

<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 100 School Charter</b>
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### **101 NAME AND CLASSIFICATION**

The name of the organization shall be The Sussex Academy of Arts and Sciences, hereafter referred to as the "Sussex Academy."

The Sussex Academy will be located in Georgetown.

The Sussex Academy will be a charter school authorized by the Delaware State Department of Education and will operate in accordance with all State laws and Department of Education requirements pertaining to charter schools.

The Sussex Academy will provide challenging, innovative learning opportunities for academically motivated middle school students in grades six through eight.

Date(s) Adopted: 7/00, 11/19/03
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**Sussex Academy of Arts and Sciences**

**Board Policy: Section 100 School Charter**

## **102 MISSION STATEMENT**

The mission of the Sussex Academy of Arts and Sciences is to prepare middle school students for future academic success by providing an accelerated, supportive academic environment within a small school setting.

Date(s) Adopted: 7/00, 11/19/03, 10/15/08

**Sussex Academy of Arts and Sciences****Board Policy: Section 100 School Charter****104 CLARIFY "LIVING IN SUSSEX COUNTY"**

The intent and wording of both the original and renewal charter of the Sussex Academy was to serve students "living in Sussex County." Of the seven attendance districts of Sussex County (Cape Henlopen, Delmar, Indian River, Laurel, Milford, Seaford, Woodbridge), two include students from both Sussex and Kent counties. Approximately 85% of students in Woodbridge School District reside in Sussex, 15% in Kent; approximately 60% of students in Milford School District reside in Sussex and 40% in Kent. Added to that, the Delmar School District borders two states, Delaware and Maryland, through an interstate cooperative agreement. (Maryland serves elementary students from both states and Delaware serves secondary students from both states.)

It is the practice of these school districts not to discriminate between counties/states of residence relative to educational programming unless there is a comparable program within the county in which a student lives. For instance, students from Delmar, Woodbridge, and Milford may attend Sussex County's Academic Challenge Program regardless of their individual place of residence. Internally, students are allocated the same per pupil expenditure even though their tax rates differ. On the other hand, programs like county vocational schools and intensive learning centers that are available in all counties mandate that the child attend the school provided by his/her county.

Thus, in keeping with the policies of these districts and the funding regulations of the state, we will allow admission to any sixth, seventh, and eighth grade eligible student from the seven sending aforementioned districts regardless of the state/county of his individual residence. This allowance, though, in no way guarantees transportation (bus stops) beyond the boundaries of the county.

Date(s) Adopted: 2/26/03, 11/19/03

## **201 POWER AND RESPONSIBILITIES**

The Founding Board was the governing body for overseeing the development and operation of Sussex Academy in accordance with State law and the requirements of the State Department of Education.

After the official opening of Sussex Academy, the Founding Board became the Executive Board. The Executive Board oversees the development and operations of Sussex Academy. At the first meeting of the Executive Board, it: 1) designated two new members—one who was a parent of a child enrolled at Sussex Academy and one who was employed as a teacher at Sussex Academy; 2) assigned the term that each Board member shall serve thereon; and 3) establish the procedure of electing Board members.

In carrying out their functions the Founding Board and the Executive Board, hereafter referred to indistinctively as the "Board", recognizes the following general responsibilities:

1. formulating and interpreting policy
2. making decisions related to educational and support programs
3. making decisions related to site acquisition and construction of a school facility
4. making decisions regarding budget and operational expenses
5. communicating with the public
6. communicating with the State Department of Education and other appropriate agencies
7. employing staff, consultants and other services as may be appropriate

A majority of the whole Board shall constitute a quorum for the transaction of business at any meeting of the Board.

At a meeting where a quorum is present, a majority vote of its attending members shall constitute an act or decision of the Board. This shall not apply if motions voted on require more than a majority vote of its attending members as specified in the Board's policies.

Because all powers of the Board lie in its action as a group, individual Board members have authority and power regarding Sussex Academy affairs only at legal meetings of the Board. It is understood that the Board will not be bound in any way by any action or statement of any individual Board member.

The exception to this is when an individual Board member is delegated a specified power, authority or assignment by action of the Board.

# Sussex Academy of Arts and Sciences

Board Policy: Section 200 Board

## 202 MEMBERSHIP AND ORGANIZATION

### Board Members

1. The Board shall consist of no less than nine members and not more than eleven members.
2. At least one Board member shall be a parent of a child currently enrolled at Sussex Academy.
3. One Board member shall be a teacher currently employed by Sussex Academy. The teaching staff shall select this person.
4. New Board member candidates shall submit an application for consideration. The Board President will appoint a committee to interview candidates and make recommendations to the Board. The Board must approve candidates selected for appointment.
5. Board members shall resign their position in the event of personal or professional conflicts of interest, or for personal reasons. Resignations shall be submitted in writing to the Board President.

### Board Officers

1. President
  - a. selected by the majority of the standing Board members
  - b. coordinates the efforts of Board members and committees
  - c. oversees financial commitments and transactions
2. Vice President
  - a. assists the President
  - b. stands in for the President during absences

### Standing Committees

Standing Committees will be identified by the Board. Their responsibility is to carry out assignments of the Board and make recommendations as appropriate.

1. Policy Committee - charged with the responsibility of developing and reviewing policy in accordance with the goals of the Executive Board and the requirements of the State of Delaware.
2. Audit Committee – charged with the responsibilities of being the contact for the auditor, attending the annual exit conference with the auditor and

Executive Director, presenting the findings to the Executive Board, and ensuring that the audit report is officially recognized by the Executive Board. This committee shall be comprised of at least two members, one who currently serves on the Executive Board.

3. Finance Committee – charged with the responsibility of overseeing the financial position of the Sussex Academy and making recommendations to the Executive Board regarding financial operations inclusive of formulating the operational budget, monitoring the financial operations, overseeing facilities planning and capital expenditures within its purview, maintaining an ongoing linkage with the Sussex Preparatory Academy, Inc. Foundation, such that capital campaign or other financial decisions are reported to the SAAS Board, and making recommendations to the Executive Board.
  - a. The committee will be comprised of at least seven members, with at least one member who is an educator from the school, one member who is a parent whose child currently attends the school, one member from the Sussex Academy of Arts & Sciences, Inc. Foundation, and one member from the Sussex Preparatory Academy, Inc. Foundation, and three members with personal or professional experience that would lend to expertise in charter school financial oversight. In addition, this committee will include one Delaware Department of Education liaison. The Committee members will be appointed by the Executive Board President and approved by the Executive Board at an annual meeting. The Executive Board President will appoint the committee chair. Terms of service are three years but can be extended by the vote of the Executive Board.
  - b. The committee will have full access either electronically or in hard copy format to all financial documents and financial information the Sussex Academy has with redactions permitted only to protect confidential personal information regarding students or employees.
  - c. The committee will have full access either electronically or in hard copy format to all financial information needed to make decisions regarding facilities construction and management.
  - d. Members of the committee are expected to attend required finance trainings, attend committee meetings, and maintain expertise that will enhance effective financial oversight of the charter school.
4. Recognition Committee – charged with the responsibility of recognizing and honoring the contributions and efforts of members of the Sussex Academy community toward establishing and maintaining a school committed to excellence in education. This committee shall be comprised of a minimum of three Executive Board members.
5. Outreach Committee – charged with responsibility of advocating for the school through three major activities: (1) public relations in which the school's achievements, events, and culture are published; (2) government relations in which representatives of the school work both directly and indirectly with government officials promotes; and (3) community relations

in which representatives of the school work to attract a diverse community of parents, students, and community members into the school. This committee shall be comprised of at least six members, one who currently serves on the Executive Board.

6. Building & Grounds Committee – charged with the responsibility of researching and presenting options for buildings and grounds programs and activities that will ensure the continued success of the Sussex Academy. This includes the oversight of facilities and maintenance; this committee will also work closely with the members of the Board of the Sussex Academy of Arts & Sciences, Inc.- the Foundation Board for the Sussex Academy and the Sussex Preparatory Academy, Inc. The committee shall be comprised of at five members, with at least three serving on the current Executive Board.
7. Curriculum & Program Committee – charged with the responsibility of researching and presenting recommendations for major curriculum and programmatic changes inclusive of the Charter renewal and/or Charter modifications.
8. Development Committee – charged with the responsibility of researching, and developing fundraising strategies for the school inclusive of annual giving, capital campaigns, and alumni solicitations.

### **Board Meetings**

The Board shall hold no less than six meetings each school year, the dates of which shall be determined by the Board. In addition, during the month of May each year, the Board will elect its officers for the following year. The Annual Meeting of the Board shall be held in the month of June for the installation of officers and new Board members and other business that may come before it. In the absence of the Board President, the Board Vice President will run the monthly board meeting. The Board President shall designate a third board member to run the meeting in the event that neither the Board President nor the Board Vice President is able to attend a scheduled meeting.

### **Elections and Terms**

1. At the Annual Meeting following the opening of the Sussex Academy, the Board shall decide that, of its members:
  - a. 1/3 shall serve for one year;
  - b. 1/3 shall serve for two years; and
  - c. 1/3 shall serve for three years.

In 2006 and thereafter, the Annual Meeting shall be held in June. New Board members and Board officers will be installed at the Annual Meeting. This is consistent with the fiscal year (July through June).

2. The term of Board membership shall be for three years. After the initial three-year term, current Board members may request one-year appointments, up to an additional three concurrent years on the Board. The board member may request an additional two one-year appointments but need a majority vote of the existing Board.
3. The term of the Board member representing the teachers shall be for three years. After the initial three-year term, this member may request one-year appointments, up to an additional three concurrent years on the Board or for as long as he or she is employed by the Sussex Academy whichever is less.
4. A Board member may be removed by the affirmative vote of two-thirds (2/3) of the whole Board provided that: first, notice of such proposed action shall be given in the agenda of the meeting at which such removal is considered; second, the Board member has been informed in writing at least ten (10) calendar days prior to the meeting of the reason for the proposed removal; and third, the Board member is given an opportunity to be heard at the proposed removal meeting.
5. A Board member may have no more than two unexcused absences in any given fiscal year. Failure to notify the Board President of impending absence with reason will be considered unexcused. After two unexcused absences, the President shall bring the person's name before the Board to consider removal from membership.

