PARENT/STUDENT ACKNOWLEDGEMENT FORM

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

It is vital that the school, students, and parent(s)/guardian(s) work together to assure that all students meet the high expectations for behavior established in the Student Handbook. This enables students to succeed in both school and the community.

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

__________________________________________________________________________________________________

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

I understand that the Student Handbook and the policies it references 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(s)/Guardian(s) Name(s) (Please Print)                  Parent(s)/Guardian(s)
Signature(s)/Date

PLEASE DETACH AND RETURN THIS FORM TO YOUR STUDENT’S HOMEROOM TEACHER.

The Charter School of Wilmington School Board policies and the Student Handbook may also be accessed online at www.charterschool.org.
The official seal or logo of The Charter School of Wilmington is a hexagon containing the school’s initials “CSW”. The six-sided figure symbolizes the six companies that have founded and sponsored the school: AstraZeneca Inc., Delmarva Power, Dupont, Hercules Incorporated, Christiana Care, and Verizon.

Also, in keeping with the school’s special focus, the seal represents many of the branches of science and mathematics. For example, the hexagon shape represents geometry and also is frequently seen in chemistry as a model for the chemical bonding between six carbon atoms known as a “benzene ring”. The unique properties of the hexagon also explain why the shape appears frequently in nature (biology). A hexagon is the structure that will enclose a surface with the least amount of material: possibly the reason bees build honeycombs out of hexagon shapes and snowflakes are formed of hexagon-shaped crystals.

The school seal is also meant to be viewed as a three dimensional prism with a beam of white light entering from the left and, through diffraction, emerging from the upper right revealing light’s spectrum of colors (physics and optics). The prism symbolizes The Charter School of Wilmington and the light symbolizes the Charter student. Like the prism, this school helps its students discover their hidden potential, which is revealed to the world.

The Charter School of Wilmington, opened in September of 1996, is one of the most significant initiatives for improving public education in Delaware. A consortium of six local companies, together with staff, parent(s)/guardian(s), and community leaders, has organized Delaware’s first independently operated public school with an emphasis on the study of math and science.

Charter schools have been called “winning examples of American creativity at its best.” Charter schools operate free of most regulations and constraints imposed at the state and local levels.
With restrictions removed, charter schools enjoy a greater flexibility in responding to students' needs, in being innovative, and in operating efficiently. Having extremely broad support, Delaware's educators, legislators, corporate leaders, and parents/guardians are working together to ensure the success of this school, not just for the sake of having one successful school but also to serve as a catalyst for a new generation in education that will raise the quality of all Delaware public schools.

The special focus of The Charter School of Wilmington is math, science, and technology education. Almost every career today (and even more in the future) requires grounding in these fields. Students require, at the very least, basic computer literacy, the ability to think analytically, math skills, and a basic understanding of how the world works. In Delaware this may be even more important than in other states because of the large number of science and technology oriented companies located here.

The Charter School of Wilmington, located on the Wilmington Campus, has a diverse student body of 970 students reflecting the community we serve.

The Charter School of Wilmington is open to all applicants who are residents of Delaware, without regard to race, religion, age, sex, national origin, or disability. In making positive affirmation of the policy, The Charter School of Wilmington is guided by both the letter and the spirit of Title VI of the Civil Rights Act, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

MISSION STATEMENT
The mission of The Charter School of Wilmington is to prepare students to thrive through world-class mathematics, science, and technology education.

RECOGNIZING DIVERSITY
The Charter School of Wilmington is committed to creating a welcoming culture and inclusive environment that reflects and supports the diversity of our community. We support a school environment free from discrimination and harassment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information or disability.

INNOVATION, ETHICS, CULTURAL AWARENESS, MOTIVATION, RESPECT, MASTERY, SOCIAL RESPONSIBILITY AND PARTNERSHIPS
The Charter School of Wilmington believes that
- Critical thinking, problem-solving skills, and collaboration promote innovation.
- An ethical learning environment develops good decision making, habits and virtues.
- Cultural awareness is important to appreciate unique differences within an interconnected and multicultural world community.
- Motivation can be fostered by setting high expectations, inspiring each other and celebrating success.
- Respect for each other's challenges, beliefs, rights, and property builds honor and self-esteem.
- Life-long learning is essential for mastery and success in a changing, highly technological world.
- Diverse experiences and community outreach build social responsibility.
- Schools excel through partnerships among faculty, students, administration, parent(s)/guardian(s), business leaders and the broader community.

**ACADEMICS**

### GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>4.0</td>
</tr>
<tr>
<td>Computer Science</td>
<td>0.5</td>
</tr>
<tr>
<td>English</td>
<td>4.0</td>
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<tr>
<td>Social Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.0</td>
</tr>
<tr>
<td>Junior Research</td>
<td>0.5</td>
</tr>
<tr>
<td>Math/Science/Computer electives</td>
<td>1.0</td>
</tr>
<tr>
<td>World Language (successive levels)</td>
<td>2.0</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>SAT Prep</td>
<td>0.25</td>
</tr>
<tr>
<td>Electives (including Driver's Education)</td>
<td>3.25</td>
</tr>
</tbody>
</table>

**Total Required Credits:** 24.5

**Maximum Possible Credits:** 28.5

### GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
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<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>66-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>65 and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>
### Ability Groupings (Phasing)

Our academic programs are structured so each student is placed in a level that will challenge one without being overwhelmed. To accommodate the range of abilities, we provide three levels of ability groupings known as phases. Each student’s phase is initially determined through an assessment process required for acceptance and entrance into The Charter School of Wilmington. Three college preparatory phases exist prior to the AP level of courses (levels 3, 4 and 5) with Phase 5 designated as Honors.

