



SCHOLAR & PARENT HANDBOOK **2023-2024**

"Cougars Rise Above The Rest"



Building Addresses:

75 Spruce Street, Paterson, NJ * 8 Morris Street, Paterson, NJ * 32 Spruce Street, Paterson, NJ

Website: www.ccsp.org

Telephone: (973) 413-2057 | Fax: (973) 345-7623

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WELCOME

Dear Community Charter School of Paterson Families,

Welcome to School Year 2023-2024! Whether you are brand new to Community Charter School of Paterson or ready to begin your 9th year with us, we are excited to welcome you.

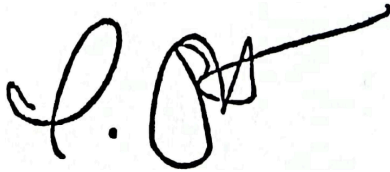
At CCSP, we believe that we exist to advance racial equity through an excellent education in partnership with our families. Our academic program fully prepares our students to have a strong K-8 educational experience. Our goal is to ensure our students excel in character and academics. We are committed to meeting the unique needs of each student and ensuring our classrooms and community are engaging and nurturing, challenging and joyful – and we need your partnership each step of the way.

Our current Student and Family Handbook is intended to give you an overview of what policies to expect as a CCSP caregiver - important policies as well as other information on school systems, after school programs, uniform and classroom management routines, to name just a few.

We highly recommend you set aside time to deeply internalize our Student and Family Handbook so that you're able to ensure clarity for yourself and the ways we can meaningfully partner.

Enjoy the school year and let's achieve great things

In partnership,

A handwritten signature in black ink, appearing to read 'I. Griffith', with a long horizontal stroke extending to the right.

Ira Griffith
CEO Community Charter School of Paterson

MISSION STATEMENT

The mission of the Community Charter School of Paterson is to inspire and empower its children, families and staff with opportunities to positively shape and transform their lives by becoming successful, lifelong learners who possess critical thinking, academic, advocacy, and leadership skills required to open new doors in their lives and the lives of others. Children will be inspired and empowered as a result of specific strategies which encourage them to feel good about themselves and their ability to learn.

We have identified six characteristics that we believe are important in life, not just in school. These are excellence, integrity, dedication, respect & self-esteem, success, and partnerships.

THE COMMUNITY CHARTER SCHOOL OF PATERSON STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- ❖ To feel safe in the school environment
- ❖ To take full advantage of the learning opportunities
- ❖ To work in an environment free from disruptions, and chaos
- ❖ To express their opinions, ideas, thoughts, and concerns
- ❖ To have a healthy environment that is smoke, alcohol, and drug free
- ❖ To use school resources and facilities for self-betterment under appropriate supervision
- ❖ To expect courtesy, fairness, and respect from all members of the community
- ❖ To be informed of all expectations and responsibilities
- ❖ To take part in a variety of school activities
- ❖ To have the right to due process

STUDENTS' RESPONSIBILITIES

- ❖ To be caring and honest
- ❖ To do his or her best to learn and master all he or she can
- ❖ To respect school rules, regulations, and policies
- ❖ To be sure that personal expression does not interfere with the rights of others
- ❖ To follow state law and school policies concerning substance abuse
- ❖ To respect and protect the personal and property rights of others and of the school
- ❖ To treat all members of the community with full respect, fairness, and courtesy
- ❖ To abide by all the expectations of the school and its community
- ❖ To follow the prescribed guidelines for participation in school activities; and
- ❖ To adhere to due process procedures.

DAILY PROCEDURES

Arrival Time

Students must enter the building by the building's arrival time.

- ❖ **Parents at 75 Spruce** must contact the school at **(973) 413-2057, ext. 1200**,
- ❖ **Parents at 8 Morris St** must contact the school at **(862) 267-9070** no later than **8:45** to notify the school of a student's absence.

Lateness

- ❖ Students who arrive late must check in at the front desk. They are issued late passes by school personnel. The names of tardy students are recorded by the receptionist. Teachers report tardy students as tardy in PowerSchool (so they are 'present' but their tardiness is documented)
- ❖ School personnel (receptionists, secretaries, school assistants, or school safety monitors) at each location may call each absent student's home before the end of the day. The goal of the calls is to:
 - 1. Determine the cause and length of absence;
 - 2. Offer support to parents
 - 3. Encourage parents to have their child return to school as soon as possible.
- ❖ Teachers will call home for students absent 3 days in a row. The Central Office will track students with regular attendance issues and follow the policies outlined below. In order for an absence to be considered 'Excused,' upon a student's return to school following an absence, the parent must submit a note to the Main Office documenting the reason for the student's absence. The note must include the date the note is written, the date(s) of the absence, full name of the student, the reason for the absence, daytime phone number of the parent/guardian and signature of the parent.
- ❖ If a student is absent for three or more consecutive days, the student's parent must submit a written explanation verifying the reasons behind the student's absence.

ARRIVAL POLICY

Please remember that all rules and policies are in place to keep the students of CCSP safe and to have students arrive in an orderly fashion. Please forward any questions to the Dean or the Principal of your respective campus.

75 Spruce Street Campus Arrival Policy

Arrival for "Early Morning Care" students is 7:30 a.m. All other students may enter the building at 8:00 a.m. Parents who arrive earlier than this time must remain with their child. Parents transporting students to school in the morning must proceed to the roundabout and park safely by the cafeteria doors. Parents are asked to remain in the cars and be prepared to move quickly when students exit the car. Students should exit the car on the passenger side only. Students will use the cafeteria doors to enter the building.

PLEASE NOTE: Parents are not permitted to stop in the middle of the parking lot to drop off their child, or pull into the parking spaces. They are assigned to and paid for by staff. Please follow the guidance of CCSP personnel to ensure that congestion is kept to a minimum and that we prevent accidents especially involving our scholars.

PLEASE NOTE: Violations to this policy will be taken very seriously and the local police department will be involved if violation of this policy occurs.

Buses will drop students off outside of the front door of the school building on Spruce Street every school day, no later than 8:00 A.M. The buses will let the children disembark and travel safely to the front door where they will be greeted by the school administrator each day. Your children will enter the building and head to their homeroom.

PLEASE NOTE: Parents are not permitted in the school building during arrival times, unless they have a scheduled parent/teacher conference. No Exceptions.

Please be sure to sign in and show ID at the reception desk and obtain a visitor's badge. Keep in mind that students will not be allowed to go to their classrooms until 8:00 a.m. Breakfast is provided for the students between 8:00 a.m. - 8:20 a.m.

- ❖ Students will be considered late at **8:15 a.m.**, so it is important that they arrive on time.
- ❖ **If students are late to school, parents/ guardians must sign them in at the office.**
- ❖ **Do not send students to the office alone to sign in.**
- ❖ **Parents/guardians will be contacted immediately to return to school to sign in late students who are sent into the building alone.**

8 Morris Campus Arrival Policy

Arrival for "Early Morning Care" students is 7:15 a.m. All other students may enter the building at 8:00 a.m at their designated entrance. Parents will not be permitted to park in any space on the lot or idle in/near the building. Encouraging young people to exit a vehicle into a roadway is dangerous and it violates Paterson City Traffic Ordinances as they relate to, delaying traffic, obstructing the passage of vehicles, and discharging passengers in a thoroughfare. CCSP respectfully requests that our parents assist us in our efforts to keep kids safe.

The buses will drop our students off outside of the front door of the school building every school day, no later than 8:00 A.M. The buses will let the children disembark and travel safely to the front door. Your children will enter the building and head to morning advisory. Please remember that all rules and policies are in place to keep the students of CCSP safe and to dismiss them in the best way possible.

DISMISSAL POLICY

75 Spruce Street Campus Dismissal Policy

Kinder - Second Grade

- ❖ Students in **grades K-2** are **dismissed at 2:45 p.m.**
- ❖ Kindergarten parents must pick up their children at the cafeteria doors located in the 75 Spruce Street parking lot.
- ❖ A CCSP staff member will have a checklist to verify the parent/guardian has authority to pick up that child. 1st and 2nd grade parents must pick up their children outside the front doors.

Third & Fourth Grade

- ❖ Students in **grades 3-4** are **dismissed at 2:50 p.m.**
- ❖ **3rd and 4th** grade parents must pick up their children by the Spruce Street doors near the main office.

Valet Pickup

- ❖ Parents must remain in their cars while a staff member takes the child directly to the car with a checklist to keep a record.
- ❖ Parents transporting students to school in the afternoon must proceed to the roundabout and park safely by the cafeteria doors.
- ❖ Individuals that do not have proper authorization for child pick-up, must enter the building, sign-in at the security desk, show proper identification, and provide written authorization from the parent/guardian to the main office in order to pick up that child.

Our goal is to dismiss our students as quickly and efficiently as possible. We ask for your cooperation and patience during dismissal times. **Disruptive guardians will be asked to leave the premises which will delay their child's pickup.**

Late Pick-ups

Students must be picked up by 3:00 p.m. If students are not picked up by 3:00 p.m., parents will be charged \$1.00 per minute (**after a 15 minute grace period**) and a bill will be provided to you at the end of each week. **Non-payment of late pick-up dues may result in student grades being withheld.**

8 Morris Dismissal Policy

- ❖ All students will be **dismissed starting at 3:00 p.m.**
- ❖ Bus students will be called down first followed by all other students.
- ❖ **No student will remain in the building** unless they are in the ELT after school program.
- ❖ Scholars leaving at the end of ELT will only be released to parents/guardians or candidates listed on the approved pick-up list. You will be asked to produce an ID.
- ❖ Parents of students who choose to allow their child to wait for them outside after our dismissal are strongly encouraged to pick their child up on time as there will be no adult supervision outside after 3:30 p.m. and they will be waiting on the corner of Grand Street.

