



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

Student & Family Handbook 2011-2012

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

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 students 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

Our Expectations

Prestige Academy holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Prestige Academy students, 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 students 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

Students, Families, and Teachers

The Prestige Academy School-Student-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 students, the Contract provides an overview of what being a Prestige Academy student 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 students. In exchange for what students and families do, the faculty and administration of Prestige Academy will work tirelessly to provide students with a safe and orderly environment in which they can achieve academic success.

Prestige Academy Charter School—Student—Family Accountability Contract

School Commitment

HIGH QUALITY EDUCATION

- We will work tirelessly to ensure that our students get the excellent education they deserve. We will neither make nor accept excuses.
- We will work a longer school day and school year, offer students extra help and support, and always offer our students the best we have.

RESPECT and FAIRNESS

- We will encourage and respect every student. We will listen to students and their needs. We will not tolerate students disrespecting each other.
- We will teach and enforce Prestige Academy's REAL values consistently and fairly. We will communicate with families when students fail to meet expectations just as when they exceed expectations. Decisions, including consequences, will be made in the best interest of our students.
- We will give students recognition, incentives and privileges if they do well and give consequences and remove privileges if they do not.

COMMUNICATION

- We will communicate regularly with families about their child's progress and make ourselves available in person and on the phone.
- We will return parent phone calls as soon as possible, usually within 24 hours.

HOMEWORK and ACADEMIC SUPPORT

- We will assign quality homework every night to reinforce and support skills and concepts learned in class.
- We will support students with excellent teaching and additional help during the school day and after/before school as needed.

SAFETY

- We will always work to provide a safe learning environment. We will always work to protect the safety, dignity and rights of all individuals.

Parent/Guardian Commitment

ATTENDANCE and PROMOTION

- I will ensure that my child comes to school every day on time and ready to begin the day's activities at 7:50am
- I will not schedule family vacations during school time. I will do my best to schedule important appointments for out of school time.
- I will make alternative transportation plans if my child is required to stay at school after school hours for Detention (Monday/Thursday).
- Detention is mandatory. My child will only be excused in case of an emergency, a maximum of one time per quarter but will make this up on Saturdays.
- I understand that my child will be automatically retained if he fails 2 or more core academic classes, or is absent for more than 15 days of the school year. If my child fails 1 class, he must successfully complete our summer program and pass the exam in order to be promoted.

HOMEWORK and ACADEMIC SUPPORT

- I will provide a quiet place to study and see that my student completes around 2 hours of homework or more and 20 minutes reading nightly.
- I will check my child's planner and homework every night. If, and only if, Prestige standards have been met, I will sign my child's assignments.
- I will help my child study for tests and quizzes and give them support when they need help and praise when they do well.
- I will arrange for my student to be at Saturday Academy from 8AM-12PM if assigned by my student's teacher or teachers.

BEHAVIOR and DRESS CODE

- I understand that my child will serve Detention from 4:00pm – 5:00pm if he earns loses 15 or more behavior points during the week
- I understand that my child will be In-Class Suspended or Out-of-School Suspended if they violate the code of conduct.
- If student behavior requires it, I will come to school immediately. If Out-of-School Suspended, I will remove my child from the building.
- I will send my child in proper dress code everyday. If my child arrives out of uniform, I'll arrange for a family member to bring proper attire.

FAMILY SUPPORT and COMMUNICATION

- I agree to work as part of a team for the academic success and behavioral growth of my child. I will return phone calls, review and sign documentation sent home including progress reports and REAL Reports. I will attend parent-teacher conferences and meetings about my child.

Student Commitment

EFFORT and HELP

- I understand that my education is paramount. Being a student is my job. I will always work, think and behave in the best way I know how.
- I will do whatever it takes for my fellow students and me to learn. I will do all homework. I will work to exceed the school's expectations.
- If I need help, I will ask for it. If I can give help, I will give it. I won't criticize other students.

ATTENDANCE and UNIFORM

- I will come to school ready to learn on time in order to complete my morning responsibilities and be seated by 7:50am.
- If I need to miss class or school, I will ask for and make up all assignments. I will stay after school if/when I am required to do so.
- I will wear the proper uniform everyday and remain in uniform throughout the day.

