



A COLLEGE PREPARATORY CHARTER SCHOOL  
FOR BOYS  
WILMINGTON, DELAWARE  
REAL CHANCE. REAL FUTURE

# Scholar & Family Handbook 2014-2015

*We are grateful for the support and guidance of Excel Academy Charter School (East Boston, MA) and for their generous sharing of materials that informed the creation of this manual.*



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## ***PRESTIGE ACADEMY CHARTER SCHOOL***

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### Our Mission

Prestige Academy prepares young men in grades 5-8 for admission to and success in demanding college preparatory high schools. In a highly structured, achievement-oriented school culture, Prestige Academy scholars develop a strong academic foundation in the core subjects and the REAL values necessary for success: Respect and Responsibility, Excellence in Behavior, Academic Mastery, and Leadership.

### ***REAL: RESPECT & RESPONSIBILITY, EXCELLENCE IN BEHAVIOR, ACADEMIC MASTERY, AND LEADERSHIP***

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#### Our Expectations

Prestige Academy holds members of the school community—scholars, families, and staff—to the highest standards. To provide the very best education for Prestige Academy scholars, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that Prestige Academy scholars meet basic, but critical, expectations:

#### Demonstrate **R**espect & Responsibility

Treat Others the Way You Wish to be treated. Show Respect for Your Self, Classmates, Teachers, and Your School. Come to School and Class Prepared to Succeed.

#### Demonstrate **E**xcellence in Behavior

Follow All Directions, Disagree Respectfully, Treat Others Fairly, and Contribute Positively to Your Classmates and School Community.

#### Demonstrate **A**cademic Mastery

Listen, Participate, Work Hard, Volunteer, Look at the Speaker, and Ask Insightful Questions.

#### Demonstrate **L**eadership

Stay Organized, Look for a Solution, Take Initiative, and Follow All Directions and Procedures.

These expectations, known collectively as “**REAL**,” form the basis of many policies outlined in this handbook.

## ***RESPONSIBILITY AND ACCOUNTABILITY***

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### Scholars, Families, and Teachers

The Prestige Academy School-Scholar-Family Accountability Contract, reprinted on the following pages, represents some of the most important responsibilities for being a member of the Prestige Academy community. For scholars, the Contract provides an overview of what being a Prestige Academy scholar is all about. For families, the Contract outlines some of the specific expectations the school will hold you to in order to provide the best possible education for our scholars. In exchange for what scholars and families do, the faculty and administration of Prestige Academy will work tirelessly to provide scholars with a safe and orderly environment in which they can achieve academic success.

# **PRESTIGE ACADEMY CHARTER SCHOOL SCHOLAR—FAMILY ACCOUNTABILITY CONTRACT**

## **FAMILY'S COMMITMENT**

*We fully commit to Prestige Academy in the following ways...*

### **RESPECT AND RESPONSIBILITY**

- We will ensure our scholar arrives before 7:50 AM.
- We will keep our contact information up to date with the main office.
- We will provide the main office with the documentation for excused absences.
- We will give teachers 24 hours to return our phone calls, emails, and text messages.
- We will call teachers before 8:00 PM.
- We will communicate with Staff Members on school days only, not weekends or holidays
- We will attend scheduled meetings for our scholar regarding IEPs, Grades and Behavior
- We will speak professionally to members of the staff and refrain from using sarcasm, profanity, threatening languages or inflammatory remarks.
- We will read all letters sent home and ask questions if we have them.

### **EXCELLENCE IN BEHAVIOR**

- We will promote and support the rules of behavior as outlined in the handbook.
- We will support any consequence our scholars earns (detention, ISS, OSS, public apology, property replacement)
- We will assist the Prestige Family in addressing behavior concerns.
- We will attend **scheduled** parent conferences and community meetings during the school day.
- We will read and sign our scholar's weekly REAL Report.

### **ACADEMIC MASTERY**

- We will check and sign our scholar's homework to ensure completion and neatness.
- We will read and sign our scholar's bi-weekly progress reports.
- We will allow our scholar to call a classmate or teacher for homework help.
- We will arrange for our scholar to participate in academic supports if needed. (Saturday Academy, Most Wanted Tutoring, Summer Academy, etc...)
- We will help keep academic time "sacred" by scheduling all meetings with Prestige Staff ahead of time.
- We will follow the make-up work policy outlined in the handbook.
- We will make note of testing days and prepare our scholar by ensuring enough rest and providing a nutritious breakfast.

### **LEADERSHIP**

- We will volunteer at Prestige to the best of our abilities and schedules.
- We will assist in the Prestige recruitment efforts.
- We will chaperone field trips whenever we can and model ourselves as an ambassador of the school.
- We will act as a role model for all scholars at school events.

## **SCHOLAR'S COMMITMENT**

*We fully commit to Prestige Academy in the following ways...*

### **RESPECT AND RESPONSIBILITY**

- I will arrive before 7:50 AM.
- I will tell my teachers if my phone number has changed.
- I will attend any meetings about me.
- I will speak professionally to community members and not curse, use threats, or call them names.
- I will give all letters sent home to my parents.

### **EXCELLENCE IN BEHAVIOR**

- I will follow all the behavior expectations stated in the handbook.
- I will serve any consequence I earn (Detention, ISS, OSS, public apology, property replacement).
- I will work with my community if I am having a behavior issue.
- I will bring home my REAL report every week, show my parents, and return it signed the next day.

### **ACADEMIC MASTERY**

- I will show my homework to my parents so they can check for completion and neatness.
- I will bring home my progress reports every other week, show my parents, and return it signed the next day.
- I will call a classmate or teacher for homework help if I am having trouble.
- I will come to tutoring if I need to.
- I will help keep academic time "sacred" by not participating in disruptive behaviors
- I will follow the make-up work policy outlined in the handbook.
- I will know when we have testing and prepare by getting enough sleep and eating a nutritious breakfast.

### **LEADERSHIP**

- I will volunteer for community service projects when I can.
- I will display professionalism when on field trips because I am a part of the Prestige community.
- I will follow all school rules during school events like dances and sporting events.
- I will welcome all guests to our school by being polite and professional.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

## WHO WE ARE

### *Faculty and Staff Contact List*

Name	Subject & Grade Taught	Phone #	Email
Ms. Elaine Chester	Administrative Assistant	302-893-7051	elaine.chester@pa.k12.de.us
Ms. Tamika Cobb	Para-Professional, Recruitment Coordinator	302-559-1592	tamika.cobb@pa.k12.de.us
Ms. Tamela Cowans	Math-7 <sup>th</sup> Grade	484-857-7021	tamela.cowans@pa.k12.de.us
Mrs. Dana Rae Davisson	Academic Dean	302-893-7052	dana.davisson@pa.k12.de.us
Mr. Antoine DeLoach	Para-Professional	302-762-3240	antoine.deloach@pa.k12.de.us
Ms. Kaley Douglas	Science-7 <sup>th</sup> & 8 <sup>th</sup> Grade	817-233-2063	kaley.douglas@pa.k12.de.us
Mr. Chuck Duncan	Para-Professional, Transportation Coordinator	302-898-0796	charles.duncan@pa.k12.de.us
Mr. Mark Forman	Honors ELA - 7 <sup>th</sup> & 8 <sup>th</sup> Grade Grad. Services Coordinator	425-736-6070	mark.forman@pa.k12.de.us
Ms. Janine Hahn	Learning Support Coordinator, Learning Support – 7 <sup>th</sup> & 8 <sup>th</sup> Grade	410-598-0053	janine.hahn@pa.k12.de.us
Ms. ArCasia James	Social Studies-6 <sup>th</sup> Grade	302-319-4278	arcasia.james@pa.k12.de.us
Mr. Will Khan	Phys. Ed./Athletic Director	302-333-4135	william.khan@pa.k12.de.us
Ms. Brittany Lewis	ELA-7 <sup>th</sup> Grade	609-226-8434	brittany.lewis@pa.k12.de.us
Mr. Lance Love	ELA-5 <sup>th</sup> Grade	302-494-4054	lance.love@pa.k12.de.us
Mrs. Emily Marsella	ELA – 5 <sup>th</sup> Grade	302-383-4870	emily.marsella@pa.k12.de.us
Mr. Darnell Miller	Music	302-494-6978	dmiller@ccacde.org
Ms. Carol Moore	School Nurse	302-242-3769	carol.moore@pa.k12.de.us
Mr. Eric Mosely	Social Studies – 7 <sup>th</sup> & 8 <sup>th</sup> Grade	302-709-1699	eric.mosely@pa.k12.de.us
Ms. Kirsten Patton	Learning Support – 7 <sup>th</sup> Grade	302-784-5158	kirsten.patton@pa.k12.de.us
Dr. Jack Perry	Founder & Executive Director	302-276-5959	jack.perry@pa.k12.de.us
Mrs. Vivian Perry	Office Manager	302-607-5410	vivian.perry@pa.k12.de.us
Mr. Mansa K. Ra’Ifa	ELA-8 <sup>th</sup> Grade	302-559-6858	mansa.raifa@pa.k12.de.us
Ms. Brooke Rubin	Learning Support-6 <sup>th</sup> Grade	410-404-7300	brooke.rubin@pa.k12.de.us
Mr. Rodney Saunders	Para-Professional	267-685-6283	rodney.saunders@pa.k12.de.us
Mrs. Yushaneen Simms	Science - 6 <sup>th</sup> & 7 <sup>th</sup> Grade	302-265-4026	yushaneen.simms@pa.k12.de.us
Mr. Lee Strawbridge	Dean of Students & Families	717-715-5501	lee.strawbridge@pa.k12.de.us
Mrs. Cathy Swalm	Math-5 <sup>th</sup> Grade	302-540-4847	cathy.swalm@pa.k12.de.us
Ms. Taylor Swalm	Non-Fiction Studies – 5 <sup>th</sup> Grade	302-540-9016	taylor.swalm@pa.k12.de.us
Ms. Alexandria Tierney	ELA-6 <sup>th</sup> Grade	610-639-0724	alexandria.tierney@pa.k12.de.us
Mr. David Troiano	Math-7 <sup>th</sup> & 8 <sup>th</sup> Grade	302-265-4034	david.troiano@pa.k12.de.us
Ms. Kacie Versaci	Math-8 <sup>th</sup> Grade	302-385-6208	kacie.versaci@pa.k12.de.us
Ms. Sharletta Williams	Para-Professional	302-897-4148	sharletta.williams@pa.k12.de.us
Ms. Bethlehem Yirga	Learning Support – 5 <sup>th</sup> Grade	302-409-0547	bethlehem.yirga@pa.k12.de.us
Mr. Bing Wu	Math – 6 <sup>th</sup> Grade	781-354-9149	bing.wu@pa.k12.de.us

If you do not reach the staff member, please leave a message which includes a call back number.

