

FREIRE
CHARTER WILMINGTON



STUDENT & FAMILY HANDBOOK



2021-22

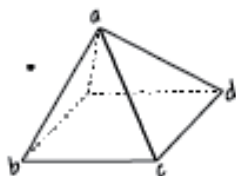
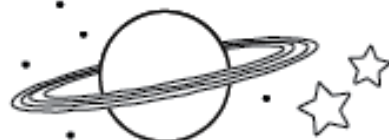


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I. SCHOOL MISSION

MISSION

The mission of Freire Charter School Wilmington is to provide a college preparatory learning experience with a focus on individual freedom, critical thinking, and problem solving in an environment that emphasizes the values of community, teamwork, and commitment to peace.

VISION

Freire Charter School Wilmington is the power to build your future.

We can offer your child all of the tools needed for a bright future, but ultimately this success depends on your child taking full advantage of these tools himself or herself.

SHARED VALUES

Freire's core values are: safety, love, professionalism, integrity, accountability and excellence. Our value statement reads as follows:

We, as a team of educational leaders, value the opportunity to serve as agents for effective change through collaborative efforts at providing quality education that empowers students with an expansive array of avenues and opportunities for success. We value a school in which all community members learn and feel safe – safe from physical harm and safe to take risks in education.

OUR CORE RULES

- All community members (students, staff, parents, board, and community) are learning.
- All community members are equals, but student success is at the center of everything we do and why we do it.
- All community members are safe and cared for.
- All students get to achieve their highest potential.

II. GENERAL INFORMATION

ROLES AND RESPONSIBILITIES

ALL STUDENTS MUST:

1. Communicate honestly and openly with each other in order to build excellence into every part of Freire.
2. Support all other community members.
3. Act lawfully and responsibly and always with care for others.
4. Uphold the rules set forth in the Code of Conduct.
5. Arrive to school on time.
6. Follow all policies and procedures of the school.
7. DO YOUR BEST AT ALL TIMES.
8. Strive at all times to solve conflict in a peaceful way that emphasizes respect for all parties.
9. Report any potential bullying, harassment, or violent activities that you have knowledge of.

ALL PARENTS MUST:

1. Communicate honestly and openly with each other in order to build excellence into every part of Freire.
2. Support other parents and community members.
3. Act lawfully and responsibly and always with care for others.
4. Help your child uphold the rules set forth in the Code of Conduct.
5. Make sure your child arrives to school on time.
6. Help your child follow all policies and procedures of the school.
7. Maintain accurate contact information with the school.
8. Help your child DO HIS/HER BEST AT ALL TIMES!
9. Assume an active role in furthering the success of all students.
10. Strive at all times to solve conflict in a peaceful way that emphasizes respect for all parties.
11. Report any potential bullying, harassment or violent activities that you have knowledge of.

PARENT CODE OF CONDUCT:

1. All parents must sign in with the receptionist upon entering the building.
2. Parents will be given a visitor's pass which must be displayed at all times.
3. Parents are expected to model adherence to all rules of the student Code of Conduct.
4. All parents must strive to work in a mutually respectful, collaborative effort with Freire staff and constituents.
5. Parents must check out in the lobby with the receptionist upon leaving the building.

SCHOOL CONTACT INFORMATION

MAILING ADDRESS:

Freire Charter School Wilmington
201 West 14th Street
Wilmington, DE 19801

TELEPHONE: (302) 407-4800

FAX: (302) 380-7595

WEBSITE: www.freirewilmington.org

SOCIAL MEDIA:

Freire Schools uses social media to celebrate our students and our schools, as well as to relay important information. Please follow **@freireschools** on Facebook, Instagram and Twitter and Freire Wilmington's accounts **@freirewilm** on Instagram and **@FreireWilmington** on Facebook.

REMIND APP:

REMIND IS A SAFE AND FREE MOBILE MESSAGING PLATFORM FREIRE USES TO COMMUNICATE WITH STUDENTS AND FAMILIES. TO SIGN UP TO RECEIVE CLASS SPECIFIC AND SCHOOLWIDE TEXT MESSAGES AND UPDATES VIA REMIND:

- 8TH GRADE: TEXT "@FCSW2026" TO THE NUMBER 81010
- 9TH GRADE: TEXT "@FCSW2025" TO THE NUMBER 81010
- 10TH GRADE: TEXT "@FCSW2024" TO THE NUMBER 81010
- 11TH GRADE: TEXT "@FCSW2023" TO THE NUMBER 81010
- 12TH GRADE: TEXT "@FCSW2022" TO THE NUMBER 81010

YOU CAN ALSO CHOOSE TO DOWNLOAD THE REMIND APP ON A MOBILE DEVICE AND "JOIN A CLASS" BY USING THE SAME "@FCSW#" CODE.

SCHOOL HOURS

IN-PERSON

School hours are currently expected to run from 7:35 a.m. to 2:10 p.m. on all regularly scheduled days, and 7:35 a.m. to 12:00 p.m. on half days.

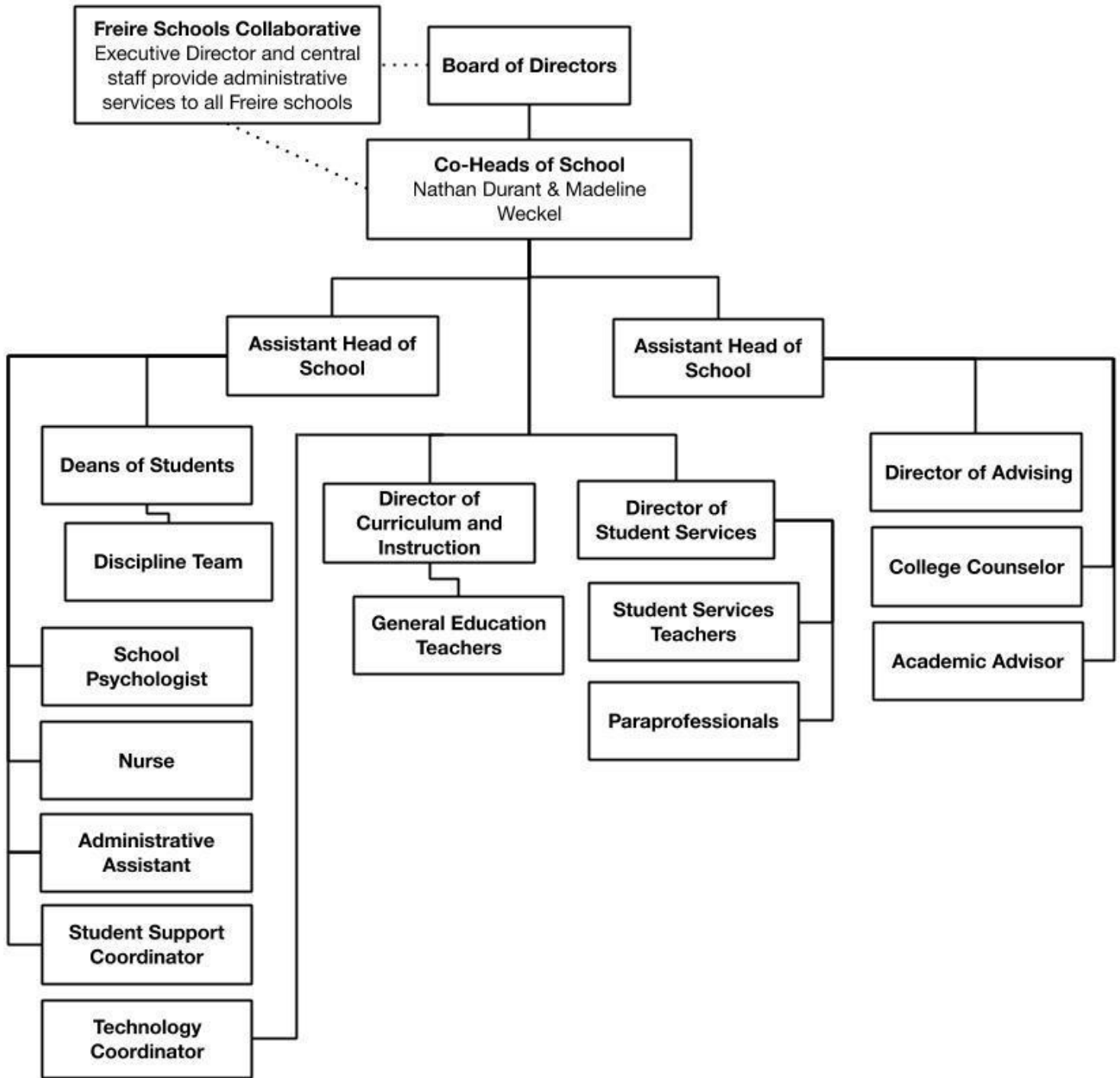
STAFF LIST & CONTACT INFORMATION:

A complete list of staff and how they can be contacted can be found on our website.

ADMINISTRATION CONTACT INFORMATION:

- Nathan Durant, Co-Head of School, Academic Supports, nate.durant@freirewilmington.org
- Madeline Weckel, Co-Head of School, Academics, madeline.weckel@freirewilmington.org
- Ruble Harris, Assistant Head of School, ruble.harris@freirewilmington.org
- Katie Pollard, Assistant Head of School, katie.pollard@freirewilmington.org
- Darren Rainey, Director of Curriculum and Instruction, darren.rainey@freirewilmington.org
- Monick Foote, Director of Advising, monick.foote@freirewilmington.org
- Deb Seyler, Director of Student Services/Operations, deb.seyler@freirewilmington.org
- Ron Lomax-Bey, Dean of Students, ron.lomax-bey@freirewilmington.org
- Khyle Nelson, Dean of Students, khyle.nelson@freirewilmington.org

ORGANIZATIONAL CHART



2021-2022 CALENDAR AT A GLANCE

Aug 9-11	New Staff PD for Staff
Aug 16-17	All Staff PD
Aug 20	New Student Clinic (Half Day)
Aug 25	8th/10th Grade Orientation (Half Day)
Aug 26	9th/11th Grade Orientation (Half Day)
Aug 27	12th Grade Orientation (Half Day)
Aug 30	First Day of School for All Students
Sep 6	School Closed - Labor Day
Sep 7	School Closed - Rosh Hashanah
Sep 15	Back to School Night for Students
Sep 16	School Closed - Yom Kippur
Sep 17	All Staff PD – Async Day for Students
Oct 12-21	Benchmarking #1
Oct 22	PD for Staff – Async Day for Students
Oct 29	Marking Period 1 Ends
Nov 1	Marking Period 2 Begins
Nov 11	School Closed - Veteran's Day
Nov 23	Parent-Teacher-Student Conferences
Nov 24 - 26	School Closed - Fall Break
Dec 10	PD for Staff – Async Day for Students
Dec 22-Jan 2	School Closed - Winter Break
Jan 14	PD for Staff – Async Day for Students
Jan 17	School Closed - MLK Jr. Day
Jan 21	Marking Period 2 Ends
Jan 24-26	Mid-Term Exams and Benchmark #2
Jan 27	Marking Period 3 Begins
Feb 11	PD for Staff - No School for Students
Feb 18	Dragon Day - Half Day
Feb 21	School Closed - President's Day
Mar 17	PD for Staff – Async Day for Students
Mar 21-31	Benchmarking #3
Mar 31	Marking Period 3 Ends
Apr 1	PD for Staff – Async Day for Students
Apr 4	Marking Period 4 Begins

Apr 15-22	School Closed - Spring Break
May 30	School Closed - Memorial Day
Jun 6	Last Day of Class
Jun 7-9	Finals (Half Days)
Jun 10	Make-up Day for Finals
Jun 13	Last Day for Staff

III. STUDENT CONDUCT

BOARD POLICY 201: CODE OF CONDUCT

The basic principles of Freire Charter School Wilmington (FCSW) are as follows:

- Think and act like a Scholar
- Treat others like a Scholar
- Dress like a Scholar
- Study like a Scholar

PURPOSE OF THE CODE OF CONDUCT

We believe that it is important for FCSW to set forth the expectations of all community members. This Code of Conduct is designed to support FCSW's mission to provide a college preparatory learning environment with a focus on the individual avenues of problem solving, freedom, and critical thinking, as well as the collective values of nonviolence, safety, community, and teamwork.

CODE OF CONDUCT GUIDING PRINCIPLE

As an educational institution, we recognize that it is our responsibility to educate students regarding nonviolence and the Code of Conduct in general. Our practice is based upon the belief that as students progress from one grade to the next they become more responsible for the rules and gain a greater capacity for independent decision-making.

DELAWARE CONDUCT VIOLATIONS

Delaware Regulation 14 Admin C 614 provides for uniform definitions of certain conduct that may result in expulsion or alternative placement. The full regulation may be accessed at <http://regulations.delaware.gov/AdminCode/title14/600/614.shtml>. Parents may request a paper copy of this regulation at the front office.

DEFINITIONS

STUDENT

A person enrolled in Freire Charter School Wilmington.

PARENT/GUARDIAN

The official caregiver of a minor child, including, but not limited to mother, father, stepparent, grandparent or court-appointed guardian, including DHS workers and/or group home employees as identified at time of admission or amended in writing thereafter; or an emancipated minor (of which proof is required).

STAFF

Any person employed by, or volunteering at, Freire Charter School Wilmington.

COMMUNITY MEMBER

Any Freire Charter School Wilmington student, parent, staff member, mentor, board member, volunteer, neighbor, or any other person a student may encounter while on school grounds (defined below). These integral parts join together to create a special community.

SCHOOL SETTING

School setting means (1) in school; (2) on school grounds; (3) in school vehicles; (4) at designated bus stops; (5) at activities sponsored, supervised or sanctioned by Freire (e.g. field trips, sporting events, events where students are representing Freire Charter School); or (6) in any other circumstance or location (on or away from school property) where Freire has jurisdiction over a student's conduct.

INTERVENTION

A consequence assigned by the School as a result of a violation of the Code of Conduct. The purpose of the intervention is so that student understands that their behavior was unacceptable. Repeated violations of the Code of Conduct will result in more severe interventions. Students who do not respond to repeated interventions and continue to behave in

ways that violate the Code of Conduct and challenge the expectations of the community may be asked to leave the community.

MEDIATION PROGRAM

A conflict resolution program where trained students and staff guide individuals who are in conflict toward a peaceful resolution. Every student has the opportunity to participate in mediation when there is a conflict with another community member so that the conflict can be resolved in a constructive, nonviolent manner. Mediations are to be used in a proactive manner **prior** to an infraction of the Code of Conduct, not as a result of an infraction of the Code of Conduct.

EMOTIONAL SUPPORT TEAM

Our emotional supports team aims to provide support to students and families in need. Students and families referred by Freire for emotional support are encouraged to participate in family therapy. Family and individual therapy is provided free of charge to Freire students and their families. Counseling and therapy services are an integral part of promoting the overall health and well-being of the Freire family. In certain cases, mandatory meetings with a member of the family therapy team may be assigned by the School as a behavioral intervention. Therapy services are available during regular school hours; evenings and weekend hours are available by appointment. Trained professionals work with students and families to resolve conflict, manage stress, anxiety, and depression, overcome grief and trauma, cope with symptoms of ADHD, managing difficult life transitions (divorce, separation, homelessness) and resisting peer pressure. Students can request to visit Emotional Supports anytime throughout the day by asking their teachers. Parents, guardians, and family members can reach the Emotional Support Team by calling the main number (302) 407-4800.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities who violate the Code of Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, will be disciplined in accordance with state and federal laws and regulations, School policy, and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan.

When a determination to exclude a child from school constitutes a change in educational placement, Freire Charter School Wilmington shall first determine whether the student's behavior is a manifestation of his/her disability. A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with School policy, rules, and regulations in the same manner and to the same extent as students without disabilities.

DELEGATION OF AUTHORITY

The Board authorizes school administration to develop procedures to implement this Policy, setting specific behavioral expectations and outlining interventions and consequences.

BOARD POLICY 202: FORMAL HEARING/EXPULSIONS

If a student is recommended for expulsion as a consequence of his/her actions, they have the right to request a formal expulsion hearing. This hearing must commence within 15 days of formal charges (unless mutually agreed upon by both parties).

- A formal hearing is **REQUIRED** in all expulsion actions.
- All students who are recommended for expulsion are entitled to a formal expulsion hearing.
- An expulsion hearing will be arranged and notification of the charges, all evidence, and the rights or students/parents shall be sent to the student's parents or guardians at least 3 days prior to the hearing. All information will be sent via regular and certified mail.
- The hearing will commence on the agreed-upon date with an independent Fact Finder presiding over the hearing.
- The School will present evidence, statements, and its case, giving the parent and student a chance to view all information.

- Parents and students will be given the opportunity to question witnesses and present their own information.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The Fact Finder will write a summation of facts that will be presented at the following Board meeting.
- The Board of Directors, through a vote, determines whether a student is to be expelled.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

PARENT AND STUDENT RIGHTS

- In a case involving a possible expulsion, the student is entitled to a formal hearing.
- A formal hearing is required in all expulsion actions.
- This hearing will be conducted by an impartial Fact Finder.
- The Board of Directors is given a summation of facts by the Fact Finder and a majority vote of the entire governing Board is required to expel a student.
- The following due process requirements shall be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. Otherwise the hearing will proceed as scheduled.
 - The hearing shall be held in private unless the student or parent requests a public hearing.
 - The student may be represented by counsel, at the expense of the parents or guardians, and must have the parent or guardians (as identified in the eSchool Plus database) attend the hearing.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his/her own behalf.
 - A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - Laboratory reports are needed from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C. § 1400-1482).
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent. Parents have 5 days to find the appropriate placement and notify the School.

BOARD POLICY 203: NONVIOLENCE AND COMMITMENT TO PEACE

PURPOSE

The Board recognizes the importance of the concepts of nonviolence and a commitment to peace in the educational program, and strives to offer all students an educational environment free from violence. Violence of any kind deprives students and staff of a safe environment for learning. This policy is designed to preserve the unique history of the

formation of Freire’s nonviolence requirements and to outline how nonviolence and a commitment to peace interacts with other Board policies.

HISTORY

Nonviolence has come to be a way of life inside Freire Charter School, driven in large part by the students themselves. When Freire first opened in 1999, students openly told stories of their experiences at previous schools. These stories were raw tales of the violence experienced at the hands of fellow students and even from teachers, and were filled with feelings of horror and fear. In the wake of these stories the students expressed the hope that Freire would be different, and would be a place where teachers could safely teach and students could securely learn.

During that first year, Freire students worked weekly with the school leadership to build the core elements of what Freire would one day later become. Students and staff committed to the values of non-violence and high academic achievement. At the end of the 1999-2000 school year, Freire students and school leadership created and approved the first version of Freire’s Nonviolence Policy. Students, staff, and parents may look to this Policy as evidence that Freire is committed to safety and that all community members are bound together in trust and mutual respect.

DEFINITIONS

Code of Conduct means the policies, procedures, rules and regulations of Freire Charter School governing the conduct of all students during the time they are under the jurisdiction of the school. Student disciplinary procedures are set forth in the Board Policy 201: Code of Conduct and Board Policy 202: Suspension and Expulsion.

