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Staff Work Hours

In Title 14 Delaware Codes 1305, 1308, and 1311 the State Board of Education defines the workday of teachers and administrators as 7.5 hours inclusive of a ½ hour for lunch, the workday of secretaries as 7.5 hours exclusive of a ½ hour for lunch, and the workday of custodians as 8.0 hours inclusive of a ½ hour lunch. Therefore, the official workday for teachers at Sussex Academy has been scheduled to run from **7:45 a.m. to 3:15 p.m.** The workdays for the office and building operations staff will be individualized to ensure that there are adequate personnel available to provide the services necessary for the daily operations and needs of the Sussex Academy. All employees are expected to sign in upon their arrival using the computer on the counter in the office. In addition, all employees are asked to sign out when leaving the building at the end of her/his workday. A Director will notify employees of all after school or evening meetings in a timely manner, providing at least 24 hours notice, except in cases of emergency.

Holidays

Full-time, classified employees have the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Any additional holidays so proclaimed by executive decree (Presidential and/or Gubernatorial) and approved by the President of the Sussex Academy's Executive Board.

The Sussex Academy of Arts and Sciences will be closed the week between Christmas Day and New Year's Day; all employees will be off during that time period.

Severe Weather and Emergency Conditions

Decisions regarding changes to the school's schedule/calendar (closings, early release, and/or late openings) resulting from severe weather conditions or other emergencies will be made by the Directors of the Sussex Academy. In the event of a delayed opening, the SAAS teaching staff, Directors, and office staff are expected to report to work one hour later than their usual scheduled starting time provided that the road and/or weather conditions are safe for travel. All other employees are expected to report at their usual starting time provided that road and/or travel conditions are safe for travel. This expectation does not apply to those employees who have alternative work schedules. If a severe weather condition or other natural or man-made emergency develops during working hours, the Sussex Academy Executive Directors may allow non-essential employees to leave work early. No loss of pay or utilization of accumulated leave or compensatory time will occur in the event of early dismissal for this reason.

Obligation of Employees

The Sussex Academy Directors shall indicate whether Sussex Academy closings pertain to both staff and students or to students only. If a severe weather condition or other natural or man-made emergency forces any

employee to be late for work, the employee shall contact his/her supervisor of the impending lateness, and state the expected time of arrival for work. Reasonable delay in arriving at work due to poor travel conditions will not be a basis for charging leave.

Record Keeping Requirements for Sick and Annual Leave

Any employee, essential or non-essential, who is on sick leave or previously approved annual leave during a declared severe weather or other natural or man-made emergency shall not be charged leave for the duration of the emergency. Upon the employee's return to work from sick leave, or upon his/her return to work from approved annual leave, the employee's leave records will be credited accordingly.

Employment Related Topics

Absences And Leave

Bereavement

In the case of a death in the immediate family of the employee, there shall be no reduction in salary of said employee for an absence not to exceed five (5) working days. Members of the immediate family shall be defined as father, mother, brother, sister, son, stepson, daughter, stepdaughter, husband, wife, mother-in-law, father-in-law, daughter-in-law, son-in-law, any relative who resides in the same household, or any person with whom the employee has made his or her home.

Bereavement—Other Family

In the case of death of a near relative, there shall be no deduction in salary of the employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law and sister-in-law. The absence shall be in addition to other leaves granted the employee.

Absence

If a situation develops necessitating your legitimate absence from work, it is your responsibility to inform the school by telephoning 856-3636. As soon as a staff member knows that he/she will be absent, he/she should notify a Director and complete the **leave form**. Leave forms will only be accepted late if an emergency or last minute sickness has arisen. If a leave form has not been turned in, the Sussex Academy reserves the right to dock the staff member's pay. Any staff member who becomes ill in the evening should notify a Director by phone prior to 9:30 p.m., or between 6:30 a.m. and 7:00 a.m. It is the responsibility of the teacher to find a substitute when an absence is necessary. A list of approved substitutes will be provided at the beginning of the school year and every time the list may change.

Absence for personal reasons requires prior approval from a Director except under emergency conditions.

The Executive Directors have the authority to request a doctor's certificate for absences. (Reference [DE Code](#), Title 14 Education, Chapter 13, §1318 and §1319. You can access this on the Department of Education's website at www.doe.state.de.us, State Code.)

Leave forms are to be given to the Office Manager as soon as you know you will be out. If you are sick and did not know in advance you would be out, please submit a leave form the day you return to work.

Substitute Folders

Each teacher shall develop a substitute folder at the beginning of the year. These folders should be submitted to the Team Leader, and should include a daily schedule, class lists, all special schedules, duty schedules, attendance slips, lists of students leaving the room for special reasons and emergency lesson plans. Substitute folders are to be submitted to the Team Leader by **September 15**. Teachers are expected to keep all information current by reviewing substitute folders on a quarterly basis.

Leave of Absence – (for Teachers)

The size of the Sussex Academy makes long-term leaves of absence impossible. Any staff member may request a leave without pay, subject to the approval of a Director and the Board of Directors. Requests must be in writing, submitted with lead-time that allows for a board meeting prior to the requested leave without pay. Unauthorized leave may jeopardize state pension continuity.

Sick Leave

Sussex Academy staff members who are employed for 10 months will earn 1 day of sick leave per month of employment. Three of these days may be used for personal leave each year. Sick leave will accumulate from year to year.

Sussex Academy staff members who are employed for 12 months will earn 1 day of sick leave per month of employment. Sick leave will accumulate from year to year.

Annual Leave

Sussex Academy staff members who are employed for 12 months will earn 1¼ days of annual leave per month of employment. After 4 years of employment with the Sussex Academy, 12-month employees will earn 1¾ days of annual leave per month.

Military Leave

Military leave of absence for temporary active duty or for field training is with pay, but not to exceed 10 working days per calendar year, and will not be charged to annual leave.

Jury Duty and Appearance as Witness

Employees who, during their regular working hours, actively serve on jury duty or are under subpoena as a witness shall be paid at their regular rates of pay. Employees shall return to work within a reasonable time on days released from such duty.

Any employee appearing on behalf of the Sussex Academy before a court, legislative committee, or judicial or quasi-judicial body will be excused with pay.

Family and Medical Leave Act

Purpose

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Sussex Academy permits eligible employees to take leave without pay for a period of up to 12 work weeks in any 12 month period for any one of the following reasons:

- A. For the birth and care of the employee's newborn son or daughter.
- B. For the placement with the employee of a son or daughter for adoption or foster care.
- C. To care for the employee's spouse or other adult with whom the employee shares a domicile, parent or individual who stands or stood in loco parentis, son or daughter (including stepchild, foster child, or child of an employee standing in loco parentis) who has a serious health condition.

D. For a serious health condition (including illness or injury) that makes the employee unable to perform the essential functions of the employee's position.

An additional leave of absence without pay, independent of an FMLA leave, may be requested under EXTENDED LEAVES OF ABSENCE WITHOUT SALARY, for these same purposes.

NOTE: It is not a requirement for an employee to exhaust his/her sick/annual leave before requesting FMLA leave.

Eligibility

In order to qualify for the FMLA leave, the employee must have been employed by the Sussex Academy for at least one year; and have worked at least 1,250 hours during the 12-month period immediately preceding the first day of the requested leave.

Procedure

When the leave is foreseeable, an employee must provide 30 calendar days advance notice by submitting a "Request for Family or Medical Leave" form to his/her supervisor for approval. A "Certification of Physician or Practitioner" form must also be submitted for the reasons cited in C and D above. Blank "Request for Family or Medical Leave" and "Certification of Physician or Practitioner" forms may be obtained from the Sussex Academy Personnel Office.

The request for leave shall be subject to the approval of the President and a Sussex Academy Director. The request for leave may be denied if the advance notice and medical certification requirements are not met.

While medical certification to support a request for leave because of a serious health condition is a requisite part of the physician certification form, a second or third opinion may be required (at the Sussex Academy's expense).

Other detailed information relating to FMLA may be obtained from the Sussex Academy Personnel Office.

Period of Leave

An eligible employee may take up to 12 work weeks leave during an FMLA 12-month eligibility period. The FMLA 12-month eligibility period means the 12-month period measured forward from the date an employee first takes FMLA leave. After a 12-month period following the completion of an FMLA leave, an employee is eligible for another FMLA leave.

Benefits Which Are Continued During FMLA Leave

While on FMLA leave, an employee is entitled to have his/her existing Sussex Academy health and life insurance benefits maintained (including any State of Delaware share of the monthly cost). For full-time employees this includes all insurance under the Sussex Academy's benefit plan. If an employee was paying all or part of the premium payments prior to leave, the employee would continue to pay that amount during the leave period. Employees should forward payments for their share to the Sussex Academy Personnel Office. Failure by the employee to make his/her share of such contribution within 30 days after the payment is due will result in termination of coverage.

Benefits Which are Discontinued During FMLA Leave

Holiday pay, annual leave and sick leave are not earned during FMLA leave. Discontinued are: Disability Insurance, Worker's Compensation, Unemployment Insurance. Contributions to the State of Delaware Pension Plan and Social Security, by both the State and the employee, are discontinued.

Intermittent or Part-time FMLA Leave

An eligible employee may take FMLA leave on an intermittent or part-time basis rather than all at once. For record keeping purposes, leave usage for less than one-quarter day shall not be recorded as FMLA leave.

In order to accommodate FMLA leave on an intermittent or part-time basis, the Board President and Sussex Academy Executive Directors may temporarily alter an existing position or transfer an employee to an alternative position with equivalent pay and benefits.

Return to Work After FMLA Leave

In the event that an employee does not return to work or works less than 30 calendar days upon the expiration of an FMLA leave or approved extension of leave, the Sussex Academy's share of benefits premium payments shall be recovered from the employee for any period of unpaid leave except for the following circumstances: the serious health condition of the employee or the employee's spouse, nonspousal cohabitant, son, daughter, or parent; or other reason beyond the employee's control.

Personnel Records**Employee Records**

The Sussex Academy shall comply with all policies and regulations and applicable federal and state laws concerning the maintenance and disclosure of employee records.

Salary And Benefits**Pay Periods**

Employees will receive 26 paychecks for the school year. All staff members are required to use direct deposit. The State now issues paycheck advices to state employees through ePay (<https://phstrapd.spo.state.de.us/>). An employee identification number and password are required to access this information. For assistance with login issues call 1-866-751-7833.

