



Scholar Handbook

July 2009

From Howard to Harvard, every child prepared for
college – no excuses.

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**** MESSAGE FROM THE LEAD FOUNDER**

We are honored to establish an educational partnership with Delaware community members through the establishment of Delaware College Preparatory Academy. It is our mission to ensure that every single child that is entrusted to our care receives the highest quality elementary education – one that will prepare every child with a solid academic and behavioral foundation and that will push each child to reach their fullest potential. Our commitment to prepare children for college through the structured implementation of a proven curriculum delivered by qualified and compassionate teaching staff is reflected throughout our school and in our interaction with students and parents.

Our school design is very innovative and designed to address the needs of our students. It focuses on intense literacy instruction, over 160 minutes each day, comprehensive mathematics instruction, over 80 minutes each day, along with traditional classes in social studies, science, and art and music. Our school culture is one in which ‘smart is cool,’ honesty is expected and highly valued, positive reinforcement and praise promotes positive student behaviors and students are taught how to be supportive of one another and work effectively as a community. Our DREAM values support our academic aims – Determination, Responsibility, Excellence, Ask and answer questions and Mission-centered. Those same values also support our character aims – Discipline, Respect, Enthusiasm, Attitude, Manners – and help us to establish a set of community expectations that all teachers, administrators, parents and students understand and agree upon.

We focus intently on setting a clear and firm expectation in the minds of all students that college graduation is the ultimate goal for each of them. Just as all students currently understand that they will transition from elementary school to middle school to high school, all of our graduates will leave with a clear understanding that after high school comes college. Students will clearly see and understand the correlation between working hard now and the impact that this will have on their futures. All students, including students in kindergarten and first grade, will be able to name colleges and universities and will participate in school trips and activities that include visiting a college or university at least once each year. We provide a school culture that clearly defines and supports this college expectation and partner with parents to reinforce this important message at home.

Thank you for making a decision that will have a long and lasting positive impact on the educational achievement and life long success of your child. We are honored and privileged that you have selected to be part of our school community. If you have any questions, comments or suggestions, please do not hesitate to contact us.

Sincerely,
Nita Roberson
Lead Founder, Delaware College Preparatory Academy

WELCOME TO DELAWARE PREPARATORY ACADEMY

Thank you for choosing to enroll your child in Delaware College Preparatory Academy. We are excited about advancing the academic achievement of our youngest children and working vigorously to eliminate the achievement gap.

Delaware College Preparatory Academy ensures that our kindergarten through grade five students are prepared to succeed in the most demanding college preparatory middle and high schools in the nation. Through a structured, disciplined and academically rigorous environment, our students master core skills needed to succeed academically – reading, writing and math. An extended school day and an extended school year allow us to provide more intense academic preparation than what is traditionally provided in public schools. Students will receive over 160 minutes of literacy instruction daily (which includes 40 minutes of writing development), and 80 minutes of mathematics instruction every day. Students will also receive instruction in science, social studies, art, and music for 80 minutes per week in each subject area. Modeled after other successful college preparatory elementary school programs, we provide an education that rivals that which is found in the nation’s most elite private, independent and suburban schools – an education that is made available from public dollars and is accessible for all children, especially those from limited means.

Our approach to educational excellence is simple. We do what has been *proven* to work in the best schools across the country.

- We hire the best teachers.
- We believe that all students can achieve.
- We set high academic and behavioral expectations.
- We use data continuously to drive our curriculum and staffing decisions.
- We make no excuses and take full responsibility for our students’ success.

Our educational design uses a two-teacher instructional model in grades Kindergarten through grade three, maintains consistency in program pacing and delivery, requires a school-wide usage of the same systems and structures, and utilizes flexible ability grouping to meet the diverse needs of our students. We infuse character development within our more traditional academic framework and also create and maintain a school culture grounded in the expectation that all of our students can and will go to college.

We believe that there is nothing more important than ensuring that all children have an equal opportunity to succeed in this country. To be trusted with this responsibility is a tremendous privilege and we look forward to the opportunity to partner with you as we begin this important work together.

MISSION

Literacy is *the* key factor in academic success. Therefore, it is critical that the ability and desire to read begin early.

Delaware College Preparatory Academy ensures that our kindergarten through grade five students are prepared to succeed in the most demanding college preparatory middle and high schools in the nation. Through a structured, disciplined and academically rigorous environment, our students master the core skills needed to succeed academically – reading, writing, math – and are also well prepared to succeed in life.

EDUCATIONAL PHILOSOPHY

We believe that a strong academic and character foundation in the early elementary school years is necessary for future academic and life success. According to the National Research Council, “Academic success, as defined by high school graduation, can be predicted with reasonable accuracy by knowing someone’s reading skill at the end of 3rd grade. A person who is not at least a modestly skilled reader by that time is unlikely to graduate from high school.” Research further indicates that early intervention with low-income students and others who may be at risk of academic underperformance is critical and most effective when started in the earliest grades. Reading is therefore an integral part of our educational program. We want to be sure that all of our Scholars, regardless of their background and socioeconomic status, receive early exposure and immersion into reading, language and vocabulary.

In addition to strong reading skills and habits, we also believe that our Scholars must receive a solid foundation in math, science and social studies. Delaware College Prep Scholars will receive 80 minutes of mathematics instruction every day, and 80 minutes of science and social studies instruction every week. Music and art classes are also incorporated into our weekly schedules. Our extended school day and year provides the platform that enables us to incorporate extended reading and math classes while providing additional core classes and enrichment classes on a regular basis.

“Academic success, as defined by high school graduation, can be predicted with reasonable accuracy by knowing someone’s reading skill at the end of 3rd grade. A person who is not at least a modestly skilled reader by that time is unlikely to graduate from high school.”

– Nat’l Research Council Report, “Preventing Reading Difficulties in Young Children

BE THE DREAM

At Delaware College Preparatory Academy we believe that education has two components – one that focuses on building academic competencies and one that focuses on building strong character. Our Scholars will receive weekly character-based classes that incorporate story telling and discussion to model, teach and reinforce key character values such as discipline, respect, enthusiastic engagement, a positive attitude, and manners. Dr. Martin Luther King, Jr. stated that the function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education. Inspired by the words of Dr. King and by the success of students who have overcome many obstacles in their early lives to go on to prestigious high schools, colleges and careers, we have established a dual set of what we identify as Delaware College Prep’s *Be the Dream* core values. Every Delaware College Prep student is expected to achieve in school, behave well, and head on successfully to college - in other words, every student is expected to *Be the Dream*.