Date(s) Approved: 7/00, 8/04, 10/05, 3/06, 6/08, 5/09, 11/10, 5/11, 11/11, 6/12



## **203 BOARD PROCEDURES**

No action shall be taken on behalf of the Board until it has been presented, discussed and approved by the majority of the Board.

### **Committee Reports**

1. Committee representatives shall report on committee activities at each meeting.
2. Recommendations will be made to the Board for discussion and consideration.
3. Recommendations will not be acted upon without the approval of the Board.

### **Policy Revision**

The majority vote of a two-thirds (2/3) quorum shall be required for a policy revision.

Date(s) Adopted: 7/00

## **204 BOARD MEMBER CONDUCT AND ETHICS**

Because of their vital and important role, it is important for Board members:

1. To be supportive of the board and their decisions, even those with which they personally do not agree.
2. To respect privileged information and communications.
3. To conduct all business with the board as a whole except when delegated a specified power, authority or assignment by action of the Board.
4. To support one another and the Board as a group.
5. To take no private action that will compromise the Board or administration.
6. To avoid being placed in a position of conflict of interest and refrain from using the position of board member for personal or partisan gain.
7. Who apply for a paid position at the Sussex Academy resign from the Sussex Academy of Arts and Sciences' Board at the time of their application.
8. To share in the work of the Board and to respect the work done by other Board members and committees.
9. To conduct all business in a manner that reflects high standards of integrity and professionalism.
10. To report any potential conflicts of interest regarding any decisions that the Board is considering.

<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 400 Programs</b>
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### **403 NON-DISCRIMINATION**

It is the policy of the Sussex Academy that no person shall be subjected to discrimination on the basis of disability as prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable laws, regulations and Executive Orders.

Date(s) Adopted: 7/00
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## **Sussex Academy of Arts and Sciences**

**Board Policy: Section 400 Programs**

### **404 ACTIVITY FEE**

In keeping with the student-centered nature of the Sussex Academy, it is our desire to offer a plethora of enrichment/extracurricular activities for students to develop their interests and talents. Yet, to support such initiatives requires monies.

Second, it shall be the practice of the Sussex Academy to limit fundraising activities somewhat to avoid overlapping of initiatives and the nuisance of such. Therefore, we will levy a student activity fee that will be applied toward the following expenses:

- A. Materials for clubs. (Currently we sponsor the following clubs, e.g. photography, dance/choreography, games, computer, dramatics, arts and crafts, chess, chorus, band, science, student leadership (student council), student newspaper.)
- B. Supplements to Expeditionary Learning/ Outward Bound initiatives, e.g. student originated displays, museums, dramatic productions, etc.
- C. After school, school endorsed competitions and programs, e.g., Odyssey of The Mind, Math League, Whatchamacallit, etc.
- D. Materials for student centered publications, e.g. supplements, yearbooks, programs, awards, newspapers.
- E. Intramural sports.
- F. Interscholastic sports.
- G. School sponsored field trips.

The Board shall review the activity fee annually. It shall establish a fee for the next school year. Those students who qualify under Federal guidelines for free lunch will be excused from the activity fee. Those students who qualify under Federal guidelines for reduced lunch will be prorated to half the fee.

#### **Levy of the Fee**

The Executive Director shall establish a timeline and procedure for the collection of the activity fee. Failure to pay said fees will render the student ineligible to participate in clubs or extracurricular events for one annual year.

#### **Expenditure of the Funds**

All events as listed above for which the sponsor/teacher has qualified under the policy/procedure of "Sponsorship of Student Focused Activities" shall qualify for limited funding.

#### **Accounting for Expenditures**

The sponsor(s) of any above mentioned events are responsible for accurate record keeping of expenditures in accordance with sound fiscal practices.

**Date(s) Adopted: 3/14/01, 3/26/03, 4/02/03**

## **Sussex Academy of Arts and Sciences**

**Board Policy:** Section 500 Pupils

### **501-A PREFERENCE IN ADMISSIONS**

Three classes of students will be afforded preference in the admissions policy to the Sussex Academy when filling positions available in any of the three grades. These three preferences are also rank ordered, in cases of limited open positions, in the following sequence.

1. Those children of Founding Board members
2. Those children of staff members
3. Those children exercising sibling preference

#### **Founding Board Members**

The Founding Board of the Sussex Academy of Arts and Sciences was in place and active between fall 1997 and the opening of school, September 2000. At that time, the Board slowly evolved into the Executive Board; the guidelines and bylaws of which became the permanent system of governance for the Sussex Academy. Therefore, since much but not all of the membership was redundant, any adult who served on the Board consistently from 1997 until June 30, 2001, shall be deemed a Founding Board member for purposes of student preference. An approved list of those members is on file in the office along with the estimated dates of their children's admission.

#### **Children of Staff Members**

Children, stepchildren, long-term foster children, and children over whom a professional staff member has guardianship will receive preferential placement in open positions.

#### **Children with Siblings Concurrently Enrolled**

In the Delaware Code, Title 14, Chapter 5, Section 506, charter schools are allowed to give "sibling preference" relative to admission. In the common definition of sibling, "one of two or more individuals having the same parent or parents," (American Heritage Dictionary) is not adequate to define those more complex definitions of sibling in today's world of reorganized families. Second, in determining the intent of this law, as well as other attendance/admissions laws in the state, the role of residency is critical in school attendance. It appears that this law was intended to be convenient to families of a common household in order to not disrupt family life. Keeping in mind the common definition as above and the common residency, the Sussex Academy of Arts & Sciences shall recognize these relationships as valid under sibling preference:

1. Any individuals having the same parent or parents, either natural or adoptive
2. Any individuals who are step siblings and share a common custody or legal residency arrangement, each of whom have to have a natural or adoptive parent at the same residence
3. Any foster sibling who has remained or is expected to remain in the common household in excess of three years

Date(s) Adopted: 1/24/01, 10/03/01, 11/19/03

## **501-B ADMISSIONS AND ENROLLMENT**

To fit within the parameters of state code and regulation whereby districts must be notified prior to April 1 of each year of pending enrollments in a charter school, the application and enrollment procedure of the Sussex Academy of Arts and Sciences shall follow this suggested timeline:

1. On or about November 20, an estimated number of new 6<sup>th</sup> grade openings for the following school year shall be declared by the Executive Director.
2. An application period will be announced to begin on or about November 20 and last for no less than 25 instructional days. Exact dates and times of the application period will be defined and published.
3. Completed applications will be accepted via mail or hand delivery, not via fax.
4. As each completed application arrives, information is entered into a database; incomplete applications will be returned.
5. If the number of applications exceeds the number of declared openings, a lottery will be held.
6. Each completed application is placed in an unmarked, sealed envelope at the close of the application period. The applications of siblings applying for the same grade, including multiple births (twins, triplets, etc.), will be placed together in one envelope.
7. All applicants will be sent a letter advising them of their enrollment status.

### Conducting the Lottery

When a lottery is needed (aforementioned #5), it will take place in public on a date that will be advertised in advance. At that time, an objective community member or D.O.E. representative will draw from the box all manila envelopes one at a time. As each envelope is drawn, it will be given a ranked number to indicate that a student may register to enroll or that the student's name will be placed on the waiting list by order of the drawing. All activity of the lottery will be recorded and witnessed. Letters of acceptance will be sent to all those students who "made the lottery" giving a period of time to register, the latest of which will be no earlier than the last day of February.

### Other Admissions

Delaware Code, Title 14, Chapter 5, Section 506 allows preference for admission to charter schools. The Executive Director shall be permitted to select a maximum of ten (10) students for admission to the school. Those students must have applied during the open enrollment period. The Executive Director will provide a list of those students to the President of the Executive Board for approval.

### Intentions to Remain for Current Students

Simultaneous to the new application process, a letter shall go out to all students who are currently enrolled who are eligible to return the following year requesting a signed "Intention to Remain" at Sussex Academy. From these documents, along with new

registrations, more accurate enrollment can be supplied to each district and the state for enrollment projections on April 1.

Date(s) Adopted: 4/16/03, 11/19/03, 3/18/09, 2/17/10, 6/20/12

## **ADMISSIONS AND ENROLLMENT**

The Executive Board of Sussex Academy of Arts & Sciences does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, disability or any other classification otherwise protected by applicable state and/or federal laws in administration of its education policies, admission policies, hiring policies, scholarship and aid programs, and other school administered programs and operations. It shall heretofore be the policy of the school to admit students of any race, sex, color, national origin, religion or sexual orientation regardless of disability and to afford such students all rights, privileges, programs and activities generally accorded or made available to students at the school. Interested parents of Delaware students who are eligible to attend grades 6 through 12 may apply for admission to the Sussex Academy of Arts & Sciences.

### **DEFINITIONS**

In the Admissions and Enrollment policy, the following definitions will apply:

1. **Application:** All applicants must complete an application for admission to Sussex Academy of Arts and Sciences.
2. **Open Application Period:** A period of at least 25 instructional days designated by the Director during which an applicant submits an application for admission to Sussex Academy of Arts & Sciences. The period typically starts the third Monday of November and ends on Friday of the first full school week in January.
3. **Waiting List:** Names of applicants who applied during the Open Application Period and were part of the lottery and those names of applicants who applied outside of the Open Application period.
4. **Preference Category:** Are the classes of students which shall be afforded preference in the admission policy to Sussex Academy of Arts & Sciences when filing positions available in any of the seven grades in one of the following categories: Children of Founding Board Members, Children of Staff Members, Children Exercising Sibling Preference and Children Demonstrating Specific Interest in Sussex Academy of Arts & Sciences' teaching methods, philosophy, or educational focus. These preferences are further described

### **ADMISSIONS**

In accordance with Delaware Code, Title 14, Chapter 5, Section 505, the Sussex Academy of Arts & Sciences has established an application admissions process that provides the local districts in which its students reside with a preliminary roster of its students for the subsequent school year on or before April 1 and again on May 1 of each year. This is reported through the electronic student records database maintained by the DDOE.