Salary Changes Related to Education

It is the practice of the Sussex Academy to initiate salary changes related to advanced education levels at the beginning of each school year. In other words, mid-year salary adjustments related to changes in education will not be processed. This practice is directly related to the budget cycle that affects the financial planning of charter schools. More specifically, estimates of revenue and expenses are generated in February for the upcoming school year. In doing so, the potential impact on anticipated expenses is considered and based, in a large part, on the Director of Finance & Operations's knowledge about each employee's current levels of education and experience. Additionally, state funds received by the school related to the education and experience of the school's employees is determined based on an annual snapshot taken by the DOE after the September 30 unit count process. Neither the DOE nor the State makes additional mid-year adjustments to this portion of our operating budget. Therefore, it is not possible to recognize and implement salary changes due to advances in educational level that are not brought to the attention of the Director of Finance and Operations during the budget planning cycle. For this reason, each employee of the Sussex Academy who has or will become eligible for a salary adjustment due to additional education for the upcoming school year is expected to inform the Director of Finance & Operations in writing by February 1. Evidence that all of the required paperwork has been submitted to the DOE must be provided to the Director of Finance & Operations by June 1. A salary adjustment will then be made when, and if, the DOE finds that a change is warranted.

DOE Salary Supplements

The DOE and the State have developed and are currently supporting a supplemental salary incentive for the completion of approved educational clusters and/or the attainment of National Certification. It is the practice of

the Sussex Academy to recognize these salary supplements provided that the administration is informed in writing in advance of the employee's intent to pursue this objective. A salary change related to the completion of DOE approved educational clusters or the achievement of National Certification will be reflected in the employee's pay advices as soon as the paperwork has been processed by the DOE and the funds are received by the Sussex Academy.

Insurance

1. Group Health – Membership in either Blue Cross-Blue Shield or Aetna is available to members of the staff. Full-time employees are responsible for a portion of the health premium and the State of Delaware will be responsible for the remainder of the premium. Part-time employees enrolling in group health insurance will be responsible for the entire premium.
2. Dental Insurance – Membership in either Delta Dental or Dominion Dental is available to all employees. The employee is responsible for the entire premium.
3. Blood Bank – Membership in the Blood Bank is a paid benefit to full-time employees. Employees enrolling are responsible for either a blood or cash donation when they are notified by the Blood Bank (approximately every 22 months). Part-time employees may participate in the Blood Bank by paying for their own membership through a one-time, annual payroll deduction.

Aetna Health Care of Delaware

P.O. Box 3013
920 Harvest Drive
Blue Bell, PA 19422
Customer Service: 877-542-3862
Website— www.aetna.com

Alexandria, VA 22314
Customer Service Phone # 1-888-518-5338
Website— www.dominiondental.com

HMS (Human Management Services)
Customer Service Phone # 1-800-343-2186
Website – www.hmsincorp.com

Blue Cross Blue Shield of Delaware

One Brandywine Gateway
P.O. Box 1991
Wilmington, DE 19899
Customer Service Phone # 1-800-633-2563 or 302-429-0260
Website – www.bcbsde.com

Flexible spending Accounts

ASI
P.O. Box 6044
Columbia, MO 65205-6044
Customer Service Phone # 1-800-659-3035
Website – www.asiflex.com

Medco (prescriptions)

Customer Service Phone # 1-800-939-2142
Website – www.medco.com

Blood Bank of Delmarva

100 Hygeia Drive
Newark, DE 19713-2085
Customer Service Phone # 1-888-825-6638
Website – www.delmarvablood.org

Delta Dental

One Delta Drive
Mechanicsburg, PA 17055
Customer Service Phone # 1-800-873-4165
Website—WeKeepYouSmiling.com/stateofdelaware

EyeMed Vision Care – Vision Insurance

Customer Service Phone # 1-855-259-0490
Website –
<http://portal.eyemedvisioncare.com/wps/portal/emweb>

Dominion Dental Services, Inc.

115 South Union Street, Suite 300

Benefits Open Enrollment for Aetna Health Care, Blue Cross Blue Shield, Delta Dental, Dominion Dental, EyeMed Vision Care, and the Blood Bank is held every year during the month of May. The new benefits you choose during the open enrollment period will start July 1 of that year. You will be locked into the benefits you have chosen until the following June 30.

Other insurance you may purchase is available any time during the year. All you have to do is visit the vendors website or call customer service to enroll. Other insurance available is:

Minnesota Life Insurance Company (The state of Delaware provides you with insurance equal to one year of your salary. You may purchase additional insurance for yourself, spouse or children.)

400 Robert Street North
St. Paul, MN 55101-2098
Customer Service Phone # 1-877-215-1489
Website – www.lifebenefits.com

Annual Leave and Sick Payouts

Eligible employees of Sussex Academy will be afforded annual (vacation) and sick leave payouts as prescribed here. An eligible employee is one who fills an earned state unit and is listed on staff as of November 30. Should the employee not be listed on this report, the school shall provide the name of the employee who previously occupied the position during the same fiscal year of the retirement or termination.

1. Eligible employees shall, upon retirement, be paid for each unused sick leave day, not to exceed 90 days. The total amount paid shall be based upon the portion of salary computed in accordance with state schedules, and shall be based upon 50% of the per diem rate of pay in effect at the time of retirement. If the eligible employee notifies a Director of his/her intent to retire at least six months prior to the requested retirement, the total amount paid shall be based upon the portion of salary computed in accordance with the current salary schedule, and shall be based upon 50% of the per diem rate of pay in effect at the time of retirement.
2. Eligible employees upon leaving service of the school shall be paid the state portion of any unused annual leave (vacation) in accordance with state policy.

Staff Evaluation

The Directors will evaluate all staff members.

The Delaware Performance Appraisal System (DPAS II) guidelines will be used to evaluate the teaching staff. Annually, teachers will complete and submit a Teacher Goal Form by September 30 and a Professional Responsibilities Form by January 31. Each teacher will receive a minimum of three observations within a two-year period. The evaluations will be discussed with the teacher and placed in that teacher's personnel file.

The DPAS II will be used to monitor and evaluate each teacher's instruction in such areas as the following:

1. Planning and Preparation
2. Classroom Environment
3. Instruction

Other employees will receive a narrative evaluation from a Director.

Resolution of Complaints

The school is committed to providing effective means for staff to voice concerns or complaints. Further, it is committed to work collaboratively and to resolve concerns as expeditiously as possible whenever possible. To that end, concerns or complaints should be addressed in the following manner:

Trish Oliphant 6/25/12 9:06 AM

Comment: Don't know what verbiage to use – i.e. problem, concern, complaint

1. All complaints shall be initiated at the lowest level possible so as to resolve the differences as quickly and harmoniously as possible. This means that all staff should first discuss their problem or concern with the person or persons who have been the source of the complaint.
2. If a satisfactory resolution is not reached, the staff member shall present the complaint to the team leader, if applicable, or to the most immediate supervisor who has the authority to make adjustments in the matter within 7 days of the alleged problem.
3. If a satisfactory resolution is not reached within 5 days, the staff member may present the alleged problem, to the Director(s) in writing. Said written document shall be signed and dated by the staff member. The Director(s) will meet with the staff member and render a decision.
4. If a satisfactory resolution is not reached within 5 days, the staff member may present the alleged problem to the Board President. The staff member will do this within 5 days of the Director(s) decision. The Board President will establish a meeting date and time for the employee to present the alleged problem to the Executive Board and notify the employee of the meeting. The Board will render a decision within 7 days of the meeting and notify the employee in writing of that decision.

Trish Oliphant 6/25/12 9:08 AM

Comment: Note that have put leader in here – they are getting extra pay and should try to resolve differences – I think they do, but thought it gives them a level of authority

Trish Oliphant 6/25/12 9:07 AM

Comment: Did not put in writing?

Employee Responsibilities and Conduct

Faculty Meetings—Attendance is Mandatory.

1. The first Wednesday of every month is reserved for faculty meetings. A Director may schedule additional meetings. Staff members will have 24-hours notice, except in case of emergency.
2. The second Wednesday of the month is reserved for Team meetings. The team has the responsibility of scheduling these meetings.
3. The fourth Wednesday of the month is reserved for Department meetings.

Supervision of Students – General

Supervision of students is one of the most important functions that we perform. Effective supervision requires consistent and constant awareness of what is happening. The degree of supervision exercised by the individual staff member affects the classroom and has certain legal implications as well. Should an accident occur at a time when students are supposed to be or are under your supervision, a court case could result in which you would be involved. Protect yourself from a negligence suit by exercising reasonable and constant supervision.

Supervision—Classroom, Buildings, Outside Instructional Areas

- a. Students assigned to any staff member must be supervised at all times. **Children are not permitted to remain unsupervised in any room of the building at any time.**
- b. **Students must be supervised going to and from lunch, at assemblies, lockers, Specials, and lunch detention, and while utilizing outdoor instructional and recreational areas, etc.**
- c. **The instructional staff is expected to monitor the student restrooms in accordance with the schedule developed by the Executive Directors.**
- d. Once students arrive at a destination that is supervised by another staff member, the responsibility for supervision becomes that of the receiving staff member.
- e. All staff members are expected to be in the building by 7:45 a.m. Teachers have a daily planning period from 7:45 until 8:25. Students who arrive before 8:25 are expected to report to and remain in the Media Center until dismissal to homeroom.
- f. Prior to lunch, each teacher should review the expectations for student behavior during lunch. **All students are expected to eat lunch in the cafeteria unless they have been reassigned by a staff member to an alternative location for behavioral or academic reasons. In these instances, it is the responsibility of that staff member to supervise the student.** Instructional staff members are expected to share lunch hour supervision, according to the posted schedule, or as requested.
- g. During the normal working day, between 7:45 a.m. and 3:15 p.m., staff members are not permitted to have their own children or relatives under their supervision. A Director may make exceptions.

Accident Procedures

Employees are covered under Workman's Compensation for any accidents that are connected with their job. Employees must report accidents or injuries immediately to a Director, whether or not the injury appears serious enough to cause the employee to miss time from work.

Guidelines Related to Curriculum and Instruction

The Sussex Academy Board of Directors selected a New American Schools design for comprehensive educational reform as part of its charter school initiative. Expeditionary Learning was chosen as our instructional framework.

Expeditionary Learning is a comprehensive school design based on 10 design principles that grow in part from the philosophy and experience of Outward Bound. These design principles are (1) The Primacy of Self-Discovery, (2) The Having of Wonderful Ideas, (3) The Responsibility For Learning, (4) Empathy and Caring, (5) Success and Failure, (6) Collaboration and Competition, (7) Diversity and Inclusion, (8) The Natural World, (9) Solitude and Reflection, (10) Service and Compassion.

Students and teachers spend time involved in learning expeditions that have intellectual, personal, and physical dimensions. Learning expeditions meet or exceed local and state standards. All students keep portfolios of their work and assessment is ongoing.

