



Community Charter
School of Paterson

STUDENT HANDBOOK

2016-2017

“Cougars RISE Above The Rest”

75 Spruce Street, Paterson, NJ 07501

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www.ccsp.org

Dear Students,

Welcome to the 2016-2017 school year at the Community Charter School of Paterson! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the faculty and staff at the Community Charter School of Paterson is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for our scholars.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. Each of us is responsible for doing his or her part to make our school a place where we can all move forward harmoniously. 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, life-long learners who possess critical thinking, academic, advocacy, and leadership skills required to open new doors in their lives and the lives of others. We want to ensure that our children are inspired and empowered as a result of specific strategies which encourage them to feel good about themselves and their ability to learn.

The mission of the school identifies six characteristics that 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 is a reflection of us all. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Community Charter School of Paterson staff and community, best wishes for a great 2016-2017 school year!

Sincerely,

Mark Valli

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, life-long 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.

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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; and
- 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.

1. SCHOOL OF CHOICE

To achieve our mission, every member of the Community Charter School of Paterson must respect the rights of all stakeholders (Parents, teachers, students). This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. As a school of choice, CCSP asks more of its students and families. All parents should contribute a minimum of 10 hours of volunteer service during the school year.

CCSP's staff is always willing to meet with parents. There are a number of parent/student/teacher conference days scheduled during the school year, which typically follow the issuance of the progress reports for the marking period.

DAILY PROCEDURES

Students must enter the building by the building arrival time. Parents must contact the school at (973) 413-2057, ext. 1131 no later than 8:45 to notify the school of a student's absence.

- Teachers will enter attendance data via OnCourse by 9 am (this information is accessed by the food services personnel at 9 am in order to prepare the correct number of lunches). Substitute teachers will submit attendance via a paper report to school receptionists who will enter the data into OnCourse.
- Students who arrive late must check in at the front desk and are issued late passes by school personnel, the names of tardy students are recorded by the receptionists. Teachers report tardy students as tardy in OnCourse (so they are 'present' but their tardiness is documented)
- School personnel (receptionists, secretaries, school assistants, or school safety monitors) at each location will 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; and,
 3. Encourage parents to have their student return to school as soon as possible.
- Central Office staff will generate a letter to be sent home to parents/guardians.
- Teachers will call home for students absent 3 days in a row. 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, reason for the absence, daytime phone number of the parent/guardian and signature of the parent.
- If a student is absent for three (2) or more consecutive days, the student's parent must submit.

COMMUNITY SCHOOLS

The Coalition for Community Schools defines a community school as “both a place and a set of partnerships between the school and other community resources.” A community school sits at the crossroads of academics, health and social services, youth/community development and community engagement poised to empower a community by empowering its students and families. CCSP focuses on helping our students succeed academically by offering services and resources to address student and family needs that might impede academic success. We offer standing programs and services along with a variety of activities such as field trips, community festivals, and cultural celebrations. The standing programs include:

Extended Learning Time Program

This program provides students with educational enrichment along with character development and cultural enrichment activities after school to develop our students into well-rounded individuals. Classrooms have no more than 25 students per class which provides a 10:1 ratio. It gives students the opportunity to express themselves creatively and participate in project and service-based learning activities. In addition, students receive a nutritious snack. The program operates during the academic school year, Monday through Friday from 4:00 p.m.-6:00p.m. and is free of charge. Because of limited space, families are selected through a lottery. The program’s manual can be found in the attachments of the Student/Parent Handbook.

Home School Council

Parental involvement is central to CCSP’s mission and the success of our students. The CCSP Home School Council fully engages our parents in the work of the school. The Council works to strengthen the collaboration between parents and the school and also supports CCSP’s mission by developing and/or promoting school programs. Such programs include:, fundraising, partnering in the development of parent resources, and serving as one of the bridges between CCSP and the larger Paterson community. The Council meets monthly.

Workshops, Seminars and Special Events

Parent workshops and seminars and school events are also a large focus of Community Schools Initiatives. Through surveying parents and through conversations with parents, we create a calendar of events and workshops that will meet their needs and engage them further in the school’s mission.

STUDENT HEALTH

Immunization and Medical Records

New Jersey State statute requires all students’ immunizations to be accurate and up-to-date before they can be admitted to or attend school. Specific questions regarding immunizations should be directed to the School Nurse at each designated building.

Administration of Medication

In order to avoid any possible misuse or misapplication of medications, the following procedures have been established:

- Students are not permitted to carry medications to or from school under any circumstances. They are also not permitted to keep or consume any medications which have not been cleared through all steps of this procedure.

- Only medications which must be administered during school hours are permitted in the building.
- Parents must complete an Authorization for Administration of Medication Form (found at the end of this Handbook) or personally deliver any type of medication to be taken by their child during school hours. All medicines delivered by the parent to the School Nurse must be completely and properly labeled, and accompanied by a note from the physician. Medications must be in the original pharmacy container and labeled with the following information:
 - The child's name
 - The physician's name
 - Pharmacy medication number
 - Expiration date of the medication, if any
 - Name of medication
 - Complete directions for the proper administration of the medication
- Upon receipt of a child's medication, the School Nurse will complete a form containing all pertinent information regarding the medication and its proper administration. The parent will be required to sign the form.
- Over-the-counter medications, including items such as throat lozenges and cough drops, will be dispensed only under the supervision of the School Nurse upon receipt of prior written permission from the student's parent or guardian.