COMMUNICATION

- I will listen to directions. I will read and re-read directions before asking for help. If I cannot solve the problem myself, I will raise my hand and ask for help. I will help my classmates if they need help. I will not make excuses. I will be honest with my teachers and myself.

RESPONSIBILITY and HONESTY

- If I make a mistake, I will tell the truth and accept responsibility for my actions. I will do the right thing, even when no one is watching.

R.E.A.L. EXPECTATIONS

- I will respect my teachers, my peers and myself. I will refrain from all disrespectful behavior including smacking teeth, rolling eyes, etc.
- I understand our REAL expectations and will embody them everyday. I will follow the school rules to protect the safety and rights of all individuals and not detract from the educational opportunities of others. I'll accept the consequences if I don't meet our REAL expectations.

Parent Signature

Date

Teacher Signature

Date

Student Signature

Date

WHO WE ARE

Faculty and Staff

Jesse Ambriz: Math Teacher

Shenita Baltimore: Math Teacher

Vivian Barnes-Perry: Office Manager

Jessica Brunazzi: Academic Dean

Jarrett Burks: English Language Arts Teacher

Melissa Campagna: Special Education Coordinator

Lisa Carovillano: English Language Arts Teacher

Clifton Coleman: Math Teacher

Dana Davisson: Academic Dean

Matthew Fingerman: Social Studies

Keri Fulcher: Special Education Teacher

Danial Jalial: English Language Arts Teacher

Will Khan: Fitness/Student Support

Emily Marsella: Science Teacher

Carolyn Mayo: Development Director

Carol Moore: School Nurse

Eric Mosely: Dean of Students and Families

Shaun Murphy: Special Education Teacher

Vishal Patel: Science Teacher

Kirsten Patton: Math Teacher

Jack Perry: Executive Director

Mansa Ra’ifa: English Language Arts

Jessica Rosati: English Language Arts

Yushaneen Simms: Science Teacher

Lee Strawbridge: English Language Arts Teacher

Eugene Thomas: Social Studies

David Troiano: Math Teacher

Kacie Versaci: Math Teacher

Julia Wade: English Language Arts/Music Teacher

KiWanda Young: Administrative Assistant

WHO WE ARE

Board of Directors

Dana Balick: Senior Consultant, Non-Profit Educational Reform

Lakiyah Chambers: Human Resources Manager

TBD: Teacher, Prestige Academy

Vergie Cooper (Parent): Senior Associate, Bank of America

Vandell (Van) Hampton, Jr. (Secretary): Executive Director, First State Community Loan Fund

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

Tony Hill: Executive, ING Direct

Donald Mell (Chair): Realtor, Patterson-Schwartz

Rodney Merriweather (Treasurer): Senior Marketing Manager, Consultant

Bob Ritterbeck: Senior Executive, Independence Energy

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

SCHOOL POLICIES AND PROCEDURES

A. Hours of School Operation

In the pursuit of excellence, Prestige Academy has an extended school day and school year. This gives students more time for academic growth and non-academic enrichment. It also gives students 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 students at 7:30am on Monday-Friday. **All students 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, students should not be on school grounds after 4:10pm without permission from the school. On Wednesdays, students 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 student'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- Student-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.**

All student absences, including illness, suspension, appointments, and vacations, count as absences. **Prestige Academy does not distinguish between excused and unexcused absences. If a student exceeds 15 absences in a school year, Prestige Academy Charter School reserves the right to retain the student.** Exceptions are made for court-mandated appearances with proper documentation and religious observances. Additionally, students 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 students do not exceed 15 absences, Prestige has certain support policies in place. They are detailed below:

- At 5 student absences, Prestige will contact the family in writing.
- At 10 student absences (or five absences within the first academic quarter), Prestige's administration will require a meeting with the student's family, during which an Attendance Pledge will be established aimed at ensuring attendance patterns improve.
- At 12 student absences, Prestige's administration will require a family meeting to discuss violation of the Attendance Pledge.
- **The school reserves the right to retain any student who exceeds 15 absences.**

Students 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 student and/or family to certain state agencies or file an official complaint with the court. According to Delaware Code (Title 14, Chapter 27), all students under 16 are expected to be in school. All students 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 student 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 student attendance and attendance records should be directed to the school's Administrative Assistant.

