



Thomas A. Edison Charter School

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Student Handbook/Code of Conduct
For
Students, Parents, Teachers, and
Administrators

2022-2023

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Thomas A. Edison Charter School

Mission Statement

Thomas A. Edison Charter School was established in the year 2000 to provide a rigorous education to a historically underserved population of families in North Wilmington. The core philosophy of the school is that all children are capable of learning at high levels if they are taught by caring and dedicated educators, challenged by an engaging and rigorous curriculum, afforded adequate time in school and held to ambitious state and national standards. Improvements in student performance can be achieved with an efficient school model that transforms how students are taught at every grade level. It is the goal of the board of directors, the school administrators, teachers and support staff of Thomas A. Edison to continually improve all students' ability to be critical thinkers and enable them to meet or exceed the state curriculum standards.

Board of Directors

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Introduction

Thomas A. Edison Charter School is dedicated to achieving the goal of **Improving the Academic Achievement of All Students** by developing each student's potential for learning in a positive school environment. School must therefore be free from disruptions, which interfere with teaching and learning activities. **Students, parents and school must be responsible** for promoting behavior that encourages learning and the development of individual potential.

WHAT IS THE CODE OF STUDENT CONDUCT?

The Code is an official document of Thomas Edison Charter School which:

- Describes a positive and safe school environment
- Specifies the rights and responsibilities of students
- Defines attendance responsibilities
- Safeguards the rights of students
- Defines conduct that disrupts a positive and productive learning environment
- Standardizes procedures for disciplinary action
- Incorporates the State Board of Education Policy for school districts on possession, use, and distribution of drugs, weapons, cigarettes, and alcohol.

Provisions in the Code of Conduct apply to all students in Grades K-8. Differences in age and maturities are considered in determining the type of disciplinary action to be taken. All students have a greater responsibility for their actions as they increase in age. This Code does not restrict the Board's legal/statutory authority to protect the health, safety, and welfare of students and staff. A copy of the Student Code of Conduct is given to each student upon school entry. Orientation regarding the code is held at Thomas A. Edison Charter School at the beginning of the school year. Questions by students or by parents/guardians concerning the Code should be directed to the Head of the School.

WHEN IS THE CODE IN FORCE?

The Code is in force:

- On school property prior to, during, and following regular school hours.
- While students are on a school bus or vehicle for any purpose.
- At all school-sponsored events and other activities at which school teachers and administrators have jurisdiction over students.

Out of School Conduct

The Code of Conduct shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, welfare of other students, or to the reputation of the school. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which is punishable by law
- Sexual offenses which are punishable by law
- The sale, transfer or possession of drugs which would constitute an offense punishable by law
- Felony charges

Additionally, School Administration is authorized to take administrative action when a student's misconduct to and from school has a harmful effect on other students, the community, or the orderly operation of school business. Days as used in this document are defined as days in which school is in session. When school is out of session, such as during, winter, spring, or summer breaks, the limits shall be used as guidelines but not requirements.

Instructional Programs

The core of the instructional program is made up of the following:

Language Arts (K-5)

Our language arts program utilizes the Bookworms Program, where students are supported via leveled materials, skills, strategies and practice that scaffold the core instruction. Students also engage in the 100 Book Challenge for independent reading practice, at a minimum of 30 minutes a day, both in school and at home. Whenever it is appropriate, reading is combined with writing and other subjects to develop an integrated approach.

Language Arts (6-8)

SpringBoard Pre-AP English Textual Power is utilized at these grade levels. Students also engage in the 100 Book Challenge for independent reading practice, at a minimum of 30 minutes a day, both in school and at home. Whenever it is appropriate, reading is combined with writing and other subjects to develop an integrated approach.

Mathematics (K-5)

The math program used is Engage NY. Math skills are taught and built upon between grade levels. Math instruction in kindergarten and first grade includes using concrete manipulatives to achieve understanding of concepts. As the students progress through the grades, they apply the skills by solving problems with paper and pencil.

Mathematics (6-8)

Illustrative Mathematics Program is utilized in grades 6-8. The program uses a structured approach to a variety of topics such as ratios, percents, equations, inequalities, geometry, graphing and probability to name a few. Algebra is also offered to eligible 8th grade students.

Science (K-8)

Thomas A Edison Charter School is a member of the Delaware Science Coalition and uses the FOSS (Full Option Science System) Kits. The Science Curriculum is standards-based and stresses the importance of inquiry through the hands-on experience provided by the science kits. Each year, students receive instruction in life science, earth science, and physical science. Students are exposed to the nature of science and the procedures that all scientists follow in their daily work.

Social Studies (K-8)

Thomas A. Edison Charter School is a Delaware Department of Education Social Studies Recommended Curriculum Pilot.

In addition to the core subjects we offer instruction in: Art, Music, Technology, Library, Spanish, and Physical Education.

Reading Support

Reading support is designed for children who are experiencing difficulty learning to read. A reading tutor works with individuals or small groups of children supplementing general classroom instruction.

Special Education

Thomas Edison Charter School offers special education services to all students who are identified as needing specially designed instruction. A team of professionals discuss, problem solve and recommend intervention necessary to help students be as successful as possible. The interventions may be directed toward the classroom environment, the curriculum, behavior management or the coordination of the home and school's approach to the student's learning process. The trial of interventions is an important part of the screening of students for their need for therapy.

If the student does not make progress, or a parent believes that his/her child may have a disability that requires special education, contact the Special Education Coordinator.

Student Service

To assist children and their families in having a successful year we have a Food Service Coordinator, Behavioral Coordinator, Counselors, Health Educator and School Nurse on site.

Internet

Students will have opportunity to explore educational merit via the internet throughout classroom activities and individual research. Internet usage forms will be sent home annually for parent signature.

PARENT INVOLVEMENT POLICY

Parental Involvement

We encourage your active involvement with your child's education. A few ways to do this are by your initiative, your responses to opportunities we provide, and your involvement in the school's parent-teacher group. We welcome and encourage you taking the initiative to contact us whenever you have a question, if you feel we need to know something that will help us better meet your child's needs, or if you want more information. We can provide information regarding what your child is studying whenever you wish.

Homework

Homework is an essential part of the learning process. The teaching of self-discipline and the assigning of homework should be hand-in-hand. A certain amount of homework is necessary for reinforcing what is taught at school.

Parents can help with assignments in the following ways:

- Assist in monitoring homework
- Help in researching for projects
- Pronounce spelling words as they are written
- Have your child read to you
- Read to your child.

Students in kindergarten through second grade can expect some type of homework on a daily basis. Homework should take no longer than twenty minutes, in addition to 30 minutes of reading each night. If homework assignments it is taking your child longer, please contact your child's teacher for help. Throughout the school year, monitor your child's homework and assist where necessary. Please allow your child to complete the work.

If your upper elementary or middle school child (grades 3-8) comes home each day with no homework, it would be advisable for you to check your child's agenda, visit or call your child's teacher and question the teacher on that matter. In the first part of the school year, check to see that your child has completed all of his or her homework and that written work is neatly done. After that, more casual supervision of your child's homework should be enough.

Parent-Teacher Conferences

Parents are encouraged to discuss school matters with individual teachers. Although formal conferences are scheduled during the school year, you may request a conference at any time. Problems can be avoided and/or corrected by making appropriate and timely contact.

Parents and teachers should communicate with each other by phone, email, or written note to set a mutually agreeable time for a conference.

A teacher may be available to talk with a parent on the telephone when he/she is not teaching. If a teacher is unavailable, the school secretary will take a message or transfer you to their voicemail. The teacher will return your call as soon as possible.

Parents must report to the school office upon entering the building. A badge must be secured in the office before you are allowed into student areas. Parents are expected to meet their child for appointments at dismissal time in the office or other designated school areas and not at the classroom. All school employees will be enforcing these regulations. Doors are locked for security purpose and will not be opened by staff members or students.

Once the visitors have checked in at the office they are welcome to visit classes. **Parents are required to make arrangements in advance. Your visit will be announced to the teacher by the office personnel.** Please enter the classroom quietly and take an available seat. Teachers count on being able to teach with a minimum of disruptions.

While visiting the classroom, look for the following clues which could be indicators of your child's academic success in the school:

- Ability to listen
- Independent work habits
- Success while working with others in group activities
- General attitude (Does your child seem successful, happy, and well-adjusted?)
- Attitude toward suggestions or comments made by teacher
- Willingness to cooperate and share with others
- Class participations
- Interaction with the teacher

If you have questions following your visit, please schedule a time to meet with the teacher. Teachers depend on using their scheduled planning time for planning lessons, grading papers, or scheduled conferences.