School Setting means: (1) in school; (2) on school grounds; (3) in school vehicles; (4) at designated bus stops; (5) at activities sponsored, supervised or sanctioned by Freire (e.g. field trips, sporting events, events where students are representing Freire Charter School); or (6) in any other circumstance or location (on or away from school property) where Freire has jurisdiction over a student’s conduct.

GUIDELINES

1. Freire students shall conduct themselves at all times in a manner that reflects a commitment to nonviolence. Students are expected to:
 - a. Act in a manner that affords all other students the opportunity to learn which is physically safe and free from distractions.
 - b. Admit mistakes, and take increased responsibility for their own learning and social actions.
 - c. Respect self and all others, and respect individual differences.
 - d. Behave appropriately while in school, on field trips, and in any forum where the student is representing the Freire community.
 - e. Avoid hurtful language.
 - f. Use appropriate channels to express concerns, fears, or complaints.
2. Acts of violence include, but are not limited to:
 - a. Any type of striking or grabbing by one student of another person (punching, biting, kicking, hair pulling, etc.)
 - b. Fighting another student or in group of students, including joining a fight
 - c. Throwing objects
 - d. Destruction of property
 - e. Weapons possession
 - f. Invading an individual’s personal space
 - g. Recklessly endangering other students, staff, or community members
 - h. Verbal intimidation or threats, including threatening to bring another individual to fight someone, or arranging for a non-student or non-community member to engage in harassment of another student (including threats made by text, video, or using any type of social networking site/app)
 - i. Abusive or derogatory language
 - j. Bullying, as defined in Board Policy 204: Anti-Bullying
 - k. Hazing, as defined Board Policy 214: Anti-Hazing
 - l. Unlawful harassment, as defined in Board Policy 115: Harassment

- m. Sexual assault, as defined in Board Policy 116: Title IX Policy
3. When Freire students are in a School Setting, the Code of Conduct and the procedures and timelines set forth therein shall apply. When a student engages in conduct that is prohibited in this Policy, it shall constitute a violation of the Code of Conduct. Violations may result in disciplinary consequences up to and including a recommendation that a student be expelled from Freire.
4. Nothing in this Policy shall be construed to abridge student rights to due process, including procedural and substantive rights, that are granted by law or another Freire Charter School policy.
5. Some acts of violence, including those listed above, may also constitute violations of the law of the State of Delaware. In those instances, law enforcement may be contacted by the school.
6. Freire shall utilize restorative practices that respond to acts of violence, and shall also offer pro-active supports to students to prevent violence and respond to it. Supports may include orientation for new students, peer mediation programs, instruction in conflict resolution, connecting students and families with community resources such as family therapy and counseling, restorative circles, and other programs.

DELEGATION OF RESPONSIBILITY

1. The Board authorizes school administration to develop procedures to implement this Policy.
2. The Board directs school administration to develop and issue a “Nonviolence and Commitment to Peace” acknowledgement of this Policy and which shall be included in the Student & Family Handbook signed by all Freire students and parents/guardians.
3. The Board authorizes school administration to develop a comprehensive system of supports to prevent violence at Freire Charter School and to encourage and maintain a positive, peaceful school climate.

PROCEDURE ON NONVIOLENCE AND COMMITMENT TO PEACE POLICY SUPPORTS FOR STUDENTS

Because the Freire Nonviolence and Commitment to Peace Policy is unique and because Freire is an educational institution committed to supporting the growth and success of everyone in the community, Freire has created a comprehensive set of supports and structures for students as they enter the Freire culture. These supports are as follows:

NEW STUDENT ORIENTATION

Any and all students entering the school must take a multi-day course in the summer about Conflict Resolution and Nonviolence. We dedicate time during summer clinic and orientation to work with incoming students around the following:

- **Conflict Resolution:** This training teaches students what conflict is and ways to resolve it, introduces the idea of win-win solutions, and explains body language and ways to interpret it. The training provides students the opportunity to role-play conflict resolution scenarios and find win-win solutions for all parties, and helps students understand emotionally why conflicts arise as well as what it feels like to be victimized by conflict.
- **Bullying:** The objective of this training is to define bullying, explore the reasons for bullying, explore how bullying affects people, identify ways to stop bullying, and explore the resources in the school that are there to help students who feel bullied.
- **Peer Mediation Training:** The objective of this program is to introduce students to the concept of peer mediation. In these seminars, students learn what mediation is, the rules of mediation, how mediation works at FCSW, how to become a trained mediator, and how to get help when you need it.
- **Nonviolence:** In this training, students learn what physical and verbal violence are and that they are not permitted under any circumstances at Freire. The nonviolence training involves the following additional components:
 - Students meet directly with the Culture and Discipline team to discuss the Freire Nonviolence and Commitment to Peace Policy in detail and that there are “No Second Chances” around using violence at Freire.
 - In order to be a student at Freire, students must sign the “Nonviolence and Commitment to Peace ” form acknowledging that:
 - They understand Freire’s Nonviolence and Commitment to Peace Policy
 - They agree to follow Freire’s Nonviolence and Commitment to Peace Policy
 - Parents of all incoming students also get a special meeting with the Culture and Discipline team to go over Freire’s Nonviolence and Commitment to Peace Policy, our Peer Mediation Program, and the “No Second Chances” rule.

SCHOOL YEAR PROGRAMS

The School offers the following programs and supports during the school year to prevent violence:

- **Peer Mediation**
 - Anyone in the community can fill out and submit a mediation request form, and the form can be submitted anonymously. The Culture and Discipline team and other staff also refer students to mediation when a problem between students is identified. The mediation will take place within 24 hours if the person requesting it indicates that the situation is serious and needs to be mediated immediately.
 - Once the mediation form is submitted to the mediation coordinator, the mediation is arranged.
 - Mediations are 100% confidential and led by other students that have passed Freire’s mediation training program.
 - The Assistant Head of School, Ruble Harris and other staff also refer students to mediation when a problem between students is identified.
- **Teacher Training**

- Each summer during professional development, teachers are provided with training on how to identify students who are in crisis and how to respond to those crises. This training goes over a comprehensive list of all the supports available to students and staff alike and how to get the appropriate support for a student in need.
- All staff members are required to follow the Nonviolence and Commitment to Peace Policy themselves, including participating in mediations when requested.
- **Anger Management**
 - Students who are identified as needing additional help with controlling their anger are referred for this program. The program is run by one of the counselors and aims to provide a safe, productive outlet for students and their anger. Recommendation for the program can come from staff members and parents, and students can also refer themselves.
- **Individual Counseling**
 - Students struggling with emotional issues (in school or out of school) can participate in counseling by scheduling an appointment with a member of the emotional support team. Our School therapist is a trained Marriage and Family Therapy clinician and is available during regular school hours and on evenings and weekends by appointment. Students can refer themselves for counseling or may be referred for counseling by a teacher, school administrator, member of the discipline team, or parent/guardians. The emotional supports team meets on a weekly basis to discuss individual cases and make sure that students are receiving supports that they need to succeed at Freire.
- **Family Counseling**
 - Families at Freire have access to individual and Family Therapy with the Marriage and Family Therapist or master's degree level interns free of charge. Appointments are available during regular school hours, before or after school, and in the evening or Saturday mornings. Appointments can be scheduled by contacting Emotional Support team at (302) 407-4800.
- **Support Groups**
 - Throughout the school year various emotional support groups/programs may be offered to students on topics such as managing stress, managing emotions, eating disorders, sexual assault, healthy relationships (romantic and social), bullying, managing grief, suicide prevention, overcoming trauma. Participation is voluntary and students can sign up for programs as they are offered throughout the year. Programs are typically offered during lunch break or after school in order to minimize interference with academic programs.
- **Support from the Culture and Discipline and Dean's Team**
 - As a part of our anti-bullying policy, the Culture and Discipline team, led by Assistant Head of School, Ruble Harris, is committed to taking every report of suspected bullying seriously. We thoroughly investigate every complaint. This investigation includes:
 - Interviewing the bullied student(s)
 - Interviewing the alleged student doing the bullying
 - Interviewing teachers
 - Interviewing any witnesses that have been identified
 - Reviewing any computer information (if applicable)
 - Upon conclusion of the investigation the Culture and Discipline team determines the appropriate consequence.

SCHOOL-WIDE EVENTS TO PROMOTE NONVIOLENCE

- **Take Back the City:** Take Back the City is a yearly student-driven event, designed to help grow and sustain a healthy school culture. The students help define the topic for the year, and then work with the staff Take Back the City Committee to lead a daylong exploration for students into the topic. This event is led by students in

partnership with their teachers and takes a break out of the traditional academic schedule. Prior topics include community, empathy, bullying, nonviolence, drugs, and portrayal of African Americans in the media and music.

DRESS CODE POLICY

Freire Charter School Wilmington expects that all students will dress like college scholars while valuing the opportunity for individual expression. The purpose of this Dress Code policy and Procedure is to establish a dress code that sets acceptable standards of dress and expression for all students.

DRESS CODE REQUIREMENTS

Student attire should respect the school's intent to sustain a safe environment and a community that is inclusive of a diverse range of identities. Student attire should not interfere with the health or safety of any student nor contribute to a hostile or intimidating atmosphere for any student. Students are expected to follow the dress code policy at all times while on school grounds and on school-sponsored trips. Courses at times may require attire or specified dress necessary for an assignment or activity (e.g. closed-toe shoes for a lab experiment, professional dress for a presentation). Students who do not adhere to these expectations will be written up and will receive a consequence. A student may be asked to change into alternative clothing in order to adhere to the policy.

Permitted	Not Permitted
Tops	
<ul style="list-style-type: none"> • T-shirts • Collared shirts • Button-down shirts • Short or long sleeves • Sweatshirts • Cardigans • Hoodies (worn up or down) 	<ul style="list-style-type: none"> • Visible undergarments, bras, bra straps • See-through tops
Bottoms	
<ul style="list-style-type: none"> • Jeans • Khakis • Athletic pants • Sweatpants • Leggings • Shorts • Skirts 	<ul style="list-style-type: none"> • Pants sitting below the waist • Visible undergarments, boxers, or briefs • Ripped jeans exposing undergarments • See-through pants or leggings
Accessories	
<ul style="list-style-type: none"> • Necklaces • Earrings • Scarves • Headbands • Belts • Hats • Visors • Head Coverings 	<ul style="list-style-type: none"> • Sunglasses • Masks • Blankets / Capes • Items that could be considered dangerous or could be used as a weapon
Footwear	
<ul style="list-style-type: none"> • Sneakers • Sandals • Dress Shoes • Flip flops • Boots • Heels (3 inches or less) 	<ul style="list-style-type: none"> • Going barefoot • Only socks with no shoes • Heels higher than 3 inches
Applicable to ALL items	

- | | |
|--|---|
| | <ul style="list-style-type: none"> • Obscene, derogatory, or offensive language or graphics • Language or graphics displaying or promoting violence or gang affiliation • Language or graphics displaying or promoting drugs, alcohol, tobacco, or other illegal items |
|--|---|

Any item not specified above is subject to the decision of the administrative team.

PROCEDURE 201A: GENERAL BEHAVIORAL EXPECTATIONS

Freire Charter School Wilmington will provide our students with skills that they need for the future. The teachers, counselors, administrators, and custodial staff at Freire are dedicated to the education and well-being of our students. In turn, Freire expects and requires all students to show respect and care for the staff, volunteers, visitors, the building, each other, and people of all cultures represented in the school. Freire also expects students to take care of the property within the school and in the community.

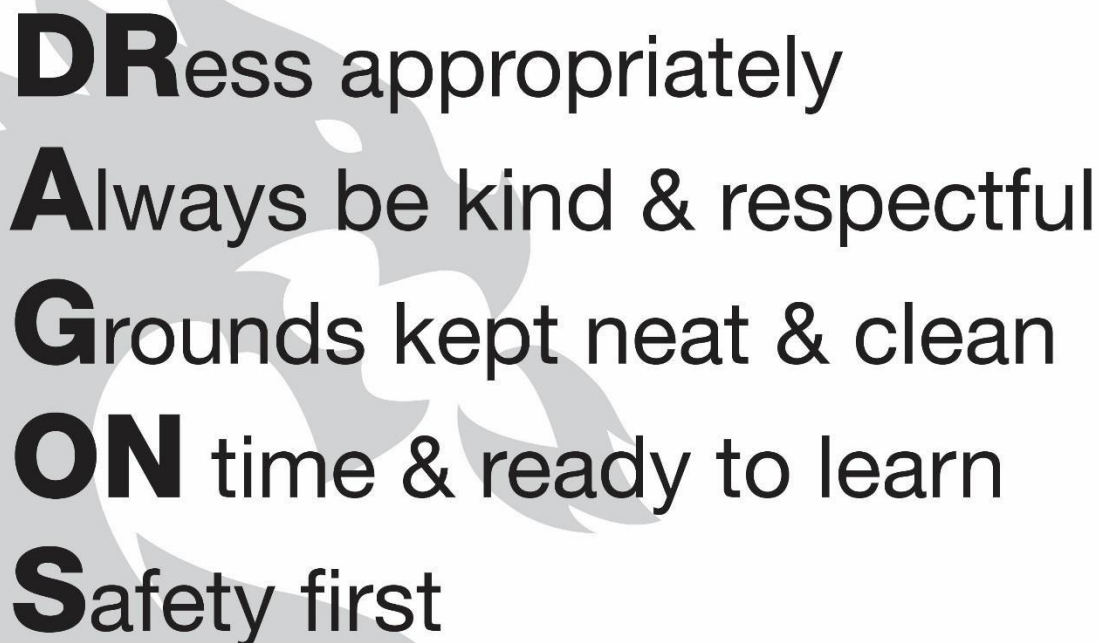
CONSEQUENCES

Students who do not adhere to these expectations will receive a consequence. This consequence will be assigned by the Culture and Discipline team and is expected to be completed.

Repeated or excessive violation of the same rule will result in more severe consequences.

CONDUCT OF FRIENDS AND/OR FAMILY

Students who bring outside guests to any school-sponsored function will be held accountable for their guests' behavior as if it was the student's own behavior.



Dress appropriately
Always be kind & respectful
Grounds kept neat & clean
ON time & ready to learn
Safety first

DRESS APPROPRIATELY

Please see the Dress Code Policies section above.

ALWAYS BE KIND AND RESPECTFUL

Creating and maintaining a good relationship with the entire surrounding community both inside and outside of the school grounds is an important goal of our school.

EXPECTATIONS

Freire Charter School Wilmington expects students to treat others like scholars at all times. Community members are expected to act in the following manner:

- Speak to students, teachers, and neighbors with courtesy.
- Use considerate phrases such as “please,” “thank you,” and “excuse me.”
- Help others in the school and community.
- Tell the truth.
- Be courteous of others on the sidewalks, at bus stops, and at local businesses.
- Encourage others.
- Be willing to listen openly to the opinions of others.
- Accept and be open to personal differences.
- Be open to the school’s mediation program.
- Know all policies surrounding the Code of Conduct.
- Keep your hands to yourself and don’t touch others.
- Refrain from any public displays of affection.

THE FOLLOWING ACTIONS CONFLICT WITH OUR EXPECTATIONS AND ARE UNACCEPTABLE

- Sexual activity or public displays of affection, including kissing, hugging and handholding.
- Making excessive noise when entering the building or leaving the building.
- The use of profanity (cursing) anywhere inside or outside of the building.
- Interrupting the learning environment.
- Speaking to or treating any community member in a rude/disrespectful manner.

GROUNDS KEPT CLEAN AND NEAT**EXPECTATIONS**

Freire Charter School Wilmington expects students to act and think like college-trained professionals at all times. Community members are expected to act in the following manner:

- Use trash receptacles inside and outside of the school grounds.
- Keep desks, lockers, walls, and all other property free of graffiti, stickers, ink, and all other damage/destruction.
- Students are to use only the locker assigned to them.
- Return shared materials to proper place in good condition (including laptops!).
- Leave things better than you found them.
- Dispose of gum and trash in appropriate locations.
- Gum is allowed. However, each teacher has the discretion to determine if gum is allowed in their particular classroom.
- Eat only in the cafeteria. Eating in classrooms is permitted only if there is adult supervision during lunch or special events, not during academic time unless authorized by an administrator.
- Clean up your own area (desk, floor, lunch area).

THE FOLLOWING ACTIONS CONFLICT WITH OUR EXPECTATIONS AND ARE UNACCEPTABLE

- Littering anywhere on or near the school grounds – inside or outside.
- Sharing a locker – Students who share lockers will be held responsible if it contains any items deemed inappropriate or prohibited (all students using that locker will receive disciplinary action).
- Eating or drinking in any area except the designated areas – Eating can only happen in classrooms if there is adult supervision during lunch or special events, not during academic time unless authorized by an administrator.
- Possession of a glass bottle.
- Disposal of gum in a place anywhere other than trash cans.

ON TIME AND READY TO LEARN

The community believes that learning and maintaining an appropriate learning environment is essential for success.

EXPECTATIONS

Freire Charter School Wilmington expects students to study like college-trained professionals at all times in order to maintain an appropriate learning environment. Community members are expected to act in the following manner:

- Adhere to and follow your schedule. Make and keep appointments.
- Be prepared with materials; bring a pencil or pen to every class every day.
- Complete homework.
- Listen to others, wait your turn, raise your hand and follow directions at all times.
- Arrive to school on time.
- Carry an appropriate hall pass if you leave a classroom.
- Although electronics are prohibited in the school, should a student bring an electronic device at his/her own risk, they must be turned off before a student enters the building and stored out of sight while in the school.
- Go to the appropriate authorities if you need to make an emergency phone call. If there is an emergency and a student needs to use their phone or a school phone, THEY MUST go to an administrator.

THE FOLLOWING ACTIONS CONFLICT WITH OUR EXPECTATIONS AND ARE UNACCEPTABLE

- Using school telephones without permission.
- Sleeping in class.
- Roaming the building without a pass.
- Talking in class.
- Disrupting the learning environment in any way.
- Playing cards or dice, or gambling in any way.
- Being tardy to class.
- Cheating and/or plagiarizing.

SAFETY FIRST

The community members of FCSW believe that having a clean, safe environment is mandatory and non-negotiable. Feeling safe to explore, to make mistakes, and to learn is essential.

EXPECTATIONS

Freire Charter School Wilmington expects students to act like college-trained professionals at all times in order to maintain a safe environment. Community members are expected to act in the following manner:

- Notify staff of dangerous or illegal weapons or situations inside or outside of school.
- Notify staff of strangers in and outside of the building.
- Keep your hands to yourself.
- Avoid unnecessary physical contact.
- If physical contact is necessary, make sure that it is neither aggressive nor sexual.
- Depart for home immediately after the last class of the day or completion of an after-school program.
- Carry a student ID at all times and produce it when requested.
- Follow all procedures and policies outlined in appropriate section of this manual.

THE FOLLOWING ACTIONS CONFLICT WITH OUR EXPECTATIONS AND ARE UNACCEPTABLE

- Not producing student ID when asked.
- Participating in horseplay or play fighting. (Horseplay and play fighting are defined as rough, noisy, unruly, or rowdy play that may or may not involve physical contact.)
- Loitering on the street corners or sitting on the steps of surrounding buildings.
- Running down the stairs or hallways in the school, around school, or outside of the school.