Emergency Administration of the EPI-Pen During the School Day

Parents who have a child that has an allergy that could result in anaphylaxis in the event of an attack, and whose child will be unable to self-medicate in the event of an attack, must complete an Authorization for the Administration of Medication form found at the end of this Handbook and also available in the School Nurse's office to give the School Nurse or her designee consent to administer epinephrine via EPI-pen to the student. Parents who have questions with regard to this procedure are encouraged to contact the School Nurse at each designated building.

Health Screenings

The School Nurse conducts health screenings throughout the year. These screenings include vision, hearing, blood pressure, height and weight with Body Mass Index (BMI). Parents who have questions or concerns regarding these screenings should address them to the School Nurse at each designated building.

504 Plan

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that students with medical or other disabilities have equal access to an education. Qualified students may receive accommodations and modifications planned by the school nurse.

Substance Abuse

It is the responsibility of the Board of Trustees to safeguard the health, character, citizenship, and personality development of the students in its school. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Trustees recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Trustees is committed to the prevention of

drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers. "Drug" includes all controlled dangerous substances and all chemicals that release toxic vapors.

The Board of Trustees prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as student assistance coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Students suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation.

Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as student assistance coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The CEO/Chief Advocate shall prepare and submit to the Board for its approval a comprehensive curriculum. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the school will offer a special class or course designed to meet the needs of students with alcohol or other drug use problems. The complete substance abuse policy (File Code: 5131.6) is available in the Main Office upon request.

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 include all those mandated by the New Jersey Administrative Code or State Statutes, or authorized by administrative directives, and such permitted records as the Board of Trustees shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the student. Records so authorized must comply with code standards as to relevance and objectivity. 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, include:

- A. Notification of rights in writing, in 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;
- B. Copies of applicable state and federal laws and local policies made available on request;
- C. 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.
- D. 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.

Student Information Directories

CCSP shall compile, publicize and make available a "student information directory" as defined in the administrative code. Such directory information shall be available to educational, occupational and military recruiters as required by law. CCSP is required to notify parents annually in writing of their rights in regard to student participation in educational programs.

2. COUNSELING SERVICES

CCSP has professional staff members who are available to help students regarding problems that they may be experiencing at school or home. The table below includes a list of our family workers and child study home.

Family Workers	CST
Patrice Holness (K-8)	Dina Bailey
Guidance Counselor (6-8)	Jamal Nelson

3. 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. Most of the uniform items can be purchased from the companies suggested by the school.

- If students arrive at school out of uniform, parents will be called and the proper uniform must be brought in.
- Students will be kept out of classes until they are dressed appropriately and all class time missed will counted as an unexcused absence.
- 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.

OFFICIAL UNIFORM:

Uniform Top for All Students (with school logo)

- Polo School Shirt with Short or Long Sleeves (K-4)
- White Button Down Shirt with Tie (5-8)
- Black Shoes or Sneakers

Uniform Pants

- Properly fitting khaki pants
- No jeans except when given explicit permission
- Khaki shorts are permitted only in August/September and May/June.

PE Uniform (With School Logo)

- Sweat Pants or Shorts (No higher than knee cap level)
- School Gym T-Shirts

Footwear

- Shoes: Black lace-up shoes(closed toe, closed heel) or Sneakers (ALL black, no print, black shoelaces)
- No sandals, flip flops or mules
- All shoes & sneakers should have backs or secure straps on shoe for safety. Please see the website provided.
- Boots may be worn in inclement weather but must be changed once in school.

STUDENTS WILL NOT PARTICIPATE IN GYM ACTIVITIES IF NOT PREPARED WITH PE UNIFORM!

For the 2016-2017 school year all uniform items can be purchased from YNK Uniform Store located in Clifton at 125 Getty Avenue, Clifton, NJ 07011 or

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, CCSP requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. CCSP prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

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 "work" place; and help to improve student conduct and discipline.

Uniform Top:

- Shirt must be in good condition. Free from holes and tears.
- Students must tuck in regular uniform shirt at all times.
- Shirt collars must remain down.

Uniform Bottoms:

Must fit properly

- May not be baggy or tight
- May not sag
- May not have a low waist

Not permitted

- 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

General 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.
- **PE uniforms are permitted only on PE days.**
- **Coats, jackets, and items not meeting dress code must be stored in lockers/classrooms.**
- Jewelry must be modest
- **All female students:** No hoop earrings of any kind. Post earrings ONLY. No Make-up. No tattoos; body piercings; body writings; sunglasses; pajamas; wallets with long chains; hats; caps; bandannas; and other headgear allowed.

Dress Code on Dress Up or Dress Down Days: All general dress code rules apply. Garments must be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, 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.

