

# FREIRE CHARTER SCHOOL WILMINGTON



## STUDENT HANDBOOK

2025 - 2026

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# I. SCHOOL MISSION

## MISSION

The mission of Freire Charter School Wilmington (the Charter School) 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, equity, 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 themselves.

## SHARED VALUES

For more than two decades, Freire Schools has developed, refined, and implemented its educational program based on current research on what is best for students. But we have learned over time that it is our values, more than any collection of program elements, that define who we are as a network of schools and make us a uniquely strong, creative, and collaborative Freire Family. At Freire Charter School Wilmington and in the Freire School Network, we believe:

- Love binds our Freire Family and drives everything we do.
- Every student has the power to build the future. Preparing all kids for college ensures their futures are limitless.
- A safe, supportive, and uplifting community must be a diverse and antiracist community.
- We are all works in progress, committed to our growth as individuals, as schools, and as a network.
- Safe and peaceful schools free our kids to take risks and dream bigger.
- Freire = Family.

The values and policies of Freire Charter School Wilmington are explained in detail through the Student & Family Handbook and on our website. All members of the Freire community are bound to the values, policies, and procedures found herein.

# II. GENERAL INFORMATION

## Ten Things You Need to Know About Freire Wilmington

1. **Freire Wilmington serves any and all 8<sup>th</sup> - 12<sup>th</sup> grade students in Delaware.** Where there are too many students and not enough spaces, Freire uses a random lottery system to determine enrollment. We do not discriminate in admissions based on race, gender, creed, sexual orientation, academic ability – or anything whatsoever.
2. **The students who succeed at Freire Wilmington are the ones who take action to help themselves.** Students who see a bright future for themselves are willing to do whatever it takes (i.e. long nights of homework, studying on the weekends, going to the library on a sunny day) to get the best education available.



3. **We mean what we say at Freire.** Perhaps other schools tell you that if you break their Code of Conduct there will be consequences. Then, when it comes right down to it, many of these schools do not enforce their rules. At Freire, we enforce everything we say. Honestly. We do what we say we are going to do, and we expect you to do the same.
4. **We are a nonviolent and peaceful school.** We strive every day to be a nonviolent school, because we believe that the absence of violence and a universally held commitment to peace will enable the conditions required for deep and meaningful learning for everyone. As a result, acts of physical violence of any kind are not tolerated, and may result in a formal hearing with potential recommendation for expulsion to the Charter School's Board of Directors.
5. **Freire Wilmington is a college prep school.** We prepare any student who desires to go to college to be successful when they get there. Your child will be happy with our rigorous educational program, if they are excited to learn, work hard, access support when they need it, and prepare for their futures everyday.
6. **Remaining a student at Freire Wilmington takes hard work, courage, honesty, and constant determination every day.** Getting into Freire means getting a space through our lottery. That's the easy part. The hard part is staying at Freire. We guarantee there will be challenges at Freire, and we will ask community members to do things they think are beyond their abilities. Those who succeed at Freire are the ones who never stop trying, and who are willing to work as hard as it takes to achieve excellence. No excuses.
7. **Freire teachers and staff are some of the most talented, dedicated, and caring in the country.** These professionals come to Freire to serve students and families to the best extent ever imagined in a school.
8. **Parents/Guardians must be involved and must participate in their child's education with us as equal partners.** We will expect and demand this of all our families. Freire students need support, family involvement and encouragement every step of the way through high school.
9. **Learning at Freire Wilmington is rigorous and joyous, challenging and exciting.** Learning happens everywhere – in classrooms, on school trips, at internships, on athletic fields, using the internet, planning school dances, eating healthy food before school, and doing homework at night.
10. **Freire Wilmington is a place to take risks, dream big, and then work hard every day to meet those dreams head on.** We strive for excellence in our community every minute of every day. Freire is a school for those who want to do and be their best all the time.

## ROLES AND RESPONSIBILITIES

### All Students Shall:

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 Shall:

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 school rules and policies, inclusive 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 POLICIES AND PROCEDURES**

This Family & Student Handbook does not contain all School policies applicable to students in full. The Charter School has additional policies that create rights and protections for students that can be found on the Charter School website. These include but are not limited to transgender and non-conforming students, married pregnant and parenting students, homebound students, teen dating violence, etc. This Student and Family Handbook, along with the policies found on the [website](#), will contain all of the policies applicable to Freire Charter School Wilmington's students and families.

**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](http://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.

**REMIN D APP:**

Remind is a safe and free mobile messaging platform the Charter School uses to communicate with students and families. To sign up to receive schoolwide text messages and updates via Remind, text “@freirewilm” 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 “@freirewilm” code.

**SCHOOL HOURS**

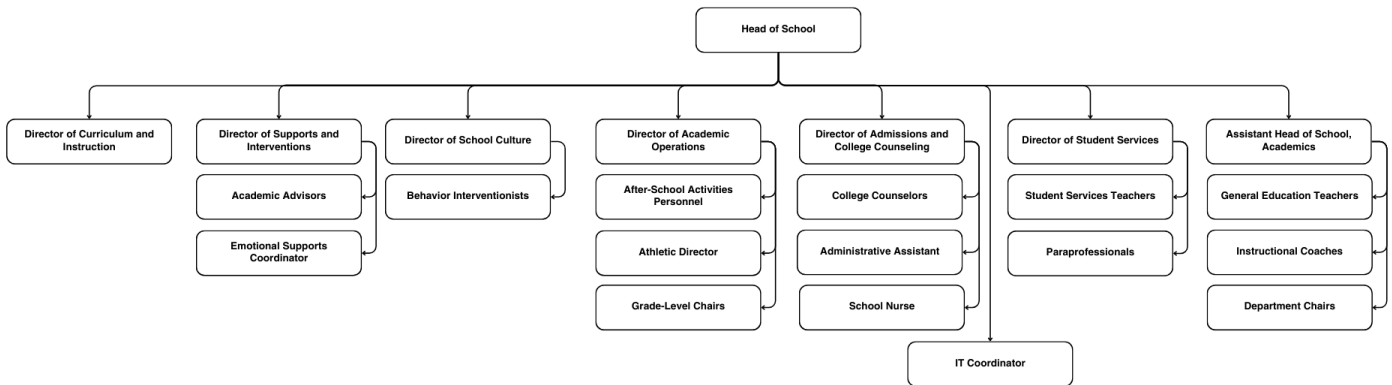
School hours are currently expected to run from 8:00 a.m. to 3:00 p.m. on all regularly scheduled days

**STAFF LIST & CONTACT INFORMATION:**

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

**ADMINISTRATION CONTACT INFORMATION:**

- Nate Durant, Head of School, [nate.durant@freirewilmington.org](mailto:nate.durant@freirewilmington.org)
- Beth Yirga, Assistant Head of School, Academics, [beth.yirga@freirewilmington.org](mailto:beth.yirga@freirewilmington.org)
- Erica Erbeck, Director of Student Services, [erica.erbeck@freirewilmington.org](mailto:erica.erbeck@freirewilmington.org)
- Mindy Hedgepeth, Director of Supports and Intervention, [Mindy.Bilbee@freirewilmington.org](mailto:Mindy.Bilbee@freirewilmington.org)
- Tyron Hurst, Director of Student Supports, [tyron.hurst@freirewilmington.org](mailto:tyron.hurst@freirewilmington.org)
- Marley Curry, Director of Academic Operations, [marley.curry@freirewilmington.org](mailto:marley.curry@freirewilmington.org)
- Brandi Savage, Director of Admissions and College Counseling, [brandi.savage@freirewilmington.org](mailto:brandi.savage@freirewilmington.org)
- Crystal Tuminaro, Director of Curriculum and Instruction, [crystal.tuminaro@freirewilmington.org](mailto:crystal.tuminaro@freirewilmington.org)

**ORGANIZATIONAL CHART****LINK TO SCHOOL CALENDAR**

The School Calendar can be found on our website [HERE](#) and will be updated as necessary.

**III. STUDENT CONDUCT**

## BOARD POLICY 201: CODE OF CONDUCT

### PURPOSE OF THE CODE OF CONDUCT

We believe that it is important for the Charter School to set forth the expectations of all community members. This Code of Conduct is designed to support the Charter School'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 Wilmington); 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 Charter School as a result of a violation of the Code of Conduct. 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. Mediation is 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:** A team of trained mental health professionals, which may include social workers and master's degree level interns, that the school uses to provide services to students and families. Any

student/family referred by Freire to participate in family therapy is encouraged to do so. Family therapy is provided free of charge and is a very important part of building and strengthening our community. In certain cases, mandatory meetings with a member of the emotional support team may be assigned by the school as a behavioral intervention.