Telephone Calls for Teachers

We encourage communication between parents and teachers. However, because of their teaching responsibilities, teachers will not be called to the phone during instructional hours (8:45 a.m. – 3:30 p.m.). If you would like to talk with a teacher about your child, we will connect you to their voicemail, and you will receive a call back from the teacher when his/her teaching responsibilities are concluded. Parents may also e-mail teachers.

If at any time you have a concern regarding your child's education or school procedures, **PLEASE BEGIN WITH YOUR CHILD'S TEACHER.** If after talking to the teacher you still feel concerned, please call the Academy Dean. As a last resort please call the Head of School. Your concerns are our concerns - please feel comfortable in sharing them. A resolution will be worked out with team effort if need be.

Messages to Students

Because we have nearly 750 students in our building, it is impossible to handle large numbers of phone calls with messages for students. Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for student/parent use.

Parent Teacher Organization (PTO)

Our school has a Parent Teacher Organization, which is an integral part of our school and is designed to bring the school and home closer together to share ideas and to provide experiences for our students.

The PTO has financed assemblies and field trips, purchased equipment for the school and sponsored worthwhile activities.

We encourage your participation in this organization.

The Parent Teacher Organization traditionally organizes several fund raising drives each year. Parents who prefer to make a donation in place of their child participating in the fundraiser are welcome to do so. Children should not sell products door to door.

Volunteers

We welcome and encourage parent involvement. There are varieties of volunteer opportunities available within the school, such as tutoring, assisting in the library, offices or classrooms and helping with PTO activities. Please contact the Head of School for more information if interested in volunteering time and service.

Thomas Edison Charter School Parents are required to volunteer a minimum of 3 hours per year. Contact your child's classroom teacher or the Main Office to complete a volunteer form.

Grievance Procedures

When a student feels unfairly treated or has not been afforded due process, a grievance may be filed. Schools are responsible for providing a means for students to express and resolve their grievances.

Students have the responsibility:

To try to resolve their complaints through discussion with the person(s) involved before using the grievance procedure. When using the grievance procedure, students must state the grievance clearly, follow the established procedures, and abide by the decision that results from this process.

Students have the right:

To a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, time lines, and a method of appeal.

Student Records

Student records are defined as any materials concerning individual students kept in any form by the School Board or its employees, except for personal notes of teachers and other school personnel intended for their use only. Student records are maintained to provide information which can be used to develop the best possible educational program for each student. Care must be exercised by the school staff to make sure that student records are treated confidentially and that the information contained therein is accurate and appropriate. Student Code of Conduct violations and disciplinary actions will normally be recorded and maintained annually. Expulsion will be recorded on the student's cumulative record folder.

Students have the responsibility:

1. To give school personnel ample notice that they want to inspect and review their records. Eligible students and parents have the responsibility to meet their financial obligations for school fees or fines. Transcripts and records may not be released until all student financial obligations are met.
2. To release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing.

Students have the right:

1. To release, inspect, review, and challenge the information contained in their school records within the district guidelines and legal age requirements. School personnel shall provide

- assistance to students and parents to help them understand information in student records. This access may not be denied because of failure to pay fines or fees.
2. To sign for a release of the information contained in their records to authorized agencies. The student must be fourteen years of age or older to sign this release.
 3. To be protected from the release of personally identifiable information to unauthorized persons.

Disclosure of Student Information

Thomas A. Edison Charter School may disclose certain information, known as directory information, at its discretion without consent. Parents, or students eighteen years of age or over, may refuse to permit the release of any or all directory information. If a parent or emancipated student does not want directory information released, he or she must send written notice annually to the Head of School at the address listed in the front of this booklet. Such notice must be received within 30 days of student receipt of this book. The following student information is directory information: name, address, telephone number, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, and photographs of students in school or school activities provided the photographs do not reveal information concerning academic placement.

Inspection and Review

Parents may submit to the school principal a written request identifying records they wish to inspect. The principal will notify them of the time and place at which records may be inspected. Access shall be provided within 15 days of the receipt of the request.

Amendment of Records

Parents may ask the school to amend a record they believe is inaccurate by submitting to the principal a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the district denies the request, the district will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without Consent

Disclosure of personally identifiable information contained in student's education records requires parent consent with the following exceptions:

Such records may be disclosed to school officials with legitimate education interests. School officials include Thomas Edison Charter School employees; Board of Director members; a person or company retained by the Thomas A. Edison Charter School to perform a special task, for example, an attorney, auditor, medical consultant, or therapist; or a parent or student serving on a committee or assisting another school official. A school official has legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, Thomas Edison Charter School discloses education records without consent to officials of another school or district in which a student seeks or intends to enroll.

GENERAL INFORMATION AND REGULATIONS

ENROLLMENT INFORMATION

Registration

Children are eligible for admission to kindergarten if they have attained the age of five years before the thirtieth day of August.

For registration, proof of age, immunization and residency must be presented. If the child has an IEP (Individualized Education Plan), it must be submitted as well. Parent/Guardian will be notified if the child has been accepted to attend the Thomas A. Edison Charter School.

In addition, when applicable, the following documents are also required:

1. Custody/Guardianship papers
2. Individual Education Plan (IEP)
3. Copy of most recent standardized testing report
4. Report cards

Withdrawal and Transfer

Parents should inform the school at least one week before the child will be withdrawn. This enables us to prepare reports for the next school. Parents must have the new school fax a Request for Records to (302) 778-2232.

Custodial Parent

It is the responsibility of the parent(s) to notify the Head of School and the Main Office of the circumstances regarding custody of a child. A custody form must be filled out to provide the necessary information. A child will not be released to a noncustodial parent without the written consent of the custodial parent.

The position of the school is as follows:

1. When a court establishes custody, the school-parent relationship will be maintained consistent with the decision of the court.
2. When custody is not formally established, the school will presume that the parent with whom the child resides is the parent responsible for reports, excuse forms, and authorization of any deviation from the routine transportation arrangements for the child.
3. The non-custodial parent may receive progress reports and/or review the child's permanent record by contacting the Head of School.

Change of Address

Parents are required to notify the school when there is a change in any of the following:

- Home address
- Home, mobile or business telephone
- Your emergency contact person.

PROMOTION POLICY

Promotion decisions for students in grades K-8 will be made during the last weeks of school. Promotion status will be determined based on the student's core content subject grades and reading level, review of the overall performance. student's status, see

<i>Promotion Criteria</i>	
Kindergarten	Must pass core competencies, as determined by the school.
Grades 1-2	Must pass 75% of all classes or can be retained
Grades 3-8	If failing two (2) or more classes, can be retained (student must pass Math or ELA to be promoted).
Student has an IEP and their IEP goals are not met	

followed by a student's academic To determine a promotion below:

Successful promotion to the next grade is the end of year goal for all students. However, at times, retention in the current grade is a necessary and beneficial strategy to help with a child's progress.

SCHOOL ATTENDANCE, TARDINESS, AND EXCUSES

Regular school attendance and promptness are extremely important matters to the Thomas A. Edison Charter School. Time on task is essential if students are to succeed in their educational efforts. The right to attend the public schools places accompanying responsibility upon students and their parents to strive for perfect attendance. Tardiness, absences, dismissals, and suspensions are all problems that require action by school officials, because each of these results in a loss of time on task.

Attendance

Students are expected to be in attendance on a regular basis. A good attendance record has a direct effect on grades and is important in developing good work habits. Every parent/legal guardian of a child between the ages of five and sixteen is required and has the responsibility by law to assure that his/her child attends school regularly and on time.

Legitimate reasons for absence are:

1. Personal illness - a physician's note must be presented
2. Death in the immediate family
3. Emergency medical or dental attention
4. Legal business
5. Observance of a religious holiday

Upon returning to school following an absence, the parent must present a doctor's note for illness and a parent note for other absences listed above to the office. If this excuse note is not presented within 5 days, the absence will be listed as unexcused. The request for excuse should contain the following:

1. Student's name
2. Date of absence
3. Doctor's and/or Parent Signature

Mandatory School Attendance Requirements for Public School Students Grades K-12

1. Following three (3) unexcused absences in a marking period a parent conference will be required.
2. Following any unexcused absence after the 3rd absence in a marking period the parent will receive a telephone call.
3. Following the 10th day of an unexcused absence by a student, the school shall immediately notify the parent(s)/ guardian(s), and Truancy Court.
4. Following the 15th day of unexcused absence by a student, the student's parent(s)/guardian(s) shall be notified by certified mail to appear at the school within ten days of notification for a conference and counseling.
5. Following the 20th day of an unexcused absence by a student, the school shall refer the case for prosecution.
6. Following the completion of the case and subsequent failure of the student to return to school within five days thereof, the school shall immediately notify the Department

of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within ten business days.