If a student 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 student may lose his seat at Prestige Academy and may be considered un-enrolled from the school.

C. Incomplete Days: Lateness and Early Dismissal

At Prestige, if a student does not complete a full school day, he is assigned an Incomplete Day. If a student is not in his assigned seat by 7:50am, for any reason, he is assigned an Incomplete Day. If a student is dismissed early, for any reason, he is assigned an Incomplete Day. If a student arrives late and leaves early, this counts as **two** Incomplete Days.

Incomplete Days due to traffic, medical appointments, family emergencies etc., are not excused. Prestige may excuse Incomplete Days in cases of court-mandated appearances, 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.**

Late students must check in at the main office before reporting to class. Students leaving early must check in with the main office before leaving.

Excessive Incomplete Days are not tolerated. In order to ensure that students show up on time and do not leave early, 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 student 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 student from school grounds. Incomplete Day consequences apply in cases of suspension. Students 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. Dismissal of Students from School

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, or legal guardian of the child, unless the written permission of the parent or legal guardian has been first secured. Parental permission may be granted by telephone only for emergencies. If any outside agency or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Proof of identity should be required when a student is released to a person other than the parent/guardian.

Before releasing a child to a parent or guardian, the administrator or designee will ascertain that the person calling for the child is the parent/guardian. A child will be released to either parent if the parents are divorced and have joint custody as part of the school record. A child will be released to a noncustodial parent only if there is permission for doing so signed by the custodial parent on file with the school office. Office staff should be aware of all custodial information/contact information so please ensure that all info is updated and on file at the school. This information will be entered in eSchool as well.

Questions about the information contained here should be directed to a school administrator.

E. Homework and Homework Club

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

1. Write down all homework assignments in their student 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 collected each morning before the school day begins. **If a student has not satisfactorily completed his homework that is due on a given school day, even if**

absent, late, or dismissed early the prior day, or tardy (i.e. arriving after homework submission time), he will be required to go to Homework Club rather than Recess.

Homework Club is a quiet, constructive place where students begin the successful completion of their previous night's homework assignments. During Homework Club, academic support is provided by Prestige Academy staff members. The goals of Homework Club include increasing homework completion rates, improving homework quality, helping students achieve mastery of academic objectives, and building academic confidence.

If a student has earned Homework Club, he will be notified by a classroom teacher by prior to serving Homework Club each day. Once a student has completed his assignment in Homework Club, he may leave and rejoin his class.

F. Make-Up Work Policies

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

Absent Folders. If a student misses a class for any reason (absence, lateness, and early dismissal), the student's missed homework assignments will be compiled in a folder in the student's homeroom. **We strongly encourage students or their families to pick up this folder between 4:00pm and 6:00pm on the day of the absence.** Students who do not submit this work by **8:10am** on the following day will be assigned Homework Club.

Homework. If a student is absent, late, or dismissed early for any reason, all missed homework assignments are due:

- By 8:10am on the day of the student's return, for purposes of assigning Homework Club.
- By 8:10am on the day following the student's return, for the purposes of academic credit. (If a student has been absent for more than one consecutive school day, he will have as many school days as absences to submit missed homework for purposes of academic credit. For example, if a student is absent on Monday and Tuesday, the student has two days to complete the homework for purposes of academic credit. In this case, the work is due by Friday morning at 8:10am.)

Assessments. If a student is absent for any reason (up to five consecutive days), or if a student is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the student had been absent. For example, if a student had been absent for three consecutive days, he would have three school days to take the missed assessment. If a student is absent for five or more consecutive school days, he must meet with the school's Director of Curriculum of Instruction to determine a reasonable timeline for making up missed assessments.

In rare circumstances, exceptions to the make-up policy may be granted by a school administrator.

G. Saturday Academy

Saturday Academy, an intensive English Language Arts/math tutoring program that seeks to ensure students 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. Students 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 students will receive a phone call in addition to written notification.

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 student illness, students 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 student illness, a doctor's note is required by Monday morning.
2. **Also, no student 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. Students who arrive late to Saturday Academy will earn a detention to be served on Monday. Students who are absent from Saturday Academy without excuse (see above) will be required to serve on the "bench".