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

### CORPORAL PUNISHMENT

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

Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- In protection of persons or property, or for the purpose of self-defense

### SECLUSION AND RESTRAINT POLICY

The Charter School has seclusion and restraint standards and safety procedures in place to ensure the safety of all individuals. All 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.

## PROCEDURE 201A: GENERAL BEHAVIORAL EXPECTATIONS

Freire Charter School Wilmington will teach our students the skills that they need for the future. The staff at Freire are dedicated to the education and well-being of our students. In turn, the Charter School 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. The Charter School also expects students to take care of the property within the school and in the surrounding community as further discussed below.

### CONSEQUENCES

Charter School 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.**

### EXPECTATIONS

Freire Charter School Wilmington expects Charter School 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.

### GROUND 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 the 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 Charter School 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 charged chromebook and writing utensil 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.
- 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.
- 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 Charter School community believes 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. Charter School 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 the appropriate sections of this manual.

**THE FOLLOWING ACTIONS CONFLICT WITH OUR EXPECTATIONS AND ARE UNACCEPTABLE**

- Not producing a 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.

## PROCEDURE 201B: INTERVENTIONS

If a Charter School 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 Charter School 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
- Behavior Intervention Lesson
- Hours outside of school time
- Informal hearing
- Losing privileges to attend school functions
- Lunch detention
- 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
- Suggest Therapy

## BOARD POLICY 202: 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
- Stealing
- Repeated and/or severe 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 the charges/violation of school policy that can lead to suspension.
- Student is given the opportunity to respond.
- The Charter School must notify the 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, they 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 they have seriously or chronically violated the school's Code of Conduct. It is further hoped that the student will realize the impact their behavior has had on their learning and that of their fellow students, and therefore make all necessary changes in his/her behavior while in school.

#### BOARD POLICY 202B: BUILDING LEVEL CONFERENCE

A building level conference (also referred to as an informal hearing) is held in cases where a serious infraction of the Code of Conduct has occurred. A building level conference will follow the format described below.

- The Charter School will review the incident and specific policy violations.
- The Charter School will share the results of the investigation.
- The Charter School will review academic and disciplinary history, especially that may factor into the consequences recommended.
- Both parent and student will have the opportunity to provide their observations, comments and concerns regarding the incident.
- The Charter School will explain the process and next steps for any potential consequence that is under consideration. Potential consequences may include recommendation for expulsion, removal from school/placement in alternative setting, or a probationary behavioral contract.
- Upon conclusion of the meeting, the Charter School will determine the recommended next step:
  - 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 their final warning from the Charter School.
- Students 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 Charter 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 202C: FORMAL HEARING/EXPULSIONS

**If a student is recommended for expulsion as a consequence of their actions, they have a right to a formal expulsion hearing. The formal hearing shall be scheduled no sooner than seven (7) business days and no later than twenty (20) business days after the date the hearing notice is presumed to be received (four business days after mailing), unless a different date is mutually agreed upon by the parent/guardian and the school.**

- A formal hearing is **REQUIRED** in all expulsion actions.
- The Charter School shall notify the student and Parent in writing of the charges against the student, the time, date, and place of the hearing, and the student's due process rights. Such notice shall be sent within ten (10) business days of the date of the incident giving rise to the recommendation for expulsion via certified mail.
- The hearing will commence on the agreed-upon date with an independent Fact Finder presiding over the hearing.
- The Charter 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.
- Only the Board of Directors, through a majority vote of the entire Board, can determine whether a student will 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

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.

- The hearing shall be held not less than seven business days or more than twenty business days after receipt of this letter, unless mutually agreed to by you and the school. This letter will be deemed received on the fourth business day following the date of mailing. 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).
- 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 Infinite Campus 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.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### PARENTS RIGHT TO WITHDRAW

Freire Charter School Wilmington is a school of choice for families. Parents may choose to voluntarily withdraw their child from the school at any time for any reason. If a student is on a First-Year Contract, they may need to meet with the Head of School in order to withdraw. The School cannot formally expel a student who is no longer enrolled at Freire. Should a parent choose to withdraw their child from Freire prior to potentially being expelled, any remaining procedures related to expulsion will cease. The student's academic record will reflect the withdrawal, not an expulsion. If a parent decides to withdraw their student, they must submit an Official Withdrawal Form.

#### BOARD POLICY 202D: DISCIPLINE OF STUDENTS WITH DISABILITIES

Freire Charter School Wilmington will develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.

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 requirements of the Individuals with Disabilities in Education Act (IDEA), its implementing state and federal laws and regulations, and school policy.

#### SUSPENSION FROM SCHOOL

A student with a disability may be suspended for up to ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.

#### CHANGES IN EDUCATIONAL PLACEMENT/MANIFESTATION DETERMINATIONS

A manifestation determination is required by IDEA (2004) when considering the exclusion of a student with a disability that constitutes a disciplinary change of placement.

In certain circumstances, students who have not been determined to be eligible for special education may assert the protections of IDEA 2004 if the Charter School had “knowledge” that the student was a student with a disability before the occurrence of the behavior that precipitated a disciplinary action. Freire will be deemed to have knowledge if: (1) the parent/guardian of the student expressed a concern in writing (unless the parent/guardian is illiterate or has a disability that prevents compliance with the requirements contained in this provision) to Freire that the student is in need of special education and related services; (2) the parent/guardian of the student has requested an evaluation of the student; or (3) the teacher of the student, or other Freire personnel, expressed a specific concern about the behavior or performance of the student to the director of special education or other supervisory personnel at Freire.

#### DISCIPLINARY CHANGE OF PLACEMENT

A disciplinary change of placement occurs when a student who is receiving special education services is excluded from school:

- For more than ten (10) school days in a row,
- When days 11-15 constitute a pattern of exclusion, OR
- When a series of removals constitutes a pattern, through consideration of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another; OR
- For any length of time for a student with an intellectual disability\*.

\*For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement and may not be made without parental consent or judicial approval.

The School may remove a student to an interim alternative educational setting for no more than forty-five (45) school days without a manifestation determination review under the following circumstances, and where the underlying conduct is at school, on school premises, or to or at a school function under the jurisdiction of the Charter School:

- Carrying or possessing a weapon
- Knowingly possessing, using, selling or soliciting illicit substances
- Inflicting serious bodily injury upon another person

In addition, a student with a disability may be removed to an appropriate interim alternative educational setting for not more than 45 school days if a hearing officer orders the change in placement after determining that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

On the date a decision is made to make a removal that constitutes a change of placement due to a violation of the Code of Conduct, the Charter School will notify the parent/guardian(s) of that decision and provide procedural safeguards to the family. A student with a disability who is removed from the child’s current placement shall continue to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP (with services as determined by the Child’s IEP team); and shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

Note: IDEA 2004 does not prohibit the Charter School from reporting a crime committed by a student with a disability to appropriate authorities, nor does it prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability. Any such reports made by the Charter School shall comply with IDEA 2004.

## MANIFESTATION DETERMINATION PROCESS

Within ten (10) school days of the decision to change the student's placement, the parent/guardian and members of the students' IEP team shall conduct a Manifestation Determination meeting to answer the following questions:

1. Was the behavior caused by, or directly and substantially related to, the student's disability; OR
2. Was the behavior a direct result of the failure to implement the IEP?

If the behavior is a manifestation of the student's disability, the IEP team will take one of the following actions:

- Conduct a Functional Behavioral Assessment (FBA), unless one was already conducted prior to the change of placement occurring, and implement a positive Behavior Support Plan for the student;  
OR
- If a positive Behavior Support Plan has already been developed, review and modify it as necessary to address the behavior; and return the student to the placement from which they were removed, unless the parent/guardian and IEP team agree to a change of placement as part of the positive Behavior Support Plan.

If the behavior is not a manifestation of the student's disability:

- The student may be disciplined in accordance with school policy, rules, and regulations in the same manner and to the same extent as students without disabilities.

## BOARD POLICY 203: NONVIOLENCE AND COMMITMENT TO PEACE

### VISION

AN ABSENCE OF VIOLENCE AND A COMMITMENT TO PEACE ENABLE THE CONDITIONS REQUIRED FOR DEEP AND MEANINGFUL LEARNING FOR US ALL.

### 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 the Charter School's nonviolence requirements and to outline how nonviolence and a commitment to peace interacts with other Board policies.