7. Following 20 unexcused absences within the school year the student will automatically be retained in that grade.

Tardiness

Promptness to school is important. Students are to be ready to **begin the day**, in their classroom, promptly by **8:15 a.m.** The front doors of the building will be opened at 8:10 a.m. Students will be counted as **tardy** if they arrive after **8:35**.

NOTE: Any student arriving to school after 8:25 a.m. will need to be escorted to school by a parent. The parent and child must report to the Main Office. A tardy slip will be issued, which will be required for entry into class.

Tardiness is unexcused unless certified by a physician or by administration.

Every **five (5) unexcused tardiness will equal 1 absence**. After 5 unexcused events of tardiness students may receive a letter of notification indicating that future tardiness may result in disciplinary action. This may include parent/teacher and/or administration conference, and after school detention.

Doctor and Dentist Appointments

Students excused for doctor or dentist appointments should present the appointment card or parent note to the school for approval. Parents should come to the office for pickup and return of the student. Normally, a child is excused for the time needed, not for the entire day.

Early Dismissal

In the event that a student has to be picked up early the child must come to school with a signed and dated note from the parent. The note must be given to the classroom teacher, who will then forward it to the office.

The parent or designee must come to the Main Office and provide a photo ID. Children **will not be released to anyone who is not listed as a contact person on the emergency card**, unless a signed note is sent to school with the child.

Our priority is the safety of the student. No one is permitted to visit a classroom without prior authorization from the office personnel. Any unauthorized visit will be considered trespassing, and the proper authorities will be notified.

CONFIDENTIALITY STATEMENT

Information about our students is confidential and should never be discussed by staff in public places or where the discussion may be overheard by others. Thank you for respecting the privacy of our children and their families.

EMERGENCIES/ILLNESS

Emergencies (Illness/Injuries)

If a student is injured or becomes ill during the school day, the school nurse will call to notify the parent/guardian. The school must be able to contact parents/guardians or a designated adult at all times. **PARENTS MUST PROVIDE THE SCHOOL OFFICE WITH CORRECT, UP-TO-DATE TELEPHONE NUMBERS AND CONTACT INFORMATION.**

Only simple first aid is administered at school. No medication will be provided/administered by school personnel unless prescribed by the doctor, in the original container, and parents have explicit written directions on file with the school. Students are not to transport medications to and from school. Parents may come to school to give other medications to their child if it is needed during the day. The child will be called to the office.

The Board of Directors permits the self-administration of asthma medications by students provided that the parents or guardians have given to the school nurse written authorization for self-administration of asthma medication. Parents must also provide a written statement from the student's health care practitioner that indicates that the student has asthma and has been instructed in the self-administration of asthma medications.

Communicable Diseases

A student with communicable disease (chicken pox, measles, etc.) shall remain at home until the disease is no longer a threat to that student or others. Principals should report to the health department any cases of communicable diseases, which might pose a threat to the health of the school or community.

A student who is absent from school because of illness due to communicable disease **MUST** present, upon return to school, a statement from a physician or the health officer certifying that the student is no longer contagious. No student is allowed to return to the classroom unless **he/she has presented this statement.** Please notify the school by phone when your child has a contagious disease.

Emergency Situations

Unplanned Schedule Changes

Should the school have to close early, delay the start of school, or dismiss students early due to inclement weather-related or emergency conditions, the information will be broadcast from area radio and television stations. We will also utilize our Alert Now system to call parents. It is the

responsibility of the parents to contact the Main Office and update their contact information when it changes. This is vital in order for the Alert Now system to work effectively during emergencies.

In the case of unplanned early dismissals, parents are reminded to make arrangements early in the school year to accommodate children being home earlier than usual.

PLEASE NOTE: All extra-curricular activities are postponed when school is closed because of inclement weather.

Fire Drills

We are required to have at least one fire drill per month. The purpose of these drills is to establish an organized system in order to prevent casualties in case of a real fire. In the winter months, an attempt is made to choose as warm a day as possible.

Drug and Alcohol Prevention

No Smoking/Tobacco Use Policy

The Thomas A. Edison Charter School is a smoke-free environment. School board policy and Delaware State Law prohibits tobacco in any form in the school building, on school grounds, on school buses, or in district owned vehicles at all times. This applies not only to students, but employees, parents and visitors as well.

Search and Seizure

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. Student lockers are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others. Search of individual students shall be based upon reasonable suspicion that the student's person, property or personal automobile contains illegal substances, items or material detrimental to the safety and welfare of other students or staff or in violation of the law or rules of the Student Code. Students are responsible and accountable for the contents of all items found in their lockers, automobiles, book bags, purses, and any bags or containers used to carry personal property.

All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the principal or designee and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of substances covered by 16 Del. C., Ch. 47, turned over to police as potential evidence. A request for analysis shall be made where appropriate. (In case of medical emergency, substance should be made available for identification purposes.)

Students have the responsibility:

1. To refrain from possessing or concealing any substance or objects which are illegal or which may disrupt the educational process and/or school sponsored activities/events.
2. To monitor and control access to their lockers, motor vehicles, purses, book bags, or similar containers and to regularly check their contents.

Students have the right:

1. To privacy in their personal possessions unless the principal or designee has reasonable suspicion to believe that illegal substances/objects are possessed or being concealed by the student.
2. To be notified that a seized substance is believed to be an illegal drug. The student and student's parent/guardian have 3 days from the date of notification to dispute, in writing, that a seized material or substance is a drug.

Food Service Program

Children need healthy meals to learn. Thomas A. Edison Charter School offers healthy meals every school day. Breakfast and lunch are free for all students. A monthly school menu will be sent home with students to assist parents in planning daily meal choices.

Breakfast

Breakfast will end promptly at 8:35 a.m. If you plan to arrive at school 8:35 a.m. please make sure that your child has eaten breakfast. Only students arriving on late buses will be fed breakfast after 8:35.

Lunch

Lunch periods are scheduled by grade level. Students are to follow all school rules. Parents are urged to discuss proper cafeteria behavior with their child stressing courtesy and cleanliness.

Student Fees, Fines, and Charges

Each student shall be informed that he/she is responsible for every textbook issued to him/her and that in the event a textbook is lost or damaged, charges will be assessed based on the condition of the textbook at the time it was issued.

Textbooks

Textbooks are issued at the beginning of the school year at each school. Your child is urged not to abuse or misuse them as fines will be assessed on books showing improper care. In case a book is lost, the adjusted list price must be paid or a new book supplied. **Note: Students cannot be assigned a book the next school year if he or she owes the school a textbook fine unless a deposit is paid equal to the cost of the new book(s) to be delivered to your child. Additionally, the school will withhold grades until the fine has been paid.**

Student Evaluation

Report Cards

Report cards are issued three times a year: December, March and June.

The report card serves as a major communication tool of the school. The purpose of grades and report cards is to communicate to students and parents the teacher's appraisal of the student's progress in the school program. Grades are determined by using many criteria such as assessment results, class participation, homework and daily class work. If there is a concern about a grade or a student's progress, we encourage parents to contact the child's teacher.

State Testing

Smarter Balanced Assessment (SBAC): SBAC in Reading and Math is given in Grades 3-8, DCAS in Science for Grades 5 & 8, and DCAS in Social Studies for Grades 4 & 7. SBAC and DCAS determine how student's progress compared to the Common Core State Standards.

Transportation

Changes in Transportation

Due to concerns regarding student safety, Thomas Edison personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed.

Arrangement will need to be made in advance, with the normal mode of transportation only being altered under the following conditions:

- The child comes to school with a signed and dated note from the parent.
- The note is given to the classroom teacher, who will then forward it to the Main Office.
- The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.

If the above arrangements have not been made, the child will be sent home according to their usual mode of transportation.

All changes to your child's normal routine must be approved by the office. No changes will be permitted through your child's classroom. All requests must be in a written a format.

Additionally the school will require 24 hours before transportation arrangements can be provided for new students. Until that time the parent will be responsible for transporting their child to and from school.

Bus Information

Parents are responsible for their child's behavior on the bus. School officials recognize that serious misconduct on a school bus may jeopardize the safety of all passengers; therefore the privilege to ride the school bus may be denied when the safety of the students or others is compromised.

The Thomas A. Edison Charter School recognizes and supports the need for cooperative efforts between the administration and drivers for the development and implementation of regulations that promote high and safe standards of conduct on the buses and likewise deal effectively with cases of misconduct. Bus Conduct Guidelines are provided below. The signature of both parents and students acknowledges their awareness of and willingness to comply with the guidelines written for the conduct on the buses.