H. Additional Academic Supports

At Prestige Academy, we work tirelessly to assist our students in their pursuit of academic success. In addition to the specific supports already noted above, and those supports in place for students with specific learning needs (e.g., Special Education students, English Language Learners), there is a specific way in which struggling students are supported by our staff:

Academic Tutoring. All core subject teachers at Prestige Academy provide weekly tutoring in their respective subject areas. These tutoring sessions, scheduled carefully as to never conflict with other student commitments, are held from 2:40-3:37pm. Teachers invite specific students to attend these tutoring sessions based on quantitative analysis of individual academic weaknesses/strengths. Other students may request tutoring invitations from their teachers, which may be granted depending on space availability and the anticipated tutoring topics.

I. 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 students. Specifically, we have instituted a dress code for the following reasons:

- to foster a sense of school identity and community;
- to prepare students for the expectations related to professional attire that future institutions, organizations and employers will have;
- to ensure that our students 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 students 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. It is important that all students adhere to the same code. If an exception is made for one student, it would then have to apply to all students, 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.

Students who fail to meet the dress code will earn a demerit. Parents of students not in dress code will be asked to bring the proper attire to school. Students committing a 3rd violation of the dress code will be placed on “The Bench” and will be required to keep an extra belt, tie and pair of socks in the Dean of Students and Families’ office. Repeated failure to comply with the Uniform Policy will result in out of school suspension.

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

Purchasing of Clothing

School Uniforms will be provided by the school or Rush Uniforms. The purple long sleeve button down shirt and tie are required items and **MUST BE** purchased through the school or Rush Uniforms. The tan khaki pants may be purchased at the store of choice. The V-Neck sweater and sweater vests are optional items. Socks, belt, and shoes are required and can be purchased at the store of your choice, but must meet requirements explained in the chart below.

The chart below includes details regarding mandatory school uniform items. Mandatory items are identified with (*).

| Item | Color | Description | Mandatory Uniform Purchase* |
|--------------|----------------|---|-------------------------------------|
| Pants | Khaki (tan) | Khaki (tan) Pleated or Flat front slacks* (no Dickies or Cargo pants permitted) | Mandatory from store of your choice |
| Shirt Tie | Light Purple | Light Purple Long Sleeve Oxford Cloth Shirt* | Mandatory |
| | Purple & Gold | Striped purple and gold tie* | Mandatory |
| Sweater | Gray | Gray V-Neck Pullover Sweater with School Logo | Optional |
| Sweater Vest | Gray | Gray V-Neck Pullover Sweater Vest with School Logo | Optional |
| Belt | Black or Brown | Black or Brown dress belts* must look professional and must be all black or brown. Belts and Buckles must be professional and not oversized or distracting. | Mandatory from store of your choice |

| | | | |
|-------|----------------|---|-------------------------------------|
| | | No names, rhinestones, etc. | |
| Socks | Black or Brown | Socks* must be solid Black or Brown with no patterns or logos. | Mandatory from store of your choice |
| Shoes | Black or Brown | Shoes* must be 100% black or brown with no other color logos, or metal. Shoes must be tied at all times. Soles of shoes should also be black. Rubber soles please to avoid scuffing of floor. | Mandatory from store of your choice |

There are two dress codes at Prestige Academy Charter School. They are the **School Dress Code** and the **Fitness Dress Code**. Every student is required to have both. Students wear the Fitness uniform on days they have Fitness Class. The Fitness uniform must be purchased from the school.

School Dress Code Policy:

Mandatory Items – School Dress Code (every student **must have** the following): * *Items that must be purchased from the Uniforms the school.*

- Light Purple Long Sleeve Oxford Cloth Shirt*
- Tie (Purple & Gold Striped)*
- Black or brown belt.
 - Belts must look professional and must be all black or brown. They may not be overly wide.
 - Buckles must be professional and not oversized or distracting.
- Black or brown socks.
 - Socks must be solid colors with no patterns or logos.
- Black or brown dress shoes.
 - Shoes must be 100% black with no other color logos, no metal.
 - 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 (students **may choose** to wear the following in addition to the mandatory school dress code). The following starred (**) optional items must be purchased from the uniform company or the school.