**Please do not send a text message nor call after 8:00PM.** Thank you!

## **WHO WE ARE**

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### *Board of Directors*

**Dana Balick:** Senior Consultant, Non-Profit Educational Reform

**Tarik J. Haskins:** Attorney, Morris, Nichols, Arsht & Tunnell LLP

**Tony Hill:** Executive, Barclays

**Tonya Jackson:** Scholar Parent

**Charles Madden:** Executive Director, Wilmington Hope Commission

**Donald Mell (Chair):** Government Relations, JP Morgan Chase

**Rodney Merriweather (Treasurer):** Senior Marketing Manager, Consultant

**Vladimir Ortega:** Executive, Capital One

**Bob Ritterbeck:** Senior Executive, Independence Energy

**David Troiano:** Teacher, Prestige Academy

**Rita Vasta (Vice-Chair):** Education Associate, New Castle County Vocational Technical School



## ***SCHOOL POLICIES AND PROCEDURES***

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### **A. Hours of School Operation**

In the pursuit of excellence, Prestige Academy has an extended school day and school year. This gives scholars more time for academic growth and non-academic enrichment. It also gives scholars the time and support needed to make great strides in realizing their potential, both academically and personally.

On Mondays, Tuesdays, Thursdays, and Fridays, the regular school day lasts from 7:30am until 4:00pm. On Wednesdays, the regular school day lasts from 7:30am until 1:00pm.

The school building will open to scholars at 7:30am on Monday-Friday. **All scholars are encouraged to arrive as close to 7:30am as possible in order to eat breakfast and fulfill other responsibilities by 7:45am.**

On Mondays, Tuesdays, Thursdays, and Fridays, scholars should not be on school grounds after 4:10pm without permission from the school. On Wednesdays, scholars should not be on school grounds after 1:10pm without permission from the school.

#### *Inclement Weather Closings*

In the event of poor weather conditions such as heavy snow or hurricanes, please listen to the local television or radio stations for relevant information regarding school cancellation.

### **B. Attendance Policy**

Given the fast pace and high rigor of Prestige Academy's curriculum, **missing one day at Prestige can have a detrimental effect on a scholar's learning.** Regular attendance is required. Poor attendance is not tolerated.

Parents are expected to ensure that their child is in school; please do not allow your child to miss a day of school except for serious illness. Excessive absences will be considered a violation of the School-Scholar-Family Accountability contract. We ask that families not schedule vacations or non-emergency appointments during school time. **Families should take advantage of 1:00pm dismissal on Wednesday, as well as half-days and vacations, to schedule appointments and travel.**

**If a scholar exceeds 15 absences in a school year, Prestige Academy Charter School reserves the right to retain the scholar.** Exceptions are made for court-mandated appearances and medical reasons with proper documentation and religious observances. Additionally, scholars are afforded rights under Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") should their absences be related to a disabling condition. Other rare exceptions may apply.

In order to help ensure that scholars do not exceed 15 absences, Prestige has certain support policies in place. They are detailed below:

- At 5 scholar absences, Prestige will attempt to contact the family in writing.

- At 10 scholar absences (or five absences within the first academic quarter), Prestige’s administration will require a meeting with the scholar’s family and Prestige’s designee, during which an Attendance Pledge will be established aimed at ensuring attendance patterns improve.
- At 12 scholar absences, Prestige’s administration will require a family meeting to discuss violation of the Attendance Pledge.
- **The school reserves the right to retain any scholar who exceeds 15 absences.**

Scholars who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

In cases of truancy, Prestige Academy Charter School may report the scholar and/or family to certain state agencies or file an official complaint with the court. According to Delaware Code (Title 14, Chapter 27), all scholars under 16 are expected to be in school. All scholars under the age of 16 will be expected to comply with these laws and the school will follow procedures set out in Delaware Code (Title 14, Chapter 27) if the scholar does not comply with the law. In cases of truancy, the Executive Director (or her/his designee) will investigate the situation. Prestige Academy Charter School operates in compliance with the Department of Education’s (DOE) requests and requirements, which can include mandated reporting of truancy to appropriate state agencies.

Prestige keeps accurate records of attendance and will make the records available for inspection by the DOE as needed. All questions regarding scholar attendance and attendance records should be directed to the school’s Administrative Assistant.

If a scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his absences, that scholar may lose his seat at Prestige Academy and may be considered un-enrolled from the school.

### **C. Incomplete Days: Lateness**

At Prestige if a scholar does not complete a full school day, he is assigned an Incomplete Day. If for any reason a scholar is not in his assigned seat by 7:50am, he is assigned an Incomplete Day. If scholars arrive late, they must check in with the main office.

Incomplete Days due to traffic, family emergencies etc., are not excused. Prestige may excuse Incomplete Days in cases of court-mandated appearances, medical appointments, disability-related appointments and religious observances, if proper documentation is provided. **Please use Wednesday afternoons, half days and early dismissals as times to schedule medical and other appointments.**

**Excessive Incomplete Days are not tolerated.** In order to ensure that scholars show up on time, Prestige has certain support policies in place. They are detailed below:

- **Every 5 Incomplete Days count as one absence in the Prestige attendance policy.**
- Weekly REAL Reports will include updated attendance information for your reference.

**If a scholar needs to be sent home due to a behavioral infraction, a parent/guardian must come to the school, meet with a member of the Administrative team, and remove the scholar from school grounds.** Incomplete Day consequences apply in cases of suspension. Scholars being sent home for behavioral infractions will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details), unless certain rare exceptions apply.

#### **D. Homework**

Homework is an essential component of Prestige Academy's academic program. Scholars have four daily responsibilities related to homework:

1. Write down all homework assignments in their scholar planners
2. Complete all homework assignments to the high standards set forth by the school.
3. Read independently for 20 minutes
4. Show completed homework assignments to a parent and receive signatures only if the parent feels that the completed homework meets Prestige Academy's high standards

All homework assignments are turned in to color-coded content bins each morning before the school day begins.

#### **E. Make-Up Work Policies**

Scholars who are not in school miss critical academic assignments and assessments. Our school's make-up policy is designed to hold scholars accountable for all missed assignments and assessments, as well as to ensure timely make-up work such that scholars do not fall behind academically.

**Missing Work Folders.** Teachers will keep all graded assignments readily available in their classrooms. In the event that a scholar is absent or misses an assignment, the assignment will be placed in the scholar's personalized Missing Work Folder (located in a hanging file folder crate in the homeroom). The expectation is that all make up assignments are completed and turned in to the content-specific color-coded bin on the wall for teacher pick up within the amount of days the scholar was absent. Based upon the weekly Progress Report, teachers will submit all make up assignments to the scholar's personalized Study Hall Folder. Scholars have two weeks to complete these assignments for full or partial credit (teacher discretion). When the next Progress Report arrives, scholars can no longer turn in previous make up work assignments. Therefore, no "make-up work packets" will be provided to scholars whose teachers have provided make-up work in their Study Hall Folder, updated every two weeks.

In the case that a scholar does not complete his make-up assignment in the time given, a non-negotiable zero will be entered in the grade book.

If a scholar is absent for five or more consecutive school days, he must meet with the school's Academic Dean to determine a reasonable timeline for making up missed assessments.

Please note that Missing Work Folders can only be accessed by scholars and their Homeroom and content area teachers. Make-up work is not available for parent pick up unless previously arranged with the scholar's Homeroom teacher.

## **F. Saturday Academy**

Saturday Academy, an intensive English Language Arts/math tutoring program that seeks to ensure scholars have the basic skills needed to be successful in Prestige Academy's core classes, is held at Prestige Academy from 8:00am-12:00pm on Saturday mornings. Saturday Academy sessions will be held throughout the school year. Scholars must attend Saturday Academy based on a failing Report Card grade (69% or below) in a core subject and/or poor quantitative performance on assessments. All selected scholars will receive a phone call in addition to written notification. Prestige Academy does not provide transportation for Saturday Academy.