- Throwing objects anywhere in the building (extreme circumstances could lead to recommendation for expulsion).
- Speaking to any community member in a way that makes them feel unsafe or violated (extreme circumstances may lead to suspension and/or recommendation for expulsion).
- Turning lights off in the gym, hallway, or classrooms without permission.
- Tampering in any way with school building systems or equipment (such as fire alarms or fire extinguishers).
- Being in areas of the buildings before or after school without the permission and presence of a staff member.

There are no second chances for violation of the Nonviolence and Commitment to Peace Policy. Any act of violence is grounds for expulsion or removal from school. NO EXCEPTIONS.

PROCEDURE 201B: INTERVENTIONS

If a student chooses to act in an unacceptable way, the Culture and Discipline team will assign a consequence for the student's actions. **Each intervention is meant to be used as a warning that the student's behavior is unacceptable and therefore should NOT BE REPEATED.**

A student whose behavior does not change or intensifies will be subject to interventions of increased severity. All students and parents will receive a warning notification if unacceptable behavior continues, or the frequency of that behavior increases.

The following is a list of interventions that may be used by the Culture and Discipline team. This is not an exhaustive list but rather a sample of the interventions the Culture and Discipline team may use:

- Anger management support group
- Apology letter
- Community outreach/service
- Behavior contract
- Probationary contract
- Detention
- Saturday school
- Educational seminars
- Hours outside of school time
- Informal hearing
- Losing privileges to attend school functions
- Lunch detention
- Mandatory uniform (Freire polo shirt)
- Parent conference (by phone or in person)
- Personalized Improvement Plan (PIP)
- Public apology (written or verbal)
- Research project
- Support groups
- Teacher/Student Conference
- Teacher detention
- Therapy

VIRTUAL LEARNING

When classes take place online via Zoom, all participants are expected to uphold the Zoom Expectations. If a student is removed from a Zoom learning space, they will be required to meet virtually with a member of the Team prior to reintegrating into the Zoom learning spaces. If the behavior continues, the student will be removed from the Zoom

session for the remainder of the day, and a follow-up conversation with their guardian will also take place to determine how the student can be best supported moving forward.

PROCEDURE 202A: SUSPENSION/REINSTATEMENT

Suspension is defined as “taking away permission to attend classes, activities, and all other privileges of enrollment at Freire Charter School Wilmington.” This includes but is not limited to dances, shows, athletics, field trips, and special events.

The following actions can result in a suspension from school activities:

- Jeopardizing the safety of another community member, including but not limited to any act of violence, pulling fire alarms, setting off alarm doors, or use of fire extinguishers except in life-threatening emergencies
- Active or passive participation in the destruction of property
- Possession of weapon, drugs, alcohol, or other illegal items
- Breaking the Nonviolence and Commitment to Peace Policy
- Cutting class, leaving the classroom without permission, or being out of bounds in a location that students are not allowed
- Involving other community members (or your friends) in personal matters and situations that began in school
- Stealing
- Repeated disruption or disrespectful behavior inside of the classroom
- Sexual harassment, including creating or maintaining a sexually hostile environment and/or seeking or demanding any sexual ‘quid pro quo’, is forbidden on the part of students, faculty, staff, and all adults

STEPS AND PROCEDURES FOR SUSPENSION

- Student is informed of reason for suspension at the time of suspension verbally and in written form.
- Student is given opportunity to respond.
- School must notify parent/guardian of suspension. Please note that a suspended student will not be sent home until the School is able to communicate with that student’s parent/guardian.

If a student has been suspended, he/she will be prohibited from attending school, being on school grounds (including the bus and parent pick-up areas) or participating in or attending school activities.

Students are required to make up all class work and tests missed during a suspension.

During testing times, students may not be suspended at the discretion of the school administration. However, any infractions that accrue during that time may lead to a suspension once testing is completed.

REINSTATEMENT MEETINGS

If a student is suspended, they are required to attend a reinstatement meeting with their parent or guardian upon their return to school. Students may not return to school until this mandatory meeting occurs as permitted by law.

The reinstatement will serve as a warning to alert the student and their parent/guardian that he/she has seriously or chronically violated the school’s Code of Conduct. It is further hoped that the student will realize the impact his/her behavior has had on his/her learning and that of his/her fellow students, and therefore make all necessary changes in his/her behavior while in school.

PROCEDURE 202B: HEARING PROCESS

INFORMAL HEARINGS

Informal hearings are held in cases where a serious infraction of the Code of Conduct has occurred. Informal hearings will follow the format described below.

- During the informal hearing the School will state the concerns and observed behaviors.
- The School will provide the results of any investigation should the incident have required one.
- Both parent and student will have the opportunity to provide their observations, comments and concerns regarding the incident.
- Upon conclusion of the meeting the School will determine the next action. School administration will recommend one of three consequences: recommendation for expulsion, removal from school, or a probationary behavioral or contract.
 - Recommendation for Expulsion – See Formal Hearing/Expulsion policy (see next section)
 - Removal from School – Placement in an alternative setting
 - Behavioral or Probationary Contract – The administrator will review with the student the written warning, which states the student understands:
 - This is his/her final warning from Freire.
 - Student will be required to fulfill the conditions of the contract.
 - Failure to fulfill the conditions of the contract may result in a recommendation for expulsion from the School.
 - In order for a contract to be issued the student and parent must agree to follow the terms being presented by the Culture and Discipline team.
 - The contract will establish a time and date when the compliance of the contract will be reviewed.

NOTE: Contracts are non-negotiable. Students and parents must agree to follow all terms of the contract. Since contracts are issued in lieu of a recommendation for expulsion, if a parent/student does not agree to follow the terms of the contracts, then there is a possibility that the refusal could result in a recommendation for expulsion. Prior to this, a meeting to review the contract will be held by the Culture and Discipline team. This meeting will include the parent/guardian and the student.

BOARD POLICY 204: BULLYING AND CYBERBULLYING

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code.

BULLYING

Bullying refers to any intentional violent or hostile acts or actions through written, electronic, verbal or physical means against another student, school employee, or school volunteer. Violent or hostile acts or actions include: placing a student, employee, or volunteer in reasonable fear of substantial harm to his/her emotional or physical well-being or substantial damage to his/her property; creating a hostile, threatening, humiliating, or abusive environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or perpetuating bullying or inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional psychological or physical harm to another student, school employee, or school volunteer.

CYBERBULLYING

All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages (including text messages), or web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Students who feel like they have been the victims of such misuses of technology should not erase the offending materials from the system. They should print a copy of the materials and immediately report the incident to the Director of Culture and Discipline. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or a disciplinary hearing. Neither the School's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or demeaning and inappropriate interactions of any kind.

SOCIAL MEDIA AND ELECTRONIC MEDIA

Social media refers to any electronic outlet of communicating with another person. Posting of speech on social media will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. Examples of social media include but are not limited to: TikTok Facebook, Twitter, MySpace, YouTube, Snapchat, Instagram, Pinterest, Secret, Vine, YikYak, Kik, WhatsApp, GroupMe, Burn Note, Whisper, Tumblr, Flickr, and similar types of applications. This list is NOT considered exclusive and any social media outlet or electronic communication, such as email, texting, or instant messaging, which allows for communications that may be viewed by the intended victim shall be considered as an electronic medium for the purposes of enforcing the electronic bullying aspects of the Freire Charter School Wilmington Bullying Prevention policy. Internet sites such as blogs that may be created or used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible Internet portals.

BULLYING PREVENTION PROGRAM COMMITTEE

Freire has a bullying prevention program committee which includes instructional staff, administrative and support staff, students, parents, and staff from after-school programs, is responsible for coordinating the school's bully prevention program. School employee representatives will choose committee members among themselves; the Assistant Head of School, Ruble Harris and the Co-Heads of School will appoint student, parent, and community members.

RETALIATION PROHIBITED

The School prohibits retaliation against any individual for reporting bullying information.

CONSEQUENCES FOR BULLYING

Bullying of any person on school property or at any school function is strictly prohibited. Depending upon the facts and circumstances, Freire Charter School Wilmington may define bullying as an act of violence and therefore a violation of the Nonviolence and Commitment to Peace Policy. In these cases, the Culture and Discipline team may make a recommendation for expulsion if it is deemed necessary. If a recommendation for expulsion is made, the Culture and Discipline team will be required to review the reason for the decision with the student and parent, the Assistant Head of School, Ruble Harris, and the Board of Directors.

If bullying is reported, the School will take the following course of action:

- Students will be separated (as deemed necessary).
- All incidents of bullying reported to the School, regardless of whether they can be substantiated, are reported to the Delaware Department of Education within 5 working days. The School will notify the parents, guardians, or relative caregivers of **all students involved in the reported incident** when the report is made.
- A full investigation will be conducted by the Culture and Discipline team.
 - The School will make a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, national origin, or other protected status.
 - The School will conduct the investigation and make a determination of whether bullying occurred in a timely manner.

- In all cases in which bullying is substantiated, the School will notify the parents, guardians, or relative caregivers of **both the target(s) and person(s) who bullied** of the School's determination and provide them with a required form from the Delaware Department of Justice that describes the role of the DOJ's School Criminal Offense and Bullying Ombudsperson.
- If bullying is substantiated and the School determines that a student violated the Nonviolence and Commitment to Peace Policy, the School will observe the Hearing Procedures described in the relevant section of this handbook.
- If bullying is substantiated but determined to not violate the Nonviolence and Commitment to Peace Policy, the following events will occur:
 - Suspension for any student(s) who participated in the bullying
 - Reinstatement meeting with parent/guardian upon conclusion of the suspension
 - Behavior Contract (if deemed appropriate by the Culture and Discipline team) - the contract may include any or all of the conditions outlined below:
 - A formal letter of apology written by the bullying student(s) to the victim and the victim's family, if appropriate.
 - A supervised project on bullying.
 - Counseling for the bullying student(s).
 - Appearance before the Board of Directors for an official reprimand.
 - Attendance at a bullying seminar.

CRIMINAL ACTIVITY

An incident may meet the definition of bullying and also the definition of a particular crime under state or federal law. Nothing in this policy prevents School officials from fulfilling all of the reporting requirements of 14 Delaware Code § 4112 D or any other reporting requirement under state or federal law. Consequences imposed by the School are independent of and in addition to any penalties imposed under the law.

COMMUNICATION WITH MEDICAL PROFESSIONALS

Please see Communication with Outside Medical Providers in the Health Services section for the School's policy on this topic.

STATE OF DELAWARE SCHOOL CRIMINAL OFFENSE AND BULLYING OMBUDSPERSON

State of Delaware - Department of Justice
 School Criminal Offense and Bullying Ombudsperson
 1-800-220-5414

SEXUAL HARASSMENT POLICY

The Freire Charter School Wilmington community is committed to providing educational programs, activities and services that are free from unlawful discrimination, harassment, intimidation, or bullying based on actual or perceived legally protected characteristics, or association with a person or group with one or more of such characteristics, including sex, sexual orientation, gender, gender identity, and gender expression, as required by Delaware law and Title IX of the Education Amendments of 1972.

Sexual harassment is prohibited anywhere in the Freire Charter School Wilmington community.

Students are protected against sexual harassment committed by anyone, including third parties, in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity and includes dating violence, stalking and domestic violence. Sexual harassment may include discrimination based on sexual orientation and gender identity.

Examples include but are not limited to: pressuring someone for sexual favors; unwelcome leering; unwelcome sexual propositions; unwelcome touching of a sexual nature including fondling, massaging, or touching an individual's body or clothes in a sexual manner; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; distributing sexually explicit texts, emails, pictures, memes, drawings, obscene gestures, or computer-generated images; sexual violence, including rape, sexual battery, sexual assault, sexual coercion, or other sexual violence offenses under Delaware Law; dating violence, stalking, and relationship abuse based on gender or sex.

Students who are found to have committed sexual harassment shall be disciplined in accordance with the Student Code of Conduct, up to and including expulsion.

Students have the right to file a Formal Complaint in accordance with Board Policy 116, Freire Charter School Wilmington's Title IX Policy. To request a copy of the full policy or for more information on how to file a Formal Complaint and the School's investigatory and decision-making process, please contact the Title IX Coordinator, Nathan Durant (nate.durant@freirewilmington.org).

BOARD POLICY 215: TEEN DATING VIOLENCE

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112E of the Delaware Code. For more detailed explanations of terms and procedures, refer to the Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools produced by the Child Protection Accountability Commission ("CPAC Guidelines").

DEFINITIONS

In this policy, "sexual/dating violence" refers to a situation where a Freire student is involved in one of the following:

SEXUAL ASSAULT

As used in this policy, "sexual assault" means any unwanted sexual behavior. Sexual assault may be committed by someone who is a stranger or is known to the victim. Behaviors that fall under this definition include but are not limited to the following, as defined under the Delaware criminal and judicial codes:

- Sexual harassment (see also Freire's Sexual Harassment Policy)
- Sexual contact
- Sexual intercourse
- Sexual penetration
- Child sexual abuse

TEEN DATING VIOLENCE

As used in this policy, "teen dating violence" means assaultive, threatening or controlling behavior that a person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships. The abuser may cause fear, humiliation, or harm through harassment; stalking; or verbal, emotional, economic, sexual, or physical abuse. Bullying and cyberbullying, as defined in Freire's Bullying and Cyberbullying Policy and the Delaware Code, constitute dating violence in the context of a current or past relationship. See the CPAC Guidelines for a complete definition of Teen Dating Violence.

YOUTH-PRODUCED SEXUAL IMAGES

As used in this policy, "Youth-Produced Sexual Images" are nude, sexually suggestive, or explicit images possessed and/or transmitted by way of cell phone or internet with the intent to cause harm. The taking or sending of such photographs of someone under the age of 18 can be considered child pornography.

CONFIDENTIALITY

COUNSELORS, MENTAL HEALTH, AND MEDICAL PROFESSIONALS

Such professionals are bound by the Health Insurance Portability and Accountability Act (HIPAA) and required to maintain confidentiality except in the following situations:

- A student communicates an explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves)
- Any suspicion of child abuse
- A student presents with serious burns, poisoning, or wounds from a weapon

OTHER SCHOOL EMPLOYEES

These employees are not bound by HIPAA, and if they know of or reasonably suspect an instance of sexual/dating violence against a student must immediately report it to the Assistant Head of School, Ruble Harris and the Co-Heads of School so that the school can investigate and keep the victim safe.

COMMUNICATION WITH MEDICAL PROFESSIONALS

Please see Communication with Outside Medical Providers in the Health Services section of Freire Charter School Wilmington's Student and Family Handbook for the School's policy on this topic.

REPORTING TO THE SCHOOL

Any Freire community member, including students and parents/guardians of students, may report incidents or suspicions of sexual/dating violence against a student to the Assistant Head of School, Ruble Harris and the Co-Heads of School. The reporting individual may request anonymity, in which case the School will keep the reporting individual's identity confidential to the greatest extent practical. While reporting information ensures that the School will thoroughly investigate the situation, it does not guarantee disciplinary action will be taken.

RETALIATION AND IMMUNITY

The School prohibits retaliation against any individual for reporting sexual/dating violence against a student. In addition, a school employee, school volunteer, or student is individually immune from a cause of action for damages arising from reporting sexual/dating violence against a student, unless the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

REPORTING TO LAW ENFORCEMENT AND OUTSIDE AGENCIES

When the School becomes aware of a potential incident of sexual/dating violence against a student, the Assistant Head of School, Ruble Harris will refer to the CPAC Guidance, "What Must be Reported and To Whom" and comply with the law. The Assistant Head of School, Ruble Harris or his designee will be responsible for making any required reports. Depending on the circumstances, the School may be required to report an incident to the Wilmington Police Department and/or the Delaware Division of Family Services (DFS). Incidents which also constitute bullying will also be reported in accordance with the Bullying and Cyberbullying Policy in the Code of Conduct found in Freire Charter School Wilmington's Student and Family Handbook.

An incident may meet the definition of sexual/dating violence and also the definition of a particular crime under state or federal law. Nothing in this policy prevents School officials from fulfilling all of the reporting requirements of 14 Del. Code § 4112, 16 Del. Code § 903 et seq., or any other reporting requirement under state or federal law.

Independent of and in addition to any penalties imposed under the law, the School may implement consequences of its own. Please see below.

DOCUMENTATION OF MANDATORY REPORTS

When a mandatory report is required, the School shall retain a record of the following in a Sexual/Dating Violence Complaint File that is kept separately from academic records:

- Basic facts about the incident, including names of the victim and alleged perpetrator, the nature of the incident, where and when it occurred, and the names of any known witnesses
- Schedules and extracurricular memberships of the victim and alleged perpetrator
- Response actions taken by the School (see School Response section below), including whether the victim accepts or declines supports offered by Freire
- Disciplinary measures implemented as a result of the incident
- Any related subsequent activity, such as victim's use of outside services and future status reports

SCHOOL RESPONSE

The School will take the following actions when an incident is reported or observed:

- Immediately separate the victim and the alleged perpetrator
- If the incident involves youth-produced sexual images, confiscate the cell phones of both the victim and the alleged perpetrator **without viewing the content of either phone**
- Support the victim in the following ways, and maintain documentation of whether the victim accepts or declines offers made by the School:
 - Contact parents to inform them of the incident or alleged incident
 - Refer for counseling and support services
 - Advise of legal options including filing charges or seeking an order of protection
 - Advise of the option to file a sexual harassment complaint if applicable
 - When legally permissible, offer the victim a “School-Based Stay-Away Agreement” (see below)
 - Encourage to seek medical care if appropriate
 - Create a safety plan, considering such factors as class schedule, transportation, and extracurricular activities
 - Monitor the victim’s safety
- Increase supervision of the alleged perpetrator as needed
- Speak with witnesses or bystanders to get their accounts of the incident and encourage them to report future incidents
- Make every effort to protect the due process rights of the alleged perpetrator

SCHOOL-BASED STAY-AWAY AGREEMENT

This is a contract enacted by the School that is similar to an order of protection. It is generally to be used only if the offer is accepted by the victim. If sought as a result of an incident for which a mandatory report is required, it should not be implemented without approval of the investigating agency. The School may also wish to obtain the advice of legal counsel before offering such an arrangement. Under such an agreement, a student who is an alleged perpetrator of sexual/dating violence against another student may not approach, talk to, sit by, or have any contact with the victim at school, on school property, or at any school-sponsored event. Such an agreement must be administered in a conference between the School, the alleged perpetrator, and that student’s parents and be signed by all parties. Such an agreement may require the alleged perpetrator to follow a modified schedule, use a different locker, or observe other similar changes.

MANDATORY REPORT REQUIRED

In a situation where the incident requires a report to law enforcement or DFS, **the School will not interview the alleged perpetrator until the School receives approval from the investigating agency.** If the agency gives School staff approval to meet with the alleged perpetrator, the School must contact the student’s parents and advise both the student and his/her parents that any statements made may be used in future criminal or internal disciplinary proceedings. Once approval is received, the School will follow the procedures below under Consequences for Sexual/Dating Violence, subject to any changes advised by the investigating agency.