- Gray v-neck sweater with Prestige’s logo.**
- Gray v-neck vest with Prestige’s logo.**

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

Fitness Dress Code Policy:

Mandatory Items that must be purchased from school – Fitness Dress Code:

- Grey tee shirt or sweatshirt with Prestige Academy logo.
- Grey shorts or sweatpants with Prestige Academy logo.
- White or black socks
- Sneakers

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

Dress Code Specifics

- **Students may not wear clothing with logos (except for the fitness sneakers), unless it is the Prestige logo.**
- Clothing must be **sized appropriately** to fit the student. Clothes may not be too big or too small.
- Students may not wear clothing with significant **stains** (e.g. large ink blots, food stains, etc.).
- Hooded sweatshirts are not allowed.
- Students **may not alter** their clothing in any way (e.g. writing/drawing, cutting, etc.) Pant cuffs may not be frayed.
- Once students 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. Dyed hair, or a hairstyle (e.g. **Mohawks**) that serves as a distraction—as determined by the school—is not permitted.
- Students 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
 - **earrings are not allowed (accept on Wednesday dress down day if earned)**
- **Chains and necklaces** may only be worn beneath students' shirts, and may need to be removed during Fitness class.
- When students **enter the school building**, they must be in the proper uniform. Students 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.
- Students 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 student will be subject to disciplinary consequences. Furthermore, Prestige Academy is not responsible for the theft or loss of electronic devices.

J. Student Schedule

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

Mondays (sample schedule 5th and 6th graders)

| | |
|---------------|--------------------------------------|
| 7:30 - 7:50 | Entry |
| 7:50 - 8:00 | AM Homeroom |
| 8:00 - 9:25 | Period 1 Math |
| 9:25 - 10:50 | Period 2 Novel Study/Skills Class |
| 10:50 - 10:55 | Transition |
| 10:55-11:10 | Recess |
| 11:10 - 11:30 | Lunch |
| 11:30 - 11:35 | Transition |
| 11:35-1:00 | Period 3 Non-Fiction Studies/Science |
| 1:00-1:10 | PM Break |
| 1:10-2:35 | Period 4 English Language Arts |
| 2:35 - 2:40 | Transition |
| 2:40-3:37 | Tutoring/Arts |
| 3:37-3:40 | Transition |
| 3:40 - 3:50 | PM Homeroom |
| 3:50-4:00 | Dismissal |

Mondays (sample schedule 7th and 8th graders)

| | |
|---------------|--------------------------------|
| 7:30 - 7:50 | Entry |
| 7:50 - 8:00 | AM Homeroom |
| 8:00 - 8:03 | Transition |
| 8:03- 9:53 | Period 1 English Language Arts |
| 9:53- 9:56 | Transition |
| 9:56 - 11:46 | Period 2 Math |
| 11:46-11:51 | Transition |
| 11:51 - 12:11 | Lunch |
| 12:11 - 12:16 | Transition |
| 12:16-12:47 | DEAR |
| 12:47-2:37 | Period 3 Manhood 101/Fitness |
| 2:37-2:40 | Transition |
| 2:40-3:37 | Tutoring |
| 3:37 - 3:40 | Transition |
| 3:40-3:50 | PM Homeroom |
| 3:50-4:00 | Dismissal |

Wednesdays

| | |
|---------------|--------------------------------|
| 7:30 - 7:50 | Entry |
| 7:50 - 8:00 | AM Homeroom |
| 8:00-9:00 | Period 1 Math |
| 9:00-10:00 | Period 2 English Language Arts |
| 10:00-11:00 | Period 3 Social Studies |
| 11:00 - 11:20 | DEAR |
| 11:20 - 11:23 | Transition |
| 11:23 - 11:40 | Lunch |
| 11:40 - 11:45 | Transition |
| 11:45 - 11:55 | PM Homeroom |
| 11:55 - 12:00 | Transition |
| 12:00 - 12:50 | Extracurricular Activities |

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

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

On Mondays, Tuesdays, Thursdays, and Fridays, starting at 8:00am, 5th and 6th grade students have four 85-minute class periods. The classes are broken up by Recess, Lunch, a silent reading period (DEAR) and Tutoring.

On Wednesdays, beginning at 8:00am, students have three 60-minute classes. At 12:00pm, students begin Extracurricular Activities.