If the Board determines that this policy or any related procedures have caused undue harm to the Charter School community, the Board will take appropriate corrective action to ensure that the policy remains responsive to community needs, and adequately protects students from undue bias or prejudice of any kind. In addition, the Board's commitment is to provide sufficient opportunities for students to learn to de-escalate conflict and use conflict productively. We do so by teaching students and all members of the school community to communicate effectively and respectfully, in a way that honors self-expression, preserves respect for others, and, consequently, avoids violence.

### HISTORY

Nonviolence has come to be a way of life inside the Charter School, driven in large part by the students themselves. When Freire Charter School 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 Charter School 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 Charter School 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 the Charter School is committed to safety and that all community members are bound together in trust and mutual respect.

In 2021, the Freire Schools network went back to revisit the Code of Conduct and conducted a study of our nonviolence policy in which a group of Freire students, culture leaders, administration, and professional researchers interviewed students, families, staff, Board members, and alumni about how safe Freire Schools campuses feel, how safety compares to previous years, and how our culture compares to other schools. We learned the following: (1) our community does not want us to compromise our commitment to school safety, (2) we need to increase our efforts to prevent violence, including increasing visibility of our available student supports, and (3) we need to better define violence and communicate this clearly and frequently. This document reflects changes that came out of this study, and is one of the ways we communicate our definition of physical violence and our expectation that physical violence will not be tolerated under any circumstance. Our Freire community stands firm today in our value to preserve a safe, peaceful environment in which all of us can take risks, learn, and thrive.

## DEFINITIONS

**Code of Conduct** means the policies, procedures, rules and regulations of Freire Charter School Wilmington 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 Wilmington); 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. Physical violence occurs when an individual student harms, attempts to harm, or threatens another individual via physical force. It is a deliberate act. Examples include, but are not limited to:
  - a. Any type of striking or grabbing by one student or another person (punching, biting, kicking, hair pulling, etc.)



- b. Fighting another student or a group of students, including joining a fight
  - c. Serious threat to cause harm to another via social media or other serious verbal intimidation.
  - d. Throwing objects
  - e. Structural violence such as the physical destruction of property that causes any function of the school to be temporarily suspended
  - f. Weapons possession
  - g. Sexual assault, as defined in Board Policy 116: Title IX Policy
3. Freire defines other types of violence as the harm or intent to cause harm in a non-physical way (e.g. mental or emotional). Examples include but are not limited to:
- a. Invading an individual's personal space
  - b. Recklessly endangering other students, staff, or community members
  - c. 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)
  - d. Abusive or derogatory language
  - e. Bullying, as defined in Board Policy 204: Anti-Bullying
  - f. Hazing, as defined Board Policy 214: Anti-Hazing
  - g. Harassment, as defined in Board Policy 121: Nondiscrimination
4. When Charter School 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.
- a. Unless leadership determines that there are extenuating circumstances requiring a different result, the disciplinary consequence for students who engage in physical violence (defined above) shall be referral for a formal expulsion hearing unless that student is protected under IDEA (34 CFR §300.530(d)(4)).
  - b. Acts of violence where the intent is not to cause physical harm (defined above) may lead to a formal hearing. The school administration will evaluate the situation on a case by case basis and determine disciplinary consequences.
5. 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 Wilmington policy.
6. Some acts of violence, including those listed above, may also constitute violations of the law of the State of Delaware. In the instance of a gun brought to school, the School will comply with the requirement in Section 4141(h) which requires a referral to the criminal justice or delinquency system for any student who brings a firearm to school, or who possesses a firearm at school.
7. Freire shall utilize restorative practices that respond to acts of violence, and shall also offer proactive 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 Charter School Students and parents/guardians.
3. The Board authorizes school administration to develop a comprehensive system of supports to prevent violence at Freire Charter School Wilmington and to encourage and maintain a positive, peaceful school climate.

### Chart of Possible Consequences

Consequences are determined on a case-by-case basis as stated above, and subject to any applicable protective procedures under IDEA as set forth in law or school policy.

The behaviors listed below are not permitted in any way nor anywhere nor to anyone. In other words, these acts are not only not permitted on school property, they are not permitted anywhere or against anyone.

Your job as a student/member of this community is to use every resource you have NOT TO GET INVOLVED in a fight or any of the acts described below.

Act	Likely Consequence
Unprovoked physical harm	Formal hearing leading to board vote on expulsion
Provoked physical harm	Formal hearing leading to board vote on expulsion
Direct threat to cause physical harm on-line	Formal hearing which may lead to board vote on expulsion
Volatile/aggressive behavior intended to intimidate or escalate a situation (examples include yelling, flipping a desk or chair, punching a wall, throwing objects)	Formal hearing which may lead to board vote on expulsion
Retaliation in legitimate self-defense (e.g. fighting back)	Formal hearing which may lead to board vote on expulsion
Verbal abuse/bullying with physical threat over social media/text/or otherwise	Formal hearing which may lead to board vote on expulsion
Verbal abuse/bullying without physical threat over social media/text/or otherwise	Formal hearing which may lead to board vote on expulsion
Bringing a weapon to school (gun, knife, etc.)	Formal hearing leading to board vote on expulsion
Bringing a pellet gun, cap gun, or water gun to school	Formal hearing which may lead to board vote on expulsion
Bringing outside people (including relatives of any kind) to the school to fight	Formal hearing which may lead to board vote on expulsion
Threats to bring outsiders (including relatives of any kind) to the school to fight	Formal hearing which may lead to board vote on expulsion
Blatant disrespect to others	Formal hearing which may lead to board vote on expulsion

## 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 may be required to 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 the potential consequences for violating it.
  - 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 will be sent the Nonviolence and Commitment to Peace Policy and asked to sign a form acknowledging receipt.

### SCHOOL YEAR PROGRAMS

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

- **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.
  - Once the mediation form is submitted to the mediation coordinator, the mediation is arranged.
  - Mediations are 100% confidential and are led by other students that have passed Freire’s mediation training program or a member of the staff.
  - Administrators or 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 the 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 Team**

- As a part of our anti-bullying policy, the Culture and Discipline Team, led by the Director of School Culture, 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.

## BOARD POLICY 116: TITLE IX

Freire Charter School Wilmington is committed to providing a safe, respectful and supportive learning and working environment, free from Sex Discrimination, in which all members of the Charter School community can thrive and succeed.

The Charter School has adopted this Title IX Policy (the “Policy”) in order to advance its goal of maintaining an environment free from Sex Discrimination, including Sex-Based Harassment, as well as related Retaliation. The Charter School encourages individuals who have been affected by Sex Discrimination and/or Retaliation to promptly make a Report to the Charter School using any of the reporting options described in this Policy. The Charter School will respond promptly and equitably to all Reports or Complaints of Sex Discrimination and/or Retaliation, and will take appropriate steps to eliminate the behavior, prevent its recurrence, and address its effects. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

### BOARD POLICY 204: POLICY AGAINST BULLYING AND CYBERBULLYING

The Freire Charter School Wilmington Board stands firmly against bullying. Bullying behavior is contrary to the mission and vision of the Charter School, negatively affects the Charter School’s culture and environment, and can be damaging to the Charter School community at-large.

Bullying (including Cyberbullying) is prohibited in the Charter School’s Code of Conduct. Student conduct which may constitute Bullying or Cyberbullying shall be addressed in the same manner as other student disciplinary investigations, consistent with the Charter School’s Code of Conduct. Allegations of Bullying or Cyberbullying will be investigated promptly. In addition, a determination of whether the target of the Bullying or Cyberbullying 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, or national origin will be made. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

### BOARD POLICY 214: ANTI-HAZING

The Freire Charter School Wilmington Board stands firmly against hazing. Hazing is contrary to the mission and vision of the Charter School, negatively affects the Charter School’s culture and environment, and can be damaging to the Charter School community and/or its reputation. In all of its forms, hazing is prohibited at the Charter School and in certain instances may constitute a crime. The Board directs that complaints of hazing shall be investigated promptly, and that corrective action be taken when allegations are substantiated. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

### BOARD POLICY 121: NON-DISCRIMINATION POLICY

Freire Charter School Wilmington is committed to maintaining an education and workplace environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. The members of the Charter School community include the Charter School’s Board of Trustees, employees,

administration, faculty, staff, school volunteers, parties under contract to perform work for or with the Charter School, and family members participating in school meetings or school-sponsored activities.