### Advanced Placement Courses

Advanced Placement (AP) courses permit students to obtain college credits while in high school. At the conclusion of the course, students take an AP exam, which is graded from 1 to 5. Many colleges and universities will award credits towards degrees for scores of 3 or higher.

Registration for AP classes requires the approval of the current subject teacher and completion of prerequisite courses. The academic program of CSW is designed to provide its students with challenging yet manageable course responsibilities. This includes successfully completing prerequisite courses and not exceeding an appropriate number of AP courses as described in our “Course Offerings” booklet. CSW’s recommendation is for students not to exceed three AP courses in a school year. We recognize that for some students, natural progression of curriculum may lead to exceeding this number. The school’s recommendation is for students to increase their number of AP courses by no more than one additional course from the previous year. A parent/guardian and student signature will be required and indicates the understanding of exceeding the school’s recommendation and that this decision may necessitate additional academic support from outside of the school.

AP students must take the AP exams. Payments for the exams are due before the student can take the exam. AP exams replace regular final exams. AP final grades will be calculated by the average of quarterly grades. AP classes continue after the AP exams. A student must take an AP class offered by CSW in order to take the AP exam for that course. The AP class is the prerequisite for the AP exam.

### Phase Change

**Phasing up/down for the next school year:** A teacher may recommend a phase down in preparation for the next school year. In that case, the teacher’s recommendation will be followed. If a student decides to phase down, permission and a recommendation is not needed. In order to phase up, a recommendation by the current subject teacher is required. Parent notification is required of any change.
Phasing up/down during the school year (unless extenuating circumstances exist): In-year phase changes must be decided and enacted by the end of the first marking period. Parent(s)/Guardian(s) and their student 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 students 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.

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; AP courses may be dropped until 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 AND FINAL EXAM EXEMPTIONS
The exemption policy for full year courses will be determined by each individual department as follows:

- English - no exemptions
- Math - students earning a final course grade of 93% or higher
- Science - no exemptions
- Social Sciences - students earning a final course grade of 93% or higher
- World Language - no exemptions

Students are required to take examinations for one-semester courses.

STUDY HALLS
Students will be scheduled for study halls if they are not scheduled for a specific subject. This time will be used to complete work or as a quiet study. A full listing of study hall expectations will be distributed to students during the first few weeks of school. Students who violate these expectations will face disciplinary action.

ACADEMIC APPEALS
In the event of an academic dispute, the student and his/her/their parent(s)/guardian(s) need to be aware that there is a formal progression that must be followed. This is meant to open communication and keep the issue within the parties most able to resolve the dispute. As such, first discussions are to take place between the teacher and the student. If the matter is not resolved, the next step is to have a meeting with the teacher, student, and the student's parent(s)/guardian(s). This meeting should be private and scheduled at a mutually convenient time. If the matter is still not resolved, a subsequent meeting can be arranged with the teacher and the teacher's Department Chair. Further appeals may include a meeting with an administrator.

GRADE ADVANCEMENT
To remain enrolled and to advance to the next grade, a student must pass all of his required subjects during the school year or receive passing scores in summer school. A failure of three required courses, either full credit or half credit, in one school year, may result in a dismissal from CSW. Refer to the course selection book for any questions related to course requirements for each grade.

Prior to issuing the final report card, CSW will notify students via email who have failed a required course with information on the needed corrective action.

It is the duty of the student and parent(s)/guardian(s) to check for any failures on the final report card. If the student wishes to return to CSW for the next school year, the student needs to make up the required course(s). It is the student and parent(s)/guardian(s) responsibility to ensure that the required course(s) is, in fact, made up before the beginning of the next school year. Summer school courses will receive the same credit value as CSW courses.

FAILURE WARNINGS / INTERIM PROGRESS REPORTS
Failure warnings are issued midway through each marking period. These reports will alert parent(s)/guardian(s) when students are in danger of failure. Parent(s)/guardian(s) should contact teachers immediately upon receiving a warning of failure or anytime when there are academic concerns. Sending a failure warning is not a requirement for the issuing of a failing grade. All grades will be posted on the Home Access Center (HAC)/Schoology and parent(s)/guardian(s) are encouraged to check their student's progress.

INCOMPLETE
If a student's quarter grade is an “INC” or Incomplete, the student has one quarter to make up the work and earn a grade or the “INC” may be replaced by a failing grade. A student cannot earn an "INC" for a final grade at the end of the year unless due to an extenuating circumstance and if approved by the administration.

An “INC” is considered a failing grade for extracurricular eligibility.

GRADE CALCULATIONS
Final grades for full year courses will be calculated as follows: 20% for each quarter grade and 10% for each of the two exams. Semester course grades will be calculated as follows: 40% for
each quarter grade and 20% for the exam. All quarter grades, mid-term exam, final exam, and final year grades with a decimal of .5 or greater will be rounded up.

HONOR ROLL
A failing grade on the report card in any course eliminates the student from the Honor Roll. For first honors, a student must earn no more than one A- while earning an A in all of the following subject areas: mathematics, social science, English, science, computer science, and world language with a minimum course load of at least six credits.

A student may achieve second honors by earning no more than one B- with all other grades B or A in the following subject areas: mathematics, social science, English, science, computer science, and world language with a minimum course load of at least six credits.