## ADMISSIONS AND ENROLLMENT

Prior to November the Director shall estimate the number of openings for grades 6 and 9. The Open Application Period is established on the Monday before Thanksgiving to the first full school week in January ending on Friday. All applicants must complete and Application for Admission. Should the applicant wish to be considered for any of the Preference categories, the applicant must so designate on the approved application form.

During the Open Application Period, applicants must mail or hand carry to the school their completed applications. Upon receipt of an application, the school reviews it for completeness and if complete, enters an applicant number and enters applicant data into the database. Incomplete applications are returned. Applications that are submitted outside the open application period are placed on the waiting list in accordance with the student admissions preference category and the order in which they were received.

**Selection Process** If the number of applicants is less than the number of available seats, then all applicants shall be offered seats in the school. For 9th grade seats all Sussex Academy of Arts & Sciences 8th grade students shall be offered seats first. If the number of applicants exceeds the number of available seats for grades 6 and/or 9, then the School shall determine the eligibility of each applicant for admissions in accordance with the preferences as described below. All applicants must identify which, if any, preference they are seeking by the correct designation on their application form. The school shall evaluate the preferences to ascertain whether they meet the stated preference category. The school will use the pre-approved application and pre-defined rubrics for preferences and interviews. The Director shall have the authority to forward the applications, essays, and rubrics to the Executive Board for approval of preferences. The School shall offer seats in the priority order of eligible preferences. A random lottery shall be used to allocate seat offers (i) in cases of equal-preference-priority, and (ii) among applicants who have no eligible preferences.

At the end of the application period, all applicants shall be sent a letter advising them of their enrollment status. Applicants who do not make the lottery shall be placed on a waiting list in accordance with their student admissions preference category.

**Lottery** When a random lottery is required as described above, applications must be placed in unmarked, sealed envelopes and grouped by preference classifications. The applications of siblings applying for the same grade, including multiple births (twins, triples, etc.), shall be placed together in one envelope.

The lottery shall be held in public on a date that shall be announced in advance. An objective community member or DDOE representative will draw envelopes from the box. The lottery official shall draw one envelope at a time from the box to determine order of admission. As each envelope is drawn, it shall be given a ranked number to indicate the order in which the student will be offered the opportunity to enroll. All students are kept on the waiting list for the duration of the years they are eligible to attend Sussex Academy of Arts & Sciences.

## **ADMISSIONS AND ENROLLMENT**

**Preference:** Some applicants are given preference during the Open Application Period and are not subject to the lottery. The student admission preferences which shall be used Sussex Academy of Arts & Sciences are identified below. These preferences are defined in Delaware Code (Title 14, Chapter 5). The preferences are shown below in order of their priority when applied with each one being subordinate in priority to the preferences that appear above it in the list:

### **1. Founding Board Members**

The Founding Board of Sussex Academy of Arts & Sciences was in place and active between fall 1997 and the opening of school, September 2000. These founders' names are posted on a placard located in the main hallway of the school and are on file in the school. Children of Founding Board are defined as "Children of a school's founders, so long as they constitute no more than 5% of the school's total student population. For the purposes of this paragraph "founder" shall not include anyone whose sole significant contribution to the school was monetary, but otherwise shall be determined by the founding Board of Directors subject to Department of Education regulations."

### **2. Children of Staff Members**

Children of staff members are defined as "Children of persons employed on a permanent basis for at least 30.0 hours per week during the school year by Sussex Academy."

### **3. Children with Siblings Concurrently Enrolled**

Children of siblings are defined as "Children who are brothers or sisters living in the same household and being enrolled concurrently in the school." Sussex Academy of Arts & Sciences shall recognize these relationships as valid under sibling preference of a concurrent attending student living in the same household:

1. Any individuals having the same parent or parents, either natural, adoptive, or foster.
2. Any individuals who are step-siblings and share a common custody or legal residency arrangement, each of whom have to have a natural or adoptive parent in the same residence

### **4. Children with Specific Interest in Teaching Methods, Philosophy, or Educational Focus**

Children with Specific Interest in Teaching Methods, Philosophy, or Educational Focus are defined as "Children who express an interest to be considered for such preference and are identified through an essay and interview submitted during the open application period and

## **ADMISSIONS AND ENROLLMENT**

evaluated by a committee of the Executive Board. Neither the essay nor the interview will be evaluated based on prior or present academic performance. Instead, it will be based on the extent to which the student has an interest and adaptability to the school program. The rubric for such selection is subject to approval by DDOE. The number of special interest preferences will never exceed 5% of the school's total population."

For the avoidance of doubt, the priority of these preferences shall be applied sequentially as follows:

- All applicants with a founder preference shall be considered first
- Remaining applicants with a staff preference shall be considered next, then
- Remaining applicants with a sibling preference shall be considered next, then
- Remaining applicants with a specific interest preference shall be considered next, and with this group the applicants shall first be selected based on the applicant's essay and an interview for any openings and if necessary by random lottery; then
- Remaining applicants (i.e., without any eligibility preferences) shall be selected by random lottery.

**Validation of Factual Preference** The school shall validate an applicant's request for benefit of preferences (a), (b), (c), and (d) above and may require the applicant to provide relevant evidence or documentation.

**Intentions to Remain for Current Students** In February a letter shall go out to all students who are currently enrolled who are eligible to return the following year requesting a signed "Intention to Remain" at Sussex Academy of Arts & Sciences. From these documents, along with new registrations, more accurate enrollment can be supplied to each district and the state for enrollment projections on April 1 and May 1.

## **ENROLLMENT**

Immediately following the lottery and the student selection process that may or may not include a lottery, all applicants are contacted and informed of their status. The applicants that were assigned numbers during the lottery proceedings that are within the number of anticipated openings are invited and given instructions on how to enroll during the enrollment period. The School shall determine and announce/publicize the enrollment period based on the admission process. The applicants whose numbers are above the anticipated openings allotments are placed on a waiting list. Position on the waiting list is based on lottery numbers. The results of the lottery are posted on the school's website.

## **ADMISSIONS AND ENROLLMENT**

### **COMPLIANCE**

The Executive Board shall ensure that this Policy is reflected in the School's design, delegation and execution of all admissions and enrollment procedures. The Executive Board may elect to review the admissions processes to ensure reasonable Policy compliance.

## **502-A ACCESS TO CUMULATIVE RECORDS**

Parents (defined as natural parent, adoptive parent, or legal guardian) have a right to review all records in their child's cumulative record. Parents are afforded these rights except in the case where a written court-endorsed document is produced to deny such access.

In order to review their child's record, parents must present themselves at the main office, verify their identity, and review the record under the guidance of a staff member after having signed the Permission to Inspect Document. At no time shall parents remove the file from the office or room to which they are assigned, and at no time are parents allowed to remove individual items from the folder.

If a parent requests a copy of the student's record or parts of the record, the school will duplicate up to five pages at no cost. Documents in excess of five pages will require a payment of \$.30 per page.

Parents have the right to request an amendment of the school record if they believe that there is inaccurate information or a violation of the student's right to privacy under the Family Educational Rights and Privacy Act (FERPA). This request for amendment to the record must be in writing and must be received within 10 days of the parent's review of the record. The request will clearly identify what part of the record they want changed and why it should be changed. If the school decides not to amend the record as requested by the parents, the school will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Should a parent believe that the school has failed to comply with the requirements of FERPA, that parent can file a complaint with the U.S. Department of Education

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<b>Board Policy: Section 500 Pupils</b>
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## **502-B RELEASE OF INFORMATION TO NON-CUSTODIAL PARENTS**

We recognize that in reorganized families there are complex sets of relationships and rights to which we have to be sensitive; yet we more strongly emphasize the well being and best interests of the individual child in all our decision making.

We will provide to the residential custodial parent all documents and conference times. It is the responsibility of that parent to duplicate and disseminate information to the non-residential custodial parent if he/she so chooses. We will not make a practice of duplicating our efforts since such duplications lead to complications.

If, on the other hand, a non-residential custodial parent or non-custodial parent requests access to cumulative folder information or to access to the child, we recognize that we have no grounds to deny that. We will do the following: (1) We will check the identification of the parent against the name on official documents, e.g. birth certificate or custody agreement (2) We will check the cumulative folder to see if there is a court document that denies access e.g., injunction or court order. If no such document has been provided to us, we will attempt to contact the residential custodial parent to make him/her aware of the occurrence, noting that we will allow access. If, at any time, though, a professional staff member feels that the student will be psychologically or physically harmed by the access, we will deny access for the protection of the child.

Date(s) Adopted: 1/24/01, 11/19/03
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<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 500 Pupils</b>
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### **502-C RELEASE OF DIRECTORY INFORMATION**

The Sussex Academy has designated student name, school year, birth date, race, gender, district code, school code, entry date, and exit date as Directory Information. Directory Information does not include Social Security numbers. The Sussex Academy may disclose, without consent, Directory Information. Parents/guardians may request in writing that the school not disclose Directory Information about their child(ren) by September 15 of each school year.

Date(s) Approved: 5/20/09
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## **503-A RETENTION POLICY**

Within the educational reform movement for the state of Delaware there is a strong initiative toward student accountability for meeting the mandated curriculum standards. Meeting those standards is demonstrated through successful performance on the state tests, through passing grades in the subject areas, through consistent attendance, and through other demonstrations of proficiency. The guidelines for retention in a grade as stated below are within the parameters of the existing state laws as well as the parameters of the charter of the Sussex Academy of Arts and Sciences.

### **Sixth Grade**

A student will be retained in the sixth grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student does not meet the standard in reading or mathematics on the DCAS and other external standardized measures adopted by the school
- The student is absent for 24 or more of the 180 student school days\*

### **Seventh Grade**

A student will be retained in the seventh grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student does not meet the standard in reading or mathematics on the DCAS and other external standardized measures as adopted by the school
- The student is absent for 24 or more of the 180 student school days\*
- The student fails to meet the standards of the Portfolio Review Committee

### **Eighth Grade**

A student will be retained in eighth grade if any one of these conditions exists:

- The student fails reading, writing, or mathematics
- The student fails social studies and science
- The student fails either social studies or science and any two (2) of his special classes
- The student does not meet the standard in reading or mathematics on the DCAS and other external standardized measures as adopted by the school
- The student is absent for 24 or more of the 180 student school days\*
- The student fails to meet the standards of the Portfolio Review Committee

\*A team of teachers in a child study meeting format may elect to override this rule if there is substantial evidence that the student's pattern of absences was warranted and did not dramatically affect academic achievement.