The following policies apply to Saturday Academy attendance:

1. **Saturday Academy is part of the regular Prestige Academy program and therefore attendance is mandatory.** Other than for family/medical emergencies, or scholar illness, scholars will not be excused from Saturday Academy, as it is a critical part of the school's academic program. In the case of a family emergency, a note from a parent/guardian is required by Monday morning. In the case of a medical emergency or scholar illness, a doctor's note is required by Monday morning.
2. **Also, no scholar will be excused from Saturday Academy unless a parent has directly communicated with a Prestige Academy staff member (or left a voice message) regarding one of the above-listed exceptions by 8:00am on Saturday morning.**
3. Scholars who are absent from Saturday Academy without excuse (see above) will be required to attend Saturday detention.

## **G. Dress Code**

Prestige Academy Charter School has a dress code. The dress code applies during all school days and during all school-sponsored events.

The Prestige Academy dress code has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code for the following reasons:

- to foster a sense of school identity and community;
- to prepare scholars for the expectations related to professional attire that future institutions, organizations and employers will have;
- to ensure that our scholars focus on learning instead of clothing;
- to increase school safety and security by making the presence of visitors/outside immediately apparent;
- to reduce the cost of clothing for families.

### Enforcement of Dress Code Policy

It is the goal of the school to have a dress code which makes things easier for parents and scholars rather than more difficult. For that reason, we have made every effort to be clear about this policy and consistent in its enforcement. Parents who have questions or concerns should contact the school immediately and seek clarification.

**Like all school policies, the dress code policy is strictly enforced.** Although it may seem as if small exceptions should be no problem, we can not allow deviations from this code. Our staff does not have the time to inspect every item for acceptability or exception. If the policy states

“shoes should be all black or all brown,” it means just that, including the soles of the shoes. It is important that all scholars adhere to the same code. If an exception is made for one scholar, it would then have to apply to all scholars, and the code has changed. It is in the best interest of everyone if Prestige means what it says and says what it means. Please read the code and purchase school clothing accordingly. We have tried to make the policy clear and detailed in order to reduce ambiguity. Families who have concerns or questions should contact the school immediately.

**UNIFORM REQUIREMENTS**

ITEM	DESCRIPTION OF <b>MANDATORY</b> UNIFORM ITEMS TO BE PURCHASED FROM: Buckhead School Uniforms
Shirt	Long Sleeve, Oxford Cloth, light purple (no monogram)
Tie	Purple and Tan Striped Tie (5 <sup>th</sup> -7 <sup>th</sup> Grade) Stripe #28
Bow Tie	Purple and Tan Striped Bow Tie (8 <sup>th</sup> Grade only) Stripe #28

ITEM	DESCRIPTION OF <b>OPTIONAL</b> UNIFORM ITEMS TO BE PURCHASED FROM: Buckhead School Uniforms
Sweater	Long Sleeve, V-Neck,, Gray Pullover with <b>mandatory</b> monogram
Sweater Vest	V-Neck, Gray Pullover with <b>mandatory</b> monogram

ITEM	DESCRIPTION OF <b>MANDATORY</b> UNIFORM ITEMS THAT MAY BE PURCHASED: AT ANY STORE
Slacks	Khaki Color Pleated or Flat Front (no cargo pants, no denim material)
Belt	Solid Black or Brown Leather Belt (no oversized buckles or cloth belts)
Socks	Socks should be worn (may vary in color)
Shoes	Solid Black or Brown Shoes (including the sole, no boots)

Scholars who fail to meet the dress code will earn consequences.

**CONSEQUENCE ROSTER**

VIOLATION	CONSEQUENCE
Fixable uniform violation (untied tie, untucked shirt)	LEVEL 1 DEMERIT (-2 POINTS)
First violation, arriving or leaving school without a uniform item	LEVEL 2 HIGH LEVEL DEMERIT (-5 POINTS)
Second violation	LEVEL 2 HIGH LEVEL DEMERIT (-5 POINTS) and MANDATORY PARENT MEETING INCLUDING PLAN TO REMEDY UNIFORM ISSUE
Failure to attend parent meeting	OUT OF SCHOOL SUSPENSION UNTIL MEETING HAS BEEN CONDUCTED
Third and/or fourth violation	OUT OF SCHOOL SUSPENSION
Fifth violation	POSSIBLE EXPULSION

The Prestige Academy dress code is not intended to suppress speech or expression. Scholars have alternate ways to express themselves through, among other things, verbal and written speech in the classrooms.

School Dress Code Policy:

Mandatory Items – School Dress Code (every scholar **must have** the following):

\* Items that must be purchased online or by phone– visit our website or call the office for more information.

- Light purple Long Sleeve Oxford Cloth Shirt\*
- Tie for 5<sup>th</sup> – 7<sup>th</sup> graders (Purple & Tan Striped)\*
- Bow tie for 8<sup>th</sup> graders (Purple & Tan Striped)\*
- Black or brown Leather Belt
  - Belts must look professional and must be all black or brown. They may not be overly wide (no cloth belts).
  - Buckles must be professional and not oversized or distracting.
- Socks should be worn (may vary in color).
- Black or brown dress shoes
  - Shoes must be 100% black or brown (including the sole) with no other color logos, no metal.
  - Boots are not considered dress shoes.
  - Shoes must be tied and fastened at all times.
  - Soles of shoes should be rubber to avoid scuffing of floor.

Optional Items – School Dress Code (scholars **may choose** to wear the following in addition).

- Gray v-neck long sleeve sweater with Prestige’s logo.\*
- Gray v-neck sleeveless sweater vest with Prestige’s logo.\*
- Gray sweat shirt with Prestige’s logo.\*
- Hooded sweatshirt with Prestige Academy logo may be worn with the fitness uniform only. It **may not** be worn with the school uniform.

We recommend that each scholar have either a sweater or vest to ensure they are comfortable in class, as temperatures can fluctuate slightly.

Fitness Dress Code Policy:\*\*

Mandatory Items – Fitness Dress Code (every scholar **must have** the following):

\* Items that must be purchased online – visit our website or call the office for more information.

- Grey tee-shirt or sweatshirt with Prestige Academy logo.\*
- Grey shorts or sweatpants with Prestige Academy logo.\*
- Hooded sweatshirt with Prestige Academy logo.\*
- Socks should be worn
- Sneakers

\*\*If a scholar’s fitness uniform does not meet these requirements, the scholar may not be allowed to participate in fitness class or extra-curricular activities that require a fitness uniform.

### Dress Code Specifics

- Clothing must be **sized appropriately** to fit the scholar. Clothes may not be too big or too small.
- Scholars may not wear clothing with significant **stains** (e.g. large ink blots, food stains, etc.).
- Scholars **may not alter** their clothing in any way (e.g. writing/drawing, cutting, etc.) Pant cuffs may not be frayed.
- Once scholars enter the school building, wearing of **hats, head wraps, bandanas, kerchiefs, or jackets** is not permitted unless it is in accordance with religious observation. Hats worn in the school building will be confiscated.
- Clothing, haircuts, or accessories deemed obscene by school administration will not be permitted.
- Scholars may not wear **accessories** that are unprofessional, distracting or potentially unsafe. Any clothing or accessory that might disrupt learning or that does not conform to standards of health, safety and cleanliness is not allowed. Excessive jewelry is not allowed. Accessories that disrupt the learning environment will be confiscated.
- **Chains and necklaces** may only be worn beneath scholars' shirts, and may need to be removed during Fitness class.
- **Prior to entering the school building**, scholars must be in the proper uniform. Scholars must be in uniform while on school grounds and **may not change** out of their uniform before dismissal.
- Shirts must be **tucked in**, shoelaces must be **tied** and Velcro must be **fastened** at all times.
- Scholars may not use beepers, headphones/music equipment (e.g. CD-players, iPods, etc.), or cell-phones while in the school building, even if it is before or after school. These items will be confiscated and the scholar will be subject to disciplinary consequences. Furthermore, Prestige Academy is not responsible for the theft or loss of electronic devices and will not investigate if any of these items are lost, damaged, missing or stolen.

## H. Scholar Schedule

*Note: This is a sample schedule only. For each scholar, times, schedule, and course offerings may vary.*

<b>SCHOOL SCHEDULE</b>	<b>Monday, Tuesday, Thursday, Friday</b>
AM: 7:30-7:55	AM Homeroom
A: 8:00-8:50	ELA
B: 8:55-9:45	MUSIC (M,T), GYM (TH), HEALTH (F)
C: 9:50-10:40	ELA
D: 10:45-11:35	MATH
11:40-12:00	DEAR
12:05-12:25	LUNCH
12:30-12:50	RECESS
E: 12:55-1:45	SCIENCE
F: 1:50-2:40	MATH
G: 2:45-3:35	SOCIAL STUDIES
PM: 3:40-3:45	PM HOMEROOM

<b>SCHOOL SCHEDULE</b>	<b>Wednesday</b>
AM: 7:30 - 7:50	AM Homeroom
A: 8:00 - 8:50	MATH
B: 8:55 - 9:45	SCIENCE or SOCIAL STUDIES
C: 9:50 - 10:40	ELA
10:45 - 11:15	COMMUNITY MEETING
11:20 - 11:40	LUNCH
11:40 - 12:05	DEAR
12:10 - 12:50	EXC

Scholars should arrive at Prestige everyday between 7:30 and 7:45am. By 7:50am, daily, scholars must have fulfilled several morning responsibilities and be seated in the appropriate seat within the school. Scholars

As shown on the schedule, scholars engage in AM Homeroom activities prior to class beginning at 8:00am.