Additionally, the Sussex Academy has selected literacy as the school-wide instructional focus. Targeted literacy skills include the use of content specific vocabulary, relevant and sufficient details, and critical thinking skills in all student responses, verbal and written. It is the expectation of the Sussex Academy that literacy skills be taught and reinforced in every classroom, to every student, every day. The best practices identified by the staff to support this instructional focus include using higher order questioning strategies, modeling, demonstrating the use of critical thinking skills, assessing students regularly using benchmarks and rubrics, and reinforcing connections to text/media in all student responses.

To support learning expeditions and the instructional focus, teachers, students, and school leaders build a culture of respect and high expectations. This is, in part, established and maintained through an on-going expedition "SAAS-Superior Academics Awesome Students". In addition, this is reinforced by the school schedule, built around large flexible blocks of time, looping, and multi-age heterogeneous classes.

The team of teachers is responsible for teaching the content standards and skills in reading, mathematics, language arts, social studies, and science. Other subjects such as physical education, creative expression (art), performance art (music), Spanish, computer applications, health, and other co-curricular classes are taught outside the core academic areas. These subjects are referred to as Specials. Each teacher of the Sussex Academy possesses unique talents in working with adolescents and has training and expertise in the particular learning styles of middle school students.

The Sussex Academy of Arts and Sciences provides a unique educational opportunity for students and their parents. The expectation is that students come to school with a positive attitude to learn and to take part in academic, social, and service activities and that their parents and the school supports these endeavors.

Course and Class Requirements

Each department should confer regarding the curriculum requirements for their specific content area, and ensure that there is alignment with the Content Standards and Assessments. The department should determine what the three-year expectations are for student outcomes are in that content. Each teacher

should be able to provide to the parents and students a synopsis of the class requirements for the year and an explanation of the grading system within that teacher's class

Lesson Plan Configuration

All teachers are expected to maintain relevant instructional plans. Lessons should be designed to reflect the needs of the students, to address the content standards and accountability expectations of the state, and to reinforce the school-wide and team-specific learning expeditions and initiatives.

Homework/Independent Practice

Homework is a natural extension of the educational program. A reasonable amount of independent practice has proven to reinforce and enrich daily class work, **provided that assignments are an outgrowth of what has been taught and directly related to material included in the present lesson or unit of study.** Homework should be judiciously assigned and should not become a source of conflict for students. Further, the homework policy should be clearly communicated to the students and their parents at the beginning of the school year.

Homework is a natural extension of the educational program. A reasonable amount of independent practice has proven to reinforce and enrich daily class work, provided that assignments are directly related to material included in the present lesson or unit of study. Teachers are requested to encourage parents/guardians to provide a quiet place and a consistent time frame each evening for children to study.

Consistent with school philosophy teachers are encouraged to communicate with their colleagues on a daily basis and during team meetings with respect to homework and tests. Cooperation among team members in staggering lengthy homework assignments, quizzes, and unit tests provides the opportunity for optimum academic success to all students.

Guidelines for Evaluation of Student Performance and Achievement

Grade Placement

It is the school's role and responsibility to determine grade placement for incoming students from another school or from a home school. 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, student's physical and emotional development, knowledge of the English language, previous retentions, estimates of intellect, wishes of the parents, etc. The Executive Directors have the responsibility to determine if additional testing is necessary in making the determination of grade placement.

In cases where an incoming 6th grade student has been promoted by another school to the 6th grade, but that student has not scored a Level 3 (Meets the Standard) on the 5th grade Delaware Comprehensive Assessment System (DCAS) in reading or math, the student may be given "transfer" status onto the 6th grade team at the Sussex Academy. In most cases the "transfer" status is maintained throughout the school year with promotion to grade 6 occurring at the end of the first year at Sussex Academy. This will, in effect, add at least one year to the student's normal three years of school at Sussex Academy.

Additionally, "transfer status" can also be granted to Sussex Academy students upon the recommendation of the Student Support Team.

Each transfer student's progress is routinely monitored to ascertain when promotion to the next grade should occur.

Grading Scale

The grading and reporting process is designed to inform students and parents/guardians of achievement progress. Grading policies are to be explained at the beginning of each year and usually reflect a combination of class work, homework, projects, and test results. **Teachers are required to contact parents either by telephone or in writing any time that a child's work begins to become unsatisfactory. Report card grades should not reflect a numerical grade lower than 60%. Interim report grades should not reflect a numerical grade lower than 40%.**

The following grading scale is used for marking report cards. In addition, report cards may be coded for anecdotal teacher comments.

93-100	Excellent	A
85-92	Very Good	B
75-84	Satisfactory	C
70-74	Poor	D
69-Below	Failure	F

Grade Books

Each instructor is expected to maintain an accurate record of all data compiled to determine a student's numerical average for each marking period. **In addition, each teacher's grade book should reflect an attendance record for every assigned student.** Electronic grade books are acceptable as long as back-up data has been maintained.

Honor Roll

At the end of each term an Honor Roll will be published. To be on the Honor Roll, a student must:

"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). Students must receive a grade of 85% or better in "Specials" and Portfolio to qualify for "A" Honor Roll.

"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). Students must receive a grade of 75% or better in "Specials" and Portfolio to qualify for "B" Honor Roll.

Report Cards and Interim Reports

The grading and reporting process is designed to inform students and parents/guardians of academic achievement and progress. Grading policies are explained at the beginning of each year by the teachers and usually reflect a combination of class work, homework, projects, and test results. Interim reports are distributed near the midpoint of each quarter. Report cards are distributed quarterly. Parents and students should refer to the school calendar for the dates of distribution.

Retention and Promotion

In the standards-based Delaware initiative, students are held to high standards and high-stakes accountability. 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 & 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 (computer, art, music, physical education, math explorations, and portfolio)
- The student does not meet the standard (Performance Level 3) in reading, writing, or mathematics on the DCAS and other standardized measures as 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 (computer, art, music, physical education, and math explorations)
- The student does not meet the standard (Performance Level 3) in reading, writing, or mathematics on the DCAS and other 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 (computer, art, music, physical education, and math explorations)
- The student does not meet the standard (Performance Level 3) in reading, writing, or mathematics on the DCAS (Del. Code, Regulation 5.0).
- 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

*The Student Support Team (SST) 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.

Guidelines for Student Conduct and Behavior

The Sussex Academy emphasizes a strong code of conduct that promotes respect for self and others and positive reinforcement of rules in a safe, secure environment.

Sussex Academy Student Code of Conduct

All staff and students at the Sussex Academy of Arts and 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 **Directors** 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 Directors and teachers have an obligation to implement the Code of Conduct fairly, reasonably, and consistently.
- Positive relationships among students are to be encouraged.

Standards and Rules

The following behaviors interfere with the rights of students and teachers and are, therefore, unacceptable:

- Harassment or violence, whether physical, verbal or otherwise.
- Vandalism and graffiti.
- Taking or removing 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 Directors or staff to be on the school premises.

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. Possible consequences include:

- Verbal warning.
- Requirement to produce a written or verbal apology.
- Deprivation of privileges.
- Period of detention.
- Parent/guardian contact.
- Withdrawal from trips and/or group activities.
- Referral to a Director.
- Removal from normal classes.
- Suspension from attendance at school.
- Referral to outside authorities (e.g. the Police).
- Expulsion from school.

Corporal punishment of students is prohibited in all circumstances. The Executive Directors and the Board will not support any teacher who chooses to violate this prohibition.

DOE Regulation #601- Mandatory Reporting of School Crimes.

Whenever a school employee has reliable information that would lead a reasonable person to believe that:

1. A student or a school volunteer has been the victim of:
 - a. A violent felony,
 - b. An Assault III, or
 - c. An Unlawful Sexual Contact IIIwhich occurred on school property or at a school function;
2. A school employee has been the victim of:
 - a. A violent felony,
 - b. An Assault III,
 - c. An Unlawful Sexual Contact III,
 - d. An Offensive Touching, or
 - e. A Terroristic Threatening,which occurred on school property or at a school function; or
3. A student has been the victim of:
 - a. A violent felony;
 - b. An assault in the third degree; or
 - c. Any sexual offense, as defined in § 761(d) of Title 11,

when the school employee has reliable information that would lead a reasonable person to believe that the crime has been committed by student or another school employee, regardless of whether the offense occurred on school property or at a school function,

The school employee who has reliable information that would lead a reasonable person to believe that a crime has been committed shall immediately report the incident to the principal, who shall immediately make reasonable efforts to notify the parents of any juvenile victim and shall immediately report the incident to the appropriate police agency. The report shall be made by telephone or in person immediately and shall be followed by a written report within 3 business days.

If the police agency determines that probable cause exists to believe that a crime has been committed, or if the principal later learns that a suspect has been arrested for the offense, then the principal must file a written report of the incident with the superintendent. Thereafter, the superintendent shall, within 5 days, file a written report of the incident with the Department of Education.

Under no circumstances shall any person who has supervisory authority over the principal or any school board member exercise any control of, hinder or delay the lodging of any oral or written report required to be made pursuant to this subsection or the forwarding of such report to the Department of Education or the police. A principal (or acting principal if the principal is absent) may not delegate to or rely upon any other person except an assistant principal to make the immediate report to the police. A person with supervisory authority over the principal or any

school board member who has knowledge of an incident which is required to be reported under this section, and who has information that would lead a reasonable person to believe that it has not been reported to the police, has an affirmative duty to report the incident to the police immediately. This includes, but is not limited to, incidents in which a school employee is a possible suspect and when an administrative review is ongoing.

Nothing in this section shall preclude school officials from reporting probable crimes that occur on school property or at a school function which are not required to be reported under this section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in § 906 et seq. of Title 16.

(3) Sexual harassment. -- Whenever a school employee has reliable information that would lead a reasonable person to believe that a student under the age of 18 has been the victim of sexual harassment, as defined in Title 11, which occurred on school property or at a school function, the harassment must be reported to the principal, who, immediately after conducting a thorough investigation to determine if good reason exists to believe that harassment has occurred, must notify the victim's parent of that determination if the parent is not alleged to be the offender. The principal is not required to notify the appropriate police agency or to follow the provisions of subsection (d) of this section, but must file a written report with the Department of Education.

Student possession of weapons and unlawful drugs; mandatory complaints. -- Whenever a school employee has reliable information that would lead a reasonable person to believe that a person on school property or at a school function has on his or her person, concealed in his or her possessions, or placed elsewhere on school property:

- (1) Any controlled substance prohibited by Title 16, or
- (2) Any deadly weapon, destructive weapon, dangerous instrument or incendiary or explosive device as prohibited by Title 11,

the school employee shall immediately report the incident to the principal, who shall conduct a thorough investigation. If the investigation verifies that good reason exists to believe that a crime has been committed, the principal shall immediately notify the appropriate police agency of the incident. If the police agency determines that probable cause exists to believe that a crime has been committed, then the principal shall file a written report of the incident with the superintendent. Thereafter, the superintendent shall file a written report of the incident with the Department of Education within 5 working days.