NATIONAL HONOR SOCIETY
Students eligible for National Honor Society must show outstanding achievement in the four characteristics of a National Honor Society member; these characteristics are Scholarship, Leadership, Service, and Character.

Scholarship: Students must have a cumulative GPA of a 3.75 or higher. Candidates will be notified of their scholarship eligibility after cumulative GPA is calculated at the end of the third quarter of their junior year. Students must also have no academic discipline write-ups for cheating and plagiarism.

Leadership: As per the National Honor Society definition found on their website www.nhs.us, student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership activities can be drawn from school or community activities while working for others.

Service: Students must show a commitment to service, by continually making voluntary contributions to school or outside the community. Volunteer work is done without compensation and with an enthusiastic attitude.

Character: Student will demonstrate good character by upholding principles of morality and ethics; along with upholding the rules of The Charter School of Wilmington.

Selection Process: Students and parent(s)/guardian(s) will be notified via email at the end of the third quarter of their junior year, if they are eligible for selection into the National Honor Society. This is based on Scholarship. Students will be required to respond to answers on a Candidate Form addressing the traits of Leadership and Service and submit the form to the advisors of the National Honor Society. A selection committee of 5 faculty members will review the Candidate Forms and discipline files of each candidate and vote on selection. The advisors and administration cannot serve as members of the faculty selection committee. Families will be notified via letter in May of their selection. The induction ceremony will take place in the Fall of the student’s senior year.
It is highly recommended that parents/guardians read and initial the application before submission to the committee.

CLASS RANK
Class rank is not calculated or published.

SCHOOL RECORDS
Parent(s)/guardian(s) must sign a release form before any school records are forwarded (such as transcripts, etc.) and unmet obligations must be satisfied.

Withdrawal
To withdraw from The Charter School of Wilmington, parent(s)/guardian(s) must complete a withdrawal form that can be obtained from the Administration Office.

Change Of Address
The office must be notified immediately of any change of address, email or phone number for accurate school records.

GENERAL

DRESS CODE
By enrolling in The Charter School of Wilmington, students and parent(s)/guardian(s) have accepted rules governing expectations surrounding dress code and have agreed to abide by these rules. The administration reserves the right to determine whether a student is in compliance with the dress code and specify consequences for non-compliance. Students determined to be in uncorrectable non-compliance attire will not be allowed to attend classes. Exceptions may be approved by administration for documented religious or medical reasons. A written request must be submitted to the administration for approval, along with the documentation to support the request.

Shirts: Students must wear school approved shirts. This includes polo, rugby and button-down collared dress shirts. The CSW logo must be visible, and no alterations are permitted. Only a solid color shirt is allowed to be visible under the CSW shirt.

Seniors are approved to wear the current year approved senior class shirts everyday.

Pants, Shorts and Skirts: Solid color khaki style pants should be worn at the waist and may not be overly tight, baggy or have holes. Pants, shorts and skirts must be a solid color. Shorts and skirts must be mid-thigh length or longer.

Restrictions to pants, shorts, and skirts include but are not limited to:
- overly tight, baggy or having holes
- cutoff hems or distressed fabrics
- denim (or denim-like), nylon, stretchy, leather material or yoga pants
- frayed bottoms, flared bottoms, any athletic or athletic-style pants (sweatpants), and pajama bottoms

Undergarments should not be visible at any time.

**Outerwear:** CSW sweaters and fleece jackets, pullovers and approved team and club jackets, sweatshirts and Charter/Cab hoodies that prominently display the CSW hexagon logo, “CSW”, “Charter”, or “Force” logos on the front of the garment may be worn during school. Hoods must remain off while in the school building. Coats are to be kept in lockers and not worn to class unless approved by administration.

School approved shirts must be worn under all outerwear.

**Shoes and Other Accessories:** Closed backed athletic shoes, dress shoes, and sandals with straps may be worn all year. Students may not be barefoot or in any type of slipper or flip flops. All footwear must have supports/straps around the ankle.

No hats or other headwear, bandannas, or sunglasses are permissible at any time including dress down days.

**Spiritwear on Fridays and Special Occasions:** Team uniforms, class shirts, or school Spiritwear may not be worn during the school day except for Fridays and special occasions with prior approval of the administration.

The last Friday of the month will be designated as a Dress Down Day.

**Dress Down Day Rules**
- No flip flops
- No mesh or see-through clothing
- No ripped jeans
- Shorts and skirts must be appropriate length
- No suggestive, lewd, vulgar, obscene, derogatory, or plainly-offensive language or symbols
- No promoting alcoholic beverages, tobacco, illegal drugs or illegal or violent behavior

Athletic and academic teams may dress up for special occasions with prior approval (24 hours) by the Dean of Students. Dress up is defined as business attire: pants, shirt and tie, skirt, dress, and blouse.

Exceptions to the dress code may be made for religious or medical requirements with prior approval of the administration.

The administration reserves the right to determine whether a student is in compliance with the dress code and specify consequences for non-compliance. Students determined to be in uncorrectable non-compliance attire will not be allowed to attend classes.
ACTIVITY PERIOD
Activity period is a 30 minute block and is a time for students to participate in clubs and activities, make up work for classes, get additional help from teachers, etc. Students are expected to sign out during homeroom everyday for the room they will be in for the duration of the period.

SENIOR PRIVILEGE
Seniors with last period study hall are permitted to leave campus if they have a permission slip, signed by the student and parent(s)/guardian(s). Students are permitted to leave at 12:55 pm on a full day and 10:30 am on half days. Students are NOT required to sign out in the main office and are expected to leave campus promptly.