The Charter School does not exclude from participation, deny the benefits of the Charter School from or otherwise discriminate against individuals on the basis of race, color, sex, sexual orientation, gender (including gender identity or expression), age, creed, religion, ancestry, national origin, ethnic background, marital status, pregnancy, disability, veteran/military status, or any other category protected by state or federal law in the administration of its educational and employment policies or in its programs and activities. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

## BOARD POLICY 224: TRANSGENDER AND GENDER NON-CONFORMING YOUTH POLICY

The Freire Wilmington Board of Directors is committed to providing a safe, supportive, and inclusive learning environment for all students, and to ensure that every student has equal educational opportunities and equal access to educational programs and activities. As such, the Board, administration, staff, and students will comply with Federal and state laws which require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity or expression. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines and expectations for addressing the needs of transgender and gender non-conforming students and is aimed at promoting their inclusivity, privacy, and safety at all times. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming students and the needs of each transgender or gender non-conforming student must be assessed on a case-by-case basis. In all cases, the goal is to not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in the school's educational programs or activities. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

## BOARD POLICY 125: ABUSIVE CONDUCT

Freire Charter School Wilmington believes that a safe, civil environment is essential to the success of its staff and students. The administration and staff are held to high standards with regard to the respectful treatment of parents/guardians and other members of the public and expect the same consideration in return. This Policy has been developed in addition to the applicable policies governing staff and student expectations of conduct. The Charter School is committed to maintaining a positive school environment for students, staff, and community members and will work to limit any Abusive Conduct that may occur towards any staff member/administrator by the School Community.

If any member of the School Community engages in Abusive Conduct towards any Charter School Employee while on Charter School property, at a Charter School sponsored or related activity or event, or utilizing Charter School electronic communications/social media, the Charter School Employee may: (a) request that the person cease engaging in the Abusive Conduct; and/or (b) notify the Head of School, Assistant Head of School, Charter School Advocate, and/or Network Office Administrator that the Abusive Conduct is occurring. If so notified, the Head of School, Assistant Head of School, Charter School Advocate, and/or Network Office

Administrator shall assess and determine if the behavior is Abusive and may: (a) take action to end the Abusive Conduct and prevent its recurrence including by requesting the person engaging in the Abusive Conduct leave Charter School property or the Charter School sponsored or related event (even if located off Charter School property); and/or (b) contact law enforcement. Nothing herein shall prevent any Charter School Employee from directly and immediately contacting law enforcement to report Abusive Conduct or other safety concerns. The full policy can be found on our website [HERE](#).

**If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).**

## BOARD POLICY 205: SAFE SCHOOLS POLICY

### PURPOSE

Freire Charter School Wilmington believes that maintaining an environment supportive of learning and free of violence is important to the success of our children's education. This policy, along with the Code of Conduct and Nonviolence Policy, is designed to ensure that students are able to learn in a safe environment in accordance with Freire's nonviolence expectations.

### MANDATORY REPORTING POLICY

Delaware 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, 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 School. In addition, the State Board of Education requires reporting of the additional incidents to the Department of Education.

### REPORTING A FREIRE COMMUNITY MEMBER

Any member of the public or Charter School Community may report another community member for violating 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 Dean's Office will follow up on all reports.

### RETALIATION

It is the Charter School's policy 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. The School 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 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

#### EXPECTATION ON CONDUCT OF FRIENDS AND/OR FAMILY

This policy applies to Guests (non-Freire students who are brought by Freire students to School-sponsored events) and to family members of Freire Students or other adults who visit School or attend School-sponsored events. It is the Student's responsibility to ensure that their Guests are aware of this Policy and other student conduct rules.

#### SEARCH AND SEIZURE

When a reasonable suspicion exists that a search of a student's person, locker, device, or other belonging will uncover evidence of a violation of School policy, school rules, or applicable law, the Head of School or their designee may conduct a search. A student shall be notified and given an opportunity to be present during the search unless there is reasonable suspicion that the search may uncover material which poses an immediate threat to the health, safety, or welfare of students or staff, in which case the search may be conducted without prior warning.

The Head of School or their designee may institute general search procedures, including at the point of entry to the School building, lockers, hallways, or randomly selected portions of the Building or grounds, when necessary to promote the health, safety, and welfare of the Charter School Community, students, and staff.

General search procedures may also be instituted at school functions, such as school dances or proms. Students and families shall be notified in advance of any functions at which these general searches may occur.

Searches may include the use of metal detection devices such as wands or automated weapons detecting systems and students may be asked to remove coats, empty pockets, or open their backpacks, purses etc.

A student who refuses or otherwise obstructs a search may be subject to disciplinary consequences.

Any violations of school policy or school rules, including those outlined in the Code of Conduct and Parent/Student Handbook, that are discovered through the searches described herein shall be addressed in accordance with School policy or Memorandum of Understanding with law enforcement.

If a search uncovers an item, material, or substance, the possession of which would appear to be in violation of applicable law, the matter shall be reported to local law enforcement authorities. The staff member or administrator responsible for conducting a search is responsible for the safekeeping and proper retention/disposal of any illegal, unauthorized, or prohibited materials found as a result of the search. Care should be taken to ensure that any seized material is properly secured until surrendered to law enforcement. The Charter School reserves the right to perform its own independent testing/analysis of any substance seized in order to determine whether or not possession of such substance constitutes a violation of School policy or applicable law. The parents/guardians of the student shall be notified as soon as practicable after the search has been conducted.

#### BOARD POLICY 206: STUDENT ATTENDANCE AND TRUANCY



The State of Delaware imposes mandatory school attendance requirements for all public-school students. When a student accumulates excessive unexcused absences, Freire Charter School Wilmington 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 their 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 and a school representative shall visit the student's home.
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 **18th 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 **20th day of excused or unexcused absence**, the school reserves the right to determine the student's status and deny course credit.

## 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. 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 the 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.

**LATENESS**

A student is considered late if they are not present in their first period classroom by the official start of the school day, which is at 8AM. Lateness can lead to serious consequences, including the following:

- Students will not be permitted into the building after 9:15 AM. Students who attempt to enter the building at 9:16 AM or later will be sent home. A school administrator will contact the parent to confirm whether the parent will pick up the student or if the student has permission to leave on their own.
- Students will only be permitted into the building after 9:15 AM with a note on letterhead from a doctor, dentist, mental health professional, court, or other legal office documenting an in-person appointment. Parents may either bring the child to school and deliver the note to the front desk or email the note to the front desk prior to the child's arrival at [frontdesk@freirewilmington.org](mailto:frontdesk@freirewilmington.org). If the school does not receive documentation of an appointment by the time the student arrives after 9:15, the student will be sent home.
- Being late to school (unexcused) may prohibit students from retaking assessments, attending field trips and events, and/or participating in student privileges.
- Repeated unnecessary lateness may result in disciplinary or other corrective action at the discretion of school administration.

**BOARD POLICY 207: DRESS CODE**

Freire Charter School Wilmington does not have a uniform. We grant students the right to choose clothing that is comfortable to them, affordable, reflects their personal style and identity provided what they wear supports their learning and engagement in school. We limit this right only when a student's clothing creates issues of safety for the school or harms the learning environment.

**The following actions conflict with our expectations around safety and maintaining a positive learning environment:**

- Wearing any non-religious head covering that obstructs the face, for example, balaclavas and sheistys.
- Wearing clothing with obscene images, language, phrasing, or logos displaying violence or drugs (including alcohol and/or tobacco) on any clothing or accessories.



- Allowing private areas of the body to show. This includes: exposing genital area, rear end, chest/stomach, excessive cleavage, upper legs, “bathing suit area”, wearing see-through clothing, etc.
- Allowing undergarments to show. This includes; bras, see-through tights, underwear, boxers, and briefs.
- Pants below the waist.

The administration reserves the right to determine on a case-by-case basis whether a student’s clothing may have the potential to harm school safety or the learning environment, as it is impossible to list every deviation from the dress code. Therefore, the above list should not be considered exhaustive.

We will strive to apply this policy fairly and will not discriminate based on an individual’s body shape or size. In the event a student receives unwanted sexual advances, harassment, or sexual comments (including those about their body or clothing), the burden of the responsibility for the incident is on the other individual perpetrating the harassment who will be subject to disciplinary sanction (see Sexual Harassment policy). A student’s dress will never be treated as justification for another’s harassing behavior and the harassing individual will be held accountable as such.

School staff may additionally demand different standards of dress for special events, trips, etc. For example, “business casual” or “professional dress” may be mandated for an important class presentation.

**The Dress Code Policy also applies to the Zoom virtual learning space.**

## BOARD POLICY 208: STUDENT USE OF TECHNOLOGY

Freire Charter School Wilmington provides students with computer equipment, computer services, the system network, and Internet access, and other technological equipment and resources. The Charter School has the right to place reasonable restrictions on this privilege.