K. School Supplies

Students are required to have a traditional book bag. **No nylon bags with drawstrings are allowed.** Students 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 student orientation week, all students will be provided with one 3-ring binder per core subject (mathematics, English, science, and social studies). Students will also be provided with a folder in which to keep nightly homework assignments.

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

Students 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. Students 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 students may not retrieve confiscated items themselves. Repeated violations may result in suspension.

L. 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 students. 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 students 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. Students 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 students wish to order. Near the end of every month, students will be given a calendar displaying the school breakfast and lunch meals that will be served each day of the following month. 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 student'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 29th. Students are expected to pay for ALL the breakfasts and lunches they have ordered for the coming month.

Any student 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 12:36pm each day to all students. Lunch will be served earlier on some days-per schedule.

Soda and chewing gum are not allowed at Prestige Academy. Any student drinking soda 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 students during PM Break or PM Homeroom. This snack is free of charge. Students may bring their own nutritious snack.

M. Grading Policies

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

Every two weeks during the academic quarter, students will receive Progress Reports with information about their performance in each core subject area. Parents may also access Progress Reports online through the Home Access System. At the end of each quarter, students will receive formal Report Cards with detailed information about their performance in each core subject area.

On each Report Card, students receive one grade per core subject area. All grades are based on a 0 to 100% scale. Each grade is comprised of the following components:

Skill and Content mastery (80% of overall grade). The Skill and Content component measures student 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 student's completion of, and performance on, Homework assignments.

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

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

N. Promotion Policies

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

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

If a student fails two or more core subject areas, he will be automatically retained and must repeat the grade level.

O. Homeroom Teachers

At the beginning of the year, all students are assigned a **Homeroom** and a respective **Homeroom teacher**. Homerooms are named after the alma mater of the Homeroom teacher (e.g., Delaware State 5, George Washington University 5). Students in the 5th and 6th grade take all core academic classes within their Homeroom while 7th and 8th grade students transition from class to class. All administrative forms (e.g., lunch order forms, permission slips) will be collected by Homeroom teachers on a daily basis during Morning Homeroom.

P. Community Service Requirement

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

Q. Extracurricular Activities

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

On Wednesday s, from 12:00pm-12:50pm, the school will offer extracurricular activities for all students. Students 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) 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.

R. Individual Incentive and Accountability System: Student REAL Reports

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

All students receive REAL Reports every Monday during Advisory. At the beginning of each "REAL Report week" (REAL Report weeks begin on Monday and end on Friday), a student's score starts at 0 REAL points. Simply by **meeting** school expectations throughout the week, students can earn 100 plus REAL Points.

Students 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 student 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

Students will decrease their REAL Score when they fail to meet expectations. Specifically, REAL Points are deducted when:

- Students do not meet behavioral expectations (e.g., they earn demerits or detentions)
- Students do not meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Students do not meet homework expectations

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

At the end of each week, a student's REAL points are transferred into the student's REAL Report **Bank**. Students 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 student's average weekly REAL score is also monitored. Students with **high REAL Report averages** earn rewards, including but not limited to:

- school celebration invitations,
- field trip invitations, and

- “gold”, “silver” , and “bronze” passes (a series of privileges reserved only for students with the highest REAL averages)

Students with **low REAL Report averages** lose privileges and receive other consequences.

Specifically:

- Students are not invited to the REAL store.
- Students 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. Students who do not return their REAL Reports by **Tuesday** will earn a high level demerit.

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

S. 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 students 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 students 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 students must work toward academic mastery. Students are on task and actively participating. No off task demerits can be received. The **L (Leadership through Service) Block** is received if 100% of students keep their respective desk/crate areas organized and by positively encouraging fellow classmates. If students 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 students are on task and actively participating
- **Leadership**
 - Students 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

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 students to focus on their learning, and
- prepare students 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

Students 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 student 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 student 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

Students 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 students become mature young adults. To that end, while we will not tolerate disrespect, we do allow for students to express disagreement in a respectful manner. The school has developed routines and procedures that enable students 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 student commits any of the following infractions, the student will receive a demerit. In addition to a demerit, the student 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 un-tucked)
- 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 student loses 15 or more behavior points in one week (accumulation of demerits and/or high level demerits, the student may earn a detention. Detention is served after school on Mondays and Thursday from 4:00PM to 5:00PM. **Transportation is not provided for students serving detention.** Other infractions which may warrant a detention include, but are not limited to:

