THE CHARTER SCHOOL OF WILMINGTON

STUDENT AND FAMILY HANDBOOK

In 1996, The Charter School of Wilmington opened its doors as one of the first independent public charter schools in the United States. Serving the educational needs and best interests of its extraordinary students is central to our mission.

MISSION
The mission of The Charter School of Wilmington is to inspire and prepare highly motivated students to thrive both individually and as responsible global citizens through world-class science, mathematics, and technology education.

VISION
CSW, a national model for excellence in STEM education, exemplifies the highest standards and ideals for teaching and learning, utilizes a holistic approach to promote students' total well-being, and cultivates a community of respect and inclusion while inspiring tomorrow's leaders to pursue new possibilities for a better world.

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.

BELIEF STATEMENTS
- Mastery: Life-long learning is essential for mastery and success in a changing, highly technological world.
- Service & Social Responsibility: Diverse experiences and community outreach build social responsibility.
- Partnerships: Schools excel through partnerships among faculty, students, administration, parents, business leaders, and the broader community.

EDUCATIONAL OBJECTIVES
CSW's core values are vital to establishing and maintaining an ideal learning environment for achieving excellence in STEM education. We believe that excellence results from the following:
- Inclusion – valuing diverse backgrounds, experiences, and opinions
- Empathy & Understanding – seeing the world through the eyes of others
- Caring – demonstrating concern and treating each other with respect
- Service – working to benefit others and build stronger communities
- Responsibility – acting with honesty, integrity, and accountability
- Confidence – believing in ourselves, speaking up, and taking action
- Love of learning – exploring curiosities and cultivating interests
- Creativity & Experimentation – challenging the status quo with new ideas

GENERAL OPERATIONS

SCHOOL DAY
The Charter School of Wilmington school day runs from 7:25 AM to 2:10 PM. Students are permitted to enter the building beginning at 6:50 AM each school day. A warning bell rings at 7:20 AM to alert students to move to their classes. Students are expected to report directly to their first-period class, which begins promptly at 7:25 AM.

CAMPUS SUPERVISION POLICY
To ensure the safety and security of our students and campus, students must be in an assigned, supervised location at all times while on school grounds. During the school day, students outside of their assigned class must carry an official pass from a staff member and may not remain in any unsupervised space.

AFTER-SCHOOL EXPECTATIONS
Following the 2:10 PM dismissal bell, all unsupervised students must exit the building by 2:35 PM. Students may remain on campus past 2:35 PM only if actively participating in a school-sponsored, adult-supervised activity (e.g., athletics, clubs, teacher help/tutoring, meeting with a counselor or administrator, detention, or spectating at a scheduled event).

Students found in the building or lobby after 2:35 PM without supervision will be required to contact a parent or guardian for immediate transportation. Repeated non-compliance will result in an administrative conference with the student and parent/guardian to establish a plan for timely departure.

ACTIVITY PERIOD
Activity Period takes place after the second period and is an abbreviated block for academic assistance and/or participation in clubs and activities. Academic support takes priority during this time. Students scheduled to receive help from a teacher must attend that session. When not needed for academic purposes, students may participate in clubs and activities.

- Students must sign up daily for an academic support session, club, or activity. Students who do not sign up will be randomly assigned.
- Attendance is taken during every Activity Period. Skipping Activity Period or failing to attend an assigned activity will result in disciplinary action per CSW's Code of Conduct. Repeated infractions may lead to suspension or removal of Activity Period privileges.

ASYNCHRONOUS SCHOOL DAYS
Asynchronous learning days allow students to continue engaging in CSW's rigorous academic program while meeting state requirements for school attendance.

Asynchronous days are identified on the school calendar as one of the following:

- **A Day (ABCD):** Coursework for A, B, C, and D block classes
- **E Day (EFGH):** Coursework for E, F, G, and H block classes
- **D&A:** Drug and Alcohol Education coursework modules
- **STEM:** STEM research projects

On asynchronous learning days, teachers will post required assignments and instructions in Schoology. Students are responsible for completing all assigned work in accordance with teacher expectations and established deadlines.

Attendance on asynchronous learning days is monitored through the completion and submission of assigned coursework.

Virtual Days for Inclement Weather

When school is closed due to inclement weather, families will receive a notification via email and phone. Teachers will communicate class expectations and post all assignments on Schoology, specifying whether work is asynchronous or requires synchronous attendance at the teacher's discretion. Office hours will also be posted on Schoology for students to sign up for synchronous help.

SCHOOL CLOSINGS AND LATE OPENINGS

For school closings and late openings, an email and phone message will be sent to all families. An announcement will also be posted on the school's website and social media. In the event of a school closure, CSW will operate on the asynchronous schedule.

ATTENDANCE REQUIREMENTS AND REPORTING GUIDELINES

The school day runs from 7:25 AM to 2:10 PM. To be considered present for the day, a student must attend at least 50% of the total instructional time. Students who do not meet this requirement are marked absent and are ineligible to participate in school-sponsored after-school activities that day.

CSW operates on a rotating block schedule where each class equals two traditional periods. Students may not miss more than 13 class sessions of any full-year course. Exceeding this limit may result in a loss of course credit, phase changes, and/or the need for seat time or credit recovery. In total, students may not exceed 25 total absences (excused or unexcused) per academic year to remain in good standing for promotion, continued enrollment or graduation.

Parent/Guardian Partnership

- Ensure students arrive on time and stay for the full day.
- Schedule appointments and vacations outside school hours when possible.
- Understand teachers are not expected to pre-assign work during family trips.
- Submit documentation from a healthcare provider if a student has a chronic physical or mental health condition.

REPORTING AN ABSENCE

If a student is absent, a signed parent/guardian note must be submitted to the main office within three school days for the absence to be considered excused. The note should include the student's name, grade, date(s) and reason for absence. Notes may be handwritten, faxed or emailed to attendance@charterschool.org. Emails must come from a verified parent/guardian email address on file. Notes are expected to be submitted to the main office before the start of first period on the day the student returns. Without a note, absences will be marked unexcused.

Pre-planned Absences

For any pre-planned absence, parents or guardians must contact the administration at least two weeks in advance to request prior approval. Upon approval, the student is responsible for obtaining a sign-off sheet from the main office, collecting missing assignments from their teachers, and submitting the completed form to the main office prior to the start of the absence.

