

Pike Creek Charter School
Code of Conduct
2014-2015

The successful operation of a school requires the cooperation of many people. By enrolling at Pike Creek Charter School we expect that our students and their families will abide by our philosophy and policies. The professional staff and Board have established rules and guidelines for maintaining high standards for student conduct which in turn leads to a safe, orderly and inviting school in which to teach and learn. Pike Creek Charter School will abide by all state and federal regulations related to code of conduct issues. Regulations also pertain to special education students. Due process will always be followed in the event that the student's infraction is related to the disability. The school will also establish behavioral guidelines to maintain an environment that is conducive to education without stifling expression and appropriate social interaction. Major changes will be brought before the parents before being adopted. Major policy decisions will then be forwarded to the Board of Directors for final approval. Upon entering Pike Creek Charter School, the student is responsible for their actions both in and out of school. Any serious violations of school policy and/or any illegal or immoral behavior could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the neighboring community is compromised or jeopardized. The authority and responsibility for directing the activities of our school have been given to the professional staff as determined by the administration and Board of Directors.

ABSENTEEISM/ATTENDANCE

Forming responsible habits regarding attendance and promptness is important. Parents are expected to support the goal of punctuality by having their children arrive on time, remain in school for the full day and schedule appointments after school hours.

A parental written note of explanation must be presented no later than the 3rd day after an absence in order for that absence to be excused. All written notes must have a parent signature. Notes may be faxed, handwritten, or emailed. The following is a list of reasons for an excused absence:

1. Illness of child – a physician's note may be requested.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, and psychologist.
3. Contagious disease within the home of a student.
4. Death in the family or of a close friend.
5. Legal business.
6. Observance of a religious holiday.
7. Remedial health treatment.
8. Emergency situations as determined by the Principal.
9. Suspension from school.

Following such an excused absence, the student shall be allowed to make up all work missed, to take tests that were missed and to submit any assignments that became due during the absence. The time allowed for taking tests or turning in assignments shall be twice the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

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Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Vacations and other activities should be scheduled outside of the academic calendar. Parents should not expect teachers to pre-assign work and/or lesson plans that will be covered during a student's absence. General topics missed may be given before a pre-planned absence.

While an unexcused absence may result in a failing grade for all assignments due or tests missed, other instructional materials or assignments missed during the absence may be obtained at the initiation of the student and at the discretion of the teacher.

In order to be compliant with Delaware Code, these requirements apply at Pike Creek Charter School:

- 1) Following the **5th day** of unexcused absence, the school shall immediately notify the parent(s)/guardian(s) through written notification mailed to the residence.
- 2) Following the **10th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone call to appear at the school for a conference with the Principal. At this meeting, the Principal will meet with the student and parents and make a ruling from among the following options:
 - 1) Allow credit for the schoolwork missed.
 - 2) Require a make-up course in summer school (60 hours) to receive credit. (Grades 3-8)
- 3) Following the **20th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear at the school for a Review Board hearing. At this hearing, the Review Board will make a ruling regarding permanent dismissal from the school.
- 4) Following the **30th day** of unexcused absence, the school shall refer the case for prosecution. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, the school shall immediately notify the Department of services for Children, Youth and Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.
- 5) Following the **15th day** of excused and/or unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail. The Office of the Principal will call the parent/guardian of the student in question and may require the parent/guardian to appear at the school for a conference. At this meeting, the Principal will make a ruling from among the following options:
 - 1) Allow credit for the schoolwork missed.
 - 2) Require a make-up course in summer school (60 hours) to receive credit. (Grades 3-8)
- 6) Following the **30th day** of excused or unexcused absence, the school will reserve the right to determine promotion to the next grade level.

ACADEMIC DISHONESTY

1. **PLAGIARISM** - Claiming or using someone else's work without correctly acknowledging the source of that information.
2. **CHEATING** –
 - a. Using or copying another student's test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments.
 - b. Using unauthorized electronic device to calculate or create test answers or complete class/homework assignments.
 - c. Using unauthorized material to answer test questions or complete class/homework assignments.

A student in violation of this policy will be required to complete an additional, alternate or redo of the

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assignment. In addition, the student will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

AFTER SCHOOL / EXTRACURRICULAR ACTIVITIES

If a student at Pike Creek Charter School fails a major subject in any marking period, the school administration has the right to evaluate and require the student to limit participation in a school-sponsored event. Furthermore, administration may determine that a student is not meeting the school's standard in decorum. If such a determination is made, the student may not be permitted to participate in the activity or event.

Any student absent on the day of an activity may not participate without Administration approval.

In the event that school is closed or that students are dismissed early from school, (for example, but not limited to, inclement weather) all activities for that day will be canceled.

ALCOHOL

Use or possession of alcohol at Pike Creek Charter School is absolutely forbidden. Students may not use, possess or be under the influence of alcohol in school or on school grounds, when they come to school, or when they attend any school-sponsored activities. If a student is found violating this regulation he or she will be suspended immediately and the student will be required to appear before the Review Board.

ASSAULT

An assault is when a student intentionally, knowingly, or recklessly causes physical injury to another. Students who violate this will be immediately suspended, the Police will be contacted (Ages 9 and up), and a Review Board hearing will be conducted.

Referral to Police Agency is required for students upon a showing of intentionality or malice for assault against a staff member. Recommendation for expulsion may be considered.

BICYCLES

Bicycle racks are provided on campus. Students should be sure to securely lock their bicycles every time they are left in the bicycle rack. Students who ride bicycles to school are required by Delaware law to wear a safety helmet if they are 16 years age or younger. The first time a student is observed riding a bicycle without a helmet the student will receive a warning. The second time the student's bicycle will be confiscated and the parent will be contacted. Subsequent offenses will result in disciplinary action.

