



FAMILY FOUNDATIONS ACADEMY

CHARTER SCHOOL

SCHOOL CODE OF CONDUCT

2009

2010



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 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

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.

After a student is absent and no later than the third day, a parental written note of explanation must be presented in order for the absence to be excused. All written notes must have a parent signature. Handwritten notes will not be accepted. The following is a list of reasons for an excused absence:

- Illness of child – a physician's note is required.
- 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 a student (a physician's note is required).
- Death in the family or of a close friend (funeral program or obituary required).
- Legal business
- Observance of a religious holiday.
- Remedial health treatment (physician's note required).
- Emergency situations as determined by the school director or nurse.
- Suspension 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. The time allowed for taking tests or turning in assignments shall be twice the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

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. The time for requesting assignments after an excused absence shall be twice the time missed from class. A teacher may extend this time if circumstances merit such action.

In order to be compliant with Delaware Code, 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 mailed to the residence.
2. Following the **10th day** unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone call to appear at the school for a conference with the School Director. At this meeting, the School Director will meet with the both the student and parents 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 (60 hours) to receive credit.
3. Following the **15th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear at the school for a F.I.T. hearing. At this hearing a ruling will be made regarding permanent dismissal from the school.
4. Following the **25th day** of unexcused absence, the school shall refer the case for prosecution. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, the school shall immediately notify the Department of services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.
5. Following the **35th day** of excused or unexcused absence, the school will reserve the right to determine promotion to the next grade level.

LATE FOR SCHOOL / EARLY DISMISSAL

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 time (9AM) and stays in school until dismissal (4PM). 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. Following an accumulation of any combination of 5 unexcused late arrivals and/or unexcused early dismissals, a student detention will be issued. Additional detentions will be issued after any combination of five unexcused late arrivals and/or unexcused early dismissals. 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 home.

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 two one-hour detentions for the first offense and will be suspended for subsequent offenses.

LOITERING

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

ACADEMIC DISHONESTY

1. **PLAGIARISM** - Claiming or using someone else's work without correctly acknowledging the source of that information.
2. **CHEATING**
 - a. Using or copying another student's test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments.
 - b. Using unauthorized electronic device to calculate or create test answers or complete class/homework assignments.
 - c. Using unauthorized material to answer test questions or complete class/homework assignments. A student in violation of this policy will be required to complete an additional, alternate or redo of the assignment. In addition, the student will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

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.

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 and the student will be required to appear before the Family Intervention Team (F.I.T.).

ASSAULT

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

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.

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 will also be required to appear before the F.I.T.

BUS TRANSPORTATION

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

- Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
- If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED

- lights are flashing, and wait for the driver's signal to cross. 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 are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
 - Students must remain properly seated at all times. (Back to Back; Bottom to Bottom)
 - 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.
 - Students must remain out of the driver's seat and refrain from unnecessary conversation with the driver while the bus is in motion.
 - Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2 way radios, etc.) except as directed by the driver or during an actual emergency.
 - The bus windows should not be opened without permission from the driver.
 - Students are to keep their hands and feet to themselves. (NO fighting, horseplay, etc.)
 - Students are not to eat or drink while on the bus.
 - Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
 - Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
 - Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
 - Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.

Switching buses for any reason is strictly prohibited unless a note is written from both parents and approved by the administration of Family Foundations Academy.

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

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.

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 official school day and must be turned off. Students violating this policy will be issued a demerit slip and have the item confiscated and turned over to an administrator who will return the item at a later date.

CUBBIES

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

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, demerits, suspension, or review board hearing.

DEFAMATORY OR DEMEANING ACTIONS, ETHNIC INTIMIDATION

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

Sanctions may include, but are not limited to, detention, suspension, or F.I.T. 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 F.I.T. hearing.

DISCIPLINARY SYSTEM (Demerits, Detentions, Referrals, Suspension, Expulsion)

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 uniform policy. The school will keep track of demerits and notify parents as certain levels are reached.