4. REPORT CARDS and PROGRESS REPORTS

All students will be assigned a progress report grade in all classes at the end of the designated progress report period. All progress reports will be distributed during parent/teacher conferences. All students will be assigned a grade in all classes at the end of the reporting period.

The school is responsible for printing and issuing report cards in a timely fashion.

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 caring and efficient communication between homes and school.

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

A	93 - 100
B	85 - 92
C	75 - 84
D	74 - 65
F	0 - 64

STUDENT SUPPORT SERVICES

Intervention and Referral Services (I&RS)

General education students are referred to the I&RS Team by a parent/guardian or staff member for additional support. The I&RS Team provides support in the following areas: Academic Support, Enrichment Support, English Language Learner Support, Attendance, Counseling, Behavior Intervention, Social Skills, Parent Support/Education, Health Education and Social Services.

- The Intervention & Referral Services Team provides Response to Intervention (RTI) strategies for challenges that may arise for teachers, students and families. RTI is a multi-tiered approach for students with learning or behavioral challenges that focuses on monitoring and providing targeted support to students at each stage of intervention. This approach provides a data-driven foundation for the assessment and implementation of supportive services. The I&RS team

consists of the Director of Community Schools, Family Workers, Special Education Coordinator, Literacy Coach, Math Coach, School Nurses, Vice Principals/Deans of Student Culture and Chief Academic Officer. The team develops multiple criteria for identifying students and determines appropriate services for them by developing and implementing an individualized intervention plan. In addition, the team makes referrals to outside agencies as deemed necessary.

English Language Learner Support

Through pull out instructional support in Language Arts, this service assists students whose second language is English. Students are grouped for instruction based on their level of language proficiency and fluency. CCSP's ELL teacher focuses on strong English literacy development including developing oral, listening, speaking, reading and writing skills. Students are screened for the program using the Home Language Survey that is distributed during the admission process and are referred through I&RS. The ELL teacher collaborates with classroom teachers and other faculty to provide appropriate instruction and assessments that meet the learning needs of all English Language Learners.

Title I Supplemental Instruction Program

This support provides struggling students (who meet specific criteria) with supplemental instruction from Title I teachers in Language Arts Literacy and Math. Students are selected and exited from this program based on their performance.

Saturday Success Program

The Saturday Success Program is designed to increase student proficiency in language arts and math as measured by performance on State Assessments (PARCC). Priority is given to struggling students based on multiple criteria. If funding allows, additional slots may be available for other students interested in participating. The program offers additional language arts and math support for skill building, application practice and test preparation.

Summer Learning Program

The summer program is designed to increase student proficiency in language arts and math as measured by pre and post assessments. This program provides selected students with literacy and math instruction to remediate skills and decrease summer learning loss.

Child Study Team (CST)

General education students are referred to the CST by a parent/guardian or the I & RS team to determine eligibility for special education and related services. Students who are deemed eligible are classified special education students.

- The Child Study Team implements the process for a student to receive special education and related services. The team provides information about parents' rights, develops the components of assessments, employs the assessment procedures, creates the student's IEP, assigns classified placement and performs the IEP annual reviews. The Child Study Team consists of the parent, Social Worker/Case Manager, Learning Consultant, School Psychologist, Special Education Teacher and General Education Teacher.

Special Education Resource Room

This service is provided to classified IEP students through the CST process described above. Individual needs are supported in the resource rooms as defined by the student's IEP. The special education teacher re-teaches and modifies the general education curriculum for the needed subject area or skills.

Co-Teaching Room

This model provides a heterogeneous, co-teaching, inclusive environment for placement of all classified IEP students with the general education population. Students are provided with in-class special education teacher support and are taught and graded using a modified curriculum for the needed subject area from the special education teacher. The general education teacher provides instruction for all students. The special education teacher provides classified students with instruction based on their ability, in a collaborative teaching model with the general education teacher.

5. 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.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- 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; however, 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.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.

6. 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.

7. GRADE PROMOTION POLICY

Kindergarten:

Retention can be strongly encouraged based on the student's reading level and report card grades. At the end of Kindergarten, students should be at reading level "D." Students who are at reading level "B" or below and have "N" in both reading and mathematics should be encouraged for retention.

First grade:

A "three point" criteria for promotion to second grade: At least **two** points of the three points must be met in order to avoid retention.

1. Reading Level: at least level "G" (two levels below first grade end of year benchmark of "I").
2. Final Mathematics or English Language Arts grade at no lower than a "D" (65-74).
3. Final exam grade in Mathematics or English Language Arts: 70% or above.

Second and Third grade:

2nd and 3rd grade promotions from one grade to another in CCSP shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 65 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 65 in Reading/Language Arts.
3. A student must maintain a yearly average of 65 in Mathematics.
4. A student must maintain a yearly average of 65 in Social Studies
5. A student must maintain a yearly average of 65 in Science.
6. A student must attend at least 91% (175 days) of the classes throughout the year in order to be promoted to the next grade level. More than 18 absences within one school year may result in retention.

8. 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 "Administration of Medication" section of the Handbook.