Guidelines

Administrative guidelines and/or regulations shall include thorough compliance with the following:

At the stop

Arrive at the stop ten minutes before the bus is scheduled to arrive. No horseplay. Stay off the road until the bus is completely stopped. Cross in front of the bus to load and unload.

On the bus

1. Students must observe the same conduct as in the classroom and school.
2. Sit in your seat facing the front of the bus. Keep the aisle clear. The bus must be kept clean.
3. Your head, arms, hands and feet should remain inside the bus at all times. Students are not to put any items or part of their body out of the bus window.
4. No throwing of objects of any kind from or within bus.
5. Smoking, swearing, fighting, yelling, or other aggressive behavior is not permitted on the bus
6. Eating, drinking or throwing objects is prohibited.
7. Possession and/or use of drugs, alcohol, weapons (or any item used as a weapon), incendiary devices, explosive devices, any threat toward another student or staff member, lewd conduct, assault and/or battery are ABSOLUTELY prohibited on the buses.
8. Cooperation with the bus driver is a must. Bus drivers are authorized to assign seats.
9. Bus windows will be opened by permission of the driver or his/her aide only.
10. Emergency doors are to be used only during an emergency or emergency drill.
11. Students are expected to observe the rules of courteous and considerate behavior on the bus at all times.
12. Students who refuse to promptly obey the directions of the driver or aide, or refuse to obey regulations, may forfeit their privilege of riding on the bus for a specified and/or indefinite period of time.

DISCIPLINARY PROCEDURES FOR BUS MISCONDUCT

In handling matters of student discipline, relative to conduct and misbehavior on the buses, the following are procedures to which will be strictly adhered:

1. Drivers will be responsible for:
 - Administering fair, consistent and equitable discipline procedures.
 - Giving verbal warning to students as necessary.
 - Preparing and submitting "Bus Conduct Reports" to the bus company, to Administration and/or designee when behavior warrants disciplinary correction or whom is not responding to the driver's instructions.
2. Upon receipt of a "Bus Conduct Report" administration and/or designee will:
 - Review the referral with the student and a representative of the bus company and will contact the parents by phone to enlist their assistance. This constitutes a warning.
 - Send home a Bus Conduct Report with the Disciplinary Procedures defined by an administrator with future courses of action also noted in the report.

Subsequent to No. 2 above, repeated referrals within the same school year will be dealt with as follows:

Second referral: 1 day suspension from the bus privilege and the administration/designee contacts the parents by phone. Mandatory parental conference with an administrator and bus driver or designee prior to return of privilege.

Third referral: 3 days suspension from the bus privilege and parents will be contacted. A mandatory conference with the parents, and administrator, bus driver, or designee will be set up prior to the student's return on the bus.

Fourth referral: 5 days suspension from the bus privilege and mandatory parental conference with an administrator/designee prior to return of privilege.

Fifth referral: Termination of the bus privilege for the duration of the year following a conference with the administration, bus driver and/or designee. The final decision will rest with the Administration and Bus Company representative.

Note: The above procedures are for minor behaviors only. If a student commits a grave act (e.g., weapon on the bus), suspension or termination of bus services will occur immediately. Also, the Head of School's ruling is final on all suspensions.

On the occasion of each instance, the Head of School or designee will ensure that:

- Copies of all Bus Conduct reports be maintained in the respective school and bus offices and not destroyed.
- Attempts will be made to modify student behavior by making seating changes, and communicating with the parent.
- In all cases, the decision regarding suspension or termination of bus privilege is made by the administrator and designee of the bus company.

Should an extremely serious incident occur which poses a threat to the safety and well being of the passengers and/or driver of a bus, nothing herein shall prevent a decision from being made immediately to remove a student from the bus permanently or for a designated period of time.

In this event, parents and student shall be entitled to a hearing with the appropriate Administrator (Principal and/or designee), and shall subsequently be entitled to an appeal before the Head of School.

Should it become necessary to terminate a student's access to bus transportation, the student shall be required to attend school, subject to laws relative to attendance, and it shall become the responsibility of the parent(s)/guardian(s) to furnish appropriate transportation.

Failure of a parent(s) to abide by these procedures/policies shall result in an added day of bus suspension for each infraction.

Failure to pick up a child within 15 minutes at the end of the school day or to abide by these procedures/policies will result in school personnel notifying the police and Department of Social Services of potential negligence on the part of the parent(s), or loss of the bus privilege entirely.

Any student suspended from the bus will not be allowed to ride the bus for any field trips that may occur during their period of suspension.

Bus Drop-Off

Students in first grade and higher will be permitted to leave a school bus at a designated stop without the presence of an adult to accommodate the child. No other arrangements will be made for grade one students or students in higher grades.

A parent or responsible designee must meet kindergarten students at the designated bus stops at the end of each day. A bus driver may let a kindergarten student off the bus if the parent or responsible designee(s) is clearly visible and identifiable by the student and/or the bus driver, but cannot come out to the bus due to supervisory responsibilities or disability. If the parent or responsible designee(s) is not at the bus stop, nor clearly visible and identifiable by the student and/or the bus driver, the child will be returned to school at the end of the route, for the safety of the child. The bus company will notify the school if a child is being returned.

When the parent or designee fails to meet a kindergarten child at the bus stop, the following procedures will result:

- a. First Occasion: The child will be returned to school and parents notified by telephone that future failure to meet their child will result in the loss of bus privilege from school after the third time.
- b. Second Occasion: The child will be returned to school and the parents receive a verbal and a written warning.
- c. Third Occasion: The child will be returned to school and the parents will be informed of the loss of the bus privilege at the end of the school day. Parents will be notified that they must pick up the child at school at the dismissal time in the future.

Failure to abide by these rules will result in school personnel notifying the police and the Department of Social Services of potential negligence on the part of the parent(s)/guardian(s).

Walkers

Walkers should go directly home from school. This is particularly important if your child is crossed by a safety patrol member or adult crossing guard. Some of the streets are heavily traveled and many children may need assistance crossing the street. If the students take too long, the guards may not be on duty when the children are ready to cross.

APPROPRIATE DRESS FOR WEATHER

Parents are requested to ensure that their child(ren) dress warmly during the winter as recess is held outdoors unless it is severely cold or wet. Children will stay inside any time the temperature is severely cold. If boots are to be worn to school, please provide your child with shoes to be worn within the building. It is recommended that your child's clothing be labeled. If families are unable to provide "appropriate dress" due to financial hardship, please contact the school nurse for assistance.

STUDENT HYGIENE

Students are requested to come to school neat and clean and to maintain an orderly appearance. Good hygiene is essential for appropriate social interaction, emotional well-being and for full concentration on the learning process.

If a student needs assistance with his/her appearance or hygiene, the school nurse will be notified and will connect with the parent/guardian as necessary. In extreme circumstance the Division of Social Services will be contacted.

Classroom Celebrations

Classroom celebrations may be planned at a various times throughout the school year at the discretion of the classroom teacher. The classroom teacher will arrange any refreshments for parties. Nutritional refreshments are encouraged to the greatest degree possible. Parent volunteers are welcome to assist with a celebration after making prior arrangements with the classroom teacher. Teachers are not to be asked to distribute private party invitations - unless there is an invitation for each student in the class. If you do not wish to include all class members you must send the invitations in the mail. Teachers/parents must be proactive and cognizant of other students' cultures and beliefs, which may be in conflict with the planned celebration. Students desiring to be excused from a particular celebration will be permitted to do so.

School Pictures

School pictures will be taken in the fall and spring of each school year. Exact dates and information on photographs will be sent home approximately two weeks prior to the date of pictures. Payment for pictures is required to be made on school picture day, prior to an individual being photographed.

Recess

All classes will have a minimum of fifteen minutes of recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside.

We frequently receive requests from parents to allow their child to remain inside at recess time, even when the weather is good. This type of parental request usually follows a period of home confinement due to illness. We will be happy to honor such a request for a student to stay inside with a doctor's certificate indicating the length of time and the reason for inside privileges.

Children should be appropriately attired for outside recess, and the responsibility for warm clothing, mittens, or boots lies with the parent.

Dress Code

At Thomas A. Edison Charter School there is a required “uniformed” look for all students. This standard of dress provides a non-judgmental environment where students learn to express their creativity through means other than by the clothes they wear. We believe, and national research suggests, that the adoption of a school uniform policy produces an increase in academic performance, as well as a decrease in the number of school detentions and suspensions.

