All dynamic, successful, and cutting-edge organizations are created, maintained, and focused on general virtues reflective of its business culture. At The Charter School of Wilmington, we want to maintain our status as being a top educational facility both nationally and in the State of Delaware. We recognize to reach these goals we need employees who subscribe to and practice virtues necessary for effective and rewarding human interactions. The following professional behavior standards serve as our organization’s virtues and moral guideposts. These professional behavior standards are expected to be practiced by all of our staff members, and all members of The Charter School family.

The Charter School Staff Member Strives to:

1. Keep a positive attitude toward other staff, students and oneself.
2. Be a positive role model for students.
3. Have faith in co-workers’ abilities and seek to understand others.
4. Be respectful and nurturing to all.
5. Respect others’ opinions and recognize that a difference in viewpoints is a reflection of a dynamic organization.
6. Accept that others’ decisions may be based on different perspectives and these decisions should be respected.
7. Be flexible, accept responsibilities and be willing to solve problems.
8. Handle disagreements in a professional manner.
9. Speak directly to the person with whom one has a concern or dispute.
10. Gather facts before making a judgment.
11. Hold yourself accountable, be open to constructive criticism.
12. Refuse to engage in complaining, negative talk.
13. Be proactive rather than reactive.

14. Take advantage of professional growth opportunities.

15. Seek out assistance professionally or personally when needed

Teacher Expectations

In General, all Charter School Teachers should:

1. Keep a collegial attitude and be committed to the school’s vision.

2. Follow the school’s professional standards.

3. Be respectful to students, staff and administration.

4. Maintain a continuous presence between class changes, before homeroom during lunch, and after school.

5. Enforce the dress code in and out of the classroom.

6. Be punctual.

7. Communicate with parents in a timely manner (respond to emails/phone calls within 24 hrs). Maintain on-line grades weekly.

8. Meet deadlines (i.e. submit all grades on time).

9. Coordinate with the President/ Vice President, when scheduled absences are known in advance.

10. Seek a holistic approach to all discipline matters and avoid abusing demerits or referrals.

11. Discuss students, and his/her academic and behavioral concerns, in private.

12. Encourage suggestions for professional growth and classroom visitations.

13. Be a TEAM player; step in when asked for assistance by other teachers and administrators.

14. Attend all educational meetings, particularly when requested by the Counseling Department and Administrators.
15. Teachers are to be professional when communicating with students using social media.

**Teacher Accountability**

Personal responsibility and accountability are characteristics all staff should model for our students. Therefore, teachers who experience difficulties meeting his/her professional responsibilities will be referred to the President or the Vice President. Recommendations for improvement will be made on an individual basis.

**Administrator Expectations**

A successful and professionally enriching school requires collaboration and an active presence of purposing from both the teaching staff and the administration. To continually achieve this “Community of Mind” all Charter School Administrators are expected to:

1. Have a detailed job description so that all staff will know who to go to with a particular issue or concern.
2. Encourage and support creativity and different teaching styles.
3. Provide helpful and meaningful recommendations to assist a teacher’s success in the classroom.
4. Encourage open communication among themselves and staff.
5. Be open to working with staff. If there are issues/concerns regarding a particular individual, administrators should consult with one another in order to facilitate resolution of the issue/concern.

**Department Chairs**

1. Hold monthly department meetings to coordinate implementation of existing curriculum, develop revised or new curriculum and conduct other business as needed.
2. Oversee mentoring of new department faculty members and responsibilities of all department members.
3. Prepare department budget and purchase orders.
4. Supervise textbook inventory.
5. Develop a coordinated schedule of student tests and projects with other Dept. Chairs.
6. Solicit and organize departmental input for the school’s master schedule.

7. Work with Counselors to review phase change requests.

8. Serve as a mediator in student/teacher/parent relations.

9. Provide annual departmental goals to the President.

10. Participate in the new hire interviews for their Department.

11. Represent Department at bi weekly Chair meetings.

12. If applicable, develop, schedule, administer, and grade departmental challenge exams.
The Charter School of Wilmington

General School Policies and Procedures

Abuse of Students

Employees of The Charter School of Wilmington will avoid developing inappropriate relationships with students, exploiting students for sexual purposes, and having physical contact with students except only when completely non-sexual and never in private or in environments that are not easily observable by others. Employees are prohibited from using physical discipline in any way for behavior management of students.