CONSEQUENCES FOR SEXUAL/DATING VIOLENCE

In a situation where a mandatory report is not required, or after receiving approval from the investigating agency in the event that a report is required, the School will conduct a full internal investigation. The School **will not** meet with the victim and alleged perpetrator together.

Depending upon the facts and circumstances, Freire Charter School Wilmington may define sexual/dating violence as a violation of the Nonviolence and Commitment to Peace Policy. In these cases, the School will observe the Hearing Procedures described in the relevant section of the School’s Student & Family Handbook. The Culture and Discipline team may make a recommendation for expulsion, and in this case will review the reason for the decision with the student and parent; Assistant Head of School, Ruble Harris and the Co-Heads of School; and the Board of Directors.

If sexual/dating violence is substantiated but determined to **not** violate the Nonviolence and Commitment to Peace Policy, the following events will occur for the perpetrator:

- Suspension
- Reinstatement meeting with parent/guardian upon conclusion of the suspension
- Behavior Contract (if deemed appropriate by the School), which may include any or all of the following conditions:
 - A formal letter of apology written by the student(s) to the victim and the victim's family
 - A supervised project on sexual/dating violence
 - Counseling
 - Appearance before the Board of Directors for an official reprimand
 - Attendance at an appropriate seminar

STAFF TRAINING

Freire will ensure that administrators, school counselors, and the school nurse receive teen dating violence and sexual assault policies and protocol training during their first year of assignment and at least once in every three-year period thereafter. The School will use the training materials developed and provided by the Delaware Domestic Violence Coordinating Council.

HEALTH CURRICULUM

Freire will provide standard programming related to healthy relationships, based on the Health Standards adopted by the Delaware Department of Education in health education programs or related classes.

DOMESTIC VIOLENCE COORDINATING COUNCIL

Pursuant to 14 Del. Code § 4112E (d), The Domestic Violence Coordinating Council has the authority to review and advise on the implementation of this policy.

BOARD POLICY 208: STUDENT USE OF TECHNOLOGY

Freire Charter School Wilmington (FCSW) provides students with computer equipment, computer services, the system network, and Internet access. FCSW has the right to place reasonable restrictions on this privilege.

All access and rights are privileges granted by FCSW and students should expect only limited privacy in the contents of personal files and access, and other technological equipment and resources. The situation is similar to the rights you have in the privacy of your locker. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect privacy with regard to any files stored on school or cloud servers. Routine maintenance and monitoring of the FCSW system may lead to discovery that this policy, the FCSW Code of Conduct, or the law has been violated. In these cases, students will be held accountable to the expectations of the School and the law.

All users agree to abide by applicable federal, state, and local laws and FCSW rules when using FCSW technology. FCSW will not assume legal or other responsibility for any use deemed unacceptable or for any content students find online.

The use of FCSW technology is a privilege, not a right, and the purpose of this agreement is to define acceptable and unacceptable use of computer equipment, computer services, the system network, the Internet, and other technological equipment and resources as defined by FCSW. Unacceptable use, as defined by this agreement, or at the discretion of School staff or administration, may result in restriction or cancellation of access (even for required coursework) as well as other disciplinary or legal action.

TECHNOLOGY

Technology resources are defined as any electronic tool, device, program, or system that aids the academic environment for a student. Technology includes but is not limited to:

- All computer software and hardware
- Cell phones and tablets

- Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- E-mail systems and communications technologies
- Servers, routers, hubs, switches, and Internet gateways
- Administrative systems, media systems, and learning information systems
- Interactive projectors and white boards
- Related and forthcoming systems and new technologies

ACCEPTABLE USE

Acceptable use of FCSW technology is any use that is consistent with the educational objectives of FCSW and in accordance to the FCSW Code of Conduct. This includes academic work, college exploration and research, and employment exploration and research. For further clarification on uses not listed here, please refer to the Technology Director. All use is subject to review by the Assistant Head of School, Ruble Harris and the Co--Heads of School, staff, and administration.

Students are responsible for good behavior on school computer networks just as they are on school grounds or in the community. Communications on the network are often public in nature and general school rules apply. Students must respect the rights of others in both the school community and in the global community.

UNACCEPTABLE USE

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by students. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

- **Illegal Activity** – It is unacceptable use to promote or engage in any activities that are deemed criminal under federal, state or local laws.
 - Copyright Laws – It is a violation of copyright laws to copy, distribute, display, exhibit, or perform copyrighted works without authority of the owner of the copyright. A copyright notice is not required.
 - Students may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other intellectual property, etc.
 - Students may not use the FCSW network to arrange for the purchase of illegal substances or alcohol, engage in criminal activity, or threaten the safety of any person(s).
- **Plagiarism** – Students may not plagiarize works that they find on the Internet or other resources.
- **Vandalism** – It is unacceptable use to harm or destroy the hardware, software or data of another user, whether at FCSW or at any site connected to the Internet. This includes, but is not limited to, the creation or spreading of computer viruses. **If a student breaks a piece of equipment while using it, the family of the student is responsible for replacing that equipment.**
- **Security** – Under no conditions should you provide your password to another person. Users are responsible for the security of their account. Users may be held accountable for actions performed under their account name if it has been determined that their account was negligently left accessible. It is also unacceptable to change individual or system passwords. If a user suspects their account security has been compromised they are required to immediately contact an administrator. It is unacceptable to trespass in others' folders, work, or files or to use or to attempt to use another's account, including the System Administrators' accounts. It is unacceptable to post information that could cause damage or a danger of disruption.
- **Offensive Behavior and Harassment** – It is unacceptable use to harass, insult, or attack others. It is unacceptable to send or receive any data that is offensive and/or obscene according to the FCSW Code of Conduct. *Note that Freire may consider an action to be harassment regardless of whether it is considered harassment under the law.* Any repeated or unwanted communication may constitute harassment. Any communication with the direct intention of harassing, threatening, implying, or otherwise causing harm to individuals and classes of individuals is a violation of school policy. Be sure to save copies of all harassing material. Provide hard copies to the

administration. Harassment is taken very seriously at FCSW, and anyone who makes false accusations will be penalized. Kinds of harassment include:

- Sending/forwarding unsolicited e-mail or junk mail, or propagating chain letters.
- E-mail “bombing,” spamming, etc.
- Inappropriate images, text, audio, commentary, etc. that demeans based on ethnicity, race, religion, sexuality, sexual orientation, age, class, disability etc.
- Forging electronic information.
- Creating, altering, or deleting the attribution of origin (“from” in e-mail, IP address headers, etc.).
- Sending messages under someone else’s address or posing as another user in any way.
- **Respect for Resource Limits** – It is unacceptable to intentionally waste limited computer resources. It is unacceptable to download large files. It is unacceptable to post or forward chain letters, send “bomb” e-mails, or engage in “spamming.” Sending numerous or large e-mail messages to one person is considered “e-mail bombing.” Spamming is sending an annoying or unnecessary message to a large number of people.
- **Respect for Privacy** – It is unacceptable to repost a message that was sent to you privately without permission of the person who sent you the message. It is unacceptable to post private information about another person.
- **Personal Safety** – It is unacceptable to post personal contact information about yourself or other people. Personal contact information includes your address, telephone, work address, etc. It is unacceptable to agree to meet with someone you have met online for non-academic reasons. This is subject to review by the Technology Director, staff, or administration.
- **Commercial Use** – It is unacceptable to offer, provide, or purchase products or services through FCSW.
- **System Tampering** – Any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs, is unacceptable.
- **Obscenity** – Students may not use the network to access material that is profane or obscene. This includes pornography, inappropriate music or text, etc.

INAPPROPRIATE CONTENT

Please understand that student computer use at Freire Wilmington, including use of Chromebooks at home, is subject to automated monitoring and that the school will contact parent/guardians and impose discipline for accessing, storing, or sending inappropriate images.

We want to remind everyone that Freire’s acceptable use of technology policy states that students may not access any obscene or inappropriate content, that students should have no expectation of privacy, and that system monitoring may lead to the school discovering violations. Freire takes this issue extremely seriously and will issue consequences for violations.

Students are monitored by a service such as Gaggle, which uses technology and trained professionals evaluate content 24 hours a day for potentially harmful content, messages, documents, images and more. If there is discovery of objectionable content or a potentially harmful situation, the monitoring service alerts the school. Programs such as Gaggle are also required by federal law to report suspected child pornography to the National Center for Missing and Exploited Children.

If Freire’s automated monitoring system discovers that a student has accessed, stored or sent sexually explicit or inappropriate images, the school will impose discipline and parents and law enforcement will be notified if we suspect the student has committed a crime.

ZOOM EXPECTATIONS

All participants are expected to uphold the following expectations during Zoom sessions:

- Use school Zoom time for school-related purposes only.
- Be respectful of all Zoom participants.
- Be positive contributors to the virtual learning environment.

- Use appropriate language.
- Mute yourself when not engaging in conversation.
- Wear appropriate attire.
- Do not screen share unless given permission by Freire staff.
- Do not edit the shared screen of any Zoom participant.
- Do not engage in private chats with other students during zoom sessions.
- Do not share zoom access information with others.
- Please be aware that as with most software and websites, you are agreeing to Zoom's terms of use, including their privacy and data sharing provisions

Please be advised that Zoom sessions are now our classrooms. All rules from your physical classrooms inside of our building still apply to the virtual Zoom classroom. Inappropriate language, defiance, disruption, and disrespect will result in removal from the Zoom learning space. **If a student is removed from the Zoom learning space, they will be required to meet virtually with a member of the Discipline team or the Admin team prior to returning to the Zoom session.** If the behavior continues, the student will be removed from the Zoom session entirely for the day, and a follow-up conversation with their parent or guardian will also take place to determine how the student can be best supported moving forward.

We are fully confident that our students will continue to breathe FIRE and uphold the Freire way in this new virtual setting. Please remember that we are a community that supports and lifts one another. Maintaining a safe and productive Zoom classroom is paramount to student success.

Please be aware that as with most software and websites, you are agreeing to Zoom's terms of use, including their privacy and data sharing provisions.

RECORDING OF STUDENTS

By having your child participate in audio/visual virtual learning or in-classroom learning where a teacher may be recording for virtual learning students, you give consent for their likeness, voice, and statements to be recorded as needed for educational purposes. Participation constitutes your consent under any applicable privacy laws, including the Delaware Recording Law (Del. Code. Title 11, § 2402).

OBSERVING THE HEALTH AND SAFETY PLAN

It is important that every member of the Freire's community observes and follows the School's health and safety plan. These health and safety measures are subject to change as we learn new information and guidance is released by local, state, and federal health officials. Ensuring your student observes these health measures protects the health of your child and all others in the school building. Violating the safety measures inherently violates the safety of others in the school community and therefore it is considered a serious offense, which will be met with disciplinary action as outlined in the Student and Family Handbook.

To preserve public health and safety, parents/guardians are obligated to inform the School if a student has tested positive or has been exposed to someone with COVID-19 and attended school in-person while potentially contagious. Every member of the Freire Wilmington community is obligated to notify the school of any observed or potential violations of the health and safety plan.

Freire Charter School Wilmington's health and safety plan will be available on the School's website.

CELL PHONE & ELECTRONICS POLICY

Freire recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the Heads of School are authorized to develop a system of procedures and consequences related to topics including, but not limited to cell phone use. See below for the School's Cell Phone & Electronics Procedures.

CELL PHONE & ELECTRONICS PROCEDURE

FCSW understands that cell phones and electronic devices are an important part of a person's everyday life. However, cell phones and other electronic devices are not permitted during the instructional day at FCSW, because they serve as an educational distraction and can promote cheating. If a parent needs to contact a child during the course of the instructional day, please call the front desk and we will get a message to your child. If your child has a need to contact a parent during the course of the school day, they are permitted to use an FCSW telephone at the front desk.

Students are permitted to bring cell phones and electronic devices to school provided the following guidelines are followed:

- Students must turn their cell phones & electronic devices off prior to the start of the instructional day.
- Students may use their cell phones & electronic devices inside of the cafeteria during lunch, but they are not to make noise. Headphones must be used while listening to music, videos, or games.
- Detention and after-school tutoring are considered part of the instructional day. Therefore, cell phones must remain turned off at all times during these activities.
- Cell phones & electronic devices are expected to be stored in a student's locker or kept on their person out of sight during school hours (including during after-school activities, sports, homework club, etc.). Any cell phone or electronic device that is **seen or heard** during the day will be confiscated and available to the student after dismissal.
- For students who repeatedly break the cellphone and electronics policy, the Culture and Discipline team will contact the parent/guardian. The cell phone or electronic device will be stored until a parent or guardian can pick it from the school.

Refusal to surrender a requested cell phone or removing the SIM card from the phone will be considered an act of extreme defiance and will result in the following actions:

- The student's parent will be contacted immediately
- The student may be sent home for the remainder of the day
- One or more of the following consequences will be assigned:
 - Contract
 - Loss of school privileges
 - Community service
 - After school detention
 - Suspension

PERSONAL PROPERTY LIABILITY

Freire Charter School Wilmington is not financially responsible for students' or community members' personal property brought onto the school's campus, or to any school activities regardless of location, in the event they are damaged, stolen, misplaced, or lost. Students and visitors are responsible for ensuring that their personal property is secured against theft or loss at all times. Valuables should never be left unsecured and unattended. While the School will take all necessary precautions to adequately secure all cell phones and other electronic devices confiscated pursuant to this policy, the School is not financially responsible for any property, including but not limited to cell phones and other electronic devices that a student voluntarily brings to school.

BOARD POLICY 205: REPORTING, RETALIATION, AND SAFETY

MANDATORY REPORTING POLICY

State law obligates Freire Charter School Wilmington to report, and at times to prosecute, certain offenses enumerated in Title 14, Section 4112 of the Delaware Code. In any instance where a student or a parent/guardian is found to have committed or been a victim of one of the enumerated criminal offenses on school property or at a school function, the Assistant Head of School, Ruble Harris shall without reasonable delay, report the offense to police authorities. Staff with any good-faith suspicion of any neglect or abuse of a child on school property or at home must make a written report immediately to the Delaware Department of Services for Children, Youth, and their Families in addition to providing confirmation to the Assistant Head of School, Ruble Harris. In addition, the State Board of Education requires reporting of the additional incidents to the Department of Education.

POLICY ON REPORTING A FREIRE COMMUNITY MEMBER

Any member of the public or school community may report another community member for breaking the rules listed in the Code of Conduct. Students have the responsibility to inform a staff member if they become aware that a fellow student is in possession of illegal substances, firearms, weapons, or any items that could endanger the health, safety, or welfare of the school community or property. The office of the Assistant Head of School, Ruble Harris will follow up on all reports.

RETALIATION POLICY

It is the policy of Freire Charter School Wilmington that a positive, open environment be maintained at all times. Therefore, the School encourages all community members to report problems or concerns **without fear of retaliation or reprisal**. All reports will be promptly investigated. Freire is committed to doing whatever is necessary to protect students from retaliation resulting from a concern or complaint. Should the School determine that retaliation has indeed occurred, or that a community member is planning retaliatory action, disciplinary steps will be taken. The consequences could include any of the following:

- Community service
- Written apology
- Suspension
- Informal hearing
- Recommendation for expulsion
- Police notification

SEARCH AND SEIZURE POLICY

Freire Charter School Wilmington reserves the right to search students and their belongings and/or lockers to find weapons, drugs, stolen property, and other contraband. In addition, students may be asked to empty pockets, purses, etc. If a student is found in the possession of items that are illegal, the student will be charged with the appropriate school offense, and the Wilmington Police Department will be notified; the student may be held for the police, and charges may be filed. Any student who refuses to cooperate with School authorities is subject to expulsion from Freire. All searches of a student's locker, belongings, or person will be done with at least two Freire staff members present.

IV. ACADEMIC POLICIES

GENERAL PROMOTION GUIDELINES

- Students receive academic credit for each class passed with a grade of 75% or higher. Any final year grade under 75% earns no credit.
- Any student failing one or two classes in an academic year will be required to attend summer school at Freire for each class failed. Summer school attendance is mandatory.
- In order to enter 12th grade (senior year) at Freire, each student must have earned 18 credits by September 15th of senior year. Only students with 18 credits are eligible to participate in Senior Activities.
- Students will be retained (i.e., required to repeat a grade) in the following situations:
 - Any student who earns less than four credits (i.e. fails three classes) in an academic year will be retained. The student will be required to repeat the grade level in its entirety (i.e. take all 6 classes over again). At the discretion of the Co-Heads of School and if space permits, a student who receives above an 80% in any non-failed class may elect to take the next grade level of that class.
 - Any student missing a total of three or more credits by the end of the school year (June) will be automatically retained. One example of this would be a 10th grade student who never made up a 9th grade credit and then failed two classes during 10th grade—thus, missing three credits total now. The student will be required to repeat the grade level taking a mix of classes from their previous years at Freire.

GRADUATION REQUIREMENTS

CREDIT ACCUMULATION

Students must earn twenty-four (24) credits in order to graduate. All credits must be earned in the following manner:

Mathematics	4.00 credits required Must include Algebra I, Geometry, Algebra II, and 12th Grade Math
English	4.00 credits required Must include English I, English II, English III, and 12th Grade English
Science	4.00 credits required Must include Physical Science, Biology, Chemistry, & 12th Grade Science
Social Sciences	3.00 credits required Must include World Cultures, U.S. History, and Peace & Social Change
World Languages	3.00 credits required Must include Spanish I, Spanish II, and Spanish III
Physical Education	1.00 credit required
Health	0.50 credits required
Career Pathway	3.00 credits required
Electives	1.50 credits required

ADDITIONAL GRADUATION REQUIREMENTS

- Any student who fails three (3) or more credits will be required to repeat their senior year in its entirety.
- All students have until September 30th of their graduation year to complete all graduation requirements. A student is no longer eligible to earn a diploma from Freire Charter School Wilmington after September 30th of their graduation year.
- The graduation ceremony is a privilege, not a right.
 - In order to participate in graduation, you must pass all of your senior year classes and pass all Senior Project requirements. Any student with a failing grade in any class on their current schedule, or an incomplete Senior Project, will not be permitted to participate in the ceremony.
 - Students who have severely violated the Code of Conduct may be prohibited from participating in graduation ceremonies at the discretion of the Co-Heads of School. In the case of graduating students, receipt of diploma may be delayed until discipline matters have been settled.
 - All outstanding student fees must be paid in full.

GRADING POLICY

- Grades incorporate a student's work in the following areas:
 - Homework
 - Class Participation/Classwork
 - Major Projects, Tests, and/or Quarterly/Midterm/Final Exams or Projects
 - Quizzes
 - Other forms of teacher-generated assessments
- Grades must reflect the following percentage assignment: 70% demonstrated mastery of material and 30% effort (homework and participation).

Most courses count for one credit unit (C.U.). Other courses may be assigned less credit. How much credit a course is assigned varies depending upon how frequently the course meets, for how much time it meets, as well as the particular requirements for that course.