Excused absences include:

- Student illness: a physician's note is required after 3 consecutive absences
- Medical appointments
- Contagious disease within the home
- Death in the immediate family/funeral
- Legal business supported by a court document
- Observance of religious holidays upon parent/guardian request
- Authorized school-sponsored activity
- Family emergency: as determined by an administrator
- Suspension from school
- Pre-approved absence for educational purposes including college visits
    - Note: Not to exceed three (3) school days per school year. Confirmation of the college visit must be provided upon return.

ABSENCES DUE TO SOCIAL, EMOTIONAL & BEHAVIORAL WELLNESS

Mental health is valued equally to physical health. Students experiencing social, emotional, or behavioral challenges should have a parent/guardian contact the attendance office and the school counselor for support and to coordinate academic and attendance accommodations.

TARDINESS

To School

If a student arrives after 7:25 AM, they must enter through the CSW main entrance and report directly to the main office to sign in with the attendance officer. The student must present a signed parent/guardian note with the student's name, grade, date and reason for tardiness upon arrival at school. Notes not received upon student arrival will not be accepted and the tardy will be marked unexcused. Students will then be issued a pass to class, which must be given to the teacher upon entering class.

Arrival at school after 7:45 AM without a valid note will result in an automatic detention.

Tardiness to Class

Students are expected to be in every class on time. A four minute transition is provided between classes. If a student is late to class, the teacher will record the tardy and the student will face consequences, which may include a demerit or detention. The level of the consequence will be determined by administration based on the circumstances of the tardiness.

EARLY DISMISSAL

Students needing to leave school early, or temporarily depart and return during the school day, must submit a signed parent/guardian note to the Main Office before the start of first period. Notes must specify the date, time, and explicit reason for departure; vague explanations like "personal business" or "needed at home" do not qualify for an excused dismissal.

Once the note is submitted, the Attendance Officer will issue a pass allowing the student to leave class. Students must sign out in the Main Office prior to exiting the building. Any student returning the same day must re-enter through the main CSW entrance, sign back in at the Main Office, and provide official documentation from a medical or professional provider to excuse the partial absence.

STUDENT RESPONSIBILITIES WHEN ABSENT

Make-up Classwork and Homework

Students are responsible for reaching out to their teachers to obtain any assignments missed during an absence and for completing the required coursework. The timeline and procedures for submitting make-up work are established at the discretion of individual classroom teachers.

Make-up Assessments

Any assessments, quizzes, or tests known to students before absences occur must be completed the day of the student's return to school (defined as the student's first day back on school grounds) or on an arranged timeline permitted by the teacher.

For unexcused absences, students may not be allowed to make up classwork, homework, or assessments.

TRUANCY

Truancy is defined as three (3) or more unexcused absences from school without required documentation. The Charter School of Wilmington is responsible for reporting violations of the attendance laws of the State of Delaware in compliance with Delaware Code (Title 14, Chapter 27).

Interventions escalate once a student reaches five (5) unexcused absences. At this point, they are considered to have surpassed the threshold for truancy according to school policy and Delaware state law. If the student accumulates ten (10) unexcused absences, an attendance conference will be scheduled. This meeting will involve the school administration, the student, the parent/guardian, and possibly a counselor to discuss the reasons for the absences and to develop a plan for improving attendance.

A student is truant at three (3) unexcused absences.

- **5 unexcused**: Attendance conference (student + parent/guardian + admin/counselor).
- **10 unexcused**: Formal meeting; attendance contract and/or home visit may be required.
- **15 unexcused**: Written notice of potential Truancy Court referral if absences continue.
- **20 unexcused**: Truancy Affidavit filed with JP Court; DFS may be notified as required by law.

STUDENT FEES

Assessed to all students:

- Activity fee *(numerous clubs/activities offered to all students)*
- Technology fee *(devices, laptop carts, infrastructure, insurance)*
- Workbooks *(digital and/or hard copy) and novels*

The following fees will be assessed to each student where applicable:

- Parking fee for those with parking passes
- Field Trips - Fees vary depending on the trip
- AP Exams - Fees set by the College Board
- Sports participation fee

Payment of Fees

Invoices for student fees and other charges are emailed to the main contact listed on the student's account. Each invoice will include a payment deadline, which will also be stated in the accompanying email. Payment must be remitted by the deadline indicated on the invoice.

Students with past due balances may be subject to restrictions on certain school privileges, including participation in non-academic activities, field trips, and other school-sponsored activities, until the outstanding balance is paid or an approved payment arrangement has been established.

Financial Assistance
Families experiencing financial hardship may be eligible for assistance with school fees. Eligibility for fee assistance is based on the federal income eligibility guidelines used for nutrition services.

Although all students are currently eligible to receive free meals, families seeking assistance with school fees must complete and submit an Application for Financial Assistance (Meal Benefit Form) to determine eligibility. A new application must be submitted each year in which fee assistance is requested.

Completed forms should be submitted to billing@charterschool.org by September 30.

Fee adjustments are not retroactive, and fees from prior years will not be adjusted.

VISITORS AND CSW ENTRANCE
All visitors, including parents/guardians, must enter at the CSW entrance near the corner of N. Dupont Road and Lancaster Ave. Visitors must check in at the main office and are not permitted to visit classrooms or other areas without prior administrative or teacher approval.

FIELD TRIPS
Field trips are an excellent supplement to classroom learning and are considered a privilege, not a right. The following guidelines apply to all field trips:

- Unless otherwise notified by the trip moderator, students must follow the regular CSW dress code.
- Permission forms must be completed in full and submitted through the Arbiter platform by the designated due date.
- Medications required for the trip must be turned in to the school nurse at least 72 hours prior to departure.
- Students are responsible for communicating with teachers in advance of the trip to obtain assignments, assessments, and class updates. All missed work must be completed according to the teacher's policy.
- Students may be prohibited from attending a field trip if:
    - They are failing one or more classes
    - They have repeated behavioral infractions (at the discretion of the administration)
    - They have attendance issues (chronic absences or tardies) (at the discretion of the administration)
    - They have outstanding balances (applies primarily to elective and non-academic field trips)
- Students must remain with the CSW group at all times and follow all directions from chaperones and staff.
- Transportation must be school-arranged (no self-transportation unless pre-approved by administration).
- Electronic device use (phones, earbuds, etc.) may be restricted depending on the nature of the trip. Students must comply with all trip-specific guidelines.
- If a student violates school rules during a field trip, consequences will be consistent with the CSW Code of Conduct and may impact eligibility for future trips.
- Refunds are not guaranteed for missed trips due to academic, behavioral, or attendance disqualification.