Some forms of physical affection can be used by employees to initiate inappropriate contact with students. The following are examples of affection that are inappropriate and are not to be used:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding students on your lap
- Showing affection in isolated areas of a facility such as closets, staff only areas, etc.
- Wrestling with students
- Touching inappropriate body areas
- Any type of massage given by a student to an employee
- Any type of massage given by an employee to a student
- Any form of unwanted affection
- Compliments relating to physique or body development

Employees will not humiliate, ridicule, or degrade students.

Employees must report any allegations of student abuse to his/her supervisor (assuming this individual is not the offender) or to the President. Employees guilty of abuse will be subject to appropriate disciplinary action up to and including discharge in addition to any other criminal and/or civil action.

Accidents/Injuries

All accidents/injuries are to be reported to the main office immediately. If someone is injured, the nurse must be contacted. Another person should accompany an injured or sick student if he/she is sent to the nurse. The nurse will fill in an accident report. In the event an individual must be sent to the hospital a school Administrator will accompany and remain with them until arrival of the family.
Announcements

Anyone wishing to have an announcement made over the intercom during homeroom should place the announcement in the mailbox provided in the main office by the end of previous day. Forms are provided in the main office and must be signed by an appropriate staff member (i.e., President/Vice President).

Assemblies

All teachers are to be in attendance when the entire student population gathers for an assembly. Teachers are to accompany his/her class to and from the assembly. Teachers should help his/her students get seated quickly and remain with them by taking an aisle seat. Teachers who report without students should take aisle seats throughout the assembled group to provide visible supervision.

Audio-Visual Equipment

Requests for audio-visual equipment are to be provided to the IT Department.

Board Representation

Each year a teacher elected by the faculty will be submitted to the Board of Directors as Teacher Representative to serve a one-year term. Procedure and policy governing the election process may be found on The Charter School of Wilmington website under the Board of Directors Policy link.

Bullying

Refer to The Charter School of Wilmington website under Board Policies and Procedures.

Chaperones

1) Unless other arrangements have been made with the sponsoring moderator, all chaperones are to be in attendance from the beginning to the end of an activity.
2) Chaperones are to ensure proper supervision by circulating among the students.
3) Chaperones should also assist in supervising areas such as lavatories, lobby, outside grounds, etc.
4) All disciplinary infractions are to be reported promptly to the moderator.

Classroom Upgrades

Since we rent our building from the Red Clay Consolidated School District, any classroom enhancements to the walls (paint, chalkboard paint, murals) must be cleared by the school district. Requests for enhancements should be emailed to the Vice President. Include a description of the work you are requesting.
**Dress Code**

The manner in which CSW employees dress contributes to the perceptions that others form of the school. An individual’s personal appearance can create a favorable or unfavorable impression on co-workers and the public. It is especially important for staff, as representatives of the District, to present a positive image. All employees are expected to come to work well groomed and appropriately dressed. When attending evening events, all employees are expected to dress in business casual attire.

**Evaluations**

Teacher observations and evaluations are intended to achieve and maintain quality teaching in the classrooms. These may include formal classroom observations by chairpersons, visits by other classroom teachers, coaching or mentoring, etc. In addition, formative/summative evaluations will be conducted by the President/Vice President or any other certified evaluator on staff, in accordance with Delaware Performance Appraisal System (DPAS II), to help assist the teacher with his/her professional growth.

**Facility Request Forms**

When needing to use a classroom, theater, or any other room/area in the building, the moderator is responsible for scheduling the event with the CAB office first, then following up by filling out/submitting the required Facilities Request Form. The moderator must be present for the entire event his/her club is sponsoring.

**Field Trips**

Field trips can extend learning beyond the classroom. All field trip requests must be submitted and approved by the President/Vice President. Only school-sponsored trips may take students from classes. Except for the sponsoring teacher, students may not be refused permission to attend a field trip or be penalized for the same by any member of the staff. Sponsoring teachers should consider a student's overall academic and disciplinary performance before granting permission to go on the trip. Trips should avoid returning at a late hour to minimize absenteeism and tardiness the following day. No field trips will be granted during May of each year with the exception of the Junior class trip.