1. Low-level disrespect towards a fellow student
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, students may not be excused from detention. If a student earns detention, he is expected to attend. If a student does not report to an assigned detention, he has "skipped" detention. If a student "skips" detention, the consequence is an out-of-school suspension. In the case of a family/medical emergency or health-related appointment, all students 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 staff member via phone or written note in order for their child to be dismissed at 4:00pm. However, the student is

required to attend Saturday detention from 9:00AM to 11:00AM in order to make-up the missed detention. If the student does not attend the Saturday detention, the consequence may be an in-school or out-of-school suspension. If a pattern of missing assigned detentions develops even if supported with a parent note, the student may be out-of-school suspended and a parent meeting will be required in order for the student 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 students have access to the curriculum while at the same time ensuring that students face serious consequences.

Students “on the bench”

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

- Attend all classes, but do not participate orally or as a member of group learning activities. Students “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 student wears sticker).
- Complete all homework and class assignments as normally expected.
- Eat lunch away from their peers.
- Lose their right to recess and/or free time

Students can 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 student
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Habitual sleeping in class (more than 1X in a given week)
- Disruptions of learning
- Low-level, cheating, plagiarism or dishonesty i.e., copying classmate’s class work or homework
- Cutting class
- Chronic tardiness
- Average more than 9 demerits a week for three consecutive weeks
- Acquire 15 or more demerits in any given week
- Skipping school or Saturday Academy

Students serving “on the bench” will 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.

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

Removal from class

If a student provokes or repeatedly disrupts the learning environment of any class, then he may be removed from class. The student will be sent to the Dean of Students and Families or another Administrator. The teacher who removed the child may contact the child’s parents and we will attempt to get the child back into his class.

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. In this case, the student 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)

Students may be assigned to ISS by the Dean of Students 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 student or school personnel including bus drivers.

A student 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 student’s conduct once he arrives. While serving ISS the following rules must be followed for the student to earn the privilege of returning back to the school community.

1. No talking to other students.
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.

Students 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 student 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 student
- 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 student has already earned In-Class Suspension or “the bench”

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 student shall be expelled when the student 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 student shall be expelled when the student 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 student may be expelled for the following behavioral infractions:

- Use, possession, or distribution of alcohol, illegal drugs, prescription drugs for which the student 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
- 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 students 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 Student 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.

E. Procedures for Disciplinary Action

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

Detention

Detention is served after school on Mondays and Thursday from 4:00PM to 5:00PM.

Transportation is not provided for students serving detention.

Family Notification: If a student has earned detention, the school will do its best to contact the family, via automated message by 8:30pm. If a student is required to serve detention on Monday, parents will be notified the Friday before. If a student is required to serve detention on Thursday, parents will be notified by Wednesday evening. Thus, 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. Students will be expected to stay even if the school is unable to reach the family.

In-Class Suspension “the bench”

Requirements: In the morning, students will need to check in with a school administrator who will reiterate the expectations of In-Class Suspension “the bench”. Students 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 students who complete Student Orientation.
3. Not be permitted to communicate with any students 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. Students serving “on the bench” will 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.

Student Notification: If a student 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 students who have been assigned In-Class Suspension will be contacted by the school. A parent meeting may be required.

In-School Suspension (ISS)

Students may be assigned to ISS by the Dean of Students 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 student or school personnel including bus drivers.

A student 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 student’s conduct once he arrives. While serving ISS the following rules must be followed for the student to earn the privilege of returning back to the school community.

1. No talking to other students.
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.

Students 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 student 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 student will be removed from class and sent to the corrective classroom, or another designated school location. The student’s parent or guardian will be notified of the incident by a school administrator.

Unless a student presents a danger or risk of substantial disruption to the educational process, the student 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
- A written, objective finding of the student's misconduct by an impartial decision maker.

Students 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 student 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 student is assigned a suspension, the student's parent/guardian must immediately come to the school, meet with a school administrator, and remove the student from the school building. If the parent/guardian cannot immediately come to the school building, the student will wait in a designated area until the parent/guardian arrives. Prestige Academy will not dismiss a suspended student until a parent/guardian comes to the school. In rare circumstances, the student may be able to leave the school with parent consent. Written notice will be sent home designating the length of suspension.

