be used in a responsible, ethical, and legal manner. In addition, usage must be in support of educational objectives, and in accordance with the behavior guidelines of Family Foundations Academy.

UNACCEPTABLE USE

- No software may be copied to or downloaded from any computer of the network except by permission of a building administrator or his/her designee in each building.
- Involvement (implying direct or participatory) in unauthorized editing, deleting, or copying of any data, records, databases, passwords, directories, or configuration files is prohibited.
- Violating copyright or privacy laws is prohibited.
- Distributing material protected by trade secrets is prohibited.
- Soliciting, using, or sending any threatening (implying harm – physical or emotional), pornographic, or obscene material is prohibited.
- The purposeful use of any system inconsistent with its design is prohibited.

- Use of any computing resources for commercial purposes is prohibited. This includes the use of the network for commercial activities for or on behalf of businesses or other for-profit institutions, including, but not limited to product advertisement or political lobbying.
- Use of school technology resources for unauthorized activities is prohibited.
- Disconnecting any device from the school technology devices without the proper authorization is prohibited.
- Transmission of any material in violation of any federal and/or state regulation or law is prohibited.
- Students attempting to log on to any system using another's password or sharing of a user's password with anyone else is prohibited.
- Users shall not attempt to gain unauthorized access to the system or to any other computer system through the school system, or go beyond their authorized access.

USER RESPONSIBILITIES AND ETIQUETTE

- The individual user (students/staff/community members) accepts the responsibility for keeping all unauthorized material, inappropriate files, or files dangerous to the integrity of the computer or network from entering the school's computers by any manner or means. Appropriate permission must be obtained from an authorized staff member before downloading any material from the internet or other electronic sources of information.
- When using school networks, the Internet, or other information service providers, users:
 - Are prohibited from revealing personal information such as home addresses or phone numbers
 - Must not disrupt the use of any network (i.e. downloading large files, sending mass email messages)
 - Must assume that any communication and/or information accessible via any computer or network is not personal and private conversation and could possibly be accessed by other users.
 - Are not responsible for unsolicited communications.
- When using school technology resources, users must always use non-offensive and non-vulgar language. They must not swear or use vulgarities, other abusive language, or any offensive statements.
- Users will contact appropriate staff (teacher, administrator, administrator's designee or library staff member) if any computer and/or program does not work properly. They will not attempt to fix problems themselves unless trained and authorized to do so.

DUE PROCESS

- The school will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through school technology resources.
- Allegations that a student violated the FFA Acceptable Use Agreement will be handled in accordance with the Student Code of Conduct.
- Allegations that an employee violated the FFA Acceptable Use Agreement will be handled in accordance with the employee's contract.
- The school may terminate the account privileges of a guest user at any time and for any reason.

CONSEQUENCES

Inappropriate use or vandalism will result in the limitation or cancellation of user privileges and when necessary, appropriate legal action. If damage occurs due to willful user misconduct, the user may be permanently denied access to technology resources. The cost of repair or replacement for such willful damage will be billed to the user who caused said damage and/or the legal parent or guardian of that user.

SECURITY

Security on any computer system is a high priority, especially when multiple users are involved. If a user identifies a security problem, he/she must notify an appropriate staff member immediately. Users sending messages relating to, or in support of, illegal activities should be aware that system administrators have access to their communications. Computers, networked technology, and information contained thereon, remain the property of the school. Confidential student files may be accessed by authorized personnel. If any employee has something personal, confidential, or private to communicate, the employee should not use school computers or e-mail for doing so. Computers and e-mail may be monitored. This document satisfies the school's obligation to provide employees notice of such monitoring. The school strives to maintain a workplace and educational setting free of harassment and sensitive to the diversity of employees and students. Therefore, the school prohibits the disruptive or offensive use of computers, the e-mail system or fax machines. For example, the display or transmission of sexually explicit images, messages, and cartoons is prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing or disrespectful.

DISCLAIMER

FFA does not condone and will not be held responsible for any unacceptable materials obtained using its computers or other information technology. By the nature of this activity, offensive or inappropriate material may be inadvertently encountered. If such material is accessed, the user is expected to immediately leave the website. Students, staff, and community members should be aware that access to FFA information technology will be withdrawn from users who do not respect the rights of others and who do not follow the rules and regulations established by the school. Further, the use of any information obtained via the FFA computers is strictly at the risk of the individual user and such usage shall be consistent with the requirements of this agreement. The school specifically denies any responsibility for the accuracy or quality of information obtained through the services provided for in this agreement.

APPENDIX IV:

FFA BULLYING POLICY

POLICY STATEMENT ON SCHOOL BULLYING PREVENTION

PURPOSE: To establish a policy and uniform approach to prevent bullying.

ISSUE: Family Foundations Academy (“FFA”) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The school strives to provide a safe learning environment for all students and all employees.

POLICY:

Prohibition of Bullying

To further these goals, and as required by 14 *Del. C. 4112D*, the school prohibits the bullying of any person on school property, at school functions, by use of data or computer software accessed through a computer, computer system, computer network or other electronic technology of the school. The school further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

“School functions” include any field trip or any officially sponsored school event. “School property” means any building, structure, athletic field, sports venue, or real property owned, operated, leased or rented by FFA.

Definition of Bullying

As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee (that a reasonable person under the circumstances should know will have the effect of:

- Place a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being, or substantial damage to his or her property; or
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of actions, or due to a power differential between the bully and the target; or
- Interfering with a student having a safe school environment necessary to facilitate educational performance, opportunities or benefits; or
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Any school employee with reliable information that would lead a reasonable person to suspect a person is a target of bullying shall immediately report it to the administration.

Investigative Procedures

- The school shall maintain a procedure for promptly investigating incidents in a timely manner and determine whether bullying has occurred.
- All confirmed incidents must be reported to the Department of Education by the school's administration within five (5) business days.
- Some acts of bullying may also be crimes which must be reported to the police and/or the Department of Education pursuant to the school crime reporting law (14 Del. C. § 4112).

Consequences for Bullying

Consequences for bullying are described in the Student Code of Conduct. The school shall maintain a procedure to communicate with medical and mental health professionals.

Retaliation

Retaliation for reporting bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school's administration after consideration of the nature, severity, and circumstances of the act.

Implementation

The school bullying prevention program must be implemented throughout the year.

Review and Reporting

The Superintendent and his/her designee will report each year to the Board on the status of this Policy Statement on School Bullying Prevention.

References

An incident may meet the definition of bullying and also the definition of a particular crime under State or Federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of §4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or Federal law. Nothing in this policy shall supersede or be construed in such a manner as to conflict any State or Federal laws concerning special education or individuals with disabilities.