On Mondays, Tuesdays, Thursdays, and Fridays, starting at 8:00am, all scholars have seven 50-minute class periods including two periods of math and English. The classes are broken up by Recess, Lunch, and a silent reading period (DEAR).



On Wednesdays, beginning at 8:00am, scholars have three 50-minute classes. The classes are broken up by Community Meeting, Lunch, and a silent reading period (DEAR). At 12:00pm, scholars begin Extracurricular Activities.

### **I. School Supplies**

Scholars are required to have a traditional book bag. **No nylon bags with drawstrings are allowed.** Scholars are also required to bring at least 5 pencils each day. **Mechanical pencils are not permitted.** Prestige Academy will provide all other necessary school supplies.

During scholar orientation week, all scholars will be provided with one 5-subject notebook to compile notes for each subject (mathematics, English, science, and social studies). The 5-subject notebook also includes a vinyl folder in which to keep nightly homework assignments.

Also during orientation week, the school will distribute to each scholar a specific planner that scholars will use to keep track of assignments and due dates.

Scholars should not bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Although Prestige Academy prides itself on being very safe, the school does not accept responsibility for any missing items of value. Scholars who bring inappropriate items to school, including but not limited to toys, iPods, CD players, and laser pointers, will have such items confiscated. Cell phones are allowed; however, they must not be heard or seen. If heard or seen the cell phone will be confiscated. A parent or guardian must come to the school to retrieve the confiscated items, as scholars may not retrieve confiscated items themselves. Repeated violations may result in suspension.

### **J. School Breakfast, Lunch, and Afternoon Snack**

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible scholars. At the beginning of the school year, each family will be mailed a letter describing eligibility and an application to participate in the program. We urge families, regardless of whether they think they will qualify, to return the form.

Families of scholars who order lunch and have particular dietary restrictions should alert the school's Administrative Assistant and nurse as early in the school year as possible.

**Breakfast & Lunch.** Scholars may either purchase breakfast/lunch and milk from the school or bring their own breakfast/lunch from home. The school has arranged for a vendor to bring in hot/cold meals each day.

Since school breakfasts and lunches are prepared off-site, the school must have an accurate number of meals that scholars wish to order. Families should determine the days for which they want to order the breakfast and lunch for the month. These selections—and money—are due to the scholar's homeroom teacher by the second to last school day of the month. For example, the order and breakfast/lunch money for the month of October are due on Monday, September 29<sup>th</sup>. Scholars are expected to pay for ALL the breakfasts and lunches they have ordered for the coming month.

Any scholar who owes breakfast or lunch money will receive an invoice for the amount due from the school no later than the end of each academic quarter. The school cannot accommodate last minute changes to lunch orders.

Lunch will be served by 12:40pm each day to all scholars. Lunch will be served earlier on some days-per schedule.

**Flavored drinks, soda, energy drinks and chewing gum are not allowed at Prestige Academy.** Only water is permitted at Prestige Academy. Any scholar with a flavored drink, soda, energy drink, or chewing gum will be asked to throw these items away and will receive a high level demerit.

**Afternoon Snack.** A nutritious, afternoon snack will be provided to scholars during PM Break or PM Homeroom. This snack is free of charge. Scholars may bring their own nutritious snack.

### **K. Grading Policies**

Prestige Academy scholars take four core academic classes (mathematics, English, social studies, and science) during a given school year.

Every two weeks during the academic quarter, scholars will receive Progress Reports with information about their performance in each core subject area. At the end of each quarter, scholars will receive formal Report Cards with detailed information about their performance in each core subject area. On each Report Card, scholars receive one grade per core subject area which is comprised of the following components:

Skill and Content mastery (80% of overall grade).

The Skill and Content component measures scholar mastery of a subject's skill and content standards, as determined by performance on formal assessments and in-class assignments.

Homework (20% of overall grade).

The Homework component measures both a scholar's completion of, and performance on, Homework assignments.

The following grading scale will be used to determine letter grades:

A	100-90
B	89-80
C	79-70
F	69 and lower

### **Home Access Center**

A daily summary of attendance, schedule, and classwork can be seen on Home Access Center at any time. Visit <http://hac.doe.k12.de.us/homeaccess> and enter your login ID and password. If you have any problems with the site or need your login information, please contact the school office.

### Honor Roll

At the end of each marking period, an Honor Roll will be published. Scholars with all three core grades above 90% earn High Honor status. Scholars with all three core grades above 80% earn Honor status. All honor roll scholars will be recognized at a formal ceremony each quarter.

### Final Grades

At the end of the year, the quarter grades for each core academic subject are averaged together into a final, yearlong Course Grade. A scholar fails a core subject if his Course Grade is below 70.0%.

### **L. Promotion Policies**

If a scholar passes all core subjects, and has not been absent for more than 15 days of the school year, the scholar is promoted automatically to the next grade level.

If a scholar fails one core subject, he must attend summer school in order to have an opportunity to be promoted to the next grade level. The scholar must pass a subject-specific minimum competency test at the conclusion of summer school in order to be promoted to the next grade level. If the scholar does not pass the minimum competency test, he may be retained.

If a scholar fails two or more core subject areas, he will be automatically retained and must repeat the grade level. The Academic Dean reserves the right to review all cases of promotion and retention.

In order to average a 70% in a content area class for the end of the year, scholars need a cumulative sum of 280 on report grades. Scholars need a cumulative sum of 372 on report grades to be promoted with an A average.

### **M. Homeroom Teachers**

At the beginning of the year, all scholars are assigned a **Homeroom teacher**. Homerooms are named after the alma mater of the Homeroom teacher (e.g., Delaware State 5, George Washington University 5). All scholars will transition from class to class with their homeroom. All administrative forms (e.g., lunch order forms, permission slips) will be collected by Homeroom teachers on a daily basis during Morning Homeroom. Prestige Academy reserves the right to change a scholar's homeroom placement based on his academic or social needs at any time during the school year.

### **N. Community Service Requirement**

Prestige Academy scholars will have multiple opportunities to engage in Community Service. Part of our mission is to graduate scholars who will engage productively in their communities. In order to further expose scholars to needs within their communities, develop good service-related habits, and ensure that the school's mission is fulfilled; scholars are expected to serve the surrounding communities while enrolled at Prestige Academy.

### **O. Extracurricular Activities**

Prestige Academy's program focuses relentlessly on the development of core academic skills. However, in order to best prepare our scholar body for future pursuits, scholars must also be exposed to extracurricular activities on a regular basis.

On Wednesdays, from 12:00pm-12:50pm, the school will offer extracurricular activities for all scholars. Scholars will sign up for a specific extracurricular activity at the beginning of each academic quarter. While most activities will be taught by Prestige Academy staff members, some activities will be taught by external instructors.

Please be advised that some extracurricular activities (e.g. sports teams, boy scouts) may (a) last beyond regular dismissal time, (b) hold mandatory meetings on weekends, and/or (c) occur off of school grounds. In such situations, families will receive permission slips which detail this additional information.

#### **P. Individual Incentive and Accountability System: Scholar REAL Reports**

Prestige Academy has developed a scholar REAL Report system to provide scholars, families, and teachers with a frequent, comprehensive report of scholar performance. A scholar's weekly REAL Report total is impacted by his fulfillment of behavioral, academic, and attendance expectations.

All scholars receive REAL Reports every Monday during Homeroom. At the beginning of each "REAL Report week" (REAL Report weeks begin on Monday and end on Friday), a scholar's score starts at 100 REAL points. Simply by **meeting** school expectations throughout the week, scholars can earn upwards of 100 REAL Points.

**Scholars may increase their REAL Score by exceeding expectations** during a given week by:

- Earning Merits from a staff member for a variety of reasons, including but not limited to:
  - volunteering to help a scholar or teacher,
  - volunteering service to the school,
  - exemplary classroom behavior (taking initiative, showing courtesy, performing an act of kindness)
  - outstanding effort or improvement in core academic subjects
- Accomplishing something worthy of public recognition at Community Meeting

#### **Scholars will decrease their REAL Score when they fail to meet expectations.**

Specifically, REAL Points are deducted when:

- REAL report is not returned signed and on time
- Scholars do not meet behavioral expectations (e.g., they earn demerits or detentions)
- Scholars do not meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Scholars do not meet homework expectations

Scholars with low REAL scores may not be permitted to participate in certain activities or events.

At the end of each week, a scholar's REAL points are transferred into the scholar's REAL Report **Bank**. Scholars may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the REAL store or during REAL auctions.

Over time, a scholar's average weekly REAL score is also monitored. Scholars with **high REAL Report averages** earn rewards, including but not limited to:

- school celebration invitations,
- field trip invitations, and
- “purple”, “gold”, “silver”, and “bronze” passes (a series of privileges reserved only for scholars with the highest REAL averages)

Scholars with **low REAL Report averages** lose privileges and receive other consequences. Specifically:

- Scholars are not invited to the REAL store.
- Scholars cannot participate in various extracurricular activities (i.e. school celebrations or school field trips).

**Weekly REAL Reports are sent home for review on Monday to be signed by parents/guardians.** Scholars who do not return their REAL Reports by **Tuesday** a significant amount of REAL Points will be deducted.

The school reserves the right to add or subtract REAL Points for examples of very good or very poor behavior.