All access and rights are privileges granted by the Charter School and students should have no expectation of privacy in the contents of personal files and access. 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 Charter School system may lead to discovery that this policy, the 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 Charter School rules when using Charter School technology. The Charter School will not assume legal or other responsibility for any use deemed unacceptable or for any content students find online.

The use of Charter School 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, and the Internet, and other technological equipment and resources as defined by the Charter School. Unacceptable use, as defined by this agreement, or at the discretion of the Technology Coordinator, staff, or administration, may result in restriction or cancellation of access (even for required coursework) as well as other disciplinary or legal action.

## PROCEDURE 208A: STUDENT TECHNOLOGY

Technology resources are defined as any electronic tool, device, program, or system that aids the academic environment for a student. Technology includes:

- All computer software and hardware including student chromebooks
- Cell phones, tablets, and smart watches

- Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- Email systems and communications technologies
- Administrative systems, media systems, and learning information systems
- Smart Boards
- Related and forthcoming systems and new technologies

### ACCEPTABLE USE

Acceptable use of the School's technology is any use that is consistent with the educational objectives of the School and in accordance with the 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 School's staff

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

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 which 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.
  - Charter School 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 Charter School's network to arrange for the purchase of illegal substances or alcohol, engage in criminal activity, or threaten the safety of any person(s).
- **Plagiarism** – Charter School Students may not plagiarize works that they find on the Internet or other resources (including content generated from artificial intelligence systems).
- **Vandalism** – It is unacceptable use to harm or destroy the hardware, software or data of another user, whether at the Charter School 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, which is offensive and/or obscene according to the Code of Conduct. Note that the Charter School 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 Charter School policy.

Be sure to save copies of all harassing material. Provide hard copies to the administration. Harassment is taken very seriously at the School, and anyone who makes false accusations will be penalized. Kinds of Harassment 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 ethnicity, race, religion, sexuality, sexual orientation, age, class, disability, etc.
- 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.
- **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” emails, or engage in “spamming.” Sending numerous or large email messages to one person is considered “email 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 administration.
- **Commercial Use** – It is unacceptable to offer, provide, or purchase products or services through the School.
- **System Tampering** – Any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.
- **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

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. The School 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 Charter 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 the Charter School's automated monitoring system discovers that a student has accessed, stored or sent sexually explicit or inappropriate images, the Charter School will impose discipline and parents and law enforcement will be notified if the School suspects the student has committed a crime.**

## CHROMEBOOK USE

Charter School Students have access to Chromebooks. This allows 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.

**Software:** Only legally licensed software/applications, media, or other data is permitted on the Chromebook. As this computer is the property of the Charter School, the Charter School has the ability to install and uninstall software at our discretion and remotely. Students may not download software, operating systems, applications, or media (including songs, photos, videos) without a prior approval from an authorized school employee.

**Privacy:** The Chromebooks provided are the property of the Charter School. The chromebook may be examined or searched at any time at the discretion of the School or its employees.

Neither students nor parents/guardians have any right to privacy of any data saved on the Chromebook or in any network drives. The Charter School has the ability to remotely monitor student activity on this Chromebook and will do so at its discretion. The Charter 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 to ensure appropriate use. The 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. The Charter School will provide students locations to save their school-related work. There should be no assumption that files saved directly to the chromebook will be stored indefinitely. Files saved improperly may be deleted at any time. The Charter School accepts no responsibility for lost files.

**Remote Access:** For chromebooks approved for off-campus use, students and parents are expected to comply with all requests for remote access by the School or approved employees. The Charter School 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.

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

**Media Access & Safety:** Charter School Students will have access to all available forms of electronic media (websites, videos, files, etc.) and communication which are in support of the Charter School 's educational goals and objectives. Some media and content have been blocked to better ensure the safety of our students. For chromebooks approved for off-campus use, 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.

**Acceptable Use:** All acceptable and unacceptable uses of technology outlined in the technology policies apply to student chromebooks.

**Personal Use & Use by Others:** The Chromebook is intended solely for educational use by the student enrolled in the Charter School. Students are not permitted to use the computer for personal use. Family members and others are not permitted to use the chromebook for any reason except for assisting a student with a school-sanctioned activity or assignment. For virtual parent-teacher conferences or other parent-school-family virtual meetings, parent use of the chromebook to participate in such meetings is acceptable.

**Login Information:** Students must log in only with their provided account information. **Students may not provide their passwords to others.** 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 their school's IT Coordinator for support.

In addition to the technology and chromebook policies outlined above, the following policies apply:

#### CHROMEBOOK ASSIGNMENT

Whether assigned a Chromebook for the class or for approved off-campus use, students are responsible for its care while it's in their possession. Students should not swap or borrow chromebooks from one another. If a student is found to be in possession of a chromebook that is not assigned to them, the chromebook will be returned to the School. If a student is no longer in possession of their originally assigned chromebook, they will be responsible for paying the fee associated with a lost/missing/stolen chromebook.

#### FEES

If the following damages or losses occur, the parent/guardian agrees to and is responsible for the following fees for repairs and/or replacements which must be paid according to the schedule determined by the School:

Chromebook Charger	\$15
Broken/Cracked Screen or Similar Repairs	\$50
Lost/Missing/Stolen Chromebook or Damage Beyond Repair	Replacement Cost of Chromebook (minimum \$100, not to exceed \$300)

Note: Repeated offenses will result in a more substantial charge (not to exceed \$300). Repairs due to defects or other technical issues will not incur charges or fees.

#### CARE OF CHROMEBOOKS

Charter School Students are responsible for the general care of the specific device they have been issued by the school:

- The device must remain free of any writing, drawing, stickers, other than any applied by the Charter School.
- For chromebooks approved for off-campus use, the student has responsibility for keeping the chromebook in their possession and supervision at all times. If the chromebook is lost or stolen, replacement fees will be charged (minimum of \$100 and not to exceed \$300). Lost, missing, or stolen chromebooks must be reported to IT Support immediately.

#### BRINGING CHARGED CHROMEBOOK TO SCHOOL

For chromebooks assigned for off-campus use, students are expected to come to school each day with a fully charged chromebook. If the chromebook battery is dead or they forget to bring their chromebook, they WILL NOT receive another chromebook for the day. In rare cases for exceptional circumstances (state testing, etc.) a loaner chromebook may be given at the discretion of authorized school employees. The student takes responsibility for this chromebook and may be charged fees for damage/loss of this chromebook as if it were their original assigned chromebook.

#### RETURN OF CHROMEBOOKS

For chromebooks assigned for off-campus use, the Charter School reserves the right to require the immediate return of the chromebook at any time. The chromebook must be returned if a student withdraws, whether voluntarily or through expulsion, or graduates. Should you fail to return the device within 30 days of the designated return date or if the device is damaged, you agree to pay up to the replacement cost of the chromebook (minimum \$100, not to exceed \$300).

#### EXTERNAL RECORDS SHARING WITH ONLINE PLATFORMS

As with the use of most software and websites, students and parents 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](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/termsofservice>
- GoGuardian: <https://www.goguardian.com/eula/>
- Gaggle: <https://cdn.gaggle.net/termsofservice.html>

If you have any questions or concerns, please contact the IT Coordinator, [Rob Kaufman](mailto:rob.kaufman@freirewilmington.org) at [rob.kaufman@freirewilmington.org](mailto:rob.kaufman@freirewilmington.org).

#### ZOOM EXPECTATIONS

All participants will be held to the following expectations during Zoom sessions:

- Participants will use appropriate language (no cursing, no derogatory language, no disrespect or yelling) during Zoom sessions.
- Participants will mute themselves when they are not speaking to limit background noise.
- Participants will be a positive contributor during the online environment
- Participants should dress appropriately during the session i.e. no revealing or obscene clothing.
- Participants should be in a quiet space; background noise from your home distracts others.
- Participants may not use personalized backgrounds; they may distract from learning.
- The chat feature in Zoom should be used appropriately and be focused on academic conversations. The teacher may disable this feature at her/his discretion.
- Participants will not be allowed to screen share unless given permission by Freire staff.
- Participants may not edit the shared screen of any zoom participant.