Illness or Injury During the School Day

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

1. Report to the nurse's office. If the nurse is not available, you should report to the Main Office.

2. If you do not inform the office and simply miss class, it is an unexcused absence as well a cut class.
3. Do not leave the building without permission. Always report to the main office.

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 with them to school. Aspirin, Tylenol, and other patent drugs are not available from CCSP.

Head Lice Policy

CCSP follows the No – Nit Policy. When head lice are positively identified the student's parent/guardian will be notified to pick the student up immediately. The student and parent/guardian will need to check in at the office to have student re-examined. At the time of the repeat examination if there are nits still visible the student will not be allowed to remain in school.

9. LOCKERS (Middle School Students 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. The lockers should not be used to store valuable items. 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. Use only the locker assigned to you. 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. State law permits inspection of student lockers, at the discretion of local school officials.

Students attending CCSP should not expect privacy of the contents of their lockers, desks, or other school property.

10. 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 Lost and Found Box for up to **seven (7) days** after they have been found. 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. **Please label all personal belongings with the student's name!**

11. LUNCH PERIODS

All students will remain at school during the lunch period. All students are provided with free lunch at school, or may bring a packed lunch. If you have a special situation, you will need to meet with the Principal or Dean of Student Culture. During the lunch period, you will be expected to display good manners and courtesy. **You must eat your lunch only in the lunch area.** You will be expected to clear your place and dispose of all trash and recyclables appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

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.
- Ordering food from outside without an approval from the administration is not allowed.

12. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES

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 write on walls, bulletin boards

- No vandalizing (including the use of graffiti), post fliers or write 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, or wrestle.

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.

13. RESTRICTED AREAS

After arrival 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 permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission is given.
- Construction areas are out of bounds.
- The aforementioned rules apply to students at all times.
- Teachers on duty have the authority and discretion to correct any pupil and submit disciplinary referrals to the office.

14. SCHOOL ACTIVITIES

CCSP will offer a range of activities that will 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:

- Student must bring a permission slip signed by parents/guardian to school by the specified date.
- No phone calls will be accepted as permission.
- Student must wear your school uniform unless otherwise specified.
- 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 excuse.
- 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.

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 pick-ups, students will be removed from the ELT program.

15. STUDENT ID CARDS

Student ID cards may be issued to each student. This card allows students to attend school-sponsored functions and the student may be asked to show and use the ID card in order to get breakfast and lunch. If you lose your ID card, go to the main office before or after school to purchase a new one.

16. TEXTBOOK AND SUPPLIES

CCSP will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw from the school or be expelled, all textbooks must be returned to CCSP immediately.

Many of the classes will use expendable supplies – from materials to workbooks. Students will be required to pay for these materials. If there is a special circumstance, families should meet with the administration.

FINAL REPORT CARDS, TRANSCRIPTS AND/OR WITHDRAW FORM WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.

17. 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. Parents must also check in at the reception desk.

18. PARENTAL INVOLVEMENT

A. Communication

At the Community Charter School of Paterson we believe that educating children done best when there is a partnership between home and school. We regularly communicate with parents through phone calls, flyers, emails, recorded calls, and in person meetings. Please make sure the Main Office has your most up-to-date contact information. Incorrect contact information will result in a request for proof of

residence. Proof of residence can be established by the parent/guardian presenting a Driver's License or other major form of picture ID AND a utility bill.

We like to hear from the families of our scholars. Please feel comfortable to call or email the Administration or your child's teacher with questions, concerns, compliments, or suggestions. Every effort will be made by the staff to return a phone call within a 24 to 48 hour period.

B. Classroom Observations

If you would like to observe your scholar's classroom, please speak to your child's teacher to make arrangements, at least one day in advance. This will help us to ensure there is no conflict with a field trip or previously scheduled event. A Parent Classroom Observation should last no longer than 20 minutes, involve minimal disruption to the educational process, and should not occur within the first six weeks of school. The beginning weeks of school are a time when students are becoming accustomed to their classroom routines and classroom observations at this time might not reflect the typical school day. For safety reasons, all visitors must check in at reception, produce photo ID, and wear a CCSP Visitors Pass at all times in the instructional space of the school.

C. Getting Involved

Home School Council (HSC): We strongly encourage you to participate in the Home and School Council so you can learn about ways to become active in the school and participate in your child's education.

Community Events: The Community Charter School of Paterson hosts a series of fun events throughout the year. Events aligned with educational concerns as well as community and family fun. We hope to see you and your family at these important events.

Volunteers: Volunteering is a fun and important part of CCSP's philosophy regarding community involvement. Volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. If you wish to volunteer fill out the appropriate form in the Main Office of building within which you would like to volunteer. Volunteers can participate on class trips, class parent, as well as lunchroom and recess monitors.

D. Parent Fundraising

Parent fundraising is not permitted. We want parents' time and energy focused on the academic success and wellbeing of their scholar.