Suspensions. --Whenever a police agency has determined that probable cause exists to believe that a student has committed a crime which must be reported to the police pursuant to this section, the student shall:

- a. Be referred immediately to the internal or external alternative services of the district or school for intervention of an appropriate nature and duration prior to being returned to the general student body, and
- b. Be given an immediate internal or external suspension by the district or school until a parent conference is held to review the student's educational placement.

Before a student suspended under this subsection may be returned to the general student body, a parent of the suspended student is required to attend a parent conference with the superintendent to discuss the offense and to review the student's educational placement. A telephone conference shall be sufficient only if the superintendent so determines and so notifies the parent.

When a student who has been given an external suspension or who has been sent to an alternative program pursuant to this subsection returns to the general student body at a school where the victim is required to be present, the principal of the school must attempt to notify the adult victim or, if the victim is a juvenile, a parent of the juvenile victim.

Nothing in this subsection shall preclude a school district from imposing a suspension or expulsion beyond the date of a parent conference where otherwise appropriate. Any change of placement of students with qualifying disabilities must comply with applicable federal laws.

Penalties. -- Any school employee who fails to report an incident as required by subsection (b) or subsection (c) of this section shall be guilty of a violation and shall be fined not more than \$250 for a 1st offense and not more than \$500 for a subsequent offense. Any person with supervisory authority over the principal or any school board member who exercises any control of, hinders or delays the lodging of any report required to be made pursuant to this subsection or the forwarding of such report to the Department of Education or the police shall be guilty of a class B misdemeanor. Justices of the Peace Courts shall have jurisdiction over violations of this section.

Immunity from civil liability; review of criminal complaint. -- (1) Any school employee who in good faith provides information to a police agency, a principal, a superintendent, or to the Department of Education under subsection (b) or subsection (c) of this section shall not be held civilly liable for providing such information.

Prior to lodging any criminal charge against a school employee for providing information pursuant to subsection (b) or subsection (c) of this section to a police agency, a principal, a superintendent, or to the Department of Education, the Attorney General's office shall be consulted to determine the appropriateness of the charge.

Any report of an actual or suspected crime made by a school employee or principal pursuant to subsection (b) of this section shall be exempt from public disclosure pursuant to the Freedom of Information Act as set forth in Chapter 100 of Title 29.

Definitions. -- The following words, terms and phrases, when used in this section, shall have the meaning ascribed to them except where the context clearly indicates a different meaning:

(1) "Crime" includes a felony, misdemeanor or violation defined in the Delaware Code, as well as behavior by a person under 18 years of age which would be considered a felony, misdemeanor or violation if it had been committed by an adult.

(2) "Non-instructional designee" means a school employee whose primary job duty does not include teaching students.

(3) "Notification" means direct contact by telephone, in person, or by certified mail, unless otherwise designated.

(4) "Parent" includes natural parent, adoptive parent, or any person, agency, or institution that has temporary or permanent custody or guardianship over a student under 18 years of age.

(5) "Parent conference" includes a meeting by telephone or in person, unless otherwise designated.

(6) "Principal" means the building principal of any public school or charter school, or the building principal's designee.

(7) "School employee" includes all persons 18 years of age or older hired by a school district, attendance zone or charter school; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property.

(8) "School function" includes any field trip or any officially sponsored public or charter school event in the State.

(9) "School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school district or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or charter school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school or charter school.

(10) "School volunteer" means a person 18 years of age or older who, without compensation, renders service to a public or charter school. "School volunteer" includes parents who assist in school activities or chaperone school functions.

(11) "Superintendent" means the superintendent of any public school district or charter school, or the superintendent's designee.

(12) "Suspension" means either an external or an internal removal of a student from the general school population.

(13) "Violent felony" means a crime designated in § 4201(c) of Title 11

(14) "Written report" includes printed paper filings and electronic filings that can be printed.

In addition to those school crimes are required to be reported pursuant to statute. The Superintendent of each school district or charter shall report to the Delaware Department of Education (DOE) the following incidents of misconduct:

1. Pornography
2. Bomb threats
3. Criminal mischief (vandalism)
4. Tampering with public records
5. Alcohol, possession and use
6. Felony theft (\$1,000.00 or more)
7. Bullying*
8. Fighting/disorderly conduct

9. Terroristic threatening
10. Sexual Harrassment
11. Offensive touching
12. Inhalants
13. Drug paraphernalia

*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.

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, in writing, with the understanding that all such reports will be listened to and taken seriously. 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.

In-School Suspension

In-school suspension is an alternative to exclusion from school for students who choose to commit a serious infraction of the Code of Conduct. Students who are assigned to in-school suspension are isolated with supervision to work independently for a specified length of time. In addition to schoolwork, self-help and/or values clarification materials concerning behavior may be completed during this time. Special rules will apply.

General Guidelines for Classroom Management and Discipline

- A. Decide before the year begins what behaviors are acceptable and/or unacceptable in your classroom, the hallways, etc.
- B. Develop a set of procedures and rules that students must follow.
- C. Teach, model, and practice all procedures and rules with your students. Decide ahead of time the positive and negative consequences of appropriate and inappropriate behavior.
- D. Be certain to positively reinforce compliance with your rules.
- E. Plan strategies to deal with the potential problems that could upset your classroom organization and management. (e.g. crying, name-calling, fighting, pushing, shoving)

- F. Monitor student behavior closely. Discuss behavior problems in private with the child. Use your behavior management system and the school discipline policy to guide you. Try to find the cause of misbehavior and alleviate it.
- G. Stop inappropriate behavior immediately.
- H. Be consistent in implementing your behavior management plan.
- I. Maintain and update your plan as needed throughout the year.

School Procedures and Responsibilities

Arrival and Departure

All staff should sign in on the office computer in the office upon arrival and sign out on their departure form the building. Staff members should use the front doors when entering or leaving the premises.

Morning Exercises

Delaware Code requires during the initial period of study on each school day that all students in public schools shall be granted two to three minutes to voluntarily participate in moral, philosophical, patriotic or religious activity. Opening exercises each morning must include the pledge of allegiance and a moment of silent meditation.

Dismissal

Students who ride a bus to school shall be dismissed at 3:10, all other students should remain in homeroom until the buses have been notified that they may leave the school's parking lot. Differences in a student's after school transportation is permitted only with a parent or guardian's knowledge and consent. Requests for early dismissal must be sent in to the office in the morning for approval. All students who leave the grounds during the school day must be signed out in the office by a parent or guardian, with permission from office staff.

Parties

Holiday parties may be curriculum related and are, therefore, permissible within the school. Any staff member who proposes to hold a party will be required to obtain prior permission from a Director. Parties will be held on school grounds or within a safe walking distance of school. No physical hazard such as grills and/or deep water should be present at the site of any party or picnic. Parties or picnics are not to exceed the class period in length.

Leaving School Grounds—Staff

Any staff member who needs to leave the building during the school day, for purposes other than lunch or job related duties, are expected to have an approval from a Director and must sign out on the computer in the main office providing the time and destination. Staff members must sign in upon their return. **Leaving school grounds following the dismissal of students, but prior to 3:15 p.m. is only to be done with the permission of a Director.** Employees who are going to another location for school-related purposes, meetings, or course work will generally be permitted to sign out.

Leaving School Grounds—Students

Students are not permitted to leave the school grounds for any reason without a Director's knowledge and consent. Permission for students to leave the school grounds must be obtained from

the Director's office. Students will sign out in the main office. Like staff members, students are to sign in upon return to school.

Mailboxes

All staff members should check mailboxes upon arrival in the morning, at lunchtime and before leaving in the afternoon. Students are not permitted to pick up mail for staff or to place items in staff mailboxes.

Office Equipment and Supplies

Equipment and supplies in the main office area are to be used by the Administrative Staff only. Exceptions to this must have the approval of a Director. A Director must approve any request for typing to be done by the Administrative Staff.

Parking

Employees may park their cars in any of the marked spaces beyond the row closest to the entrance of the school. The row of parking spaces closest to the entrance of the school is designated for the vehicles of visitors and for those with handicap parking permits only. No parking adjacent to school is permitted, as fire lanes must be kept clear.

Student-Related Topics

Accident Procedures

Any student who has an accident or injury or becomes ill at school should be referred immediately to the Nurse, Secretary, or a Director. In the case of an accident, if the student cannot or should not be moved to the office, notify the Nurse or a Director immediately for assistance. If a call to the parent is necessary, it is to be made by office staff.

Attendance

The school is responsible for maintaining an accurate record of each student's attendance. The secretary maintains a contemporaneous computerized record on the office's computer network. Teachers must accurately report absences so that the computerized record is correct. During the month of September, homeroom attendance slips are to be signed daily by each teacher verifying the accuracy of their attendance report. **Each teacher is also responsible for maintaining a written record of classroom attendance for each assigned class.** For auditing purposes, each student is to be marked as either present or absent for each period of the day including homeroom.

Cumulative Folders – Student Records

For the purposes of safekeeping, student records will be maintained in the office in a lockable, fireproof file cabinet. Students' records are never to be removed from the building. Teachers are expected to keep the permanent record folders current with testing information and other pertinent items. Any folder borrowed for review purposes is to be signed out and returned to the proper file drawer in the office before the close of the school day. Teachers should review new cumulative folders at the beginning of the school year.

Lunch

Each student is required to spend his or her lunch period in the multi-purpose room.

Lunchtime Regulations

1. Students will enter the multi-purpose room quietly, pick up purchased lunches, and go directly to their seats. Those students who have brought their lunch will proceed directly to their seats.
2. Students will remain in their seats while eating their lunch.
3. Lunchtime is for eating, not playing. Students will leave other people's lunches alone.
4. All conversation will be in a normal tone of voice. Yelling and screaming are prohibited.
5. Each student is responsible for cleaning up his own trash.
6. About five minutes before each team is to leave the lunchroom, the aide or teacher will dismiss the students to dispose of all trash.
7. Students are expected to leave the tables and lunch area in the same condition in which they were found.
8. Students will leave the multi-purpose room in an orderly manner.
9. Food, milk containers, or straws are to remain in the multi-purpose room.
10. Throwing of food or other items is not permitted.
11. Popping milk containers and plastic bags is prohibited.
12. Students who disobey these rules may be suspended from eating in the multi-purpose room.