“Intelligence plus character – that is the goal of true education.”

- Martin Luther King, Jr.

The *Be the Dream* Core Values consist of two components – Academic Aims and Behavioral Aims.

ACADEMIC AIMS		CHARACTER AIMS	
Determination	Work hard and never give up. Stay focused on your goals.	Discipline	Make good choices.
Responsibility	Make no excuses.	Respect	Be honest. Be kind.
Excellence	Don’t be good - be great.	Enthusiastic Engagement	Be an active learner.
Ask and Answer Questions	Participate in class. Ask questions to make sure you understand.	Attitude	Be nice.
Mission centered	Go to college.	Manners	Be polite.

By teaching, reinforcing, and exercising a common set of key academic and character aims that lead to high achievement and positive behaviors, we will effectively inspire and instill within our Scholars a set of values and habits that will benefit them throughout their lives.

SCHOOL HOURS

Delaware College Preparatory Academy will have an extended school day and an extended school year. This extra time in school provides our Scholars with over 160 minutes of literacy instruction and 80 minutes of math instruction each and every day. It also allows us to continue to provide instruction in social studies, science, physical education, art and music each week.

Daily Affirmation

**This is the way – hey
We start the day –
hey
To get the
knowledge – hey
To go to college –
hey
But don't stop there
– hey
Go anywhere – hey
This is the way – hey
We start the day –
hey**

Students will be expected to arrive at school every day no later than 7:30 a.m. Doors to the school will open at 7:15 a.m. **Students arriving after 7:30 a.m. will be considered late.** Breakfast will be from 7:30 a.m. – 8:00 a.m. followed by the daily community meeting. Community meetings are daily achievement rallies in which teachers, administrators and students chant and provide positive praise for academic accomplishments and demonstrations of *Be the Dream* behaviors. Each day Scholars will repeat a daily affirmation that reinforces their commitment to attend college.

Instruction in core content areas begins at 8:00 a.m. and daily instruction ends at 4:00 p.m. on Monday, Tuesday, Thursday and Friday. PLEASE NOTE: Every Wednesday is early dismissal day. Students will follow an abbreviated school schedule. **All students will be dismissed on every Wednesday at 12:30 p.m.** Parents

will be required to make arrangements for the appropriate care for their children. Wednesday afternoons will provide the staff with dedicated time to engage in ongoing professional development and strong review of curriculum planning and student achievement. The daily schedule is located in the Appendix.

The 2009-2010 school year will begin with student orientation on Monday, August 17, 2009 and will end on Friday, June 25, 2010. The first and last weeks of school will be ½ days. The school year will last approximately 198 days. The school calendar is located in the 'Days of the Week' tab in your orientation binder. You may also receive a copy from the office at any time throughout the year. Delaware College Prep will adhere to all of the state holidays and testing dates as reflected in the Delaware Department of Education calendar. In the event of severe weather, resulting in a school opening delay or weather cancellation, Delaware College Preparatory Academy will post notices on local television stations.

ATTENDANCE

Students will not achieve academic success if they do not come to school. We will be unable to deliver on our promise to provide our Scholars with strong academic and behavioral instruction unless parents partner with us to ensure that Scholars come to school every day and on time.

Because of our commitment and dedication to the academic achievement of your child, our attendance policy is strict. Therefore, it becomes critical for the success of your child that **school attendance is a sacred commitment that is never interrupted nor compromised during the school year.** Please note all of the following regarding attendance at Delaware College Prep:

- Students who are never absent during the school year will be congratulated for demonstrating strong leadership and for upholding the *Be the Dream* values.
- Students are expected to be at school every day. Due to the intensity and pace of our academic program, missing a day significantly jeopardizes the student's achievement. Parents are expected to reinforce this principle and only allow their child to miss a day in the event of a serious illness.
- **Any day missed**, regardless if the day missed is a result of an excused reason (i.e., doctor's note) will be considered an absence. A student's file will reflect the type of absence – excused or unexcused – but will still show an absence. All absences impact a student's ability to be acknowledged for perfect attendance.
- Scholars should not be pulled out of the school day early. It is expected that all students will be in attendance Monday, Tuesday, Thursday and Friday from 7:30 a.m. – 4:00 p.m. and Wednesday from 7:30 a.m. – 12:30 p.m. We will not release students early without prior notification in writing. Such notification should be given to the Office Manager.
- Parents should make every attempt to schedule appointments for their child outside of school hours such as on Wednesday afternoon after 12:30 p.m., in the evenings after 4:00 p.m. or on the weekend.
- Students who miss three days or more out of any trimester period are considered excessively absent. A mandatory meeting will be scheduled between the parent(s) of the student and the Executive Director or Dean to discuss the absences, the impact they are having or will have on the student's academic performance, and potential solutions.
- Note that in accordance to Delaware law, any student who has been absent from school without a valid excuse for more than three school days

**SCHOOL
IS SACRED**

**Parents
should take
care to
ensure that
Scholars are
never
absent
except in
the event of
serious
illness.**

in a school year is a truant. A truant and the parent of a truant are subject to administrative and court proceedings.

- Students who miss five days or more out of the school year are considered severely absent. A mandatory meeting will be scheduled between the parent(s) of the student and the Executive Director or Dean to discuss the absences, the impact they are having or will have on the student's academic performance, and potential solutions.
- Students who miss more than nine days out of the school year will be at jeopardy of being retained in their grade in the subsequent school year. The Executive Director reserves the right to retain any student. A mandatory meeting will be scheduled between the parent(s) of the student and the Executive Director or Dean to discuss the absences, the impact they are having or will have on the student's academic performance, and potential solutions.

Parents should make every attempt to schedule appointments for their child outside of school hours such as Wednesday afternoon after 12:30 p.m., in evenings after 4:00 p.m. or on the weekend.