**DCAS- Delaware Comprehensive Assessment System**

Date(s) Adopted: 11/29/00, 9/26/01, 8/28/02, 9/10/02, 6/21/06, 6/19/08, 5/19/10, 4/20/11



## **503-B DETERMINATION OF GRADE PLACEMENT**

Just as it is the school's role to determine retention within a grade (See Retention Policy) or any acceleration to the next grade, so too it is the school's role to determine grade placement for incoming students from another school or from homeschooling.

Many factors are used in the determination of grade placement. Those factors include, but are not limited to, the placement decision of the previous school, academic achievement measures, physical size, knowledge of the English language, previous retentions, estimates of intellect, wishes of the parents, age, etc. It is, of course, common practice for incoming students to be tested if no current academic information is available. That practice is endorsed by this policy.

In cases where an incoming 6<sup>th</sup> grade student is promoted by another school but that student has not scored a Level 3 (meets the standards) on the 5<sup>th</sup> grade DCAS in reading or mathematics, Sussex Academy reserves the authority to make decisions about the child's academic placement. These decisions may include placing the student in the regular program or placing the student in basic skills classes. Regardless of the options provided, students must meet the yearly grade level requirements, or they will be retained.

Date(s) Adopted: 9/26/01, 5/18/11

## **504 GUIDELINES FOR HONOR ROLL**

At the end of each term, an Honor Roll will be published.

### **A Honor Roll**

To be on the A Honor Roll, a student must have a grade of 93% or better in all core subjects (reading, writing, math, social studies, and science).

### **B Honor Roll**

To be on the B Honor Roll, a student must have a grade of 85% or better in all core area subjects (reading, writing, math, social studies, and science).

## **506 STUDENT CODE OF CONDUCT**

The Sussex Academy of Arts & Sciences emphasizes a strong code of conduct that promotes respect for self and others and positive reinforcement of rules in a safe, secure environment. An important part of the students' education is the right to make decisions and the responsibility to accept the results of those choices. To protect rights of students and staff, a Student Code of Conduct has been established.

All staff and students at the Sussex Academy of Arts & Sciences have a right to work in a pleasant and caring environment in which discipline and welfare are essentially related. Students have the right to learn—and teachers have the right to teach in an atmosphere of order, cooperation and mutual respect. Therefore, students are expected to adhere to this Student Code of Conduct and to accept their share of responsibility for maintaining a productive and civilized educational environment. Parents have an obligation to support the school in its efforts to implement this Student Code of Conduct. The Executive Director and staff have an obligation to implement this Student Code of Conduct in a fair and consistent manner.

### **Principles**

The Student Code of Conduct at the Sussex Academy is based upon the following principles:

- All individuals are to be valued and treated with respect.
- Students have a right to learn in a secure environment without intimidation, where they are able to develop their talents, interests and ambitions.
- Parents should expect that their children will be educated in a secure environment in which care, courtesy, and respect for the rights and property of others are encouraged.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment. The Executive Director and teachers have an obligation to implement the Code of Conduct fairly, reasonably, and consistently.
- Positive relationships among students are to be encouraged.

### **Standard and Rules**

Sussex Academy students are expected to conduct themselves appropriately and be mindful of the health and safety of themselves and others.

- Students will act safely and responsibly in the building.  
EXAMPLES of acting responsibly are:
  - walking quietly in the hallways
  - using a hall pass during class time
  - keeping halls and lavatories free of litter
- Students will treat others with respect and common courtesy.  
EXAMPLES of respect and courtesy are:
  - removing hats inside the building

- being appreciative and attentive during assemblies
  - being seated and quiet when class begins
  - answering teachers in a respectful manner
- Students will act responsibly in the multi-purpose room.  
EXAMPLES of acting responsibly are:
    - leaving a clean table when through eating
    - making sure all waste is disposed of properly
    - keeping all food and snacks in the designated eating areas
- Students will be responsive to the suggestions of the adults in the building.  
EXAMPLES of acting responsibly are:
    - being on best behavior while a substitute teacher is in charge of the class
    - obeying all adults, custodians, secretaries, and staff members

Sussex Academy students will not interfere with the rights of students and teachers. The following behaviors are unacceptable and will not be tolerated:

- harassment or violence, whether physical, verbal or otherwise
- vandalism and graffiti
- the taking or removal of the property of others at school without their permission
- disruptive behavior
- disrespect to a staff member
- interference with the rights of teachers to teach or students to learn
- uninvited visits to the school by persons unwilling to seek the permission of the Executive Director or staff to be on the school premises

In addition verbal or physical harassment or threats or physical violence between students or gross outrage by a student against a teacher or other student will lead to immediate suspension from the school and will be reported to the Executive Director who will consider permanent removal of the student from the school. In addition, none of the following will be allowed at Sussex Academy. Violation of these rules will also result in direct administrative involvement and suspension or expulsion from school.

- possession of tobacco or drugs
- violation of closed campus policy
- possession of weapons (including knives)\*
- vandalism
- unsupervised buying or selling
- gambling
- stealing or extortion
- use of obscene or profane language
- possession of fireworks or other dangerous items

\*Possession of Firearm or Weapon/Dangerous Instrument or Look Alike Weapon/Dangerous Instrument  
Possession of a firearm or weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument as defined by Federal and State law, on school property, in school, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year.

### **Breaches of this Code of Conduct**

Breaches of this Code have consequences for the student and for others. It is, therefore, logical that students experience the consequences of poor behavior and in most instances those consequences will be related to the nature of the breach. Consequences may include the following:

- verbal warning
- written or verbal apology
- deprivation of privileges
- period of detention
- parent/guardian contact
- withdrawal from excursions or other group activities
- removal from normal classes
- referral to the Executive Director
- suspension from school and/or school activities
- behavioral contract
- referral to outside authorities (e.g. the police)
- expulsion from school

The Sussex Academy of Arts & Sciences complies with all Federal and State discipline reporting requirements and procedures. Accordingly, reportable offenses become a permanent part of student records maintained through the state's pupil accounting program.

Students and parents should recognize that the Student Code of Conduct is a guide and does not include nor describe all of the behavioral expectations of the Student Code of Conduct.

Date(s) Adopted: 7/00, 3/14/07

## **506-B BULLY PREVENTION**

The Sussex Academy of Arts & Sciences (hereinafter referred to as "SAAS") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. SAAS strives to provide safe learning environments for all students and all employees.

### **Prohibition of Bullying**

To further these goals and as required by 14 Del. C. 4112D, SAAS hereby *prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of the school. SAAS further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.*<sup>1</sup> Consequences for substantiated acts of bullying are identified in the Student Code of Conduct that is provided to students and parents annually.

### **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:*

A. *Placing 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.*

B. *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*

C. *Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*

D. *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.*

### **School-wide Bully Prevention Program**

SAAS is committed to supporting the adoption and implementation of a school-wide research-based bully prevention program. The school shall develop and maintain a system of supervision of classroom and non-classroom areas. All members of the SAAS learning community (students, teachers, staff, and parents/guardians) will participate in components of the program that will attempt to:

1. Reduce existing bullying problems among students
2. Prevent development of new bullying problems
3. Achieve better peer relations and staff-student connections at school

## Coordinating Committee

*The Student Achievement Team (SAT) of SAAS shall be responsible for coordinating the school's bully prevention program. The representatives of this committee shall be chosen by members of the staff with representatives of the non-employee group being appointed by the Director. The program will be an annual yearlong program that is connected to positive behavior supports as well as the Student Code of Conduct.*

## Reporting Requirements and Procedure

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 to the school administration, in writing, with the understanding that all such reports will be listened to taken seriously. This policy requires that any school employee who suspects bullying report it to the school administration.

## Investigative Procedures

All complaints shall be appropriately investigated and handled consistent with due process requirements and appropriate disciplinary action(s) will be taken when instances or acts of bullying have been determined to have occurred. The investigation of reported instances will include a reasonable attempt to determine a reason why the victim was a target of bullying. All reported instances, whether substantiated or alleged, will be reported to the Delaware Department of Education within 5 working days. SAAS will follow all State and Federal reporting requirements. The Executive Director may designate a person or persons to be responsible for responding to bullying complaints.

## Training.

*SAAS will provide a combined training each year totaling of at least one (1) hour for all members of the staff in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.*

## Notification of Parents

*A Parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another will be notified in a timely manner by the individual responsible for the investigation.*

Should bullying issues at school impact the physical or emotional health of a student, the school will communicate with medical professionals as per a signed release by the parent, guardian, or relative caregiver.

Date Approved:	Date(s) Amended:
4/17/08	2/15/12

<sup>1</sup> Legal or Regulatory Requirements are in *italics* throughout.

## **507 INTERNET SAFETY**

It is the policy of Sussex Academy of Arts & Science to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Sussex Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Sussex Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Directors or designated representatives.

The Directors or designated representatives will provide age-appropriate training for students who use the Sussex Academy's Internet facilities. The training provided will be designed to promote the Sussex Academy's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Sussex Academy's Internet Safety Policy;
- b. Student safety with regard to:



- i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Sussex Academy's acceptable use policies.

CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE , as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY , as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Date Approved:

2/15/2012

Date(s) Amended:

## **507-A UNPAID STUDENT DEBTS**

### **Establishing Debt Amounts**

Most debt is easy to calculate. For instance, unpaid lunch bills or unpaid fees are absolute sums. Yet, in cases where the value of an item has decreased over time and use, its debt value will be calculated in the following manner. The debt cost will be established via a five-year prorated use basis for lost/damaged student materials, textbooks, and equipment. For instance, if the replacement cost of a textbook is \$40, the student responsible will be billed \$32 if the book were one year old, \$24 if it were two years old, etc., not to be less than one/fifth of its value no matter its age.