Medication

Teachers are not permitted to administer medicine of any type to a child. The school nurse is medication certified and is permitted to administer medication only with written permission from a physician. Any questions **regarding** medication should be directed to the Nurse, Secretary, or a Director.

Homeroom Procedures

Every student should be in their assigned seat and ready to participate in the morning meeting activities promptly at 8:35 a.m. At the appropriate time, students will rise for a moment of silence and the recitation of the Pledge of Allegiance.

Each teacher is required by Delaware law to actively participate in the Pledge of Allegiance. Students are expected to stand and respectfully participate. Each teacher who has students will ensure that proper decorum prevails during opening exercises.

During opening exercises in all public schools in the state of Delaware, the first Amendment of the Constitution of the United States of America shall be read to all students on the first day of every school year.

Homeroom attendance is to be taken daily by 8:45 a.m. (10:45 a.m. on those occasions when there is a delayed opening of school) using the Pupil Accounting System. In addition, attendance is to be completed by teachers at the start of each class period.

Between Classes

All teachers are expected to supervise the corridors in the vicinity of their classrooms during the change of classes; they should meet students at their door and encourage students to promptly take assigned seats in order that class might begin quickly. Teachers should also check the

lavatories on some regular intervals based on the schedule developed by the Directors. Teachers are strongly encouraged to use class-initiating activities, such as a warm-up assignment, to facilitate the start of class and to minimize the loss of instructional time.

Condition of the Classroom

The condition of the classroom and contents therein (furniture, equipment, instructional materials, etc.) is delegated to the teacher. Teachers should involve their students with maintenance of the classroom on a daily basis. This means that scrap paper, pencils, or other items should be picked up, put away, or discarded. Chairs should be placed off the floor at the end of the day so the custodial staff can vacuum and clean the classrooms. Evidence of vandalism should be reported immediately and steps taken to identify all responsible parties.

Teachers are responsible for the security of any personal property brought to school.

Hall Passes

Each teacher is accountable for the whereabouts of every student assigned to him/her during each respective class period. Therefore, all students desiring to leave their scheduled class must request permission from the “sending” teacher. **Permission to leave the room is denoted in the Student Planner. The permission denoted must include date, time, destination, and a teacher’s initials.**

Textbooks

Department Heads and Team Leaders coordinate the distribution and collection of textbooks. All teachers are responsible for cross-referencing textbook numbers with the students to whom each book is assigned. The issuing teacher should place the student’s name in each textbook.

Homework Make-Up Policy

Teachers are to encourage students to make up all work missed due to excused absence(s). The time allowed for make-up work is one (1) day plus the number of days absent unless special arrangements are acceptable to the teacher(s) involved.

Keys

All teachers are reminded that they are prohibited from issuing their keys to any student, regardless of the circumstances.

Money From Students

All funds collected from students for class projects, field trips, etc. are to be turned in to the Office Manager to be deposited in the appropriate account. Do not leave money and/or valuables in the classroom.

Lunch Information

Student Lunch	\$2.50
Teacher Lunch	\$3.00
Soup/Salad	\$1.00

Reduced Student Lunch	\$ 0.40
Milk	\$ 0.50

Our lunches are provided through the Laurel School District. For this reason, lunches must be ordered and paid for one month in advance. A menu will be posted on the school's website monthly and all students and staff will be notified. Each student and staff member will then have an opportunity to go online and order lunches using the login and password provided by the school.

Discipline

The classroom teacher is primarily responsible for discipline in the classroom. Initial steps to correct unruly students include proximity control, reprimands, parent contact by telephone, parent conferences, teacher detentions, etc. Students cannot learn if they are not in their classroom. For this reason, the isolation of students for poor behavioral choices by placing them in the hallway should be a short-term (no longer than 10 to 15 minutes) consequence and **should not** be used as a consequence for not completing assignments, such as homework, unless there is a compelling reason to do so.

The individual teacher is responsible for classroom management procedures involving:

1. Chewing of gum and candy
2. Monitoring of materials
3. Unprepared for class (pencils & books)
4. Excessive socializing
5. Abusive language
6. Late for class

Disciplinary Referrals

Referrals to the administration for unruly or uncontrollable behavior of a non-emergency nature must include prior teacher action documentation (i.e. Discipline Report Form), including previous parent contacts, individual conferences, team conferences, prior referrals, etc. Immediate administrative referrals should be made for violent behavior.

Administrative referrals for "unprepared," "talking," "gum chewing," "late for class," "disobeying," "inattention," "not following directions," do not clarify the seriousness or frequency of a behavior problem if no previous teacher action has been indicated. Please include all relevant interventions to ensure that students receive consistent and equitable treatment across all grade levels.

Team Teaching and Team Leadership

Team teaching is central to the middle school concept. It is especially important that the common planning times available to each team be utilized to focus upon both the academic and the personal needs of the students assigned to the team. The interdisciplinary team provides students with greater attention to their individual needs, specialized grouping according to needs and interests, and greater opportunities for independent learning and building responsibility. Students also have the advantage of having professionals who are working together to diagnose, instruct, and nurture each student in a warm, supportive instructional climate.

It is the responsibility of the team leader to coordinate the operation of the teaching team. For teachers on interdisciplinary teams to work effectively to create learning experiences responsive to the needs of developing adolescents, certain basic tasks must be accomplished. These tasks, which are in many ways similar to those most teachers do on an individual basis, must be done as a team. The responsibilities of the team include:

1. Establish procedures for classroom management practices (i.e. rules and regulations, homework, attendance and tardies, discipline, etc.) utilizing administration only as a last resort.
2. Develop policies and practices for student grouping and regrouping within the team. Homogeneous grouping by ability has been driven by the belief that teachers can more effectively promote learning in classes composed of a common ability level. This belief has not been supported by practice. The research notes that tracking does not deliver consistently favorable results for any group of students, and the effects of tracking on individuals, or classroom groups effectively is often powerfully negative. Cooperative learning approaches are one major alternative to ability grouping. Total competition is replaced by collaboration in smaller settings within the class. Cooperative learning activities develop positive interdependence as students work together and become responsible for both individual growth and for each other.
3. Develop schedules and establish assignments that will provide equal opportunities for flexibility of time, group size, and teaching load for each of the teachers on the team.
4. Identify areas (facilities) appropriate for large group instruction (i.e. films, guest speakers, etc.).
5. Log the activities of the team.
6. Establish uniform grading and evaluation systems.
7. Plan, develop, and implement team-wide learning expeditions.
8. Monitor student progress and identify students in need.

Teacher Dress Expectations

As instructors, role models, and community spokespersons, all teachers are expected to report to school in proper attire commensurate with the highest professional standards.

Field Work

Teams are encouraged to implement field trips that support the instructional program and initiatives of the team and school. Organizing and implementing a field trip involves the following eight (8) step-process:

1. Secure administrative approval at least 3 weeks in advance.
2. Fill out the field work approval form (located in the forms storage area in the teacher work room).
3. Arrange for transportation.
4. Secure parental permission (in writing) and arrange for the proper ratio of parent and teacher chaperones.
5. Facilitate lunch plans (provide list of participants to lunch coordinator so that lunch orders can be cancelled/refunded if necessary).
6. Distribute a list of participating students to appropriate staff members including the nurse.
7. Arrange with the nurse to obtain the relevant student medications on the day of the trip.

8. Have travel registered with DOE using DDOESSO as needed. See Allen for clarification or with questions.

Travel

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.

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. Employees must retain all SuperCard receipts. Individuals authorized for travel who 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.

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.

Requisitions and Budget Requests Procedures

Teachers who desire to order educational materials and equipment should familiarize themselves with the following procedure:

1. All requests must be submitted through the team leader.
2. All requests should have accurate prices indicated and current specifications.
3. All requests must be submitted on the correct purchase order (available on the staff server in the resources folder).
4. Purchases of curriculum related supplies and materials require prior approval by a Director.

Forms

The daily operation of the school requires and involves effective communication between staff members. To that end, a series of forms have been created to facilitate the efficient handling of many routine tasks and/or to request services. These forms are located in the storage boxes adjacent to the staff mailboxes.

FORMS CURRENTLY AVAILABLE:

1. After School Activity Roster
2. After School Room Request
3. Check Request
4. Computer Maintenance Request Form
5. Cumulative Folder Checklist
6. Deposit Money
7. Discipline Report
8. Equipment Sign Out
9. Extended Trip/Vacation
10. Fax Cover Sheet
11. Field work Approval Form
12. Grade Change Request
13. Leave Request Form
14. Letterhead
15. Maintenance Request Form
16. Professional Leave Request Form
17. Referral to Nurse
18. Schedule Change Request
19. School Van Request Form
20. Student Folder Inspection
21. Student Observation Report
22. Textbook Inventory
23. Uniform Violation
24. Unpaid Student Debt Form
25. Classroom Walk-Through Protocol
26. Travel Authorization & Reimbursement Form

Sussex Academy of Arts & Sciences
End of Year Checkout ☺

Teacher Name _____ Date: _____

All Teaching Staff	Who Signs?	Initials
Student lost/found items to nurse's office by June 5	Marilou	
Goal form completed and submitted by June 1	Allen or Trish	
Student computers and printers shut down, disassembled, cords and mice sealed in a zip top bag, and labeled with teacher's name and room number	Allen	
End of year teacher computer maintenance performed: relevant files backed up to server and then deleted, computer disassembled, cords and mouse sealed in a zip top bag, and labeled with teacher's name and room number.	Allen	
Laptop(s) and other technology in your possession returned to Allen	Allen	
Room cleared for cleaning and carpet replacement- all walls, cabinet doors, bulletin boards, and floor cleared, board erased, bookshelves cleared, books/binders boxed and labeled with name and room number	Bruce	
File cabinets, wall cabinets, and drawers cleaned and organized: <ul style="list-style-type: none"> • Surplus materials to "swap" area in MPR • Recyclable paper to designated container(s) • "found" items returned to owner or designated area in MPR • Outdated and/or unusable technology to designated area in MPR 	Bruce	
List things in need of repair submitted. (use Maintenance Request Form)	Bruce	
Student lockers cleaned out- leave doors open. Place any student's belongings in a bag, and label them to be put out for Lost and Found	Bruce	
Annual reviews (or other requested data, e.g. ADD checklists, Title I results, etc.) turned in for special education students	Clayton	
Tagged room keys turned in	Courtney	
Cumulative folders for students in your homeroom have been updated and organized	Courtney	
Copy of stamped student report cards placed in cumulative folders	Courtney	
Grade book turned in with name on cover	Courtney	
Faculty handbook returned	Courtney	
Itemized Unpaid Student Debt Forms turned in by last student day along with report cards, certificates, etc. for those students with debts	Courtney	
Voice mail password reset to the default 1234	Courtney	
Mailbox cubicle cleaned out in the teachers' workroom	Courtney	
Team Leaders		
3 copies of final list of retained students to Courtney by June 10 (for Allen, Trish, and Michele)	Courtney	
Department Chairs		
Pack and label all textbooks and materials for discard.	Bruce	
Inventory all textbooks and major materials.	Courtney	
Current and new dept. central storage area(s) cleaned and organized	Trish	

Sussex Academy of Arts and Sciences Policies

1. Policies Relating to Non-Discrimination

The Sussex Academy affirms that it shall not discriminate against any applicant or employee on the basis of race, creed, color, gender, national origin, religion, ancestry, political affiliation, age or disability in its recruitment, selection, training, utilization, termination or other employment-related activities.