SCHOLAR UNIFORM AND PERSONAL APPEARANCE

CCSP has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Our goal is to have students focused on their education. Students will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms.

- ❖ If students arrive at school out of uniform, parents will be called and the proper uniform must be brought in.
- ❖ The staff reserves the right to determine and restrict unbecoming styles.
- ❖ If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes.
- ❖ Violations of the dress guidelines will result in incremental disciplinary action.

The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their “workplace”; and help to improve student conduct and discipline.

General Apparel Guidelines

- ❖ CCSP prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- ❖ Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him or her.
- ❖ Physical Education (PE) uniforms are permitted **only** on PE days.
- ❖ Coats, jackets, and items not meeting dress code must be stored in lockers/classrooms.
- ❖ No hoop earrings of any kind. Post earrings ONLY.
- ❖ Tattoos and body piercings must be covered.
- ❖ Body writings (marker or pen on body), sunglasses, pajamas, and wallets with long chains are not permitted.
- ❖ No hats, caps, bandannas, or other headgear allowed.

Dress Code on Dress Up or Dress Down Days

Garments must be free of holes, tears, inappropriate language and messages. No sleeveless, spaghetti straps, skin-tight jeans or jeggings (jean material and skin tight), leggings, short dresses or skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a child if students violate the dress code.

Official Uniform K - 4

Uniform Top for All Students (with school logo)

- ❖ Green CCSP Polo Shirts, short or long sleeved (Weather Dependent)

Uniform Pants

- ❖ Properly fitting khaki pants
- ❖ Khaki shorts are permitted only in September and May/June.

Footwear

- ❖ Boots may be worn in inclement weather **but must be changed once in school.**
- ❖ Black lace-up shoes (closed toe, closed heel) or Sneakers (ALL black, no print, black shoelaces) (K-4)

Clothing Not permitted (Uniform Violations K-4)

- ❖ No pants, shirts, shorts, or skirts that are revealing or tight
- ❖ No jackets, sweatshirts, or sweaters will be worn around the waist
- ❖ No shorts or skirts shorter than knee cap level

Physical Education Uniform (With School Logo) K-4

- ❖ School Gym Sweat Pants or Shorts
- ❖ School Gym T-Shirts

Official Uniform 5 - 8

Uniform Top for All Students (with school logo)

- ❖ Polo Shirts, short or long sleeved (5-8)
 - 5th - **Green**
 - 6th - **Orange**
 - 7th - **Yellow**
 - 8th - **Blue**
- ❖ Shirts must be in good condition. Clean and free from holes and tears.
- ❖ Shirt collars must remain down.

Uniform Pants

- ❖ Properly fitting Black or Joggers pants (5 - 8), **(no jeans)**
- ❖ Black shorts are permitted only in September/October and May/June. (5-8)
- ❖ All articles of clothing must fit properly
 - May not be baggy or tight
 - May not sag
 - May not have a low waist

Clothing Not permitted (Uniform Violations)

- ❖ No pants, shirts, shorts, or skirts that are revealing or tight.
- ❖ No jackets, sweatshirts, or sweaters will be worn around the waist.
- ❖ No shorts or skirts shorter than knee cap level.
- ❖ Clothes with holes in them.
- ❖ The hood of a Hoodie on your head.

Physical Education Uniform (With School Logo *NEW for the 2012 - 2023 academic year*)

- ❖ School Gym Sweat Pants or Shorts
- ❖ School Gym T-Shirts

Footwear

- ❖ Boots may be worn in inclement weather **but must be changed once in school.**
- ❖ Students must wear closed toed black shoes or black sneakers; no sandals, flip flops, slides or mules (5 - 8)

For the 2022-2023 school year all uniform items, including the physical education uniform **MUST** be purchased from **YNK Uniform Store** located in Clifton at 125 Getty Avenue, Clifton, NJ 07011. No other vendor sells our uniform.

Website: <https://ynkstore.us>

BUILDING USAGE AND STUDENT BEHAVIOR EXPECTATIONS

Public Areas: Hallways, Stairways, Cafeteria, and Bathrooms

Hallways, stairways, cafeteria, and lavatories are areas used by all members of CCSP. There are rules of conduct that all students must follow because we all use these areas.

- ❖ No loitering in the halls, lunchroom or lavatories.
- ❖ No eating in halls or lavatories.
- ❖ No running in the halls, lunchroom or lavatories.
- ❖ Do not use any profane or vulgar language while in these areas.
- ❖ Do not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- ❖ No vandalizing (including the use of graffiti), post fliers or writing on walls, bulletin boards, doors, desks, books, or any other school property.
- ❖ Students must do their part to keep these areas clean and safe.
- ❖ Do not leave belongings on the floor outside of or on top of your locker.
- ❖ Make sure you clean up after yourself and appropriately dispose of all trash.
- ❖ Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- ❖ Do not horseplay, push, trip, throw objects, and/or wrestle. This will be treated as a physical aggression and students will be held to the schools' code of conduct.

Students are not permitted in the halls during class periods and lunch hours unless they are accompanied by a teacher or have a hall pass from an authorized staff member. **Violations of this policy will result in reprimands up to and including suspension.**

Restricted Areas

After arriving at school, **students may not leave the building for ANY reason** without written permission of the administrator or being accompanied by a teacher.

- ❖ Students may not use a classroom without the presence of a teacher.
- ❖ Students may not use or remove any item from a teacher's desk.
- ❖ The (K-4) playground of the school is off limits except when permission is given.

Violations of this policy will result in reprimands up to and including suspension.

Breakfast

- ❖ No outside food or beverages, **excluding water**, will be permitted inside the building as CCSP provides breakfast daily to every child.
- ❖ All food attempted to be brought inside the building from outside will be **confiscated** before entering the building.
- ❖ No reimbursement will be provided.
- ❖ Continued attempts by a child will result in a Home For Parent (HFP).

Violations of this policy will result in reprimands up to and including suspension.

Lunch

- ❖ All scholars will remain at school during the lunch period.
- ❖ All students are provided with free lunch at school, or may bring a packed lunch that **MUST** be put in your child's locker upon entering the building (5th grade students will be provided a location in the cafeteria to store their lunch).
- ❖ Scholars are not allowed to order food or have food ordered for them as delivery will not be granted.
- ❖ Continued attempts by students will result in a Home For Parent (HFP).

- ❖ Scholars can only eat their lunch in designated lunch areas.
- ❖ Scholars will **not** be permitted to take lunches to any classrooms during lunch.
- ❖ Scholars will be expected to clear your place and dispose of all trash and recyclables appropriately.
- ❖ Faculty/staff on duty during the lunch period will hold you responsible for your behavior. Scholars who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Violations of this policy will result in reprimands up to and including suspension.

Cafeteria Conduct

- ❖ Dispose of plates and utensils in appropriate bins.
- ❖ Keep tables, seats, and floors clean.
- ❖ Talk in a normal voice (classroom voice). Do not shout.
- ❖ Keep cafeteria lines orderly: no pushing, running, horse playing or cutting of lines.
- ❖ No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- ❖ Keep hands, feet, personal belongings and food to yourself.
- ❖ No backpacks or books are allowed in the lunch area.
- ❖ Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- ❖ Appropriate language is to be used at all times.

Lockers (Grades 5 - 8 ONLY)

Each student will be assigned a locker for his/her individual use. This locker is for storing books, coats, and personal items necessary for school. CCSP will not be liable for personal items left in the lockers. To keep your school items safe, we strongly advise you to keep your locker and its combination private.

- ❖ Do not trade lockers with another student.
- ❖ Do not let another student share your locker.
- ❖ You are only authorized to use the locker assigned to you.
- ❖ All combination/key locks must be returned at the end of the year. (Grades 6th - 8th only as locks are built into the lockers at the 5th grade campus.)
- ❖ A broken lock will result in a fee of **\$10.00** that must be replaced or scholars can not use their locker or any other as all lockers will be used by other scholars.
- ❖ It is your responsibility to see that your locker is kept locked and in order at all times.
- ❖ You should report any damage or vandalism of your locker to the front office. If you do not report vandalism or damage you will be held responsible for it.
- ❖ Lockers and locker areas are expected to be kept neat at all times.
- ❖ No items considered dangerous by the administration may be kept in the lockers and will be removed if found there.

Under **18A:36-19.2**. The building leaders or other officials designated by the local board of education may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that inspections may occur. As such, students attending CCSP and their guardians should not expect privacy of the contents of their lockers, desks, or other school property.

Lost And Found

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in the Lost

and Found Box for up to **(30) days**. Thereafter unclaimed items will be disposed of. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

Visitors

Visitors must sign in with security when they arrive and must present a valid ID. No visitor is allowed to walk in the school without a visitor pass. Visitors will be given a sticker that must remain in plain sight at all times in the building. ANY CCSP employee has the right to escort an individual not clearly identified to security. Parents/Guardians are required to show state ID to gain entrance to all campuses and will be given a visitor pass while on campuses.