BULLYING

A student is being bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. A negative action occurs when a person knowingly inflicts, or attempts to inflict, physical or emotional injury or discomfort upon another person. Isolated bullying types of behavior will be handled through parent contact and demerits being issued.

Acts of bullying rarely occur unless there is an audience to watch, especially when the bully feels

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powerful by onlookers who laugh, encourage, or just “look the other way” out of fear. The school actively trains potential bystanders on what they should do intervene and report acts of bullying. There is no excuse for watching a fellow student get harmed and do nothing. Therefore, when it is learned that a student has witnessed an act of bullying, and has not done anything to intervene or report it, then that bystander may be issued a demerit and parent notification will be made.

Please see PCC’s bullying policy for more details.

BUS TRANSPORTATION

The following rules can be enforced only with the cooperation of all persons concerned with transportation.

- Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
- If crossing the street to board the bus, students **MUST** look both left and right for cars, make sure the RED lights are flashing, and **wait for the driver's audible clearance signal to cross**. Students should always cross the street in front of the bus.
- Before boarding and after exiting the bus, students must keep a safe distance (at least 10 feet) from the bus.
- Students are to enter the bus promptly, immediately take their seats and remain seated whenever the bus is moving.
- Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
- Students must remain properly seated at all times. (Back to Back; Bottom to Bottom)
- Classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation.
- Students must remain out of the driver's seat and refrain from unnecessary conversation with the driver while the bus is in motion.
- Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2 way radios, etc.) except as directed by the driver or during an actual emergency.
- The bus windows should not be opened without permission from the driver.
- Students are to keep their hands and feet to themselves. (NO fighting, horseplay, etc.)
- Students are not to eat or drink while on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students should keep the bus clean, sanitary and orderly. They must not damage or abuse bus seats or equipment.
- Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.

Students must ride their assigned bus to and from their assigned stop. Switching buses for any reason is strictly prohibited unless a note is written from both parents and approved by the administration of PCC.

Following the Bus Safety Rules and Regulations will ensure safety, prompt arrivals, departures of buses and positive attitudes on the part of students. Students who do not follow the reasonable requests of the bus driver jeopardize their riding privileges. Bus misbehaviors will result in a referral to an Assistant Principal. Subsequent bus misbehaviors will result in suspension of bus riding privileges for a period of time determined by the administration and the bus company. Continual bus misbehaviors could result in permanent revocation of bus riding privileges.

Amendments to bus stops must be requested to and approved by Pike Creek Charter School Administration. After September 30th, additional bus stops will only be considered due to extreme circumstances.

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CHANGING CLASS

A student may not leave a classroom during a period without an official pass from the teacher present. Moving from one location to another should be done quietly so as not to disturb the classes in session. When changing classes students should be in the classroom and ready to begin class when the second bell sounds.

CLASS CUTTING

Students are required to attend all classes. If a teacher does not appear in the class after a couple minutes, students are to contact the Main Office. If a student misses a class without a valid excuse or misses more than ten minutes of a class without a valid excuse, the student will earn five demerits.

COMMUNICATION DEVICES

Communication devices such as, but not limited to, cellular phones and/or electronic signaling devices, may not be used at school, on field trips, and/or on the school bus without permission from a PCC staff member. The device must be turned off and secured in students' backpacks. Students violating this policy will be issued a demerit slip and have the item confiscated and turned over to an administrator who will return the item at a later date. Pike Creek Charter School is not responsible for lost, stolen and damaged personal property.

CUBBIES

Each student will be assigned a "cubbie" in his or her homeroom. Students are responsible for keeping their cubbies neat and orderly. Student cubbies are the property of the Pike Creek Charter School and may be subjected to search at any time with or without reasonable suspicion.

CYBERBULLYING

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages (including text messages), or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the assistant principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, demerits, suspension, or review board hearing.

Please see PCC's Bullying Policy for more details.

DEFAMATORY OR DEMEANING ACTIONS. ETHNIC INTIMIDATION

1. Actions or remarks, spoken or written, by students that defame or demean the dignity or self esteem of individuals or groups on the basis of their grade, status, race, color, creed, sex, national origin, marital status, physical and mental disability, physical appearance, political or religious beliefs, family, sexual orientation, social or cultural background.
2. Cellular phones or other devices capable of transmitting an audio signal or electronic image may not be used on school premises to take pictures of persons or record their conversations

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without prior approval from school administration.

Sanctions may include, but are not limited to, demerits being issued, suspension, or Review Board hearing leading to possible expulsion.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY (Insubordination)

A verbal or non-verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action, is an act of defiance. Defiance of school personnel's authority is the same as insubordination and may result in a parent conference, demerits, may lead to possible suspension, or a Review Board hearing.

DISCIPLINARY SYSTEM (Demerits, Referrals, Suspension, Expulsion)

To ensure an environment that is conducive to learning, Pike Creek Charter School has a demerit /referral system for those who break the rules. This is intended to serve as a learning process for those who violate school regulations and as a deterrent for those who may be tempted to do so.

Demerits are issued for minor offenses and are similar to warning tickets. This permits the school to deal with discipline matters in a graduated fashion. The school will keep track of demerits issued and detentions served, and notify parents as certain levels are reached. The purpose of demerits is to detect any developing patterns of behavior that require corrections.

The following list represents, but is not limited to, minor offenses where a demerit(s) may be issued. The Assistant Principal will determine the number of demerits based on the offense.

Offense

- Late to class (after bell)
- Dress code
- Loitering
- Minor misbehavior
- Inappropriate language/gestures
- Insubordination
- Food/ Drink/Gum
- Teasing/Taunting
- Excluding
- Calling Names

Any behavioral infraction resulting in suspension will be assigned 2 to 5 demerits.

