Parent/Student Acknowledgement Form

Please review the Student Handbook/Agenda and Addendum with your student. Their classroom teacher or administrator has also discussed this document at school.

It is vital that the school, students, and parents/guardians work together to assure that all students meet the high expectations for behavior established in the Agenda/Addendum. This enables students to succeed in both school and the community.

After you have read the Student Handbook/Agenda and Addendum with your student, please sign this form and return it to their homeroom teacher.

As the parent/guardian of the student listed below, I have read and discussed The Charter School of Wilmington’s Student Handbook/Agenda and Addendum with my student.

I understand that the Student Handbook/Agenda and Addendum and the policies they reference apply to all students at all times on The Charter School of Wilmington campus, in all school vehicles, and at all school-related sponsored activities, including, but not limited to, school field trips and school-sponsored sporting events, whether held on school property or at locations off school property.

Student Name (please print)  Student Signature/Date

Parent/Guardian Signature/Date

The Charter School of Wilmington School Board policies and the Student Handbook/Agenda and Addendum may also be accessed online at www.charterschool.org.
DROPPING A COURSE

The following are guidelines for course drop/add once the school year has begun (unless extenuating circumstances exist):
Drop: up to 6 weeks into course (please take into account the course). AP courses may be dropped by the end of the first marking period.

Add/Replace: No later than 3 weeks into course. After 3 weeks, a student may only add a Study Hall or Teacher Aide for that semester.

EXAMINATIONS/FINAL EXAM EXEMPTIONS

Students are required to take examinations for one-semester courses. The exemption policy for full year courses will be determined by each individual department.

EXTRACURRICULAR ELIGIBILITY

A student must pass five credits per marking period to be eligible for extracurricular activities. Eligibility will be redetermined when the next report card is issued. Additionally, the regulations adopted by the Delaware Interscholastic Athletic Association (DIAA) apply to all CSW students.

If a student is in a dramatic production, and receives more than one failure, he or she may perform in the production for which the student has rehearsed but may not audition for a new production with two failures. Ineligibility and eligibility go into effect on the date report cards are issued. Students must be in school by or until 11:00 A.M. in order to participate in extracurricular/athletic activities for that day.

FIELD TRIPS

Field trips can be excellent supplements to regular classroom work. Unless notified by the trip moderator, students must follow the dress code. Parental permission
PHASE CHANGE

The following are guidelines for phasing up/down during the school year (unless extenuating circumstances exist):

**Timeline:** In-year phase changes must be decided and enacted by the end of the first marking period.

**Communication/Process:** Parents/Guardians and their student(s) should review performance with the current teacher and discuss options before initiating rephasing. To initiate a discussion about phasing, a student, parent, teacher or counselor should open a discussion among all stakeholders. All parties must come to a consensus before the student is moved.

**Please Consider the Following:**

Grades earned in the current phase will follow the student to the new phase. Students rephasing are responsible for essential course content missed when switching between classes and may need to work independently to complete assignments. Phasing is based on academic aptitude rather than academic performance. Phase changes in one course may require significant schedule changes.

**SCHOOL RECORDS**

Parents/guardians must sign a release form before any school records are forwarded (such as transcripts, etc.) and unmet obligations must be satisfied.

**SUMMER SCHOOL EXCEPTIONS**

Employment, inconvenience, vacation, etc., are not suitable reasons for permission for tutoring or an exception to the summer school requirement. If permission for a summer school exception is granted, the administration will outline the procedure for make-up to parents/guardians.

**WITHDRAWAL**

To withdraw from The Charter School of Wilmington, parents/guardians must complete a withdrawal form that can be obtained from the Administration Office.
appropriate penalty including but not limited to detention, in-school suspension, external suspension, and referral to the Review Board. For serious offenses/infractions, refer to Administrative Guidelines for Disciplinary Action on the CSW website.

DETENTION
Detentions are issued by the administration when a student reaches 3 demerits and/or when a student misbehaves in the classroom or other areas of school property.

Students will be provided with advanced notice of detention and are required to serve the detention on the assigned date.

Detention is one hour in length and is held from 2:30 pm -3:30 pm.

Failure to attend detention could result in an additional one-hour detention for the first offense and suspension for subsequent offenses. The only acceptable excuses for missing a detention are medical or family emergencies, excused absence from school, and medical or dental appointments. The detention monitor will provide additional rules for proper detention conduct.

DISMISSIBLE OFFENSES
There are certain offenses that when committed by a student at school, on the bus, or at a school-sponsored event, may result in dismissal, including but not limited to:
1) Any involvement with drugs or alcohol at school or at a school-sponsored activity; 2) Any possession of a weapon at school or at a school-sponsored activity; 3) Assaults; 4) Stealing; 5) Fighting; 6) Turning in false alarm; 7) Vandalism; 8) A poor cumulative discipline record; 9) Bullying; 10) Repeated Academic Dishonesty; 11) Major Infraction of School Regulations; 12) Violations of Recognition of Diversity (page 5). In addition to any action taken by school officials, the school will comply with the notification requirements of Delaware State law that includes notification of police. Please refer to Administrative Guidelines for Disciplinary Action on the CSW website.
FIGHTING

Fighting in school will result in immediate removal from the building of both parties. During this time the administration will attempt to ascertain who was at fault. If the fault can be determined, further action (suspensions or appearance before the Review Board) could result. In addition, depending on the severity of the fight, a longer suspension period and police contact may result. Subsequent incidents of fighting may result in an appearance before the Review Board for possible dismissal.