EMERGENCY DRILLS

In accordance with CSW's Comprehensive School Safety Plan, Fire/Emergency/Intruder drills are held monthly at unspecified times. It is important that students learn the correct procedure in each of their classes. When evacuating the building, students should walk quickly and quietly using the exit designated for each room.

OUT OF SCHOOL CONDUCT

The Code of Conduct applies to out of school conduct of a student if the school believes that student presents a threat to the health, safety or welfare of other students and staff. In such cases, the school may require the student to report to the Review Board, which could ultimately lead to expulsion. Such out of school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law;
- Possession of a weapon that is punishable by law;
- Sexual offenses which are punishable by law;
- The sale and transfer of drugs/alcohol that would constitute an offense punishable by law.

The purpose of this section is to exclude from CSW, students who have been charged with or convicted of serious crimes and whose presence represents a potential threat to the health and safety of students and staff (This includes a report of criminal conduct sent in an Attorney General's Report).

THE CHARTER SCHOOL OF WILMINGTON

ACADEMICS

At The Charter School of Wilmington, academic excellence is grounded in both rigor and integrity. As members of a learning community, students are expected to engage with curiosity, commit to high standards, and take full ownership of their academic journey.

We believe that true achievement comes from authentic learning, which is why all students are expected to uphold the CSW Honor Code in every academic endeavor.

> *"As a Charter School of Wilmington student, I am part of a community that values intellectual effort and authentic learning. I understand that in order to truly claim my educational and academic achievements, I am obligated to act with integrity, even when no one is looking. I will uphold the values of honesty, integrity, respect, and accountability in all that I do. I will tell the truth, do my own work, and give credit where credit is due. Therefore, I affirm that I will carry out my endeavors in full academic honesty, and I rely on my fellow students to do the same. I make this pledge in the spirit of honor and trust."*

This section outlines expectations for grading, coursework, assessment, and academic integrity.

GRADUATION REQUIREMENTS CLASS OF 2027, 2028, 2029

State of Delaware	The Charter School of Wilmington	Recommended for Local Higher Education
4 Mathematics	4 Mathematics	4 Mathematics
4 English	4 English	4 English
3 Science	4 Science	4 Science
3 Social Science	3 Social Science	4 Social Science
2 World Language	2 World Language	≥3 World Language
1 Physical Education	1 Physical Education	At least 20 academic course credits from the major subject areas of Mathematics, English, Science, Social Science, and World Language
.5 Health	.5 Health	
3 Career Pathways	.5 STEM Research Project	
3.5 Electives	.5 Computer Science Discoveries	
24 Total Credits	1 STEM Elective	
	4 Electives	
	24.5 Total Credits	

THE CHARTER SCHOOL OF WILMINGTON

GRADUATION REQUIREMENTS BEGINNING WITH CLASS OF 2030

State of Delaware	The Charter School of Wilmington	Recommended for Local Higher Education
4 Mathematics	4 Mathematics	4 Mathematics
4 English	4 English	4 English
3 Science	4 Science (1 credit per year)	4 Science
3 Social Science	3 Social Science	4 Social Science
2 World Language	2 World Language	≥3 World Language
1 Physical Education	1 Physical Education	.5 Computer Science
.5 Health	.5 Health	At least 20 academic course credits from the major subject areas of Mathematics, English, Science, Social Science, and World Language
3 Career Pathways	.5 Senior Research Project	
3.5 Electives	1.0 Computer Science Discoveries	
	.5 Financial Literacy	
	1 STEM Elective	
	5 Electives	
24 Total Credits	**26.5 Total Credits**	≥ **26 Total Credits**

GRADE ADVANCEMENT

CSW takes a proactive approach with students who are failing or in danger of failing a course. At the midpoint of each marking period, our faculty and Student Services Department initiate a collaborative intervention process to ensure early identification and support.

Parents/guardians are encouraged to register with Schoology to receive a weekly summary report of their student's grades and assignments. Schoology automatically sends these email summaries every Friday, providing a consistent overview of academic progress.

Parents/guardians are always welcome to reach out directly to faculty with questions or concerns; please do not wait for the annual Family-Teacher Conferences in November. Early communication and collaboration are key to supporting student success.

To advance to the next grade, students must pass all required credits. A passing grade is 66 or higher. Students who earn below a 66 must retake the course through the online platform Educere at the family's expense.

Students may recover up to two credits per year through summer courses during their time at CSW.

If a student fails a course, the school will notify the student and their family. However, it is the responsibility of the student and parent/guardian to check the final report card for any failed courses. To remain on track for the following school year, failed courses must be made up before the start of the new year. Summer school courses receive the same credit value as CSW courses, but the grade is not factored into the student's GPA. The original failing grade will remain on the student's transcript.

Grade Advancement Credit Requirements		
To Grade 10 (6.5 credits)	**To Grade 11** (13 credits)	**To Grade 12** (19 credits)
1 Mathematics	2 Mathematics	3 Mathematics
1 English	2 English	3 English
1 Science	2 Science	3 Science
1 Social Science	2 Social Science	3 Social Science
2.5 Additional	5 Additional	7 Additional

PHASING SYSTEM

CSW's academic programs are designed to provide students with challenging yet manageable coursework. To accommodate a range of students, CSW offers three levels of ability groupings known as phases. Each student's phase is initially determined through an assessment process required for placement at The Charter School of Wilmington. Three college preparatory phases exist before the AP or Dual Enrollment level of courses (levels 3, 4, and 5), with Phase 5 designated as Honors.