The Primary and Elementary Academies (Grades K-5) Dress Code includes the following:

Tops	Bottoms	Over Wear
Red/White/Navy Blue	Navy, Khaki, Navy/red plaid	Navy, Red
<p>Girls: Red, navy or white collared blouses or knit polo shirts with school name preferred.</p> <p>Boys: Red, navy or white polo shirts collared with school name preferred.</p> <p>Shirts should be tucked in and buttoned.</p>	<p>Girls: Slacks, skirts, skorts, shorts (2” above the knee), capri pants, jumpers (skirt bottom). NO mini skirts or short shorts.</p> <p>Boys: Slacks, knee-length shorts</p>	Cardigan (Red, White, or Navy) V-neck, crew neck, and sweater vests may be worn over collared shirts and blouses.

No logos, stripes, patterns or designs. No hooded sweatshirts, sweatshirts, baggy, or sagging pants, blue jeans, stretch blue jeans, sweat pants, or bib overalls. Students are not permitted to wear hats or other headwear in the building, except for those worn for religious observance.

The Junior Academy (Grades 6-8) Dress Code includes the following:

Tops	Bottoms	Over Wear
White	Navy, Khaki, Navy/red plaid	Navy, Red
<p>Girls: White Peter Pan collared or oxford blouse with navy or red/navy plaid cross tie.</p> <p>Boys: White oxford cloth or pin point dress shirt with navy or navy/red plaid standard tie.</p>	<p>Girls: Slacks, skirts or skorts, (2” above the knee), capri pants, jumpers (skirt bottom). NO mini skirts or short shorts.</p> <p>Boys: Slacks, knee-length shorts</p>	Cardigan, V-neck, crew cardigan (Red, White or Navy), and sweater vests may be worn over collared shirts and blouses, and buttoned.

Shirts must be buttoned and tucked in.		
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No logos, stripes, patterns or designs. No hooded sweatshirts, sweatshirts, baggy, or sagging pants, blue jeans, stretch blue jeans, sweat pants, or bib overalls. Students are not permitted to wear hats or other headwear in the building, except for those worn for religious observance.

Shoes

Students are **required** to wear black, blue, or white closed-toe shoes without logos or stripes. Athletic shoes may be worn in place of the closed toe shoe. However, the athletic shoe cannot have any color logos or design. It must be all black or all white. Black logos on black athletic shoes, or white logos on white athletic shoes, are permitted. ***High-heeled shoes, open-toe shoes or sandals and flip-flops are not permitted, at any time.***

Socks and Belts

Students may wear khaki, blue, or black crew, ribbed, or knee-high socks without stripes or logos. Students must wear belts, which match the color of their shoes, if there are belt loops on their pants, skorts, or skirts. Belt may not have any design or color other than brown or black.

Jewelry

Students may not wear anything around their necks, except for items worn inside their shirts, invisible to anyone else. Students may wear simple stud earrings that do not hang from the ear. Noticeable make-up is not permitted in the elementary schools.

Hair

Students must keep their hair neat and out of their eyes. Students may not wear drastic or unnatural hair colors or styles, e.g., shaved to show letters, numbers, or designs. Braided, beaded, and rolled hair is acceptable.

The Head of School reserves the right to make minor changes to the uniform guidelines. Color and style of the uniforms will not be altered; however, provisions for jewelry and hair are subject to change.

A Share and Spare Uniforms Bank is maintained at the school for families in need and for children who soil their clothes during the school day and require a change. If a financial need exists in your family and you would like to take advantage of this resource, please contact the school office.

Violations of Dress Code

To ensure that the School’s uniform policy has its desired effect, it is important that it be implemented consistently. School leaders, faculty, and staff will respond immediately to violations of the policy. First-time offenders will be required to change into a uniform from the Share and Spare Uniforms Bank, if possible, and the parent will be contacted. The second time a student arrives to school out of uniform, the parent will be called to bring the student a uniform. If the proper uniform is not brought to the school, nor the child picked up, the student will have to serve detention. A letter will be sent home with the child noting the uniform policy violation, listing the school uniform policy and/or notice of detention and a meeting will be scheduled with

the Dean or administrator. If there is a third occurrence, the parent/guardian will be called and the student will be sent home for the day. **Violations of the dress code will not be tolerated.**

CODE OF CONDUCT

Thomas A. Edison Charter School emphasizes a strong code of conduct that promotes respect for self, others and positive reinforcement of rules in a safe, secure environment. An important part of the students' education is the right to make decisions and the responsibility to accept the results of those choices. To protect the rights of students and staff, the Student Code of Conduct has been established. All staff and students at Thomas A. Edison Charter School have the right to work in a pleasant and caring environment in which discipline and welfare are essentially related. Students have the right to learn and teachers have the right to teach in an atmosphere of order, cooperation and mutual respect.

Therefore, students are expected to adhere to this Student Code of Conduct and to accept their share of responsibility for maintaining a productive and civilized educational environment. Parents have an obligation to support the school in its efforts to implement this Student Code of Conduct in a fair and consistent manner. The Code recognizes the need for a working, cooperative relationship among students, parents, and school personnel. This relationship is most productive when:

STUDENTS

- Attend all classes daily and on time.
- Are prepared for class assignments and activities.
- Come to class with appropriate working materials.
- Respect all persons and property.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Conduct themselves in a safe and responsible manner.
- Are healthy, clean, and neat.
- Are responsible for their own work and behavior.
- Abide by the rules and regulations set forth by the school and individual classroom teacher.
- Seek changes in an orderly and approved manner.

PARENTS/GUARDIANS

- Keep in contact with the school concerning their child's progress and conduct.
- Insure that their child attends school each day and promptly report and explain an absence or tardiness to the school.
- Provide their child with resources needed to complete classwork and homework.
- Assist their child in being healthy, neat, and clean.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Attend Parent/Teacher conferences.
- Maintain up-to-date home, work, and emergency numbers at the school.
- Seek changes in an orderly and approved manner.

SCHOOL PERSONNEL

- Are in regular attendance and on time.

- Are prepared to perform their duties with appropriate working materials.
- Respect all persons and property.
- Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- Conduct themselves in a safe and responsible manner.
- Are healthy, clean, and neat.
- Abide by the rules and regulations set forth by the school.
- Seek changes in an orderly and approved manner.
- Maintain an atmosphere which encourages good behavior and active learning.
- Plan flexible lessons to meet the needs of all students.
- Develop a good working relationship among staff and with students.
- Encourage the school staff, parents, and students to use the services of community agencies.
- Utilize good guidance procedures and practices.
- Encourage parents to maintain regular communication with the school.
- Provide opportunities for parent participation in affairs of the school.
- Encourage and maintain the involvement of students in the operation of the school, i.e., student government.
- Involve the community in order to improve the quality of life within the school.
- Dialogue with parents, students, and other employees in a manner that reflects professionalism and caring.

VIOLATIONS AND DISCIPLINARY ACTIONS

THE LIST IS NOT ALL INCLUSIVE, AND A STUDENT COMMITTING AN ACT OF MISCONDUCT NOT LISTED WILL STILL BE SUBJECT TO THE AUTHORITY OF THE PRINCIPAL OR DESIGNEE. SERIOUS OR EXCESSIVE BEHAVIOR WHICH NECESSITATES A MORE SEVERE DISCIPLINARY ACTION THAN THAT REQUIRED OR OPTIONAL UNDER THE FOLLOWING DISCIPLINARY ACTIONS SHALL BE SUBJECT TO THE DISCRETIONARY AUTHORITY OF THE PRINCIPAL UP TO AND INCLUDING A RECOMMENDATION FOR EXPULSION.

When establishing disciplinary action to be taken, the first priority shall be those that are required action(s). When selecting appropriate disciplinary actions from among those listed under "Optional," the administrator or designee may select one or more of the actions listed in addition to implementing those which are required. Multiple offenses may be treated under the more severe penalties listed under subsequent violations.

ABUSIVE LANGUAGE: Student to Student

Written or spoken language that is offensive, obscene, or vulgar and that is observed or heard by students, staff, or patrons.

First Violation

Required:

Written Reprimand
In-School Suspension- 1 Day

Subsequent Violations

Required:

Parent/Legal Guardian Contact/Conference
In-School Suspension 1-day (2nd offense)
In-School Suspension 2-day (3rd offense)
Written Reprimand

ABUSIVE LANGUAGE: Student to Staff

Written or spoken language that is offensive, obscene, or vulgar and that is observed or heard by students, staff, or patrons.