In many situations, a student has the opportunity to walk away and report an incident involving physical contact. However, if a student retaliates to the initial physical contact, he or she could be held culpable for fighting. There is no such thing as an innocent spectator to a fight. A student must either attempt to stop the fight or leave the area to get help. Standing around as a spectator only encourages fighting. A student will be subject to disciplinary action if the student is an observer or in any way encourages a fight.

FOOD AND DRINK

Students may not bring upstairs any food and/or drinks purchased from the cafeteria. Food and/or drinks are allowed in a classroom at the discretion of the teacher. Subsequent violations will result in demerits and/or then more serious disciplinary action.

FOOD DELIVERIES FROM OUTSIDE

The Charter School of Wilmington does not allow food delivery from outside vendors such as Grubhub, Doordash, etc. or from any restaurant during school hours. This is a health and safety concern that also disrupts the educational process within our community.

GAMBLING

Gambling of any kind is prohibited at the school. Money and paraphernalia will be confiscated when the activity is discovered. The student may also be required to appear
responsible for damaged, lost, or stolen personal property. Student lockers are considered property of the School and may be subjected to search anytime with or without reasonable suspicion. Personal possessions such as coats, purses, book bags, electronic devices, etc. may also be subject to search with reasonable cause.

SMOKING/VAPING
Use, possession, or distribution of any tobacco or vaping products on school grounds, on the bus or at any school-sponsored activities is forbidden. A student violating this policy will be suspended from school. Subsequent violations will result in a Review Board hearing or possible expulsion.

SPORTS PHYSICAL RULES
All CSW or CCSA students who come out for a CSW sports team must have their physical on file by the following dates: must be done on or after April 1st, August 1st (Fall), November 1st (Winter), February 16th (Spring). This must be on a DIAA form in order for it to be valid. Athletes only need one physical for the entire school year.

Students will not be allowed to participate in try-outs, practices, team functions or games without a completed DIAA sports physical. Missing try-outs could result in not making the team.

STEALING
Stealing of any kind will not be tolerated. An administrator will review each case of stealing to determine the appropriate disciplinary action. This may include detention, suspension and/or referral to the Review Board. Proper restitution must always be made.

STUDENT VEHICLES
Parking on campus is a privilege, not a right. Students should preserve that privilege by driving safely and by obeying all traffic regulations on and off campus.
Suicide Awareness & Prevention Policy

The Charter School of Wilmington is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, response to suicide or suicide attempt and reporting procedures; and to promote access to suicide awareness and prevention resources. The Charter School of Wilmington recognizes that youth suicide in the United States accounts for approximately 4,600 deaths annually of young people between the ages of 10 and 24 according to the Centers for Disease Control.

The Charter School of Wilmington:

- Requires that each school employee shall complete 90 minutes of professional development in the area of youth suicide awareness and prevention and that the material contained in that professional development shall be developed and/or approved by the Department of Education.
- Requires a Suicide Awareness and Prevention Team to meet the requirements set forth in 14 Del 4124.
- Prohibits retaliation against an employee, school volunteer or student for reporting the warning signs of suicide.
- Requires a procedure to be established for the confidential and anonymous reporting of the warning signs of suicide and for communication between school staff members and health care professionals who are involved in the treating of students for suicide issues.
- Requires a Suicide Prevention Program that is to be presented to the student body during the academic school year.

Responsibility: The Vice-President shall ensure that the Suicide Prevention Policy is enforced.

References: Title 14 Delaware Code 4124 Youth Suicide Prevention.

Updated Post Date: September 2019 on school website and posted in student and staff handbook.
Procedure for Confidential and Anonymous Reporting for School Staff Members and Healthcare Professionals

- Any student thought to be demonstrating the warning signs of suicide should be referred to a school counselor, school nurse or administrator. 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 constituted gross negligence and/or reckless, willful or intentional conduct.

- 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 the primary care physician or medical professional or School-Based Health Center to communicate with school personnel regarding any treatment of a student. Notwithstanding the foregoing, communications between healthcare professionals and school staff regarding any treatment of a student may occur for any student 14 years or older who has provided consent for voluntary outpatient treatment in accordance with 16 Del. C. § 5003. 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 HIPPA and FERPA regulations and guidelines.

- If a parent refuses to sign a release form, the school will review this policy with them, explaining the reasons the release would be advantageous to the student.

- After confirmation that a student has been involved in a suicide ideation or suicidal behavior, the student shall 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 shall be shared at a meeting between the student, parent/guardian, school counselor, school nurse, Vice-President, the School-Based Health Center representative (when relevant), prior to the student's return to school. Recommendations will be shared with school personnel who are responsible for their implementation.

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

To be assembled when needed to assess or respond to a suicidal situation or review the policy:

Counseling Department

Nurse

Vice-President

School-Based Health Center