#### **Q. Whole Class Incentive and Accountability: REAL Block Challenge**

The REAL Block program is a class-wide, positive incentive system. The system uses peer-motivation and inter-class competition to encourage scholars to work together to meet high expectations for respect and responsibility, excellence in behavior, academic mastery, and leadership. During every period of the school day, classes are assessed on their performance as a group, earning between zero and four building blocks. The number of building blocks earned is based on the following observable criteria: For each expectation the class meets, the class earns the corresponding REAL Block. The Block is earned only if there is **100% compliance**. For the **R (Respect and Responsibility) Block**, AM only-all scholars must be prepared for class with all necessary materials. For the **R Block**, PM-100% homework turn-in is required. The **E (Excellence in Behavior) Block** is earned if there is positive behavior during the class. If a homeroom acquires 3 or more demerits or 1 high level demerit during a classroom period, the E is not earned. To earn the **A (Academic Mastery) Block**, 100% of scholars must work toward academic mastery. Scholars are on task and actively participating. No off task demerits can be received. The **L (Leadership through Service) Block** is received if 100% of scholars keep their respective desk/crate areas organized and by positively encouraging fellow classmates. If scholars react negatively to the loss of a Block, i.e., blaming others, sighs, eye rolling, they will not earn the L Block in addition to receiving demerits.

##### **Respect and Responsibility**

- Treat others with care and courtesy, and represent yourself, family, and school with pride
- Come to class prepared with all homework and necessary materials

##### **Excellence in behavior**

- Do not earn 3 or more demerits or (1) high level demerit

##### **Academic Mastery**

- All scholars are on task and actively participating

##### **Leadership**

- Scholars keep their area organized and positively encourage one another

Teachers record Building Block scores at the end of every class and Homeroom Teachers tally scores at the end of every day. Classes receive rewards for consistently high scores, such as ordering lunch from a restaurant, watching a movie, or taking a field trip. Conversely, classes lose privileges for receiving low scores (e.g., silent breaks, no outdoor recess, silent lunches). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

## CODE OF CONDUCT

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### **A. Purpose**

Prestige Academy Charter School has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning,
- allow scholars to focus on their learning, and
- prepare scholars to become engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that Prestige Academy considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

### **B. Our Philosophy**

Scholars who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our scholar Code of Conduct.

### **C. Behavioral Infractions**

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Prestige staff has sole discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this code occurring:

- while the scholar is on school grounds or school-related transportation,
- during school-sponsored activities and trips,
- during all other school-related events, and
- off of school grounds that results in substantial disruption to the learning environment

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Such disrespect will not be tolerated.

At Prestige, we seek to help scholars become mature young adults. To that end, while we will not tolerate disrespect, we do allow for scholars to express disagreement in a respectful manner. The school has developed routines and procedures that enable scholars to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Enforcement of Prestige Academy’s Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions result in less severe consequences while larger infractions result in more severe consequences. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences.

## Demerits

If a scholar commits any of the following infractions, the scholar will receive a demerit. In addition to a demerit, the scholar may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Prestige Academy staff. Infractions which may warrant a demerit include, but are not limited to:

- Being out of uniform (e.g., shirt is untucked)
- Being unprepared for class
- Poor posture during class
- Making inappropriate noises during class
- Failing to follow directions or procedures of the class or school
- Talking out of turn
- Tossing an object (ex. pencil) to someone or in the trash instead of asking permission to pass or discard it appropriately
- Other behaviors deemed inappropriate by school staff

## Detention

If a scholar loses 15 or more behavior points between “detention days” (accumulation of demerits and/or high level demerits, the scholar may earn a detention. Detention is after school Monday through Friday from 4:00PM to 5:00PM. **Transportation is not provided for scholars serving detention.** Other infractions which may warrant a detention include, but are not limited to:

1. Low-level disrespect towards a fellow scholar
2. Low-level disrespect towards faculty, staff, or other members of the school community
3. Low-level disrespect of school property
4. Deliberately disrupting class
5. Horse playing or engaging in physical contact that causes a disruption
6. Possessing an electronic device (e.g., electronic video game, toys) in the school building
7. Sleeping or attempting to sleep in class
8. Being late to Saturday Academy

**Detention is mandatory. Other than for family/medical emergencies or health-related appointments, scholars may not be excused from detention.** If a scholar earns detention, he is expected to attend. If a scholar does not report to an assigned detention, he has “skipped” detention. If a scholar “skips” detention, the consequence is an out-of-school suspension for the next school day.

In the case of a family/medical emergency or health-related appointment, all scholars will be required to make-up missed detention time on the following Saturday detention day. Under these circumstances, a family member must directly communicate with a Prestige Academy Administration via phone or written note in order for their child to be dismissed at 4:00pm. However, the scholar is required to attend Saturday detention from 9:00AM to 11:00AM in order to make-up the missed detention. If this is missed, the scholar earns out of school suspension for the next instructional day. If a pattern of missing assigned detentions develops even if supported with a



parent note, the scholar may be out-of-school suspended and a parent meeting will be required in order for the scholar to return to school.

### **In-Class Suspension or “the bench”**

At times, particular infractions warrant consequences that are more severe than detention but less severe than Out-of-School Suspension. Therefore, Prestige Academy has an In-Class Suspension or “the bench” model ensuring that scholars have access to the curriculum while at the same time ensuring that scholars face serious consequences.

### **Scholars “on the bench”**

We want our scholars in school learning. If the administration determines that a scholar in violation of the Code of Conduct does not present a direct or tangential threat to scholars or staff in the school, then he or she may be assigned to an in-school suspension. Scholars serving suspensions in-school are referred to as scholars “on the bench.” These scholars:

- Attend all classes, but do not participate orally or as a member of group learning activities. Scholars “on the bench” may raise their hands to get help from their teachers, but they complete all of their assignments independently.
- Do not attend school cultural events or field trips.
- Wear a different uniform to school (Prestige Academy tie is removed and scholar wears a yellow shirt).
- Complete all homework and class assignments as normally expected.
- Eat lunch away from their peers.
- Lose their right to recess and/or free time
- Does not participate in Fitness class (gym). Therefore, scholars serving on the bench must wear their regular uniform on gym days.

Scholars may be placed “on the bench” for breaches of the Code of Conduct that do not pose a direct threat to others. These infractions include, but are not limited to:

- Gross disrespect of a fellow scholar
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Habitual sleeping in class (more than 2Xs in a given week)
- Disruptions of learning
- Cutting class
- Chronic tardiness
- Average more than 15 demerits a week for three consecutive weeks
- Acquire 20 or more demerits in any given week

Scholars serving “on the bench” may stay on the bench until 2 consecutive “good” school days have passed. A “good” school day is a day in which a child has earned no more than 2 demerits and no high level demerits. In order to be welcomed fully back onto the Prestige Academy team, he must complete a short essay. The requirements of this essay will be given to the scholar when he is

assigned to the bench. Parents will be contacted in all occasions when a child is placed “on the bench.”

### **Removal from class**

If a scholar provokes or repeatedly disrupts the learning environment of any class, then he may be removed from class. The scholar will be sent to the Discipline Office or another appropriate location with the objective of reconciling the scholar’s inappropriate behavior. The scholar will not be allowed to return to the class/teacher where the disruption occurred for the remainder of the period. The teacher who removed the child may contact the child’s parents.

If a child is removed from more than one class on any given school day, then Prestige Academy reserves the right to suspend the child for the remainder of that school day. If a child is removed from more than two classes during the school week, then Prestige Academy reserves the right to suspend the child from school. In both of these cases, the scholar must be picked up and may not remain in school. We furthermore reserve the right to mandate a meeting with the child’s parent before that child is allowed back into class

### **In-School Suspension (ISS)**

Scholars may be assigned to ISS by the Dean of Scholars and Families or another member of the Discipline Team for, but not limited to:

1. Unsuccessful while serving “the bench”.
2. Repeatedly disrupting the learning environment.
3. Repeatedly breaking the behavioral contract.
4. Refusing or not reporting for disciplinary action.
5. Disrespect to a scholar or school personnel including bus drivers.
6. Upon return from OSS.

A scholar assigned to ISS will be isolated in a classroom where he will remain for the duration of his stay. While serving ISS the following rules must be followed for the scholar to earn the privilege of returning back to the school community.

1. No talking.
2. No sleeping or putting head down.
3. Face forward and remain seated in assigned seat at all times unless given permission otherwise.
4. Complete all assigned work.

Scholars who follow the rules and demonstrate REAL qualities while serving ISS may be allowed to return to the school community. Prestige Academy administration reserves the right to assign ISS whenever it feels it’s in the best interest of the scholar and school.

## **Out-of-School Suspension**

Infractions which may warrant an Out-of-School Suspension include, but are not limited to:

- Gross disrespect of a fellow scholar
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting detention, or In-Class Suspension “the bench” through misbehavior
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar or profane language
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Skipping detention
- Serious forgery, plagiarism, or cheating i.e., copying a classmate’s test, stealing a test.
- Leaving school grounds without permission
- Being charged with a felony
- Repeated offenses for which the scholar has already earned “the bench” or ISS for

## **Expulsion**

Expulsion is defined as the exclusion from Prestige Academy Charter School on a permanent basis at the discretion of the Executive Director.

Pursuant to federal law, a scholar shall be expelled when the scholar is determined to have brought a firearm to school, or to have possessed a firearm at school. Exceptions to this expulsion requirement may be made in writing by the Executive Director, in his sole discretion, in exceptional circumstances.