Students who owe money will be notified periodically and finally during the first week of June of each school year. Executive Director is authorized to withhold the report card of any student for non-payment of debt.

Date Approved:	Date(s) Amended:
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6/6/01	
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## **508 DRESS CODE/UNIFORM POLICY**

The Sussex Academy has established high academic and personal standards for the students who attend the school. The Executive Board, administration, and staff believe that school uniforms project an image that is consistent with the high standards of the Academy and reflect an appropriate academically oriented school climate. Thus, students at Sussex Academy are required to wear regulation uniforms selected from and supplied by *In Unison Apparel*.

The regulation school uniform includes any "inside apparel" items offered by *In Unison*. Students must wear the regulation gym uniform for physical education and any after-school sports activity. If students need sweat clothes for gym or after school, they may choose the regulation sweatshirt/sweatpants or plain navy blue sweat clothes. Students are not allowed to wear apparel with other writing or logos while in regulation school uniform.

Students are to wear appropriate shoes (e.g. athletic shoes, oxfords, etc.). Only shoes with an enclosed toe and heel are considered acceptable footwear.

Other rules of neat, appropriate, and tasteful dress and appearance apply. For example, students should not wear clothing that is too tight or revealing, pants that "shag," or clothing adorned with logos (most particularly those implying drug, alcohol, tobacco, vulgarities, etc.). Additionally, students are expected to maintain their appearance such that hair color and style are consistent with high standards of the school. For example, hair color that does not occur naturally is unacceptable (e.g. fuchsia, green, purple, etc.).

Students must store outerwear (e.g. gloves, hats, coats, etc.) in their lockers upon entry into the building and routinely may not wear such in the building.

The final determination of appropriate dress is left to the discretion of the Executive Director or designee.

**601 OPERATING BUDGET TIMELINE**

The Director shall prepare and present to the Board for approval an annual operating budget each fiscal year according to the following relative timeline:

**January**

Whereas monies are tied to pupil units and pupil units are tied to registered pupils, the Director shall have in place a projected number of pupils to be enrolled for the September unit count.

**February**

A preliminary estimate of revenues shall be submitted to the Board along with an estimate of expenditures. By presenting the preliminary budget, adjustments can be discussed and implemented in a timely fashion.

**March-May**

Adjustments to the next operating budget will be implemented. An estimate of carry-over can be presented.

**July**

No later than July 1 of any school year, the Director shall present a recommended annual budget to the Board; this annual budget must be approved by the Board.

**Sussex Academy of Arts and Sciences**

**Board Policy: Section 600 Fiscal Management**

**602-A EXPENDITURE REPORTS/BUDGET ADJUSTMENTS**

Periodically, not to be less than six times a year, the Director shall submit to the Board a statement of expenditures relative to the lines as established in the approved budget.

If at any time expenditures within a line item exceed or are anticipated to exceed 15% of the amount budgeted, the Director must present a budget adjustment request to the Board for approval.

Date(s) Adopted: 3/27/02, 11/19/03

<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 600 Fiscal Management</b>
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## **602-B MAINTENANCE OF ADEQUATE CARRY-OVER FUNDS**

The financial year of the Delaware public schools is from July 1-June 30. State monies (currently contained in appropriation 05213) cannot be carried over from one fiscal year to the next. Local monies (currently contained in 90000 appropriations) can be carried over from one year to the next. Federal Funds (currently in 40000 appropriations) have specific beginning and end dates that may or may not carry-over from one fiscal year to the next.

Allocations are generated through a variety of state, local, and federal sources. At no time in the budget year shall revenue sources be depleted to less than 5% of the annual budget without approval by the Board. That, too, includes the need for 5% of annual funds to be available to the Academy even at the time of the close of the fiscal year. Such consistent 5% contingency/carry-over shall be reflected in all financial reports.

Date(s) Adopted: 3/27/02, 11/19/03, 10/19/11
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## **602-C RESERVE FUNDS**

### **Restricted Local Funds**

Annually, the Board will determine amounts for three restricted reserve funds. These funds will be used specifically for expenditures on instructional innovations and adoptions, severance to compensate employees ending their service with the State for unused illness and annual leave, and staff technology replacement. As funds are expended for these purposes, they will be replenished from any available surplus funds at the end of the fiscal year and/or from the State or Local funds of the subsequent fiscal year.

### **Total Local Reserves**

The Sussex Academy will make every effort to maintain a total carry-over reserve fund of not less than twenty-five percent of the annual operating budget. This reserve amount will be inclusive of funds deposited in school-held bank accounts, local funds held by the State, any security deposits held by outside agencies, and restricted local funds.

Date(s) Adopted: 10/19/11
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**603 AFFILIATE ACCOUNT INFORMATION  
(Student Fund-Raising)**

The Sussex Academy of Arts & Sciences' administration is responsible for establishing and maintaining an internal control structure for organizations or groups that are either under the direct jurisdiction of the Executive Board of Directors or affiliated with the school via student, parent, or booster organizations. These groups include any parent, booster, or other group whose purpose is supportive of student organizations. These "affiliate accounts" consist of receipts from student activities, monies collected in the school or on school premises, and all other monies collected other than state or federal funds.

At the end of each month, the account ledger for each organization or group must be totaled and balanced, the bank statement must be reconciled, and a Treasury Report must be issued to the president and secretary of the organization as well as to the Executive Director of Sussex Academy. In addition all student and affiliated organizations will provide an annual financial statement that has been audited by a CPA or at least three persons from the organization who have had no control over the financial affairs of the organization. This annual financial statement will be submitted to the Executive Director by July 31. This statement will be forwarded to the Executive Board of Directors by August 15.

Any organization not complying with these requirements within 30 days will be subject to sanctions, which may include, but are not limited to, outside audits, denial of fundraising activities, replacement of officers, or dissolution of the organization. Any activity suspected to be inappropriate will be subject to the requirements of state and/or federal laws and referred to the respective enforcement organizations.



**Sussex Academy of Arts & Sciences  
Affiliate Account – Annual Financial Summary  
For the Period Ending June**

Affiliate Organization: \_\_\_\_\_

(1) Beginning Balance, July 1 \$ \_\_\_\_\_  
\_\_\_\_\_

(2) Income:

(a) Revenues, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB-TOTAL** \$ \_\_\_\_\_

(b) Donations, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB-TOTAL** \$ \_\_\_\_\_

(c) Others, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB-TOTAL** \$ \_\_\_\_\_  
**TOTAL REVENUES** \$ \_\_\_\_\_  
**TOTAL AVAILABLE FUNDS:** \$ \_\_\_\_\_

(3) Expenses:

(a) Expenditures, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENDITURES** \$ \_\_\_\_\_

(4) **TOTAL ENDING FUNDS: JUNE 30** \$ \_\_\_\_\_  
\_\_\_\_\_

## Sussex Academy of Arts and Sciences

Board Policy: Section 600 Fiscal Management

### 604 PURCHASE OF FURNITURE\*

In recognition of the tasteful décor and aesthetic quality originally established for this building by the Foundation Board, we intend to purchase replacement and new furnishings that are compatible with the quality, hues, and style of the existing interior. This is borne out of the belief that a pleasant school environment is essential to the learning environment we espouse and is a major selling point to visitors considering choosing our program.

On the other hand, we recognize the restraints of purchasing regulations for Delaware agencies. While we are not bound by the "low bid" parameters for all purchases, we are compelled to follow these guidelines the predominance of time when using state monies. Those guidelines, generally state that with purchases between \$10,000-\$24,900 we must get three informal quotes; the decision does not have to be the lowest quote. With purchases of \$25,000 or more, we are compelled to get formal bids and to follow the formal bid process.

Last, we are constrained by the limits of our operating revenue. For instance, in FY'03, there were no monies whatsoever budgeted for furniture.

With the overriding desire to maintain the aesthetics of the building, and the lesser desires of purchasing regulations and fiscal limitations, the Sussex Academy establishes an "aesthetic oversight" procedure. When the Director prepares to purchase furniture, as defined below, the Director shall consult with the President of the Board or a designee thereof prior to purchase. In situations where the state's regulations regarding informal quotes occur, the Executive Board shall make all decisions. In situations where the bid processes are required, the Board shall handle the entire bidding process relative to furnishings.

\*Furniture includes:

Teacher/student desks and chairs  
Couches, tables, cabinets, bookcases, lockers

Furniture excludes:

Televisions, appliances, computers/components/modules, telecommunications, musical instruments, fitness equipment, mailboxes, sound systems, trophy cases, and instructional materials of all kinds

Date(s) Adopted: 2/26/03, 11/19/03

**605 "Whistle-Blower" Policy**

Employees of the Sussex Academy of Arts & Sciences have the right to report improper governmental action. "Improper governmental action" means any action by an employee that violates state law, abuses authority, wastes public funds or endangers public health or safety. "Improper governmental action" does not include personnel actions involving employee grievances and related complaints.

Any employee wishing to report improper governmental action must notify either the Executive Director or an Executive Board officer. The notification should include a description of the improper action, the name of the employee involved, and any other details necessary to conduct an investigation. The notification should be signed. The whistle-blower's name will be held in strict confidence.

The complaint will be investigated and details reported to the employee under investigation by the Executive Director or the Executive Board, whichever is appropriate.

A whistle-blower is entitled to protection from reprisal or retaliatory action.

## Sussex Academy of Arts and Sciences

### Board Policy: Section 600 Fiscal Management

#### 606 CONFLICTS OF INTEREST

In keeping with its commitment to high standards of integrity, fairness, and conduct, the Sussex Academy of Arts and Sciences (the "Academy") has established a Conflicts of Interest policy (the "Policy"). The Policy cannot delineate every circumstance that may give rise to a conflict of interest and a violation of public trust. The guidance provided is intended to be illustrative, not an exhaustive list of prohibited conduct. Instead, Executive Board members and employees are expected to act in the spirit of the Policy at all times, and to be guided by good judgment, personal integrity, honesty, and sound ethical behavior.