Please be advised that Zoom sessions may serve as a virtual classroom at times. All rules from your physical classroom inside of our Freire Charter School Wilmington building still apply to the virtual, at home classroom. Inappropriate language, defiance, disruption, and disrespect will and can result in removal from the Zoom learning experience. **The Code of Conduct applies to students any time during the Zoom call, whether it be on video or in the 'chat'. If a student is removed from the Zoom learning space, they will be required to meet virtually with either a Dean or a member from the Admin Team before reintegrating into the Zoom.** If the behavior continues, the student will be removed from the Zoom session for the remainder of the day and will have a follow-up conversation with their parents and guardians. At that time, it will be determined how the student can be best supported moving forward and reintegrated into future Zoom Session.



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 Del. Code Ann. tit. 11, § 2402(c)(4).

#### BOARD POLICY 208B: 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 Head of School is 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.

#### PROCEDURE 208B: STUDENT CELL PHONES & ELECTRONICS

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

#### DAILY PROCESS

As students Arrive to School and before proceeding to classrooms they will:

1. Turn their phone off.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. Store their Pouch in their backpack for the day.

At the end of the day students will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Students must bring their Pouch to school with them each day. Upon reentering the school building, the cell phone must again be pouched.

\*Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

#### LEAVING CAMPUS AT LUNCH

If a student is eligible to leave campus for lunch, they are able to unlock their pouch and retrieve their phone for use outside of the building only. Upon return from lunch, students have to "repouch" their phones in the presence of a staff member, similar to the process of arriving to school at the beginning of the day.

#### VIOLATIONS

##### Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home for:

- The Parent to come to the school and Pick Up their child's phone or the phone may be confiscated overnight
- Additional Consequences may include: Community Service / In-School Suspension / Detention

Examples of damage:

- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin
- Signs of force to black button on flap

#### FORGOTTEN POUCH

If a student forgets their Pouch, their phone will be collected and Admin will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered lost and the student will need to purchase another pouch for \$30.

If a student loses or damages the pouch the student will need to purchase another pouch for \$30.

#### 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 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").

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. The full policy can be found on our website [HERE](#).

If you or someone you know is a victim of sexual abuse, discrimination, hazing, or bullying, please fill out [THIS FORM](#).



## BOARD POLICY 222: STUDENTS EXPERIENCING HOMELESSNESS

The Board of Directors (“Board”) of Freire Charter School Wilmington (“Charter 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 of homeless students, based on the recommendation of the Director of Interventions and Supports.

### 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 Director of Interventions and Supports, or their designee to serve as the School’s Liaison for homeless students and families.

#### THE SCHOOL 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 Charter 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.

#### BOARD POLICY 223: FOSTER CARE

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 the Charter School is not in his/her best interest, immediate enrollment in a new school and the transfer of school records shall be carried out by the Charter School.

#### 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 Director of Interventions and Supports 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

## BOARD POLICY 126: CODE OF CIVILITY

### PURPOSE

Freire Charter School Wilmington (the “Charter School”) believes that maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children’s education. To further this goal, it is the intent of the Charter School to promote, through this policy, mutual respect, civility and orderly conduct between and among Board members, school staff and administrators, parents/guardians, students, volunteers, coaches, and members of the public. It is also the intent of this policy to encourage positive communication and to discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and the public.

The Board of Directors encourages its members, school staff and administrators, parents/guardians, students, volunteers, coaches, and members of the public to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the Charter School. The Charter School is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by Board members, school staff and administrators, parents/guardians, volunteers, coaches, or members of the public.

While this policy may apply to incidents involving students, this policy is not intended to supplant the Charter School’s Student Code of Conduct, and nothing in this policy shall be construed to limit the Charter School’s response to student behaviors. The Student Code of Conduct, and the procedures thereunder, shall be used by the Charter School to investigate and/or impose disciplinary consequences for students engaging in behavior that would otherwise constitute a violation of this policy.

### DEFINITIONS

A person will be deemed to have engaged in “Uncivil Conduct” when the person threatens the health, safety or welfare of any members of the school community, places another person in reasonable fear of imminent harm, disrupts the orderly operations of the School or in cases where the conduct affects a substantial Charter School interest or has continuing effects on Charter School Property or at a Charter School sponsored or related activity/event.

By way of example, “Uncivil Conduct” includes, but is not limited to, behaviors such as:

- directing vulgar, obscene or profane gestures or words at another individual;
- taunting, jeering, inciting others to taunt or jeer at an individual;

- repeatedly interrupting another individual who is speaking at an appropriate time and place or raising one's voice in anger at another person;
- imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met;
- using derogatory and/or personal epithets or slurs; gesturing in a manner that puts another in fear for his/her personal safety; or
- invading someone's personal space after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave.

It is not the intent of this policy to deprive any member of the school community of the right to free expression of ideas or the exercise of a right to which they are entitled. "Uncivil Conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

## GUIDELINES

Individuals who perceive that they are being treated in a way that violates this policy are urged to resolve their concerns promptly through direct communication by respectfully (a) requesting that the person cease engaging in the Uncivil Conduct; and/or (b) notifying the Head of School, Assistant Head of School, and/or Freire School Network Office Administrator that the Uncivil Conduct is occurring.

Individuals reporting alleged violations of this policy may be asked to submit the report in writing to the Head of School.

Individuals who violate this policy may have restrictions imposed on their access to School including restrictions on their right to be present in the Charter School building, on Charter School property or to attend Charter School events. Restrictions may also be imposed on interactions with school staff member(s).

Severe or persistent acts of Uncivil Conduct may violate other Charter School rules or policies such as the policies against Sexual Harassment, Discrimination, Bullying, and Student Code of Conduct. Violation of such policies may result in further action as applicable. Nothing in this policy is intended to interfere with the ability of school administration to maintain order and discipline in the schools or to enforce school rules and applicable policies and laws.

## DELEGATION

The Head of School or designee shall establish procedures consistent with the provisions of policy.

## FEDERAL PROGRAMS AND TITLE I

Freire invites parents to attend an annual Titles I, II, and IV informational meeting, held in conjunction with back to school night. At this meeting, we explain the purpose and requirements of Title I programs, describe how Freire participates in the program, and detail how the school is spending its Title I funding in the current school year. Charter School representatives review parents' right to be involved, provide the complaint procedure, and identify Freire's federal programs coordinator. At this time, we solicit feedback from parents on topics including how Freire is spending Title I funds, the quality of the school-parent compact, and this Parent Family Engagement Policy. Charter School administrators consider any feedback received when seeking to make improvements at the next relevant annual opportunity (e.g. policy updates, budgeting, program planning, etc.).

As the school creates, improves, and implements its Title I Schoolwide Program, the planning team takes into account parent feedback received at the annual Title I informational meeting, comments from regular monthly parent association meetings, survey results, and relevant informal suggestions made by parents.

Charter School events that provide opportunities for parent involvement throughout the year are held at a variety of times, both during the school day and in the evening.

Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.

### PARENT RIGHTS UNDER TITLE I

Under Title I, Part A, Freire parents have the right to:

- Be involved in our Title I, Part A programs – Freire, with the help of its parents, will develop and implement a Title I Parent Family Engagement Policy and a School-Parent Compact
- Request regular meetings – Requests for meetings to discuss Title I programs should be put in writing and submitted to the Federal Programs Coordinator.
- Know teacher and paraprofessional qualifications – Parents may request, and Freire then will provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to their child. Requests should be put in writing and submitted to the Federal Programs Coordinator.

### BOARD POLICY 252: SCHOOL PARENT FAMILY ENGAGEMENT POLICY

Freire Charter School Wilmington is fully committed to finding meaningful and mutually enriching ways for parents to participate in our school to serve as partners in improving the quality of teaching and learning for all of our students and at every level. The Board reviews this policy annually, updating as needed to reflect current circumstances.

- An annual parent survey to evaluate the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools. This survey also asks parents to provide feedback on the following:
  - Barriers to greater participation in activities,
  - The needs of parents and family members to assist with the learning of their children, including with school personnel and teachers,
  - Strategies to support successful and family interactions.
- A minimum of two meetings annually where parents are invited to help develop the Title 1 Plan and revise Parent Engagement Policy. These meetings include time to:
  - Review parent survey results
  - Review performance data
  - Provide input into development of Title I plan including performance measures, spending plan/budget, and strategies for improving parent engagement.
- Numerous opportunities for parents to be involved in the activities of the school including:
  - New Parent Clinic
  - Back to School Night
  - Student-Parent-Teacher conferences
  - Family meetings/info sessions where a member of the Freire Charter School Wilmington staff presents on relevant topics such as college application process and Act 158 graduation requirements

- Strategies to engage families and communicate with them:
  - Family meetings for all students identified as needing additional supports, held either at the home of the student or at the school.
  - Each grade level has a dedicated academic advisor. This individual reaches out to the family of any student failing one or more classes at the conclusion of the first semester so that a family meeting can be scheduled and appropriate measures taken to support the student.
  - Freire's student report cards also offer information beyond the traditional content of grades, teacher comments, and attendance information. Our report cards provide parents with their student's progress on standardized tests, a record of their behavior, and information on their student's participation in extracurricular activities.
- Title 1 coordinator/network office federal programs manager attend conferences and trainings, meet annually with the school's academic leaders to plan and monitor implementation of parent engagement activities
- Freire Charter School Wilmington coordinates and integrates parent and family engagement strategies under Title I, Part A with other relevant Federal, State, and local laws and programs including IDEA/Special Education parent training, annual notices for English learners, and the development of our schoolwide plans.