E. Gifts to Staff

Our staff is comprised of outstanding professionals. We are thrilled to accept your thanks and kind words, but we do not expect any gifts. We welcome gifts that are homemade (e.g. a card, a letter, student scholar artwork, or baked goods). As a general rule, teachers and staff will not accept gifts that are store bought. However, HSC or an entire class may purchase a modest collective gift, on a strictly voluntary basis, that allows everyone to maintain their anonymity. We adhere strictly to these standards in order to maintain a school environment free of gift-giving pressure and of any perceived favoritism concerns. Therefore, gifts that do not meet these standards will be returned.

F. 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.

19. ATTENDANCE

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. The class credit will remain invalid unless the administration finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity that has been approved by the District's Board of Trustees.
- A documented health care appointment or medical treatment requiring absence. We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence specifying clearly the time you are to be dismissed. In addition, parents must sign students out of school and you must return to school when finished if classes are still in session.
- A temporary absence resulting from any cause acceptable to the teacher or principal including personal or family illness; family emergency or death in the immediate family. Morning notification calls must be made to the school each day the child is expected to be absent. Students should bring in an explanatory note when they return. A doctor's note may also be requested for extended illness absences.
- An absence required by state or local officials including welfare, probation or health authorities. The school requires morning notification calls from parents.
- Students will be excused for the purpose of observing a religious holiday consistent with their belief, a written note must be provided to the school.
- If a student must be absent from school, the student upon returning to school must bring a note within three days, signed by the parent, that describes the reason for the absence. Otherwise the absence will be marked unexcused.
- A student absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

In the event of serious contagious illness:

- 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

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. 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. Your child does not need a doctor's note to return after a fever.

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.

CCSP has the right to take extreme absence cases to court.

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

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 the 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

In 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 8:10 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: 1. Court appointment. 2. Illness of the student 3. Student has a doctor or dentist appointment. A note or phone call from a parent or a professional note from a doctor or dentist will be required to verify the above.

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 student record.
5 th tardy	Parent is contacted. Student will receive a recess detention.
10 th tardy	Parent is contacted. Student will receive an after-school detention.
15 th tardy	Parent is contacted. Student will receive a 1 day in-school suspension.
20 th tardy	Parent is contacted. Student will receive a 2 day in-school suspension.

***The administrator has the right to substitute an 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 is an integral part of CCSP standard of excellence which prepares students for success. Tardiness 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.

***The administrator has the right to substitute an alternative disciplinary intervention for repeated offenders.**

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 of Student Culture or the Principal.

75 Spruce Street Building

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 main doors to enter the building. **PARENTS ARE NOT PERMITTED TO STOP IN THE MIDDLE OF THE PARKING LOT TO DROP OFF THEIR CHILD, OR PULL INTO THE PARKING SPACES AS THEY ARE ASSIGNED TO AND PAID FOR BY THE STAFF.**

Buses will drop 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 where they

will be greeted by the school administrator each day. Your children will enter the building and head to homeroom.

Parents are not permitted in the school building during arrival times, unless they have a scheduled parent/teacher conference. 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. - 8:35 a.m.** Students will be considered late at **8:11 a.m.** Please remember that students should be seated in the classrooms and ready to start the day by **8:35 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.

32 Spruce Street Building:

Arrival for "Early Morning Care" students is **7:30 a.m.** All other students may enter the building at **8:15 a.m.** Parents transporting students to school in the morning must pull into the back driveway, proceed to the Drop Off area sectioned off by cones, and drop-off their child valet style and leave. 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. *An administrator will be outside to welcome students and direct them into the building.* Students will use the side door to enter the building. **PARENTS ARE NOT PERMITTED TO STOP IN THE MIDDLE OF THE STREET DURING DROP OFF AND EXIT THEIR VEHICLE DUE TO HIGH TRAFFIC VOLUME AND SAFETY.**

Buses will drop students off outside 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 designated door where they will be greeted by the school administrator each day. Your children will enter the building and head to .designated area.

Parents are not permitted in the school building during arrival times, unless they have a scheduled parent/teacher conference. Please be sure to sign in and show a photo 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 **8:15 a.m.** Breakfast is provided for the students between **8:00 a.m. - 8:30 a.m.** Students will be considered late at **8:35 a.m.** Please remember that students should be seated in the classrooms and ready to start the day by **8:35 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.

137 Ellison Street Building:

Arrival for "Early Morning Care" students is **7:30 a.m.** All other students may enter the building at **8:20 a.m.** Parents will not be permitted to drop-off their children on the Ellison Street side of the building. Encouraging young people to exit a vehicle into a roadway is dangerous and consequences will be issued to the student. As well, 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 request 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 where they will be greeted by the school administrator each day. Your children will enter the building and head to homeroom.

An adult in a clearly marked brightly colored CCSP vest will be standing on the Colt Street and on the Washington Street corners to greet our students and make sure they make their way safely to the front door of the school where they will be welcomed by the school administrator. In the event of the absence of a school presence it is the responsibility of the parent to cross their child and see them safely to the building.