A conflict of interest exists when an individual is in a position to influence a decision that may result in personal gain for the Executive Board member, employee, or a relative of same as a result of the Academy's business dealings. Executive Board members and employees are expected to avoid situations that create an actual or perceived conflict between their personal interests and those of the Academy.

Executive Board members and employees must disclose any potential or actual conflicts to the Executive Director or Board President (whichever is applicable in the line of authority). When in doubt, the situation should be disclosed. Situations that give rise to a conflict of interest include, but are not limited to, the following:

- Ownership or financial interest in an outside enterprise that provides services similar to the Academy;
- Employment with, or work for, a company that currently does, or is seeking to do, business with the Academy;
- Receipt of gifts from a company that currently does, or is seeking to do, business with the Academy;
- A family member's, household member's, or personal friend's engaging in any of the foregoing conduct under circumstances that give rise to the appearance that the Executive Board member or employee is attempting to avoid compliance with this Policy.

Executive Board members or employees who participate in such practices will be subject to disciplinary action, including but not limited to, discharge and legal action.

<b>Date Approved:</b>	<b>Date(s) Amended:</b>
September 26, 2007	August 14, 2012

## **607 Travel Policy**

The Sussex Academy of Arts & Sciences (hereinafter referred to as "SAAS") recognizes that employees and/or Board members may need to travel both within and outside of the state to perform the duties related to their position or to attend events/activities to support our commitment to continuous improvement. The purpose of this policy is to provide guidelines and specific procedures with regard to incurring, reporting, and reimbursing travel expenses for employees and officials for authorized travel.

### **Travel Authorization**

The Director of Finance and Operations shall approve all out-of-state travel that extends beyond one day. All requests shall be made on the "Travel Authorization and Reimbursement" form and submitted at least 3 weeks prior to the event/activity. A copy of the meeting program or conference schedule must be submitted with the authorization form.

### **Method of Payment**

Whenever possible, the payment for travel related expenses will be made using the Delaware SuperCard. The SuperCard is to be used for authorized expenses for state personnel only and may not be used to charge expenses for family members or others not on official state/agency business. Employees must retain all SuperCard receipts. Individuals authorized for travel that are not employed by the Sussex Academy or who do not have access to the SuperCard shall pay for their own expenses and submit receipts and documentation within 2 weeks of returning.

### **Payment and Reimbursement Guidelines**

Mileage for travel within the state or out of state will be reimbursed at the rate set and approved by the state of Delaware.

Tolls will be fully reimbursed provided a receipt or other documentation is submitted.

All other travel expenses are reimbursed by one of two general methods:

- a. Fixed per diem method; and/or
- b. Actual expense method.

Lodging will be reimbursed at a rate of \$175.00, inclusive of taxes, per night or at the actual amount, whichever is less. Lodging will only be reimbursed for those nights during which the event/activity has been scheduled and for the night preceding the event if it is not possible to arrive and attend on the same day. An additional night of lodging may be authorized if there is no means of travel at the culmination of the event or if it is financially advantageous to travel the day after the event ends.

Meals will be reimbursed at the rate of \$50.00 (inclusive of gratuities) per full day or travel and at the rate of \$30.00 (inclusive of gratuities) on partial days or at the actual amount, whichever is less.

Transfers and or parking will be reimbursed at the actual amount. Parking will only be reimbursed for those days during which the event/activity has been scheduled and for the day preceding the event if it is not possible to arrive and attend on the same day.

Rental cars only will be authorized if it is an economically advantageous alternative to the use of shuttles and/or taxis while traveling out of state.

Conference and conference related fees will be reimbursed at the actual amount.

Common carrier expenses will be reimbursed at a rate of \$350 or the actual expense, whichever is less.

The maximum amount\* that SAAS will expend for a traveler on a single travel event shall not exceed the following amounts:

- 2-day conference- \$1000
- 3-day conference- \$1250
- 4-day conference- \$1500
- 5-day conference- \$1750

\* Mileage and tolls will be reimbursed and are not included to these limits. Any financial support from other sources (grants, stipends, etc.) will be included in these limits thus reducing the impact on school operating funds.

The Board and the Director of Finance and Operations reserves the right to authorize travel that exceeds these limits and to fully reimburse the employee or Board member if the individual(s) has been recruited and/or required by SAAS to attend an event, conference, or activity for which out of state travel is required.

Date Approved:	Date(s) Amended:
11/17/10	

**701 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

The Executive Director will establish guidelines for organization of the teaching, administrative, and other professional staff. A screening committee comprised of SAAS faculty and staff will assist in the recruitment, screening, selection, and hiring for new positions. Promotions will be coordinated by the Executive Director with approval of the Executive Board. The Executive Director will direct the work of all school employees.

Sussex Academy will hire well-qualified people to perform the many tasks necessary to providing a quality education for the students of Sussex Academy. Equal opportunities will be extended to all employees and to applicants for employment who meet the qualifications established for the classification or position for which application is made. The district will not illegally discriminate against any employee or applicant for employment on the basis of age, race, creed, color, sex, marital status, national origin, religion, or disability. It is the policy of Sussex Academy not to discriminate against an applicant or employee on the basis of sexual orientation.

Sussex Academy pursues a policy of equal opportunity in the areas of (1) recruitment, (2) selection and hiring criteria and practices, (3) promotions, (4) demotions, terminations, layoffs, and recalls, (5) compensation, (6) working conditions, (7) benefits and privileges of employment, and (8) training.

Date(s) Approved: 10/15/08

## **Sussex Academy of Arts and Sciences**

**Board Policy:** Section 700, 800, 900 Personnel

### **702, 802, 901 PRE-EMPLOYMENT REQUIREMENTS**

#### **CRIMINAL BACKGROUND CHECK**

A Criminal Background Check is required for individuals working with students at the Sussex Academy.

Delaware Code requires all employees, including substitute and student teachers, and members of the Executive Board to have a criminal background check prior to their start of service. An original form or a copy forwarded by another district/agency shall be maintained in the Business Office of the Sussex Academy.

Employees, including substitutes, and student teachers shall be approved for service at the Sussex Academy based on having a clean background check. Employees with the following types of incidents on the background check may be denied employment.

Violations of:

Megan's Law (any tier)  
Possession of Drug/Paraphernalia  
Possession of Firearms  
Assaults against a minor

OR

other activity(ies) that would cause the school or school community alarm

In some instances, an employee may be permitted to begin service while the criminal background check is being processed since there may be a delay in receiving the results of a Criminal Background Check. If that is the case, the employee will be considered a probationary employee of the Sussex Academy pending the receipt of a clean Criminal Background Check. Employment may be terminated upon receipt of said documentation if it includes the incidents identified above.

The Sussex Academy reserves the right to accept or reject any applicant based on a Criminal Background Check and that responsibility lies in the hands of the Directors of the school. In rare situations, the Executive Board may, upon written request, entertain an appeal at which time a review of the criminal background would take place in an Executive Board Session and a final decision rendered by the Board.

#### **SCREENING FOR SUBSTANCE ABUSE**

The final candidate for a position at Sussex Academy will be required to participate in pre-employment drug testing. When filling a staff vacancy, any offer of employment shall be contingent upon a negative test result.

An authorized testing service provider shall perform the drug testing within 24 hours of notice to candidate of intent to hire and forward the report to the Directors of Sussex Academy. The charge for performing the substance abuse screening test shall be the responsibility of the candidate.



Date Approved:

Date(s) Amended:

11/17/10

## **Sussex Academy of Arts and Sciences**

**Board Policy: Section 700, 800, 900 Personnel**

### **703, 803, 902 STAFF CONDUCT**

#### **SCREENING FOR SUBSTANCE ABUSE**

Pursuant to Sussex Academy's Drug-Free Schools and Workplace Policy, the unauthorized and/or unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited at Sussex Academy, in all places where its employees/students work/attend, including all State owned vehicles, and as any part of the school's activities. Employees are subject to disciplinary action if they are found through confirmatory tests to be under the influence of alcohol and/or an illegal/unauthorized controlled substance while in the workplace.

In order to insure the safety and well being of Sussex Academy's staff and students, a Director of the Sussex Academy may require that employees participate in a drug or alcohol screening if she/he, or her/his designee, has reasonable suspicion to believe that they are under the influence of alcohol and/or an illegal/unauthorized controlled substance in the workplace. A determination that there is reasonable suspicion to believe that an employee is under the influence shall be based upon objective factors including, but not limited to, the following: odor of alcohol on the employee's breath, slurred speech, unsteady or erratic movements.

#### **TESTING**

If there is a determination that there is reasonable suspicion to believe an employee is under the influence, no discipline shall be imposed in the absence of a confirmatory test. If the Director decides to pursue a confirmatory test, the Sussex Academy shall adhere to the following procedure:

1. The employee will be asked, with due regard for privacy, to immediately submit a blood and/or urine specimen at a local collection site for alcohol and drug testing. The Director or school nurse will accompany the employee to the local collection site.
2. With regard to alcohol, a positive test result shall be a blood alcohol concentration of 0.02, or more.
3. With regard to illegal drugs, discipline will be imposed if a laboratory confirms a positive test.
4. The costs of testing will be paid by the Sussex Academy.
5. If an employee is tested, the employee shall be suspended with pay pending the receipt of the results.
6. The imposition of discipline, if any, shall occur only after confirmation of the applicable test(s).
7. If the drug and/or alcohol test is negative, there shall be no reference to such a test in the employee's personnel file.

#### **CONSEQUENCES**

An employee who tests positive for alcohol and or other drugs shall immediately be placed on leave pending a special meeting of the Executive Board at which time a recommendation will be made about disciplinary action.

## **ARREST OF AN EMPLOYEE**

Due to the litigious society we live in and the nature of human behavior, it is necessary, for the protection of SAAS students and personnel, for the Director(s) to be aware of an employee's arrest within five days of the arrest for any crimes classified as either a Class A Misdemeanor or Felony charge. Appropriate action, which may include suspension without pay, will be taken until the matter is resolved. Specific authority to take appropriate employment action with regard to an employee who has been arrested is designated to the Director(s) with subsequent approval by the Board President. In any event, the Director and/or the Board President may call a special meeting of the Executive Board to review the appropriate response to an employee charged with a criminal offense. Once an employee's charges are resolved, the Director shall inform the Executive Board of the results and the matter shall be placed on the Board agenda for an appropriate response.