MIDTERM AND FINAL EXAMS

Freire teachers will give midterms at the end of the first semester and final exams at the end of the second semester. Freire will follow amended schedules during these testing days. There will be one exam make-up day for absent students.

STUDENT EXPECTATIONS FOR EXAMS

During exams, all students must:

- Study hard and come prepared for their exams
- Report to each exam ON TIME
- Stay for entire testing period for final exams (no early dismissals)
- Take an exam for each subject

MIDTERM AND FINAL EXAM WEIGHTING

Midterm and final exams will count as 10% of the semester grade.

SENIOR EXEMPTION

Any Senior holding a 93% average in a class as of the last grade check prior to final exams will be exempt from taking the final exam for that class. **(12th grade ONLY)**

PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are held in the fall so that students can use their teachers' feedback in order to directly impact their grade for the remainder of the year. All parents/guardians are strongly encouraged to meet with every teacher, regardless of how successful the student's performance may be. In some cases, conferences are mandatory for parents/guardians.

Conferences during other times during the school year can also be arranged by contacting the Co-Heads of School or a specific teacher.

MAKE-UP POLICY

Please see the section on Student Attendance under General Policies and Provisions for the School's make-up policies.

ACADEMIC INTEGRITY PROCEDURE

Freire students are expected to create their own original work at all times. Any student who copies work from another student, another written source, or the Internet will not receive credit for that work. Students who copy work and students who allow their work to be copied will receive disciplinary action. Students who copy work from other students or allow theirs to be copied more than twice in one year may be brought to the Board for expulsion.

CONSEQUENCES FOR ACADEMIC DISHONESTY

- 1st Offense – Consequence assigned by the Co-Heads of School
- 2nd Offense – Parent meeting and academic contract
- 3rd Offense – Informal hearing and recommendation for expulsion

NOTE: Plagiarism is the practice of claiming, or implying, original authorship or incorporating material from someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgment.

V. GENERAL POLICIES & PROCEDURES

SCHOOL FAMILY INVOLVEMENT POLICY

Freire Charter School Wilmington is fully committed to finding meaningful and mutually enriching ways for parents and families to participate in our school that involve improving the quality of teaching and learning for all of our students and at every level.

FAMILY/SCHOOL COMMUNICATION

At Freire, we are always working to form stronger, better partnerships with families, and we have an open-door policy for families to communicate their needs, questions, or concerns to us at any time.

The ways that we communicate information to families include:

- Our website at www.freirewilmington.org, which is updated regularly with current news and event information
- A weekly email newsletter with updates for families on any and all activities, events, issues, etc.
- Frequent family mailings through the regular mail
- An automated family notification system so that families can be notified by phone when necessary
- The Home Access Center (<http://hacdoe.doe.k12.de.us/homeaccess/>) allows families to view their student's grades on a continual basis throughout the school year, with access codes provided in the first month of school and training available at back to school night and upon request
- Through family meetings, visits, back to school night, and conferences (more information below)

The ways that we solicit input from families include:

- Parent participation on the Board of Directors and various committees
- Our Freire Families association and other meetings throughout the year
- Including a family component in the interview process for hiring staff when possible, particularly when hiring senior administrative staff
- Parents receive an annual survey from the school

Freire makes every attempt to ensure that information related to school and family programs, meetings, and other activities is sent to the families of participating children in a format and language families can understand. Parents/guardians are required to complete a Home Language Survey when a student first enrolls in the school, which enables us to plan for any translation needs. We contract with a telephone translation service (Language Line) to facilitate communication as necessary.

PARENT CONTACT INFORMATION

It is essential that parents keep their contact information on file with the school up to date at all times. The school may need to reach parents in emergencies, to notify them of incidents involving their child at school, or for other important reasons. Parents must therefore contact the school any time there is a change to their address, phone number, or email address.

CONTRACT FOR EXCELLENCE

From the students themselves to their parents/guardians, teachers, and support staff – each and every member of the school community has a critical role to play in supporting success for our learners. To make sure each individual knows their role in the process, all community members must agree to and sign the Freire Contract for Excellence which was developed jointly with parents. A copy of the contract is attached as an appendix and must be signed and returned to the school.

FAMILY CONCERNS

If a parent or family member has a concern, we want to know about it. In order to provide you with the most personalized service, we ask that you inform us of your concerns in a timely manner. You may wish to do this either by telephone or email. When families have a concern about something going on in a classroom or at the school, the best

thing to do is first contact their child’s classroom teacher to discuss the matter. After that, if the situation still has not been resolved, the family needs to contact either the Co-Heads of School (for any matters relating to the teaching and learning of the school) or the Assistant Head of School, Ruble Harris (for any matters in the school not directly related to the teaching and learning). Upon receiving your complaint, we will respond to you quickly and in a personalized manner. If the concern is not resolved at the school level, the parent/guardian may bring a complaint to the Board of Directors. All meetings have a period for public comment. Although not required, we recommend providing advance notice so that the Board can be prepared to effectively address any concerns.

FAMILY MEMBER CONDUCT

All families must represent Freire and Freire’s values at all times. While this rarely, if ever, occurs at Freire, in the case that a member of a student’s family, including a parent or guardian, comes to the school or to a school event and is not conducting him/herself appropriately or violates our school safety policies, that family member will be asked to leave the school property, and, if necessary, law enforcement may be called. Severe instances may lead to a family member being permanently prohibited from entering school property and/or school events.

SCHOOL SUPPORTS FOR FAMILY INVOLVEMENT IN ACADEMIC ACHIEVEMENT

Freire works hard to help families understand how we assess our students, as well as how Delaware and the nation as a whole assess them to determine whether or not they are college ready. As part of our regular academic calendar, families and school staff discuss achievement, standards, assessments, and student academic growth at the following events:

- Family Meetings – Regularly held family meetings where a Freire staff member is often present to highlight college counseling, the School Culture Team, after-school activities, the therapy program, etc.
- Family Visits – Family visits for all students identified as needing additional supports held either at the home of the new student with parent present or held at the school on an individual basis.
- Back to School Night – Back to School Night happens very early in the school year and is the first chance families have to meet their children’s teachers in person.
- Parent-Student-Teacher Conferences – At Freire, conferences work best when both the student and parent attend the conference with the teacher. That way, we can work together to build on each student’s individual strengths and make sure we all follow the plan as a team.

In addition, course syllabi for every class are available to families, which provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the standards students are expected to meet.

PARENT GOVERNANCE AND COMMITTEE PARTICIPATION

Two parents of currently enrolled students serve on the school’s Board of Directors, and families are invited to serve on various school committees. Freire Families, the school’s family association, meets several times throughout the year. Contact the Co-Heads of School if you are interested in attending.

EDUCATION FOR OUR EDUCATORS ABOUT THE IMPORTANCE OF FAMILIES IN STUDENT SUCCESS

In order for Freire to maximize every teaching and learning opportunity available during the secondary school experience, there needs to be a strong partnership between the student's families and teachers. As a result, Freire provides training for all staff in the summer training/orientation as well as at least one other educator training yearly on the important role that families play and how we need to work together. Issues about differences in culture, expectation, communication styles, etc. are addressed.

TITLE I PROGRAM

Freire Charter School Wilmington receives federal funding through Title I, Part A – Improving Basic Programs of the federal Every Student Succeeds Act. This federal program provides financial assistance to schools with high percentages of economically disadvantaged students to ensure that children meet challenging state academic standards. As part of participating, Freire shares information about the purpose and requirements of Title I programs, how Freire participates in the program and spends its Title I funding, what rights families have under the program, and how families can submit a complaint. This information is available on the Title I page of the school's website and is also discussed at an annual Title I family meeting.

At this annual meeting, we solicit feedback from families on topics including how Freire is spending Title I funds, the quality of the school-family compact, barriers to family participation, and this Family Involvement Policy. School administrators consider any feedback received when seeking to make improvements at the next relevant annual opportunity (e.g. policy updates, budgeting, program planning, writing the consolidated application, etc.). As the school creates, improves, and implements its Title I Schoolwide Program, the planning team takes into account family feedback received at the annual Title I informational meeting, comments from regular monthly family association meetings, survey results, and relevant informal suggestions made by families.

In order to facilitate family access, school events that provide opportunities for family involvement throughout the year are held at a variety of times, both during the school day and in the evening. Title I funds may also be used to pay reasonable and necessary expenses associated with family involvement activities, including transportation, childcare, or home visit expenses to enable families to participate in school-related meetings and training sessions.

A family member who feels that the school is not meeting its responsibilities under Title I of the federal Every Student Succeeds Act should consult the Title I page of the school's website to find school and state complaint procedures and contact information.

STUDENT ATTENDANCE

The State of Delaware imposes mandatory school attendance requirements for all public-school students. When a student accumulates excessive unexcused absences, Freire must refer that student's case for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families.

Only the following will be accepted as valid reasons for **excused absences** or tardiness:

1. Illness of the student – a physician's note will be required.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, or psychologist (verified by a doctor's note).
3. Contagious diseases within the home of the student subject to regulations of the Division of Public Health and the Department of Health and Social Services.
4. Death in the family or of a close friend (verified by a funeral or death announcement).
5. Legal business requiring the student's presence.
6. Observance of religious holidays.
7. Remedial health treatment (verified by a doctor's note).
8. Absence, pre-approved by the administration, to participate in other educational experiences or authorized school activities.
9. Emergency situations as determined by the administration.

10. Suspension or expulsion from school.

A parental written note of explanation must be presented in order for any absence to be excused. All written notes must have a parent signature and must be received within three days of return to school. Notes may be faxed, handwritten, or emailed with a scanned signature. When applicable, formal documentation from a doctor's office, courthouse or other official that details the date of absence, reason for the absence, time of the appointment, and signature of the health care professional or other official need to be presented to explain the absence.

Absences for any other reason shall be considered unexcused.

If a student is absent for more than 50% of his or her total day's classes, the student may not participate in any school-sponsored after-school activities, except when excused by a building administrator or designee based upon documentation of a medical appointment or court date.

In order to be compliant with Delaware Code, these requirements apply at Freire Charter School Wilmington and include:

1. Following the **10th day of unexcused absence**, the school shall immediately notify the parent(s)/guardian(s) via phone call and mail.
2. Following the **15th day of unexcused absence**, the student's parent(s)/guardian(s) shall be notified by mail to appear at the school within 10 days of notification for a conference and counseling.
3. Following the **20th day of unexcused absence**, the school shall refer the case for prosecution at Magistrate Court. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, Freire shall immediately notify the Department of Services for Children, Youth, and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days.
4. At the **30th day of excused or unexcused absence**, the school reserves the right to determine the student's status and deny course credit.

VIRTUAL LEARNING ATTENDANCE

Attendance is still equally important to your child's learning and required by law during periods of virtual learning as it is for in-person instruction. The School will take attendance on all virtual learning days, and School policies regarding absences continue to apply to missed days of virtual instruction.

During virtual learning, students must attend their synchronous classes in order to be counted as present for the day. Submission of daily assignments may be credited as attendance at the discretion of School administration.

MISSED WORK & MAKE-UP PROCEDURES

HOW DO I MAKE UP WORK AFTER I HAVE BEEN ABSENT?

It is the responsibility of a student who has been absent to obtain missed work, homework, and assignments from the teachers.

PRE-ARRANGED ABSENCES

If a student knows ahead of time they will be absent or miss a class, they should make every effort to collect work from their teachers the day before and/or contact teachers or classmates about missed assignments before they return to school.

UNEXPECTED ABSENCES

- **Missed homework/class work policy:** Students who are absent must make up missed homework/class work assignments as soon as possible. The number of days a student is absent is equal to the number of days a student has to make up an assignment.
- **Missed quizzes/tests:** Students who are absent (excused or unexcused) on the day of a test or quiz will be expected to take the test or quiz on the day that they return to school, unless other arrangements have been

made with their teachers. It is the student's responsibility to make an appointment with a teacher to make up this missed test or quiz. Students who miss this make-up appointment will not be eligible to receive credit for this test or quiz.

- **Missed project/papers:** At a teacher's discretion, papers and other assignments that students knew about before being absent are due upon the student's return, or by email. If it is not handed in on the day of their return or e-mailed as required by the teacher, the assignment loses credit each day for no more than 3 days. Please refer to the syllabus provided by the teacher.

LATENESS

Any student who exhibits a pattern of habitual or excessive lateness will be required to attend a mandatory meeting. At this time the student will be placed on a contract with consequences to be discussed at the time of the meeting.

EARLY DISMISSAL PROCEDURE

- All students **MUST** be picked up personally by an authorized person if they need to leave prior to the end of the day.
- **THE ONLY EXCEPTION:** If your child has a prearranged medical appointment, they may be dismissed without being picked up **ONLY IF** they provide an official appointment card prior to the appointment. Otherwise, we will require an authorized person to come to the school to sign out the child.
- Please **DO NOT** call and request your child be released early, as we may not be able to comply with your request.
- **ONLY** adults listed as a parent, guardian or emergency contact may sign out a student for an early dismissal. Individuals **NOT LISTED** will not be allowed to pick up a student, **UNLESS** the parent/guardian provides permission via the phone.
- **ALL** adults must present proper identification (a valid photo ID) when requesting an early dismissal for a student dismissal. **NO EXCEPTIONS.**
- Parent/Guardian **MUST** come into the building to request an early dismissal.
- A student **MUST** be present in second period (official attendance period) in order to be marked present for that day. Therefore, **ANY** student who receives an early dismissal prior to this time will be marked absent for the remainder of the day.

Please note: For safety reasons, the School will deny an early dismissal in the event that any of the above procedures are not followed.

IMMEDIATE DISMISSAL DUE TO HEALTH EMERGENCIES

In the event that there is a public health emergency and a student begins showing signs or symptoms of an illness, parents/guardians must be able to accommodate an immediate dismissal of the student from school.

COMMUNICATION DURING A HEALTH EMERGENCY

It is crucial that the School is able to get in contact with all Freire students and parents/guardians, especially in the event of a global health emergency. It is critical that students and parents/guardians check and read their emails regularly and answer any texts or phone calls from the School in an all virtual environment. It is imperative that you do not block the phone numbers the school uses to communicate with you as that will prevent us from alerting you to an emergency in addition to missing important information.

VIRTUAL PARENT MEETINGS

In the current health environment, it is important that parents/guardians are able to participate in virtual parent meetings when necessary. This has been made possible by providing Chromebooks and ensuring every student has internet access. We ask that parents/guardians make every effort to attend and engage in virtual parent meetings in the same manner as a meeting in which they previously would have been called into the school to meet.

ID CARDS PROCEDURE

Identification pictures will be taken at orientation and then again on a make-up day. Any student who is not present during either of these opportunities WILL NOT receive a picture ID. Students should carry their student ID cards with them at all times and produce them if requested by a staff member. A student's first ID card is provided free of charge. If the card is lost it can be replaced for a fee of \$5. IDs that become worn out will be replaced free of charge.

LOCKER PROCEDURE

All lockers are assigned at the discretion of the Assistant Head of School, Ruble Harris for the convenience of each student and remain the property of Freire. All students who receive permission to use a locker must sign an agreement stating the terms and conditions for its use. Students are to only use the locker assigned to them. Sharing lockers is not permitted. As the School reserves the right to inspect lockers, students must open them upon request. All items found in lockers not assigned to that specific student, will be removed. The School reserves the right to periodically and randomly inspect lockers.

EXTRACURRICULAR PROGRAMMING

ATHLETIC ELIGIBILITY

A student who participates in interscholastic athletics at Freire Charter School Wilmington, which is a member of the Delaware Interscholastic Athletic Association, Inc. (D.I.A.A.), must adhere to the D.I.A.A. eligibility rules for student athletes.

To be eligible to participate in a sport, you must follow the guidelines below:

- **Academic/Behavioral Expectations:**
 - Must be passing 5 of your classes.
 - Must come to school on time.
 - Must submit a doctor's note to return to school and to participate in sports if absent for three days or more.
 - Must not be suspended or have any serious* discipline issues for the reporting period.
- **Assessment of Eligibility:**
 - Athletic participation lists will be generated on the 15th and the 30th/31st of each month. Any students who do not meet the expectations outlined above will not be able to participate for a 5-day period. After 5 days, the ineligible student's academic record will be checked again. If they meet the eligibility requirements, they will be cleared to play until the next eligibility period. **There will be no exceptions.**
 - In accordance with D.I.A.A. regulations, any student who failed more than one course in the quarter on their most recent report card will not be eligible until the following quarter when new report cards are issued.
- **General Expectations for Student Athletes:**
 - Must be a leader inside and outside of the school.
 - Must get and complete all work covered and missed while away from school due to a game.
 - Must have a physical completed before joining the team.
 - Must have a parent permission form completed.

*Serious discipline issues are defined as a write-up for defiance, disrespect, or disruption.

Students who become 19 years of age on or after June 15th immediately preceding the school year shall be eligible for all sports during the current school year provided all other eligibility requirements are met.

BREAKFAST AND LUNCH PROCEDURES

Breakfast is served in the cafeteria from 7:00 – 7:30 a.m. Breakfast will be available after the bell for any student who arrives before 7:45 a.m. Lunch is available during the 32-minute lunch period for each grade. Breakfast and lunch are free of charge for all students. There is no sign-up process required. Students simply have to present their school ID or student ID number to the cafeteria staff each day.

Students and parents may not order food to be delivered to the student at school. If a parent drops off food for a student, every effort will be made to get the food to the student during the lunch period. If food is delivered after the lunch period, it will be given to the student at the end of the day.

TRANSPORTATION PROCEDURE

Transportation is provided to all Freire Charter School students. **All Freire Code of Conduct standards must be upheld while students are commuting to and from school regardless of their transportation method.**

Students walking through the neighborhood surrounding Freire from their designated drop-off area are expected to always be kind and respectful to others on the sidewalks, at bus stops, and at local businesses. Loitering, littering, or unruly behavior will not be tolerated in the neighborhood around the school.

Families will identify the method of transportation (school bus, public, or private) that works best for them and inform the school before each school year. If a change in transportation needs to be made during the year, please contact the Co-Head of School, Nathan Durant.

SCHOOL BUS TRANSPORTATION

School buses at hub stop locations will be provided for students living more than two miles from the school. All stops will be hub stops and any stops in developments will be at the front of the development. Bus transportation is a privilege, not a right.

Only Freire Charter School students are able to board and ride buses contracted with our school. Parents or other unauthorized persons may not board the bus at any time. If you have a concern or issue about the bus, please contact the Co-Head of School, Nathan Durant so that it can be resolved appropriately.

Students may ride only on the buses they are assigned and must be picked up and dropped off at their assigned bus stop. A student's parent must contact the Co-Head of School, Nathan Durant to request that a student be permitted to depart at an alternative stop. If a student is going home to another student's house, authorization from both students' parents is required. Students will not be provided DART cards for this purpose.

Students should arrive at their bus stop 5-10 minutes prior to the scheduled pickup time. The bus has to run on schedule and cannot wait for those who are tardy.

Students must follow the directions of the bus driver promptly and respectfully at all times. The driver is in full charge of the bus and students. Students must remain seated (backs to the seat, facing the front of the bus) and keep the aisles clear at all times while the bus is in motion.