Pursuant to Delaware law, a scholar shall be expelled when the scholar is found to be (i) possessing, purchasing, or carrying a concealed deadly weapon, (ii) possessing a destructive weapon, (iii) unlawfully dealing with a switchblade knife, knuckles-combination knife, or martial arts throwing star. A “deadly weapon” is defined to include any firearm, bomb, switchblade knife, BB gun, Billy club, blackjack, bludgeon, metal knuckles, slingshot or razor, regardless of its intended use, as well as any bicycle chain, ice pick or other dangerous instrument which is used, or attempted to be used, to cause death or serious physical injury.

In addition, a scholar may be expelled for the following behavioral infractions:

- Use, possession, or distribution of alcohol, illegal drugs, prescription drugs for which the scholar does not have a valid prescription, a drug-like substance, and/or a look alike substance;
- Possessing, purchasing or carrying a deadly weapon, including bullets or any type of knife, regardless of its size or blade.

- Assaulting educational personnel;
- Being convicted of a felony or being found guilty of a felony either by admission or adjudication;
- Repeated, deliberate and fundamental disregard of school policies and procedures
- Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow scholars or other members of the school community
- Theft or destruction (or attempted theft or destruction) of personal or school property including arson
- Harassment and violations of civil rights, as delineated in the Prestige Academy Scholar and Family Handbook

In addition to any of these infractions, any breaches of Federal law, Delaware State law, or bylaws of the city in which the school is located, may be handled in cooperation with the local police department and may result in expulsion.

#### **D. Procedures for Disciplinary Action**

The following section explains the procedures for determining consequences scholars may face for violation of this Code of Conduct. All scholars are entitled to due process commensurate with the disciplinary consequences to which they may be subject.

#### **Detention**

Detention is served after school Monday through Friday from 4:00PM to 5:00PM.

**Transportation is not provided for scholars serving detention.**

**Family Notification:** If a scholar has earned detention, the school will do its best to contact the family, via automated message by 8:30pm. It is imperative that the school always have correct contact information for all parents and guardians. Families should provide the school with all relevant contact information as requested at the beginning of the year and keep the school updated if family contact information should change. **Scholars will be expected to stay even if the school is unable to reach the family.** Scholars are well aware when they have earned a detention.

#### **In-Class Suspension “the bench”**

**Requirements:** In the morning, scholars will need to check in with a school administrator who will reiterate the expectations of In-Class Suspension “the bench”. Scholars on “the bench” will:

1. Attend classes, receive instruction and complete class work
2. Take off their tie and wear a sticker, provided by the school, signaling that they have lost the privilege of wearing their regular school uniform, which is earned by all scholars who complete Scholar Orientation.
3. Not be permitted to communicate with any scholars throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
4. Not participate in selected class activities, as determined by each teacher.
5. Not participate in recess.

6. Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the school administration)

Violation of the requirements of In-Class Suspension may result in additional days of In-Class Suspension or an out of school suspension. Scholars serving “on the bench” may stay on the bench until 3 consecutive “good” school days have passed. A “good” school day is a day in which a child has earned no more than 2 demerits and no high level demerits. In order to be welcomed fully back onto the Prestige Academy team, he must make a formal statement of apology to and receive forgiveness from, his classmates. This statement must also include a plan for improved behavior.

**Scholar Notification:** If a scholar is assigned In-Class Suspension, he will be notified by a school administrator the day before, or the day of, In-Class Suspension.

**Parental Notification:** Parents of those scholars who have been assigned In-Class Suspension will be contacted by the school. A parent meeting may be required.

### **In-School Suspension (ISS)**

Scholars may be assigned to ISS by the Dean of Scholars and Families or another member of the Administrative Team for, but not limited to:

1. Unsuccessful while serving “the bench”.
2. Repeatedly disrupting the learning environment.
3. Repeatedly breaking the behavioral contract.
4. Refusing or not reporting for disciplinary action.
5. Disrespect to a scholar or school personnel including bus drivers.

A scholar assigned to ISS will be isolated in a classroom where he will remain for the duration of his stay. The length of stay will depend on the scholar’s conduct once he arrives. While serving ISS the following rules must be followed for the scholar to earn the privilege of returning back to the school community.

1. No talking to other scholars.
2. No sleeping or putting head down.
3. Remain seated in assigned seat at all times unless given permission otherwise.
4. Complete all assigned work.

Scholars who follow the rules and demonstrate REAL qualities while serving ISS may be allowed to return to the school community sooner than the initial assigned days. Prestige Academy administration reserves the right to assign ISS whenever it feels it’s in the best interest of the scholar and school.

### **Out-of-School Suspensions and Expulsion**

*Short-Term Suspension.* For suspension between one and ten days, the following procedures will apply:

When an infraction occurs, the scholar will be removed from class and sent to the Dean's office, or another designated school location. The scholar's parent or guardian will be notified of the incident by a school administrator.

Unless a scholar presents a danger or risk of substantial disruption to the educational process, the scholar shall receive the following prior to a suspension of one to ten days:

- An explanation of the evidence uncovered by an individualized investigation of his case
- Notice and an opportunity to present his version of the relevant facts

Scholars shall have no right to appeal a decision regarding a short-term suspension.

In the case of danger or a risk of substantial disruption, the scholar will be removed from the school building and provided notice and the opportunity to present his version of the relevant facts as soon as possible.

In the case that a scholar is assigned a suspension, the scholar's parent/guardian must immediately come to the school, meet with a school administrator, and remove the scholar from the school building. If the parent/guardian cannot immediately come to the school building, the scholar will wait in a designated area until the parent/guardian arrives. Scholars are expected to maintain acceptable behavior while waiting to be picked up. If a scholar continues to misbehave, he may earn a more severe consequence. Prestige Academy will not dismiss a suspended scholar until a parent/guardian comes to the school. In rare circumstances, the scholar may be able to leave the school with parent consent. Written notice will be sent home designating the length of suspension.

**In order to re-enter the Prestige Academy community following an Out of School suspension:**

1. Parent/guardian must return scholar and attend a community conference.
2. The scholar may have to write a letter of apology and publicly present this letter to Prestige Academy staff and/or scholars.
3. Scholars who are suspended two or more times and a parent/guardian may be asked to submit a reasonable and genuine plan for improvement in addition to an apology.
4. The scholar may have to meet additional conditions as required by Prestige Academy.
5. If scholar is on school grounds during the suspension date(s) without a parent, he is considered trespassing. The authorities/police could be called and charges filed.

Once the above conditions are met, the scholar will be welcomed back into the community. All scholars will be assigned In-School Suspension upon their return.

Long-term Suspensions and Expulsion. Prior to a suspension of more than ten days, in addition to the procedures outline for short-term suspensions, the following procedures will apply:

- The scholar shall receive written notice of the following:
  - Specific misconduct charged, a statement of the evidence, and the specific provisions of the scholar disciplinary code allegedly violated;
  - Date, time and place of a hearing, typically scheduled within (10) days after the date of notice;
  - Notice of the right at the hearing to:

- Be represented by their parents, legal or other representative (at the scholar's / parent's own expense).
- Present evidence, including witness testimony.
- Confront and cross-examine witnesses.
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- At the election of the scholar and/or his representative, the hearing may be open or closed to the public.
- Notices and proceedings will be translated into the scholar's/parent's primary language if necessary for their understanding of the proceedings.
- A scholar and/or parent, upon request, will have the right to review the school's evidence prior to the hearing, including a summary of proposed testimony of witnesses.
- All decisions by the impartial decision maker regarding long-term suspension or expulsion of a scholar will be in writing and supported by substantial evidence. The written decision shall set forth findings of fact, the basis of the decision in law or the scholar disciplinary code, and the disciplinary action to be imposed, if any.
- The written decision shall be provided to the scholar, his parent/guardian and, if applicable, legal counsel. The written decision shall explain that the scholar may file a request for review within (10) days requesting an appeal to the Board of Directors. Such appeal shall be based solely on the record established at the hearing (i.e., no additional evidence will be accepted by the Board of Directors). The Board of Directors will deliberate on the scholar's appeal in Executive Session and will vote to accept or reject the decision of the impartial decision maker in Public Session, without identifying the scholar. The scholar, his parent/guardian and, if applicable, legal counsel, will be informed of the Board of Director's decision in writing.

#### **E. Discipline of Scholars with Special Needs**

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability. Generally a handicapped scholar may not be excluded from school for misconduct that was a result of his handicapping condition. A copy of these rights may be obtained from a school administrator.

#### **F. Scholar Searches**

In order to maintain the security of all its scholars, Prestige Academy Charter School staff reserve the right to conduct searches of its scholars and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances and results of the search. School crates, desks, and lockers which are assigned to scholars for their use, remain the property of Prestige Academy Charter School, and scholars should, therefore, have no expectation of privacy in these areas.

#### **G. Bus Behavior**

The Prestige Academy Charter School Code of Conduct applies on school bus transportation. Scholars who take the school bus are expected to act responsibly and respectfully at all times. All school rules apply on the bus. Certain additional rules will apply to the bus. Scholars will be given assigned seats. An administrator will meet the bus every day. No child will exit the bus



before the administrator checks with the driver as to behavior. Failing to be in the assigned seat, putting hands out of the bus, throwing things, using bad language, not obeying the bus driver, are all infractions, as well as those listed in this Code of Conduct. More serious behavior (i.e. fighting) will be investigated and consequence just as if it happened on school grounds. The first bus infraction may result in loss of bus privileges for (1) day and a deduction of 20 REAL points, the second infraction may result in loss of bus privileges for a week or (5) days and a deduction of 30 REAL points, and the third infraction may result in loss of bus privileges for the year and a deduction of 50 REAL points.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

**Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior.**

Consequences for misconduct by Special Education scholars riding on transportation provided by their Individual Education Plan will be dealt with on a case by case basis.