Students are not permitted to return to campus until after the school day has ended at regular time.

If a senior reports to study hall they must remain there until regular dismissal.

SCHOOL CLOSINGS AND LATE OPENINGS
An “Alert Now” message will go out to all students for school closings/late openings. These notifications include an automated phone message and an electronic notification via email. An announcement will also be posted on the school’s website.

AFTERSCHOOL HOURS AND SUPERVISION
At no time is a student permitted to be in an area that is unsupervised. Students must have adult supervision for all clubs and activities after school hours. Failure to abide with this rule may result in disciplinary action. Students not involved in after school activities (band, theater, athletics, etc.) must leave school grounds by 3:00 pm.

On Half-Day schedules, students must leave school grounds unless involved in activities or athletics that require a coach’s or moderator’s presence in a designated area.

EMERGENCY DRILLS (FIRE, INTERNAL AND EXTERNAL LOCKDOWN)
Students are to follow specific instructions for each type of drill. These drills will be practiced monthly throughout the school year. Administration will notify parents/guardians by email each time a drill occurs.

VISITORS
All visitors, including parents/guardians, must first report to the Cab Calloway School of the Arts main office then must report to The Charter School of Wilmington main office. AT NO TIME IS A VISITOR PERMITTED TO VISIT A CLASSROOM OR ANY OTHER SCHOOL AREA WITHOUT PRIOR ADMINISTRATIVE OR TEACHER APPROVAL. Due to busy schedules, visitations may be restricted in September, June, or prior to holidays.
Students from other schools must have their school’s permission as well as their parent(s)/guardian(s)’ consent. Permission must be obtained by an administrator at least one day in advance.

PHOTOGRAPHS
During the year all students will have the opportunity to have their pictures taken. Senior portraits will be taken in the summer following junior year. Whether or not a student purchases his or her prints, the student must have his or her picture taken for the permanent record files and for identification cards.

FEES
The following fees will be assessed to each student where applicable:
- **Handbook fee** - $5
- **Activity fee** - $50
- **Technology fee** (1 to 1, infrastructure, insurance) - $45
- **Workbooks and novels** - Fee will be communicated by the individual teachers
- **Parking fee for those with parking passes** - $25
- **Sports participation fee** - $100 per season regardless of level or sport. A $25 discount will be applied for each additional sport played during the same school year. Families will get a $25 discount per season for each additional sibling playing sports.

Examples:
- Susan Force – Fall volleyball $100, Winter swimming $75, Spring softball $50 – Total $225.
- Joe Charter – Fall football $100, Spring baseball $75. Jim Charter – Fall football $75, Spring lacrosse $50. Family total $300.

If you are experiencing a financial hardship, contact your counselor.

BOOKS
To protect books from damage, students are required to cover all textbooks. Students are not to use adhesive contact paper. Students are responsible for missing or damaged books.

SCHOOL AND PERSONAL PROPERTY
Students are responsible for the proper care of books, calculators, supplies, and all other school property. Students are responsible for the replacement cost of any school property that may be damaged, lost, or stolen.

Lockers with combination locks will be assigned the first day of school to each student. Students are responsible for making sure that their lockers are properly locked at all times. Students should not share lockers or lock combinations with others. Students are to provide their own locks for their gym lockers. An unlocked locker becomes a temptation to others. Lockers must be cleaned out at the end of the school year. Items left at the end of the year will be donated to the appropriate charities or discarded.

Students should not bring expensive clothing, valuables, or large amounts of money to school. The Charter School of Wilmington is not responsible for damaged, lost, or stolen personal
property. Student lockers are 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.

CELL PHONES AND OTHER ELECTRONIC DEVICES
Cell phones are useful communication tools and are indispensable in an emergency. Cell phones are to remain in book bags or purses except for activity period, lunches, and before and after school. These items must remain off during class-time unless directed by the staff. Students may not use their cell phone (including air pods and headphones) during change of classes. Prior approval from the subject(s) must be given before photos, videos or audio can be taken. Pictures, video and audio may not be taken in bathrooms and locker rooms.

FIELD TRIPS
Field trips can be excellent supplements to regular classroom work. Unless notified by the trip moderator, students must follow the dress code. Permission forms must be signed and returned by the designated date. Medications for field trips must be turned into the school nurse at least 72 hours before the trip. Students should check with teachers before any trip to obtain assignments and make arrangements to complete class work, quizzes, etc.

Students are responsible for making up all work missed. Students may be prohibited from attending a field trip if they are in danger of failing any of their classes or if they have discipline or attendance problems.

Refer to the CSW website for the full field trip policy.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

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

ATHLETICS
A copy of the Athletic Rules is available on the School’s website. All students are to adhere to all school rules and regulations when preparing for, participating in, and returning from any athletic event.

SPORTS PHYSICAL RULES
All students participating in sports must use the DIAA form for their physical. Sports physicals are required YEARLY. The student must be cleared to participate on or after April 1 based on a physical examination conducted within 12 months of the signature. The clearance is valid through June 30 of the following 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.

Forms must be received by the following dates: August 1st (Fall), November 1st (Winter), February 16th (Spring).

**HEALTH AND MEDICAL SERVICES**

**HEALTH SERVICES**
A full-time nurse is available in the health suite which is located on the second floor directly near the Cab Calloway offices in Room 236. The office connects with the SchoolBased Health Center and the Cab Calloway nurse's office.