Employees arrested for a Class B or an Unclassified Misdemeanor would normally not be subject to any employment action.

Employees arrested for a Class A Misdemeanor offense which would indicate no danger or appearance of danger to pupils, co-workers, or the Sussex Academy would normally not be subject to any employment action.

Employees arrested for a Class A Misdemeanor offense which would indicate a possible danger or appearance of danger to pupils, co-workers, or the Sussex Academy would normally be suspended with pay pending adjudication.

Employees arrested for a Class A Misdemeanor offense which would indicate a possible danger or appearance of danger to pupils but not to co-workers or the Sussex Academy would normally be reassigned to different responsibilities away from pupils pending adjudication.

Employees arrested for a Felony offense would normally be suspended without pay pending adjudication.

### **Examples of Class A Misdemeanors in Delaware:**

Hate Crimes	Terroristic Threatening
Harrassment	Vehicular Assault
Cruelty to Animals	Indecent Exposure
Desecration	Incest
Violation of Privacy	Interference with Custody
Obscene Literature harmful to minors	Criminal Trespassing
Illegal Gambling	Shoplifting
Reckless Endangering	Receiving Stolen Property
Assault	Endangering the Welfare of a Child

Date Approved:	Date(s) Amended:
4/20/11	

<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 700, 800, 900 Personnel</b>
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## **704, 804, 903 DRUG-FREE SCHOOLS AND WORKPLACE POLICY**

Sussex Academy of Arts & Sciences believes that illegal drugs and abuse of alcohol have no place in the school environment.

Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring the certification of federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989, requiring the certification of adoption and implementation of programs to prevent unlawful possession, use or distribution of illicit drugs and alcohol by employees. The Sussex Academy supports these Acts.

For these reasons, Sussex Academy adopts the following regulations:

(a) The unauthorized and/or unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited at the Sussex Academy of Arts & Sciences and in all places where its employees work, including all State-owned vehicles, and as any part of the School's activities. As a condition of employment, all employees shall abide by this prohibition and notify the Sussex Academy of any criminal drug or alcohol statute conviction for a violation of this policy as provided by paragraph (b) below.

All violations of the above policy shall be reported to a Director of Sussex Academy of Arts & Sciences, or his/her designee, who shall report the violation to the appropriate police authority. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable State law or comparable Federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee for a violation of the policy. The employee against whom such an action is taken shall be entitled to due process through the rules and regulations of the Sussex Academy of Arts & Sciences.

(b) All employees shall notify a Director of Sussex Academy of Arts & Sciences in writing of any criminal drug or alcohol statute conviction for a violation occurring in or on the property of the School, or at any school activity, no later than five days after such conviction. Failure of the employee to make such a notification may lead to termination.

(c) Within thirty days of receiving notice of any employee convicted as described in section (b), the Sussex Academy will:

(1) Take appropriate action against such an employee, up to and including termination;

or

(2) Require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency. Participation in such a program shall not be paid for by Sussex Academy, but may be covered by an employee's health insurance policy.

Date Approved:	Date(s) Amended:
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4/20/11	
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## DRUG-FREE SCHOOLS AND WORKPLACE POLICY

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(1) Take appropriate action against such an employee, up to and including termination;

or

(2) Require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency. Participation in such a program shall not be paid for by Sussex Academy, but may be covered by an employee's health insurance policy.

I hereby acknowledge that I have been given and read a copy of the Drug-Free Schools and Workplace Policy. Further, I acknowledge that I am aware of the Sussex Academy Staff Conduct policy related to screenings for substance abuse which states that employees may be required to participate in drug and/or alcohol screening if the

Director(s) of the school have reasonable suspicion to believe that an employee is under the influence while in the workplace.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

## **801 EXECUTIVE DIRECTOR**

The Board may appoint an Executive Director whose responsibilities shall be to administer the school and implement the policies of Sussex Academy.

The responsibilities of the Executive Director shall include but may not be limited to:

- Manage, operate, and administer the school on behalf of the Board
- Discharge responsibilities for selection, orientation, retention, and dismissal of all professional and non-professional staff
- Formulate and manage the budget
- Recruit students and staff
- Evaluate performance of staff
- Supervise all personnel on site
- Evaluate the educational program
- Provide leadership in planning, scheduling, and matters of management
- Emphasize and monitor student achievement and student conduct
- Manage the environment to make it conducive to learning, being ever-mindful of health and safety

The Executive Director may not serve as a voting member of the Board.

**Sussex Academy of Arts and Sciences**

**Board Policy: Section 1000 Support Services and Operations**

**1001 CONTRACTED SERVICES**

The Board may enter into contracts for specified services in accordance with Delaware State Law and State Department of Education Guidelines.

Date(s) Adopted: 7/00, 11/19/03



<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 1000 Support Services and Operations</b>
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### 1002 TRANSPORTATION

On an annual basis Sussex Academy of Arts & Sciences reviews enrollment and establishes a transportation system to provide services for eligible students. Transportation services will be provided within the boundaries of Sussex Academy.

All school policies and expectations found in the Code of Conduct apply to every student using the school's bus services. The Student Code of Conduct and additional information are located in the Student Handbook.

Date Approved:	Date(s) Amended:
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2/15/12	
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## **1003-A WELLNESS AND HEALTH**

Sussex Academy of Arts & Sciences is committed to protecting and enhancing the health and well-being of children. Nutrition, physical activity, and education about such areas influence a child's development, lifelong health status, and potential for learning.

### **Nutrition**

The school's goal in nutrition is to teach, encourage, and support healthy eating by students and staff.

Child nutrition programs shall be implemented in accordance with the regulatory and policy guidelines for the National School Breakfast and Lunch Acts, Delaware Department of Education, Delaware Board of Health, and Sussex Academy of Arts & Sciences.

The Child Nutrition Program of Sussex Academy of Arts & Sciences shall operate under the following guidelines:

1. Sussex Academy of Arts & Sciences will contract with Laurel School District for meals.
2. Meals served to children will be nutritious, well-balanced, and attractive.
3. Meals will be served in clean and pleasant settings.
4. Meals will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
5. The goods sold in addition to meals will be selected to promote healthful eating habits and exclude those foods of minimal nutritional value as defined by the Food and Nutrition Service.
6. Students will have adequate time to eat.
7. The schools will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price school meals.
8. Food service personnel will use training and resource materials developed by the Department of Education and the United States Department of Agriculture to motivate children in selecting healthy diets.
9. Nutrition education will be part of the educational program.
10. No student will be denied meals as a disciplinary action.
11. Students may charge one lunch. Should a charge not be paid, the student's report card will be held.

### **Health and Physical Activity**

The school's goal for health and physical activity is that students will learn about good health practices and engage in physical activity during the school day under the following guidelines:

1. Health and physical education will be complementary by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle.

2. Opportunities for physical activity are incorporated during the school day.
3. Opportunities for physical activity programs such as clubs, intramurals, and interscholastic sports programs will be offered.

Date(s) Adopted: 10/05, Revised 4/06

<b>Sussex Academy of Arts and Sciences</b>
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<b>Board Policy: Section 1000 Support Services and Operations</b>
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## **1005-A SCHOOL CLOSING/CANCELLATION/DELAY OF OPENING**

The Executive Director, in consultation with Sussex Technical High School, will determine if school needs to open late or dismiss early due to weather or other emergencies.

Delayed openings or school closings will be announced on WBOC-TV, the Sussex Academy telephone answering machine message, and our school website [www.sussexacademy.org/events](http://www.sussexacademy.org/events). All late openings will be a two-hour delay.

For any early closing, efforts will be made to serve lunch if at all possible. All bus drivers will be notified to confirm that they are available.

Date(s) Adopted: 3/14/01
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## **1006 USE OF SCHOOL FACILITIES**

It is the intent of the Executive Board to make the school facilities available to outside organizations consistent with established guidelines. It is the responsibility of the directors to approve the use of the facilities. The directors may at their discretion seek the approval of the Board.

### **Completion of an Application**

1. The organization wishing to use the facility must complete an application for use and submit said application to the directors one month prior to the activity.
2. An authorized representative of the sponsoring organization shall sign the application.
3. The directors shall notify the representative of the sponsoring application regarding the approval or denial of the submitted application.

### **Conditions for Approval of the Application**

In general, Sussex Academy of Arts & Sciences functions have precedence over any other use of the facility.

1. Use of the facilities for activities for commercial gain shall not be allowed except for those organizations qualifying under Category 1 of "Categories of Applications."
2. Applications for use of facilities by religious or political organizations shall require Executive Board approval.
3. Applications for use of facilities on Sunday shall require Board approval.
4. Users of the facility are prohibited from using tobacco or alcohol on the premises.
5. At least one custodian or school employee shall be on hand for functions that are not school sponsored. It shall be the responsibility of the organization to pay this person.
6. The sponsoring organization shall be responsible for personal liabilities and property damage while the facilities are being used. In consideration of the grant of permission by the Sussex Academy of Arts and Sciences for use of the facilities and grounds, the sponsoring organization/individual requesting use of the facilities and grounds shall indemnify the school against all claims and liability arising from any accident, personal injury, death, or property damage which may arise from or during the use requested. Signing the request for use application makes such agreement.
7. The Sussex Academy of Arts & Sciences highly recommends that the sponsoring organization purchase special event insurance.
8. Violation of policies and procedures of the Sussex Academy of Arts & Sciences, federal, or state laws will mean discontinuance of use of facilities by the requesting organization.

**Charges for Use**

**1. Category 1**

This category consists of organizations and community groups that are directly related to some educational or community function of the Sussex Academy of Arts & Sciences.

There will be no charge for the use of school facilities for Category 1 provided they use the facilities at those times that extra custodial staff and utilities are not required, there is no interference of normal school functions, and no special arrangements are requested. If such is needed, then the users shall be assessed the rates in Category 2.