An accumulation of demerits will result in detentions and other additional penalties. After 2 demerits, a letter will be sent to a student's parents. After 3 demerits, the student will serve a one-hour detention within two school days. After 6 demerits, a student will serve two one-hour detentions within two school days. After 9 demerits, a parent conference will be scheduled with the Principal and the student will serve two one-hour detentions. In the event that a student earns 9 demerits for two consecutive years, following the 9th demerit, in the second year, the student will appear before the Review Board. After 12 demerits, the student will serve a suspension. After 15 demerits, the student will appear in front of the Review Board where other action (suspension, probation, expulsion) will be considered. (See also Detention and Review Board sections in this handbook for further information).

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Referrals are issued for more significant offenses, classroom disruptions, and continual classroom misbehavior. Referrals are written by the teacher and submitted to the administration. Depending on the severity of the violation, the administration will determine the appropriate consequence including but not limited to: detention, suspension, and referral to the Review Board. (See also Detention and Review Board sections in this handbook).

Suspendible Offenses

There are certain offenses that may result in an out-of-school suspension and may require a parent interview:

- Fighting
- Bullying
- Defiance or disrespect of school personnel's authority (possible Review Board)
- Major disruption of the educational atmosphere
- Repeated misconduct and/or continual disregard of school regulations
- Offensive touching
- Violation of computer use policy
- Smoking in the building or on school grounds
- Being in unauthorized areas
- Defamatory or demeaning actions
- Inflammatory actions
- Possession or use of tobacco and tobacco related products

In addition to any action taken by school officials the school will comply with the notification requirements of House Bill 322, which includes notification of police.

Dismissible Offenses

There are certain offenses that when committed by a student may result in dismissal (expulsion). The following are dismissible offenses:

- Accumulation of 15 demerits (per Review Board recommendation)
- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Any possession of a weapon at school or at a school sponsored activity
- Assaults
- Bullying
- Ethnic Intimidation
- Harassment (physical, sexual, or verbal harassment)
- Stealing (This could be handled by administration depending on circumstances; restitution must always be made.)
- Fighting (depending on the circumstances)
- Terroristic threatening (including false alarms)
- Vandalism

Any of these infractions may also result in suspension. In addition to any action taken by school officials, the school will comply with the notification requirements of 14 Del Code §4112, which includes notification of police.

DETENTION

Detentions are issued by the administration when a student reaches 3 demerits and/or when a student misbehaves in the classroom or other areas of school property. Detentions will be scheduled by the administration. Students will be provided with a 24-hour notice of detention. Students are required to serve the detention on the assigned date. Detention is one hour in length and is held immediately after school. Before school detentions and/or Saturday detentions may be assigned. The only acceptable excuses for missing a detention are medical or family emergencies, excused absence from

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school, medical or dental appointments (must be verifiable and on the doctor's letterhead), or extreme unforeseen circumstances. The student must reschedule the detention on the first day of return.

Unacceptable excuses for missing detention include, but are not limited to: forgetting, lack of transportation, and athletic or other extracurricular events. A student who misses a detention due to

an unacceptable excuse will be considered to be in defiance of school regulations and be required to serve an additional detention for the first offense and will be suspended for subsequent offenses.

If the student shows up after the designated start of detention without a valid excuse for the lateness, he or she will not be permitted to serve detention on that day. The student will then be subjected to serve two detentions. Students may do school work during detention but may also be required to do a written assignment that relates to the misbehavior. Students are not permitted to sleep, read magazines, bring food or drink, talk, play cards or other amusements, utilize personal music playing devices or otherwise disturb the detention proctor or other students serving detention. Students who misbehave during detention will be removed and will be required to serve two detentions. Subsequent misbehavior during detention may result in suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

A. For disciplinary reasons, the Principal may change the placement of a student with a disability to an alternative school/program for up to ten days or suspend such a student, if the total days suspended in the current school year do not exceed ten school days, in accordance with guidelines for disciplining students without disabilities.

B. The Principal may also change a student's placement to an alternative setting selected by the student's school-level individualized educational plan (IEP) team, for up to 45 days if:

1. The student carries a weapon to school or to a school function; or
2. The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of controlled substances while at school or a school function.

C. The administration may seek the determination by an impartial hearing officer that a student with a disability should be removed from PCC. A hearing officer may order that the student be placed at an alternative school/program for up to 45 days if the officer determines that maintaining the student at his/her current school is substantially likely to result in injury to the student or to others.

D. If the school contemplates expulsion, alternative placement (with or without expulsion), or suspension (inside or out of school) of a student with a disability in excess of ten (10) school days cumulatively in one school year, a special education team meeting at the school will be convened to discuss the student's discipline. The meeting may be held up to ten (10) days after the removal of a student from school under paragraphs A or B above.

E. The special education team will determine whether the alleged conduct was a manifestation of the student's disability. The team will determine if (1) the alleged conduct was related to the student's disability; or (2) the student was inappropriately placed at the time of the offense and the likelihood that a change in the student's program and / or placement would alleviate the misconduct leading to the discipline proposed. If the special education team (IEP) team determines that none of the above standards are met, the student may be disciplined according the Student Code of Conduct. With exception if a student eligible for special education or related services under the I.D.E.A. may not be denied a free appropriate public education. If any of the standards are met, the student may not be suspended, expelled or moved to an alternative placement for longer than ten (10) days in one school year, but may be disciplined in accordance, with the student's IEP, and the team should review the student's IEP or 504 Plan and placement.

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F. A parent / guardian who disagrees with the special education (IEP) team's determination or the Principal 's disciplinary decision may request a meeting to review the decision. If the student has been placed in an alternative school / program, the student will remain in the alternative placement until the due process hearing officer renders a decision or for 45 days, whichever occurs first, unless the school and parent(s) / guardian(s) agree otherwise.

G. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 and who is currently engaging in illegal use of drugs or use of alcohol, may be disciplined to the same extent that students without disabilities are disciplined.

H. Nothing stated herein shall preclude an IEP team from placing a student with a disability, determined to have brought a firearm or weapon to school, in an interim alternative educational setting in accordance with State and Federal law.

Definitions Used in this Section:

"Student with a disability" refers to a student eligible for special education or related services under either: (1) the Individuals with Disabilities Education Act (I.D.E.A.), as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act of 1973.

DRESS CODE

Pike Creek Charter School believes all students should be considered equal. The school's philosophy of professionalism and decorum should be reflected in the style of dress for students, teachers, and administrators. To abide by this, we have adopted a board-approved dress code that includes school shirts and sweaters with embroidered school logos, which can be purchased through the school's local vendor, Monogram Specialties, Rush Uniform, or Lands End.

Shirts

School shirts, with the board-approved Pike Creek Charter School logo, must be worn at all times during school hours. There are two styles of shirts available: short and long-sleeve polos and button-down oxford styles. Shirts must be tucked in at all times. No more than the top two buttons of the shirt may be left open. The school logo must be visible at all times. Altering of required school shirts and/or logo is not permissible. Long sleeve garments may not be worn underneath school shirts that have short sleeves. An acceptable alternative is to wear long sleeve school shirts or school sweaters. Turtleneck shirts are allowed to be worn under long sleeve shirts only and must be a solid color.

Sweaters

School sweaters with the embroidered 6–8 school logo are the only permissible outer garments to be worn in class. School sweaters are available in a cardigan style and crew and V-neck pullover styles. The sweater must be worn with a school shirt underneath. Blazers, coats, fleeces, jackets, sweatshirts, etc. may not be worn in class. Outer garments (other than sweaters) must be stored in the student's homeroom and may not be carried to class.

Pants

Students in grades 6–8 must wear dark navy or khaki pants that are purchased from Monogram Specialties, Rush Uniforms, or Lands End. Pants should fit appropriately, being neither too tight nor too loose. Additionally, pants should not be too long; they should not drag on the ground. Pants should be worn at the natural waist at all times.

Skirts, skorts, and shorts

Skirts, skorts, and shorts are permissible; however, they must be purchased through the school's local vendor, Monogram Specialties, Rush Uniforms, or Lands End. Skirts, skorts, and shorts may not be shorter than four inches above the knee. Students are not permitted to wear leg warmers, printed

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patterns, or leggings.

Jewelry, hairstyles, and accessories

Excessive jewelry, make-up, hairstyles, or other accessories that are deemed by the school administration to be distracting or distasteful will not be permitted.

Hairstyles should reflect the atmosphere of decorum desired by the school. Unnatural color dyes, spiked hair, shaved symbols and Mohawks are examples of hairstyles that are not acceptable. Individual cases will be addressed by the administration.

The only permissible body piercings are earrings. Earrings must be no more than a nickel size to minimize distraction. Students are permitted to wear jewelry, however Pike Creek Charter School discourages wearing any type of valuable articles that could resent hardship if lost or stolen. Expensive articles are worn at your own risk. Pike Creek Charter School does not assume responsibility for articles lost or stolen.

Hats, bandanas, sweatbands (head and/or wrist), and sunglasses are all considered inappropriate for regular school wear.

Writing on hands and arms, including temporary tattoos, is not appropriate and is not allowed.

Shoes

Flat-soled dress shoes or athletic shoes may be worn all year round, but they cannot be tattered. Footwear should be secured on the foot (laces tied, velcro fastened). Sandals, open back shoes, light up shoes, Crocs, moccasins, cleats and heeley shoes (shoes with wheels) are not permitted.

Boots are permitted if the pant legs lay over the boots. Boots may not be worn with skirts, skorts, or jumpers. Pants may not be tucked into any type of footwear. Students must wear shoes and solid colored socks at all times.

CONSEQUENCES FOR VIOLATING DRESS CODE

The administration reserves the right to determine whether a student is in compliance with the dress code and to specify consequences for non-compliance. Any inappropriate or distractive appearance will be addressed by the administration on an individual basis.

Minor dress violations such as untucked shirts will result in verbal warnings or the issuing of demerits. Failure to follow repeated warnings could be considered insubordination.

Students who do not dress in accordance with the dress code may not attend classes until correction is made. If correction is not practical, parents will be contacted and will have to provide appropriate clothing for their child before he/she is permitted to attend classes. If parents cannot be contacted, the student will remain in the school office for the remainder of the day.

Repeated failure to conform to dress code may result in more severe penalties.

The following are examples that will result in restriction from classes:

- 1) Non-school shirt
- 2) Non-conforming pants, shorts, skirts
- 3) Shorts or skirts that are more than four inches above the knee

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- 3) Clothing that is overly tight or baggy
- 4) Defiance to adhere to dress code (ex. refusing to tuck shirt in)
- 6) Unacceptable piercing or hairstyles
- 7) Any major inappropriate or distracting appearance as deemed by the administration

DRUGS

Use, possession, or distribution of drugs, look-alike substances and/or drug paraphernalia at Pike Creek Charter School is absolutely forbidden. Any involvement with drugs is an offense that could result in expulsion. If a student uses drugs, is in possession of drugs, or is found under the influence of drugs during school time, on the school property, on a school bus, or at activities sponsored by the school, the student will be suspended immediately, the police contacted, and the student will be required to appear before the Review Board.

EXTENDED LEAVE FOR STUDENTS

An extended leave for students is defined for Pike Creek Charter School as ten or more days away from school, where the student is in good standing (as defined below) and is temporarily residing out of state. Both the parent(s) and the school administration must agree that the period of leave is for good cause, and the following provisions apply.