First Violation

Required:

Parent/Guardian notification and conference

Subsequent Violations

Required:

1 day Out-of-School Suspension
3 days Out-of-School Suspension
Referral to school-based counseling service
5 days Out-of-School Suspension with Behavior Plan

ACADEMIC CHEATING

The act or instance of fraudulent deception in preparing or presenting course work or class assignments as a student's own authentic work when it is not. This includes, but is not limited to, (1) copying another student's paper, (2) unauthorized use of notes or sharing answers during a test or examination, (3) presenting another person's work as one's own (4) presenting quotations, words, or ideas without proper references or credit (plagiarism).

First Violation

Required:
Parent/Legal Guardian
Contact/Conference
Grade Penalty for specific incident or act

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
Behavior Intervention
Grade Penalty for specific incident or act
In-School/Out-of School Suspension
Referral to Counselor

ARSON

Any burning or attempts to burn on school property, district buildings or their contents, or personal property.

First Violation

Required:
Reprimand
Out-of-School Suspension
Referral to Police/Fire Agency and/or the Courts
Parent/Legal Guardian Conference

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
Out-of-School Suspension
Referral to Police/Fire Agency and/or the Courts
Recommendation for Expulsion

ASSAULT OF A STUDENT BY A STUDENT

Intentionally or recklessly causing physical injury to another person.

First Violation

Required:
Reprimand
Out-of-School Suspension – 3 days
Referral to Police and/or the Courts (Grades 4 - 8)
Parent/Legal Guardian/Conference

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
Out-of-School Suspension – 5 days
Referral to Police and/or the Courts (Grades 4 - 8)
Possible Recommendation for Expulsion

ASSAULT OF AN EMPLOYEE BY A STUDENT

A deliberate or spontaneous physical attack on an employee by a student resulting in an assault charge.

Violation

Required:
Reprimand
Out-of-School Suspension – 5 days
Parent/Legal Guardian Contact/Conference
Referral to Police Agency and/or the Courts
Recommendation for Expulsion

BULLYING

Bullying is any intentional written, electronic, verbal or physical act or actions, whether originating in or out of school, against another person, or group of persons, with repeated direct or indirect negative actions, which is harmful to the victim either physically or emotionally. A negative action occurs when a person knowingly inflicts, or attempts to inflict physical or emotional injury or discomfort upon another person, as further defined in Section 4112D, Title 14 of the Delaware Code

First Violation

Required:
Parent / Legal Guardian Conference
Suspension (In-School or Out-of-School)
Depending upon the severity of the incident
Referral to Counselor
Possible Recommendation for Expulsion or Alternative Placement

Subsequent Violations

Required:
Parent / Legal Guardian Contact/Conference
Suspension (In-School or Out-of-School)
Referral to Counselor

CONSPIRACY TO VIOLATE STUDENT CODE OF CONDUCT

When two or more persons (students or non-students) conspire together to commit an offense that violates the law or Student Code of Conduct. This violation applies even if a student does not actually commit an offense but simply conspires or participates in planning/plotting the violation of the law or Code of Conduct.

First Violation

Required:

Parent / Legal Guardian Conference
Suspension (In-School or Out-of-School)
 Depending upon the severity of the incident
Referral to Counselor
Possible Recommendation for Expulsion or Alternative Placement

Subsequent Violations

Required:

Parent / Legal Guardian Contact/Conference
Suspension (In-School or Out-of-School)
Referral to Counselor

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY

Serious insubordination; intentionally defiant behavior or attitude; resistance to authority (student to administrator).

First Violation

Required:

Parent/Legal Guardian Contact and Conference
Out-of-School Suspension - 1 Day

Subsequent Violations

Required:

Parent/Legal Guardian Contact and Conference
Out-of-School Suspension – 3-5 Days
Referral to School-Based Counseling

EXTORTION

To obtain or attempt to obtain money, goods, or information from another by force or threat of force.

First Violation

Required:

Parent/Legal Guardian Contact/Conference
Out-of-School Suspension
Refer to Police Agency and/or the Courts

Subsequent Violations

Required:

Parent/Legal Guardian Contact/Conference
Out-of-School Suspension
Referral to Police Agency and/or the Courts

FALSE FIRE ALARM/BOMB THREAT/TAMPERING WITH FIRE AND OTHER SAFETY DEVICES

Making a "Bomb Threat," activating a fire alarm or initiating any false alarm that disrupts school activity or the orderly operation of the school or classroom. Students are strictly prohibited from tampering with or using any fire or other life safety devices such as fire extinguishers, emergency lights, fire drill instructions, building exit signs, etc. In addition, State law requires that any person convicted of making a false statement knowing the statement is likely to cause evacuation of a school or place of assembly or cause serious inconvenience shall, in addition to a possible prison sentence of up to 3 years for those 18 or older, and up to 1 year for those 17 or younger, be fined \$1,000 to \$2,500 and be required to perform a minimum of 100 hours of community service.

First Violation

Required:

Parent/Legal Guardian
Contact/Conference Referral to Police and/or Fire Marshall
Restitution/Restoration State Report Form Completed
Referral to Police and/or Out-of-School Suspension
Fire Marshall
State Report Form Completed
Possible Assignment to Alternative Program
Possible Recommendation for Expulsion

Subsequent Violations

Required:

Same as First Violation

FIGHTING

Aggressive physical conflict between two or more individuals; including, but not limited to punching.

First Violation

Required:

Parent/guardian notification/conference
Restitution/Restoration if necessary

Subsequent Violations

Required:

Same as First Offense
Out-of-School Suspension (3-5 Days)*

Referral to mediation
DOE Student Conduct Report filed
1-day Out-of-School Suspension

*(Depending of the Severity of the incident)

FORGERY

Falsely or fraudulently signing or altering a document such as Hall Passes, Early Dismissal Notes, Progress Reports, Absence Excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself or others.

First Violation

Required:
Parent/Legal Guardian
1 Day In-School Suspension
Reprimand

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
1 Day Out-of-School Suspension (2nd incident)
2 days Out-of-School Suspension (3rd incident)

GENERAL DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS

Behavior which disrupts any school activity or the orderly operation of the school. This includes intentional/unintentional behavior that threatens to cause personal injury or property damage that may also disrupt the educational process, e.g., shoving, horseplay.

First Violation

Required:
Parent/Legal Guardian
1 Day In-School Suspension
Reprimand

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
1 Day Out-of-School Suspension (2nd incident)
2 days Out-of-School Suspension (3rd incident)

HARASSMENT

Actions or statements (spoken or written) which intimidate, offend, or defame the dignity or self-esteem of individuals or groups, including bullying. Sexual harassment is also included in this prohibition and includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Harassment may include, but is not limited to, displaying pictures or other items of a sexually explicit nature, verbal harassment or abuse, pressure for sexual activity, hazing, repeated remarks or jokes with demeaning implications, or other inappropriate/offensive behavior.

First Violation

Required:
Parent/Legal Guardian Conference
Notification of Victim's Parents
Police Notification (Optional)
DOE Student Conduct Report filed
Out-of-School Suspension - Three Days

Subsequent Violations

Required:
Parent/Legal Guardian Conference
Notification of Victim's Parents
Police Notification
DOE Student Conduct Report filed
Out-of-School Suspension - Five Days

LOITERING

A student's unauthorized presence in any school area.

First Violation

Required:
Parent/Legal Guardian Contact/Conference
In-School Suspension – One Day

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
1-Day Out-of School Suspension (2nd Incident)
2 days Out-of-School Suspension (3rd incident)

OFFENSIVE TOUCHING: STUDENT TO STUDENT

Intentionally touching another person, either with a part of the body or with any instrument, thereby causing offense or alarm to the other person.

First Violation

Required:
 Parent/Legal Guardian Contact/Conference
 Restitution/Restoration (if necessary)
 Possible Notification of Police
 DOE Student Conduct Report Filed
 1-Day Out-of-School Suspension

Subsequent Violations

Required:
 Same as First Violation, except:
 3-days Out-of-School Suspension
 Behavior Support Plan

OFFENSIVE TOUCHING OF AN EMPLOYEE BY A STUDENT

A deliberate or spontaneous physical touching, bumping, or hitting of an employee by a student done in an intimidating, provoking, abusive, alarming or endangering manner.

First Violation

Required:
 Parent/Legal Guardian Contact/Conference
 Restitution/Restoration (if necessary)
 Notification of Police
 DOE Student Conduct Report Filed
 5-Days Out-of-School Suspension

Subsequent Violations

Required:
 Same as First Violation, except:
 Behavior Support Plan
 Optional Alternative Placement

OUT-OF-SCHOOL CONDUCT

The Code of Conduct shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to acts of violence which are punishable by law.