The following are approved Category 1 organizations: Sussex Academy clubs and competition groups, PTO, Sports Boosters, and any local, state, or federal governmental agency or board that requests use for the purpose of conducting a public information meeting.

**2. Category 2**

This category pertains to organizations and community groups that do not qualify under Category 1. Users must certify that there is no individual monetary gain for representatives of the organization and that any charges or admissions in excess of costs will be donated to a charitable purpose as defined by the State of Delaware Personal Income Tax laws.

Organizations charged in this Category 2 are subject to charge for the entire time school personnel are on duty including from preliminary preparation through clean-up of the activity. Custodial personnel are required to be present in the building at any time facilities are in use.

The sponsoring organization will pay the custodial fee directly to the custodian and the facility fee to the Sussex Academy of Arts & Sciences. Sussex Academy does not provide audiovisual equipment. The sponsoring organization will be charged fees in accordance with the approved schedule:

Multi-Purpose Room	\$50/hr.
Multi-Media Library	\$25/hr.
Classroom	\$15/hr.
Fields	\$30/hr.

These fees DO NOT include personnel costs.

**Authorization**

The Directors shall have the authority to resolve issues not covered in this policy including such things as Category assignment or eligibility of the requesting organization. They also have the authority to determine what requests will be forwarded to the Executive Board for approval.

Date(s) Adopted: 9/17/03, 11/19/03

Sussex Academy of Arts & Sciences  
**USE OF SCHOOL FACILITIES**

It is the intent of the Executive Board to make school facilities available to outside organizations consistent with established guidelines and the policy, **USE OF SCHOOL FACILITIES**.

\_\_\_\_\_ requests permission to use the

\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of

Date of request \_\_\_\_\_ No. of rooms requested \_\_\_\_\_ No. of persons attending \_\_\_\_\_

Authorized Representative (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_  
(Your signature indicates that you have read and agreed with items 1-4 of this form)

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

<b>FOR SCHOOL USE ONLY</b>			
Approved Date _____	Custodian _____	Director _____	Other _____
Disapproved _____	Reason _____		
Total Fee for Usage _____	Bill Date _____	Date Paid _____	

I understand that these arrangements may affect the rates charged. I also understand that the school is not responsible if special arrangements are needed but not requested.

1. I have completed the application and understand our organization will be charged a rental fee according to our category classification for the services of required staff and for arrangements.
2. I have read the "Conditions for Approval of the Application" and certify that our organization will obey and enforce all rules and regulations and will accept complete responsibility for all of its members, guests, and/or visitors.
3. I understand that the Sussex Academy of Arts & Sciences requires all facilities usage to end at 9 p.m. unless otherwise authorized.
4. In consideration for permitting \_\_\_\_\_ ("the Organization") to use the buildings, grounds, and/or facilities ("the Facilities") of Sussex Academy of Arts & Sciences on \_\_\_\_\_ (date), the undersigned duly authorized officer or representative of the Organization agrees, for and on behalf of the Organization, to release the Sussex Academy, the Executive Board, and their agents, employees and representatives from all claims arising from the Organization's use of the facilities. The Organization also agrees to defend, indemnify and hold harmless Sussex Academy of Arts & Sciences from all claims arising from the acts, omissions, and/or negligence of the Organization, and all invitees of the Organization, as well as all claims arising from the acts, omissions, and/or negligence of the Sussex Academy of Arts & Sciences.

Further, I/We have purchased special event insurance and listed Sussex Academy of Arts & Sciences as an additional insured as noted on the attached certificate of insurance or correspondence from my/our insurance company.

\_\_\_\_\_  
Representative of Organization

\_\_\_\_\_  
Date

**Sussex Academy of Arts and Sciences**

**Board Policy:** Section 1100 - Home, Community and Agency Relations

**1101 PUBLICITY**

Press and media releases should be coordinated through the office of the Executive Director and/or the President of the Board of Directors.

Date(s) Adopted: 7/00



## **1102 Concerns and Complaints**

The Sussex Academy of Arts & Sciences is committed to providing effective means for parents and community to voice concerns and complaints. We strive to work collaboratively inside and outside of our school. Therefore, it is our desire to resolve concerns and complaints whenever possible as expeditiously as possible. To that end, concerns and complaints should be addressed in the following manner:

1. The concern or complaint should be received and addressed at the level closest to which the concern or complaint originated. For example, a concern or complaint regarding a classroom should be heard first by the teacher; a concern or complaint regarding a bus should be heard first by the bus driver; a concern or complaint regarding a team should be heard by the team leader. Therefore, the proper channel for addressing complaints is as follows:

Classroom: Teacher → Team Leader → Executive Director → Executive Board

Bus: Bus Driver → Transportation Coordinator → Executive Director → Executive Board

Team: Team Leader → Executive Director → Executive Board

Executive Director: Executive Board

2. Any staff member receiving a concern or complaint should make sure that the concern or complaint has been appropriately referred and assist the complainant by identifying appropriate personnel
3. Once appropriately referred, if the concern or complaint is not satisfied with the response to the complaint, the complainant should be informed of the options for further review of the complaint.
4. In general, complaints may be taken to the Executive Board if there is a reason to believe that a policy, regulation, or law has been violated, misconstrued, or misapplied relative to an individual student. Other, non-policy issues are the responsibility of the professional staff and are not part of the complaint procedure. The Executive Board will hear only those complaints that are put in writing and submitted to the Executive Director who will forward to the Board. The complainant shall use the Complaint Procedure for Parent Access to the Executive Board.
5. All meetings conducted pursuant to this policy will be private.

**Complaint Procedure for Parent Access to  
Sussex Academy Board of Directors**

Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

On Behalf of \_\_\_\_\_

Grade \_\_\_\_\_

Complaints may be brought before the Board of Directors if there is reason to believe that a policy, regulation, or law has been violated, misconstrued, or misapplied relative to an individual student. Other, non-policy issues are the responsibility of the professional staff and not a part of the complaint procedure.

Policy (and title or number), regulation, or law being questioned:

(Many of our student policies can be found in the student planner. A copy of Board policy is available in the school office.)

Nature of the policy violation/misapplication:

Review process that has occurred (e.g., where did the initial decision/action originate, and who has reviewed that decision/action):

Please return to the Director who will forward it to the Board.

**1103 Unsafe School Student Transfer Option Program**

The Sussex Academy Unsafe School Student Transfer Option Program complies with the Federal *No Child Left Behind* legislation by providing transfer options to those students enrolled in a school that has been identified as "persistently dangerous" pursuant to the provisions of DDOE Regulation 608, Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students Who Have Been Victims of a Violent Felony. Students who have been victims of a violent felony under these provisions may also elect the transfer option program.

**Option A: Schools Identified As Persistently Dangerous**

- Within ten school days of receiving a persistently dangerous designation from the Department of Education, the Sussex Academy will notify parents of eligible Unsafe School Transfer Option Program students by mail. A Transfer Option Application will be attached to the notification letter. Parents of students moving to a persistently dangerous school at the end of their grade level cluster will also be notified by mail. All parents registering students at a designated school will receive a notice and Transfer Option Application at the time of registration.
- The District will accept Unsafe School Student Transfer Option Applications for fifteen school days following the date of the notification mailing.
- Transfer options will be listed on the application form.
- Transfers of students will occur within 30 school days of Department of Education notification to the Sussex Academy.
- A corrective action plan will be developed and filed with the Department of Education within 20 school days from the date that the Sussex Academy learns it has been identified as persistently dangerous.

**Option B: Victim of a Violent Felony at a School**

- Within five school days from the date of the acknowledgement of a violent felony charge that occurred in or on the grounds of the Sussex Academy, the victim's parents will be notified by certified mail of the Unsafe School Student Transfer Option. A Transfer Option Application will be attached to the notification letter.
- Parents have 10 school days from the date of the certified mailing to exercise their option to transfer to another school.
- The student will be transferred within 30 school days of the Sussex Academy's notification of violent felony charges being filed.

The Sussex Academy of Arts & Sciences Student Transfer Option Program components are subject to SAAS Executive Board amendment.

## **1104 PARENTAL INVOLVEMENT POLICY**

### **GENERAL POLICY STATEMENTS**

Sussex Academy of Arts & Sciences agrees to implement the following statutory requirements:

- Will work to ensure that the required parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Will post parental involvement policy on the school's website and the policy will be updated periodically to meet the changing needs of the students, the parents and the school.
- Will provide opportunities for the participation of all parents, including, to the extent practicable, providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format.
- Will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- Will build capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- Will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—that parents play an integral role in assisting their child's learning, that parents are encouraged to be actively involved in their child's education at school, that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, the carrying out of other activities, such as those described in section 1118 of the ESEA.*

### **IMPLEMENTATION**

Sussex Academy of Arts & Sciences will implement the following:

- Involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA by asking the Student Achievement Team (SAT) - a parent-teacher group - to review, provide input, and draft components of the involvement policy.

- Involve parents in the process of school review and improvement under section 1116 of the ESEA by presenting data and school improvement plans to the SAT and Executive Board for input, review, and proposed changes.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved.
- Provide parents access to the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet through school website, parent nights, parent conferences, progress reports, and other informal means of communication.
- At the request of the parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children through the Student Achievement Team and Parent-Teacher conferences.
- Provide each parent an individual student report about the performance of their child on the State assessment in at least math and reading.
- Notify parents with a letter when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
- Provide assistance to parents of children served by the school, as appropriate, in understanding: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators through school website, orientations, student agenda books, letters concerning standardized tests and results, electronic access to student grades, and parent-teacher conferences.
- Provide materials and training to help parents work with their children to improve their children's academic achievement.
- With the assistance of its parents, educate its teachers, student services personnel, administrators and other staff in how to communicate and work with parents as equal partners, to implement and coordinate parent programs, and build ties between parents and the school.
- To the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities, such as hosting Open Houses, Portfolio Reviews, and Fieldwork requiring parents to volunteer in school, inviting parents into the school during the school day, and for after school activities.
- Use reasonable efforts to ensure that information related to the school and parent programs, meetings, and other activities is sent to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

Date Approved: \_\_\_\_\_ Date(s) Amended: \_\_\_\_\_

6/16/10