2. Statement of Affirmative Action Policy

It is the policy of the Sussex Academy that no person shall, on the basis of race, color, creed, sex, socio economic status, national origin, age, sexual orientation or disability, be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended; Americans With Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; and other applicable laws, regulations, and Executive Orders.

This policy applies to recruitment, selection and hiring criteria and practices, employment and subsequent placement, training, promotion, compensation, continuation, probation discharge and other terms and conditions of employment over which the Sussex Academy has jurisdiction.

The Sussex Academy will further equal employment opportunities for members of minority groups and for females through implementation of the Affirmative Action Policy. Under this policy, the Sussex Academy actively seeks qualified minority and female applicants for open positions in order to attain its goal of fair representation of minorities and females in all branches and divisions and in all job classifications.

3. Policy Statement on Sexual Harassment

All faculty, staff and students have a right to work and/or attend the Sussex Academy in an environment free of discrimination, including freedom from sexual harassment. Therefore, it is the policy of the Sussex Academy that no member of the school's community may sexually harass another. Any employee or student will be subject to disciplinary action including, but not limited to, dismissal for violation of this policy.

Unwelcomed sexual advances, including gestures and/or suggestive or offensive language, or physical contact, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same Sussex Academy status, i.e., student-student and employee-employee.

Examples of conduct which may constitute sexual harassment:

- unnecessary touching, patting, hugging or brushing against a person's body
- staring, ogling, leering, whistling
- sexually explicit statements, comments, questions, jokes or anecdotes
- graphic comments about a person's clothing or body
- sexually suggestive objects or pictures in the workplace
- harassing use of the electronic mail or telephone communication system
- sexually explicit gestures
- referring to others using demeaning names and/or references either directly or indirectly
- other physical or verbal conduct of a sexual nature

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Violations of this policy will not be permitted.

Complaints regarding employees who are alleged to have violated this Policy should be addressed through a Director(s) and/or law enforcement agencies.

4. Policy of Nondiscrimination With Respect to Religion

The Sussex Academy will make reasonable accommodations for employees whose religion may include observances, practices and beliefs, such as Sabbath observance, which may conflict with the Sussex Academy's schedules, programs and terms and conditions of employment, where such accommodations can be made without undue hardship on the conduct of the functions of the Sussex Academy.

The Sussex Academy may require that any employee whose religion includes observances, practices and beliefs, such as Sabbath observance, will provide the Sussex Academy with advance notice, in writing, of his/her intent to keep such observance during a specific calendar period.

5. Drug-Free Schools and Workplace Policy

The Drug-Free Schools and Workplace Policy covers possession, use or distribution of illicit drugs and alcohol by employees and students. The following is a summary of the provisions of that 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.

Such action may be taken by the Sussex Academy prior to conviction.

1. The Sussex Academy shall give each employee a copy of the statement set out in sections (1) and (2) above.
2. The Sussex Academy will establish and implement a program to inform employees about the Sussex Academy policy of maintaining a drug-free environment; any available drug or alcohol counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for violations of this policy.

3. The Sussex Academy shall make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

4. Sussex Academy employees who violate this policy shall be subject to the penalties as spelled out in the Policies (704, 804, 903).

6. Policy Restricting Smoking in Sussex Academy Buildings And Vehicles

Smoking is prohibited on the campus of the Sussex Academy including the grounds and all parts of the buildings and vehicles, including classrooms, auditoriums, conference rooms, lobbies, hallways, rest rooms and offices.

7. Policy of Nondiscrimination with Respect to Disability

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. This policy applies to access and utilization of facilities, services and programs; and to employment, including but not limited to recruitment, selection, training, promotion, compensation, continuation, probation and discharge, if the person is qualified and able to perform the essential functions of the job with or without reasonable accommodation.

8. Statement of Cultural Diversity Policy

The Sussex Academy of Arts and Sciences will develop and implement a program, which will assure that the Sussex Academy is uniformly addressing diversity in all of its activities. The concept of diversity stresses respect for all human differences. Diversity is an asset that provides a balance of different viewpoints, perspectives and strengths.

The Sussex Academy's program will increase knowledge and understanding of diversity issues. Greater innovation and creativity in curricular matters, decision making and problem solving will be possible in this socially diverse environment. Diversity will encompass all aspects of Sussex Academy functions, including employee relations, student recruitment and retention, the curriculum and academic life.

Gender, racial, ethnic, cultural, religious and other differences enrich the educational and social environment where individuals teach, learn and work. Differences among our students and employees present the Sussex Academy with opportunities to cultivate mutual understanding and respect.

In demonstrating its commitment to diversity, The Sussex Academy will continue supporting the pluralistic community it serves, which compliments its philosophy and mission.

9. Staff Conduct Policy

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. The employee shall be placed on administrative leave with pay pending the receipt of the test 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 may be 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 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 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 |

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

SUSSEX ACADEMY PROFESSIONAL RESPONSIBILITIES PLAN
FOR
PROVIDING CONTINUOUS EXEMPLARY STUDENT ACHIEVEMENT
AND SCHOOL PERFORMANCE

Purpose of the Plan

- To help all students enhance intellectual, personal, and physical achievement
- To identify and celebrate academic success and progress
- To strive to meet the goals of the Sussex Academy of Arts & Sciences

Members of the Professional Group

- Core academic teaching team, special team, and administration

Results/Outcomes of the Plan

- Engage in Expeditionary Learning (EL) while adhering to its practices and principles
- Provide a team and school climate commensurate with the principles of EL and Responsive Classroom
- Provide a minimum of two team Expeditions and one school-wide Expedition per year
- Meet and exceed the requirements of the Delaware Comprehensive Assessment System (DCAS)
- Develop SMARTe Goals and Instructional Focus
- Engage in “best practices” to meet and measure outcomes

Scope of Responsibilities

- Establish goals and ground rules
- Meet during common planning time at least six times per month
- Establish team meeting schedule, agenda, and purpose for meetings
- Communicate team business via discussion, minutes, schedules
- Maintain team budget and orders for team
- Develop strategies to address student academic and behavioral needs
- Plan and implement team expeditions
- Plan and implement school-wide expeditions and activities
- Communicate in a collaborative and cooperative manner with parents
- Actively participate in collaborative inquiry groups around professional issues
- Actively share the load and take a team responsibility (i.e. expedition, portfolio, parent liaison, field work facilitator, ILT coordinator)

Level of Authority

- Consensus by team members
- If team cannot arrive at consensus, Team Leader will consult with a Director for a decision

Communication Link

- Consult with parents, staff, students to help accomplish school mission and goals
- Consult with administration

Team Leader Responsibilities

- Lead team meetings, team decision-making, and team problem solving
- Maintain, disseminate, discuss minutes, notes, communications relative to team and school operations
- Monitor team activities
- Maintain a record-keeping system for the team
- Establish and monitor team budget
- Coordinate schedules and time-lines
- Is liaison with administration for team and school business
- Serves as or will designate a liaison with special education coordinator- exceptional needs
- Is liaison for testing, records, retention/promotion
- Coordinate paraprofessional and academic support services for identified students
- Represent team at team leader meetings
- Facilitate the mentoring of new team members relative to team and school operations

Team Member Responsibilities

- Come prepared to actively participate in team meetings
- Complete assignments in a timely manner
- Collaborate and establish team routines
- Seek and give information that contributes to the decision-making process
- Fulfill a team member assignment
- Conduct group business within the team- solve problems/disputes at the team level whenever possible

Team Member Assignments

Expedition Coordinator

- Plan expedition/planning guide
- Schedule components
- Delegate responsibilities
- Establish timeline
- Mentor any new team member relative to expedition creation and outcomes
- Represent the team on school-wide expedition committee
- Documents the expedition in binder

Portfolio Coordinator

- Schedule activities for each portfolio session
- Make appropriate copies and disseminate materials
- Participate in parent review training sessions
- Schedule 7th grade reviews and/or 6th and 8th grade parent presentations
- Create and distribute quarterly table of contents to the office
- Coordinate and develop rubrics for assessing portfolio (semester grade)
- Mentor any new team member relative to portfolio procedures and outcomes

Field Work Coordinator/Parent Liaison

- Coordinate year's trips with team
- Align plans with school calendar and events
- Determine estimated expenses
- Complete and submit proper paperwork (Field Trip Request) form
- Coordinate student medications/issues with the Nurse
- Notify the lunch person, well in advance, of lunches missed
- Arrange transportation and make contacts with the bus contractors
- Prepare and collect permission slips
- Collect and deposit chaperones' fees with the office
- Prepare bus lists with teacher/cell phone denoted; provide to office
- Make arrangements for students who do not participate
- Contact office for attendance
- Assemble fieldwork requirements
- Field phone calls from the office/nurse relative to student dismissals, etc.
- Initiate pre-conference form and keeps records of parent conferences
- Generate the homework folder and distribute absentees to students
- Maintain a record of previous bulletins and absentee sheets

Instructional Leadership Team (ILT)

- Lead continuous school improvement on team/department
- Focus on student achievement relevant to instructional focus
- Center on teaching and learning
- Work collaboratively with other school ILT members on improving instructional practice in the school
- Meet regularly with clear objectives for each meeting
- Help individual teachers develop pedagogical skills
- Work collaboratively to create common assessments and common rubrics
- Develop and implement targeted professional development
- Complete Student Success Plan
- Conduct and model instructional walk-throughs
- Facilitate the review and analysis of school-wide, departmental, and team data to identify strengths and opportunities for improvement
- Create and display appealing visual representations of data

Teacher Job Description

Qualifications: Follow State of Delaware Specifications and Requirements

Reports To: Building Administration

Job Goals:

- To lead students toward the fulfillment of their potential for intellectual, emotional, social, and physical growth and maturation.
- To help students learn subject matter and/or skills that will contribute to the growth areas cited.