Violators of this policy may be escorted out of the building, banned from further entry and or be subject to arrest and prosecution by the local police department.

SCHOOL ACTIVITIES

CCSP offers a range of activities that enrich student learning during the school day and after school. Specific rules will apply to these activities to ensure the safety of our students.

Field Trips

Field Trips offer exciting ways to learn. CCSP students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- ❖ Students must bring a permission slip signed by parents/guardians to school by the specified date.
- ❖ **Funding for field trips is not provided by the school, unless otherwise indicated. To take part in each field trip students are REQUIRED to pay for all field trips unless otherwise indicated by the students teacher.**
- ❖ All permissions must be in writing and submitted one week **prior** to the date of the trip. No phone calls will be accepted as permission. Your student can be denied trip attendance if permission is not granted in a timely fashion. Trips are planned by headcount and late attendees may not have a slot.
- ❖ Students must wear their specific school uniform unless otherwise indicated by the student's teacher.
- ❖ Students must abide by CCSP codes of student conduct while on the field trip.
- ❖ No money will be refunded if a student does not participate in the planned trip without a confirmed medical excuse and/or because of their negative behavior.
- ❖ The school administrators may revoke the privilege for any student planning on attending a field trip/school activity if the student is excess of specified demerit points.
- ❖ Students with a failing grade or those that are missing critical assignments may be refrained from attending as well.
- ❖ Permission slips will NOT be accepted after the deadline set on the actual form.

Student Dues - Grade 8

- ❖ Grade 8 students dues are **\$240.00 per student**. The cost covers graduation expenses, the luncheon, class ring, and t-shirt. It does not **There will be no reimbursement if scholars are removed for behavioral and/or poor academics. This cost does NOT include the optional grade level trip in May, yearbook, and graduation pictures. All CCSP scholars in Grade 8 are required to submit all dues. There will be no independent selection of items.**

Expanded Learning Time (ELT)

Students have the opportunity to enhance and deepen their knowledge of certain activities or subjects by attending after-school activities. Students attending after-school clubs will be expected to follow these regulations:

- ❖ Students must be with a teacher or other staff member at all times.
- ❖ Students must abide by the CCSP code of student conduct while participating in the activity.
- ❖ Students must remain in the school sanctioned uniform during this time.
- ❖ Parents that are late to pick up their child in the ELT program will be charged \$1.00 per minute;
 - After 3 early and/or late pickups, students will be removed from the ELT program.

TEXTBOOK AND SUPPLIES

Parent(s)/Guardian(s) are responsible for the upkeep of school issued textbooks that are distributed at the beginning of the year. **Parents are to notify their child's teacher within 48 hours of receiving the textbook if there are any issues. If parents do not, it is understood that the textbook provided is in good/excellent condition.**

- ❖ **Students must return all textbooks, workbooks, and expendable supplies at the end of the year.**
- ❖ Parent(s)/guardian(s) are responsible for any damaged book returned at the end of the year, as well as missing textbook(s) and school issued supplies.
- ❖ As such, each student should take care to see that these books are not lost, stolen, damaged, or defaced.

Should a student withdraw from the school or be expelled, all textbooks must be returned to CCSP immediately.

Fees and Dues

- ❖ **Final report cards, transcripts and/or withdrawal forms will not be issued until all textbooks and/or supplies are returned in good condition and all balances owed are paid in full;**
- ❖ **This includes the moving up ceremony for 8th graders as they will not receive their diploma the day of the event and their transcripts will not be sent to their anticipated high school until all dues are paid.**

Please NOTE: Zero exceptions will be made to this rule. Scholars' final act for the school year is to ensure that all of their education, finances and resources are in order. We encourage you to monitor these items throughout the school year.

REPORT CARDS AND GRADING CRITERIA

Progress Reports

Are a mid- marking period update on your child's progress in each class. They will be mailed home 4 times a year. Additionally, your child's progress can be checked at any time by logging into PowerSchool.

All students will be assigned a progress report grade in all classes at the end of the designated progress report period.

Report Cards

Are distributed quarterly to show students final grade in each class for the marking period. The 1st and 3rd Marking period report cards will be distributed at parent teacher conferences, the 2nd and 4th marking period report cards will be mailed to your home.

Parent Responsibilities

- ❖ It is the parent's responsibility to call & request a report card from the front office if it was not received on time.
- ❖ It is the parent's responsibility to ensure that students submit their homework on time.

CCSP is dedicated to excellence in education, and we strive to create a caring and efficient communication between home and school.

Grading Structure

All classes, except for Kindergarten, will follow this standard scale for assigning letter grades for each reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D	60 - 69
B	83 - 86	F	00 - 59
B-	80 - 82		

Examination Procedures

At CCSP, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations are used on a statewide basis as measures of student performance, students at CCSP are exposed to formal examinations, not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Examination Code of Conduct

- ❖ Students are to remain silent during all examinations.
- ❖ Under no circumstances are students permitted to distract other students during examinations.
- ❖ Students must leave school bags at the front of class or in their lockers during examinations.
- ❖ Students are not permitted to take any paper, including worksheets, into the exam room.
- ❖ Students are not permitted to remove any paper, including the question paper, from the exam room.
- ❖ Students must bring requested equipment and supplies for each exam.
- ❖ Students are not to be late for examinations and will NOT be permitted to leave early.
- ❖ Latecomers will not be allowed into the classroom and will not be granted extra time to complete the exam, Students will need to make up the exam on another day.
- ❖ Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school.

All exams must be made up within 3 days of absence and the student must present a reasonable excuse to be eligible for a make-up exam or project.

- ❖ **Any student that disrupts the class during testing will be removed from the classroom and issued appropriate disciplinary consequences**
- ❖ **and any student found to be cheating during examinations will receive a zero and their parents will be notified.**
- ❖ **Disciplinary action may be taken by the teacher or school administration.**

Homework Policy

Homework is an essential part of student success at CCSP. Doing homework helps students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is the student's responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If a student or a parent has questions about homework, immediately contact the teacher who assigned it.

Grade Promotion/Retention Policy

- Grades 1 - 8 students who fail **two or fewer** classes must take summer school classes at their own expense. Students who fail to attend the required summer school classes will be retained.
- Grades 1 - 8 students who fail **three or more** subjects will be retained.

TUTORING

Our teachers cannot receive additional compensation for working with student scholars who attend the school where he/she teaches. Your child's teacher will provide additional support during school hours to ensure that our scholars are making progress. For this reason, we request that you not ask your child's teacher for additional tutoring outside of school.

ATTENDANCE

Under *N.J.S.A. 18A:38-28 through 31* all children between the ages of 6-16 are required to attend school. All regular school attendance is essential for the students to make the most of their education. School employees must investigate and report violations of the state compulsory attendance law. **Students absent without permission from school or from any class will be considered truant and subject to disciplinary action.** To receive credit in a class, a student must attend at least 91 percent of the days the class is offered as he/she will be determined chronically absent.

Chronic Absenteeism

is defined in New Jersey's *ESSA* State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were "in membership" at a school.

The class credit will remain invalid unless the administration finds that the absences are the result of extenuating circumstances, under NJ's **five allowable reasons for absence**:

- ❖ Religious observance (*N.J.A.C.6A:32-8.3(h)*);
- ❖ A college visit (up to 3 days per school year, only for students in grades 11 and 12);

- ❖ “Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- ❖ Participation in observance of Veterans Day (*N.J.S.A. 18A: 36-13.2*) or district board of election membership activities (*N.J.S.A. 18A: 36-33*); or
- ❖ The closure of a busing district that prevents a student from having transportation to the receiving school.

School Day in Session

is a day on which the school is open and students are under the guidance and direction of a teacher(s); and the day must be 4 hours or more to be considered a full day (or at least 2 1/2 hours for kindergarten) (*N.J.A.C. 6A:32-8.3(a) and (b)*).

- ❖ The number of possible days in session for a student on *home instruction* is the same as for other students in the program in which the student is enrolled (*N.J.A.C. 6A:32-8.1(f)*).
- ❖ Schools must be in session a minimum of 180 days.
- ❖ The number of school days in session does not include summer school.
- ❖ The extended school year is included in the calculation up to June 30 and only when it is required for all students.

Cumulative Days Present

is an element in NJ SMART defined as the number of school days a student is present (not absent) when school is in session during the annual reporting period (July 1 through June 30) and the student is recorded under the guidance and direction of a teacher in the teaching process (*N.J.A.C. 6A:32-8.3*). Whether a student's absence is due to illness, disciplinary action, or other reason, the student may not be considered present at school unless home instruction is received. (For further clarification, see the sections below on whether students can be recorded as present during school-sponsored programs and suspensions.) A student with an “excused” absence per district board of education policy can NEVER be considered as present.

Time present – Full Day

For a school in session during morning and afternoon, the student must be *present for at least one hour in the morning and at least one hour in the afternoon* to be considered as present for a full day; for a school in session during either morning or afternoon, the student must be present at least two hours to be recorded as present for the full day (*N.J.A.C. 6A:32-8.3(k)*), for example, twilight programs. For a half day preschool or kindergarten session, the student must be present for at least one hour to be considered present for a full day.

o NOTE: In 2019, USDOE has defined absence for State reporting on chronic absenteeism as the following: students should be considered absent when they are not physically on school grounds or not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day. NJDOE will be reviewing the state’s administrative code and making changes as necessary. Districts will be informed of any changes and the impact on reporting for chronic absenteeism.