Students must not stand or try to get on or off the bus until the bus has come to a complete stop.

The driver may assign each student a seat. This may be done for the entire bus, or specifically for students who are in need of increased supervision. The bus driver has the right to change seats at any given time, even during the route, to help limit distractions and ensure the safety of all bus riders. Refusal to move is considered a safety violation and will be handled accordingly.

Students should keep the bus clean, sanitary, and orderly. Food and drink are not permitted on school buses. Damage to bus will result in the assessment of replacement costs and other disciplinary consequences.

Students bringing personal items onto the school bus do so at their own risk and the School is not responsible for damage, loss or theft of these items. Gym bags, sports equipment, band instruments or any school project shall not be placed in aisles or areas near the bus entrance or emergency door. Items of this nature are not allowed on the bus unless they can be safely secured without endangering the safety of other students. If they cannot be safely secured, the student must arrange alternative transportation.

PUBLIC TRANSPORTATION

Students may also elect to use public transportation to get to and from school. Students who choose to use DART will be provided a DART card for the appropriate number of rides within a given period of time. **DART cards are the student's responsibility and will not be replaced by the School if lost or stolen.** Students are to use their DART cards only for themselves and for a single ride to and from school. When a card is completed or no longer has enough credit, the card should be returned to the Co-Head of School, Nathan Durant in order to receive a new one.

Students should arrive at the DART bus stop 5-10 minutes prior to the scheduled pickup time. Students are responsible for paying attention to board the correct bus and signal the driver to depart at the correct stop.

Students must adhere to the Bus Riding Safety Practices as defined by DART First State. These include:

- Waiting until the bus has completely stopped before entering at the front door
- Waiting until the bus has completely left the stop before crossing the street
- Acting courteously and respectfully toward others
- Refraining from smoking, eating or drinking on the bus
- Refraining from rude language or unruly behavior
- Storing all their articles out of the aisle
- Keeping the volume of conversation or music devices low as to not disturb other riders

Neither DART nor the School are liable or responsible in any way for personal items that are lost or misplaced on a bus. DART First State maintains a Lost & Found Service as a courtesy for its riders. Found items forwarded to DART First State are held for a period of 30 calendar days from day of receipt.

PRIVATE TRANSPORTATION

Students may also choose to arrive to school by parents driving them, or by walking. **All drop-offs and pickups must happen in the parking spaces on Market Street between 14th Street and 15th Street labeled for loading during morning and afternoon hours.** Parents who need to come into the school during the day beyond the loading zone hours must use the school parking lot. The school parking lot is located behind the school building and can be accessed via Orange Street. **Students may not drive to school. Parking will not be available for any student vehicles.**

Any students walking to and from school need to remain courteous of the neighboring areas. Loitering, littering, and unruly behavior will not be tolerated. All Freire standards of conduct still apply while walking to and from school.

AFTER-SCHOOL TRANSPORTATION

After-school activities are an important part of a student's high school career. Freire does not provide a school bus for after-school transportation. Students must use DART First State or have a parent pick them up when participating in after-school activities. DART cards will be provided for students participating in after-school activities who are not using DART as their primary means of transportation. The school building closes at 5:00 p.m.

EVENT PARKING

A parking facility near to the school (1200 N. Orange St) will be designated for use during school events (Back to School Night, parent-student-teacher conferences, exhibition nights, etc.). This parking lot is only to be used and will only be validated for specified events. Reminders about the parking location will also be included in communications prior to each event.

TRANSPORTATION MAP

Please review the transportation map below to locate the appropriate drop-off locations, walking routes, and school parking lot.



EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

All school closings (whether a closure or delayed start a prior to opening or an early dismissal closure during the school day) will be listed on the Delaware notification website, <http://schoolclosings.delaware.gov>. Information will also be distributed through the SchoolMessenger system (automated phone calls and text alerts for those who have signed up). To sign up for alerts, please contact the Co-Head of School, Nathan Durant. While information may be available from local TV and radio stations, the Delaware notification site is the official information source. We will make every attempt to inform parents of emergency closings and delayed openings before 6:00 a.m.

EMERGENCY PROCEDURE

The school maintains emergency procedures as part of its Comprehensive School Safety Plan that are available for review.

TELEPHONE CALLS

OUTGOING CALLS FROM STUDENTS

Students will be allowed to use the school phones for emergency reasons. Students who need to use the phone should approach the Administrative Assistant at the front desk or an administrator.

INCOMING CALLS TO STUDENTS

Students often receive emergency phone calls from parents with messages. We will not interrupt a class with these messages unless it is a dire emergency. If the situation is not deemed an emergency, a message will be taken and given to the student after class has ended. Any phone message received after 2:30 will be attempted to be communicated to the student but message relay cannot be guaranteed.

VISITOR PROCEDURE

All visitors to the School including parents, mentors, vendors, contractors, etc. should first sign in with the receptionist. Visitors will be given a nametag, which they must wear at all times while in the building. The nametag will say "VISITOR" and the date of the visit. **Any visitor who fails to adhere to this policy will be considered a trespasser. The administration will deal with trespassing by contacting the police.**

All visitors are required to follow the School's current health and safety plan. Any visitor who violates these health guidelines will be asked to leave the school building.

PARENT VISITATION

The administration and faculty of Freire Charter School Wilmington consider the parents/guardians as our partners in the educational journey of the students who attend our school. In order to make your visit to Freire better for you and us, and safe for all students, we ask the following:

- Please schedule your visit in advance. A phone call to the school will alert all staff of your presence.
- Classroom visits must be approved by the Co-Heads of School and scheduled through the respective teacher.
- If you desire a conference with a teacher, make an appointment through the office of the Co-Heads of School. Classes will not be interrupted for this purpose.

All visitors must abide by the above visitor policy or risk being denied entrance to the school.

FIELD TRIPS

Field trips are an essential part of learning. At Freire, students are required to participate in field trips unless a parent gives notice as to why a child is not permitted to participate. In order to ensure student safety, the school requires that a student's parent/guardian complete a permission slip for field trips. Freire offers the option for parents/guardians to give consent for any and all field trips or educational activities that may occur outside the school building which are held during regular school hours and within New Castle County. There will be a parent communication prior to any field trip and parents will have the option to request that their child remain at school rather than participate in that field trip. Separate permission slips will be required for trips outside of New Castle County or which start before or end after regular school hours. The appropriate permission slip must be signed by a parent/guardian and returned to the School by the deadline, either on paper or through the school's online permission slip platform. **The school cannot accept verbal consent or any other form of parent/guardian authorization besides the fully completed and signed permission slip.** The School reserves the right to deny participation in field trips or activities at the discretion of school administration.

Note that as of the time of publication, the School's health and safety plan dictates that all field trips are suspended until further notice.

In addition, **STUDENTS WHO HAVE NOT RETURNED THE APPROPRIATE PERMISSION SLIP PAPERWORK MAY NOT ATTEND THE TRIP. THE SCHOOL WILL NOT ACCEPT VERBAL PERMISSION FROM PARENTS.**

LOST AND DAMAGED PROPERTY

SCHOOL PROPERTY

Students are responsible for taking care of and returning school property provided for their use – including but not limited to books, lockers, lab equipment, laptops, sports uniforms, sports equipment, etc. Families will be billed for lost or damaged items. Students will be required to pay off all account balances prior to receiving transcripts or diplomas.

PERSONAL PROPERTY

Freire Charter School Wilmington is not responsible for students' or community members' personal property brought onto the school's campus or to any school activities regardless of location. Students and visitors are responsible for ensuring that their personal property is secured against theft or loss at all times. Valuables such as wallets and phones should be kept with you or locked at all times, never left unsecured and unattended.

FREEDOM OF EXPRESSION

The Constitution of the United States guarantees a student's right to freedom of speech. This right is guaranteed in school unless the right to express themselves causes one or more of the following consequences:

- a) Materially and substantially interferes with the education process
- b) Threatens harm to the school or community
- c) Encourages unlawful activity
- d) Interferes with another individual's rights

In these circumstances the School will take action necessary to protect the educational environment. Student publications, handbills, announcements, assemblies, group meetings, buttons, and other means of communication must conform to the following additional conditions:

- a) All posted, distributed or printed material must be presented to Co-Head of School, Nathan Durant or his designee for approval prior to distribution or posting
- b) Identify at least one student who is interested in posting or distributing the information
- c) The students must obey laws governing libel and obscenity

NON-DISCRIMINATION POLICY

Freire Charter School Wilmington does not discriminate against any community member, applicant, or any other person because of race, color, religious creed, ancestry, national origin, gender, sexual orientation, age, disability, or any other protected status. In addition, Freire Charter School Wilmington, in alignment with Delaware’s Gender Identity Nondiscrimination Act of 2013, prohibits discrimination on the basis of gender identity or expression, including the right to be called by a person’s preferred names and pronouns. Freire Charter School Wilmington takes affirmative action measures to ensure that community members are treated without regard to their race, color, religious creed, ancestry, national origin, gender, sexual orientation, disability, and/or age.

TITLE IX

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Please contact the Co-Head of School, Nathan Durant, who is serving as the Title IX Coordinator, with any questions or concerns.

CORPORAL PUNISHMENT

The physical punishment of students for infractions of the discipline policy is strictly prohibited.

School authorities may use reasonable force under the following circumstances:

- To quell a disturbance
- To obtain possession of dangerous objects
- In protection of persons or property

SECLUSION AND RESTRAINT POLICY

Freire has seclusion and restraint standards and safety procedures in place to ensure the safety of all individuals. All Freire staff are prohibited from imposing any type of physical, chemical, or mechanical restraint and seclusion on students, except under specific conditions and in conformity with the standards established by 14 Del. Code § 4112 F. Staff shall receive annual training regarding the use of restraints and crisis prevention, provided by the Delaware Department of Education.

PARENTAL NOTIFICATION OF USE OF PHYSICAL RESTRAINT

If a student is restrained, the school shall notify the parents no more than 24 hours after the physical restraint is used. If physical restraint is included in a student’s IEP, the IEP Team, including the parent, should determine a timeframe and manner of notification of each incident of physical restraint.

HEALTH SERVICES

WELLNESS POLICY

Freire Charter School Wilmington is fully committed to doing anything and everything it can to provide for, facilitate, and maximize student achievement and success at Freire, in college, and throughout life. This commitment to student achievement and excellence is behind Freire’s wellness policy. Ubiquitous research shows clearly that students who eat better do better in school. Research also shows that students who participate in physical activity several times or more during the week outperform their peers who do not participate in frequent physical activity. This policy is in place in order to realize Freire’s commitment to students and to comply with provisions of the Healthy, Hunger-Free Kids Act of 2010 and its implementing regulations, specifically 7 CFR §210.31.

GOALS

In the coming years, as Freire continues to grow and to excel, so, too, will the level of student and staff wellness. Our overall goal is to promote healthy eating and living as well as help prevent and reduce obesity in our students. Our vision includes that one day, all students and staff will participate in safe, healthy physical exercise. Our specific program goals are that Freire students will:

- Be drawn to healthy practices.
- Be drawn to physical exercise and healthy eating.
- Demonstrate fundamental knowledge of health and nutrition.
- Know how to care for themselves.
- Demonstrate their knowledge of how to provide basic care for others through the life cycle.
- Monitor their own health and command strategies for addressing the health problems of others.

PROGRAMS

Freire's graduation requirements include one credit of physical education and one-half credit of health. In health education, students will delve into sex education, body systems and maintenance, diseases and disease prevention, nutrition, exercise, drug and alcohol prevention, and overall wellness. Our physical education course promotes exercise as a part of maintaining good health.

Freire students also have the opportunity to participate in a variety of extracurricular athletic programs such as basketball, cross country, track & field, cheerleading, and yoga. In the future, the school may examine the idea of making participation in at least one sport per year a mandatory part of a Freire education.

FOOD STANDARDS AND SALES

All foods and beverages that Freire provides to students through the National School Lunch Program shall meet applicable standards and nutrition guidelines. In accordance with 14 Del. Code § 4136, Freire shall not serve or make available to students any food or beverage containing industrially produced trans-fat, before, during, or after regular school hours. Freire uses the Community Eligibility Provision to provide school breakfast and lunch to any student free of charge. In order to promote inclusivity and comply with **federal regulations, Freire does not permit the sale of foods or beverages to students on school property until 30 minutes after the end of classes. All food and beverages available to students during the school day must be provided free of charge. Marketing of any food items at any time is strictly prohibited.**

Food and beverage items to be provided, but not sold, to students during the school day should not encourage unhealthy eating habits. Freire not use food as a reward unless the reward promotes a positive message. We also encourage parents to send their children with healthy food to school or to participate in the school's healthy foods initiatives when offered.

In order to maximize attention, concentration, and learning potential, Freire encourages the selection of healthy snacks such as fresh fruit, granola bars, yogurt, dried fruit, and water. Such foods provide extended hours of energy for learning, whereas sugary snacks provide only short-term energy followed by a crash. We discouraged fried foods or those with high amounts of added sugar.

POLICY REVIEW PROCESS

Freire invites the wider school community to provide input and participate in the review and implementation of this policy. This includes students, their families, school board members, the general public, and school staff including administrators, physical education teachers, health professionals, and food service staff.

In order to make information about Freire's school wellness programs and to solicit public input, this policy will be posted on the school's website. Information describing any updates made to the policy will be posted along with the policy itself no less than annually.

As required under USDA regulations, once every three years Freire will conduct a community review of this policy ("triennial assessment"). Freire will make a good faith effort to include representatives from the school community as described above in the process. The review will:

- Assess the school's compliance with and measure the implementation of the policy
- Evaluate the school's progress toward meeting the goals defined in the policy
- Review and consider evidence-based strategies and techniques in developing specific goals
- Examine how Freire's policy compares to model policies

After conducting the review, Freire will create a report on the findings and update this policy in response to the findings. The report will be posted on the school's website along with the policy and description of updates.

RESPONSIBLE SCHOOL OFFICIAL

The school official responsible for the implementation and oversight of this policy to ensure Freire's compliance with it is the Co-Heads of School.

RECORDKEEPING

Freire will comply with all applicable recordkeeping requirements. This includes retaining a copy of this policy and triennial assessment reports. Requirements also include documentation of community involvement and the public availability of the policy and reports. This is not intended to be an exhaustive list of records required. Changes to Freire's food standards or other areas of the wellness policy may create additional recordkeeping requirements. The retention period will be the longer of any requirement under school policy or state or federal regulation.

SCHOOL NURSE

A nurse is on duty every school day.

EMERGENCY TREATMENT CARDS

All students must turn in an emergency treatment card at the beginning of the year. If a student's emergency contact information, insurance information, or medical conditions change during the year, please contact the nurse to update the form.

STUDENT ILLNESS

If a student becomes ill in class and is no longer able to stay in class and work, a teacher will send him or her to the nurse with a hall pass. The hall pass must specify the nature of the complaint. The nurse will determine whether or not the student is able to return to class. If the nurse determines that a student needs to leave school, the nurse will contact a student's parent/guardian and request that they pick up their student. The nurse is the only person who has the authority to determine that a student must leave for the day.

MEDICAL EMERGENCIES & ACCIDENTS

In the event your child has a medical emergency (defined as an incident that requires immediate medical attention), we will make him/her comfortable and begin appropriate first aid procedures. If your child needs to be transported to a hospital, an ambulance will be called. A school staff member will accompany your child to the hospital and stay with him/her until you arrive. If you cannot be reached, we will attempt to contact the emergency numbers you have listed as emergency contacts.

COMMUNICATION WITH OUTSIDE MEDICAL PROVIDERS

For a student who has not reached the age of 18, Release of Information forms shall be signed by the parent, guardian, or relative caregiver in order for a primary care physician or healthcare professional to communicate with School personnel regarding any treatment of a student. Notwithstanding the foregoing, communications between healthcare professionals and School staff regarding any treatment of a student may occur for any student 14 years or older who has provided consent for voluntary outpatient treatment in accordance with 16 Delaware Code § 5003. Students age 18 or older may sign releases for their own medical information. In accordance with HIPAA and FERPA guidelines, releases shall be signed before communication may take place. Communications without signed releases in emergency situations may occur in accordance with HIPAA and FERPA regulations and guidelines.

If a parent refuses to sign a release form, the School will explain the reasons a release would be advantageous to the student, for example in instances where a concern has been expressed regarding bullying or suicide warning signs.

PRESCRIPTION MEDICATION ADMINISTRATION POLICY

Ideally, the administration of medication should take place at home. However, students with health problems may require medication administration during school hours in order to function optimally in the classroom. If a physician determines that a student has such a need, Freire Charter School Wilmington will administer the medication under the following procedure:

- The student’s legal guardian, in conjunction with the student’s Physician, must fully complete a form designated by the School. This form is available upon request from the school nurse. This form MUST be returned to the school nurse.
- Upon receipt of the properly completed form, the school nurse will review and approve the document.
- The student’s parent/guardian will supply the medication. The medication must be properly labeled and packaged by a Registered Pharmacist.
- All medications MUST be personally delivered by the parent/guardian to the nurse. The nurse will not accept medication from anyone but the parent/guardian.
- The medication will be kept in a locked and secure place at all times.
 - EXCEPTION: An exception will be made when the prescribing doctor requires student to have medication on them at all times. This directive must be stipulated on the MED-1 form and should be required only when necessary. In these cases, a medication plan will be required. Examples of medications that may require an exception are:
 - Epinephrine auto injectors
 - Asthma inhalers
- The medication will be administered to the student per the Physician’s instructions. Administration will be performed by the School Nurse or a senior school administrator in the absence of the Nurse. A written record of each administration will be made.
- When deemed necessary, as determined by the School Nurse, a medication plan will be established. This plan will be shared with all relevant staff, as well as the student and parent.
 - A personalized medication plan will be created for all students who require self-administration and possession of medications (i.e. epinephrine auto injectors, asthma inhalers, insulin).

SUICIDE PREVENTION POLICY

Freire Charter School Wilmington (“the School”) recognizes the serious problem of youth suicide and acknowledges that providing this policy for schools and districts related to youth suicide recognition and prevention is very important. The School also acknowledges that youth suicide is a complex issue which cannot be addressed by the School alone. This Suicide Prevention Policy outlines the School’s suicide prevention program and meets the requirements of 14 Delaware Code § 4124, relative to Suicide Prevention.

SUICIDE PREVENTION TRAINING FOR SCHOOL EMPLOYEES

Each employee of the School must participate in at least ninety minutes of training in suicide prevention within each contracted school year as provided in 14 Delaware Code §1305(e). The training materials will be evidence-based and approved by the Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families. All School employees must provide evidence or proof of participation and completion to the School. The School will maintain a log to record that all staff have completed the appropriate training.

SUICIDE PREVENTION COORDINATING COMMITTEE

Freire Charter School Wilmington will establish a committee that will be responsible for coordinating the School’s Suicide Prevention Program. The committee will include the Assistant Head of School, Ruble Harris, the school nurse, and any other individuals deemed appropriate. The committee will determine what additional steps are warranted as part of a suicide prevention program beyond annual staff training and a procedure for reporting suicide warning signs.