*If possible, trips should be scheduled so as to avoid multiple trips in a short period of time and to avoid the same students going on multiple trips.*

**The procedures for conducting a field trip are as follows:**

1. Three forms must be filled out and submitted for approval by the Vice President. Forms are to completed and submitted in hard copy for approval. The three forms are: CSW Field Trip Request Form, SW Field Trip Permission Slip, and Professional Day form. These forms are available online.
2) Distribute permission slips to students as far in advance as possible with a deadline due date (one month for large trips and no later than 2 weeks for smaller groups). Permission slips must be reviewed by the school nurse at least two weeks before the departure of the trip.

3) CSW chaperons must be trained in “ASSISTANCE WITH MEDICATIONS TRAINING FOR SCHOOL EMPLOYEES AND CONTRACTED STAFF” in PDMS (#24191). Trained chaperones are responsible for carrying medication and assisting with distribution of medications. The school nurse will collect all medication and meet with chaperones before trip departure. All medications and medication administration forms must be returned to the school nurse upon return from the trip.

4) In consultation with the Vice President, the sponsoring teacher will determine the appropriate student dress code for the field trip.

5) The CFO/designated staff member will arrange school bus transportation. All other arrangements, including appropriate supervision, are the responsibility of the sponsoring teacher.

6) It is the responsibility of the sponsoring teacher to obtain an appropriate number and gender of chaperones (1-15). If the required number of chaperones is not met, the trip will be cancelled. A CSW employee must accompany all field trips. If you cannot attend, you must find a CSW employee to go in your place. A parent cannot take the place of a CSW employee.

7) No later than one week prior to the date of the trip, the sponsoring teacher should distribute the list of students’ names that will be on the trip to all staff (follow up with any updates/changes to the list).

8) Students not going on the trip will follow his/her regular schedule.

9) All monies that belong to the school are to be deposited on the day of receipt with the exception of those funds received after the close of normal school hours or when you receive less than $100.00 in daily receipts. Money collected for the trip is to be given to the business office. A cash receipt will be issued for the amount submitted. All checks are to be made payable to The Charter School of Wilmington. A small amount of (5% or 10%) should be added to the total expenses to provide for unexpected financial shortfalls of the field trip.

10) Trips requiring travel below the C and D canal or out of State must be reported by the Vice President to the Dept of Education via the website.

11) The sponsoring teacher will report to the Vice President of CSW, Angeline Rivello at 302-373-9642 immediately if there are accidents, difficulties, etc. that may occur and also upon arriving back at the end of the trip.

Film/Videos

Films or videos must be approved by the Administration prior to classroom viewing.
Fraud

The school is determined to maintain its reputation as an institution that will not tolerate fraud or abuse of position or authority, and therefore the Board has approved the following policy:

1) **Scope**
   This policy applies to any fraudulent activity involving the school’s employees or its directors. Such activities may include:
   - Theft or fraud
   - Accounting or Auditing issues
   - Conflict of Interest
   - Inappropriate business gifts
   - Misuse of school assets
   - Non-compliance with laws

2) **How to raise concerns**
   If you have questions or concerns regarding potential fraud or abuse related to any of these activities, you are encouraged to discuss your concerns with the President, Vice President, or the Chairman of The Board of Directors. You may raise your questions or concerns via telephone, in person, or by mail. Inquiries may be made anonymously.

3) **Investigation**
   Investigation of potential fraudulent matters shall be under the direction of the President and/or the Chairman. Any party against whom an allegation is made shall not participate in the investigation. Concerns will be treated confidentially, properly investigated and dealt with fairly.

4) **Non-retaliation**
   It is a violation of this policy to retaliate against or penalize any individual for reporting fraud or abuse, or for cooperating or participating in any investigation or proceeding. Appropriate disciplinary action will be taken against those found retaliating against such individual.