- **Phase 3:** College Prep
- **Phase 4:** Accelerated College Prep
- **Phase 5:** Honors
- **Phase 6:** AP and Dual Enrollment

Exceptions & Unphased Courses:

- **Science Department:** 9th-grade students take unphased Integrated Science & Research. Subsequent science courses are offered at Phase 4, Phase 5, or AP/Phase 6 levels.
- **Computer Science:** 9th-grade Computer Science Discoveries is unphased. Advanced courses within the Computer Science CTE pathway are offered at the AP level.
- **General Unphased Courses:** Health, Physical Education, and Driver Education are unphased courses.

PHASE CHANGE

Phasing Guidelines for the Next School Year

A teacher may recommend phasing down or up in preparation for the next school year to help a student succeed and remain appropriately challenged. If a student is considering phasing down, they should initiate a conversation with their teacher. The current subject teacher's recommendation is required to phase up. Parent/Guardian notification (by the current academic teacher) is required for any change.

Phasing up/down during the school year

In-year phase changes must be decided and enacted by the end of the first marking period. Parents/Guardians and their students 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 conversation among all stakeholders. All parties must reach a consensus before a student's phase is changed.

SCHEDULES

Courses are subject to administrative change based on behavior, attendance, or extenuating circumstances to protect the well-being of the student.

GRADE CALCULATIONS

Final grades for full-year courses will be calculated as follows: 20% for each quarterly marking period grade and 10% each for the midterm and final exams. Semester course grades will be calculated as follows: 40% for each quarter grade and 20% for the end-of-semester exam (midterm or final).

GRADE REPORTING

Report cards are issued approximately two weeks after the end of each marking period. Once report cards are available to view on Infinite Campus, students and parents/guardians will receive a notification.

Marking period end dates are posted annually on the school calendar and website. Please be sure to check those resources for the most current information.

GPA CALCULATION

The Charter School of Wilmington uses a weighted GPA system to recognize the additional rigor of advanced coursework.

- Phase 4 Courses receive an additional +0.25 quality points added to the final grade when calculating GPA.
- Phase 5 Courses receive an additional +0.50 quality points added to the final grade when calculating GPA.
- Phase 6 courses (AP and Dual Enrollment) receive +1.0 quality points added to the final grade when calculating GPA.

This weighting system ensures that students who challenge themselves with more rigorous courses are appropriately recognized in their GPA.

Grading Scale				
Grade	**Numeric**	**Quality Points**	**Phase**	**Points Added to Weighted GPA**
A	93-100	4.0	AP/Dual Enrollment	+1.0
A-	90-92	3.7	Phase 5	+.5
B+	87-89	3.3	Phase 4	+.25
B	83-86	3.0		
B-	80-82	2.7		
C+	77-79	2.3		
C	73-76	2.0		
C-	70-72	1.4		
D	66-69	1.0		
F	65 and below	0.0		

CLASS RANK
Class rank is not calculated or published.

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 in the school year.

GRADE DISCREPANCIES
If a student believes there is a discrepancy in a grade, the following steps must be taken. While school counselors may provide guidance, it is the student's responsibility to initiate and follow through with the process:

- Meet with the teacher to discuss the concern directly.
- If the issue is not resolved, request a meeting with the teacher and parents/guardians at a mutually convenient time.
- If the concern still remains, request a meeting with the teacher and Department Chair. An administrator may be included if necessary.

All grade discrepancies must be addressed within two (2) weeks of grades being published.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses provide college-level learning opportunities in high school. AP exams, scored 1–5, may earn students college credit or course waivers (typically for scores of 3 or higher).

Summer Work

Students must complete required summer assignments by the due date. Work is posted on the school website at the close of the prior school year. No exceptions are made for summer plans.

Exam Requirement

Enrollment in an AP course requires taking the AP exam. Exam fees are due in advance; fees are non-refundable after the first marking period, and cancellation fees apply. AP exams replace the course final exams. Classes continue after AP testing, and attendance is required.

AP Exam Administration

CSW administers AP exams only for AP courses offered by the school. Students may sit for an AP exam at CSW only if they are enrolled in and have completed the corresponding AP course at CSW. CSW does not serve as a testing site for independently studied AP exams or AP courses taken outside of CSW.

Scheduling

The College Board releases exam dates by July. Students must plan accordingly—absences during the exam window are prohibited, and fees apply for unused exams. Exams take priority over all other events.

Transcript Impact

Students who do not take the AP exam will have the “AP” designation removed, the course reclassified as Phase 5, and GPA adjusted accordingly. A final exam may be required instead. For seniors, colleges will be notified of any transcript changes.

DUAL ENROLLMENT

In partnership with Delaware Technical Community College (DTCC) and the University of Delaware (UD), The Charter School of Wilmington offers two teacher-taught dual enrollment courses: Anatomy & Physiology and Horn Entrepreneurship, respectively. There is a fee for both courses. Contingent upon completion of requirements and passing the course, students earn one (1) full high school credit and three (3) college credit hours concurrently. High school credits earned are reported on the student’s CSW transcript, while college credit hours are reported via transcript which is available through the registrar of the awarding college or university. Additionally, UD offers asynchronous courses through its Early College Credit Program, which requires students to be in grade 11 or 12 and go through a CSW selection processWhile UD Early College Credit courses carry no fee, any student who remains enrolled in a fee-based dual enrollment course past the drop/add deadline is required to pay the associated fee, regardless of whether they pass.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a distinguished service organization dedicated to fostering academic excellence and community engagement within our school. Membership is a privilege granted to students who meet the rigorous standards established by the National Association of Secondary School Principals.

Selection for NHS is based on four core pillars: scholarship, character, service, and leadership. Being inducted into the Society is both an honor and a commitment. Members are expected to uphold and exemplify these values throughout their time in the organization.

Students become eligible to apply for membership following the completion of their first semester of sophomore year.

Scholarship Eligibility: Students must have a cumulative GPA of 3.75 or higher at the end of the first semester of their sophomore year to qualify. The school will notify students who meet this eligibility requirement once first semester grades are finalized.

Leadership Eligibility: Student leaders are resourceful, good problem solvers who promote school initiatives and ideals and actively engage in efforts to improve the quality of school life. Leadership activities can be drawn from school or community activities while working for others and alongside other leaders.

Service Eligibility: Students are expected to demonstrate a sustained commitment to service by actively and voluntarily contributing to the school or broader community. Service activities must be performed for the benefit of others—excluding immediate family members—and must not involve any form of compensation. Each student is required to document and upload a minimum of 25 service hours per semester to InnerView.