- If a student is absent for ten or more consecutive days, a representative from the school will visit the child's home. Any parent of a child who is absent for three or more consecutive days will receive notification from the school and a meeting will be requested. If we are unable to reach the child's parent, guardian and emergency contact, the Executive Director or Dean will continue to attempt to reach the parent or legal guardian up until the tenth day in which a visit to the child's home is mandated.
- Students who miss 12 days or more out of the school year will not be allowed to return to school without a parent-teacher conference. This is a severe breach of the school-parent and school-student commitment. Absences of this nature may require us to contact the Department of Services for Children, Youth and their Families. The Executive Director will make this determination. Parents will also be required to provide documentation of all absences and review the *Dream* contract.
- Although we do not anticipate the need to suspend many of our Scholars, students who are suspended will be considered absent.
- All Scholars will be expected to make up all missed work assignments. Missed work assignments will need to be completed immediately. Parents are expected to partner with teachers to receive missed work and to ensure that all missed assignments are completed at home satisfactorily and within an acceptable timeframe.
- All Scholars are expected to participate in any activities, such as tutoring, after school programs, summer school or Saturday school, that are

necessary to improve their academic performance. Days missed from any of these supplemental programs will also count as absences and are subject to the same consequences as any absence from any regularly scheduled school day, Monday-Friday.

- Each Scholar's school attendance records will be maintained in accordance with Delaware state law. Parents may request to review their child's attendance records and can do so by contacting the A Dean or the Executive Director.

LATENESS

We intend to establish strong positive life habits early. One habit that has negatively impacted individuals in college and in work is an inability to arrive to class or work on time. By ensuring that your child arrives at school early and prepared for learning, you will positively impact your child's ability to do so on their own in the future.

The school day begins at 7:30 a.m. with core academic instruction commencing at 8:00 a.m. All Scholars are expected to arrive between 7:15 – 7:30 a.m. Students who arrive after 7:30 a.m. will be considered late. All incidents of lateness will be recorded. Three lateness incidents will equal one absence. Excessive absence violates the Parent-Student-School Contract as explained above.

If a child arrives between the hours of 7:31 a.m. and 7:55 a.m. s/he should be taken to the cafeteria. If a child arrives after 7:55 a.m. s/he should be taken to the school office.

**You
Gotta
Read
Baby
Read!**

All parents are expected to ensure that their children get to school on time each and every day.

HOMEWORK

**All
Scholars
are
expected
to read
for a
minimum
of twenty
minutes
every
evening.**

All students will receive homework every night. Students will be provided with a homework folder. The right side of the Homework Folder will contain the daily homework assignments and a copy of the *Be the Dream* Achievement Log. The *Be the Dream* Achievement Log is a daily parent-teacher communication tool that includes comments on your child's academic or behavioral performance on that day. The log is used to track and reward consistently strong behaviors that align with the *Be the Dream* values. All parents are expected to ensure that all homework assignments are completed and are required to initial the *Be the Dream* log each day. The left side of the folder includes school announcements and forms.

In addition to homework assignments, **students will also be expected to read for a minimum of twenty minutes every evening.** This is so important to your child's academic success. Research has proven that early literacy is a fairly solid predictor of future high school graduation. In addition literacy serves as the foundation for success in most other subjects such as science and social studies. Scholars are provided with a grade level-appropriate book to read each day. Parents are required to sign off on their child's Daily Reading Log to confirm that s/he read for twenty minutes that evening. Parents should not sign the log if they are not sure that the reading was completed. The Daily Reading Log is also included in the Homework Folder.

Scholars are also expected to read for a minimum of twenty minutes each on Saturday and Sunday. We cannot stress enough the importance of setting and monitoring this expectation at home and do whatever it takes to cultivate a health habit of reading and a love for learning in your child. Parents are notified if Scholars are arriving to school with incomplete homework assignments or for failing to meet the minimum reading requirements. If necessary a Parent-Teacher conference may be scheduled.

STUDENT DRESS POLICY

Delaware College Prep Scholars should come to school prepared for learning. In addition to completing their daily reading and homework assignments and coming prepared with the necessary supplies (pencil, paper, etc.), Scholars should also be dressed in the school uniform and properly groomed. The school uniform for boys and girls is as follows:

BOYS	GIRLS
Shirt: Boys must wear a white, collared, button down, professional shirt. Boys may also wear a solid navy blue sweater or vest. All shirts and sweaters must at a minimum have 1/4 length sleeves and must not contain any insignia's and logos except ones that pertain to a college, university or Delaware College Prep. Students will not be permitted to wear hooded shirts nor sweatshirts.	Shirt/Blouse: Girls must wear a white, collared, button down blouse or shirt. Girls may also wear a solid navy blue sweater or vest. All shirts and sweaters must at a minimum have 1/4 length sleeves and must not contain any insignia's and logos except ones that pertain to a college, university, or Delaware College Prep. Students will not be permitted to wear hooded shirts nor sweatshirts.
Pants: Boys may only wear green uniform pants. Jeans, including those that are green, are not permitted.	Pants: Girls may only wear green uniform pants. Jeans, including those that are green, are not permitted.

BOYS	GIRLS
Shoes: Boys must wear black or brown shoes. Black or dark brown sneakers that <u>do not</u> bear any logos of insignia's (i.e. Nike, Reebok, etc) are permitted. Black or dark brown boots are also permitted, however traditional Timberland or Timberland-like shoes are not permitted. Sandals and flip-flops are not permitted. Students are also not permitted to wear sneakers or shoes with wheels or lights.	Shoes: Girls must wear black or brown shoes. Black or dark brown sneakers that <u>do not</u> bear any logos of insignia's (i.e. Nike, Reebok, etc) are permitted. Black or dark brown boots are also permitted, however traditional Timberland or Timberland-like shoes are not permitted. Sandals and flip-flops are not permitted. Students are also not permitted to wear sneakers or shoes with wheels or lights.
Belt: Boys are required to wear a black or brown belt every day.	Belt: Girls are required to wear a black or dark brown belt every time they wear shorts or pants to school.
	Jumper: Girls may wear a solid color green jumper or a green plaid jumper. Jumpers must be worn with a collared, button-down white blouse. Cross ties are not to be worn with jumpers.
	Skirt: Girls may wear a solid green or a plaid skirt.
Tie: Boys must wear a solid navy blue, a solid green or a green plaid tie every day..	Cross Ties: Cross ties must be worn every day except when wearing a school jumper. Cross ties may be solid blue, solid green or green plaid.
Vests: Boys are permitted to wear a solid navy blue vest with their uniforms.	Vests: Girls are permitted to wear a solid navy blue vest with their uniforms..
School Insignia: Patches reflecting the school insignia must be sewn onto all shirts and sweaters (except those reflecting a college or university).	School Insignia: Patches reflecting the school insignia must be sewn onto all shirts and sweaters (except those reflecting a college or university). Patches must also be sewn onto all jumpers.
Socks: Boys must wear white, black, navy blue, green or dark brown socks at all times.	Socks: Girls are permitted to wear socks, tights or knee highs in the following colors - white, black, navy blue, green or dark brown
Hats/Bandanas/Wave Caps: Students are not permitted to wear any of these items while inside the school. Scarves are also not permitted unless they are being worn for religious reasons.	Hats/Bandanas/Wave Caps: Students are not permitted to wear any of these items while inside the school. Scarves are also not permitted unless they are being worn for religious reasons.