#### **H. Field Trips/End-of-Year Events**

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows scholars to attend all school-sponsored field trips and events will be sent home at the beginning of the school year and should be signed by a parent or guardian. The school will attempt to notify all parents and guardians before each school-sponsored trip. For trips that are not school-sponsored (e.g., voluntary trips), a permission slip will be sent home prior to the trip/ event, and must be signed by a parent or guardian.

A scholar may be considered ineligible for a trip for reasons including but not limited to: low REAL Report average, not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior in school in the days prior to the trip, etc. Scholars who are considered ineligible for attending a trip will be required to attend school that day.

If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or excessive demerits and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

#### **I. Cheating, Plagiarism, and Copying Other's Work**

Cheating on homework or exams, using resources inappropriately, and copying other people's work – scholars' or otherwise – is not only unfair but in the case of plagiarism, illegal. If scholars are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction. Specific guidelines regarding cheating and plagiarism will be reviewed with scholars during Scholar Orientation and continued throughout the year. The school will determine appropriate consequences. Cheating, plagiarism, and copying

other's work may result in "the bench", In-School Suspension, Out-of-School Suspension, loss of academic credit, and/or other consequences.

### **J. Bully Prevention & Cyberbullying Policy**

Prestige Academy Charter School is committed to maintaining a school environment free of harassment, intimidation, and bullying based on race, color, religion, national origin, age, gender, sexual orientation, disability, or genetic information. Harassment, intimidation, and bullying by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Prestige Academy Charter School requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying.

#### **Definition of Bullying & Cyberbullying**

Bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

- A. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or
  - B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
  - C. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
  - D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.
- A. As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

- 1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
- 2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

Explanation: Bullying is usually defined as involving **repeated** acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious

objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

**Physical bullying:** Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

**Verbal bullying:** Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, and threatening.

**Relational Bullying:** Isolation of an individual from his or her peer group, spreading rumors.

**Cyber-bullying:** Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

**Sexual Bullying:** Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other district policies or building, classroom or program rules.

## **PREVENTION AND INTERVENTION POLICY**

Prestige Academy is committed to preventing bullying incidents. We believe in developing a culture based on caring, respect, and personal responsibility; positive discipline and supports; clear behavioral expectations and consequences; skills development; and increased adult supervision and parental involvement. Being an all-boys school, we focus on healthy competitions between classrooms, individuals and grade levels. To this end, Prestige Academy shall develop a school-wide bullying prevention program. As part of this program, a site-based committee shall be established to coordinate the program including its design and monitoring. The bullying prevention program shall be implemented throughout the school year and integrated with school discipline policies and 14 Del C. §4112.

Prestige Academy has implemented programs and activities like the monthly Family Fun Night, REAL auction, weekly community meeting where we build the school culture, alert the communities of any concerns and bridge the gaps between school, families and the surrounding community. Student leaders (Ambassadors) assist in interventions through peer mediations and conflict resolutions as they work alongside of our schools Dean of Students and Families and the Anti-violence Committee. If funding allows, Prestige Academy shall develop a plan for supervision in

non-classroom areas to further the goal of decreasing instances of bullying. It is the expectation that the culture we build will prevent bullying, but should it occur, the culture would be so welcoming that staff, students and families shall report issues of potential bullying without reservations.

### **REPORTING POLICY**

Any school employee that has reliable information to suspect that a person is a target of bullying shall immediately report it to a member of threatening-violence committee. Students, staff, parents, bus drivers and/or community members are encouraged to report any instances where bullying is suspected to the Dean of Students and Families or a member of threatening-violence committee. Individuals can report an alleged instance of bullying by doing one of the following:

1. Calling or emailing a member of the anti-violence committee, Dean of Students and Families or any staff member.
2. Putting a referral in one of the anti-violence boxes located in the school.
3. A face to face meeting with a member of the anti-violence committee or Dean of Students and Families

Once school administration has been notified, an immediate investigation will occur using the procedures outlined in this policy. An in-person or anonymous report may be filed with administration, anti-violence committee member or any other staff by the victim of bullying or harassment, anyone who witnesses the incident, and anyone who has credible information about the incident.

Any written or oral report shall be considered an official means of reporting. Anonymous reports may be filed and must be investigated by the designated official, but formal disciplinary action will not be based solely on the basis of an anonymous report.

If the administration finds that bullying has occurred, the administration will take appropriate disciplinary action based on the severity and number of the offense. The administration will also contact parents of both the victim and the person bullying so that all parents are aware of the situation in addition to the SRO. In addition, administration shall report alleged incidents of bullying, regardless of whether the school could substantiate the incident, to the Delaware Department of Education within five business days.

### **INVESTIGATIVE PROCEDURES**

1. Prestige Academy has developed an investigative procedure for the administration to follow when an incident of bullying is alleged. An immediate investigation will be completed by a member of the Anti-violence Committee and/or administration, which will include verbal and/or written statements from “the accused”, “the victim” and witnesses. All facets of the investigation will be documented and all information will be kept confidential. The investigative process includes but not limited to:

- a. Obtaining written and/or audio statements of the accused, victim and all witnesses describing the incident: nature of the behavior and context in which the alleged incident took place.
- b. How often the conduct occurred, any past incidents or continuing patterns of behavior.
- c. The relationship between the parties involved and their characteristics (age, grade, etc).
- d. Whether the conduct adversely affected the student’s education.

- e. Whether the alleged victim perceived an imbalance of power as a result of the reported behavior.
- f. Determining whether the target of the bullying was targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, national origin or some other reason or criteria.
- g. The date, time and method in which the parents/legal guardians of "the accused" and "the victim" involved were contacted.
- h. Notifying the SRO, Anti - Bullying Committee and Executive Director
- i. Assign consequences

2. All parties and their parents will be notified that:

- Bullying and/or intimidation are unacceptable and will not be tolerated in school or school property
- Consequences will occur for inappropriate behavior.
- Retaliation against victims or witnesses is strictly prohibited and will not be tolerated.

In addition, the following information will be briefly discussed.

- The types of behavior which constitutes bullying/intimidation.
- The rights and responsibilities of the individual to prevent bullying/intimidation from happening.

3. Meeting between the offender, victim and Dean of Students and/or other Administrator to restore or set a productive relationship between the parties involved and to reiterate:

- The types of behavior which constitutes bullying/intimidation.
- The rights and responsibilities of the individual to prevent bullying/intimidation from happening.

### **RANGE OF CONSEQUENCES**

After serving disciplinary actions for the 1<sup>st</sup> offense, the offender and his guardians will meet with the Dean of Students and/or Executive Director where the offender and his guardian(s) will sign the Guardian/Student Bullying Contract. After serving disciplinary actions for the 2<sup>nd</sup> offense, the offender and his guardians will meet with the Dean of Students and/or Executive Director and the SRO. Upon the 3<sup>rd</sup> bullying offense by a person in one school year, the school will suspended the student for an allotted time and take the accused before a hearing officer and make a recommendation that the student be expelled for a time as defined by the school. Retaliation following a report of bullying is prohibited and should be reported to school administration immediately. Training takes place for administration and staff during the summer. Additional trainings, when needed, are held Wednesdays during professional development.

Additional consequences may include the following but not limited to:

- Verbal warning/reprimand
- Written warning/reprimand entered in student's file
- Suspension
- An apology to the victim
- Counselor referral
- A parent/student/administrator conference
- Police involvement

- Loss of privilege to participate in extracurricular activities for a specific period of time
- Community service
- Other consequences deemed appropriate by the school or district

### **PROCEDURES FOR COMMUNICATING WITH MEDICAL PROFESSIONALS**

Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.

### **OTHER DEFENSES**

The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by Prestige Academy initiated under this policy provided there is sufficient school nexus.

### **School Ombudsperson Information**

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty and staff; and shall be on the website of the school district and each school. The contact information shall also be prominently displayed in each school.

### **Informing Students of Electronic Mediums**

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy through the end of 2014-15 school year, postings on Facebook, Twitter, MySpace, YouTube, and Pinterest shall, at minimum, be included in each district's and charter's school list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

### **Policy Notification**

The policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy will be distributed annually to all students, parents, faculty and staff.

## **GENERAL SCHOOL INFORMATION**

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*Prestige Academy Charter School*

### **A. To Contact Us**

Prestige Academy Charter School  
1121 Thatcher Street  
Wilmington, DE 19802  
Tel. 302.762.3240  
Fax 302.762.4782  
[www.prestigeacademycs.org](http://www.prestigeacademycs.org)

We are committed to establishing and maintaining an open and respectful line of communication between families and Prestige Academy staff, each of whom has their own phone extension and

e-mail address. Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24 hours in the event that a message is left. Families will also have an opportunity to meet with staff during the three scheduled parent-teacher conference days. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff person more immediately, the parent should report directly to the appropriate Main Office, which will facilitate the soonest possible contact.

### **B. Emergency & Security Procedures**

Our goal is to maintain a welcoming atmosphere at Prestige Academy while giving the necessary attention to security measures and practices. At Prestige Academy, all exterior doors are locked (with the exception of the main entry door which leads to the locked reception area) during the school day, and all parents and visitors are required to sign in and to obtain a name tag from the main office and to sign out when leaving.