Pike Creek Charter School discourages extended leaves of absence for students. Parent requests for students to be out of school for an extended period of time (for example, a parent's work requiring a temporary transfer or sabbatical out of state, a family emergency in another country, etc.) will only be considered if the following conditions are met:

- 1) The total time of the extended leave not be for more than 90 school days,
- 2) The leave must not be take place during any of the first 30 school days of the year,
- 3) The leave must not take place during more than one school year,
- 4) The student's past academic performance must be very good,
- 5) The student's past behavioral performance must be very good,
- 6) If an extended leave is granted it may not be granted in subsequent years,
- 7) The parent must agree to the School's conditions regarding withdrawing from the school and subsequent re-admittance,

It is understood that teachers are not expected to provide students with work in advance prior to the period of leave, nor are they expected to provide make-up work for students when they return.

FIELD TRIPS

Administration may determine that a student is not meeting the school's standard for decorum. If such a determination is made; a parent or guardian may be required to accompany the student on the field trip.

FIGHTING

Fighting in school will result in immediate removal from the building of both parties. During this time, the administration will attempt to ascertain who was at fault. If the fault can be determined, further action (suspensions and/or appearance before the Review Board) could result. In addition, depending on the severity of the fight, a longer suspension period and police contact may result.

In many situations, a student has the opportunity to walk away and report an incident involving physical contact. However, if a student retaliates to the initial physical contact, he or she could be held culpable for fighting.

Students who witness a fight are responsible for leaving the area to get help. Spectators who encourage fighting will be subject to disciplinary action.

Referral to Police Agency is required for students who intentionally and offensively touch a staff member who is attempting to break up a fight or who is attempting to keep a student from injuring him/herself or others. Recommendation for expulsion may be considered.

FIRE/EMERGENCY/LOCKDOWN DRILLS

Fire/Emergency/Lockdown drills are held monthly at unspecified times. It is important that students learn the correct procedure in each of their classes. Students should walk quickly and quietly from the building using the exit designated for each room. During a lockdown drill students must follow the classroom teacher's instructions verbatim.

FOOD AND DRINK

Homeroom and during lunch, are the only places and times in the building where food and drink may be consumed. Food or drink may be permitted in classrooms for special occasions if prior approval has been granted by the administration. Students who eat and/or drink in areas other than the designated lunchroom or who carry food and/or drink into classrooms or hallways will have these items permanently confiscated and may be issued a demerit. Gum chewing in school is not permitted. The faculty of PCC would like to discourage soda being sent to school for lunch or other school functions.

FORGERY

A. Creating a false document to be used for school purposes (i.e. school passes, parental notes).
B. The willful act of imitating or counterfeiting the signature of parents/legal guardian or custodian, teachers, or administrators, for the purpose of deceiving a Pike Creek Charter employee. A student who violates this policy will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of forgery in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

HAZING

Hazing of any kind is prohibited at the school. The willful act of ridiculing, harassing or causing participation in embarrassing pranks as a form of induct or initiation into a group/organization/sport. A student who violates this policy will immediately be removed from the building; parents will be contacted and will appear before the Review Board. Participating in hazing may result in suspension, removal from organization, sport or activity, in school alternatives and may be referred to the court or police if administrator deems necessary. A parent conference is required before re-admission. Reference 14 Del C. 9301-9304

GAMBLING

Gambling of any kind is prohibited at the school. Money and paraphernalia will be confiscated when the activity is discovered. The student may also be required to appear before the Review Board for further disciplinary action.

GRADING SYSTEM

Report Cards will be issued three times per year. The grades displayed will be in numerical form.

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Although traditional letter grades will not be displayed, Pike Creek Charter School recognizes the following grading scale:

A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	76-79
D+	72-75
D	70-71
F	< 70

HEALTH SERVICES

A nurse is on duty every school day. If a student becomes ill, the student should get permission from his or her teacher to report to the nurse. If a student is not in class or there is a real health emergency, the student may report directly to the nurse. A student should never remain in a lavatory. Parents should report to the nurse's office to pick up a child who is ill. Parents should only respond to the school nurse's recommendation for a student to be sent home. Student requests for early dismissal should not be entertained.

Students ill with a fever or vomiting should stay at home until 24 hours after symptoms have ended. Any student returning to school after having a communicable disease or after having a limb cast must first see the nurse before proceeding to a classroom.

Parents must complete an "Emergency Card" and promptly return it to the homeroom teacher. The "Emergency Card" enables the nurse to notify parents or guardians in case of illness or injury. Please note that parents need to inform the school nurse if anyone other than those listed on the emergency card will be sent in to school to pick up a child. Upon arrival, picture ID will be required before that person will be allowed to leave with the child.

If a student requires special medication, the student must register the medicine with the school nurse in her/his office and the medicine must be taken in the presence of the nurse in her/his office. All prescription medication must be in the original container with clearly labeled directions and accompanied by a parents note.

A student may have an asthmatic inhaler in his or her possession for self-medication as long as it is a prescription drug and a parent permission slip for the student to self medicate is on record in the school nurse's office. The inhaler MUST be used in the nurse's office and an asthma action plan must be kept on file.

Chronic illnesses must be documented with yearly physician updates. All emergency medications require current directives from a doctor and will be stored in the nurse's office. The nurse must be informed of any chronic conditions or life threatening allergies and provided with appropriate medication.

Any student who has sustained an injury requiring doctor's care must have written permission to resume gym class or other physical activity. In addition, readmission to school from the emergency

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room requires written clearance from that student's health care provider.

Please note that if you are new to the public school system, a new physical and TB test are required upon admission to Pike Creek Charter School. This is the law.