♦**DRESS FOR PHYSICAL EDUCATION**

Students will not be required to change or purchase a separate uniform for physical education. Please be mindful of the types of shoes that you purchase for your child to wear to school in light of physical education classes.

♦**SUMMER DRESS**

During the hottest months – August, September, May and June - students are permitted to wear shorts. Students must adhere to the dress policy described above for all other months. At no time of the year will t-shirts and tank tops serve as acceptable school uniform dress.

♦**CHANGE OF CLOTHING**

Parents of Scholars in kindergarten and first grade will also be asked to bring in an additional change of clothes for their child. The change of clothes should include at minimum a pair of pants and/or a skirt, a shirt, a change of undergarments and socks. All clothes should be placed in a bag and marked with your child's name.

♦**LOST AND FOUND**

A small Lost and Found box will be located in the office. The Lost and Found Box will be emptied at the end of each month. Items that are not claimed will be donated to charity.

Please note that if students do not come to school in the correct uniform you may be contacted and asked to bring in the required change of clothing before your child will be permitted to go into class.

CODE OF CONDUCT

Scholars will be held to the highest academic and behavioral expectations. Through the effective implementation of our *Be the Dream* character-building program, our monthly recognition and rewards, our daily positive praise, our consistent modeling of *Be the Dream* attitudes and behaviors and our use of consistent language and discipline across the school, we expect that extreme episodes of problematic behavior will be minimized and rare. A key part of our Dean's role is to proactively monitor student behavior via observations and teacher feedback and to prevent students who are having a difficult day from distracting instruction.

We teach our children the respectful behaviors we expect, we model them consistently, and we expect all students will demonstrate such respect themselves. We will not allow students to engage in rude and disrespectful behaviors towards staff or fellow students. Examples of such behavior include:

- Talking back to staff
- Teasing a student or staff member
- Using inappropriate language
- Walking out of class
- Failing to follow a teachers or administrators instructions

- Displaying belligerent behaviors such as hitting a desk or slamming a door

Depending on the level and severity of the incident, teachers will immediately address the issue in class, ask the student to sit near the door signaling involvement from the Dean or the Executive Director, or escort the student to an administrator's office. No instance of rude or disruptive behavior will pass without immediate attention.

On a daily basis parents are able to monitor their child's daily academic and behavioral outcomes through the use of the *Be the Dream* Core Values Log. Each day teachers will make comments on the log and include it in the Homework Folder. Parents are expected to review and sign off on the Log and add comments of their own if they so choose. The Core Values Log also indicates whether or not their child received a star for the day. Scholars earn stars for days in which they came in on time, attend the full day, and engage in behaviors that reflect the *Be the Dream* Core Values – Discipline and Determination, Respect and Responsibility, Enthusiasm and Excellence, Ask and Answer Questions and Attitude, Mission-centered and Manners.

♦**Safe and Orderly School Environment**

We are committed to maintaining a safe and orderly school environment. All staff will be trained on emergency protocols to handle incidents including fire, health emergencies, unexpected visitors, school violence and similar instances that may require quick and expedient action by school personnel. In the event that an incident occurs that requires school evacuation or immediate dismissal, parents will immediately be contacted and informed of what actions to take. In the event of an emergency involving an individual child, the emergency contact listed in the school file will be immediately contacted.

♦**Bus Behavior**

It should be clear to all students and their families that a school bus is a form of school-sponsored transportation. Therefore, appropriate behavior as laid out in the Student Code of Conduct is expected at all times. Please see page 22 for additional information. Children may be suspended from riding the bus or from participating in school trips that require bus transportation due to inappropriate bus behaviors.

♦**Classroom Behavior**

Students will be taught how to behave and conduct themselves appropriately in class. Expectations will be clearly explained and communicated during student orientation and consistently modeled, re-taught and reinforced throughout the school year. Students will be awarded for demonstrating *Be the Dream* behaviors and positive reinforcement and recognition of students behaving positively will be used to address behavior issues vs. extending attention to the less desired behavior issues that may be occurring.

All teachers will adhere to the same standards of behavioral expectations and will follow the same protocols for addressing classroom incidences. The protocols are as follows:

- 1st Use examples of positive behaviors displayed by other students.
- 2nd Use classroom incentives and rewards (i.e. stickers, stars, reward and recognition, playtime).
- 3rd Move the student closer and/or engage the student in a leadership activity to minimize the distraction
- 4th Use internal classroom behavior measuring device (i.e., Road to College) to help child to understand and better manage his behavior.
- 5th Remove child from community/class circle.
- 6th Alert Dean or Executive Director of issue.

♦Common Areas

Students will be taught how to walk and behave in all common areas including cafeteria, gym, bathrooms and hallways. While in common seating areas (gym, library, cafeteria) all students will be taught how to enter and exit these spaces, where to sit and what type of behavior (i.e., sitting quietly) is acceptable and expected. All students will be taught and expected to adhere to the same expectations throughout the entire school.

Scholars will be taught how to properly use bathrooms. This includes entering bathrooms quietly, flushing toilets, washing and drying hands and wiping countertops.

Scholars will also be taught how to walk silently through hallways both individually and during whole class transitions so as not to disrupt other community members.

♦Suspensions and Expulsions

We believe that our *Be the Dream* Core Values and character education, the consistent and school wide use of common systems to address unacceptable behaviors, disciplinary techniques and language and the strong relationships between staff, parents and students will greatly reduce the need to suspend or expel students. The Executive Director will ultimately decide suspension determinations, and expulsion will only be considered in the most serious of cases. Decisions to expel students will be presented by the Executive Director to the Board. In cases involving suspension or possible expulsion, parents will be immediately notified and all stakeholders (parents, students, teachers) will be able to voice their perspective at an in-school hearing.

The following behaviors may warrant suspension from school depending on the nature and/or severity of the incident:

- Using foul, lewd, harsh or other types of inappropriate language
- Stealing
- Physically harming another community member
- Physically destroying another person's property or school property
- Skipping class or leaving the school building during school hours without permission
- Making verbal, physical, or sexual threats to any staff member
- Setting off false alarms

- Using drugs including medication that is not prescribed, illegal substances, drinking and the use of any other product or device (aerosol sprays, etc) inappropriately
- Forgery, plagiarism or cheating
- Possession of inappropriate materials such as ones containing remarks or images that may be considered offensive or are sexual in content
- Repeated disregard for community members, school policies and procedures

♦**Suspension from School**

Suspension is the temporary removal of a student from school and/or activities for a period not to exceed ten (10) school days.