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

Below is a list of demerits and corresponding consequences:

1 Demerit = Written warning issued

2 Demerits = After school detention in the Dean's office from 4:30 pm to 5:30 pm.

5 Demerits = Three days of after school detention.

10 Demerits = 5 days of after school detention.

15 Demerits = One day of In-School Suspension.

After 10 demerits, a parent conference will be scheduled with the School Director and the student will serve three one-hour detentions. After 15 demerits, the student will serve one week of In School Suspension and appear in front of the F.I.T. Team where other action (suspension, probation, expulsion) will be considered. (See also Detention and F.I.T. Team sections in this handbook for further information).

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

SUSPENSIONS

Suspensions are administered for serious infractions of the rules such as insubordination, fighting, being in unauthorized areas, major disruptions, repeated misconduct, and vandalism. 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 (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 serving an in-school suspension, the student will have the opportunity to complete the class work for that school day while serving the in-school suspension in the Student Enrichment Center or the designated in-school suspension room. While serving an in-school suspension, the student may not attend or participate in any school-sponsored activities (plays, concerts, athletic events, rehearsals, practices, etc.)

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

Suspendible Offenses (In-school & Out of school)

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 (possible F.I.T. referral)
- Major disruption of the educational atmosphere
- 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

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

Dismissible Offenses

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

- 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

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

DETENTION

Detentions are issued by the administration when a student reaches 2 demerits and/or when a student misbehaves in the classroom or other areas of school property. Detentions will be scheduled by the administration. Students will be provided with a 24-hour notice of detention. Students are required to serve the detention on the assigned date. Detention is one hour in length and is held immediately after school. The only acceptable excuses for missing a detention are medical or family emergencies, excused absence from school, medical or dental appointments (must be verifiable and on the doctor's letterhead), or extreme unforeseen circumstances. The student will serve the detention on the first day of return.

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

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 subjected to serve two detentions.

Proper conduct is expected during detention and all school rules are in effect. Students may only do school work during detention but may also be required to do a written assignment that relates to the misbehavior. Students are not permitted to sleep, read magazines, bring food or drink, talk, play cards or other amusements, personal music playing devices or otherwise disturb the detention proctor or other students serving detention. Students who

misbehave during detention will be removed and will be required to serve two detentions. Subsequent misbehavior during detention may result in external suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

For disciplinary reasons, the school director may change the placement of a student with a disability to an alternative school/program for up to ten days or suspend such a student, if the total days suspended in the current school year do not exceed ten school days, in accordance with guidelines for disciplining students without disabilities.

The school director may also change the student's placement to an alternative setting selected by the student's school-level individualized educational plan (IEP) team, for up to 45 days if:

1. The student carries a weapon to school or to a school function; or
2. The student knowingly possess or uses illegal drugs, or sells or solicits the sale of controlled substances while at school or a school function.

The administration may seek the determination of an impartial hearing officer that a student with a disability should be removed from FFA. A hearing officer may order that the student be placed at an alternative school/program for up to 45 days if the officer determines that maintaining the student at his/her current school is substantially likely to result in injury to the student or to others.

If the school contemplates expulsion, alternative placement (with or without expulsion), or suspension (inside or out of school) of a student with a disability in excess of ten (10) school days cumulatively in one school year, a special education team meeting at the school will be convened to discuss the student's discipline. The meeting may be held up to ten (10) days after the removal of a student from school.

The special education team will determine whether the alleged conduct was a manifestation of the student's disability. The team will determine if (1) the alleged conduct was related to the student's disability; or (2) the student was inappropriately placed at the time of the offense and the likelihood that a change in the student's program and / or placement would alleviate the misconduct leading to the discipline proposed. If the special education team (IEP) team determines that none of the above standards are met, the student may be disciplined according the Student Code of Conduct, except that a student eligible for special education or related services under the I.D.E.A. may not be denied a free appropriate public education. If any of the standards are met, the student may not be suspended, expelled or moved to an alternative placement for longer than ten (10) days in one school year, but may be disciplined in accordance, with the student's IEP, and the team should review the student's IEP or 504 Plan and placement.