HOMEWORK

Assigned homework is to be completed at home and is an extension of the concepts learned in class. Homework often serves to reinforce and supplement the lesson. Students should anticipate approximately 15 minutes of assigned homework per core subject class taken (e.g., six classes would involve 1.5 hours of homework nightly). Please keep in mind that differences in ability level may alter the time spent in certain subject areas. Additional time may also be required for studying for tests and completion of special projects. It is especially important that homework be completed and handed in on time.

HOMEWORK FOR ABSENTEES

Parents or guardians should call the office before 10:00 a.m. to request homework assignments for students who are absent for 2 or more days. Please note teachers require 24 hours to assemble all missed materials. Teachers are not required to provide work missed prior to a vacation. As this is an unexcused absence, upon the students return to school, the teacher may or may not provide an opportunity for missed work to be made up.

HONOR ROLL

Pike Creek Charter School will issue an Honor Roll after each marking period. To be named to the Distinguished Honor Roll, students must earn all A's (93%) or higher in all subjects. To be named to the Honor Roll, students must earn a grade of B (85%) or higher in all subjects.

INAPPROPRIATE SEXUAL BEHAVIOR, SEXUAL HARRASSMENT, TOUCHING AND/OR EXPOSURE

Any act of inappropriate sexual behavior, sexual harassment, touching and/or exposure will be treated as criminal offenses and will be reported to the appropriate authorities, and the student will be required to appear before the Review Board. The following definitions should be considered: Unwanted sexual advances, unwanted requests for sexual favors, or inappropriate touching of a sexual nature; Inappropriate oral or written statements of a sexual nature, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats; The display of pictures or other items of a sexually explicit nature; Repeated remarks or jokes with sexual or sexually demeaning implications; any act which would be considered sexual harassment under Delaware Code Title 11.

INFLAMMATORY ACTIONS

Inflammatory actions are language, gestures or actions, which might create or are intended to create a disturbance. Inflammatory actions on the part of a student will lead to a parent conference, demerits being issued, and possible suspension from school.

INJURY

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If an accident occurs during the school day, the student will first report first to the teacher on duty. The teacher will then permit the student to go to the nurse. All accidents that result in injuries – even minor injuries – must be reported to the nurse and to parents.

LASER LIGHT

A laser pointer is a dangerous instrument when used in a manner that intentionally or recklessly presents a risk of injury to a person's eye. Laser lights are not permitted in school or any school related activity. A student found in possession and/or using a laser pointer will be suspended from school.

LATE FOR SCHOOL / EARLY DISMISSAL

At Pike Creek Charter School we believe that coming to school on time and remaining in school for a full day is imperative for a successful educational career. Every effort should be made to assure that students arrive at school on time and stays in school until dismissal (7:15-2:25). If a student is late to school or has an early dismissal, he or she must present a note stating the reason for lateness or early dismissal. Instructional time is lost when a student misses any portion of the academic day. When a student accumulates any combination of 5 unexcused late arrivals and/or unexcused early dismissals, a student detention will be issued. For every additional combination of 5 unexcused late arrivals and/or early dismissals an additional detention will be issued.

Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc. are not acceptable excuses, and will be listed as unexcused. Reasons such as personal illness, medical or other physical or mental health care appointments and appearances in court will be considered as excused lateness when verified by a note from home.

LEAVING SCHOOL

Pike Creek Charter School is a closed campus. Students are not permitted to leave campus during school without parent permission and administrative approval. The “campus” refers to the school building, and outside areas utilized regularly during recess and physical education. This closed-campus policy is also in effect during half-days and other abbreviated school days. Students arriving by bus or other means of transportation are to proceed directly to the school. Students are not permitted to loiter in non-school areas (including the parking lot) either before or after school. Students who leave campus without parental and administrative permission or who are in unauthorized areas will serve two one-hour detentions for the first offense and will be suspended for subsequent offenses.

LOITERING

Loitering is a student's unauthorized presence in an area. A student who violates this policy will receive a demerit.

LOST AND FOUND

We urge students to label all articles of clothing, especially Pike Creek Charter School books and shirts as well as items that students may own such as calculators and musical instruments. Students are encouraged not to bring large sums of money or items of great value to school. School officials cannot be responsible for the loss of any item. Any found article will be sent to the Main Office or the School Store. If an item is not in the lost and found, a student or parent should report the missing item to a staff member in the office. Periodically unclaimed items in the lost and found will be

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donated to the Goodwill or other charitable organizations.

OFFENSIVE TOUCHING

Offensive touching is intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the person. A student guilty of offensive touching will be subject to suspension and possible police involvement.

OUT OF SCHOOL CONDUCT

The Code of Conduct applies to out of school conduct of a student if the school believes that student presents a threat to the health, safety or welfare of other students and staff. In such cases, the school may take appropriate action including expulsion. 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;
- The sale and transfer of drugs/alcohol that would constitute an offense punishable by law.

The purpose of this section is to exclude from Pike Creek Charter School students who have been charged with or convicted of serious crimes and whose presence represents a potential threat to the health and safety of students and staff.

POSSESSION OR USE OF TOBACCO AND TOBACCO RELATED PRODUCTS

As per Pike Creek Charter School's official tobacco policy, possession or use of tobacco and tobacco related products by students is not permitted in the school buildings, on school grounds, in leased or owned vehicles, even when they are not used for student purposes, and at all school affiliated functions. A student violating this policy will be suspended from school. Subsequent violations will result in longer suspensions and may involve more serious disciplinary measures including an appearance before the Review Board for possible dismissal.

POSSESSION OF A FIREARM* OR WEAPON/DANGEROUS INSTRUMENT OR LOOK ALIKE WEAPON/DANGEROUS INSTRUMENT

Possession of a firearm, weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument, and/or conspiring to conceal or hide a firearm or weapon/dangerous instrument. A weapon/dangerous instrument is defined as any instrument from which a shot may be discharged; a knife of any sort; switchblade knife; box cutter, razor; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or using in an aggressive and threatening manner articles commonly used for other purposes. A student violating this policy will immediately be suspended from school and the police will be contacted. In addition, the student will be required to appear before the review board.

*Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year. The possession of a BB gun or knife will require a recommendation for expulsion. The Superintendent may modify such expulsion requirement to the extent a modification is required by Federal and State law. This provision is in compliance with Federal Gun Free School Act of 1994. Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

PROMOTION AND RETENTION

In order to advance to the next grade level, a student must successfully pass all core subjects during the school year by demonstrating 75 % proficiency. Core subjects include math, science, language

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arts, reading, and social studies. Failure of any three core subjects or a total of any four subjects in one year will result in dismissal from the school.

To graduate, students at PCC must demonstrate that they are on a college trajectory and that they are prepared to be service-oriented leaders who can address complex academic and community issues. **In addition to the promotion requirements of demonstrating 75% proficiency in Math and English Language Arts in their final grade. It is the boards’ decision to promote or retain a student that has failed two or more classes at the end of the year. In addition 8th grade students must also complete the following projects:**

Content	8 th Grade Exit Standards
<p>English Language Arts and Social Studies</p>	<p>Capstone Research Paper</p> <p>PCC 8th graders will complete and receive a passing grade on an 8-page research paper on a topic related to their Capstone Service Project. The paper will</p> <ul style="list-style-type: none"> • Clearly communicate a research topic or thesis with supporting evidence • Be clearly organized and logically sequenced with each paragraph including a main idea and supporting evidence • Use research from multiple credible sources (including newspaper articles, internet journals, books, primary resources and interviews.) • Include a works cited • Visual representations
<p>Math</p>	<p>PCC 8th grade students will pass a rigorous algebra exam that will demonstrate that they are prepared for math course in a college-preparatory high school program.</p>
<p>Science</p>	<p>Professional Scientific Report</p> <p>PCC 8th Graders will complete and receive a passing grade on an original scientific project focused on healthy and/or fitness. Students will define a question related to their topic and collect and analyze data. The report will be presented to an audience that includes board members, teachers, community members, students and parents. PCC staff members will give</p>

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	feedback that will be incorporated into the final draft.
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Capstone Service Project: During their 8th grade year, PCC students are expected to design, plan and lead a service project at school or in the broader community. Students will work in a team to identify an area of need in the community and propose a project to address it. Once their Crew Advisor approves their proposal, students will be responsible for organizing and implementing the project, recruiting 6th and 7th grader to help carry it out. Student teams will give an oral presentation about their work, reflecting on growth in leadership and commitment to service.

Student Success Plan: At the beginning of their 8th grade year, students will begin to develop the Delaware required Student Success Plan. The success plan for Pike Creek Charter Students will be a six-year plan, which includes 8th grade, 9-12 grade (high school) and one year beyond high school. The plan will be developed and updated annually by the student, student’s crew mentor, an additional staff member and their parent(s), guardian(s) or relative caregiver through the Student Success Plan online program. The plan will include courses needed for entry into the workforce or post secondary education. In addition to courses, the plan will include support services necessary to prepare the student to graduate from high school. The students’ crew mentor will actively monitor the plan for progress at the end of each trimester. Support services will be provided to students who are failing, in danger of failing or not making progress towards their plan’s goals. The student success plan will be transferred to their high school of choice at the end of their 8th grade year to continue the progress of their plan.

In addition to the requirements of the Delaware Student Success Plan, students will also complete a path to college plan. Starting in 7th grade, students at PCC will attend 3-5 college visits and complete a path to college project. The project will include their student success plan along with descriptions of colleges they would like to attend and their criteria for selecting them, as well as a description of the high school they plan to attend and the courses they will need to take to ensure that they will gain admission into a selective college (also included in student success plan). In addition, students will conduct and present research on the costs of college, the types of funding available and the ways in which students can access these resources.

RELEASING STUDENTS TO PERSONS OTHER THAN PARENT / GUARDIAN / CAREGIVER

As Pike Creek Charter School is a closed campus; students are not permitted to leave campus during school without parent permission and administrative approval. If someone other than a parent, guardian, or relative care giver (as identified on the Emergency Card submitted at the beginning of the school year) requests a student to be released to their care, a notification from the student's parent or guardian is required. Notification from the parent can take the following form: letter, email or phone call. The person picking up the student will be asked to show photo identification. Pike Creek Charter School

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may call the phone numbers listed on the Emergency Card to verify information. If verification cannot be ascertained to the satisfaction of PCC administration, the student will not be released.

REPORT CARDS

Report Cards will be distributed each trimester. The trimester reports will indicate the performance and accomplishments of the student during that trimester. The student will receive a grade for performance and accomplishments of the class assignments, and comments regarding his/her performance and behavior in class. The first two trimester reports are to be signed and returned to the child's teacher. The final report will be mailed home.

REVIEW BOARD

The Review Board is an advisory group to the Principal made up of three teachers selected by the faculty. One or two alternates will be selected in the event that a Review Board member is absent or has a conflict of interest. The Review Board convenes with parents and the student whenever a serious offense has been or may have been committed by the student, or when a student reaches 15 or more demerits, excessive absences, or when referred by the administration for repeated classroom misbehavior and/or violations of school regulations. A serious offense is one that can result in a dismissal (examples would be: involvement with drugs, alcohol, or weapons at school or at school sponsored events; vandalism; stealing; false alarms; etc.) A student is suspended from school from the date of administrative action until the date of the Review Board hearing. The Review Board determines the facts, reviews the student's cumulative performance, and recommends specific action to the Principal.