If a student becomes ill during the day, the student should get permission to report to the nurse. Any student going home due to illness must report to the nurse and parents/guardians will be notified by the nurse. Students are not to call their parents/guardians to come pick them up without seeing the nurse first. Students are released and signed out through the nurse's office for illness. If an emergency arises, the student may report directly to the nurse. A student should never remain in the lavatory; this could lead to disciplinary action.

All 9th graders and transfers must have a medical examination (within the last 24 months) before entering The Charter School of Wilmington. Students also must have a complete record of immunizations and tuberculosis skin testing or risk assessment screening as required by the State of Delaware.

Students may use the DELAWARE SCHOOL PHYSICAL EXAMINATION FORM or the DELAWARE INTERSCHOLASTIC ATHLETIC ASSOCIATION FORM (DIAA) for physicals. These forms are available at the nurse's office or on the website. If your child will be participating in sports, they must use the DIAA form for their physical. Sports physicals are required YEARLY. The student must be cleared to participate on or after April 1 based on a physical examination conducted within 12 months of the signature. The clearance is valid through June 30 of the following year. Students may not try out for any sports team without a DIAA form on file.

Students are required to have an Emergency Treatment Form on file with the nurse every year. These forms are mailed out every June with report cards and need to be returned before school starts each September. The forms include emergency phone numbers and parental permission to administer Tums, acetaminophen and ibuprofen if needed while the student is at school.

**SCHOOL-BASED HEALTH CENTER**
The School-Based Health Center (SBHC) is located directly next to the school nurse's office and is open Monday through Friday during the school year from 7:30 A.M. to 3:30 P.M. Hours are limited during the summer. The Center is funded by the State of Delaware and staffed by Christiana Care Health System. Providers include a full-time nurse practitioner/COORDINATOR, licensed clinical social worker, and a registered dietitian.
Any adolescent who attends school within the building can utilize the Health Center. The free services available at the Health Center are sports physicals, immunizations, allergy shots, nutritional and mental health counseling, and prevention counseling on high risk behaviors. Parent(s)/guardian(s) will need to complete a consent and registration form. Parent(s)/guardian(s) can call the Health Center at 651-2100. Refer to the CSW Website for complete information on the SBHC.

**MEDICATION POLICY**

Students are not permitted to carry any medications while at school except for asthma inhalers and epi-pens. By law, students may carry their inhalers and epi-pens at school as long as they have a note from the doctor on file with the nurse's office. Parents must send in allergy and asthma action care plans for students who have severe, life threatening allergies. All other medication must be kept in the nurse's office with a note from the parent/guardian. Any prescription medications must be brought to the nurse's office in the original container with the student's name, dosage, and time of administration. Ibuprofen, acetaminophen, Tums and cough drops are available in the nurse's office for administration with parental permission.

**CONCUSSION POLICY (ACADEMIC CONCUSSION MANAGEMENT PLAN)**

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change or alter the way your brain normally works. If your child is diagnosed with a concussion for any reason whether it was sustained in or outside of school, the school nurse must be notified as soon as possible. The nurse must be provided with a written confirmation of the concussion diagnosis and be provided with recommended school academic accommodations from the health care provider. The teachers and school counselor will be notified by the school nurse of the concussion diagnosis. The student must see the nurse upon the return to school as advised by the health care provider. For the full concussion policy, please refer to the CSW website.

**SUICIDE AWARENESS AND 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. For the full Suicide Awareness & Prevention Policy, refer to the CSW website.

**REGULATIONS AND CODE OF CONDUCT**

The administration and staff of The Charter School of Wilmington have accepted the responsibility of educating young people. By enrolling at The Charter School of Wilmington we expect our students and their family will abide by our philosophy and accept the commitment we have for our students' education. As such, the professional staff has established rules and
guidelines for maintaining high standards for student conduct, which in turn leads to a safe, orderly, and inviting school in which to teach and learn.

Upon entering The Charter School of Wilmington, the student is responsible for his/her/their actions both in and out of school. This is also true in cases where the good reputation of the school with the neighboring community is compromised or jeopardized. Any violations of school policy and/or any illegal or immoral behavior could result in disciplinary action.

Students are expected to maintain a high level of self discipline and respect for others at all times. Students who are a disruption to the educational process or who demonstrate a pattern of repeated classroom misbehavior may be removed from class and be referred to an administrator to determine the appropriate consequence. Public displays of affection are inappropriate and are counter to our professional academic setting. Depending upon the nature and frequency of the misconduct, if behavior does not improve further disciplinary measures will be taken.

**ABSENTEEISM AND ATTENDANCE**

Forming responsible habits regarding attendance and promptness is important to prospective employer and college admission officials. Parent(s)/guardian(s) are expected to support the goal of punctuality by having their children arrive on time, remain in school for a full day, and schedule appointments after school hours.

**UPON RETURNING FROM AN ABSENCE, A STUDENT MUST SUBMIT A WRITTEN NOTE FROM THE PARENTS/GUARDIANS EXPLAINING THE REASON FOR THE ABSENCE TO THE ATTENDANCE OFFICER. OFFICIAL DOCUMENTATION MUST ACCOMPANY THE PARENT(S)/GUARDIAN(S) NOTE FOR ABSENCES AS A RESULT OF LEGAL BUSINESS AND/OR DOCTORS APPOINTMENTS.** If a student does not present documentation within three days of returning to school, the absence will be considered unexcused. No notes or verification of absences will be accepted after three days.

Following an excused absence from school or class, students are expected to request all missed work from the teacher(s) the day they return. The time allowance for completing assignments shall be equal to the number of school days or number of class meetings due to the absence. A staff member may extend this time allowance if the specific circumstances of the situation merit such action.