A parent / guardian who disagrees with the special education (IEP) team's determination or the school director's disciplinary decision may request a meeting to review the decision. If the student has been placed in an alternative school / program, the student will remain in the alternative placement until the due process hearing officer renders a decision or for 45 days, whichever occurs first, unless the school and parent(s) / guardian(s) agree otherwise.

A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 and who is currently engaging in illegal use of drugs or use of alcohol, may be disciplined with regard to their use or possession to the same extent that students without disabilities are disciplined.

Nothing stated herein shall preclude an IEP team from placing a student with a disability, determined to have brought a firearm or weapon to school, in an interim alternative educational setting in accordance with State and Federal law. Definitions Used in this Section "Student with a disability" refers to a student eligible for special education or related services under either: (1) the Individuals with Disabilities Education Act (I.D.E.A.), as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act of 1971.

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 two authorized vendors, Dennis Uniforms and Land's End.

Shirts – Grades 1 thru 3

Green, pink (ladies), or white polo shirts with the board-approved Family Foundations Academy logo must be worn at all times during school hours. There are two styles of shirts available: short and long sleeve polo and a short and 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 long sleeve shirts or sweaters only and must be a solid color.

Shirts – Grades 4 and 5

Pink (ladies) or white oxford shirts with the board-approved Family Foundations Academy logo must be worn at all times during school hours. There are two styles of shirts available: short and long-sleeve oxfords. Shirts must be tucked in at all times. Boys MUST wear a khaki tie with the oxford shirt. 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 long sleeve shirts or sweaters only and must be a solid color.

Sweaters – All Grades

School sweaters with the embroidered Family Foundations Academy logo are the only permissible outer garments to be worn in class. School sweaters are available in a V-neck cardigan, zipper, vest, and pullover style. The sweater must be worn with a school shirt underneath. Blazers and coats may not be worn in class. Outer garments (other than sweaters) must be stored in the student's classroom and may not be carried around the school.

Pants – All Grades

Students must wear khaki pants 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 are not suitable for school.

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 khaki and may not be shorter than four inches above the knee.

Jumpers – All Grades

Jumpers are available in the approved plaid or the solid tan with the embroidered Family Foundations Academy school logo and must be purchased through one of the school's two vendors (Dennis Uniform or Land's End). The short or long sleeve Peter Pan collar shirt is designed to be worn under the jumper. However, any FFA approved shirt 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 or tan 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 round, 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, open back shoes, light up shoes, crocs, moccasins, and heeley shoes (shoes with wheels) are not permitted. Boots are permitted if the pant leg lays over the boot. Timberland style boots are not permitted 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 hunter green, white, or gray t-shirts, sweatpants, and/or shorts with the board approved school logo. Students may also wear a polo shirt for gym. Sneakers that light up are not permitted. Sneakers must be worn 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 distractive appearance will be addressed by the administration on an individual basis.

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

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

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

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

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

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 F.I.T. Team.

FIGHTING

Fighting in school will result in immediate removal from the building of both parties. During this time the administration will attempt to ascertain who was at fault. If the fault can be determined, further action (suspensions and/or appearance before the F.I.T. Team) 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. A student must either attempt to stop the fight or leave the area to get help. 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.

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.

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

The school's multi-purpose room during breakfast and lunch is the only place and times in the building where food and drink may be consumed. Food or drink may be permitted in classrooms for special occasions if prior approval has been granted by the administration. Students who eat and/or drink in areas other than the designated area or who carry food and/or drink into classrooms or hallways 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

- Creating a false document to be used for school purposes (i.e. school passes, parental notes).
- The willful act of imitating or counterfeiting the signature of parents/legal guardian or custodian, teachers, or administrators, 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 in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

GAMBLING

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

HEALTH SERVICES

A nurse is on duty every school day. Parents should report to the nurse's office to pick up a child who is ill. If a student becomes ill the student should get permission from his or her teacher to report to the nurse. If a student is not in class or there is a real health emergency, the student may report directly to the nurse. A student should never remain in a lavatory.