Time present – Half Day

A student must be present for at least one hour during any morning, afternoon, or evening session to be recorded as present one-half day (*New Jersey School Register, Ch.3*).

School-Sponsored Education Programs

A student participating in a school-sponsored educational program under the guidance and direction of a teacher, pursuant to *N.J.A.C. 6A:32- 8.3*, even if not located in the school, is considered present and in membership (e.g., field trip, structured learning experience, community-based instruction).

In-School Suspensions

A student temporarily removed from his or her regular classroom to in-school suspension is considered present and in membership, provided the student is afforded the opportunity to continue to:

- ❖ Appropriately participate in the general curriculum; and
- ❖ For students with disabilities, receive the services specified on the child's IEP, and participate with nondisabled children to the extent they would have in their current placement.

Out-of-school suspensions

A student on out-of-school suspension is considered in membership and not present unless he or she receives home instruction as defined above. Students receiving short-term suspension must be provided with academic instruction that addresses the New Jersey Student Learning Standards within five days of the suspension (*N.J.A.C. 6A:16-7.2(a)5*). Students receiving long-term suspension must be provided with educational services (academic instruction and support services) within five days of the suspension (*N.J.A.C. 6A:16-7.3(a)9*).

Attendance Improvement Policy for Scholars

We all know that when scholars miss too much school— regardless of the reason – it can cause them to fall behind academically and your child is less likely to succeed if he or she is chronically absent. Research shows: by 6th grade, chronic absence is a proven early warning sign for scholars at risk for dropping out of school and by 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.

To ensure your child is receiving the best educational experience possible, we have established a mandatory Saturday Attendance Program. When your child misses ten or more days of school in total, he/she will make up his/her absences on **Saturday** from **8:00 A.M. until 12:00 P.M.** until he/she has a minimum of ninety five percent attendance for the year.

Illness while at school

If school personnel believe your child has any of these conditions, your child will be sent home immediately in order to reduce the chance of spreading infecting others.

- ❖ Fever of 99.4 or higher
- ❖ Pinkeye (Conjunctivitis): eye infection; causes of redness, swelling, discharge
- ❖ Lice: tiny insects that live on the scalp or in a person's clothing
- ❖ Ringworm: fungal infection affecting any part of the skin
- ❖ Bed bugs: tiny insect that are reddish-brown, flat, and oval that live in clothing and furniture items

Returning to School After Illness

A student scholar may only return to school if he/she provides documentation from a doctor stating that the condition is no longer contagious or transmissible.

If your child is found with a bedbug on his/her person or personal belongings, you must provide documentation that appropriate action has been taken by an exterminator prior to the student scholar returning to school.

Your child may return without documentation in the following instance:

- ❖ Your child does not need a doctor's note to return after a fever. However, your child must be fever free for 24 hours without medication. (Please check in with the school nurse for more specific guidance).

Unexcused Absences

An unexcused absence becomes part of a student's school record. You will be marked for an unexcused absence if you:

- ❖ Failure to bring a valid note within three school days following an absence;
- ❖ Are absent from class without permission - including walking out of class;
- ❖ Are absent from school without parental permission;
- ❖ Get a pass to go to a certain place but do not report there, and/or;
- ❖ Are absent for reasons considered unacceptable to the Administration.
- ❖ Routine doctor's appointments that can be scheduled when school is not in session.
- ❖ Family vacation
- ❖ Parent/Guardian illness
- ❖ Bad weather
- ❖ Trouble with public transportation

PLEASE NOTE: CCSP is mandated by state law to pursue parents in court for excessive unexcused absences.

We will make every attempt to work with the guardian however we are bound by NJ State law to ensure that your student receives the requisite number of days of education.

Truancy

Truancy means that a student is inexcusably absent from their assigned location without the knowledge of a parent.

- ❖ No credit will be recorded for work you missed as a result of truancy;
- ❖ A record of truancy will be entered into your record file;
- ❖ A conference with your parents will be held.

Students who accumulate five consecutive unexcused absences or nine total days within a semester will be considered truant by state law and as a result can be expelled.

Tardiness

At CCSP, there are two types of tardiness: Tardy to school and tardy to class. Learning the responsibility of getting to school and class on time is an integral part of CCSP's standard of excellence.

If students come after 8:15 a.m. they will need to get a tardy slip from the front office.

Oversleeping, car or traffic problems and other related explanations are all unexcused. Tardiness is excusable by a school official under the following circumstances:

- ❖ Court appointment.
- ❖ The student has a doctor or dentist appointment.

A note or phone call from a parent or a professional note from a doctor, or court representative will be required to verify the above. However, every effort should be made to communicate the scholar's absence BEFORE the event occurs.

The consequences for repeated tardiness to school within a year are as follows:

The number of tardiness to school Consequences

- ❖ Each tardy is recorded in the student record.
- ❖ 5th tardy Parent is contacted.
- ❖ 10th tardy Parent is contacted. Students will receive an morning/after school detention.
- ❖ 15th tardy; student receives a Saturday Detention and a Home For Parent (HFP) which requires the parent to come in for a meeting. The student can not return until this is done.

- ❖ 20th tardy; student receives a Home For Parent (HFP) and he/she is required to attend two Saturday Detentions.

PLEASE NOTE: School administration has the right to substitute alternative disciplinary intervention for repeated offenders.

Class Tardiness

In our school instructional time is viewed as a precious resource. A tardy policy has been developed to emphasize the importance of each student being in the classroom for the entire class period. Learning the responsibility of getting to class on time is an integral part of CCSP's standard of excellence which prepares students for success. Tardinesses are excusable only if the student has a written note from the nurse, teacher, or administrator. Consequences for class tardiness are at the discretion of the teacher and/or building leaders.

PLEASE NOTE: School administration has the right to substitute alternative disciplinary intervention for repeated offenders.

EARLY DISMISSAL FROM SCHOOL

In all instances of early dismissal, the following precautions will be taken to ensure students' safety. School administrators may release students before the end of a school day only upon presentation of a written request from the student's parent or guardian. You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.

Students may be released "on his or her own" when walking permission slips are on file. No staff member shall permit or cause you to leave school prior to the hours of dismissal except with the approval of the Principal and with the knowledge and approval of the parent/guardian.

"Early Dismissal" days will have staggered times. Students in grades K-1 will dismiss at 12:30 p.m. Students in grades 2-4 will dismiss at 12:40 p.m., and grades 5th-8th students will be dismissed at 12:30 p.m.

Please do not arrive at school before dismissal time unless you have made arrangements to pick up your child early. Parents are expected to pick up their children no later than 2:30 pm.

- All students must be picked up by their parents/legal guardians by designated times. CCSP may call the authorities for the students in the Extended Learning Time program who are still on the campus after 5:15 p.m. for those being picked up.
- ❖ CCSP is not responsible for a child who walks home once he or she is off the property of school. If walkers need to wait on campus for any reason, parent(s)/guardian(s) are to contact the school to make arrangements, while adhering to the school's late policy.
- ❖ You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Reminder: Regardless of whether it is a regular or an early-dismissal day, the school building may be closed at 6:00 P.M

UNEXPECTED SCHOOL CLOSING

Weather related or emergency closings of school will be posted on the school website. Local media will be notified. If school is closed due to inclement weather, parents will be notified in a variety of ways:

- ❖ A message will be left on the school's voicemail system.
- ❖ Announcements will be made on News 12 New Jersey
- ❖ A message will be placed on the school website (www.ccsp.org)
- ❖ A message will be sent through the school's Alert Now notification system.
- ❖ A notice will be posted on the Home School Council's Facebook page.
- ❖ An email will be sent to all parents for whom we have an email address on file.

The notifications will be available no later than 6:00 a.m. on the day of the closing.

DELAYED OPENING DUE TO INCLEMENT WEATHER

In the event that the opening of school is delayed due to inclement weather, CCSP will open at **10:00 A.M.** Parents should pack a light lunch as an abbreviated lunch recess will be scheduled. Dismissal will take place at the standard time. Announcements will be made through all the methods described above.

STUDENT CLASSROOM CONDUCT

To foster a positive learning environment, the CCSP administrators and teachers shall not allow the following types of behavior during school, on school property, or during any school-sponsored activity.

Classroom rules in every classroom:

- ❖ Be in your assigned seat, ready to work before the tardy bell rings.
- ❖ Bring pencils, pens, paper, books, and all assigned materials to class.
- ❖ Keep your hands, feet, and objects to yourself.
- ❖ Do not engage in behavior that creates classroom distractions.
- ❖ Follow directions the first time they are given.
- ❖ No gum, food, or drinks are allowed in the building except in designated food service areas.
- ❖ Raise your hand before speaking.
- ❖ No students may leave class without permission.
- ❖ Adhere to all classroom and/or school rules.