When a student knows of an upcoming absence from a class or school, it is the responsibility of the student to arrange for make-up work prior to the absence. An unexcused absence can result in a failing grade for all assignments missed or due during the absence.

If a student is absent 3 consecutive days or longer for a medical reason, the student must have a note from a physician upon returning to school.

Note: If your child has a chronic health illness or health condition that may cause frequent absences, please provide documentation from the health care provider to the school nurse. The documentation should include a diagnosis, treatment plan while in school (if necessary) and what the school can expect as far as potential absences.
Reasons recognized as excused absences are the following:

- Student illness or medical appointments
- Death in the immediate family/funeral
- Legal business supported by court document
- Pre-Arranged Absence - If you have a family function or an event taking place where your child will need to miss school, a letter needs to be submitted to the attendance office three (3) school days PRIOR to the absence, for Administration's approval.

Students absent from school without parental knowledge will be considered truant and receive no credit for work missed and may receive disciplinary action.

Notice will be given to parent(s)/guardian(s) and students regarding cumulative absences. The following policy is in effect for full day school absences whether excused or unexcused:

- Eight (8) absences will result in an email being sent to parent(s)/guardian(s) with dates of absences.
- Twelve (12) absences will result in a meeting between the student and his/her/their counselor. The counselor will then consult the instructional support team to develop a support plan for the student.
- Sixteen (16) absences will result in a consultation with the student, parent/guardian and an administrator; in addition, the student may no longer be eligible for pre-arranged absences, field trips or other school related activities that take them out of class.
- Twenty (20) absences may result in a Review Board hearing.
- Twenty-five (25) absences: As one of the qualifications for promotion, credit for course work, and eligibility for graduation, a student shall not exceed 25 days absent during the school year.

**PLEASE NOTE:** A student must be in school by 11:00 am or be present from 7:25 am until 11:00 am to be considered present for the day.

Absence from class due to school activities approved by the school's administration will not be charged against the student. These include field trips, dramatic activities, athletic contests, etc.

**ATTENDANCE PATTERNS**

If a pattern is noticed by a teacher that a student is absent on testing days, classroom assessment days or other exam days, a meeting will be required by the teacher, counselor, parent(s)/guardian(s), student, and the administration to rectify the situation.

A student who misses a midterm or final exam must provide a valid written excuse upon returning to school. The student must contact the teacher to schedule a make-up exam time. If a student fails to show up for the make-up exam, they will receive a 0 grade.

**Early Dismissal:** Time spent in school is valuable and interruptions should be held to a minimum. Therefore, all appointments should be scheduled after school. If necessary, early dismissals will be granted for emergencies and medical appointments when the request is made in writing from a parent/guardian stating the time and date as well as
the reason for the early dismissal. A note for the early dismissal from the student's parent(s)/guardian(s) must be turned in before the start of homeroom. Notes must have a time and a phone number where parent(s)/guardian(s) can be contacted to confirm the request, as well as their parent(s)/guardian(s) signature. If a note is not submitted prior to the start of the homeroom, a parent/guardian must sign out the student in the main office.

Upon returning to school, students must submit official documentation from the medical professional with whom they visited. The student must sign out before leaving the building and must sign back in upon returning to school.

If a student becomes ill in school, the nurse will determine if an early dismissal is necessary.

Administration and counselors have the ability to approve early dismissals for extenuating circumstances.

**STUDY HALLS ARE NOT A VALID REASON FOR AN EARLY DISMISSAL.**

**Lateness: School, Homeroom, and Class**
Specific rules and consequences will be discussed with all students during the first weeks of the school year. The following serves as general guidelines for student punctuality.

Valid excuses for a student being late to school include but are not limited to a funeral, a medical appointment, or a legal issue. Any student arriving late must have documentation from their appointment and must sign into school with the attendance officer and receive a pass prior to attending any classes.

**School:** Being prompt to school goes hand-in-hand with a responsible attendance record. It has been shown that difficulties are more likely to occur when a student drives to school or rides with other students. If a student drives, the student is granted a great deal of independence and it is expected that the student utilizes it in a responsible way. Every effort should be made to assure that the student arrives to school on time. If a student is late to school for an unexcused reason and this lateness is after 8:20am, the student will receive an automatic detention.

**Homeroom:** A student is expected to be in homeroom and out of the hallways. This ensures accurate attendance, instills punctuality, and provides for an orderly and safe beginning to the school day. Every unexcused late to homeroom will result in a demerit. Sometimes school buses may arrive late and students will be given late bus passes.

*If a student is marked absent from homeroom, the parent will receive an automated phone call and email to inform the parent of the student's absence.*
Classes: A student is expected to be in class on time. There is a four-minute time period to get to the next class. Students should plan their day accordingly. If a student is late to class, the classroom teacher will issue a demerit for this offense. If a student is excessively late to class without a valid reason, he/she/they may be written up for a class cut.

ACADEMIC INTEGRITY

Purpose: CSW students are expected to complete all academic assignments and assessments in an honorable manner and are personally responsible for advancing authentic learning. Academic dishonesty in any form is prohibited and students will face severe consequences for engaging in behavior that involves lying, stealing, cheating, plagiarizing, or conspiring with those who do.