Character Eligibility: Students will demonstrate outstanding character by upholding principles of morality and ethics and the rules of The Charter School of Wilmington. It should be noted that no candidate shall be admitted to the CSW chapter of the National Honor Society with documented academic dishonesty.

Selection Process: Applications will be made available at the end of the first semester each year. The application requires documentation of service and leadership, along with an extended response question. A faculty selection committee will review each application, consider discipline records (including any academic integrity violations), gather relevant teacher input, and determine eligibility. National Honor Society advisors and school administrators do not serve on the faculty selection committee.

Applications are due by February 15 each year for consideration.

ACADEMIC INTEGRITY

Purpose: Academic honesty is the commitment to and demonstration of truthfulness, integrity, and responsibility in all academic activities. It involves creating and expressing original ideas, acknowledging sources, and completing assignments independently or acknowledging collaboration when the teacher permits. 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 found to have committed an act of academic dishonesty shall be subject to the consequences described in this Handbook, which are designed to promote growth and learning while maintaining high standards of integrity.

Examples of Academic Dishonesty (non-exhaustive):

- Plagiarism: Submitting work that is not one's own or without proper attribution
- Cheating or Test Procedure Violation: Using unauthorized materials, copying, sharing answer keys/tests, pre-programmed calculators, or unauthorized online resources
- Falsification: fabricating data/citations; falsifying illness to avoid testing; forging signatures
- Unauthorized Collaboration: collaborating on individual work without permission
- Misuse of AI* Tools: generating content/answers without disclosure or contrary to teacher guidelines; sharing AI-generated content to enable dishonesty; submitting the same (including AI-generated) work in multiple courses without explicit permission.

***Note on AI**: Generative AI can produce new text, images, audio or video based on patterns in training data. Its use must align with the teacher's expectations and be transparently acknowledged.

Process and Consequences: Administration investigates suspected cases of academic dishonesty and assigns appropriate consequences designed to promote growth while maintaining high standards. Subsequent violations may result in more serious disciplinary actions, including the possibility of receiving a failing grade for the marking period or the entire course. No candidate with documented academic dishonesty will be admitted to the CSW's honor societies.

HEALTH AND MEDICAL SERVICES

HEALTH SERVICES

A full-time nurse is available in the health suite (Room 236), which is located on the main floor.

- 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 is a safety concern that could lead to disciplinary action.

HEALTH DOCUMENTATION

All 9th graders and transfer students must have a medical examination (within the last 24 months) before entering CSW, a complete record of immunizations and tuberculosis (TB) screening/risk assessment per State of Delaware requirements. These documents must be uploaded to the student's portal in Arbiter.

Families may use the Delaware School Physical Examination form or the Delaware Interscholastic Athletic Association form (DIAA) for physicals. Students participating in sports are required to have a physical annually. Clearance must be dated on or after April 1 based on an exam within the prior 12 months; 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. DIAA forms are required to be uploaded to Arbiter for eligibility approval.

ANNUAL EMERGENCY/HEALTH UPDATE FORMS

Parents/Guardians Must complete the Emergency Treatment form each in Arbiter each year. The form includes student health updates, emergency phone numbers, and parental permission to administer Tums, cough drops, acetaminophen, and ibuprofen if needed while the student is at school. The Health Update form also includes the Consent to Treat agreement and the Academic Concussion Policy acknowledgment. Action Plans prescribed for students with asthma, seizures, migraines, and life-threatening allergies should be uploaded to the Health Update form. Action Plans must be updated annually by a student's healthcare provider.

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 ChristianaCare Health System. Providers include a part-time nurse practitioner/coordinator, a licensed clinical social worker, and a registered dietitian.

Students must be registered with the SBHC to utilize the services. Parents/guardians can complete the registration using the link provided. The free services available at the SBHC include but are not limited to sports physicals, immunizations, allergy shots, nutritional and mental health counseling, and prevention counseling on high-risk behaviors. Parents/Guardians 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 injectable epinephrine (ex: Epi-pen, Auvi-Q) with a doctor's note 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 pharmacy container with the student's name, dosage, and time of administration. Any prescription medications classified as controlled substances must be brought to the nurse's office by a parent/guardian. As noted on the Annual Health Update and Emergency Treatment form, Ibuprofen, acetaminophen, Tums, and cough drops are available in the nurse's office for administration with parental permission.

HOMEBOUND/SUPPORTIVE SERVICES

A student who is temporarily at home or hospitalized for a sudden physical or mental illness, injury, episodic flare-up of a chronic physical or mental health condition, an accident, or related medical condition may be eligible for supportive instruction with appropriate certification that the student cannot attend school and is subject to administrative approval. Per DE Code 930, a physician, or an advanced practice nurse/physician's assistant who is employed by or has a collaborative agreement with a licensed physician, must certify absences due to a medical condition. A licensed mental health provider (such as a Licensed Clinical Social Worker, psychiatric nurse practitioner, psychologist, or psychiatrist) must certify absences due to a mental illness or mental health condition.

Supportive services are short-term, but long-term services substantiated by renewed physician statements may be considered pending administrative approval. Homebound instruction is designed to provide temporary instructional services so that a student can return to the school setting.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

ACTIVITY PERIOD
Participating in a club during activity period is a privilege subject to the same code of conduct expectations for attendance and classroom participation. Moderators may choose to suspend club privileges for a period of time if a student is in violation of Code of Conduct expectations.

ATHLETICS ELIGIBILITY
A student must pass five credits per marking period to be eligible for athletics. Two of those credits must be in the areas of English, Math, Science, World Language, or Social Studies. However, in the case of a student in 12th grade, the student must be passing all courses necessary for graduation. 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. Eligibility will be determined on the date report cards are issued.

To be eligible to participate in athletics on a given day, students must be present at school either from 7:25 A.M. to 11:00 A.M. or from 11:00 A.M. until dismissal, unless they have received prior approval from the administration.

All students must adhere to all school rules and regulations when preparing for, participating in, and returning from athletic events.