Prior to suspension from school, the student shall:

1. Be given oral or written notice of the charges and be told who is making these charges or complaints
2. Be given a fair and impartial hearing and have the opportunity to present the student's side of the story
3. Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations
4. Be advised that the suspension decisions of 10 days or less may not be appealed

Generally, the notice and hearing (which the parents should attend, if possible) should precede the student's removal from school. However, if this is not feasible, or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, and/or the educational process, the necessary notice and hearing, if requested, will follow as soon as practicable. In all cases of suspension, an attempt shall be made to notify the parents by telephone to request that the student be picked up from school. Students whose parents cannot be reached by telephone will be retained at school until the end of the school day. When a student is suspended, written notification of the suspension shall be sent to the parent(s) within 24 hours. The notification shall state the cause and duration of the suspension. First suspensions, and all subsequent suspensions, require a re-admission conference. Every attempt will be made to schedule a conference at a mutually agreeable time.

♦**Expulsion**

A student may be expelled for any behavior that is illegal under Delaware or Federal law. This behavior may include: attempted crimes, aiding or abetting other criminal acts, or conspiracy to commit crimes. Moreover, bringing a firearm, dangerous weapon or instrument, incendiary device, Molotov cocktail, or bomb (as those terms are defined by Delaware law) to school may subject a student to expulsion. Possession of look-a-like dangerous weapons or instruments which are illegal, as well as truancy, defiance of school authority, disruption of the educational process, fighting, inappropriate sexual behavior, or setting off a false fire alarm are other behaviors which may subject a student to expulsion. This is not an exhaustive list of offenses that may result in expulsion.

The following behaviors warrant an expulsion hearing:

- Student is found to be in possession of an illegal substance or dangerous weapon while on school premise or while attending a school event
- Student physically assaults a community member
- Other incidences of conduct that seriously impacts the health, safety and well-being of any community member.

The expulsion hearing will be conducted in front of the Executive Director who will determine if the incident warrants a suspension, a recommendation to the Board for expulsion or any other appropriate action given the facts and evidence presented.

♦Discipline of Students with Disabilities

The school-level special education (IEP) team will determine whether the alleged conduct was a manifestation of the student's disability. If the special education team determines that the misconduct was not a manifestation of the student's disability, the student may be disciplined according to the Code of Conduct, except that a student with a disability as defined by I.D.E.A. may not be denied a free appropriate public education. If the special education team determines that the misconduct was a manifestation of the student's disability, the student may only be disciplined in accord with the requirements of I.D.E.A. or Section 504 of the Rehabilitation Act of 1973, whichever is applicable. A parent/ guardian who disagrees with the school-level special education team's determination education team's determination or the Executive Director's disciplinary decision may request a Board review of the decision.

♦Placement of Students in Alternative Programs

We do not anticipate placement of students into alternative schools/programs. We will work closely with families and staff to address early any behavioral, motivational, or disciplinary problems. We will abide by all elements of the Code of Conduct in responding pro-actively to student problems and behavioral infractions, work closely with families, and respond to any infractions of behavior according to that Code and in full respect of all laws regarding students with special education needs.

THREATS AND HARASSMENT

We believe in establishing a culture of trust, mutual respect, and collaboration. When issues arise we believe that in having a respectful conversation that honors the needs of all parties involved. Students, school staff and parents will not be permitted to make threats and/or harass another community member. Physically abusing or verbally abusing community members is also prohibited. Any incidences that are observed and/or reported will be immediately investigated and addressed as quickly as possible.

♦Discrimination

Delaware College Preparatory Academy is a free public charter school that is available as a school option for any child who resides in Delaware and will be attending school in grades K-5. In accordance to Delaware State Law and the terms of our charter, each year we will enroll students via lottery. Students who

are grade-level eligible for enrollment (grades K, 1) can apply for a seat in the school assuming that there are seats available. No child will be barred from enrolling on the basis of race, gender, sex, religion, ethnicity or any other protected class.

In addition, all community members are expected to treat each other with the highest degree of respect. Any incident that involves the disrespect of a community member due to an individual's race, class, gender, religion or ethnicity will not be tolerated. All incidences will be investigated and the Executive Director will make a determination.

♦**Sexual Harassment**

Students will not be permitted to engage in behavior or language that is sexual in nature or corresponds to sexual or any other inappropriate activity. In the event that an episode of inappropriate sexual contact between students occurs, the matter will be immediately investigated and parents will be informed of the incident. Appropriate action as determined by the Executive Director will be taken which may include but is not limited to suspension or expulsion from school.

In addition, staff members are also not permitted to engage in any type of sexual conduct with students either on or off school premises. Sexual conduct includes inappropriate language, inappropriate touching, sharing pictures, images, stories, jokes, or any other written, physical or visual medium between staff and students or staff and staff on school premises. Incidences of this nature will absolutely not be tolerated and may result in termination of employment.

All staff members are required to undergo a criminal background check, drug and alcohol test and child abuse clearance before being hired.

♦**Anti-Harassment Policy**

We are committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. Harassment is a form of unlawful discrimination, as well as disrespectful behavior, which will not be tolerated. It is the policy of Delaware College Prep to oppose and prohibit, without qualification, unlawful harassment of any school employee or student based on race, color, religion (creed), national origin, sex or disability. Under this policy, all employees and students share responsibility for assuring that the schools are free from all forms of prohibited harassment, including but not limited to sexual harassment. Delaware College Prep shall act to investigate all complaints of harassment, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

♦**Reporting Violations of this Policy**

Any member of the school community who believes that unlawful harassment of a student has occurred may inform the Executive Director and in his/her absence, a Dean. If the complaint is against the Executive Director, the member

of the school community can bring that complaint directly to the Chair of the Board of Directors.

The following are Delaware College Prep's harassment complaint officials:

Executive Director: Nita Roberson (302) 762-7424 ext. 111

Board Chair, Board of Directors: Lisa Goodwin (302) 282-8141*

Be sure to confirm the head of the Board of Directors by contacting the school or via the school's website at <http://dcpacademy.org> under Important Links.