Dismissal Policy:

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. Forward any questions to the Dean of Student Culture or the Vice Principal. Due to the increase in student enrollment, dismissal times are now staggered for all three buildings. Students in grade K-1 are dismissed at **3:30 p.m.** Students in grades 2-4 are dismissed at **3:40 p.m.** Students in **grades 5 are dismissed at 3:55 p.m.**, and students in **grades 6-8 are dismissed at 3:20 p.m.**

75 Spruce Street Building

Cars will be provided with cardstock displaying their child's name and information for valet pick-up. 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. Parents are asked to remain in their cars and be prepared to move quickly when students enter the car. 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.

Walking Parents/Guardians/Authorized Pick-ups

Parents that are walking to the building must present the cardstock displaying their child's name and information for pick-up. A staff member will have a checklist to verify the parent has authority to pick up that child. Kindergarten parents must pick up their children at the cafeteria doors. 1st and 2nd grade parents must pick up their children on the outside green area (weather permitting), or the front doors, and 3rd and 4th grade parents must pick up their children by the Spruce Street doors. Individuals that do not have proper authorization for child pick-up, must enter the building, sign-in, show the 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.

32 Spruce Street Building:

Leaving school at the end of the day will look similar to the Spruce street arrival. Parents will be provided with a white cardstock displaying their child's name and information for valet pick-up. Any parent without the cardstock must park legally and retrieve their child from staff. Parents must remain in their cars while a staff member directs the child to the car with a checklist to keep a record. Parents retrieving students during dismissal must proceed to the designated pick-up area sectioned off by cones and park safely alongside the building. Parents are asked to remain in their cars and be prepared to move quickly when students enter the car.

Parents will be given a Student Walker Permission Slip. Any students in Grade 5, who returns this permission slip signed by his/her parent/guardian will be permitted to leave the building upon dismissal. This will allow students to meet their parent/guardian at a predetermined location at the end of the school day or pick up younger siblings at the 75 Spruce Street Building. Parents not wishing to allow their children to walk away from the school at the end of the day will approach a school representative located at the side doors of the building. A CCSP representative will radio into the office and the child will be retrieved. Parents will likely be asked to produce a photo ID to retrieve their children, particularly early on in the school year. It is the right of the school to request identification when insuring the safety of our young people.

Children attending clubs and tutoring, ELT, and Clubs will be dismissed to their respective classrooms. Student Scholars traveling by bus will line up to await the bus. Student 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 a photo ID, particularly in the beginning months. At no time will parents be permitted to pick-up their children across Spruce Street outside of the school during dismissal. It is important that parents do not impede the flow of traffic on Spruce Street by encouraging their children to cross the street. During the evening there will be no crossing guard and/or safe way for children to reach the opposite side of the street. Student Scholars choosing to disregard this rule will receive a consequence. Parent/guardians should be aware that stopping in the street to load or unload passengers violates multiple Paterson City Ordinances. If necessary the school will enlist the assistance of the Paterson PD during the inception of this practice.

Parents of students without permission to walk away from school will be encouraged to park their car in a legal fashion and walk to the school where they can then retrieve their child from the second floor cafeteria, after signing them out with their teacher, and walk back to their car.

A letter will be sent home to parents and guardians outlining expectations prior to the first day of school. Firm and consistent enforcement throughout the 2016-2017 school year will be employed.

137 Ellison Street Building:

Leaving school at the end of the day will look similar to the Ellison street arrival. Parents will be given a Student Walker Permission Slip. Any students in Grades 6-8, who returns this permission slip signed by his/her parent/guardian will be permitted to leave the building upon dismissal. This will allow students to meet their parent/guardian at a predetermined location at the end of the school day. Parents not wishing to allow their children to walk away from the school at the end of the day will approach a school representative located at the front doors of the building. A CCSP representative will radio into the office

and the child will be retrieved. Parents will likely be asked to produce a photo ID to retrieve their children, particularly early on in the school year. It is the right of the school to request identification when insuring the safety of our young people.

Children attending clubs and tutoring, ELT, and Clubs will be dismissed to their respective classrooms. Student Scholars traveling by bus will line up to await the bus. Student scholars leaving at the end of ELT will only be released to parents/guardians or candidates listed on the Approved Pick-up list. You may be asked to produce ID, particularly in the beginning months.

At no time will parents will be permitted to pick-up their children on Ellison Street outside of the school during dismissal. It is important that parents do not impede the flow of traffic on Ellison Street by encouraging their children to cross the street. During the evening there will be no crossing guard and/or safe way for children to reach the opposite side of the street. Student Scholars choosing to disregard this rule will receive a consequence. Parent/guardians should be aware that stopping in the street to load or unload passengers violates multiple Paterson City Ordinances. If necessary the school will enlist the assistance of the Paterson PD during the inception of this practice.

Parents of students without permission to walk away from school will be encouraged to park their car in a legal fashion and walk to the school where they can then retrieve their child from the first floor cafeteria, after signing them out with their teacher, and walk back to their car.

A letter will be sent home to parents and guardians outlining expectations prior to the first day of school. Firm and consistent enforcement throughout the 2016-2017 school year will be employed.