5) **Consequences**
   In the event an employee is found to be engaging in or to have been engaged in fraudulent acts, or failed to report fraudulent acts, he/she will be subject to disciplinary action, which could result in termination. Based on the seriousness of the offense, the results of the investigation may be referred to the appropriate law enforcement/regulatory agencies.
**Bereavement Leave**

In the case of a death in the immediate family (father, mother, brother, sister, son, daughter, grandchild, husband, wife, parent-in-law, daughter-in-law, or son-in-law), the teacher will receive no deduction in pay for an absence not to exceed 5 working days. This absence is in addition to other leaves.

In the event of the death of a near relative (first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law) there will be no deduction in the teacher's salary for absence on the day of the funeral. This absence is in addition to other leaves.

**Grants and Funding**

All grant writing and fund raising initiatives are to be presented to the President/Vice President for scheduling and approval.

**Grievance Procedures**

A grievance is defined as a claim by an employee that there has been a violation, misinterpretation, misapplication, or improper application of any provisions of the personnel policies or practices. Any grievance should first be presented to the President/Vice President for possible resolution. If the issue is not satisfactorily resolved, the employee should place the grievance in writing and submit it to the President for delivery to the school's Board of Directors.

All grievances should be processed as rapidly as possible. The number of days indicated at each level will be considered a maximum, and efforts will be made at each level to expedite the process. The specified time limits may be extended by mutual agreement.

a. Once the grievance has been presented to the President/Vice President, a response will be given to the employee within 10 days.

b. If dissatisfied with the President's response, the employee may, within 5 days, submit a written appeal to the President for delivery to the school's Board of Directors. The Board will provide a written response within 15 days.

**Harassment**

Harassment of any nature will not be tolerated at The Charter School of Wilmington. Employees who feel they are the target of someone's harassment should first speak out and tell the offender that they want the behavior to stop, that they find that kind of behavior offensive, or that the individual is making them feel uncomfortable.

The situation should be reported immediately if a blatant incident occurs or if the behavior continues after the objections were voiced; the person should go to the President/Vice President. The person should keep a record of each incident, the date, time, and place of the occurrence, and the names of any witnesses.

Some examples of harassment include:

- Repeated flirtations, advances, propositions
- Offensive or inappropriate touching
• Slurs or offensive remarks
• Pranks
• Obscene or lewd sexual jokes or gestures
• Displaying sexually explicit or suggestive material

Anyone who is guilty of harassment will be subject to appropriate disciplinary action up to and including employment termination. Refer to The Charter School of Wilmington website to review the complete CSW Sexual Harassment Policy.

Health Benefits

The Charter School participates in the health plans offered by the State. Presently, employees who qualify for benefits may select between plans offered by Blue Cross/Blue Shield or by Aetna. The employee pays a small portion of the insurance premium. Booklets describing the plans and information about premiums may be obtained from the business office.

Homeroom Teachers

The following serve as specific guidelines for homeroom teachers:

1) Homeroom teachers are to be visible in the hallway/outside of his/her homeroom no later than 7:10 am. The first bell will sound at 7:25 am; teachers should close all doors at that time. Any student arriving to homeroom after the first bell should not be admitted to homeroom and directed to room 321 to obtain a pass.

2) Teachers need to check their mailboxes before going to homerooms to pick up any notices, handouts (distribute as needed), attendance forms, etc.

3) Everyone is requested to stand for the Pledge of Allegiance and a moment of silence as per Delaware law. If a student chooses to stay seated during the Pledge, they are to be silent and not become a distraction. Teachers take attendance immediately following announcements and have same sent to main office.

4) Homeroom teachers need to post his/her room’s status for activity period and have students sign the activity log each day.

5) Homeroom teachers should check his/her students for dress code violations. Minor infractions (hats, etc.) should be corrected before the student leaves the room. If need be, demerits should be issued or in the case of defiance, the students should be sent to the school disciplinarian.

Hours

Teachers are to be in school at least 20 minutes prior to the start of the school day. On normal school days, teachers are to be in school by 7:05 a.m. Teachers are to remain in school at
least 20 minutes after all students have been dismissed. For a normal school day, teachers may leave after 2:35 p.m. This time can be used to call parents, meet with students, post grades on the Internet, etc.

Teachers are to be present for certain required activities as per contractual agreement even though such activities are outside the normal school day. These activities include: graduation, parent teacher conferences, Open House, Back-to School Night, faculty meetings, department meetings, committee meetings, IEP and 504 meetings, etc.