Prestige Academy has written emergency procedures that are distributed to all faculty and staff, and are practiced through drills with students throughout the school year. These procedures are not published, on the advice of law enforcement officials. The scope of the procedures includes situations calling for evacuation (both short and long term), on-site relocation, and “lock down.” Emergency communications include a classroom call system and an outreach phone system that allows Prestige to send a recorded message to all parent/guardian phone numbers within minutes.

We are in the process of having our security and emergency practices audited by the Delaware State Police and will continue to strengthen and review procedures regularly.

### **C. Transportation**

Prestige Academy contracts with the Lehanes Bus Company. The phone number is 302.328.7100.

## **D. Health Care**

### Medical Records

Delaware state law requires all scholars enrolling in a new school to have a physical examination before entering the school. Before a scholar can enroll in the school, the school must have on file the following forms:

- **Medical Requirements Checklist.** This form contains records showing that the scholar has: 1) had a physical exam in the two years prior to the start of the school year; 2) up-to-date immunizations; and 3) permission to receive screening for vision, hearing, and postural and gait problems.
- **Emergency Treatment Card.** This form the scholar's name, birth date, grade, home room or teacher, home address, home telephone, the name, place of employment and work telephone of the parent, guardian or Relative Caregiver; two other names, addresses and phone numbers of individuals who can be contacted at times when the parent, guardian or Relative Caregiver can not be reached; the name and telephone number of the family physician and family dentist; any medical conditions or allergies the scholar has; and the scholar's medical insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.
- **Request To Dispense Medication Form.** If a scholar requires medication while in school, the school must have on file a Request to Dispense Medication form, filled out by the scholar's physician. No scholar is allowed to bring medication to the school without the nurse's full knowledge. Scholars who have provided the school with medication dispensation authorization forms should bring the medication (other than Tylenol and ibuprofen, which the school will stock in the health office) to the school on the first day, or contact to the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent or accompanied by a note from the parent.

The medication dispensation authorization form requirement applies to all medication, including Tylenol and Ibuprofen. If a scholar needs to take Tylenol or Ibuprofen during the school day, the scholar must have on file the authorization signed by his physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers, which scholars should keep in their backpacks. If a scholar needs to use his asthma inhaler during the school day, he should go to the health office to self-administer the inhaler.

### Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high-fever; is experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or has an illness that prevents the child from participating in activities.



### Health Education, Sex Education, and Sexuality Education Policy

Prestige Academy provides a comprehensive health education curriculum designed to provide scholars with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sex education and human sexuality issues.

Parents or guardians are encouraged to contact the school if they have any concerns regarding Prestige Academy's curriculum.

### **E. Visitor Policy**

Parents are welcome and encouraged to visit Prestige Academy at anytime during the school year. All visitors are required to report to the Main Office upon entering the building. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office.

### **F. Nondiscrimination**

Prestige Academy Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or genetic information, or any other protected classification under federal or state law.

### **G. Harassment**

Prestige Academy Charter School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, disability, or genetic information. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Prestige Academy Charter School requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

#### Definition of Harassment

In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other

individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a scholar.
- Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment.

#### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by teachers, administrators, certified and support personnel, scholars, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Prestige Academy Charter School.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees, subject to applicable procedural requirements.

#### **H. Corporal Punishment and Scholar Restraint**

Prestige Academy Charter School maintains a strict Code of Conduct and clear disciplinary procedures. These procedures do not allow for corporal punishment but rather include a clear set of consequences including demerits, detentions, loss of privileges, suspensions, and expulsions.

In accordance with 14 Del. Code § 702, corporal punishment of pupils is prohibited. School personnel can use reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person, obtain possession of a weapon or other dangerous object within the scholar's control, for self defense or the defense of others, to prevent the scholar from inflicting harm on himself, or to protect the property or safety of others. A written report shall be submitted to the Executive Director whenever the use of such reasonable and necessary force is required.

#### **I. Grievance Procedure**

##### Where To File a Complaint

Any scholar or employee who believes that Prestige Academy, or any member of the Prestige Academy community, has discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, age, genetic information, or any other classification

protected by law, in admission to, access to, treatment in, or employment in its services, programs, and activities must file a complaint with the Executive Director or his designee. If the Executive Director is the person who is alleged to have caused the discrimination or harassment, the complaint must be filed with the Chair of the Prestige Academy Board of Directors.

#### Complaints of Discrimination Based on Disability

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Delaware Department of Education's Special Education Rights of Parents and Children manual and Parents Can Be the Key handbook. Copies of these documents are available on the Delaware Department of Education's website (<http://www.doe.state.de.us>) and additionally are available directly from the school upon request.

A person with a complaint involving discrimination on the basis of a disability other than that described above should use the Grievance Procedure.

#### Contents of Complaints and Timelines for Filing

Complaints under this Grievance Procedure should be filed as soon as possible, but in no event later than 30 school days after the alleged discrimination. The complaint must be in writing. The Executive Director, or his designee, may assist the grievant with filing the complaint. The written complaint must include the following information:

- The name (plus address and telephone number if not a scholar or employee) of the grievant.
- The name (plus address and telephone number if not a scholar or employee) of the grievant's representative, if any.
- The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
- A description, in as much detail as possible, of the alleged discrimination or harassment.
- The date(s) of the alleged discrimination or harassment.
- The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
- A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

#### Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Executive Director or his designee deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Executive Director or his designee will interview witnesses deemed necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information ordinarily will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Executive Director or his designee will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Executive Director or his designee will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Prestige Academy involves disciplinary action against an employee or a scholar, the complainant normally will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

Any disciplinary action imposed upon an employee or scholar is subject to applicable procedural requirements.

All the time lines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time line for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of grievants/respondents and witnesses will be maintained, to the extent consistent with Prestige Academy's obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

#### Appeals

If the grievant is not satisfied with a disposition by the Executive Director or his designee, the grievant may appeal the disposition to the Board of Directors by writing to the Board Chair.

The Board of Directors will issue a written response on the appeal to the grievant within thirty (30) school days of receiving the appeal.

### **J. Complaint Procedures**

Both the school and the Board work in conjunction with one another to hear and resolve any complaints. If a problem arises with a Prestige Academy faculty or staff member, both the school and the Board encourage the complainant to address the problem directly with the faculty or staff member. If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, a meeting should be scheduled with the Executive Director. If this does not resolve the issue, then the Board encourages the complainant to contact the Board Chair who will arrange to have the complaint heard at the next possible meeting of the Board of Directors.

## **K. Scholar Records**

### Scholar Records - (General)

The Federal Family Education Rights and Privacy Act (FERPA) and its implementing regulations, which have been adopted by the Delaware Department of Education, provide parents and eligible scholars (those who are age 18 or older) with rights of confidentiality, access, and amendment relating to scholar records. A copy of the FERPA statute and implementing federal regulations is available upon request to the Executive Director. The following is a general overview of the rights of parents and scholars.

### Access and Amendment

A parent or eligible scholar has a right to access scholar records and to seek their amendment if the parent or eligible scholar believes them to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights. In order to obtain access or to seek amendment to scholar records, please contact the Executive Director or his designee. Scholar records will be made available for review at Prestige Academy as soon as possible, but in no event later than 45 days. If the parent or eligible scholar believes the scholar records to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights, the parent or eligible scholar may request that Prestige Academy amend the scholar record, which request shall be considered and ruled upon within a reasonable time. If such request is denied, the parent or eligible scholar will be afforded notice of a right to hearing on the matter.

### Confidentiality

Release of scholar records generally requires consent of the parent or eligible scholar. However, the Regulations provide certain exceptions. For example, staff employed or under contract to the district have access to records as needed to perform their duties. Prestige also releases a scholar's complete scholar record to authorized school personnel of a school to which a scholar seeks or intends to transfer without further notice to, or receipt of consent from, the eligible scholar or parent.

In addition, Prestige has a practice of releasing directory information, consisting of the following: the scholar's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of the members of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible scholar objects to the release of any of the above information, the parent/eligible scholar may state that objection in writing to the Executive Director or his designee. Absent receipt of a written objection by the third week of school, the directory information will be released without further notice or consent.

Please see the Regulations for a description of other circumstances in which scholar records may be released without the consent of a parent or eligible scholar.

Parents and eligible scholars have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the scholar records laws and regulations with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202.

## **L. Internet Acceptable Use Policy**

### Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Prestige Academy offers Internet access to its scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Prestige Academy. Prestige Academy expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Prestige Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Prestige Academy Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Prestige Academy has installed special filtering software in an effort to block access to material that is not appropriate for children.

### Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Prestige's Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
  - using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission; and
  - overriding the Internet filtering software.

### Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a faculty member if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Executive Director.

### Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Prestige Academy reserves the right to examine all data stored on diskettes involved in the user's use of Prestige's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

### Violations

Access to the Prestige's Internet service is a privilege not a right. Prestige Academy reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Prestige's Internet service. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

## STATEMENT OF UNDERSTANDING

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Prestige Academy Charter School

I have received and read a copy of Prestige Academy's Scholar and Family Handbook and understand the rules, regulations, and procedures of the school.\* I understand that if I ever have any questions regarding school policies, I should ask a member of the school community for a further explanation.

\_\_\_\_\_  
Scholar Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*\*If a family has more than one child attending the school, a separate Statement of Understanding must be returned for each child.*

*We thank you for your cooperation and wish you the best for the new school year.*