Delaware College Prep will investigate allegations of harassment in as prompt and confidential a manner as possible, and will take appropriate corrective action when warranted. Any employee or student who is found, as a result of such an investigation, to have engaged in harassment in violation of this policy, will be subjected to appropriate disciplinary action, up to and including termination of employment of an employee or expulsion of a student. Furthermore, retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy, or who cooperates in the investigation of any such complaint, is strictly prohibited, and will itself be cause for appropriate disciplinary action.

SCHOOL PROMOTION POLICY

Delaware College Preparatory Academy is committed to ensuring that every student demonstrates an acceptable level of student achievement before advancing to the next grade. Research has proven the importance of children mastering reading early. A child who is not proficient in reading by the 3rd grade is less likely to graduate from high school. Since high school graduation is an important prerequisite to college, academic achievement at the earliest grades is paramount to fulfilling our school's mission. Reading also serves as an important foundation from which the learning of many other subject matters is dependent, such as science and social studies. Mathematical proficiency is also critical to a child's future success in middle school, high school and college.

Delaware College Preparatory Academy is a school of high academic and behavioral expectations. As such, all promotional decisions will be based on reading proficiency, grade level mastery, and attendance. It should not be assumed that students will automatically be promoted from one grade level to the next. Parents will be notified of their child's academic progress throughout the school year. Parents with children in jeopardy of being retained will be notified by the end of the second trimester.

♦Reading Proficiency

The number one thing that helps children improve their literacy level is reading, reading and more reading! You can dramatically improve your child's academic success by helping to cultivate a love of reading at home. Each Scholar's reading proficiency will be measured through interim assessments and standardized

**You can
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testing tools. Any child who has limited mastery of reading proficiency as evidenced by these measures will be recommended for retention. Any child who does not demonstrate grade level reading proficiency will be retained.

♦Grade Level Mastery

Throughout the school year, teachers will use a variety of informal and formal assessment tools to gauge each child's academic progress and achievement. All children will have individual academic accountability plans that will help teachers and administrators to customize instruction as needed.

Students will be evaluated on a five-point system that indicates the degree of mastery the student possesses:

- 5 Student has far exceeded grade level mastery as evidenced by class work, homework assignments, tests, quizzes, and interim assessment and standardized test results.
- 4 Student has met grade level mastery as evidenced by class work, homework assignments, tests, quizzes, and interim assessment and standardized test results.
- 3 Student has partial mastery of grade level content as evidenced by class work, homework assignments, tests, quizzes, and interim assessment and standardized test results.
- 2 Student has limited mastery of grade level content as evidenced by class work, homework assignments, tests, quizzes, and interim assessment and standardized test results.
- 1 Student has no mastery of grade level content as evidenced by class work, homework assignments, tests, quizzes, and interim assessment and standardized test results.

Students who have an overall average of a 2 or below will be recommended for retention. Students who have an overall average of 1 or below will be retained.

♦Attendance

If a student does not attend school, then learning cannot take place. Thus, strong attendance is a significant criteria for promotion to the next grade level. Delaware College Preparatory Academy has very strict attendance guidelines. Students who miss nine days of the school year will be in jeopardy of being retained. Students who miss 12 or more days may be recommended for retention.

Students who are at academic risk may be required to attend supplementary educational programs outside of school hours such as tutoring, an after school program, summer school, etc. An absence from an academic program outside of school hours carries the same weight and significance as missing a regularly scheduled school day.

The Executive Director will make all final promotion decisions. We reserve the right to make exceptions to our promotion policy under special circumstances.

HOMEBOUND/SUPPORTIVE SERVICES

A student who is unable to attend school due to a temporary physical or emotional handicap is eligible for Supportive Instruction. Families should work closely with the Dean or Executive Director to apply for such services. In all cases the requests must be substantiated by a physician's statement. (For example, a psychiatrist must substantiate an emotional handicap causing an absence.) Supportive services are short term, but long term services substantiated by renewed physician statements are permitted. Application forms will be made available in the school's Main Office.

SCHOOL BUS TRANSPORTATION

Delaware College Preparatory Academy will provide busing to eligible students through a third party school bus vendor. The vendor will be required to operate buses and hire drivers in accordance to Delaware State law and safety standards. Delaware College Preparatory Academy will offer transportation services to all students eligible. Parents of eligible students who choose not to use the school's transportation system will be required to sign a waiver. Parents will be notified that they can select to use the school's transportation system at a later date. Based on student enrollment data, routes will be determined that are safe and meet state requirements.

All eligible students who are enrolled in the school will be provided with a list of available bus stops from which they can receive transportation to the school. Students will be encouraged to use one of the designated bus stops. Students enrolled in the Federal Free Lunch program and are eligible for transportation will receive information pertaining to their eligibility to receive a transportation stipend if they choose not to use the school's transportation system.

Special needs students will be transported in accordance to the provisions stated in their IEP.

All students will be expected to behave appropriately while waiting outside of the designated bus stops and while on the school bus. Students whose behaviors cause an unnecessary and avoidable distraction that interferes with the safe operation of the bus or the safe transport of other students, may have their transportation privileges suspended or revoked. In the event that this occurs, parents will be required to find suitable alternative transportation to and from school. Students who are suspended from using bus transportation services are still required to attend school. Details regarding school bus behavior and the loss of school bus privileges is outlined below.

Please note that parents should refrain from confronting a school bus driver or student. If an issue arises, parents should contact school administration at 302-762-7424 ext. 152. Parents are also not permitted to ride the school buses at any time.

If a school bus is repeatedly late arriving or departing from the designated bus stop, please make a school administrator aware of this problem. If a bus is significantly late (10 minutes or more) and/or has not shown up for a route, please call 302-762-7424 ext. 152. Scholars who are late to school as a result of an error by the school bus vendor will not be recorded as tardy.

It will be assumed that students who ride the bus will take this form of transportation each day. Therefore it becomes critical that in the event that you need to make alternative arrangements, that the school is notified immediately. There are two forms of acceptable notification:

- Place a note explaining the new 'temporary' arrangement, the dates that this arrangement will be effective and a number where we can contact you to confirm, in your child's homework folder
- Call the main office and leave a message on the voicemail no later than 12:00 p.m. with your child's name, instructions and a number where you can be reached.

In the event of an emergency, please call 302-762-7424 ext. 152 or 302-507-3583.