- sexual offenses which are punishable by law.
- felony charges.
- the sale, transfer or possession of drugs which would constitute an offense punishable by law.

(A student who is found to possess drugs out of school for personal use only and who enters and successfully finishes a drug counseling/treatment program will not be disciplined under the Code of Conduct.)

PERSONAL INTIMACY ACTS

Kissing or other acts of affection or intimacy inappropriate to an educational setting. This includes the possession, display, or use of pornographic material.

First Violation

Required:
 Reprimand
 Parent/Legal Guardian Contact/Conference
 1-Day In-School Suspension

Subsequent Violations

Required:
 Parent/Legal Guardian Contact/Conference
 Out-of-School Suspension

POSSESSION OF COMMUNICATION DEVICES

The use of communications devices such as, but not limited to, mobile or cellular phones and electronic pagers ordinarily have no place in the school environment. The unauthorized possession of such communication devices and other devices that may be disruptive to the educational process is prohibited. Possession is defined as the display or use of such a device and includes any unauthorized active or passive use of any features within the school setting.

First Violation

Required:
 Confiscation (temporary)
 Parent/Legal Guardian Contact/Conference

Subsequent Violations

Required:
 Parent/Legal Guardian Contact/Conference
 In-School Suspension
 Confiscation (until the remainder of the year)

POSSESSION AND/OR CONCEALING OF WEAPONS/DANGEROUS INSTRUMENTS

Possessing or concealing articles commonly used or designated to inflict bodily harm or to intimidate other persons (look alike and non-functional weapons are included) or using in an aggressive manner articles commonly designated for other purposes. For example, razor blades or knives of any size are strictly prohibited. The presence of a weapon in a student's locker, automobile, purse, bookbag, or similar container is considered to be possession by that student.

First and Subsequent Violation

Required:

- Parent/guardian notification
- Police Notification
- DOE Student Conduct form completed
- 5-Day Out-of-School Suspension
- Recommendation for Expulsion

The State law prohibiting possession of a weapon in a safe school zone requires that a student who violates this statute shall be expelled for not less than 180 school days.

STEALING/POSSESSING/TRANSFERRING OF STOLEN GOODS

The act of taking, possessing, or transferring the property of another without consent of the owner.

First Violation

Required:

- Parent/Legal Guardian Conference
- Police Notification (Optional)
- DOE Student Conduct Report filed
- Out-of-School Suspension - Three Days

Subsequent Violations

Required:

- Parent/Legal Guardian Conference
- Police Notification
- DOE Student Conduct Report filed
- Out-of-School Suspension - Five Days

TERRORISTIC THREATENING OF A STUDENT BY A STUDENT

A threat or attempt to injure or do bodily harm to another person with or without physical contact.

First Violation

Required:

- Parent/Legal Guardian Conference
- Police Notification (Optional)
- DOE Student Conduct Report filed
- Out-of-School Suspension - Three Days

Subsequent Violations

Required:

- Parent/Legal Guardian Conference
- Police Notification
- DOE Student Conduct Report filed
- Out-of-School Suspension - Five Days

TERRORISTIC THREATENING OF EMPLOYEE BY A STUDENT

A threat or attempt to injure or do bodily harm to a district employee with or without physical contact.

First Violation

Required:

- Parent/Legal Guardian Conference
- Police Notification
- DOE Student Conduct Report filed
- Out-of-School Suspension - Five Days

Subsequent Violations

Required:

- Parent/Legal Guardian Conference
- Police Notification
- DOE Student Conduct Report filed
- Out-of-School Suspension - Five Days
- Recommendation for Expulsion

TRESPASSING

The action by a student, including suspended or expelled students, of being inside or on the property of a public school, not having a legitimate reason for being there, and not having written permission from anyone authorized to grant such permission.

First Violation

Required:

Subsequent Violations

Required:

Reprimand
Parent/Legal Guardian Contact
Referral to Police Agency and/or the Courts
Out-of-School Suspension – Three Days

Parent/Legal Guardian Contact
Out-of-School Suspension – Five Days
Referral to Police Agency and/or the Courts

TRUANCY AND CLASS CUTTING

Absence without authorization or approved reason from school or class.

First Violation

Required:
Reprimand
Parent/Legal Guardian Contact/Conference
In-School Suspension – One Day

Subsequent Violations

Required:
Parent/Legal Guardian Contact/Conference
In-School Suspension – Three Day

UNAUTHORIZED COMPUTER USE

Any use of a school computer for unauthorized purposes such as, but not limited to, copying software; inappropriate internet or e-mail usage; loading unauthorized software on a hard drive; tampering with databases, passwords or configurations; or any unauthorized altering or deleting of files.

First Violation

Required:
Reprimand
Parent/Legal Guardian Contact/Conference
In-School Suspension – One Day
Loss of Computer Use Privilege

Subsequent Violations

Required:
Reprimand
Parent/Legal Guardian Conference
In-School Suspension – Three Days
Loss of Computer Use Privilege

VANDALISM

The destruction or defacing of school property or the property of others (including the unauthorized altering/tampering or vandalism to school owned electronic equipment and software).

First Violation

Required:
Reprimand
Parent/Legal Guardian Conference
Possible Referral to Police Agency and/or the Courts
In-School Suspension – 1 Day
DOE Student Conduct Report

Subsequent Violations

Required:
Parent/Legal Guardian Conference
Out-of-School Suspension – 1 Day
Referral to Police Agency and/or the Courts
DOE Student Conduct Report

APPENDIX A:

THOMAS A. EDISON CHARTER SCHOOL EDUCATIONAL TECHNOLOGY – ACCEPTABLE USE

Educational technology is rapidly expanding in at Thomas Edison Charter School and is expected to continue. Thomas Edison Charter School believes that it is essential that all users of district technology understand both the benefits and the responsibilities associated with technology usage. Instructions for implementing the School's Acceptable Use Agreement will be provided by administrators, teachers, or library staff, whichever is applicable. Thomas Edison Charter School's educational technology is defined as any device that is capable of or necessary for the transmission, reception, or storage of data in the form of text, pictures, video, or audio, which is owned by the district for the purpose of instruction or the support of education. Examples of educational technology include but are not limited to computers, peripherals, (such as monitors, printers, scanners, CD-Rom towers, etc.), networked devices, televisions, audio-visual devices, recorders, copiers, fax machines, display devices, software, assistive technology devices, and telephones. It also includes the use of the Internet, which connects millions of computers worldwide, as well as all computers, networks, databases, information systems, and electronic instructional systems provided by Thomas Edison Charter School. This agreement encompasses all student, staff, and community use of technology systems provided by Thomas Edison Charter School. All students, staff, and community members who use Thomas Edison Charter School educational technology in any form are required to sign the Acceptable Use Agreement and return it to the administrator in charge of technology in each building. The use of district technology is a privilege – not a right. Currently there are no user fees for these services. In the event a user fee is charged, users will be provided with notice of the charge prior to the imposition or collection of such.

I. GOALS

- A. To support the Thomas Edison Charter School curriculum
- B. To support educational research activities
- C. To enhance learning opportunities for using information technology
- D. To promote life-long learning

II. ACCEPTABLE USE

All systems are to be used in a responsible, ethical, and legal manner. In addition, usage must be in support of educational objective, and in accordance with the behavior guidelines of Thomas A. Edison Charter School.

III. UNACCEPTABLE USE

- A. No software may be copied to or downloaded from any computer of the network except by permission of a building administrator or his/her designee in each building.

- B. Involvement (implying direct or participatory) in unauthorized editing, deleting, or copying of any data, records, databases, passwords, directories, or configuration files is prohibited.
- C. Violating copyright or privacy laws is prohibited.
- D. Distributing material protected by trade secrets is prohibited.
- E. Soliciting, using, or sending any threatening (implying harm – physical or emotional), pornographic, or obscene material is prohibited.
- F. The purposeful use of any system inconsistent with its design is prohibited.
- G. Use of any computing resources for commercial purposes is prohibited. This includes the use of the network for commercial activities for or on behalf of businesses or other for-profit institutions, including, but not limited to product advertisement or political lobbying.
- H. Use of district technology resources for unauthorized activities is prohibited.
- I. Disconnecting any device from the district technology devices without the proper authorization is prohibited.
- J. Transmission of any material in violation of any federal and/or state regulation or law is prohibited.
- K. Students attempting to log on to any system using another's password or sharing of a user's password with anyone else is prohibited.
- L. Users shall not attempt to gain unauthorized access to the system or to any other computer system through the district system, or go beyond their authorized access.