Academic Dishonesty: Examples of academic dishonesty include, but are not limited to, the following:

- Cheating or Testing Procedure Violations are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage. Conduct that constitutes cheating or testing procedure violations includes, but is not limited to:
  - Unauthorized exchange of information during a test or exam while others are still taking it which includes, but is not limited to, using calculators to store test information, phone texting, writing on desks, employing hand gestures and other distracting noises, and concealing notes on one's person.
  - Copying from others during a test or examination which includes testing during Math League, Science Olympiad, or any other competition where the student represents CSW.
  - Using unauthorized materials such as calculators, cell phones, crib notes, etc. to complete an examination or assignment.
  - Copying or otherwise retaining parts of a test or exam and giving it to other students who have yet to take it.
  - Sharing test questions with others who have not taken the exam.
  - Using unauthorized online translators.
  - Changing, altering, or acting as an accessory to changing or altering a grade on a test, assignment, or project, including lab notebooks and Science Fair data.
  - Violating any other testing procedures specified by the teacher.
  - Collaborating without permission on assigned work which includes, but is not limited to, papers, projects, products, lab reports, other reports, and homework.
  - Gaining unauthorized prior knowledge and/or access to tests, quizzes, midterms, finals, or other assignments.
  - Having another individual take a test or prepare an assignment or assist with a test or an assignment without approval.

- Lying or Fraud: To make a statement one knows is false, with the intent to deceive or with disregard for the truth: to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or
understanding. Regarding academic performance, conduct that constitutes lying, includes but is not limited to:

- Fabricating data or information such as making up physical activity logs, driving logs, and research data.
- Claiming to have contributed to a group project but not being accountable for a fair share of the work.
- Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials: e.g., using the works cited information from a source instead of going to the original source.
- Listing sources on a works cited page that are not used in the academic exercise.
- Submitting a paper or other academic exercise that includes false or fictitious data, or deliberately concealing or distorting the true nature, origin, or function of such data.
- Submitting, as original, any academic exercises prepared totally or in part by another, including information from unauthorized sources, e.g., the Internet, Spark Notes, or Cliff Notes.
- Falsifying illness in order to avoid testing on the assigned day.
- Forging signatures on school documents.
- Changing a grade or attendance record by mechanical or electronic means in a teacher's or school's grading or attendance system.
- Misleading parent(s)/guardian(s) about assignments or exams.
- Representing oneself to be a teacher or school representative.
- Falsifying a recommendation letter.

- **Stealing:** Encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Some examples include, but are not limited to, stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook, and stealing another student's homework, notes, or handouts.
- **Multiple Submissions:** Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
- **Complicity:** Facilitating any of the above actions or performing work that another student then presents as his/her/their own work (e.g., copying someone's homework or allowing someone to copy homework, providing someone with assessment answers).
- **Interference:** Interfering with the ability of a fellow student to complete his/her/their assignments (e.g., stealing notes or tearing pages out of books). This includes, but is not limited to, creating a disadvantage for another student by hoarding or by sabotaging materials or resources.
- **Plagiarism:** The copying of language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to, having a parent/guardian or another person write an essay (including the purchase or
copying of works on the Internet) or to complete a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

Referral and Consequences: If a CSW employee reasonably suspects that a student engaged in academic dishonesty, this student may receive a zero for the exam, test, or assignment and will be referred to the administration for additional consequences. The CSW administration reserves the right to make a final determination of whether a student engaged in academic dishonesty and to affirm and/or assign consequences. Further incidents of academic dishonesty could result in more severe disciplinary consequences such as, a failing grade for the entire marking period or referral to the Review Board for possible dismissal.

Honor Code: I pledge to maintain a high level of respect and integrity as a student representing The Charter School of Wilmington. I understand and will uphold the Honor Code to help our school advance authentic learning. I will not lie, steal, cheat, or plagiarize. I will encourage fellow students who commit honor offenses to acknowledge such offenses to a staff member. I make this pledge in the spirit of honor and trust.

CHANGING CLASS
A student may not leave a classroom during a period without an official pass from the teacher present. Moving from one location to another should be done quietly so as not to disturb the classes in session.

CUTTING CLASS
If a student misses an entire class (including study hall) without an approved excuse, the teacher may issue a class cut. If a class cut is verified, the student will receive a zero for work missed from the teacher involved and 5 demerits.

DEMERIT AND REFERRAL SYSTEM
To ensure an environment that is conducive to learning, The Charter School of Wilmington has a demerit/referral system for those who break the rules specified within the code of conduct. This hopefully will serve as a learning process for those who violate school regulations and as a deterrent for those who may be tempted to do so.

Demerits are issued for minor offenses and are similar to warning tickets. This permits the school to deal with discipline matters in a graduated fashion. The record keeping allows tracking of demerits, issues detentions, and notifies parent(s)/guardian(s) as certain levels are reached.

Demerits help detect any developing patterns of behavior that require corrections. Demerits are accumulated over the course of the entire school year.

The following lists minor offenses and the corresponding number of demerits:

<table>
<thead>
<tr>
<th>Offense</th>
<th># of Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late to Homeroom</td>
<td>1</td>
</tr>
<tr>
<td>Late to class (after bell)</td>
<td>1</td>
</tr>
</tbody>
</table>
Late to School (past 8:20 am) 3
Dress Code Violation 1
In Unauthorized Area 1
Cutting class 5
Inappropriate language/behavior 1

Every 3 demerits is equal to a one hour detention.

An accumulation of demerits will result in detentions and other additional penalties:
- 3 demerits = a one-hour detention
- 10 demerits = parent(s)/guardian(s) notification
- 12 demerits = possible loss of extracurricular activities and/or senior privilege
- 15 demerits = possible Review Board hearing

DETENTIONS
Detentions are issued by the administration when a student reaches 3 demerits.