### UNDERSTANDABLE COMMUNICATION

The Charter School has an accurate perception of the number of our parents for whom English is not their first language as a result of input provided on a Home Language Survey that parents are required to complete when a student first enrolls in the school. As a result, we are able to support these parents directly with a variety of resources including telephonic translation services provided by LanguageLine. Additionally, as part of a quarterly phone call held with parents of any ESL student the school, the Charter School is able to regularly check in with these parents to ensure that they fully understand communications from the school and provide additional support as needed. The school also maintains a relationship with a company called LanguageLine. This company provides translation services in approximately 170 languages and the school utilizes them when appropriate to ensure that the content of essential school communications can be understood by all parents.

### 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.

### PARENT CONCERNS

When parents/guardians 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 Academic Advisor or classroom teacher to discuss the matter. After that, if the situation still has not been resolved, the parent needs to contact either the Assistant Head of School (for any matters relating to teaching and learning in the school) the Director of School Culture, or the Head of School (for any matters in the school not directly related to teaching and learning). If the concern is not resolved at the school level, or if a community member wishes to make a specific complaint to the Board, they can provide notice to the Head of School who can relay their concern to the Board and set aside time on a meeting agenda when appropriate. Parents and community members may attend any board meeting and present a statement during the public comment period, but are encouraged to share any specific concerns beforehand so that the board can best address them. The Board will review the complaint and come to a final decision as quickly as possible.

### CONTRACT FOR EXCELLENCE (THE COMPACT)



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 the Freire Contract for Excellence which was developed jointly with parents.

#### ACADEMIC ADVISORS

Each child has an Academic Advisor at Freire. The job of the academic advisor is to support students in their academic growth by following student progress on a regular basis, communicating with a student's parent/guardian in times of concern, helping to link students to the extra help and support centers Freire has available to all students, and helping to ensure that the staff at school and parents at home are doing all we can to support our students' academic success. When requested by parents, academic advisors will also facilitate regular meetings that provide parents with an opportunity to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children.

#### EMOTIONAL SUPPORT TEAM

Another fundamental way that we support parents in helping their children's achievement and potential soar is through our emotional support team. Freire's emotional support team serves all students in need of therapy on a regular basis. Students meet with either our in-house certified family therapist or one of the handful of graduate school interns studying the science of emotional support and working closely at our family therapist's direction. Any and all family members of a Freire student are also welcome to participate in emotional support therapy sessions.

#### EDUCATION FOR OUR EDUCATORS ABOUT THE IMPORTANCE OF PARENTS IN STUDENT SUCCESS

Every Freire staff member participates in at least two trainings per school year on effectively partnering with parents to maximize student achievement. One of these trainings is held during our start of the year staff orientation, and the second at one of our regularly scheduled staff professional development sessions. Issues about differences in culture, expectation, communication styles, etc. are addressed.

Additionally, administrative personnel and school leaders participate in ongoing informal conversations regarding how to support parents and their students most effectively. One of the primary roles of our Academic Advisors is to serve as a liaison to and for parents with the school and to make sure to give voice to parent concerns, feedback, and positive experiences.

#### TITLE I COMPLAINT PROCEDURES FOR PARENTS

A parent who feels that the school is not meeting its Title I or other responsibilities as outlined in this policy, should first discuss the problem with the school Federal Programs Coordinator. Examples of violations would be such things as:

- An annual meeting was not convened to explain Title I offerings to parents
- Parents were refused information on the professional qualifications of their child's classroom teacher.

#### CONTACT INFORMATION

Tanza Pugliese, Compliance Manager, Freire Schools Collaborative  
1617 JFK Blvd Ste 580  
Philadelphia PA 19103  
(267) 583-4465  
tanza@freireschools.org

#### OTHER IMPORTANT PARENT INVOLVEMENT INFORMATION



At Freire, we are always working to form stronger, better partnerships with parents. Some of the ways in which we further this goal that have not been mentioned specifically above are:

- At least one parent serves on the school's Board of Directors.
- Parents receive a biweekly email newsletter updating them on school activities, events, issues, etc.
- Parents receive mailings frequently through the regular mail.
- Freire contracts with the SchoolMessenger service, which allows us to communicate information to parents via automated phone calls, text messages, and emails.
- Freire teachers are required to respond to every communication from a student's parents within a reasonable period of time.
- Freire teachers take the time to write comments on report cards thereby giving parents more specific information than just a grade.
- The interview process for hiring staff includes parent input when possible, and in particular when hiring senior administrative staff members.

## 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 the Charter School, 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 and at the discretion of the Head of School:
  - Any student who earns less than four credits (i.e. fails three classes) in an academic year can be retained at the discretion of the Head of School. 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 Head 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) may be retained at the discretion of the Head of School. 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.
  - Any student who has 20 or more unexcused absences can be retained at the discretion of the Head of School.

### 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 12th Grade Social Studies
World Languages	2.00 credits required Must include Spanish I and Spanish II
Physical Education	1.00 credit required
Health	0.50 credits required
Career Pathway	3.00 credits required
Electives	2.50 credits required

#### ADDITIONAL GRADUATION REQUIREMENTS

- Any student who fails three (3) or more credits may be required to repeat their senior year in its entirety.
- All students have until September 15th 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 15th 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 Head 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, or Projects
  - Quizzes
  - Other forms of teacher-generated assessments
  - Midterm/Final Exams
- 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 EXAM WEIGHTING

### MIDTERM AND FINAL EXAMS

Charter School 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 exams will count as 10% of the semester grade.

## PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are held in the fall and spring, 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 teacher directly.

## MAKE-UP POLICY

Please see Policy 206: Student Attendance and Truancy.

## 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 Head 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.

### USE OF AI TOOLS

Freire recognizes the value of artificial intelligence (AI) tools like Grammarly, ChatGPT, and more. If used appropriately, these AI tools can enhance student learning. However, if used inappropriately, these tools can fall under our Academic Integrity/Academic Dishonesty Policy. Teachers will make every effort to clarify when it might be appropriate to use AI tools to enhance student work. However, if teachers do not explicitly offer this clarity for a given effort or mastery assignment, it is the responsibility of the student to ask for that clarity. If students choose not to ask for that clarity and use AI tools without teacher permission or if students disregard teacher clarification, the Academic Integrity/Academic Dishonesty Policy takes effect.

## NATIONAL HONOR SOCIETY

For many students, selection as a member of the National Honor Society (NHS) is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

### SELECTION PROCEDURES

One must remember, however, that selection to the National Honor Society is a privilege and not a right. In an effort to clarify how students are selected to the NHS at Freire, the steps of the selection process are outlined below.

- The Director of Academic Operations reviews the transcripts of the members of the Sophomore, Junior and Senior classes. Any student who has a cumulative grade point average (GPA) of 3.50 and higher is placed on a list of potential members, and this list is given to the NHS advisor.
- The NHS advisor distributes an application to each student on the above list. Students must complete this form by the stated deadline if they wish to be considered for membership.
- The NHS advisor forwards all returned applications to a Faculty Council. The advisor also reviews discipline history from the Log Entries section in Infinite Campus. This information is forwarded to the Faculty Council.
- The Faculty Council meets to review each student's completed form and the Dean's remarks. The council examines each student in terms of their character, leadership, and service.
- After assessing the data, the members of the Faculty Council take a vote on each student to decide whether they will become a member of the NHS. A student who wins a majority of the votes is approved for membership to the NHS.
- Students are notified in writing about their selection to the National Honor Society.

### MEMBERSHIP

In order to maintain membership in the National Honor Society, students must:

- Maintain their 3.50 overall GPA at the conclusion of the school year
- Complete 20 community service hours by the conclusion of the school year

## 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.

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

### ATHLETIC ELIGIBILITY

A student who participates in interscholastic athletics at the Charter School, 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.