SPORTS PHYSICAL (DIAA)
All students participating in sports must use the DIAA form for their physical. Sports physicals are required annually. 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 the following school year's first day of fall practice unless a re-examination is required. Students may only participate in tryouts, practices, team functions, or games with a completed DIAA sports physical. Missing try-outs may impact team placement.

Forms must be received by the following dates: August 1st (Fall), November 1st (Winter), February 15th (Spring).

SPORTSMANSHIP POLICY
The Charter School of Wilmington Board of Directors recognizes Interscholastic and Extracurricular Athletics as an integral part of the overall educational program. As a result of participation in athletics, students develop essential values to help guide them beyond the field of play. In perception and practice, sportsmanship is characterized by generosity and genuine respect for others. Charter believes sportsmanship is an important outcome of education; therefore, procedures shall be developed to ensure that sportsmanship, ethical behavior, and integrity are included in practice sessions and athletic competitions. The athletic programs at The Charter School of Wilmington shall be operated in a manner that encourages students to participate, treats students with respect, and provides equitable opportunities for team participation



THE CHARTER SCHOOL OF WILMINGTON

CODE OF CONDUCT

The administration and staff of The Charter School of Wilmington are committed to providing each student with an outstanding educational experience. As such, the faculty and staff have established rules and guidelines for maintaining high standards for student conduct, leading to a safe, orderly, and inviting school in which to teach and learn. Upon enrolling in The Charter School of Wilmington, students are responsible for their actions in and out of school. They are expected to maintain a high level of self-discipline and respect for others at all times. Students who disrupt the educational process, violate school policy, and/or commit any illegal or immoral act will be subject to disciplinary action.

SCOPE OF ENFORCEMENT

The Charter School of Wilmington enforces its Code of Conduct under the following circumstances:

- **On School Property**: Before, during, and after school hours, including during virtual/hybrid instruction and during school activities.
- **On School Transportation**: On buses or school-sponsored vehicles.
- **To/From School**: Behavior while traveling to/from school, or at the bus stops that impacts others or school operations.
- **At School-Sponsored Events**: On or off campus.

The Charter School of Wilmington reserves the right to suspend or expel a student for conduct that occurs off school premises when such conduct is determined to pose a threat to the safety or well-being of students or staff. Credible information that a student has been arrested for a crime that may endanger the safety or welfare of the school community may initiate disciplinary action. Students who hinder investigations or aid/plan/assist violations may receive consequences equivalent to the primary violation. Out-of-school bullying/harassment that interferes with another student's rights or causes substantial disruption to the school operations or another student's educational rights may result in discipline.

DRESS CODE

By enrolling in The Charter School of Wilmington, students and parents/guardians accept the expectations surrounding the dress code and agree to abide by these standards. The administration reserves the right to determine whether a student is in compliance with the dress code and specify consequences for non-compliance. Students who are not in dress code will be sent to the main office and will not be permitted to attend class until they are in compliance. Additionally, students are not permitted to cut, tie, or otherwise modify the school uniform.

Exceptions may be approved by administration for documented medical reasons upon written request.

Shirts: Students must wear a CSW-approved polo with the hexagon logo. Only solid-colored undershirts are allowed beneath the CSW polo. Students who wear religious attire (such as long sleeves, head coverings, or modesty layers) must wear the CSW-logoed polo as the top visible layer. Shifts must be of appropriate length to ensure the midriff and undergarments are completely covered at all times, including when sitting, standing or reaching.

Pants, Shorts, and Skirts/Skorts: Students must wear solid-color, khaki-material pants, shorts, or skirts/skorts. Bottoms must be worn at the waist, fit appropriately without being overly tight or baggy, and contain no holes. Lengths must ensure that midriffs, undergarments, and private areas remain completely

covered and not visible at any time, including when sitting, standing, or moving. Stockings worn under these items must be solid in color; pattern, lace, and fishnet stockings are prohibited.

Outerwear: Only CSW sweaters, fleeces, and crewnecks that display the CSW hexagon logo may be worn during school. A CSW-approved collared polo must be worn under all outerwear. Blankets, throws, and sleepwear items are strictly prohibited in the school building and classrooms at all times.

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 slippers or flip-flops. All footwear must have a back/strap; flip-flops/slides prohibited.

Hats or other headwear, bandannas, and sunglasses are not permissible at any time, including dress down days. Protective hair wraps/scarves, hijabs, and other head coverings that are fundamental to a student's religious affiliation are permitted.

Physical Education (PE) Uniforms: PE uniforms are permitted to be worn exclusively during a student's scheduled Physical Education class block. Students must change back into the standard CSW school uniform immediately following class. PE uniforms and PE outerwear are not approved for full-day wear.

Spiritwear on Fridays: Students are permitted to wear any CSW top (clubs, teams, etc including t-shirts, sweatshirts, hoodies, etc) with uniform approved bottoms every Friday. The top does not need to have the CSW hexagon logo.

Dress Down Days: On designated Dress Down Days (typically the last Friday of the month), students may wear non-uniform attire that complies with school standards for modesty, safety, and decorum.

General Expectations:

Coverage & Length: Tops must fully cover the midriff and undergarments at all times. Shorts, skirts, and skorts must meet standard modesty and length guidelines.
Appropriate Graphics & Messages: Attire must not display lewd, vulgar, profane, or derogatory graphics or language. Promotional content related to political parties, tobacco, alcohol, controlled substances, violence, or illegal acts is strictly forbidden.
Prohibited Items: Pajamas, ripped or torn denim, flip-flops, slides, and mesh or translucent garments.

Special Occasions: Athletic and academic teams may dress up for special occasions with prior approval (24 hours) by administration. Dressing up is defined as business attire: pants, shirt and tie, skirt, dress, and blouse. Denim is not permitted as part of special occasion attire.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are useful communication tools and are indispensable in an emergency. While we recognize the importance of being connected and learning how to use technology appropriately, we also know that personal electronic devices can cause a distraction in the learning environment.

During Class: Students are required to store their cell phones in pocket organizers available in each classroom for the duration of the class period (including visits to the restroom) unless directed by faculty and staff for instructional purposes. Earbuds or headphones must be stored with cell phones in the pocket or away in

students' backpacks. Smartwatches and smart glasses or AI-enabled wearable devices (e.g., Meta glasses) are strictly prohibited during class to prevent academic dishonesty and unauthorized recording; smartwatches must be powered off, and smart glasses/wearables must be powered off and stored in backpacks. Cell phones must remain in the pocket organizer during class time (including visits to the restroom) unless directed by faculty and staff for instructional purposes.