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 2:25 pm to 3:25 pm.

Failure to attend detention could result in an additional one-hour detention for the first offense and possible suspension for subsequent offenses. Acceptable excuses for missing a detention include but are not limited to medical or family emergencies, excused absence from school, transportation issues and pre-arranged medical appointments. Acceptable excuses must be communicated to the Dean of Students in a timely fashion. The detention monitor will provide additional rules for proper detention conduct.

**Automatic Detentions:** Automatic detentions are the same as three demerits. An automatic detention counts toward the accumulation of demerits. Students may receive an automatic detention for reasons including but not limited to inappropriate behavior, disrespect towards students and/or staff members and insubordination.

REFERRALS
Referrals are issued by a staff member and submitted to the administration for more significant offenses, classroom disruptions, and continual classroom misbehavior. Depending on the severity of the violation, the administration will determine the appropriate penalty including but not limited to detention, suspension, and referral to the Review Board. For serious offenses/infractions, refer to Regulations and Code of Conduct Matrix on the school’s website.

SUSPENSIONS
Suspensions are administered for serious infractions of the rules and code of conduct. Suspensions may vary in duration depending on the nature of the offense and at the discretion of the administration. While suspended, a student may not be on school property for any reason during the school day. The student may not attend nor participate in any school-sponsored
activities (plays, concerts, athletic events, rehearsals, etc.) While suspended, any work missed should be made up according to guidelines under makeup work.

When a student is suspended, a parent(s)/guardian(s) is contacted immediately by phone. A student is not permitted to leave the building until a parent(s)/guardian(s) arrives or gives verbal permission for the student to leave the building. A letter outlining the reason for the suspension will be provided to the parent/guardian. If a parent(s)/guardian(s) cannot be contacted, the student will remain in the school office for the remainder of the day. After the suspension, a parent(s)/guardian(s) must accompany the student back to school and meet with administration.

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.

**REVIEW BOARD**
This is an advisory group to Administration made up of three teachers selected by the President. One or two alternates will be selected in the event that a Review Board member is absent or has a conflict of interest.

This board convenes within a reasonable amount of time with parents/guardians and the student whenever a serious offense has been or may have been committed by the student, or when a student reaches 15 or more demerits, or when referred by the administration for repeated classroom misbehavior, repeated academic dishonesty, bullying and/or violations of school regulations.

Depending on the circumstances, a student is suspended from school until the date of the Review Board hearing. The Board determines facts, reviews the student’s cumulative performance, and recommends action to Administration. The decision of the board will be in writing and distributed to all parties involved: administration, Board members, parent(s)/guardian(s) and student.

Any action taken by Administration may be appealed to the school's Board of Directors. While an appeal is pending, the Administration’s action is not considered to be final; however, the student remains suspended until final determination of the appeal. The appeal must be made in writing to the President within five business days of the hearing. It must include the grounds for the appeal. Within one week, a committee of no less than three Board members selected by the Board Chairman will meet with the parent(s)/guardian(s), student, and school officials. After the hearing, the committee, by majority vote, will determine whether or not to affirm the action.

**DISMISSIBLE OFFENSES**
There are certain offenses that when committed by a student at school, on the bus, or a school sponsored event, may result in dismissal, including but not limited to:

- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Any possession of a weapon at school or at a school sponsored activity
- Assault
- Stealing
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. Refer to Regulations and Code of Conduct Matrix on the school’s website.

BULLYING POLICY
Delaware Education Statute Title 14 section 4112 (D) defines bullying as any intentional act (it can be electronic, verbal, or physical) that places the student in reasonable fear of substantial harm to emotional or physical wellbeing; or creates a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness of the actions; or interferes with the student having a safe school environment; or is perpetrated by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, etc. the student. The Charter School of Wilmington takes any incident of bullying very seriously and has adopted this definition as the foundation for its bullying policy. A comprehensive bullying policy is available on the school’s website.

CODE OF CONDUCT VIOLATIONS
Below is a list of violations to the CSW Code of Conduct. Refer to the CSW website for the Code of Conduct Matrix for examples of each offense as well as the corresponding disciplinary action(s).

If an offense has occurred that is not outlined below, disciplinary action will occur as determined by the CSW Administration and/or the Red Clay Consolidated School District Code of Conduct.

LEVEL I OFFENSES
- Being in Unauthorized Areas
- Dress Code
- Disruption on School Bus
- Driving/Parking on School Property
- Food and Drink and Use of Food Delivery Services
- Inappropriate/Disruptive Behavior
- Inappropriate Use of Technology
- Unexcused Tardy to Class
- Unexcused Tardy to School
- Use of Cell Phones/Electronic Devices

LEVEL II OFFENSES
- Academic Dishonesty
- Bullying/Cyberbullying
- Cutting Class
• Cutting School/Leaving Campus
• False Alarms
• Failure to Serve/Report to Detention
• Fighting
• Harassment
• Insubordination
• Stealing
• Vandalism

**LEVEL III OFFENSES**
• Assault
• Drugs, Alcohol, and/or Paraphernalia (Distribution of)
• Drugs, Alcohol, and/or Paraphernalia (Use/Possession of)
• Firearms (Possession/Concealment/Sale Of)
• Hate Speech
• Rape or Attempted Rape
• Sexual Misconduct
• Weapons (Possession/Concealment/Sale Of)

*Thank you for taking the time to read the student handbook. Please be sure to sign the parent/student acknowledgement form and return to your homeroom teacher.*