Substitute teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of the following consequences for violating daily classroom rules may be implemented:

- ❖ Disciplinary Points as part of the Demerit Point System on Class Dojo
- ❖ Written Warning
- ❖ Teacher's option
- ❖ Parent contacted
- ❖ Referred to Administration for Detention and/or Suspension
- ❖ In school suspension
- ❖ Out of school suspension
- ❖ Detention (Saturday, after school and before school).

STUDENT DISCIPLINE AND CONSEQUENCES

All suspensions require that parents attend a MANDATORY meeting before a student can return to school.

Students who are suspended MAY also receive the following: demerits,

- ❖ Morning detentions,
- ❖ Saturday detention,
- ❖ Removal from field trips/events, and/or removal from 8th grade promotion ceremonies.

Supplemental consequences are at the full discretion of the school Principal.

Building leaders can also require a Home For Parent (HFP) for any infractions listed below. This requires that parents attend a mandatory meeting before the child can return to school.

Cellular Telephones / Personal Electronic Devices

Radios, Tape or CD Players, iPods, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Administrator. Cell phones can only be used outside of school grounds. Students are not allowed to chat or play games with their cell phones or any other electronic devices.

- ❖ 1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardians. CCSP is not responsible for the confiscated items which are not retrieved one week after confiscation.
- ❖ 2nd Offense: Parents/guardian contacted. Up to One (1) day suspension. Devices will be confiscated and devices will be given to parents/guardians. CCSP is not responsible for the confiscated items which are not retrieved one week after confiscation.
- ❖ 3rd Offense or greater: Parents/guardian contacted; Up to Three (3) day suspension; a mandatory HFP; and possible expulsion.

Causing Bodily Harm

Cause bodily harm on another person by an act done with intent to cause bodily harm: School is not a place to fight, arrange fights, or intentionally inflict bodily harm to others (by hitting, biting, etc.) whether these acts take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all the students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

- ❖ 1st Offense: Parent/guardian contacted. Two day suspension and parent must attend a meeting with the dean
- ❖ 2nd Offense: Parent/guardian contacted. Up to three days suspension, parents must attend a meeting with the dean before the student can return, and mandatory counseling from inside/outside agencies.

- ❖ 3rd Offense: Parents/guardian contacted. Up to four days suspension, parent must attend a meeting with the dean and parent must attend meeting before the student can return, and mandatory counseling from inside/outside agency
- ❖ 4th Offense or greater: Parent/guardian contacted. The minimum 10 day suspension; parents must attend a meeting with the dean before the student can return; and possible expulsion.

Cheating / Plagiarism

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct.

- ❖ See individual teachers' policies.

Abuse / Misuse of Computers and Laboratory Equipment

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also includes loading private software, and accessing inappropriate sites using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

- ❖ 1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to one (1) day suspension
- ❖ 2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day suspension
- ❖ 3rd Offense or greater: Parents/guardians contacted. Administrative discretion, the student will be banned from using any computer and science labs at CCSP. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

Disrupting Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students in class.

- ❖ 1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day suspension.
- ❖ 2nd Offense: Parent/guardian contacted. Administrative discretion detention, and/or up to one (2) days suspension.
- ❖ 3rd Offense or greater: Parent/guardian contacted. Administrative discretion including up to three (3) day out-of-school suspension, a mandatory parent meeting (HFP) before a child can return and/or expulsion.

Uniform Violations

Students should come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire and will wait in the lobby until their parent/guardian brings the proper attire. All missed work must be made up. Any child out of compliance will be sent to the office to correct the violation. The Parent/guardian will be contacted to bring proper uniform attire to school.

Continued violations will result in an HFP, one day suspension, and/or expulsion for failure to follow CCSP policies.

Use of Drugs or Alcohol, Sale of or Intent to Sell Drugs or Alcohol

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials will be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

- ❖ Parent/guardian contacted. Contact authorities + ten day suspension with expulsion proceedings.

False Alarms / Threats Against CCSP

Issuing a false fire alarm is a violation of State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from a fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also a violation of the State Law. Any student who issues a false call is subject to prosecution by legal authority and the parent/guardian will be held responsible for all costs incurred.

- ❖ Parent/guardian contacted. 3 Day Suspension. Recommendation for Expulsion. Restitution for any damage. Possible prosecution by legal authorities.

Forgery

Any attempt by a student to sign a teacher, administrator, parent/guardian, or student's name to any school document is considered forgery:

- ❖ 1st Offense: Parent/guardian contacted. 1 Day Suspension and the parent must attend a meeting before the child can return.
- ❖ 2nd Offense: Parent/guardian contacted. 2-3 Day Suspension and the parent must attend before the child can return.
- ❖ 3rd Offense: Parent/guardian contacted. 4 Day Suspension and recommendation for Expulsion.

Gambling and Playing Cards

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another.

- ❖ 1st Offense: Parent/guardian contacted. Up to two (2) days in school suspension and confiscation of the card (s), dice etc. with retrieval only by parent/guardian. CCSP is not responsible for the confiscated items which are not received one week after confiscation.
- ❖ 2nd Offense: Parent/guardian contacted. Up to three (3) day suspension. Card(s) will be confiscated and they will be given to parents only on or after the last day of school. CCSP is not responsible for the confiscated items which are not claimed by parent/guardian within one week of the close of school.
- ❖ 3rd Offense: Parent/guardian contacted. Three (3) day suspension. Recommendation for expulsion

Possession of Inappropriate Materials

Pornographic, criminal, or hate related.

- ❖ 1st Offense: Parent/guardian contacted. 2 Day Suspension and the parent must attend a mandatory meeting before the child can return.
- ❖ 2nd Offense: Parent/guardian contacted. 3 Day Suspension and the parent must attend a mandatory meeting before the child can return.
- ❖ 3rd Offense: Parent/guardian contacted. 4 Day Suspension. Expulsion proceedings and a mandatory parent meeting

Harassment of other Students / Teacher / Administrator / Staff Member

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark(s) and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience the consequence of his/her behavior.

- ❖ Parent/guardian contacted. Potential Anti-Bullying (HIB) Case pending on administrative discretion with a recommendation for suspension and other disciplinary actions. Expulsion Proceedings and contact law enforcement.

Disrespect to Staff or Using Inappropriate Language and Behavior

Includes, but is not limited to, responding to staff in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back)

- ❖ 1st Offense: Parent/guardian contacted. Up to 2 Day Suspension.
- ❖ 2nd Offense: Parent/guardian contacted. Up to 3 Day Suspension.
- ❖ 3rd Offense: Parent/guardian contacted. 4 Day Suspension. Expulsion proceedings and a mandatory parent meeting.

Possession / Use of Tobacco Products

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy

- ❖ 1st Offense: Parent/guardian contacted and a mandatory meeting. Four (4) days suspension and mandatory drug testing at the parent's expenses before the child can return; paperwork must be returned prior to their return; and mandatory in house counseling
- ❖ 2nd Offense: Parent/guardian contacted and a mandatory meeting. Repeat of above and expulsion proceedings.

Stealing / Vandalization of Private Property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds.

Students **and their parents or guardians** will be held responsible, financially and/or otherwise, for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

- ❖ **1st Offense:** Parent/guardian contacted and a mandatory meeting before the student can return. Administrative discretion. Restitution if required. Up to 3 Day Suspension. Possible expulsion and authorities contacted.

- ❖ **2nd Offense:** Parent/guardian contacted and a mandatory meeting before the student can return. Up to 4 Day Suspension. Restitution if required. Expulsion proceedings and authorities will be contacted.

Display of Threatening Behavior

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), handwritten notes, and/or nonverbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

- ❖ **1st Offense:** Parent/guardian contacted and parent must attend a mandatory meeting before the child can return. Possible HIB Investigation and/or up to a two Day Suspension
- ❖ **2nd Offense:** Parent/guardian contacted and parent must attend a mandatory meeting before the child can return. Possible HIB Investigation and/or up to a three Day Suspension
- ❖ **3rd Offense:** Parent/guardian contacted and parent must attend a mandatory meeting before the child can return. Possible HIB Investigation and expulsion proceedings.

Truancy

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

- ❖ **Offense:** Parent/guardian contacted and according to state regulations a parent will be referred to municipal court for a truant child after the ninth absence

Possession of any Kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

- ❖ **Consequence:** Parent/guardian contacted. Law enforcement contacted and a ten day suspension will be issued with expulsion proceedings.

Possession or Use of Fireworks

Using or possessing any amusement device, smoke bomb, etc.

- ❖ **1st Offense:** Parent/guardian contacted and a mandatory meeting is needed before a child can return. A 2 day suspension will be issued.
- ❖ **2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

Gang and Secret Society Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

- ❖ **1st Offense:** Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Up to 2 day suspension.
- ❖ **2nd Offense:** Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Up to three (3) day suspension and required inside counseling.

- ❖ 3rd Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Up to five (5) day suspension and required outside counseling.
- 4th Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Minimum of ten (10) day suspension and expulsion proceedings.

Possession of Stolen Property

Having in one's possession property obtained without permission of the owner

- ❖ 1st Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Up to two (2) day suspension.
- ❖ 2nd Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Up to four (4) day suspension Administrative discretion. Possible expulsion.

Arson

Intentionally starting any fire or combustion on school property,

- ❖ 1st Offense: Parent/guardian contacted. Administrative discretion. Psychiatric Evaluation and expulsion proceedings.