Hallway Transitions: Students may not wear earbuds or headphones in hallways and/or during change of classes for safety reasons.

Permission to Photograph/Record: The subject(s) must give prior approval before photos, videos, or audio can be taken. The use of smart glasses, AI wearables, or any discrete devices for audio or video recording without permission is strictly prohibited. Pictures, videos, and audio may never be taken in bathrooms or locker rooms.

Unauthorized use of personal technology may result in demerits, confiscation, and loss of privilege and parent/guardian contact.

SCHOOL PROPERTY

Students are expected to care for all school-issued materials, including textbooks, calculators, and supplies. Textbooks must be returned at the end of the school year. Students and their parent/guardian are responsible for the replacement cost of any lost, stolen, or damaged items.

Any school property that is damaged, lost, or stolen must be repaired or replaced at the expense of the student and their family.

Each student will be assigned a locker and combination lock. Students are responsible for keeping their lockers locked at all times and should not share lockers or combinations. Lockers must be cleared at the end of the school year; items left behind will be donated or discarded. Students must also provide their own locks for use on gym lockers.

PERSONAL BELONGINGS

To reduce the risk of loss or theft, students should avoid bringing expensive clothing, valuables, or large sums of money to school. Non-CSW outerwear should be stored in lockers during the school day. The Charter School of Wilmington is not responsible for lost, stolen, or damaged personal items.

SEARCH AND SEIZURE

To maintain a safe and orderly learning environment, school administrators may conduct searches of students and their property when there is reasonable suspicion that a student is in possession of an illegal item, a prohibited item, or something that poses a threat to the safety and security of the school community. This includes backpacks, lockers, vehicles and personal items. Mobile devices may also be searched if there is reasonable suspicion that they have been used in violation of the Student Code of Conduct. Any item found that disrupts or interferes with the educational process may be temporarily confiscated by school staff.

DEMERIT SYSTEM

To ensure a conducive learning environment, The Charter School of Wilmington uses a demerit and referral system for those who break the rules specified in the code of conduct.

Demerits are issued for minor offenses, similar to warning tickets, and are accumulated for the entire school year. This permits the school to address discipline matters in a graduated fashion and detect any developing patterns of behavior that require corrections. Demerits are entered into CSW's school management system, and parents/guardians are notified when their student has reached a certain threshold of demerits.

An accumulation of demerits will result in detentions and other additional discipline measures:

- **1 demerit** = conversation with individual issuing demerit
- **3 demerits** = serve first detention
- **6 demerits** = serve second detention
- **9 demerits** = serve third detention and contact parent/guardian
- **12 demerits** = mandatory in person meeting with student, parent/guardian, and administrator and potential loss of privileges and/or extracurricular activities
- **15 demerits** = possible review board and/or creation of behavior contract

DETENTIONS

Detentions are issued for every three demerits a student accumulates (at 3, 6, and 9 demerits) or for specific Code of Conduct infractions (including but not limited to insubordination, inappropriate behavior, disrespect towards students and staff) that trigger an automatic detention. Parents/guardians and students will receive advance notice via email and must serve the detention on the assigned date. Detentions run for one hour, from 2:20 PM to 3:20 PM**.**

Failure to attend an assigned detention will result in an additional one-hour detention for a first offense. Subsequent missed detentions will lead to a Saturday detention, suspension, or both.

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 (sports practice, athletic events, extracurricular events, etc.). While suspended, students are still responsible for their work.

When a student is suspended, a parent/guardian is contacted immediately by phone. A student is not permitted to leave the building until a parent/guardian 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/guardian cannot be contacted, the student will remain in the school office for the remainder of the day. After the suspension, a parent/guardian must accompany the student back to school and meet with the Dean of Students.

In addition to any action taken by school officials, the school will comply with Delaware State law's notification requirements, which include notifying the police.

REVIEW BOARD

This is an advisory group to Administration made up of three teachers selected by Administration. The review board advises administration on appropriate disciplinary actions and supportive interventions that promote student accountability while fostering meaningful behavior change and reintegration into the school community.

The board meets promptly with the student and their parent/guardian when a serious offense occurs or when referred for repeated misbehavior, academic dishonesty, bullying, or other violations of school rules.

The student is suspended until the Review Board hearing. The board's written decision is shared with the Administration, Review Board members, the student, and their parent/guardian. Any action taken by the Vice President may be appealed to the President within five business days.

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 in a school-sponsored activity
- Any possession of a weapon at school or at a school-sponsored activity
- Assault
- Stealing
- Fighting
- Vandalism
- A poor cumulative discipline record
- Repeated Academic Dishonesty
- Major Infraction of School Regulations

In addition to any action taken by school officials, the school will comply with Delaware State law's notification requirements, which include notifying the police.

CODE OF CONDUCT VIOLATIONS

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

Violations are categorized by severity. Consequences range from verbal warnings to expulsion and are determined based on the nature and frequency of the offense.

LEVEL I VIOLATION *(Minor offenses - verbal warning through detention)*

- 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 VIOLATION *(Moderate offenses - detention through suspension)*

- Academic Dishonesty
- Bullying/Cyberbullying
- Cutting/Skipping Class
- Cutting School/Leaving Campus
- False Alarms
- Failure to Serve/Report to Detention
- Fighting
- Harassment
- Inappropriate/Disruptive Behavior
- Insubordination
- Stealing
- Vandalism

LEVEL III VIOLATION *(Major offenses - suspension through expulsion)*

- 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)



THE CHARTER SCHOOL OF WILMINGTON

SCHOOL & FAMILY HANDBOOK AGREEMENT

As CSW Administration/Faculty/Staff, we will:

- Provide high-quality curriculum and instruction in a supportive and safe learning environment that encourages student ownership, independence, and academic excellence.
- Be readily accessible to parents and provide opportunities to discuss your student's progress and to work collaboratively to support your student's needs.
- Encourage a home/school partnership by regularly communicating with parents and the CSW community.
- Maintain up-to-date information regarding your student's grades and attendance.
- Create an environment for families and students where they feel welcomed, have a sense of belonging, and know that questions and feedback are valued.