If it is necessary for a teacher to leave the building during his/her planning period, school hours, the teacher must sign out and sign back in, upon returning, in the Charter Office. If a teacher needs to leave during the school day and it’s not during his/her planning period, he/she must receive prior approval from an administrator then follow the normal sign-out/sign-in protocol.

Personal business is to be scheduled outside normal school hours.

Ten service hours will be required each year to substitute for two extra school days. Five hours are equivalent to one school day. Service hours are for extra responsibility without pay for activities such as being a chaperone for a school trip or student activity outside normal school hours. Such service hours need to be approved by Administration prior to the event. Student activities that result in EPER do not count.

There will be a guaranteed forty minute planning period each day (two hundred per week) for teachers.

**Interim Reports**

These reports are issued four times a year about four weeks before the end of each marking period. Parents should be notified of a student's failure prior to the end of the marking period. If a student is in danger of failing after the reports have been distributed, the teacher should notify the parents by phone or email.

**Maternity Leave**

The Charter School of Wilmington follows Delaware's maternity leave law. The rules of the Family and Medical Leave Act of 1993 provide for up to twelve weeks continuation of health, dental, and prescription drug coverage to the employee. The portion of the coverage funded by the Charter School is continued during these twelve weeks. The employee must pay costs that are normally deducted from pay unless the employee wishes to cancel the coverage during the Family Leave. Continuation of life insurance is not provided by the FMLA. However life insurance coverage may continue during the leave at the employee's expense. The teacher and the President will agree upon the duration of the maternity leave but it will not exceed one school year.

Beginning on January 1, 2019, CSW will be incorporating the new paid leave provision added to the law under House Bill in the 149th General Assembly. The state Office of Management and Budget will establish forthcoming guidelines.
Moderators

The primary duties of a moderator are to provide the necessary adult guidance, advice, and supervision to a particular class or club in its activities. The moderator should work with the student officers to best involve other members in the development and execution of class/club activities.

It is also the duty of the moderator to act as liaison with the school's administration to obtain approval for activities such as dances, fund raisers, etc. When needing to use a classroom, theater, or any other room/area in the building, the moderator is responsible for scheduling the event with the CAB office first, then filling out/submitting the required Facilities Request Form. The moderator must be present for any event his/her club is sponsoring. Moderators may not leave students unattended.

Pension

Charter School employees who qualify for the pension plan will receive pension benefits determined by the State's pension plan. Questions regarding the plan should be directed to the Pension Benefits Office in Dover.

Personal Leave

Staff may be absent without loss of pay no more than 3 days per fiscal year for personal reasons. These requests are to be submitted to the Vice President/CFO 72 hours in advance for approval by the President/Vice President. Personal leave will not be permitted immediately before or after holidays or scheduled school breaks. The first week of in-service days each year are mandatory and if missed will not be paid days unless there are extenuating circumstances. In-service days will be charged as full days.

Public Relations

All public relations will be coordinated by and through the Administration. Any and all media contacts are to be conducted through the Development office. All external publications are to be submitted to the Development office for review before being released to the public.

Salary

Teachers and staff will receive a base pay of 100% of the current Red Clay Consolidated School District per diem pay scale for their positions.

Teachers are employed on a ten-month basis for a total of 188 days. Direct deposit payments will be made in 26 biweekly installments. Any incentive payment will be made after July 1. Extra responsibilities (athletic coaching positions) will be paid using the Red Clay scale as a base but adjusted for number of students participating, number of activities sponsored, frequency of meetings, etc. Payment for seasonal positions will be paid within 30 days of the completion of the activity. Annual positions will receive payment by June 30.

Sick Leave
10 month employees shall be allowed 10 days of sick leave per year of which 3 may be personal days with full pay. Annual employees will earn one day of sick leave for each month worked (ex. 12 days for working 12 months). Any unused sick leave shall be accumulated to the employee’s credit without limit. Unused sick days for reimbursement at retirement purposes may be accumulated up to a maximum of 90 days, teachers will be reimbursed for local and state portions of salary only for those days earned at CSW at 50% (90 days = 45 days pay). In the event of a death of an employee reimbursement will be paid at a rate of 100% for days earned at CSW to a maximum of 90 days, days earned prior to employment at CSW rate will be paid the State portion only. Employees who have accumulated sick leave from previous employment with the State will have that sick leave counted toward the 90 days maximum but will be reimbursed for the State portion only (90 days = 45 days pay at 65% approx). Teachers will have 1/185th of their annual salaries deducted for each day of absence exceeding their accumulated sick leave. Other employees will have their per diem rate deducted for each day of absence exceeding their accumulated sick leave.