Public Display of Affection

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

- ❖ 1st Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Up to 2 day in school suspension
- ❖ 2nd Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Up to three (3) day suspension.

Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules

- ❖ 1st Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Saturday Detention and one day suspension.
- ❖ 2nd Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Administrative discretion. Mandatory in house counseling and up to three (3) day suspension and one Saturday Detention.
- ❖ 3rd Offense: Parent/guardian contacted and a mandatory meeting is required before the child can return. Up to four (4) day suspension and possible expulsion.

Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

- ❖ 1st Offense: Parent/Guardian contacted. Up to Three (3) day in-school suspension.
- ❖ 2nd Offense: Parent/Guardian contacted. Up to Five (5) day suspension. Possible expulsion.

Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

- ❖ 1st Offense: Notification by the bus driver of the offense to school administration and intervention consequences.
- ❖ 2nd Offense: Parent/Guardian contacted. A three (3) day suspension of bus privileges and the parent or guardian must sign the Bus Code of Conduct Form. The student may not ride the bus until the form has been returned to the school.
- ❖ 3rd Offense: Parent/Guardian contacted. A five (5) day suspension of bus privileges and the parent or guardian must sign the Bus Code of Conduct Form. The student may not ride the bus until the form has been returned to the school.

- ❖ 4th Offense: Notification by the bus driver of the offense to school administration. The student will lose the privilege to ride the bus.

COMMUNITY CHARTER'S COMMUNITY SERVICE

As a representative of Community Charter School of Paterson, students are required to put volunteerism into practice and make an impact in the community. Every scholar must complete the required hours of service in his/her community in order to graduate. Please remember that to count towards the student volunteer hours, students are not to receive payment for their volunteering experiences. Volunteer hours should be completed no later than May 29, 2023. Volunteer hours will not be accepted after this date.

A form must be completed by the student and signed by his/her service supervisor detailing at minimum the location and nature of the community service project, the student's responsibilities, and a record of the student's hours. Each community service project requires its own form. Community service projects completed at the same establishment but on different days require different forms. This is a mandatory requirement for promotion at the Community Charter School of Paterson.

Volunteer Hours Per Grade:

5th & 6th Grade: 5 hours

7th Grade: 10 hours

8th Grade: 15 hours

SCHOOL SAFETY

Vandalism

CCSP views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents, school staff and appropriate community officials.

CCSP believes that students should respect property and take pride in the school. Whenever a student has been found to have done willful and malicious damage to property of the Board, the CEO/Chief Advocate shall be notified. The Board of Trustees will hold the student or his/her parents liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in the vandalism, the appropriate administrator shall:

- ❖ Identify the students involved
- ❖ Call together persons, including the parents, needed to study the causes
- ❖ Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court
- ❖ Take any constructive actions needed to try to guard against further such student misbehavior
- ❖ Seek appropriate restitution
- ❖ Possible expulsion

Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behavior shall not be

tolerated on school property or at activities under the jurisdiction of the Board of Trustees. Students shall inform a teacher, guidance counselor or the CEO/Chief Advocate when he/she is in possession of knowledge of such threats. Staff shall immediately notify the CEO/Chief Advocate of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the Paterson Police Department. Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Weapons Offenses

The Board of Trustees prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while en route to or from school or any school function. For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. This statute defines a weapon as "anything readily capable of lethal use or inflicting serious bodily injury."

The CEO shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property. Any student who is convicted for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the student from the regular education program for a period of not less than one calendar year. The CEO/Chief Advocate shall be responsible for the removal of such a student. The CEO/Chief Advocate may modify a student's removal on a case-by-case basis.

The CEO/Chief Advocate shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the CEO/Chief Advocate or her designee immediately. The CEO/Chief Advocate/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Assault by a student with a weapon on a teacher, administrator, Board member or other employee of the Board is strictly prohibited and shall result in the student's immediate removal from the general education program for a period not exceeding one calendar year. Subject to a hearing before the Board, the student shall be placed in an alternative education program. The CEO/Chief Advocate shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with the law and administrative code.

Violence

Physical violence including assault with or without a weapon, against another student, a staff member or Board member is prohibited and will result in disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported

by the classroom teacher to the CEO/Chief Advocate, unless instructed otherwise, so that possible program adjustments may be identified.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

The CEO/Chief Advocate may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. At an annual public meeting, the CEO/Chief Advocate shall report to the Board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Fire Drills

New Jersey schools are required to have at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. In the event that the fire alarm sounds, everyone must exit the building, by order of the Paterson Fire Department. All students are to exit and re-enter the building in a quiet and orderly manner so that directions can be given. Fire drills must take place in varying weather conditions to ensure that our students have ample opportunity to practice exiting the building safely.

Security Drills

New Jersey schools are required to have one security drill each month within school hours, including any summer months during which the school is open for instructional programs. A school security drill is defined as an exercise to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown or active shooter situation and that is in similar duration to a fire drill.

Visitors to the Building

All visitors must report to the security desk and receive a visitor's badge when entering the building at any time when students and staff are present. All visitors are required to present photo identification and inform staff present at the security desk of the general nature of their visit. CCSP staff are expected to come to the security desk to receive their guests. If, for some reason, this is not possible a CCSP Building Assistant or another designated staff member will escort the visitor to his/her destination.

CLASS DOJO

CCSP will use Class Dojo as our school's behavior management tool for the classroom. Class Dojo keeps parents informed about their child's school day, by allowing teachers to provide them with real-time data from the classroom. Class Dojo tracks students' behavior throughout the school day, and allows the deans and vice principals to have access to the student's merit and demerit points. It promotes positive behavior in an engaging atmosphere that is conducive to student learning and success.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, Intimidation or Bullying - Staff

If you believe that a student has harassed or intimidated you, please inform the School Counselor in writing, via email ASAP.

- The written document must include a timeline of events.

Harassment, Intimidation or Bullying – Students

"Harassment, intimidation or bullying" is defined as

- ❖ any gesture,
- ❖ any written,
- ❖ verbal or physical act,
- ❖ or any electronic communication whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:
 - reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of emotional harm to his/her person or damage to his/her property;
 - has the effect of insulting or demeaning any student or group of students; or
 - creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

How to Report Incidents of HIB

- ❖ Meet with the School Counselor/Anti-Bullying Specialist at your campus.
 - K - 4 - Mr. Peterson
 - 5 - 8 - Mrs. Gomez

The Investigation Process:

School Counselors/Anti-Bullying Specialist will:

- 1) Consult with an Administrator and keep the administrator abreast of all findings and next steps
- 2) Collect and review all statements related to the incident.
- 3) Interview victim(s)/offender(s)/witness(es), (**separately**)
- 4) Call the parents of the victim and offender.
- 5) Set-up conferences/re-entries with victims or offenders and always have parents and administrators present.
- 6) Make use of our "Home For Parent" (HFP) for offender(s).
- 7) Make notation in PowerSchool under victim and offender of all actions taken, (*meeting/phone calls/emails*)
- 8) Document all anonymous reports and investigate.
- 9) Submit all complaints against a staff member to the Principal and log into PowerSchool.
- 10) Offer counseling to the victim and offender. (Health and Social Services Coordinator (HSSC) or Child Study Team (CST))

NOTE: HSSC must see victim within 48 hours

An Administrator will:

- 1) Assign appropriate level of suspension
 - a. 1st Offense: Saturday Detention
 - b. 2nd Offense: 2 days Out of School Suspension and SBA & CEO will be notified
 - c. 3rd Offense: 3 days Out of School Suspension and SBA & CEO will be notified
 - d. 4th Offense: 4 days Out of School Suspension, SBA & CEO will be notified, & Board Hearing
- 2) Notify the CST Team of the offense and a brief synopsis of the situation, including all parties involved.
- 3) Set-up reentry meetings with parents, students, teachers, counselor, HSSC and CST.
- 4) If necessary, begin process for Intervention & Referral Service (*I&RS*)
- 5) Follow-up with counseling for victim and offender.

The administrative staff shall have the right to alter the above noted order of consequences at any time and/or impose other consequences as mentioned in the District's Code of Conduct, depending on the severity of the HIB incident.

Bystanders

A student may be found to have committed an act of bullying without being the individual who performed the overt act. Examples of this enabling type of behavior may include encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group. Bystanders will be subject to disciplinary action. The Assistant Principal/Dean will consider the nature of the behavior before determining a remedial action and/or disciplinary consequences.

Retaliation

A person who commits an act of retaliation or reprisal against the individual who reported the original act of harassment, intimidation or bullying, or an individual who falsely accuses someone of harassment, intimidation or bullying is subject to the same disciplinary consequences as the original aggressor. The level of disciplinary consequence may match the level of the original consequences given to the aggressor or may increase to the next level of consequence as outlined in the Student Code of Conduct. All disciplinary sanctions will be implemented with consideration of the individual's due process rights. Questions or concerns related to these procedures should be directed to the Anti-Bullying Specialist.

TYPES OF CONSEQUENCES for BEHAVIORAL ISSUES

Detention

Detention may be held on each day after school, before school and/or on Saturday.

Students who serve detention must make arrangements to be picked up from school. Parents may request, in person, a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: After/Before School and Saturday detentions.

Detention (After/Before School)

- ❖ Students will bring materials to work on. (Homework, books to read, only school acceptable materials permitted.)
 - Classroom materials may be sent by the teacher.