IV. USER RESPONSIBILITIES AND ETIQUETTE

- A. The individual user (students/staff/community members) accepts the responsibility for keeping all unauthorized material, inappropriate files, or files dangerous to the integrity of the computer or network from entering the school's computers by any manner or means. Appropriate permission must be obtained from an authorized staff member before downloading any material from the internet or other electronic sources of information.
- B. When using district networks, the Internet, or other information service providers, users:
 - 1. Are prohibited from revealing personal information such as home addresses or phone numbers.
 - 2. Must not disrupt the use of any network (i.e. downloading large files, sending mass email messages).
 - 3. Must assume that any communication and/or information accessible via any computer or network is not personal and private conversation and could possibly be accessed by other users.
 - 4. Are not responsible for unsolicited communications.
- C. When using school technology resources, users must always use non-offensive and non-vulgar language. They must not swear or use vulgarities, other abusive language, or any offensive statements.
- D. Users will contact appropriate staff (teacher, administrator, administrator's designee or library staff member) if any computer and/or program does not work properly. They will not attempt to fix problems themselves unless trained and authorized to do so.

V. DUE PROCESS

- A. The district will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through district technology resources.
- B. Allegations that a student violated the Thomas Edison Charter School Acceptable Use Agreement will be handled in accordance with the Thomas Edison Charter School Code of Conduct.
- C. Allegations that an employee violated the Thomas Edison Charter School Acceptable Use Agreement will be handled in accordance with the employee contract.
- D. The district may terminate the account privileges of a guest user by providing notice to the user.

VI. CONSEQUENCES

Inappropriate use or vandalism will result in the limitation or cancellation of user privileges and when necessary, appropriate legal action. If damage occurs due to willful user misconduct, the user may be permanently denied access to technology resources. The cost of repair or replacement for such willful damage will be billed to the user who caused said damage and/or the legal parent or guardian of that user.

VII. SECURITY

Security on any computer system is a high priority, especially when multiple users are involved. If a user identifies a security problem, he/she must notify an appropriate staff member immediately. Users sending messages relating to, or in support of, illegal activities should be aware that system administrators have access to their communications. Computers, networked technology, and information contained thereon, remain the property of Thomas A Edison Charter School. Confidential student files may be accessed by authorized personnel. If any employee has something personal, confidential, or private to communicate, the employee should not use district computers or e-mail for doing so. Computers and e-mail may be monitored. This document satisfies the district's obligation to provide employees notice of such monitoring. The district strives to maintain a workplace and educational setting free of harassment and sensitive to the diversity of employees and students. Therefore, the district prohibits the disruptive or offensive use of computers, the e-mail system or fax machines. For example, the display or transmission of sexually explicit images, messages, and cartoons is prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing or disrespectful.

VIII. DISCLAIMER

Thomas A. Edison Charter School does not condone and will not be held responsible for any unacceptable materials obtained using its computers or other information technology. By the nature of this activity, offensive or inappropriate material may be inadvertently encountered. If such material is accessed, the user is expected to immediately leave the website. Students, staff, and community members should be aware that access to Thomas A. Edison Charter School information technology will be withdrawn from users who do not respect the rights of others and who do not follow the rules and regulations established by the School.

Further, the use of any information obtained via the Thomas A. Edison Charter School computers is strictly at the risk of the individual user and such usage shall be consistent with the requirements of this agreement. The district specifically denies any responsibility for the accuracy or quality of information obtained through the services provided for in this agreement.

EXPULSION

State regulations define expulsion as "...the exclusion of a pupil from school." By state law, students expelled from any public school (in Delaware or any other state) are not permitted to attend any public school in Delaware during the period of expulsion. When a student commits a violation that may result in a recommendation for expulsion, the following procedure shall be followed:

STEP I

1. The student shall be suspended for five (5) school days.
2. The principal shall investigate all aspects of the discipline problem, including a conference with the student and his/her parents or guardians, if possible, at which time the student will be informed of the charges and afforded an opportunity to tell his/her side of the story.
3. The principal shall make every effort to complete the investigation within three (3) school days of the incident under investigation, if possible.
4. If the principal concludes that the student committed the offense and that the nature of the offense warrants a recommendation for expulsion, the principal shall submit to the Superintendent a summary of the principal's investigation and a recommendation for expulsion.
5. If the Superintendent concurs with the recommendation for expulsion, the student's suspension is extended pending a recommendation by the Hearing Officer following the Step II hearing.

STEP II

1. Within five (5) school days from the date of completing the investigation which results in a recommendation for expulsion, the Hearing Officer will notify the student (if an adult) and the student's parents or guardians of intent to expel and of the date, time, and location for a hearing. The notice of intent to expel shall be sent by certified mail or hand delivered and shall state the reasons for the expulsion and the time and place of the hearing as well as the expulsion procedures. If notification is postmarked within the limits indicated, requirements under this provision are met.
2. The hearing shall be held not less than three (3), nor more than seven (7) school days after the notice of intent to expel is mailed. The time period may be modified by agreement of both parties.
3. The hearing shall be conducted by a Hearing Officer. The Hearing Officer may be an employee of the District, but must be impartial.
4. The Hearing Officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. In conducting the hearing, the Hearing Officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The Hearing Officer shall exclude irrelevant evidence. Unduly repetitive proof, rebuttal and cross examination shall be excluded. The witnesses shall be sworn in by the Hearing Officer.

5. The student shall have the following rights:
 - a. To be represented by counsel, at the student's expense;
 - b. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses;
 - c. To request that any witnesses appear in person and answer questions or be cross-examined. Student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission prior to the proceedings;
 - d. To testify and produce witnesses on his/her behalf;
 - e. To obtain, at the student's expense, upon written request, a copy of the transcript of the hearing.

STEP III

1. Within three (3) school days following the conclusion of the hearing, the Hearing Officer shall prepare a report for the Board. The report shall summarize the proceedings, state findings of fact and make a recommendation as to whether the Board should expel the student.
2. If the Hearing Officer does not recommend expulsion, the Hearing Officer may permit the student to return to school pending a review of the report by the Board.
3. The Board shall decide whether to expel the student following a review of the report, as well as the transcript of the hearing. Additionally, the Superintendent will make a recommendation regarding alternative placement should the Board decide to expel.

STEP IV

1. The parents of a student who is expelled shall be informed that they may apply for the student's re-admission at the end of the period of expulsion and must provide verification that all conditions for readmission have been met.
2. Upon re-admission to school, the student will be placed on probation. The student will be assigned to a counselor who will monitor his/her behavior, academic performance, and provide assistance for a period of at least one semester.
3. A student is prohibited from being on Thomas A. Edison Charter School property or at any district event regardless of location during the expulsion period except when accompanied by a parent or guardian for a scheduled appointment with school officials.
4. By state law, the Superintendent of Schools shall notify the Division of Motor Vehicles concerning the expulsion of a student who is of legal driving age or who will become so during the expulsion period. The Division shall suspend or refuse to renew the driver's license of the expelled student or refuse to issue a license to the student. The student shall remain ineligible for a driver's license until the expulsion period is over or until he or she becomes 19 years of age.
5. Normally a student shall be readmitted at the beginning of a marking period.

Students With Disabilities

1. In the case of a student with a disability being considered for expulsion or suspension in excess of 10 days cumulatively in one school year, a special education team meeting will be convened.
2. The special education team will determine whether (1) the alleged conduct was related to the student's disability; or (2) the student was inappropriately placed at the time of the offense or there is a likelihood that a change in the student's program and/or placement would alleviate the misconduct which led to the offense.

3. If the special education team determines that either of the above standards are met, suspension or expulsion is not authorized and the student's program and placement should be reviewed.

4. If the special education team determines that neither of the above standards are met, the principal will follow the Student Code of Conduct. To the extent required by state or federal law, a student identified as having a disability under the Individuals With Disabilities Act (IDEA) who is expelled or suspended in still be entitled to a free, appropriate, public education.

5. If a student with a disability presents a danger to himself or others, or is so disruptive that his behavior substantially interferes with the right of other students to benefit from an education, an interim change of placement may be authorized by either (1) special education team decision accompanied by parental consent; or (2) court order.

6. Nothing stated herein shall preclude the special education team from placing a student with a disability, determined to have brought a firearm to school, in an interim alternative educational setting in accordance with state and federal law.

Definitions

"Student with disability" refers to a student eligible for special education under either: (1) the Individuals With Disabilities Education Act (IDEA) as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act.

"Special education team" refers to an Individual Educational Program (IEP) team for students eligible under the IDEA and a multidisciplinary team for students eligible under Section 504. The composition of both teams should include individuals knowledgeable about the student, the meaning of evaluation data, and placement options.