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

SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of books, calculators, computers, supplies, and all other school property. Students are responsible for the replacement cost of any school property that may be damaged, lost, or stolen. Students should not bring expensive clothing valuables or large amounts of money to school. Pike Creek Charter School is not responsible for damaged, lost, or stolen personal property.

SEXUAL HARASSMENT FOR A SCHOOL SETTING

Definitions:

Sexual Harassment – A form of discrimination based on sex that may encompass sexual abuse and misconduct. Included are objectionable comments, or conduct of a sexual nature, that may affect a student's personal integrity, personal embarrassment, or security, or the school environment.

Objectionable behaviors may include comments or conduct that are not overtly sexual but nonetheless cause personal embarrassment to a student, based upon that student's gender.

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Sexual Abuse – Verbal or physical conduct that would amount to:

- Touching, for a sexual purpose, directly or indirectly, with a part of the body or with an object, any part of the body of a student,
- An invitation to or engagement in sexualized contact,
- Sexual exploitation,
- An indecent act,
- An exposure of private body parts,
- A sexual assault or other crime, which may affect the personal integrity, security of any student, or the school environment.

Sexual Harassment and Sexual Abuse offenses may result in suspension and /or dismissal (expulsion). In addition to any action taken by school officials, the school will comply with applicable notification requirements to the Department of Education and/or police.

STEALING, POSSESSING/TRANSFERRING STOLEN GOODS

Taking, possessing or transferring the property of another without consent of the owner is considered stealing. Students who steal, possess or transfer stolen goods jeopardize their privilege of attending the school. Each case will be reviewed by an administrator who may then refer the matter to the Review Board to determine the appropriate penalty. Proper restitution must always be made.

STUDENT AGREEMENT FORM

In order to ensure a positive learning experience for all students, each student at Pike Creek Charter School is required to sign and abide by the Pike Creek Charter School Student Agreement Form. By signing this agreement form, students promise to take responsibility for their learning, maintain a high level of decorum at all times, and make a positive contribution to the school and community.

SUSPENSIONS

(See “Disciplinary System”)

Suspensions are administered for serious infractions of the rules such as insubordination, fighting, smoking in the building, being in unauthorized areas, major disruptions, repeated misconduct, and vandalism. While serving a suspension, a student may not be on school property for any reason during the school day. The student may not attend nor participate in any school-sponsored activities (plays, concerts, athletic events, rehearsals, practices, etc.) While suspended any work missed should be made up according to guidelines under make-up work.

Any behavioral infraction resulting in suspension will be assigned 2 to 5 demerits. When a student is suspended, a parent is contacted immediately by phone. A student is not permitted to leave the building until a parent arrives. A letter outlining the reason for the suspension follows telephone notification. If a parent cannot be contacted, the student may remain in the school office for the remainder of the day.

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology at Pike Creek Charter School is a privilege – not a right. Inappropriate use or vandalism by students will result in disciplinary action and limitation/cancellation of user privileges appropriate to the offense. If damage occurs due to willful misconduct, the user may be permanently restricted from the use of technology and charged for the cost of repair or replacement for such damage. Before students are permitted to use Pike Creek Charter School technology all students and

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their parent(s) / guardian(s) must sign the "Acceptable Use Policy" and return it to the school office.

TERRORISTIC THREATENING (including false alarms)

- 1) A threat or attempt to do bodily harm to another without physical contact;
- 2) Any act leading to a full or partial evacuation or lock down of a building
- 3) Possession or use of fire crackers, pepper spray, mace, or stink/smoke bomb starting a fire in the lavatories or any other part of the building.

Terroristic threatening will result in suspension and a report will be made to police and/or fire authorities. In addition, the student will be called before the Review Board.

Referral to Police Agency is required for students upon showing of intentionality or malice for terroristic threatening against a staff member. Recommendation for expulsion may be considered.

TEXTBOOK

If a book is damaged, destroyed or lost, restitution will be expected. If a book is destroyed or lost, the responsible person (i.e., the student and his/her parent/guardian) must make restitution to the school in the amount of the full replacement cost for that book. If a book is damaged, the school administration will assess a prorated cost equivalent to the depreciation of the book over its expected years of normal usage. If a student has been classified as "free and reduced lunch eligible" for the year in which the book was lost, damaged or destroyed, the school will offer the responsible person the opportunity to provide public service hours to the school, as determined by school administration, in lieu of all or part of the required financial reimbursement.

USE OF DISTRACTING ITEMS

Students are prohibited from bringing to school any personal music playing devices, toys, or any other items which are distracting to the educational atmosphere. Pre-approved recess items may be brought to school. However, PCC is not responsible for lost, damaged, or stolen personal property. Students violating this policy will have the item confiscated and turned over to an administrator who may return the item to the student at a later date. Subsequent violations may result in a demerit being issued; parent contact, permanent confiscation, and additional consequences. A student who refuses to turn over a distracting item to a staff member will be considered to be insubordinate and may be liable for additional disciplinary action.

VANDALISM / DESTRUCTION OF SCHOOL PROPERTY

The school cannot tolerate vandalism of any kind. If guilty of vandalism, the student will be required to pay for the damages and be referred to the administration for further disciplinary action. If the vandalism is significant, the student will be suspended and brought before the school's Review Board. If necessary, the matter will be referred to the police.

** Pike Creek Charter Middle School will ensure compliance with 14 DE Admin Code 601 and 14 Del Code §4112 by providing training on mandatory school crime to administrators and teachers. School administrators will attend required DOE trainings on the mandatory school crime reporting law as required by 14 DE Admin Code 601. Staff will receive training on their duty to report specified incidents of misconduct to school administration. School administration will use DOE School Climate and Discipline program manager and DOJ Ombudsperson for technical assistance regarding the Mandatory School Crime Reporting Law.

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