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

Parents must complete an "Emergency Card" and promptly return it to the homeroom teacher. The "Emergency Card" enables the nurse to notify parents or guardians in case of illness or injury. Please note that parents need to inform the school nurse if anyone other than those listed on the emergency card are sent in to school to pick up a child. Upon arrival picture ID will be required before that person will be allowed to leave with the child.

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

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

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

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

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

GRADING SYSTEM

Report Cards will be issued four times per year. Letter grades are based on the following:

A+	98 or above
A	90 - 97
B	82 - 89
C	74 - 81
D	66 – 73
F	65 or below

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.
- After school detention.

HOMEWORK FOR ABSENTEES

Parents or guardians may call the office at 302-324-8901 before 10:00 a.m. to request homework assignments if you are absent 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 the student should have earned all A's. To be named to the Honor Roll the student should have earned a combination of A's and B's in all subject areas.

PROMOTION AND RETENTION

Grades 1-2

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.

Grades 3-5

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

Failure of any three core subjects in one school year will result in retention. Passing grades are considered to be A, B, and C. Failing grades are considered to be D and F. Students who are retained MUST attend and successfully pass summer school in order to be promoted to the next grade level.

INTERIM REPORTS

Interim reports in each academic subject are issued during the course of each of the three trimesters. 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 summer school will be required.

REPORT CARDS

Report Cards will be distributed every trimester. The trimester reports will indicate the performance and accomplishments of the student during that trimester. The student will receive a grade for performance and accomplishments of the class assignments, and comments regarding his/her performance and behavior in class. The first two trimester report cards are to be signed and returned to the student's teacher. The final report card will be given to students on the last day of school. If the student is not present at school on the last day of school, then the report card will be mailed home.

SUMMER SCHOOL

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 – Wednesday from 9am – 1pm and run from June 21 thru July 28. The content areas that will be part of the summer school curriculum are Language Arts, Math, and Reading. Transportation to and from summer school is the responsibility of the parent/guardian. The cost of tuition for summer school is \$200 per course.

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 F.I.T. Team.

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.

INJURY

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

LOST AND FOUND

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

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 student 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 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 F.I.T. Team for a possible dismissal recommendation.

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 F.I.T. Team

*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

Superintendent 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.

FAMILY INTERVENTION (F.I.T.) TEAM

The F.I.T. Team is an advisory group to the School Director made up of two teachers selected by the administration, two parent representatives, and two school administrators. One or two alternates will be selected in the event that a F.I.T. Team member is absent or has a conflict of interest. The F.I.T. Team convenes within 3 to 5 days with parents and the student whenever a serious offense has been or may have been committed by the student, or when a student reaches 15 or more demerits, or when referred by the administration for repeated classroom misbehavior and/or violations of school regulations. A serious offense is one which can result in a dismissal (examples would be: involvement with drugs, alcohol, or weapons at school or at school sponsored events; vandalism; stealing; false alarms; etc.) A student is suspended from school from the date of administrative action until the date of the F.I.T. Team hearing. The F.I.T. Team determines the facts, reviews the student's cumulative performance, and recommends specific action to the School Director.

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

SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of books, calculators, computers, supplies, and all other school property. Students are responsible for the replacement cost of any school property that may be damaged, lost, or stolen. Students should not bring expensive clothing valuables, or large amounts of money to school. Keep in mind that 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 who may then refer the matter to the Review Board to determine the appropriate penalty. Proper restitution must always be made.

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.

TERRORISTIC THREATENING (including false alarms)

- A threat or attempt to do bodily harm to another without physical contact;
- 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.

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

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

TEXTBOOK

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

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

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

STUDENT AGREEMENT FORM

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



By signing below you acknowledge that you fully understand the policy and procedures of Family Foundations Academy Charter School Student Code of Conduct.

Parent/Guardian Signature

Date