Function of the Position:

A teacher will:

- Follow the educational philosophy and policies adopted by the Board of Education.
- Utilize state and district curriculum guidelines in carrying out teaching assignments.
- Use available resources plan and implement a program of study that meets student needs, interests, and abilities.
- Interpret and use data from a variety of assessment sources for the improvement of instruction.
- Use appropriate instructional methods contingent upon available materials.
- Identify students with special learning problems and take appropriate action.
- Provide opportunities to improve students' study habits.
- Work to establish and maintain open lines of communication with students concerning their academic and behavioral progress.
- Act in ways, which are likely to promote students' feelings of self-worth.
- Make reasonable efforts to provide for the care and protection of school property, equipment, and materials.
- Keep accurate records and make reports as required.
- Monitor the physical environment, taking into account the health, safety, and aesthetic needs of children.
- Encourage students to behave in accordance with classroom and school rules.
- Recognize the importance of parent/guardian and teacher cooperation and confer with parents as appropriate.
- Maintain a professional relationship, working cooperatively with all school personnel.
- Meet responsibilities as per contractual agreement and state law (Title 14, Sec. 12).
- Pursue opportunities for professional growth.

Department Head Job Description

1. To coordinate curriculum at all grade levels, including special education.
2. To articulate curriculum across grade levels, including special education.
3. To establish an agenda for each monthly department meeting, and to conduct each meeting.
4. To coordinate with and advise the school administration on matters pertaining to curriculum.
5. To serve on the school curriculum committee.
6. To establish needs for textbooks and other teaching materials and equipment, and to requisition those items through the school administration.
7. To orient new teachers or long term substitutes to their respective curriculum, and to advise them as to materials which should be utilized in their instruction.
8. To take the lead in looking to the future in advancing and enhancing the presentation of the curriculum to students.

Guidelines for the Sunshine Fund

Whenever adults work together as closely as we all do, it is nice to have some kind of guideline relative to remembrances for “life events” like deaths of family members, marriages, births of children, and prolonged illness. Any guideline here is for the collective group and does not preclude an individual from recognizing a particularly close personal friend, of course.

Deaths in Family

If there is a death in the immediate family, a flower arrangement, donation, food stuff, etc. may be sent whose cost does not exceed \$40. An immediate family for our purposes will be determined to be a spouse or live-in significant other, parent, or minor in the care of the employee.

For other relationships more removed, e.g. grandparent, in-law, etc., a card will be sent.

Birth of a Child

For the birth and/or adoption of a child by an employee (that employee may be out on temporary leave with the intention to return), an appropriate gift will be sent not to exceed \$40.

Marriage of an Employee

For the marriage of an employee, an appropriate gift will be sent not to exceed \$40.

Prolonged Illness and/or Hospitalization

For illness that requires hospitalization in excess of a week, an appropriate gift of flowers, etc. will be sent not to exceed \$40. With illness in excess of one week that does not require hospitalization, a card will be sent.

Retirement

Upon the retirement of an employee, an appropriate gift will be sent not to exceed \$40.

A sum of \$10 will be collected from all employees included in the “sunshine” group. (This does not include bus drivers/contractors since they change often or substitute teachers.)

If you are aware of any of the above events, please inform both Annie Darden (she handles Sunshine Fund) and Franny (she handles all personnel issues).

*It is expected that teachers will organize some kind of regular acknowledgement of students on their team who have illnesses or deaths in their families since we count children first. Also, please let Trish or Allen know of major events in the lives of children.

Busing Operations

CLOSING OF SCHOOL, LATE OPENING, EARLY DISMISSAL

When school is going to be closed or open late, the Sussex Academy always follows what Sussex Technical High School does. However, a late opening for us is always a 2-hour delay.

Carolyn O'Neal of Sussex Tech (H: 875-3913; C:236-4443) calls Marco. Marco calls the bus drivers and Administrator. Administrator calls WBOC to get the announcement on and activates mass messaging system, AlertNow.

Courtney Powell puts the information on our phone.

ACADEMIC CHALLENGE TRANSPORTATION

Marco transports the Academic Challenge students to Delaware Technical & Community College in accordance with the AC calendar. Generally, students attend on Tuesdays.

- Departure time—8:45 a.m.
- Return time—8:55 a.m. go pick up lunches in Laurel
- Departure time—11:00 a.m.
- Return time—11:25 a.m.
- Departure time—1:20 p.m.
- Return time—2:15 p.m.
- Two-hour delay procedures—whichever custodian is here has to go to Laurel to pick up lunches

Cafeteria Operations

Marco Dobrich manages our food service program in conjunction with one of the custodians.

Cafeteria Setup: **7:00 a.m.** Turn on steam table and warming unit. Put spoons, forks, and knives out. Fill cooler with ice and water and put out. Check milk; throw out old. On Mondays, call milk order in for Tuesday (1-800-628-5016) and call before noon on Thursdays for Friday.

Cafeteria Breakdown: 1:10 to 1:45 p.m. Clean and take down tables and chairs. Clean sinks and take out trash.

Ordering Staples/Condiments/Others: Determine needs for the week and inform the cafeteria staff at Laurel as they provide these materials.

Safety/Health Procedures: Ensure that all lunch tables, steam tables, warming unit, chairs, floors, and trash cans are cleaned.

Emergency Procedures Guide

Transportation Accident

A Director or Designee

1. Goes to accident after having asked a designee to remain at the school site. He should take one set of emergency cards.
2. Will speak to the media. (No one else is to address the media.)
3. Will record destinations and then proceed to the hospital(s) where students have been dispersed.

The Designee

1. Will remain at school to answer calls from parents.
2. Will put announcement on website.
3. Will notify parents of injured students.
4. Will notify parents of delay if the bus is able to proceed.
5. Will make alternate arrangements to transport students.

Notification of Prison Escape

In case of escape from the Sussex Correctional Institution, school is on immediate alert. Upon getting notification, a Director or designee will:

1. Announce over the intercom the following, "We have been advised by the authorities to implement our limited lockdown conditions. Please close and lock all windows and check the exterior doors closest to your classroom to ensure that they are secure. This is a precautionary measure and there are no immediate threats to the school. We will keep you advised of any changes."
2. Bring all students who may be outside, inside.
3. Go to classrooms, account for each student.
4. Lock all outside entrances; post an adult at each entrance to let in visitors.
5. Contact each bus driver to be on the alert if it is near the arrival time of the buses or dismissal.

Bomb Threat

Most bomb threats consist of a quick "hang up call" with very limited information. When school officials first receive a bomb threat, the safety of staff and students must be the prime consideration. A Director also has the responsibility to determine the validity of the threat.

In the event a phone call or other notice is received indicating that a bomb has been placed in a school, the following procedures will be followed:

1. The person receiving a threat by phone will note the exact time of the call and attempt to get a voice description of the caller—age, sex, identifying patterns of speech, etc.
2. The building will be evacuated and students escorted a safe distance (minimum of 200 yards) from the building (in most cases, to the athletic field).
3. Emergency Operations Center (EOC) 911 will be contacted immediately to dispatch appropriate emergency responders.
4. A K-9 unit(s) from the State Police and/or the State Fire Marshall and/or Georgetown Police Department will inspect the building.

5. Students and staff may return to the building and school can resume after clearance is received from a Director after consultation with authorities.
6. Appropriate forms will be filed.

Fire Evacuation

A fire bell will sound in the event of a fire emergency. All staff and students will immediately vacate the building in an orderly manner according to prescribed directions.

1. Close windows.
2. Students form orderly line.
3. Take class record book for attendance purposes.
4. Exit quietly to assigned locations.
5. Close door.
6. Take attendance.
7. Maintain quiet and order.
8. Return to classrooms after the **all-clear** signal is sounded.

All classes exiting the building are to maintain at least a 100-yard distance from the building.

Fire Drills

1. Fire drills are held monthly or more often if needed. These fire drills are unannounced
2. During the first week of school, teachers should instruct students in each class period as to the location and procedures for exiting the building when an alarm is sounded.
3. Staff should know where all fire extinguishers are located in the building.
4. The continuous ringing of the fire alarm bell is the signal for a fire drill. When the bell sounds, close classroom windows, direct all students to the designated fire exit, and close classroom door. Teachers should exit the building with students and roll book.
5. Make sure all outside doors work properly. If not, report it to a Director immediately following the fire drill.
6. Once outside, move at least 100 yards from the building. Do not block driveways.
7. Account for all students.
8. Teachers who are away from their students when the alarm sounds are to exit the building via the nearest exit and then join their class.
9. Never re-enter the building until the **all-clear** signal is given.
10. Every employee must demonstrate, by his or her attitude, the serious nature of a fire drill. This is the only way that students can be impressed of the serious nature of this matter.
11. Remember that the primary concern of every adult in the building is the complete evacuation of every child. No one may stop for coats, books or other belongings.

Intruder in the Building

Staff member first in contact with intruder should direct the intruder away from the students and signal nearest staff member to contact the office. (Two fingers on folded arms)

ANNOUNCEMENT: “WE HAVE AN INTRUDER INSIDE THE BUILDING; I REPEAT, WE HAVE AN INTRUDER INSIDE THE BUILDING. FOLLOW LOCK DOWN PROCEDURE.”

Custodians: Close and lock appropriate inside doors making sure that the rooms with substitute teachers have been secured and try to isolate the intruder away from the students and staff by ensuring that interior security doors are activated.

Hallway Assignments:

Bruce Egolf	South (Main Office to Intersection)
Peter Duda	West
Anthony Howell	North
Marco Dobrich	East (Intersection to MPR)

Director: Present at crisis situation.

Designee: Be alert to students' placement.
Be ready to move students.

Secretary: Call 911

Nurse: If there is no injury, remain in the clinic if it is a safe area.
If there is an injury, report to the injured person(s) when it is safe to approach area.

Teachers: Keep students in the room away from door and glass areas by the doors. If intruder has a gun and begins shooting, **EVERYONE** should lie down on the floor immediately. Doors should be locked at all times. Notify the office of any missing students as soon as it is safe to do so.

Students: Remain in the classroom or proceed to the closest classroom and ask that teacher to contact your assigned teacher. Listen to all instructions of the adults in charge.

A Director will indicate when it is safe to move students to another area. A map of the building is provided to the local police department and the Delaware State Police.

Crisis Counseling

Due to a limited number of professional support staff persons, a Director may decide to privately employ on a short term, contracted basis a Crisis Manager for severe and unique events or call in the State Police Victims Services Unit for appropriate cases.

Homeland Security Plan

In compliance with the Homeland Security protocols, the following procedures and products will be in place should it be necessary to stay enclosed within the building to guard against airborne substances or incidents similar to such a terror attack.