### CONCUSSION PROTOCOL

If a student-athlete receives a bump, blow or jolt to the head, they will be removed from play immediately. If the student-athlete is determined by a game official, school staff member or present healthcare professional to exhibit signs or symptoms of a concussion, the student-athlete will not be allowed to return to participation that day. The School staff member will notify the parent/guardian or relevant emergency contact.

If the student-athlete was not allowed to return to play the day of the bump, blow or jolt to the head, the student-athlete cannot return to participation/play at all until they have been evaluated and cleared by an outside healthcare professional and provide signed documentation stating such.

## 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.

## V. GENERAL POLICIES & PROCEDURES

### COMMUNICATION DURING A HEALTH EMERGENCY

It is crucial that the Charter School is able to get in contact with all 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.

### ID CARDS PROCEDURE

Identification pictures will be taken at orientation and then again on a picture 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 Director of Interventions and Supports and Director of Academic Operations, for the convenience of each student and remain the property of the Charter School. 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 Charter 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 Charter School reserves the right to periodically and randomly inspect lockers.

## BREAKFAST AND LUNCH PROCEDURES

Breakfast is served in the cafeteria from 7:30 - 8:00 a.m. Lunch is available during the 30-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 Wilmington students. **All 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 the Charter School 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 school.

## 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 Wilmington 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 school 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 front desk 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 the 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 school 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 Charter School Wilmington provides a school bus for after-school transportation that makes limited stops based on our normal routes. Students may also 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 5:30 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.



**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 arrival and dismissal times must use the school parking lot. The school parking lot is located behind the school building and can be accessed via Orange Street. For a scheduled meeting during the school day, families may park in the lot located behind the school.

### EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

All school closings (whether a closure or delayed start 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 Infinite Campus' parent/student portal (automated phone calls and text alerts).

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.

## 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 2:20 p.m. 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 name tag, which they must wear at all times while in the building. The name tag 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 Head of School and scheduled through the respective teacher.
- If you desire a conference with a teacher, make an appointment through the office of the Head 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 Charter School by the deadline, either on paper or through the school's online permission slip platform. **The Charter School cannot accept verbal consent or any other form of parent/guardian authorization besides the fully completed and signed permission**

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

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. If the student damages school property there may be disciplinary consequences.

### 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. In the rare instances when that is not possible and the cellphone is left with a staff member, the staff member is not responsible for any damage to a phone NOT in a Yondr pouch.

## 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 Charter 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 the Director of Academic Operations, or their 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

## SUMMARY OF STUDENT HEALTH POLICIES

The Charter School's health policies are summarized below. Copies of the complete policies are available upon request and on the school website.

### 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 each 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 them 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 due to illness.

#### 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 them until you arrive. If you cannot be reached, we will attempt to contact the emergency numbers you have listed as emergency contacts.

#### 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 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 Charter 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.

### BOARD POLICY 213: SUICIDE PREVENTION POLICY

Freire Charter School Wilmington 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 Charter 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 Charter 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 Charter School employees must provide evidence or proof of participation and completion to the Charter School. The Charter 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 Director of Interventions and Supports, the school counselor, 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 Director of Interventions and Supports or the Head of School immediately. This must be treated as a mental health concern and the employee must follow the School's emergency procedures.** The Director of Interventions and Supports 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 Director of Interventions and Supports or a member of the Emotional Supports team. In these situations, it may not be possible for the Charter 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 Director of Interventions and Supports. 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 Director of Interventions and Supports or to any Charter School employee. Employees who receive a report from another community member should immediately connect the individual directly to the Director of Interventions and Supports if the reporting individual is willing. Otherwise the staff member must take a detailed report and immediately share all information with the Director of Interventions and Supports. All reports from non-employee community members will be kept anonymous to the greatest extent practical.

#### RETALIATION RESTRICTIONS

No employee, Charter 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 Charter School's policy on this topic.

#### STUDENT PRIVACY

The Charter 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 Charter 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 the student is between the ages of 18-21.

### ACKNOWLEDGEMENT OF RISK

The Charter 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.

### 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.)

## ANNUAL FERPA NOTIFICATION

### **Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2025-26 School Year/Notice to Parents and Guardians Regarding the Disclosure of Student "Directory Information"**

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request. You are encouraged to review the School's Student Records Policy for a full explanation of privacy rights:

1. The right to inspect and review the student's education records within 45 days of the day the Freire Charter School Wilmington ("School") receives a request for access. Parents or eligible students should submit to the Head 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 is 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 to the Head 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 the 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the 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); contractors, consultants, volunteers, and other outside service providers used by the school; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school district, school system, or institution of higher learning in which a student seeks or intends to enroll. 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 is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202

## DIRECTORY INFORMATION

Directory information includes information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised the School to the contrary in accordance with School procedures.

Directory information includes the following:

- Schools attended;
- Student's name;
- Address;
- Telephone listing;
- Student electronic mail address;
- Photograph;
- Date of birth;
- Major field of study;
- Dates of enrollment;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended.

The primary purpose of directory information is to allow Freire to include this type of information from your child's education records in certain school publications, including: a playbill, showing your student's role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members. This information may also be made available to qualified outside organizations upon request.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before **September 1, 2025**, or two weeks after your student's start date, to the CEO of the School at:

Freire Charter School Wilmington  
201 W. 14th Street  
Wilmington, DE 19801

Please note that an opt-out of directory information disclosures does not prevent the School from identifying a student by name or from disclosing a student's electronic identifier or institutional email address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or virtually through electronic communications. **If you do not submit a written refusal on or before September 1, 2025 then the School may disclose directory information without your prior consent.**

## FOOD STANDARDS AND SALES

All foods and beverages that the Charter School 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 does 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.

### EMERGENCY RESPONSE PROCEDURES SUMMARY

The School utilizes the Standard Response Protocol (SRP) method to respond to emergencies within the building. SRP includes Evacuation, Lockdown, Secure, and Hold with a reunification process available if necessary.

<b>Evacuation</b>	<p><b>When is this protocol activated?</b> Fire, bomb threat, or other situation that requires exiting the building in a quick yet orderly manner.</p> <p><b>What should you do if this protocol is activated?</b> All members of the school community will make their way to the primary evaluation site.</p>
<b>Lockdown</b>	<p><b>When is this protocol activated?</b> Severe security threat inside the building e.g. armed assailant, gun found in building.</p> <p><b>What should you do if this protocol is activated?</b> All members of the school community should run out of the building if near an exit and able, otherwise hide in silence and out of sight within a locked room.</p>
<b>Secure</b>	<p><b>When is this protocol activated?</b> Threat outside the building e.g. extreme weather, hazmat outside, neighborhood gun violence. Can be also used when there is a potential threat that needs to be investigated, including a potential threat outside the building.</p> <p><b>What should you do if this protocol is activated?</b> Possible actions include: no one in or out of the building; shut off hvac; move away from windows; move off first floor. No one needs to be hiding in silence as in a lockdown.</p>
<b>Hold</b>	<p><b>When is this protocol activated?</b> A situation inside the building that requires students and staff to temporarily remain within their classroom/office. eg if EMT needs empty hallways to assist with a medical emergency, if staff need to clean a spill or other unsafe condition in one wing of the school, or if staff receive information about a potential safety issue that needs to be investigated.</p>

	<p><b>What should you do if this protocol is activated?</b> Staff and students stay in the room they are in or to move to a space they are directed to. No one needs to be hiding in silence as in a lockdown.</p>
<b>Reunification</b>	<p><b>When is this protocol activated?</b> Used immediately following a lockdown or evacuation if necessary.</p> <p><b>What should you do if this protocol is activated?</b> Proceed to the reunification site after being directed by police or other public safety officials. Staff will use CrisisGo to account for students, and parents will be able to receive information and/or pick up their child.</p>

## 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 Head 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.

## ANNUAL AHERA NOTIFICATION, 2025-26

Pursuant to the Federal Environmental Protection Agency (EPA) mandate, as required by 40 C.F.R. 763.84 (c)(d) of public access to environmental records, this letter is to acknowledge the availability of Freire Charter High School's Asbestos Hazard Emergency Response Act (AHERA) Management Plan.

The AHERA Management Plan provides a description of the location, quantity, and condition of all asbestos containing materials (ACM) found in each building. Per Freire Charter High School's most recent inspection conducted by Indoor Environmental Concepts, LLC, **there are no known ACM present in the building.**

If you have any questions or would like to see the full AHERA Management Plan, please contact Johnny Mills, Director of Operations at Freire Schools, at [johnny@freireschools.org](mailto:johnny@freireschools.org).