As a CSW Parent/Guardian/Family, we will:

- Support our student's learning by
    - ensuring daily attendance and abiding by the school's attendance policy.
    - monitoring timely completion of assignments (subscribe to Schoology weekly notifications).
    - facilitating responsible management of technology and positive/healthy use of extracurricular time.
    - adhering to the rules and policies in the CSW Student and Family Handbook and Code of Conduct.
- Prioritize the integrity of the academic program by adhering to the school calendar and scheduling family trips when school is not in session.
- Guide our student in making course selection decisions that best fit their talents, needs, interests, and future goals with consideration to school-life balance.
- Contact teachers directly with classroom questions and concerns.
- Volunteer our time, talent, and resources, when available, to benefit the entire CSW community.

As a CSW Student, I will:

- Attend school regularly, come prepared and ready to learn, and put forth my best effort to ensure the timely and quality completion of all assignments.
- Treat my peers, CSW staff, and the school community with respect.
- Follow all rules and policies outlined in the CSW Student and Family Handbook and Code of Conduct in order to secure a safe and orderly learning environment.
- Recognize that academic integrity and honesty are fundamental cornerstones of our educational community and abide by all guidelines listed in the CSW Student and Family Handbook and Code of Conduct.
- Communicate with my teachers/counselors to seek academic or emotional support when needed.
- Participate in co- and extracurricular opportunities outside of the classroom to expand my perspective, nurture interests, and improve my essential life skills of working with others and managing my time.

Acknowledgment of Handbook Review

By signing the Student and Family Handbook Agreement form on Infinite Campus both the student and their parents/guardians acknowledge that they have reviewed and understand the contents of The Charter School of Wilmington Student and Family Handbook.

Students and families are responsible for following all school rules and for seeking clarification from school staff if any part of the handbook is unclear.

Both student and parent/guardian signatures are required to confirm your commitment to upholding the standards outlined within and being an active, informed member of the CSW community.

Signed acknowledgments must be submitted by September 25th.

POLICIES

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.

GUN-FREE SCHOOLS ACT COMPLIANCE

Under the Gun-Free Schools Act [(20 U.S.C. §7961)] and complying with 11 Del.C. §1457(j), a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled for not less than one year. A student violating this policy will immediately be suspended from school, and the School Constable and police will be contacted. In addition, the student will be required to appear before the Review Board. The School President may modify the expulsion requirement on a case-by-case basis. Any modification must be made in writing to the Department of Education. Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year.

This provision is in compliance with the Federal Gun Free School Act of 1994. Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

RESPONDING TO ADULT SEXUAL MISCONDUCT

The State of Delaware Model Policy for Responding to Adult Sexual Misconduct in Schools has been adopted by The Charter School of Wilmington in its entirety (linked below). Where the policy mentions District/School (hereafter District), it will be referring to The Charter School of Wilmington.

This policy addresses the requirements of SB290 and SB291 regarding adult sexual misconduct model policies and training. This model policy addresses the response to an incident that follows (as applicable) the student model policy and encompasses:

- Identification of the misconduct
- Immediate response by school employees and volunteers
- Required immediate notifications
- Next steps by school employees and volunteers
- Immediate response by district office designee(s)
- Follow up actions by district office designee(s)
- Response by law enforcement or school resource officers
- Resources

State of Delaware Model Policy for Responding to Adult Sexual Misconduct in Schools

RESPONDING TO STUDENT MISCONDUCT IN SCHOOLS

This State of Delaware Model Policy for Responding to Student Sexual, Physical, and Emotional Misconduct in Schools has been adopted by The Charter School of Wilmington in its entirety (linked below). Where the policy mentions District/School (hereafter District), it will be referring to The Charter School of Wilmington.

This policy addresses misconduct between students. The model policy addresses acts of sexual, physical, and emotional misconduct and encompasses the following:

- Teen dating violence and sexual assault (purview primarily of DVCC in partnership with CPAC)
- Delaware School Crimes Act
- Federal Title IX requirements

State of Delaware Model Policy for Responding to Student Sexual. Physical and Emotional Misconduct in Schools

STUDENT ONLINE REPORTING SYSTEM

SafeDE allows students to have access to report incidents of bullying and/or harassment in a timely and safe manner. 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. SafeDE can be accessed through Classlink. Families can learn more here.

SUICIDE AWARENESS AND PREVENTION

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, and response to suicide or suicide attempt and reporting procedures; and to promote access to suicide awareness and prevention resources. The Charter School of Wilmington also acknowledges that youth suicide is a complex issue, which cannot be addressed by schools alone.

Pursuant to 14 Del. C. §4124, The Charter School of Wilmington will:

- Ensure that each employee has completed the annual ninety-minute training that has been approved by the Department of Education, Department of Health and Social Services, and the Department of Services for Children, Youth and Their Families.
- Create a Suicide Prevention Coordinating Committee that supervises the implementation of the Suicide Prevention Program. This committee meets regularly, coordinates required staff training, maintains logs of the training, and oversees the other requirements listed in The Charter School of Wilmington Board-approved Suicide Prevention Policy.

Refer to the full Suicide Awareness & Prevention policy on the CSW website.

TITLE IX: PARENT/STUDENT RIGHTS

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq. (Title IX), and its implementing regulations, 34 C.F.R. Part 106 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. The Charter School of Wilmington does not discriminate on the basis of race, color, religion, sexual orientation, national origin, gender, gender identity, disability, genetic information, marital or family status, military status, status as a veteran, or age in its educational programs or student activities.

A Title IX coordinator is required to ensure compliance. The coordinator's role is to oversee all complaints of sexual harassment and sexual misconduct, investigate and resolve such alleged misconduct, direct the provision of any supportive measures, and monitor the administration of any related appeal.

The Charter School of Wilmington's Title IX Coordinator is:
Ms. Kyle Berger
Director of Faculty & Student Life
100 N. DuPont Road
Tel: (302) 651-2727
Fax: (302) 652-1246

The Office of Civil Rights is located:
Office of Civil Rights (OCR), Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215) 656-8541
Fax: (201) 656-8605
U.S. Department of Education, Office for Civil Rights, Title IX Resource Guide (Apr. 2015)