- ❖ Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- ❖ Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
- ❖ Any student assigned to the detention room must sit the time.
 - Students refusing to sit their time will be suspended from school for one day, his/her parents must meet with a building leader prior to the scholar returning, and he/she will be reassigned the detention.
- ❖ Detention time will be assigned within 24 hours of the building leader meeting with the student.
 - This allows the parent time to make transportation arrangements.
- Note: Students placed on after school detention will not be permitted to participate in any extracurricular activities that day.**
- ❖ If a student arrives in the detention room 5 minutes after designated time without a confirmed excuse, the student will not be allowed into the detention room, and the miss will be considered unexcused.
 - Students refusing to sit their time will be suspended from school for one day, his/her parents must meet with a building leader prior to the scholar returning, and he/she will be reassigned the detention.
- ❖ Failure to follow After/Before School Detention Rules will result in a one day School Suspension. Moreover, his/her parents must meet with a building leader prior to the scholar returning and he/she will be reassigned detention.

Saturday Detention

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

- ❖ Saturday Detention will be held from 8:30 a.m. to 12:00 p.m. in the cafeteria at the designated school. The doors will be open at 8:30 am. Students arriving after 8:45 a.m. will not be accepted and will receive a two day suspension for failure to attend Saturday Detention..
- ❖ Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms.
- ❖ CCSP is not responsible for the students who are left after 12:000 p.m.
- ❖ Students may be asked to bring appropriate materials with which to work.
- ❖ There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
- ❖ Students will be expected to follow the rules of Saturday Detention. Any student not following rules removed from Saturday Detention. The parent/guardian will be notified regarding the infraction immediately.
- ❖ No student is permitted to sleep during Saturday Detention.
- ❖ Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
- ❖ If an emergency arises and the student cannot attend, the parent must contact the administrator at the designated school. If the reason(s) are acceptable, the detention will be rescheduled.
- ❖ If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive a 2 day out of school suspension plus attendance at the next scheduled Saturday detention.
- ❖ Failure to follow Saturday Detention rules may result in 2 days out of school suspension plus attendance at the next scheduled Saturday Detention.

Out of School Suspension

Notice of Suspension and the reasons for the suspension will be given to the student by the administrator after the discipline committee meeting. The student and parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Principal. Consequences will be deferred pending the outcome of an appeal. The Principal will make the decision within 2 school days after the appeal is made. The Principal's decision is final.

- ❖ A student who is suspended from the school is not allowed on school property.
- ❖ A student who is suspended from the school is not allowed to attend after school activities.
- ❖ A student who is suspended is responsible for all make-up work missed.
- ❖ Parents or guardians of the student will be notified in advance of dates of suspension.
- ❖ If the incident is severe, then a building administrator may keep the student in a supervised room until parents/guardians are notified and able to pick up the student.
- ❖ Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
- ❖ Parents/guardians MUST attend a meeting with a building leader prior to the scholar being allowed to return to school.
- ❖ Failure to follow School Suspension Rules may result in further disciplinary action, which can lead to expulsion procedures.

Long-Term Suspension

In addition to the procedural due process afforded students in connection with a short-term suspension, students suspended for ten (10) consecutive school days are entitled to a formal hearing before the Board of Trustees, which shall take place no later than 30 calendar days from the day the student is suspended. The student and his/her parent(s) or guardian(s) will be given adequate notice of the hearing, in accordance with N.J.A.C. 6A:16-7.3. At the conclusion of such hearings, the Board will make a decision as to: (1) whether the charges against the student have been proved; and (2) the appropriate penalty or other disposition if the charges have been proved.

The student shall have the right to appeal the Board of Trustees' decision to the Commissioner of Education in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17. Within five (5) days of the close of the hearing, the Board shall provide a written statement to the student's parent(s) or guardian(s), pursuant to the requirements of N.J.A.C. 6A:16-7.3. Any appeal of the Board's decision shall be made to the Commissioner of Education within 90 days of the Board's decision.

Each student suspended from school shall receive academic instruction commencing not later than five (5) school days after the suspension begins, except that the Board may, on the recommendation of the CEO/Chief Advocate, assign the student to an alternate educational program to meet his/her particular needs.

Where the Board votes to continue the suspension of a general education student, the Board, in consultation with the CEO/Chief Advocate, shall review the case at each subsequent Board meeting in accordance with N.J.A.C. 6A:16-7.4.

Expulsion

Grounds for expulsion will include, but not be limited to:

- ❖ Assault, assault and battery or threat thereof to any school personnel, other students or visitors while on school property, including buses, or at any school sponsored activity.
- ❖ False alarm, including fire, bomb threats, etc.

- ❖ Possession of alcoholic beverages or illegal narcotics or drugs with the intent to distribute.
- ❖ Disruption of school by the use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of the same to incite others toward acts of disruption.)
- ❖ Arson or attempted arson to any school building or property.
- ❖ Repeated offenses or flagrant violations where suspension is normally considered appropriate.
- ❖ Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.

The Board will consider expulsion of a student as a last measure, and only where all procedural due process rights have been afforded and following a long-term suspension pursuant to N.J.A.C. 6A:16-7.3.

DUE PROCESS

All students at CCSP are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the “Unacceptable Types of Student Behaviors” listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at CCSP have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from CCSP during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

- ❖ Has returned all textbooks and checked out materials
- ❖ Has checked in all assigned equipment;
- ❖ No make-up work due;
- ❖ Fees are paid;
- ❖ Release of student records signed by a legal guardian.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in the current period.

PLEASE NOTE: A parent signature MUST be on all withdrawal forms.

COMMUNICATION

The administration and staff will use all means (mail, email, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or email address, please notify the school office immediately and in-person. The school may not be held responsible for lack of communication unless parent contact information is updated regularly. Communication is the key word for success in education.

Going to and From School

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

Protective / Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

EMERGENCY PROCEDURES

Fire, lockdown, and evacuation drills will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter.

Student Conduct Contract

All of you have elected to apply to CCSP. We anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn and develop.

ILLNESS, INJURY, AND MEDICATION POLICIES

CCSP will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse. For administration of medication please refer to the "Administration of Medication" section of the Handbook.

CCSP requires an annual update of all medical information including alternate pickup re-authorization. In order to provide the highest level of service parent and child we need to ensure that all information is accurate and up to date. Please contact the Main Office to update this information.

Mandatory School Assessments

Please note that the following medical assessment are required annually by New Jersey state code

- ❖ Hearing - (Kinder to 3rd grade and then bi-annual thereafter)
- ❖ Height
- ❖ Weight

❖ Blood Pressure

The following medical assessments are bi-annual

- ❖ Vision - Kinder 2nd, 4th ,6th , 8th
- ❖ Scoliosis - Starts at 10 years old, for CCSP this generally is 5th and 7th grade

For these mandatory state assessments provided by the school a consent form must be signed and submitted by the students legal guardian. (Students without consent forms will not be provide assessment services)

Immunization Requirements

The following is a summary of standard im

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- ❖ The medication to be administered by designated school personnel must be:
- ❖ Sent directly from the pharmacy or physician's office;
- ❖ Brought to the school by the student's parent/guardian.
- ❖ The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- ❖ On the medication container, the following information must be clearly printed:
- ❖ Student's Name
- ❖ Name of the medication
- ❖ Dosage
- ❖ Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the nurse's office.

Students are not allowed to carry any medication not prescribed by their doctor with them to school such as aspirin, Tylenol, cough drops, eye drops and other patent drugs. School nurses may not administer medication without medication administration form being filled out by the parent and prescribing physician.

Illness or Injury During the School Day

Please follow these three rules if you become ill or are injured during the school day.

- ❖ Report to the nurse's office. If the nurse is not available, you should report to the Main Office.
- ❖ If you do not inform the office and simply miss class, it is an unexcused absence as well as a cut class.
- ❖ Do not leave the building without permission. Always report to the main office.

Student Health Event Management

If your child becomes ill at school and the teacher or school nurse feels that the child is too sick to benefit from school or is contagious to other children,

- ❖ you will be called to come and take him/her home from school.
- ❖ It is essential that your child's teacher/or nurse have a phone number where you can be contacted during the day

- ❖ and an emergency number in the event that you cannot be reached. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness.
- ❖ If your daytime or emergency phone number changes during the year, please notify your child's teacher immediately.

In the event that your child is ill or becomes injured during the school day CCSP standard pickup times are as follows

- ❖ For **Immediate Health Emergency** the school may elect to send your student directly to an emergency medical center
- ❖ For **Evolving Health Emergencies** (as determined by the school nurse) parents are required to be onsite for student pickup within 30 minutes of assessment. After this period the school may discretionarily request that ambulatory services transport the student to the nearest emergency medical center.
- ❖ For **All Other Health Events** the school requires student pickup within 60 minutes of the incident before emergency services are considered
- ❖ Please see attached First Aid Guidelines for some examples for services that may be provided in the case of an incident.

STUDENT RECORDS

General Information

CCSP maintains a student record for each of its students. The CEO/Chief Advocate is responsible for the security of these records. The CEO is required to implement administrative procedures to guarantee the safety and security of all student records and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by law, i.e., within 10 days of the request but prior to any review or hearing conducted in accordance with State Board of Education regulations.