Immediately, upon notification or indication of alert, all staff and students will move quickly into the east wing (multi-purpose room area), which will be sealed off via plastic from the main hall, encompassing within the area of the bathrooms. The custodians will attempt to cover all

classroom windows and the door with plastic sheeting. Dependent upon the nature of the crisis, the ventilation system may be shut down.

The following will be maintained in the storage area of the east zone of the building:

1. Three/Four portable radios with new batteries
2. Water in bottles or containers
3. Sheet plastic and duct tape
4. Emergency medical kit

Also, all adults who possess cell phones are asked to remember to bring them to the isolation zone with them, as well as homeroom lists of phone numbers or other staff/student directory information compiled.

The school nurse will take a container of individual medications/appliances (like inhalers, etc.) to the isolation zone.

A Director will attempt, via cell phone, to notify the WBOC station via the weather phone system to let them know of status.

General Response To Any Emergency

1. Notify 911 (if necessary) and a Director, designee, or secretary.
2. Notify CPR/first aid certified persons in school building of medical emergencies.
3. Seal off high-risk area.
4. Take charge of area until incident is contained or relieved by a Director or designee.
5. Assemble Crisis Team.
6. Preserve evidence. Keep detailed notes of incident.
7. Refer media to a Director or designee.

Evacuation of the School

- Call 911, if necessary.

Director or Designee:

1. Issue evacuation procedures.
2. Determine if students and staff should be evacuated outside of building or to relocation centers. Crisis Team Member coordinates transportation if students are evacuated to relocation center. Crisis Team Member contacts Board President and informs him/her that evacuation is taking place.
3. Notify evacuation/relocation center.
4. Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
5. Handle all media inquiries, press releases and dialogue.

Custodians:

1. Close all windows.
2. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.

3. Place evacuation sign in window.
4. Lock doors.

Teachers:

1. Direct students to follow normal fire drill procedures unless a Director or designee alters route.
2. Take class roster.
3. Close classroom doors and turn out lights.
4. When outside building, account for all students. Inform a Director or designee immediately if student(s) is/are missing.
5. If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.
6. Will assist with driving students to designated site if necessary. Use school vehicles when able.
7. Will take with them phone numbers of homeroom/team members and, if asked, arrange for a phone tree.
8. Remain with students until all students are bused home, reunited with parents, or accounted for.

Relocation Centers:

Primary Evacuation Site—close to school

The Jefferson School

22051 Wilson Road
Georgetown, DE 19947

302-856-3300

Secondary Evacuation Site—close to school, sheltered

Delmarva Christian High School

150 Airport Road
Georgetown, DE 19947

302-856-4040

School Crisis Team:

	<i>Name</i>	<i>Work Phone</i>	<i>Ext.</i>	<i>Cell Phone</i>	<i>Home</i>
Director of Curriculum	Patricia Oliphant	856-3636	11	228-0140	934-9594
Director of Finance	Allen Stafford	856-3636	14	245-0649	227-8819
Nurse	Marilou Conlin	856-3636	13	542-2344	645-5714
Chief Custodian	Bruce Egolf	856-3636	37	841-2858	945-4619
Secretary	Courtney Powell	856-3636	10	856-2472	856-2472
Teacher	Michele Thomas	856-3636	26	448-6369	628-1659
Teacher	Steve Oscar	856-3636	29	628-5023	644-8810
Teacher	Marc Cooke	856-3636	38	443-614-5089	934-9514
Trans/Cafeteria	Marco Dobrich	856-3636	18	463-9656	856-7826

School CPR/First Aid Team:

<i>Name</i>	<i>Room</i>	<i>Cell Phone</i>	Check	<i>certifications</i>
Marilou Conlin	Nurse's Office	542-2344	<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Karen Willey	2W	670-6682	<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Marc Cooke	1N	265-7248	<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Kathy Kay	7W	245-7014	<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Sharon Mews	MPR		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Kathy Cripps	4W		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Anthony Howell	MPR		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
Bruce Egolf	MPR		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid

Responsibilities During Crisis:

<i>Title</i>	<i>Name</i>	<i>Duty</i>
Director of Curriculum	Patricia Oliphant	<ul style="list-style-type: none"> ▪ Direct execution of plan.
Director of Finance	Allen Stafford	<ul style="list-style-type: none"> ▪ Remain in Contact with Director of Curriculum to carry out directives.
Teachers		<ul style="list-style-type: none"> ▪ Remain in rooms and follow emergency plan.
Chief Custodian	Bruce Egolf	<ul style="list-style-type: none"> ▪ Report to main office.
Custodian	Anthony Howell Peter Duda	<ul style="list-style-type: none"> ▪ Lock outside doors. ▪ Report to office for instructions.
Trans./Caf.	Marco Dobrich	<ul style="list-style-type: none"> ▪ Report to office for instructions; contact bus contractors.
Nurse	Marilu Conlin	<ul style="list-style-type: none"> ▪ Remain in nurse's office suite for directions.
Secretaries	Courtney Powell Franny Silcott	<ul style="list-style-type: none"> ▪ Maintain communications within building and to outside agencies.

School Chain of Command (in event of absence):

First in Command	Name	Allen Stafford		
	Title	Director of Finance		
	Contact #	(w) 856-3636 (ext. 14)	(c) 245-0649	(h) 227-8819
Second in Command	Name	Kathy Cripps		
	Title	Team Leader		
	Contact #	(w) 856-3636 (ext. 21)	(c)	(h) 424-0190
Third in Command	Name	Steve Oscar		
	Title	Teacher		
	Contact #	(w) 856-3636 (ext. 29)	(c) 236-7722	(h) 644-8810

Command Post Locations:

Primary Site	Location	Front Office
	Phone #	856-3636 (10)
	Staffed by	Courtney Powell
Alternate Site – in the building	Location	Library Office
	Phone #	856-3636 (17)
	Staffed by	Sharon Mews
Alternate Site – close to school	Location	The Jefferson School
	Phone #	302-856-3300
	Staffed by	
Media Command Post	Location	Library Office
	Phone #	856-3636 (35)
	Staffed by	Franny Silcott
Parent Command Post	Location	ELA Lab
	Phone #	856-3636 (38)
	Staffed by	Marc Cooke
First Aid / Counseling Command Post	Location	Nurse's Office Science Lab
	Phone #	856-3636 (13)
	Staffed by	Marilou Conlin Sharon Mews

Bus Contractors:

	<i>Name</i>	<i>Work Phone</i>	<i>Cell Phone</i>
Bus 1	Ed Dutton	934-6837	841-0264
Bus 2	Art Mears	856-3864	542-6728
Bus 3	Ed Dutton	934-6837	841-0264
Bus 4	Ed Dutton	934-6837	841-0264
Bus 5	Irvin King	856-4157	381-9436
Bus 6	Art Mears	856-3864	542-6728
Bus 7	Ed Dutton	934-6837	841-0264
Trans/Cafeteria	Marco Dobrich	856-3636 (18)	381-2630

Emergency Response Team

EMERGENCY RESPONSE TEAM TEAM PURPOSE, ROLES AND RESPONSIBILITIES

PURPOSE: The Emergency Response Team is responsible for initiating First Aid/CPR and coordinating care in the event of an Acute Medical Emergency within the school environment.

TEAM MEMBERS: Marilou Conlin Kathy Kay Marc Cooke Bruce Egolf
Karen Willey Sharon Mews Carla Costa

First Responder:

1. Assess and determine responsiveness of victim.
 2. If the victim is unresponsive or acutely injured call the Main office Secretary; identify yourself; your full name; your location and activate "Emergency Response Team (ERT)."
 3. **If the Secretary's phone is busy or unable to reach her then designate another Faculty member (*not student*) to go the office to tell them to activate the Team.**
 4. If the First Responder is First Aid/CPR trained they should initiate First Aid/CPR until Team arrives.
- Main Office Secretary - Courtney Powell
(Dr. Oliphant or Mr. Stafford will make announcement in secretary's absence)

Announce "Emergency Response Team report to" (Use the name of the teacher's room nearest to the emergency scene and not the room number).

Inform Administration of emergency activation of response team to scene.

School Nurse
Marilou Conlin

1. Bring AED and respond to scene.
2. Lead team.

Faculty Team Members

Kathy Kay – perform First Aid/CPR

Karen Willey – perform First Aid/CPR

Marc Cooke

1. Report to emergency scene.
2. Collect and record information needed and call 911. (Example, "We have CPR in progress and need paramedics to respond). Inform 911 operator that CPR trained personnel and an AED are at the scene.

Carla Costa

1. Report to emergency scene.
2. Clear emergency scene of everyone but Team members
3. Redirect students, visitors and faculty.

Sharon Mews

1. Report to emergency scene.
2. Report to appropriate area to direct Ambulance with Paramedics to scene

Bruce Egolf

1. Assist with clearing scene of students, furniture, etc.

***All other faculty/staff roles are to maintain students in their classrooms, with classroom doors closed. Students/visitors should not be permitted in the Emergency area, near emergency equipment or personnel until the Emergency is resolved.**

SAAS EMERGENCY CONTACTS

Sussex Emergency 911 Center
856-6306

Georgetown Police: 856-6613

Delaware State Police – Troup 4
856-5850

Poison Control: 1-800-722-7112

Georgetown Water Department
Dave Moore: 856-9529 or 856-7391
Cell: 381-2248

Alarm System
ADT: 1-888-238-2666
Password is “Charter” - ID# H-74001-7025

Homeland Security & Fire Protection, Inc.
Ed Romanowski: 302-996-6425

Fire Sprinkler System
Bear Industries: Todd Simenson
302-368-1311; Cell: 302-530-5803

A/C-Heat Technician
All Temp Air: Dave George: 945-5734

EPA
Harry Boyer: 215-814-2140
Cell: 609-420-3426

Electricians
H & A Electric
Richard Arndt: 302-678-8252
Cell: 302-242-8384
Rayne Electric/Greg Rayne
436-9367
Leroy James: 629-9222

WBOC: 443-260-2751

AlertNow: <https://alertnowlogin.com/>
Tech. Support 800-914-1817

HOSPITALS

Beebe (Lewes): 645-3300

Bay Health (Milford): 422-3311

Nanticoke (Seaford): 629-6611

Kent General Hospital (Dover): 674-4700

PRMC (Salisbury, MD): 1-410-546-6400

Christiana (Newark): 733-1000

AI DuPont Children’s Hospital: 651-4000

PUBLIC HEALTH

Georgetown: 856-5106

Seaford: 628-2000

Epidemiology: 739-5617; Local: 856-5241

ACT NOW CHILD CRISIS

Mental Health Crisis Line

State: 1-800-969-4357

Local: 424-4357