Early Dismissal of Students from School

In all instances of early dismissal, the following precautions will be taken to ensure student's safety. School administrators may release students before the end of a school day only upon presentation of a written request from their 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 **12:55 p.m.** Students in grades 2-4 will dismiss at 1:05 p.m. 5th grade students will be dismissed at **1:10 p.m.**, and 6th-8th grade students will be dismissed at **1:10 p.m.** Please do not arrive to school before dismissal times unless you have made arrangements to pick up your child early. Parents are expected to pick up their children no later than **2:00 pm.**

- All students must be picked up by their parents/legal guardians unless they have a walker permission slip.
- CCSP may call the authorities for the students in the Extended Learning Time program who are still on the campus after 6:15 p.m..

- Students walking home will have a walker permission slip, if requested by parents / legal guardians. 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, they should ask permission from staff members.
- 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 Closing of School and Delayed Openings

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 because of 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.

19. 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.

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 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 or Suspension

20. STUDENT DISCIPLINE AND CONSEQUENCES

I. 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. One day suspension.
- 2nd Offense: Parent/guardian contacted. Up to three days suspension.
- 3rd Offense: Parents/guardian contacted. Up to five days suspension.
- 4th Offense: Parent/guardian contacted. The minimum 10 day suspension. Possible expulsion.

II. Cellular Telephones or Other 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/guardian. 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. Device will be confiscated and device will be given to parent/guardian. CCSP is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 3rd Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.

III. Cheating and/or Plagiarism:

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

- See individual teachers' policies.

IV. Abuse and/or 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 include loading private software, 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: Parents/guardians contacted. Administrative discretion, 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.

V. Disrupt 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 in-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to one (1) day out-of-school suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day out-of-school suspension, and/or expulsion.

VI. Uniform Violations:

Students shall 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.** 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. Possible one day in-school suspension.

VII. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/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 may 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 + Long term suspension with pending expulsion proceedings.

VIII. 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 fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be a \$100 dollar fine for each false call.

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

IX. 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 In-School Suspension
- 2nd Offense: Parent/guardian contacted. 3 Day Suspension
- 3rd Offense: Parent/guardian contacted. Recommendation for Expulsion

X. Gamble and Play 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) day 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 parent only on or after 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

XI. Bring Inappropriate Materials

Pornographic, criminal, or hate related.

- 1st Offense: Parent/guardian contacted. 1 Day Suspension
- 2nd Offense: Parent/guardian contacted. 3 Day Suspension.
- 3rd Offense: Parent/guardian contacted. 5 Day Suspension. Possible expulsion

XII. Harass another Student and/or a Teacher, Administrator, or Staff Member

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark 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 consequence of his/her behavior.

- Parent/guardian contacted. Potential Anti-Bullying Case pending on administrative discretion with a recommendation for suspension and other disciplinary actions. Possible Expulsion. Possible Prosecution.

XIII. 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 1 Day In school Suspension.
- 2nd Offense: Parent/guardian contacted. Up to 3 Day Suspension.
- 3rd Offense: Parent/guardian contacted. 5 Day Suspension. Possible Expulsion.

XIV. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School

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. Three (3) days suspension.
- 2nd Offense: Parent/guardian contacted. Five (5) days suspension. Possible Expulsion

XV. Steal and/or Vandalize 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. Administrative discretion. Restitution if required. Up to 3 Day Suspension. Possible expulsion.
- 2nd Offense: Parent/guardian contacted. Up to 5 Day Suspension. Restitution if required. Possible Expulsion. Police report filed.

XVI. Display 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. Possible HIB Investigation and/or One Day Suspension
- 2nd Offense: Parent/guardian contacted. Possible HIB Investigation and/or Three Day Suspension
- 3rd Offense: Parent/guardian contacted. Possible HIB Investigation and/or Possible Expulsion.

XVII. Truant

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. Administrative discretion on full range of disciplinary measures including expulsion from the school.

XVIII. Bring 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. The 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. Long term suspension issued with a recommendation for Expulsion. Possible Prosecution.

XIX. Possession or Use of Fireworks

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

XX. 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. Administrative discretion. Up to 2 day suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Up to five (5) day suspension. Possible expulsion.
- 4th Offense: Parent/guardian contacted. Administrative discretion. Minimum of ten (10) day suspension. Possible expulsion.

XXI. Possession of Stolen Property

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 2nd Offense: Parent/guardian contacted. Up to three (3) day suspension and/or 20 Demerit Points. Administrative discretion. Possible expulsion.

XXII. Arson

Intentionally starting any fire or combustion on school property,

- 1st Offense: Parent/guardian contacted. Administrative discretion. Psychiatric Evaluation + Possible expulsion.

XXIII. 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. Conference with students. Up to 2 day in school suspension
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

XXV. 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.

XXVI. 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. Up to Two (2) 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. Up to 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.
- 4th Offense: Notification by the bus driver of the offense to school administration. The student will lose the privilege to ride the bus for a determined period of time by school administration.

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:

- A. Identify the students involved;
- B. Call together persons, including the parents, needed to study the causes;

- C. 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;
- D. Take any constructive actions needed to try to guard against further such student misbehavior;
- E. Seek appropriate restitution.