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

1. The student may have to write a letter of apology and publicly present this letter to Prestige Academy staff and/or students.
2. Students who are suspended two or more times may be asked to submit a reasonable and genuine plan for improvement in addition to an apology.
3. The student may have to meet additional conditions as required by Prestige Academy.

Once the above conditions are met, the student will be welcomed back into the community. If a student has not met the above requirements, he may earn In-Class Suspension or In-School Suspension.

Students are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily between 4:00-6:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a student does not complete this work, the student may face standard academic consequences (e.g., Homework Club, no academic credit).

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 student shall receive written notice of the following:
 - Specific misconduct charged, a statement of the evidence, and the specific provisions of the student disciplinary code allegedly violated;
 - Date, time and place of a hearing, typically scheduled at least five (5) 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 student'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 student upon request.
- At the election of the student and/or his representative, the hearing may be open or closed to the public.
- Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.
- A student 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 student 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 student disciplinary code, and the disciplinary action to be imposed, if any.
- The written decision shall be provided to the student, his parent/guardian and, if applicable, legal counsel. The written decision shall explain that the student 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 student'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 student. The student, his parent/guardian and, if applicable, legal counsel, will be informed of the Board of Director's decision in writing.

F. Discipline of Students with Special Needs

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. Generally a handicapped student 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.

G. Student Searches

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

H. Bus Behavior

The Prestige Academy Charter School Code of Conduct applies on school bus transportation. Students 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. Students 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 consequenced just as if it happened on school grounds. The first bus infraction may result in loss of bus privileges for (1) day, the second infraction may result in loss of bus privileges for a week or (5) days, and the third infraction may result in loss of bus privileges for the year.

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 students riding on transportation provided by their Individual Education Plan will be dealt with on a case by case basis.

I. 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 students 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 students 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 student 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. Students 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, students 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.

J. Cheating, Plagiarism, and Copying Other's Work

Cheating on homework or exams, using resources inappropriately, and copying other people's work – students' or otherwise – is not only unfair but in the case of plagiarism, illegal. If students 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 students during Student Orientation and continued throughout the year. The school will determine appropriate consequences. Cheating, plagiarism, and copying other's work may result in In-Class Suspension, In-School Suspension, Out-of-School Suspension, loss of academic credit, and/or other consequences.

GENERAL SCHOOL INFORMATION

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

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. Transportation

Prestige Academy contracts with the Advanced Student Bus Company. The phone number is 302.998.6726.

C. Health Care

Medical Records

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

- *Medical Requirements Checklist.* This form contains records showing that the student 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 student'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 student has; and the student'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 student requires medication while in school, the school must have on file a Request to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication to the school without the nurse's full knowledge.

Students 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 student needs to take Tylenol or Ibuprofen during the school day, the student 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 students should keep in their backpacks. If a student 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 students 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.

D. 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 students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

E. 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.

F. Harassment, Intimidation, and Bullying

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.

Definition of Harassment, Intimidation, and Bullying

In General. Harassment, Intimidation, and Bullying 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 student.
- 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, students, 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 Student 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 student's control, for self defense or the defense of others, to prevent the student 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 student 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 student or employee) of the grievant.

- The name (plus address and telephone number if not a student 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 student, 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 student 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. Student Records

Student 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 students (those who are age 18 or older) with rights of confidentiality, access, and amendment relating to student 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 students.

Access and Amendment

A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the Executive Director or his designee. Student 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 student believes the student records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent or eligible student may request that Prestige Academy amend the student record, which request shall be considered and ruled upon within a reasonable time. If such request is denied, the parent or eligible student will be afforded notice of a right to hearing on the matter.

Confidentiality

Release of student records generally requires consent of the parent or eligible student. 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 student's complete student record to authorized school personnel of a school to which a student seeks or

intends to transfer without further notice to, or receipt of consent from, the eligible student or parent.

In addition, Prestige has a practice of releasing directory information, consisting of the following: the student'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 student objects to the release of any of the above information, the parent/eligible student 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 student records may be released without the consent of a parent or eligible student.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student 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 students 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 students 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 (students), 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

Prestige Academy Charter School

I have received and read a copy of Prestige Academy's Student 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.

Student Name

Parent/Guardian Name

Student 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.