•**Bus Behavior and Loss of Bus Privileges**

It will be made clear to all Scholars and their families that a school bus is a form of school-sponsored transportation. Therefore, appropriate behavior as laid out in the Student Code of Conduct is expected at all times. Students who take the school bus are expected to act responsibly and respectfully at all times. The school takes a number of measures to facilitate responsible and respectful behavior, including but not limited to:

- The Dean and/or Executive Director reviews expectations for appropriate bus behavior at all Family Orientations;
- Teachers review expectations for appropriate bus behavior at the start of the school year in all classrooms;
- The Dean and/or Executive Director creates and coordinates seating plans for each bus to which students are required to adhere;
- The Dean and/or Executive Director or his/her designee meets each bus each morning to ensure appropriate student behaviors with the bus driver; and
- The Dean and/or Executive Director contacts any parent whose child has failed to act responsibly and respectfully on the bus and imposes the appropriate consequences for the misbehavior, following those guidelines set out in the Student Code of Conduct.

If it is determined that the student has behaved inappropriately on the bus, the Executive Director may impose any of the following consequences:

- **First offense:** Automatic detention (i.e. removal from group lunch/recess), possible suspension, and loss of bus privileges for one week.
- **Second offense:** Automatic detention (i.e. removal from group lunch/recess), possible suspension, and loss of bus privileges for one month.
- **Third offense:** Automatic detention (i.e. removal from group lunch/recess), possible suspension, and loss of bus privileges for the remainder of the school year.

If the student's behavior is so egregious that it warrants a suspension, that student risks losing bus privileges for the entire year, even if it is the first offense.

TOYS, CELL PHONES, GAMES, ETC.

Scholars will not be permitted to bring toys, cell phones, games and other non-academic materials into school. We will provide all materials that are essential to your child's learning. You will be notified by a notice in the homework folder of any additional items that may be needed for an individual class assignment or school project.

We understand that it may be important that your child has a cell phone for purposes of relaying important messages. However, cell phones provide an unnecessary distraction to the learning environment and are therefore not permissible. If you have an urgent message that you need to rely to your child, we recommend that you contact the school office.

Toys, cell phones and other non-academic items may be confiscated by school administrators and may not be returned until the end of the school year.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch will be made available to Scholars every day. Parents who are interested in participating in the school's breakfast and lunch program will receive the necessary paperwork to complete and return to the school. Parents will be notified of the amounts that they will have to pay and instruction on how to make that payment. Some students will be eligible to participate in the Federal Free and Reduced Lunch program and thus may not be required to pay at all.

Scholars are permitted to bring in their own breakfast and/or lunch. If exercising that option, we simply request that children are provided with healthy and nutritious meals (i.e. fruit juice, fruit, etc.). We do not allow soda in the school and we strongly advise against bringing in unhealthy snacks.

SCHOOL VISITOR POLICY

Every Scholar's safety throughout the entire school day is a critical priority. In addition it is important to the academic success of all of our scholar's that we minimize the amount of distractions from learning. It is for these reasons that we institute a school visitor policy that allows us to manage the safety and academic needs of the school effectively.

We encourage and welcome parents to visit the school. You are an important part of our school community. Parents may volunteer, observe a class, or schedule a meeting with a teacher or administrator. In any of these instances, we must receive at least 24-hour notice of your arrival. Please call the main office and let us know your name number and the reason for your visit. If there are any conflicting schedules, such as state testing, that may make your visit on the day unadvisable, we will let you know.

Please keep in mind that when visiting, you are expected to keep all student distractions to a minimum. We ask that you quietly enter class, observe our principles of maintaining quiet hallways and refrain from speaking to students or engaging in behaviors that may distract them from learning. We also ask that if you need to meet with a teacher that you also do not distract them from instruction and instead schedule time to speak after school to discuss your observations.

All visitors must sign in at the main office under any and all circumstances. This applies even if you are dropping off an item or information for your child. At all times we must be fully aware of who is in the building and their reasons for being present. Please help us to maintain the safety of our school environment by adhering to this important request.

STUDENT RECORDS

School records will be maintained in the school office. A parent may request to see the content of their child's record. To do so, the parent should contact the Office Manager and schedule an appointment to come in and review the file.

Access to confidential school records, which includes grades, evaluations, health records and disciplinary information, will be restricted to essential school personnel. Confidential records will not be made available to non-school personnel without the consent of the child's parent/guardian unless required by a court order.

NURSING SERVICES AND MEDICATION

Delaware College Prep will hire a nurse to assist with the administration of all medications, medical treatments and the collection and filing of all required health information. *The nurse will be the only staff member permitted to make health assessments, health interventions and administer and supervise*

medications. During parent orientation, you will receive information pertaining to all required physical examinations, immunizations and screenings.

All parents are required to provide all necessary documentation to the school no later than the deadlines stated during parent orientation. Any parents who do not provide the required documentation prior to this deadline may forfeit their child’s seat. Delaware College Prep administrators will work with any parents requiring support to meet this deadline.

If your child has to take medication during the course of the school day, you will need to complete a ‘Permission to Administer Medication’ form and submit it to the main office.

All health records will be maintained in a confidential manner.

PARENT INVOLVEMENT

We deeply value our relationship with parents. We see parents as vital partners in the education process. For that reason we have established the PREP Parent Partnership and have implemented a variety of mechanisms to increase parent involvement and the consistent flow of two-way communication.

•Prep-Parent Partnership

We believe that the entire community plays an important role in shaping the academic development of children – especially our students’ families. We view families as partners, and therefore intend to establish a strong bond and commitment to parents, beginning with the student recruitment process and continuing throughout the student’s time at Delaware College Prep.

An effective partnership is dependent upon clear and mutually agreed upon expectations. All parents will be required to read and sign the Parent-Student-School Contract or *Dream* Contract. This contract provides the a clear framework for understanding what parents can expect of the school and in turn what the school can expect of the parents. Both the parent and the school share a joint responsibility for helping our Scholars to learn, understand and adhere to the student expectations. Listed below are the key internal stakeholder expectations.

PARENT	STUDENT	SCHOOL
Provide my child with quiet, uninterrupted time each night to complete homework and check homework once it is completed.	Pursue academic success to the best of my ability including participating in class and completing homework and reading each night.	Provide rigorous and engaging, college preparatory instruction aligned with the Delaware State Standards and Grade Level Equivalents.