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 behaviors 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 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 the 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.

21. 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.

22. HARASSMENT, INTIMIDATION, AND BULLYING

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture, written, verbal or physical act.

- 1st Offense: Parent/guardian contacted. Up to 3 days suspension and/or other disciplinary action deemed appropriate by administration.
- 2nd Offense: Parent/guardian contacted. Up to 5 days suspension and and/or other disciplinary action deemed appropriate by administration.
- 3rd Offense: Parent/guardian contacted. Potential police involvement. Up to 10 days suspension and/or disciplinary action deemed appropriate by administration. Possible expulsion.

23. TYPES OF CONSEQUENCES

A. Detention

Detention may be held on each day after school, or on Saturday, for up to (2) hours. 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 school and Saturday detentions.

Detention (After School)

1. Students will bring materials to work on. (Homework, books to read, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
3. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
5. Detention time will be assigned within 24 hours of the Administrator meeting with the student. This allows the parent time to make transportation arrangements.
6. Note: Students placed on after school detention will not be permitted to participate in any extracurricular activities that day.
7. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and reassigning of the detention.

8. If a student does not turn in Parent Notification of Detention form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
9. Failure to follow After School Detention Rules may result in a one day School Suspension.

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.

1. Saturday Detention will be held 9:00 a.m. to 11:00 a.m. in the cafeteria at the designated school. The doors will be open at 8:45 am. Students arriving after 9 a.m. will be late and recorded as unexcused.
2. Students that arrive late for a Saturday Detention will be sent home and assigned a one-day out-of-school suspension beginning on the next day back to school. Student will only be readmitted if the student and parent/guardian attend a conference with the Dean of Student Culture and or appropriate school administrator.
3. Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms.
4. CCSP is not responsible for the students who are left after 11:30 a.m..
5. Students may be asked to bring appropriate materials with which to work.
6. There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
7. 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.
8. No student is permitted to sleep during Saturday Detention.
9. Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
10. 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.
11. If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance at the next scheduled Saturday detention.
12. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
13. Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.

B. Suspensions

CCSP will use two kinds of suspension: In school suspension and out of school suspension.

In School Suspension:

1. Report to the In School Suspension room at 8:00 A.M. If you come after 8:05 you will be marked absent. In school suspension will be run from 8 a.m. to 3:30 p.m.

2. Teachers will provide students with a full day of work for In-school suspension. Students must complete the assignments provided for them by their teacher in the time frame outlined by the teacher.
3. Students must sign the “sign in” paper when they report to the In-school Suspension Room. They must sign the paper when the suspension is over. Without Administrator permission, a student cannot go out of room.
4. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
5. Students will not be permitted to go to lunch. They will have their lunch in suspension room.
6. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
7. No disruptive behavior will be allowed.
8. Unexcused absences will be referred to the administrator.
9. No food, drinks, gum or illegal substances allowed.
10. No visits by parents, relatives or other students.
11. Sleeping is prohibited.
12. Students are responsible for lost, stolen or damaged items.
13. Student Handbook rules apply.
14. No physical contact of any kind between participants.
15. If a student does not attend scheduled In-school Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In-school Suspension. If it occurs again, it may require expulsion from the school.
16. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
17. Failure to comply with the rules will be reported to the administrator for further action. This further action may be up to 3 day school suspension.

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.

Principal will make the decision within 2 school days after the appeal made. Principal’s decision is final.

1. A student who is suspended from the school is not allowed on school property.
2. A students who is suspended from the school is not allowed to attend after school activities.
3. A student who is suspended is responsible for all make-up work missed.
4. Parents or guardians of the student will be notified in advance of dates of suspension.
5. If the incident is severe, then the Dean of Student Culture or Principal may keep the student in detention room, until parents are notified and pick up the student.
6. 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.
7. If a student does not turn in on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

8. Failure to follow School Suspension Rules may result in extra disciplinary action.

Long-Term Suspension:

In addition to the procedural due process afforded students in connection with a short-term suspension, students suspended for more than 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 hearing, 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.

C. Expulsion

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

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity.
2. False alarm, including fire, bomb threats, etc.
3. Possession of alcoholic beverages or illegal narcotics or drugs with the intent to distribute.
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property.
6. Repeated offenses or flagrant violations where suspension is normally considered appropriate.
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Demerit points within a year.

Point Total	Consequence
15 points	Teacher/Parent Intervention Meeting
25 points	One (1) day Out of School Suspension
50 points	Two (2) days Out of School Suspension
75 points	Three (3) days Out of School Suspension discussion of removal from CCSP and transitioning to home district

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.

24. 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.

25. 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:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fees are paid;
5. Release of student records signed by parent.

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 current period.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

26. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail 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.

27. 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.

28. PROTECTIVE ORDERS/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.

29. EMERGENCY PROCEDURES

Fire, lock-down, 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.

Student Contract

(MUST BE RETURNED TO HOMEROOM TEACHER)

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 ground 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.

Student Name: _____

Date: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____