In the event of critical illness in the immediate family (father, mother, brother, sister, son daughter, grandchild, husband, wife, parent-in-law, daughter-in-law, or son-in-law), the teacher may be absent without loss of pay for a period of 3 days. These days are counted in the teacher's sick leave.

Sick leave may not be used as vacation days or Personal days. Consecutive absence of 3 days or more require a Doctor’s note.

Teachers are required to have 3 days of emergency lesson plans to be on file with the Department Chairs.

Substitutes

Administration should be notified as soon as possible whenever an employee will not be reporting to school at the regular time. If possible, the school should be notified at the night before so substitute coverage can be arranged.

Student Dances

1) Sponsoring moderator must obtain approval from the President/Vice President for the date and times of the dance.
2) All disciplinary infractions are to be reported to the President/Vice President.
3) Dances are for Charter School students and his/her guest.
4) The moderator must hire at least two policemen. One will remain by the entrance and one will periodically patrol the grounds. If police presence is not verified by 2 pm on the date of the dance, the dance will be cancelled.
5) Regular dances will end by 11:00 pm.
6) The moderator must obtain a reasonable number of chaperones based on expected attendance. If the requisite number of chaperones is not obtained, the dance will be cancelled.
7) Unless they have prior permission from the moderator, students will not be admitted one hour after the start of the dance.
8) Students may not leave and re-enter the dance.
9) The sponsoring moderator is responsible for cleanup and should be the last person to leave the building.
Study Halls

Students not scheduled for class will be assigned to study halls. Normally study halls are monitored by paraprofessionals, but occasionally teachers may be needed in time of staff shortage to cover a study hall. This time is set aside for completion of written assignments and/or quiet study. Students are permitted to meet with classroom teachers, use the library or computer centers, etc. during the study period only if the moderator has issued a fully completed pass.

Teacher Assistants (TAs)

Teachers and faculty may request Teacher Assistants (TAs) to help with grading and classroom activities. TAs should not have access to a teacher or faculty member's computer or chrome book. TAs should not be left alone in an office or classroom. TAs should not be privy to any confidential information. If there is no work for your TA, they may spend their time in a study hall.

Tuition Reimbursement

During the school year, teachers will be potentially reimbursed 100% of the tuition cost of continuing education up to 3 credits per fiscal year using the cost of a resident graduate credit at the University of Delaware as a maximum. Teachers will be potentially reimbursed 50% of the tuition cost of continuing education for the next 3 credits in the same fiscal year. The actual funding amounts will be dependent upon budgeted funding for the current fiscal year. The courses must be related to the teacher's current teaching assignment. A copy of the final report card must accompany the request for reimbursement.

Vacation

Full-time (12-month) employees are entitled to five (5), days paid vacation during his/her first year’s employment. From years two (2) to five (5) such employees are entitled to ten (10) days paid vacation. After five (5) years employment, they will receive fifteen (15) paid vacation days. After fifteen (15) years of employment, employees will qualify for twenty (20) paid vacation days. After twenty (20) years employment, they will have earned twenty-five (25) paid vacation days. Unused vacation days may be accumulated up to 42 days, however, employees who qualify for vacation days must take at least five (5) consecutive days per year. All vacation requests must be submitted to the Administrative Assistant and approved by the President/Vice President prior to scheduling.

Vaping/Smoking by Students

Smoking or use of tobacco products or any vaping product by students is not permitted on school grounds or during school-sponsored events. A student violating this policy will be suspended from school. Subsequent violations will result in longer suspensions and may involve more serious disciplinary measures.

Possession of tobacco/vaping products is prohibited. Students violating this policy will receive 5 demerits.
Any staff that sees a student vaping in school, or on school grounds, should contact administration immediately.