PARENT	STUDENT	SCHOOL
Instill in my child a love and desire to read by ensuring that my child reads a minimum of 20 minutes per night every night, including weekends.	Complete my daily assigned reading and use every free opportunity to expand my literacy skills by reading.	Continuously improve the Delaware College Preparatory Academy educational program through ongoing professional development.
Ensure my child arrives at school on time every day in uniform.	Arrive at school on time everyday day and in uniform.	Interact professionally with students and families at all times, responding promptly to parent questions and concerns.
Make arrangements so my child can participate in school activities outside of regular school hours.	Ask my teachers and my family members for help when I need it.	Inform parents of questions or potential obstacles to learning as they arrive.
Monitor my child's academic progress by reviewing and returning all progress reports, attending all school conferences and returning calls from the school.	Demonstrate the <i>Be the Dream</i> values and do my very best to prepare for college.	Consistently enforce the Delaware College Preparatory Code of Conduct.
Interact professionally with school staff.	Encourage my peers to pursue academic and ethical excellence.	Model the <i>Be the Dream</i> values and support all students in their efforts to make it to college.
Provide my child with instructional materials.	Always follow the Delaware College Preparatory Academy Code of Conduct.	Challenge students to constantly consider the ethical implications of their actions.
Support the Delaware College Preparatory Academy Code of Conduct and <i>Be the Dream</i> values.		

♦Parent Leadership Council

Parents will also be invited to join and become active members of the Parent Leadership Council. The Parent Leadership Council will serve as a group consisting primarily of parents that will partner with teachers and school administrators on projects that directly link to the fulfillment of the school's mission. Projects may include hosting a fundraiser to raise money for a college trip, soliciting book donations for the school library, or coordinating volunteers to paint a mural in a classroom or hallway. In addition, the Parent Leadership Council will serve as an open communication channel to the school from the

parents and vice versa. A parent member of the Parent Leadership Council will be invited to serve on the Board of Directors.

Listed below are the current officers of the Parent Leadership Council.

President – Marvin Hill **Tel:** 302-562-4109 **E-mail:** mhill40@comcast.net
Vice President – Curtis Cornish **Tel:** 302-764-7076 **E-mail:** clcrobonur@comcast.net
Secretary – Michelle Cornish **Tel:** 302-764-7076 **E-Mail:** littlediamondscut@comcast.net

•**School Communication**

Communication is a critical part of the Prep-Parent Partnership. We believe in keeping our parents informed of our accomplishments, our challenges, our successes and our areas of improvement. There are communication mediums that we will use or encourage Parents to use to keep the lines of communication open:

- ***Homework Folders.*** The left side of each Scholar's homework folder is used to school wide or child specific announcements. When checking and reviewing your child's homework, which is located on the right side of the folder, you should also check the left side for school messages, updates, documents requiring your signature and such.
- ***Academic and Behavioral Log.*** Every day the left side of the homework folder contains your child's academic and behavioral log. This log is updated each day by your child's classroom teacher and provides you with a daily account of how your child did that day. You are required to initial each academic and behavioral log in the space provided every day.
- ***Newsletter.*** Each month the school produces a school newsletter that includes a message from the Executive Director, reminders about upcoming events, special article features on Scholars and/or staff, and some highlight or celebration of our Scholar's work and accomplishments. Scholars bring the newsletters home with them each month. Newsletters may also be retrieved from the school website .
- ***Parent Board Seat.*** The Board of Directors elects a parent of a currently enrolled Scholar to serve a two-year term on the Board. The Parent seat will possess all of the rights, privileges and responsibilities of all other Board members including voting privileges. Our current parent board member is Kimberly Chambers (kimachambers@verizon.net or 302-545-9781).
- ***Open Door Policy.*** Parents are highly encouraged to communicate with teachers, administrators and other Delaware College Prep staff on a regular basis. All staff phone numbers and e-mails addresses are included in your parent welcome packet. You may also retrieve contact information from the school's website. Parents are encouraged to meet with staff members whenever they have any questions or concerns. We ask that you give us a call at least the day before you would like to meet

with any of us so that we can schedule a mutually agreeable time to discuss your questions or concerns.

ASSESSMENTS

We take our promise to ensure that your child is ready for college success seriously. We believe that the best way to accomplish this goal is to ensure that *every* child who graduates from Delaware College Preparatory Academy is able to read, write and compute with grade level efficiency or better. The only way that we can measure whether or not we are on target is through the consistent use of assessments and the meticulous evaluation of assessment results.

All public school students are required to participate in the Delaware State Testing (DSTP) program each year beginning in 2nd grade. The DSTP measures student progress in core subject areas such as English Language Arts and Mathematics against Delaware State Educational Standards. In order to meet our goals, we must be able to assess and measure student knowledge prior to the 2nd grade. We also must be able to document a baseline understanding of where a student is in their academic mastery prior to entering school so we can measure whether or not progress is being made and what curriculum, teaching methods or teachers are or are not working. We also need to be able measure student progress throughout the school year – not simply once a year when it may be too late to change a child’s educational outcome. As a result we will implement assessments tools and resources that will be used to better inform us about your child’s individual academic progress and to intervene or advance learning appropriately. These assessments include the Dynamic Indicators of Early Basic Literacy (DIBELS), Peabody Picture Vocabulary Test (PPVT), a national norm referenced test such as the Terra Nova or Stanford 10, and the Test for Early Mathematical Awareness (TEMA). The DIBELS, PPVT, and TEMA will primarily be used to create a baseline measurement for new students entering Kindergarten, 1st and 2nd Grades. The national norm referenced test will be administered once a year to all students at the appropriate grade levels it is intended to measure and will give all of us a picture of how your child is progressing in the core subjects.

During the year, students will also be assessed every six weeks through the use of interim assessments. Interim assessments are tests created internally that specifically measure how well students are grasping information that is being taught each week. The use and evaluation of these assessments allow us to immediately know, in very specific terms, where students are excelling, doing well or struggling. We can then use this information to provide more challenging assignments, determine the content of homework or decide which students may need more individualized support and tutoring. All of these efforts help to ensure that your child successfully progresses through each grade level, with the skill and content mastery needed for achievement in the upper grades and preparedness for the end goal – college.

Acknowledgement of Receipt

I acknowledge that I _____, the parent and/or legal guardian of _____ have received a copy of the Delaware College Preparatory Scholar Handbook. I understand that it is my responsibility to read it and to thoroughly understand its contents. I also am aware that I may contact the Executive Director at any time if I have any questions or concerns.

Signature _____

Date: _____

Please return this form in person to Delaware College Prep Academy or mail it to 510 West 28th Street, Wilmington, DE 19802. You may also fax it to 302-762-7426. Returning scholars may also bring this form with them on their first day of school.