REPORTING OF SUICIDE WARNING SIGNS

REPORTING BY EMPLOYEES

Any Freire Charter School Wilmington Employee who notices a student demonstrating warning signs of suicide, suicidal ideation, or threatening, attempting, or acting on suicide or self-harm is required to report this observation to the Assistant Head of School, Ruble Harris or the Co-Heads of School immediately. This must be treated as a mental health concern and the employee must follow the School's emergency procedures. Assistant Head of School, Ruble Harris will maintain a record of all such reports.

In the event of an active suicide attempt or another situation in which the student is in immediate danger, the staff member must treat the situation as a mental health emergency and immediately call the Assistant Head of School, Ruble Harris or the Co-Heads of School. In these situations, it may not be possible for the School to protect that anonymity of the reporting staff member.

If the student is not in immediate danger but has demonstrated warning signs of suicide, this should still be reported immediately to the Assistant Head of School, Ruble Harris. This report should be made in person, by phone, or via e-mail. If the reporting staff member wishes to remain anonymous, the staff member must state this request when making the report. When requested, the School will take all practical steps to protect the identity of the reporting individual.

REPORTING BY STUDENTS AND OTHER COMMUNITY MEMBERS

Any student, volunteer, or other community member may report warning signs of suicide directly to Assistant Head of School, Ruble Harris or to any School employee. Employees who receive a report from another community member should immediately connect the individual directly to the Assistant Head of School, Ruble Harris if the reporting individual is willing. Otherwise the staff member must take a detailed report and immediately share all information with the Assistant Head of School, Ruble Harris. All reports from non-employee community members will be kept anonymous to the greatest extent practical.

RETALIATION RESTRICTIONS

No employee, School volunteer, or student shall be retaliated against for reporting a student thought to be demonstrating the warning signs of suicide. A School employee, School volunteer, or student is individually immune from a cause of action for damages arising from reporting warning signs of suicide in accordance with these procedures unless that reporting constitutes gross negligence and/or reckless, willful, or intentional conduct.

COMMUNICATION REGARDING TREATMENT OF STUDENTS FOR SUICIDE ISSUES

Please see Communication with Outside Medical Providers in the Health Services section for the School's policy on this topic.

STUDENT PRIVACY

The School will follow all applicable privacy laws and regulations with regard to reports of students who were reported to exhibit suicide warning signs, communications regarding treatment of students for suicide issues, and all related records. Applicable laws may include but are not limited to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

TREATMENT FOR SUICIDE ISSUES

After confirmation that a student has demonstrated suicidal ideation or suicidal behavior, the student will be evaluated by a licensed healthcare professional or a non-licensed healthcare professional working under the supervision of a licensed healthcare professional.

The recommendations from the healthcare evaluation which are pertinent to managing the student's risk in school will be shared at a meeting between the student, parent/guardian, and an appropriate School administrator prior to the student's return to school. Recommendations will be shared with School personnel who are responsible for their implementation.

Emergency evaluations may be obtained from hospital emergency departments; a licensed healthcare professional; a physician; or nurse practitioner; or from the state's Child Priority Response Mobile Crisis Service if the student is under 18 years of age, or from the Adult Mobile Crisis Service if student is between the ages of 18-21.

ACKNOWLEDGEMENT OF RISK

In the event that Freire returns to in-person learning, either in a hybrid model or full-time, the School has developed a health and safety plan in accordance with all local, state, and federal health guidance. However, the School cannot be the guarantor of health for all students and every individual family should make its own decision about their own health and abide by local guidelines and school rules. Students and families must comply with the School's health and safety plan, whether participating in virtual learning or in-person learning.

Families and students must notify the school of any observed or potential violations of such health guidelines. In order to preserve public health and safety, every member of the Freire community needs to observe the rules, which are subject to change in accordance with any changing guidelines.

THERMAL IMAGING, TEMPERATURE CHECKS, AND ISOLATION

In an effort to keep the Freire community safe, students may be subject to thermal imaging camera screenings, temperature checks and, if presenting symptoms of a highly contagious illness, be placed in an isolation room in the building until they are able to be picked up by a parent/guardian. All information collected will be kept confidential to the extent required by applicable law.

FOSTER CARE POLICY

The Every Student Succeeds Act (ESSA) Foster Care Provisions establish, enhance, and formalize collaborative working relationships between schools and child welfare agencies.

BEST INTEREST DETERMINATION

Freire ensures that foster students' best interests are in mind. This means that foster students shall remain at Freire (school of origin), unless it is determined that it is not in his/her best interest. If remaining at Freire is not in his/her best interest, immediate enrollment in a new school and the transfer of school records shall be carried out by Freire.

TRANSPORTATION

In collaboration with local child welfare agencies, Freire will develop written procedures for how transportation will be provided, arranged, and funded for the duration of a child's time in foster care.

FOSTER CARE POINT OF CONTACT (POC)

The Assistant Head of School, Ruble Harris, is Freire's Foster Care Point of Contact. The Foster Care POC will coordinate with state and local child welfare agencies, the State's Foster Care POC, and other school administrators regarding the following responsibilities:

- Facilitation of professional development and staff training of Title I foster care provisions and needs of foster students, as needed
- Best Interest Determination and documentation
- Transfer of student records, including immunizations, medical records, IEPs and Section 504 plans to ensure immediate enrollment
- Facilitation of data sharing and reporting, consistent with FERPA
- Development, implementation, and coordination of local transportation procedures
- Special education programming
- Ensuring the educational stability and safety of all foster students

HOMELESS STUDENTS POLICY

The Board of Directors ("Board") of Freire Charter School Wilmington ("School") recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other School students. The Board shall make reasonable efforts to identify children experiencing homelessness, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with the McKinney-Vento Act and other federal and state law and regulations.

Specifically, Freire Charter School Wilmington shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education provided to other children and youths.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in Schools of homeless students, based on the recommendation of the Assistant Head of School, Ruble Harris.

DEFINITIONS

HOMELESS STUDENTS

Homeless students are defined as individuals lacking a fixed, regular, and night-time residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

MIGRATORY CHILDREN

The term “migratory children” means children who are, or whose parent or spouse are, migratory agricultural workers, including migratory dairy workers, or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain temporary or seasonal employment in agricultural or fishing work, or to accompany a parent or spouse who is doing so.

DELEGATION OF RESPONSIBILITY

The Board designates the Assistant Head of School, Ruble Harris or his designee to serve as the School’s Liaison for homeless students and families.

THE SCHOOL’S LIAISON SHALL COORDINATE WITH:

- Local service agencies that provide services to homeless children, youth and families
- School districts on issues of records transfer, per pupil allocation, transportation and special education programs to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated
- State and local housing agencies responsible for comprehensive housing affordability strategies

THE SCHOOL LIAISON HAS THE FOLLOWING RESPONSIBILITIES:

- Identify homeless children and youth
- Inform parents or guardians of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children
- Disseminate public notice of the educational rights of homeless students where children and youth receive services under the Act and forms to such places as schools, family shelters, and food pantries
- Mediate enrollment disputes in accordance with the Enrollment Dispute section and ensure immediate enrollment pending resolution of disputes
- Inform the parent/guardian of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services
- Assist children and youth who do not have immunizations or immunization or medical records to obtain necessary immunizations or immunization or medical records
- Understand the Delaware Department of Education guidance issued for the education of homeless students in order to distribute information on the subject as well as to present workshops for school personnel, including office staff

BEST INTEREST DETERMINATION

The School ensures that the best interests of students and families experiencing homelessness are in mind. This means that homeless students shall remain at the School (school of origin), unless it is determined that it is not in his/her best interest. If remaining at the School is not in his/her best interest, the necessary transfer of school records shall be carried out by the School to ensure the student's immediate enrollment in a new school.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Freire Charter School Wilmington to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Freire Charter School Wilmington will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

STUDENT RECORDS CONFIDENTIALITY

Freire Charter School Wilmington will comply with the guidance given in 14 Delaware Code § 4111 regarding disclosure of student records.

EXTERNAL RECORDS SHARING WITH ONLINE PLATFORMS

By participating in the 1:1 Chromebook program, as with most software and websites, you are agreeing to the terms of use and privacy and data sharing provisions, including those of G Suite, Google Classroom, Zoom, Edmentum (Study Island), IXL, GoGuardian, Gaggle, etc.

You can find the Terms of Service for these platforms below:

- G Suite: https://gsuite.google.com/terms/2013/1/premier_terms.html
- Zoom: <https://zoom.us/terms>
- Edmentum (Study Island): <https://www.edmentum.com/terms-of-use>
- IXL: <https://www.ixl.com/termservice>
- GoGuardian: <https://www.goguardian.com/eula/>
- Gaggle: <https://cdn.gaggle.net/termservice.html>

If you have any questions or concerns, please contact the Co-Heads of School.

ANNUAL FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Co-Heads of School a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Co-Heads of School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A few exceptions exist, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests or to any entity authorized to receive directory information as authorized by The Elementary Secondary Education Act (ESSA). With the exception of the parameters established in item 4 below, a school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. In addition the school, will release any and all information necessary to the Delaware Department of Education relating to student information either directory or not, that is necessary to ensure the proper operation of school functions and student safety. Also the school will provide authorized Military Recruiters access to directory information so that student can receive relevant information to future career opportunities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

STUDENTS WITH DISABILITIES

Freire Charter School Wilmington is committed to complying with the requirements of the Individuals with Disabilities Education Act (IDEA) and Title 14, Chapter 31 of the Delaware Code.

IDENTIFICATION OF STUDENTS WITH DISABILITIES

Freire Charter School Wilmington provides and maintains special classes and facilities to meet the needs of our students with disabilities to the extent required by law. The School will identify, locate and evaluate, or reevaluate, any children with disabilities enrolled in the School, including children with disabilities who are homeless children or wards of the State, regardless of the severity of the disability, and who are in need of special education and related services.

PARENTS OF STUDENTS WITH DISABILITIES COUNCIL

Pursuant to 14 Delaware Code § 3125, parents of students with disabilities may form a council to advocate generally for students with disabilities and provide person-to-person support for individual parents and children. Such parents may also collaborate and coordinate with existing parent groups and other information and support groups, including those from other charter schools and school districts, to facilitate creation, maintenance, and effectiveness of a parent council. Such parents interested in forming such a council should contact the Co-Heads of School.

APPENDICES

APPENDIX A: NONVIOLENCE AND COMMITMENT TO PEACE POLICY ACKNOWLEDGEMENT

The Board of Directors of Freire Charter School Wilmington recognizes the importance of nonviolence and peacefulness in the educational program and strives to offer all students an educational environment free from violence. Violence of any kind deprives students and staff of a safe environment for learning. Nonviolence has come to be a way of life inside Freire Charter School Wilmington, driven in large part by the students themselves. We ask all students and parents to acknowledge Freire's commitment to nonviolence.

My child and I have read, discussed, and agree to the following:

1. The nonviolence policy applies in school; on school grounds; in school vehicles; at designated bus stops; at activities sponsored, supervised, or sanctioned by Freire; and in any other situation where Freire has jurisdiction over a student's conduct.
2. Any act of violence is considered a violation of the code of conduct and may result in disciplinary consequences up to and including a recommendation that a student be expelled from Freire. Examples of acts of violence include hitting, fighting, destruction, weapons possession, intimidation, abuse, harassment, bullying, hazing, and sexual assault.
3. Unless leadership determines that there are extenuating circumstances requiring a different result, the disciplinary consequence for a student who engages in violence that causes physical harm to another individual will be a referral for a formal expulsion hearing.
4. Some acts of violence, including those listed above, may also constitute violations of the law of the State of Delaware. In those instances, law enforcement may be contacted by the school.
5. Freire offers proactive supports to students to prevent violence and uses restorative practices to respond to acts of violence. Supports may include orientation for new students, peer mediation programs, instruction in conflict resolution, connecting students and families with community resources such as family therapy and counseling, restorative circles, and other programs.
6. Freire students are expected to conduct themselves at all times in a manner that reflects a commitment to nonviolence. Students are expected to:
 - a. Act in a manner that affords all other students the opportunity to learn which is physically safe and free from distractions.
 - b. Admit mistakes, and take increased responsibility for their own learning and social actions.
 - c. Respect self and all others, and respect individual differences.
 - d. Behave appropriately while in school, on field trips, and in any forum where the student is representing the Freire community.
 - e. Avoid hurtful language.
 - f. Use appropriate channels to express concerns, fears, or complaints.

I, _____ (parent) understand that Freire is a nonviolent community, meaning that we resolve conflicts without violence of any kind. I promise to do my part to maintain a peaceful environment at Freire.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

I, _____ (student) understand that Freire is a nonviolent community, meaning that we resolve conflicts without violence of any kind. I promise to do my part to maintain a peaceful environment at Freire.

Student Name (Print)

Student Signature

Date

APPENDIX B: ANNUAL FIELD TRIP PERMISSION SLIP

During the school year, your student will have opportunity to participate in various field trips. By signing this form, you give your student permission to participate in all field trips held in the 2020-21 school year occurring in New Castle County and within regular school hours. Separate permission slips will be required for trips outside of New Castle County or which start before or end after regular school hours.

There will be a parent communication prior to any field trip and parents will have the option to request that their child remain at school rather than participate in that field trip. The staff members(s) planning the field trip will provide parents advance notice regarding the details of the trip including:

- Event Name and Description
- Destination
- Staff Member in Charge
- Date and Time of Departure
- Date and Time of Anticipated Return
- Location Students Dismissed from
- Method of Transportation
- Cost

If you do not wish your child to take a particular field trip, please notify the school in writing before the trip occurs.

The School reserves the right to deny participation in field trips or activities at the discretion of school administration.

This Permission Form will be kept on file by the school for the 2020-21 school year.

REQUIRED INFORMATION

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Cell Phone Number: _____

Address: _____

MEDICAL AUTHORIZATION

Second Parent Name: _____

Second Parent Cell Phone: _____

Emergency Contact 1 Name: _____

Emergency Contact 1 Cell Phone: _____

Emergency Contact 2 Name: _____

Emergency Contact 2 Cell Phone: _____

Physician's Name: _____

Physician's Phone Number: _____

Allergies: _____

Significant medical conditions and treatment: _____

Needs to receive the following medication while on trip (please include the dose and time the medication must be administered)*: _____

*All medication needed will be obtained by the staff member in charge of the field trip or event from the student's supply kept by the School Nurse.

PERMISSION AND RELEASE

Please choose **one** of the following options:

- I DECLINE** to give consent for all field trips for the 2021-22 school year at one time. I request to be provided with **individual permission slips** for each proposed field trip.

Parent/Guardian Signature

Date

I CONSENT to my child participating in all field trips for the 2021-22 school year, and by signing below I agree that:

My student has my permission to participate in planned field trips and events during the 2020-21 school year. I understand that I will be notified in advance concerning all field trips and events. I have fully read this Permission Form and sign voluntarily.

In case of an emergency, I authorize Freire staff members, employees, contractors, or volunteers associated with or in attendance of any of the field trips or events covered by this Permission Form to seek out and secure medical attention as may be necessary for my student as a result of injuries or other events requiring emergency care. I hereby release said staff member, employee or volunteer from any and all liability on account of such selection or authorization for any and all damages which occur on account thereof.

I understand that my student will be required to strictly adhere to all rules, regulations, and instructions about safety and protection of the participants, and that failure to comply could result in my student's exclusion from this and future activities, as well as additional behavioral consequences. I represent that I have communicated this information to my student.

I understand that Freire is not the insurer of the safety of my student and cannot assume the responsibility for spontaneous, unforeseeable injuries that could not have been prevented through the exercise of reasonable care.

I agree to release and hold harmless Freire Charter School Wilmington, its Board of Trustees, partners, officers, faculty, staff, consultants, interns, and volunteers from any and all liability, loss, damages, claims or actions for bodily injury and/or property damage in accordance with current state and federal law arising out of the participation in this program.

I certify that I am the legal guardian of _____ and I understand that all school policies and procedures, including discipline and behavior policies and field trip and event policies as outlined above, will apply to my child while on school sponsored field trips.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

APPENDIX C: ACKNOWLEDGEMENT OF THE HEALTH AND SAFETY PLAN AND VIRTUAL LEARNING PROVISIONS

OBSERVING THE HEALTH AND SAFETY PLAN

It is important that every member of the Freire's community observes and follows the School's health and safety plan. These health and safety measures are subject to change as we learn new information and guidance is released by local, state, and federal health officials. Ensuring your student observes these health measures protects the health of your child and all others in the school building. Violating the safety measures inherently violates the safety of others in the school community and therefore it is considered a serious offense, which will be met with disciplinary action as outlined in the Student and Family Handbook.

To preserve public health and safety, parents/guardians are obligated to inform the School if a student has tested positive or has been exposed to someone with COVID-19 and attended school in-person while potentially contagious. Every member of the Freire Wilmington community is obligated to notify the school of any observed or potential violations of the health and safety plan.

Freire Charter School Wilmington's health and safety plan will be available on the School's website.

ACKNOWLEDGEMENT OF RISK

In the event that Freire returns to in-person learning, either in a hybrid model or full-time, the School has developed a health and safety plan in accordance with all local, state, and federal health guidance. However, the School cannot be the guarantor of health for all students and every individual family should make its own decision about their own health and abide by local guidelines and school rules. Students and families must comply with the School's health and safety plan, whether participating in virtual learning or in-person learning.

IMMEDIATE DISMISSAL

Maintaining the health and safety of every member of the Freire community is of utmost importance. I understand that in the event of a public health emergency, if my student begins showing signs or symptoms of an illness, I (parent/guardian) will do my best to accommodate the immediate dismissal of my student from school.

THERMAL IMAGING, TEMPERATURE CHECKS, AND ISOLATION

In an effort to keep the Freire community safe, students may be subject to thermal imaging camera screenings, temperature checks and, if presenting symptoms of a highly contagious illness, be placed in an isolation room in the building until they are able to be picked up by a parent/guardian. All information collected will be kept confidential to the extent required by applicable law.

EXTERNAL RECORDS SHARING WITH ONLINE PLATFORMS

By participating in the 1:1 Chromebook program, as with most software and websites, you are agreeing to the terms of use and privacy and data sharing provisions, including those of G Suite, Google Classroom, Zoom, Edmentum (Study Island), IXL, GoGuardian, Gaggle, etc.

You can find links to the Terms of Service for these platforms in the Student and Family Handbook.

RECORDING OF STUDENTS

By having your child participate in audio/visual virtual learning or in-classroom learning where a teacher may be recording for virtual learning students, you give consent for their likeness, voice, and statements to be recorded as needed for educational purposes. Participation constitutes your consent under any applicable privacy laws, including the Delaware Recording Law (Del. Code. Title 11, § 2402).

VIRTUAL PARENT MEETINGS

In the current health environment, it is important that parents/guardians are able to participate in virtual parent meetings when necessary. This has been made possible by providing Chromebooks and ensuring every student has internet access. We ask that parents/guardians make every effort to attend and engage in virtual parent meetings in the same manner as a meeting in which they previously would have been called into the school to meet.