Student records provided to individuals or organizations shall include only those allowed by the mandate of the New Jersey Administrative Code, State Statutes, authorized by School Administrators or the Board of Trustees.

Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the originator of the record. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data. The Board of Trustees shall report, annually at a public meeting, a description of the types of student records it has authorized certified school personnel to collect and maintain.

Student records and additional information such as grades, standardized test results, health statistics, attendance, etc. are available to the parents. Arrangement for access can be made by contacting the Main Office.

Federal and State legislation regarding students' records provides certain rights to parents. These rights, which address provisions for the maintenance, security, conditions of access and the right to appeal parts of the records, including:

- ❖ Notification of rights in writing, in the dominant language of parents, if possible. When the parents' dominant language is not English, or the parents are deaf, the school shall provide interpretation of the record in the dominant spoken or sign language;
- ❖ Copies of applicable state and federal laws and local policies made available on request;

- ❖ The right to seek to include in the records material parents think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record. Parents also have the right to request an immediate stay of disclosure pending final determination of the challenge procedure.
- ❖ The right to challenge the school's granting or denial of access to the student's records.

Permitted Access to Student Records

A student may assert rights of access only through his/her parents. However, authorized school personnel may, at their discretion, disclose student records to students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons. Parents shall either have access to or be specifically informed about only that portion of another student's record that contains information about his/her child.

Class Dojo: The Merit and Demerit Program

The merit/demerit system known as Class Dojo is a guide of discipline and rewards for fifth through eighth grade scholars' at CCSP. The faculty and staff expect scholars at CCSP to maintain the highest standards of behavior at all times and will hold them accountable for maintaining these standards. Failure to comply with the Code of Conduct and regulations will result in the issuing of demerits and/or other disciplinary actions. It is also required that a parent/guardian follow our school and your scholar on Class Dojo.

MERIT CODE

All scholars begin the school year with a blank slate or 0. In order to attend or participate in school functions (dances, field trips, assemblies, pep rallies, sporting events, moving up ceremony, grade level trips, etc.), scholars must earn the required number of merit points that will be shared on the permission slip.

The number of merits needed for an extracurricular activity will be shared with scholars on the permission slips and during assemblies. No scholar will be permitted to attend or participate in any after school functions, grade level field trips and sports with negative merits. Additionally, scholars can earn merits from the faculty and staff for displaying positive behavior, which will be documented on Class Dojo the first day of school. On a monthly basis, this report will be used to determine ten scholars of the month in each grade level based on their earning of merit points, and those scholars will be entered into our end of year raffle to win bigger prizes.

Moreover, a scholar is not to receive more than one merit reward per staff member, per day. In the event a staff member rewards a scholar for more than one positive behavior in one day, a member of the Dojo team will remove the extra merit included in the scholar's overall score.

DEMERIT CODE

The Class Dojo program will also document a demerit system of discipline. A scholar will receive demerits based on any disrespectful, rebellious, and/or disruptive behavior. Demerits serve as a record of the scholar's inappropriate conduct and as a communication tool to parents that their help is needed to correct their child's behavior. A scholar is not to receive more than one infraction per teacher per day. If a staff member gives demerit points on more than one infraction, a member of the Dojo team will remove the lesser infraction from a scholar's overall points total. Furthermore, excessive demerits can lead to HFP, Suspensions, and possible expulsion.

SIGN & RETURN TO HOMEROOM TEACHER

Please sign and return this portion of the merit/demerit policy. Your signature indicates that you have received and read the merit/demerit policy at CCSP. Failure to return this form does not exclude your child nor you from this policy.

Parent's signature: _____

Parent's name: _____

Child's name: _____

Child's current grade: _____

Today's Date: _____

STUDENT & PARENT HANDBOOK CONTRACT

As a student of CCSP, I will do my best to do the following:

- ❖ I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- ❖ I will speak to others respectfully, not using profanity or uncomplimentary names.
- ❖ I will show respect for all people working or helping in the school.
- ❖ I will show careful regard for both my property and the property of others.
- ❖ I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- ❖ I will attend school regularly.
- ❖ I will be in class on time with all necessary materials.
- ❖ I will make good use of class time and complete and turn in assignments on time.
- ❖ I understand that I must make up assignments I missed because of an absence.
- ❖ I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the school administration.
- ❖ I will do my best in my schoolwork, and I will let others do their best.
- ❖ I will ask for help if I do not understand.
- ❖ I will not bring any contraband items to school.
- ❖ I will help keep the school building and grounds clean and tidy.
- ❖ I will walk in the halls.
- ❖ I will not eat or drink in classrooms, and in the hallways
- ❖ I will follow the dress code and arrive at school in my uniform.
- ❖ I will not participate in any behavior banned by the school.
- ❖ I agree to follow all requirements of the CCSP Student Handbook.
- ❖ I agree to follow the Student Code of Conduct.

SIGN & RETURN TO HOMEROOM TEACHER

Please sign and return this portion of the merit/demerit policy. Your signature indicates that you have received and read the merit/demerit policy at CCSP. Failure to return this form does not exclude your child nor you from this policy.

Parent's signature: _____

Parent's name: _____

Child's name: _____

Child's current grade: _____

Today's Date: _____

CCSP TECHNOLOGY POLICY AND AGREEMENT

In order to use the Google Chromebook for required activities in school, you must be responsible for adhering to the policies and guidelines at all times. All parents/guardians are required to pay \$75 for an insurance policy each academic year for use of the chromebook. Failure to provide insurance payment and return this form will result in your child only utilizing the chromebook in his/her ELA/Math classroom and he/she cannot travel with it.

- ❖ Do not let any other students use the Chromebook you have been assigned, it is your responsibility.
- ❖ Some features of the Chromebook will be limited by school staff and as needed in order to provide the best and safest learning experience possible.
- ❖ Any activity on the Chromebook will be monitored for acceptable use by staff.
- ❖ Devices will be monitored by teachers and administration. Students are required to share their screen with their teacher in each and every class. Failure to do so will result in loss of Chromebook privileges.
- ❖ Students may bring earbuds or headphones to school every day. .
- ❖ Students are expected to remain logged into the Chromebook with their **CCSP e-mail address ONLY** at all times while in the building. Failure to do so will result in loss of Chromebook privileges.
- ❖ Students are expected to use the Chromebook as a learning tool, watching videos for entertainment or playing video games is prohibited and will result in loss of privileges.

*In using your Chromebook, you will be accessing the internet in class daily. Below are some guidelines regarding this:

Website and Social Media Guidelines: Think before you act because your virtual actions are real and permanent!

GUIDELINE	Parent Initials	Student Initials
YouTube: Teachers will occasionally share YouTube videos with students for instructional purposes. Students will have access to YouTube on their devices in a limited capacity.		
Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited		

to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher, or another trusted adult, right away.		
Cyber Bullying: Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. Students engaging in this behavior, in or out of school, will result in logical and/or legal consequences.		
I understand that I am responsible for ensuring I use the chromebook properly and if I damage it or another person's chromebook beyond the insurance policy that I am responsible for purchasing a new one at the market cost which ranges from \$200 - \$300.		

I understand that I must follow these policies/guidelines and that any violation of these may result in the loss of my Chromebook privileges and/or other consequences. By signing this agreement, I am verifying that I understand and accept the guidelines and policies above regarding Chromebooks and their use.

Print Student Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Locker Policy and Agreement

Statement of Policy

All lockers located at Community Charter School of Paterson are property of CCSP. Under 18A:36-19.2. The principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that inspections may occur. As such, students attending CCSP should not expect privacy of the contents of their lockers, desks, or other school property. The use of the lockers is a privilege. Students must abide by the rules stated below. If any questions arise, please contact the Operations Manager, at (973) 413-2057, ext. 1170.

Locker Rules:

Locks

- ❖ Only the lock provided to the student should be on the locker at all times. Students will assume the cost of a lock if a lock is not present on their locker. The cost to replace the lock is \$10.00
- ❖ At no time can a student remove their lock or place it onto another locker.
- ❖ At no time can a student use their own locks. This will result in the lock being cut and replaced with a school appropriate lock. The student assumes the cost of having to cut a lock.
- ❖ This is in place in order for the Operations Manager to keep track of lockers and their combinations in case a student forgets their combination or we need access to the locker.

Use of Lockers

- ❖ Lockers shall not be used to store items which are prohibited by CCSP rules.
- ❖ Use of a locker, other than the one assigned by a person other than whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
- ❖ Upon assignment and during use, students are responsible for reporting any damage or needed repairs to the Operations Manager. Students will assume the cost of any unreported damage.

Authority to Inspect

- ❖ The Operations Manager retains the right to inspect lockers and locks to insure they are being maintained in accordance with the conditions stated above.

Requesting of New Locker/How to Return a Locker

- ❖ If a student wishes to change their locker assignment, they must fill out the form attached below. The Operations Manager will do the best that they can to accommodate the students' needs.
- ❖ A student, again, is not to put their lock on any other locker besides their own without permission from the Operations Manager.

Cleaning of Lockers

- ❖ At the end of the student's school year, the student must empty and clean out their lockers and keep the lock on the locker. Students will assume the cost of cleaning and missing/wrong locks.

Student Name (Print)

Operations Manager (Print)

Student Signature & Date

Staff Signature & Date

Parent Signature & Date

Assigned Locker Number
[to be completed by Operations Manager]