COMMUNICATION DURING A HEALTH EMERGENCY

It is crucial that the School is able to get in contact with all Freire students and parents/guardians, especially in the event of a global health emergency. It is critical that students and parents/guardians check and read their emails regularly and

answer any texts or phone calls from the School in an all virtual environment. It is imperative that you do not block the phone numbers the school uses to communicate with you as that will prevent us from alerting you to an emergency in addition to missing important information.

REMIND APP

The Remind App is a free service that lets school staff and teachers send quick messages via text, push notifications, or email to everyone involved in the class or group. The school will be able to stay in touch without revealing any personal contact information.

Communication is essential to ensure the Freire community remains connected. If you decline to participate, or do not check your alerts, you may miss important information.

Parent/Guardian Signature:

My signature below indicates that I have agreed to the terms above and have reviewed them with my child.

Parent/Guardian Name (Print) Parent/Guardian Signature Date _____

Student Name (Print) Student Signature Date _____

APPENDIX D: STUDENT CHROMEBOOK AGREEMENT

Freire Charter School Wilmington is issuing each student a Chromebook. This network-wide investment in student technology will enable us to facilitate student learning during times of prolonged virtual learning, while also enhancing our long-term ability to develop students' 21st Century skills including technology literacy, critical and creative thinking, and problem-solving.

The computing device will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students.

In order for your child to receive this computer, you must sign this contract indicating that you have reviewed this contract with your child and that you are both agreeing to the following terms:

Return of Chromebooks: The Chromebooks provided are Freire Charter School property; therefore, any Freire Charter School or Freire Schools employee may examine the Chromebooks and search their contents at any time for any reason. The school reserves the right to require the return of the Chromebook at any time, and the Chromebook must be returned if a student is unenrolled voluntarily or involuntarily or graduates.

Care of Chromebooks: Students are responsible for the general care of the device they have been issued by the school.

- No food or drink is allowed next to the device while it is in use.
- The device must remain free of any writing, drawing, stickers, other than any applied by Freire Charter School.
- The device must never be left in a car or any unsupervised area.

Software: Only legally licensed software/applications, media, or other data is permitted on the Chromebook. As this computer is the property of Freire Charter School, we have the ability to install and uninstall software at our discretion and remotely. Students may not download software/applications, media (including songs, photos, videos) without a Freire Charter School's or Freire Schools Network Office employee's prior approval.

- Students MAY NOT replace the provided operating system on the Chromebook with any custom software or applications.
- Students MAY NOT remove or modify any school-installed software/applications.

Privacy: Neither students nor parents/guardians have any right to privacy of any data saved on the Chromebook or in any Freire Charter School network drives. Freire Charter School and the Freire Schools Network Office has the ability to remotely monitor student activity on this Chromebook and will do so at its discretion. The School will never access the camera when the camera has not been activated by the student.

Furthermore, Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated Freire Charter School or Freire Schools staff to ensure appropriate use. Freire Charter School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws, and may give proper authorities access to email, files, and network usage data during the course of an investigation.

Saving Files: Students should not save files on the device. Freire Charter School will provide students locations to save their school-related work. All files left on the Chromebook will be erased upon its return, and the school can take back the device at any time. Freire Charter School and the Freire Schools Network Office accepts no responsibility for lost files. Therefore, students should never use the Chromebook to store information or files intended for personal use.

Remote Access: As these devices are being distributed during a school closure, there may be times with Freire School IT staff need to access your device remotely for installation of software or IT support. Students and parents are expected to comply with all requests for access. Freire Charter School and the Freire Schools Network Office also has the ability to remotely access the Chromebook for purposes, such as locating a lost device, software or program updates, IT support, etc., and may do so without notice to you or your child.

Technical Help: The student or parent/guardian is expected to contact Freire Schools IT Support at techsupport@freirecharterschool.org immediately if the Chromebook is not functioning properly or if you need general technical support.

Missing or Stolen Chromebook: If your student is missing their Chromebook and/or suspect it has been stolen, you are required to alert Freire Schools IT Support immediately at techsupport@freirecharterschool.org. If the Chromebook is stolen while on loan to the student, you (the parent/guardian signing below) are responsible for the entire replacement cost of the equipment, not to exceed \$300.

Media Access & Safety: Students will have access to all available forms of electronic media (websites, videos, files, etc.) and communication which are in support of in support Freire Charter School's educational goals and objectives. Some media and content have been blocked to better ensure the safety of our students. These filters do not replace the importance of parents/guardians in monitoring student Chromebook usage. Parents are expected to be partners in ensuring students' Internet safety.

School Rules: All rules, policies, and procedures of Freire Charter School that apply to students in school apply while using the Chromebook. School administrators may develop additional rules regarding use of the device in the future.

Acceptable Use: The student to whom the equipment is issued will be responsible at all times for its appropriate use. For more detail, please refer to the Freire Charter School Student Technology Policy which can be found in the Student & Family Handbook (summarized below)

- Acceptable use of Freire Charter School technology is any use that is consistent with the educational objectives of the school and in accordance to the Freire Charter School Code of Conduct. This includes student academic work, college exploration and research, and employment exploration and research and parents assisting students with understanding a school activity or using the device. For further clarification on uses not listed here, please refer to the school's Technology Coordinator or Freire Schools IT Support at techsupport@freirecharterschool.org. All use is subject to review by Freire Charter School and Freire Schools Network Office staff and administration.
- Students are responsible for good behavior on school computer networks just as they are on school grounds and in the community. Communications on the network are often public in nature and general school rules apply. Students must respect the rights of others in both the school community and in the global community.

Unacceptable Use: General examples of unacceptable Chromebook uses which are expressly prohibited include but are not limited to the following:

- **Personal Use & Use by Others** – The Chromebook is intended solely for the Freire student's educational use. Students are not permitted to use the computer for personal use. Family members and others are not permitted to use the Freire Charter School computer for any reason except for assisting a Freire student with a school activity or using the device. Parent use to participate in a parent-school family meeting is acceptable.
- **Illegal Activity** – It is unacceptable use to promote or engage in any activities which are deemed criminal under federal, state or local laws, including:
 - Copyright infringement (including utilizing peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other intellectual property, etc.)
 - Using the Chromebook to arrange for the purchase of illegal substances or alcohol.
 - Intentionally harming or destroying the hardware, software or data of another user, whether at Freire Charter School or at any site connected to the Internet. This includes, but is not limited to, the creation or spreading of computer viruses.
 - Engaging in cyberbullying, harassment (including sexual harassment) or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language. Cyberbullying and harassment are defined in the Freire Charter School Student and Family Handbook. Note that Freire may consider an action to be harassment regardless of whether it is considered harassment under the law. Any repeated or unwanted communication may constitute harassment. Any communication with the direct intention of harassing, threatening, implying, or otherwise causing harm to individuals and classes of individuals is a violation of school policy. Kinds of Harassment or cyberbullying include:
 - Sending/forwarding unsolicited email, junk mail, or propagating chain letters.
 - Email "bombing," spamming, etc.

- Inappropriate images, text, audio, commentary, etc. that demeans based on age, ancestry, citizenship, color, creed, disability, domestic or sexual violence victim status, ethnicity, familial status, gender expression, gender identity, genetic information, marital status, medical condition, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.
 - Forging electronic information.
 - Creating, altering, or deleting the attribution of origin (“from” in email, IP address headers, etc.).
 - Sending messages under someone else’s address or posing as another user in any way.
 - Taking a passive role as a bystander by encouraging a bully or willingly not taking any action to prevent abuse from occurring.
 - Doing any of the above through electronic applications including but not limited to email, Snapchat, Instagram, Tik Tok, etc.
- Other Unacceptable Uses – Other unacceptable uses of this Chromebook include but are not limited to:
 - Providing your password to another person or changing your system password. Users may be held accountable for actions performed under their account name if it has been determined that their account was negligently left accessible. If a user suspects their account security has been compromised they are required to immediately contact Freire Schools IT Support at techsupport@freirecharterschool.org.
 - Reposting a message that was sent to you privately without permission of the person who sent you the message. It is unacceptable to post private information about another person.
 - Posting personal contact information about yourself or other people. Personal contact information includes your address, telephone, work address, etc. It is unacceptable to agree to meet with someone you have met online.
 - Using this Chromebook for commercial use, including providing or purchasing products or services.
 - Using the Chromebook to access material that is profane or obscene. This includes pornography, inappropriate music or text, etc.
 - Opening an email attachment from an unknown source.

Notice Regarding Inappropriate/Illegal Content: The policy above states that students may not access any obscene or inappropriate content, that students should have no expectation of privacy, and that system monitoring may lead to the school discovering violations. Our automated monitoring system, Gaggle, uses technology and trained professionals to evaluate content 24 hours a day for potentially harmful content, messages, documents, images and more. If there is discovery of objectionable content or a potentially harmful situation, Gaggle alerts the school. Gaggle is also required by federal law to report suspected child pornography to the National Center for Missing and Exploited Children.

If Freire’s automated monitoring system discovers that a student has stored or sent sexually explicit images, parents and law enforcement will be notified if we suspect the student has committed a crime.

Terms of Acceptance: In accepting this Chromebook, the Freire student’s parent/guardian is responsible for returning this Chromebook on time in the same condition as when I received it. Furthermore, you understand that:

1. If, after an IT inspection, it is determined that Chromebook screen, hardware and/or casing is damaged, you will be charged repair or replacement costs.
2. If after an IT inspection, it is determined that they did not return all cables or accessories, you will be charged replacement costs.
3. If you or your child tampers with the equipment, you will be charged to repair or replace the Chromebook and any cables or accessories and may also be subject to disciplinary action.
4. You agree to pay for the replacement cost of the Chromebook at a cost not to exceed \$300 should you fail to return the device within 30 days of the designated return date (TBA) or if the device is stolen, lost, or damaged beyond repair.
5. Any fines or charges resulting from illegal or unacceptable use of the Chromebook are the responsibility of the parent/guardian.

Parent/Guardian Signature:

My signature below indicates that I have agreed to the terms above and have reviewed them with my child.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student ID: _____

APPENDIX E: PHOTOGRAPHY, VIDEO, & MEDIA RELEASE

Throughout the school year, students and staff may have the opportunity for themselves or their work to be featured in the media or Freire promotional materials or social media accounts. The media is often interested in the work of our students, and students often desire the opportunity to be part of events that have a media presence. We think this provides great exposure and experience for students. Below, we're asking for you to provide permission for students to be photographed, video or audio recorded, or interviewed and for their image, likeness, voice, words, or work to appear on websites, social media (Instagram, twitter, Facebook, etc.), podcasts, television or radio programs, emails, letters, magazines, newspapers, or other publicly disseminated print or electronic media. Parental permission is required for these activities, so please express your wishes for the use of this student information (photos, video, testimony, work/achievements) below.

Please check the appropriate box:

- "I give permission for my child to be photographed, videotaped, or otherwise recorded and heard on the radio or shown on television, named or pictured in a magazine, on a website, on social media, in letters, emails, or other print or electronic promotional materials, in newspapers and/or appear in a public performance for activities, programs and other matters relating to Freire Charter School Wilmington."**
- "I do not give permission for my student to be photographed or recorded" (except for teacher training purposes).**

Print Student's Name: _____

Print Parent(s)/Guardian(s) Name: _____

Parent(s)/Guardian(s) Signature: _____

Date: _____

APPENDIX F: STUDENT-FAMILY-SCHOOL COMPACT

STUDENT COMMITMENT

- I will arrive at Freire Charter School Wilmington every day and be in class by 7:30 a.m. (Monday-Friday).
- I will remain at Freire after school to get help in my classes when I need it.
- I will make arrangements to attend Freire functions during times beyond the traditional school day, with little exception.
- I will complete Freire Summer Orientation.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and me to learn.
- I will only be absent for excused reasons (sick, family emergency, legal issue, etc.) and I will call school to let the staff know. Also, I will bring an official doctor's note, court notice, etc.
- I will ask questions if I do not understand something.
- I will always make myself available to my parents/guardians and school staff and address any concerns they might have.
- If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of all individuals involved with Freire Charter School.
- I will always listen to all my fellow community members and give everyone my respect.
- I am responsible for my own behavior, and I will follow the staff's directions.
- I will do whatever it takes to aim toward college.
- I promise to solve differences in a peaceful manner and to treat others with respect at all times.

STAFF COMMITMENT

- I will arrive at Freire Charter School Wilmington every day by 7:00 a.m. (Monday-Friday).
- I will remain at Freire, or my designated location, until my obligations are complete (Monday-Friday).
- I will make arrangements to attend Freire functions during times beyond the traditional school day, with little exception.
- I will ask questions if I do not understand something.
- I will always teach and/or work in the best way I know how and I will do whatever it takes for students to learn.
- I will always make myself available to students and parents and address any concerns they might have.
- I will always protect the safety, interests, and rights of all individuals involved with Freire Charter School.
- I will do whatever it takes to move students toward college.
- I promise to solve differences in a peaceful manner and to treat others with respect at all times.

PARENT/GUARDIAN COMMITMENT

- I will make sure my student arrives at Freire Charter School Wilmington every day and is in class by 7:30 a.m. (Monday-Friday).
- I will make arrangements so my student can remain at Freire after school to receive academic help (Monday-Friday).
- I will make arrangements for my student to attend Freire functions beyond the traditional school day, with little exception.
- I will ask questions if I do not understand something.
- I will ensure that my student completes the Freire Summer Orientation.
- I will always help my student in the best way I know how and I will do whatever it takes for him/her to learn. This means that I will:
 - Attend Parent-Student- Teacher conferences, whenever necessary.
 - Contact the teachers and staff if there is a concern.
 - Remain active in my student's education.
 - Do whatever it takes to move my student toward college.
 - Read any and all papers that the school sends home to me.
- I will always make myself available to my student and the school and address any concerns they might have.
- I will ensure that my student only misses school for excused reasons (sick, family emergency, legal issue, etc.). If my student is going to miss school, I will call and notify the school as soon as possible.
- I will allow my child to go on Freire field trips and participate in other off-campus events.
- I understand that my student must follow Freire Charter School rules and the Code of Conduct so as to protect the safety, interests, and rights of all individuals in our community. I, not the school, am responsible for the behavior and actions of my student.
- I will encourage and expect my student to solve conflicts only in a peaceful manner.

SCHOOL COMMITMENT

- The school will involve parents in the planning, review and improvement of the school’s parental involvement policy in an organized, ongoing and timely way.
- The school will involve parents in the joint development of any school-wide program plan in an organized, ongoing and timely way.
- The school will hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of the parents to be involved in Title I, Part A programs.
- The school will provide to parents a description of the school’s curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- At the request of parents, the school will provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children.
- In the very rare, if ever occurring, event that a child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, the school will provide each parent timely notice.

Please sign below to demonstrate your commitment to excellence.

Failure to adhere to these commitments can lead to loss of privileges or removal from Freire.

Parent/Guardian Name (Print) Parent/Guardian Signature Date

Student Name (Print) Student Signature Date

APPENDIX G: CODE OF CONDUCT & STUDENT POLICY AGREEMENTS

CODE OF CONDUCT & STUDENT HANDBOOK AGREEMENT

I have read and understand the Code of Conduct and the Freire Charter School Wilmington Student and Family Handbook. I agree to follow all the rules and regulations outlined in the Code of Conduct and the Student and Family Handbook that have been defined by the Freire Community.

GENERAL BEHAVIORAL EXPECTATIONS

Please check below to indicate your agreement to each of the following:

- I understand that I must **D**Ress Appropriately.
- I understand that I must **A**lways Be Kind and Respectful.
- I understand that I must keep the **G**rounds Neat and Clean.
- I understand that I must be **O**N Time and Ready to Learn.
- I understand that I must be **S**afe myself and with others.

LOCKER AGREEMENT

I have read and understand the locker policy as set forth in the Code of Conduct and the Freire Charter School Wilmington Student and Family Handbook. I promise to keep my locker in good shape, as it is the property of the school.

Please check off each statement below to indicate your agreement:

- I understand that no one else may use my locker at any time.
- I understand I am responsible for the contents of the locker at all times.
- I understand that the contents of my locker may be searched at any time.
- I understand that if my locker is left unlocked, the contents will be emptied and I may forfeit my right to have a locker.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

APPENDIX H: OFF CAMPUS LUNCH PERMISSION FORM FOR SENIORS

Freire Charter School Wilmington allows seniors to earn an off-campus lunch privilege. This permission slip will allow your student the choice to go off-campus during their lunch earned—however, students will always have the option of partaking in the lunch program offered at Freire, which is free for all students. This permission slip will remain valid for the 2021-22 school year and may be revoked at parent and/or school discretion.

_____ (student) has my permission to go off campus during lunch when they earn the privilege.

I understand that school rules, regulations, and instructions still apply to my student during the school day and that failure to comply could result in the loss of off-campus lunch privileges as well as additional behavioral consequences.

I understand that Freire is not the insurer of the safety of my student and cannot assume the responsibility for spontaneous, unforeseeable injuries that could not have been prevented through the exercise of reasonable care.

In case of emergency, I give my approval and authorization for any medical treatment of the student named above by local physicians and/or hospitals, including first aid or any medical attention as may be necessary, including surgical procedures. I agree to accept responsibility for payment of all charges due to any medical treatment. I hereby release Freire staff members, employees, contractors, or volunteers from any and all liability on account of any medical selection or authorization from any and all damages which occur on account thereof.

I agree to release and hold harmless Freire Charter School Wilmington, its Board of Trustees, partners, officers, faculty, staff, consultants, interns, and volunteers from any and all liability, loss, damages, claims or actions for bodily injury and/or property damage in accordance with current state and federal law arising out of the student's participation in off campus lunch.

I certify that I am the legal guardian of the above-named student.

I DECLINE to give consent for my child to leave campus during the lunch period.

I GIVE PERMISSION for my child to leave campus during the lunch period.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

APPENDIX I: AFTER SCHOOL ACTIVITY PERMISSION & TRANSPORTATION SELECTION

If you wish to have your child participate in after school programs at Freire, you must agree to how your child will travel home. Consistent activity attendance is of the highest priority to ensure quality. Please plan other commitments accordingly.

Dismissal/pick-up time is promptly at 4:30 p.m. every day for after school activities. Please choose ONLY ONE method of transportation for your student.

OPTION #1: PARENT PICK-UP AT 4:30 P.M. AT 14TH AND MARKET

I agree to retrieve my student promptly at 4:30 PM every day the activity meets at 14th and Market Streets. The adults authorized to pick up my student are:

Name: _____ Relation: _____

Name: _____ Relation: _____

OPTION #2: DART

I agree to permit Freire Charter School to dismiss my student and allow my student to use a public mode of transportation without any adult supervision.

Bus/Route # and stop information: _____

OPTION #3: AFTER SCHOOL BUS (LEAVES FREIRE AT 4:40 PM)

I agree to let my child ride Freire's after school bus and be dropped off at the following after school bus stop.

After School Bus Stop: _____

OPTION #4: OTHER

I agree to permit Freire Charter School to dismiss my student and allow my student to use an alternate mode of transportation without any adult supervision.

Explain: _____

As the guardian, I agree that the information I have provided is current and that I have reviewed and understand the above-stated considerations and conditions.

Student Name: _____ Grade: _____

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date