

Camden Academy Charter High School

250 Federal Street
Camden, NJ 08103
(856) 365-1000 x 500
www.promiseacademycharter.org

Parent/Student Handbook 2023-2024



Draft

Table of Contents

| | |
|---|----|
| I. Mission Statement | 2 |
| II. School Philosophy and Sister Schools..... | 3 |
| III. Board of Trustees..... | 4 |
| IV. Bell Schedules..... | 5 |
| V. Recruitment & Enrollment..... | 7 |
| VI. Transfers..... | 8 |
| VII. Graduation Requirements..... | 9 |
| VIII. Class Rank Policy..... | 16 |
| IX. Grade Promotion..... | 17 |
| X. Student Life..... | 18 |
| XI. Student Management | 21 |
| XII. PAC Library Circulation and Technology Policies..... | 23 |
| XIII. Social Media Guidelines..... | 24 |
| XIV. Conduct Procedures and Notification..... | 25 |
| XV. Discipline Sanctions..... | 33 |
| XVI. Transportation Conduct Policy and Procedures..... | 35 |
| XVII. Student Parking..... | 37 |
| XVIII. Academic Requirements for Playing Sports..... | 38 |
| XIX. Attendance Policy..... | 39 |
| XX. Homebound Instruction..... | 43 |
| XXI. Senior Option Program..... | 44 |
| XXII. Uniform Information..... | 46 |
| XXIII. Parental/Guardian Involvement..... | 49 |
| XXIV. Cafeteria Program..... | 50 |
| XXV. Extra Curricular Activities..... | 51 |
| XXVI. Student Health & Insurance..... | 53 |
| XXVII. Parent/Guardian Contract..... | 57 |
| XXVIII. Student Contract..... | 58 |
| XXIX. Emergency Closing..... | 59 |

I. Mission Statement

The purpose of Camden Academy Charter High School is to provide high school age students in the City of Camden, where drop-out rates are typically 50% or higher annually, with a successful education experience. The school will do so by promoting interest within an individual's own education and a platform for societal participation.

Camden Academy Charter High School curriculum is anchored by New Jersey approved Content Standards and is delivered in a collegiate Academy style. The Academy consists of two schools: The School of Business and The School of Science. Individual tracks within the schools are dynamic to meet the needs of continual incoming classes. A rigorous graduation rubric is maintained in which all students must complete a major study within one school as well as a senior research project.

A strong focus is placed on guidance programs. The school maintains a close-knit relationship with students to aid them in all facets of school and personal matters: academic, social and psychological. Camden Academy Charter High School maintains a dynamic learning community environment in which all constituents, students, families, faculty, higher education, and the community are encouraged to participate and are challenged to continually take ownership of the overall educational process.

II. School Philosophy and Sister Schools

Camden Academy Charter High School is a learning community in which all stakeholders are engaged in a dynamic process of learning to strengthen the teaching in the classroom and student achievement. Ongoing staff professional development ensures that the faculty is continually utilizing innovative teaching and assessment strategies.

With an enrollment of up to 800 students, each grade can have as many as 200 students. By having two schools within the academy, Camden Academy Charter High School will maintain a small and personal school environment. A school-based management style will be used. In order to thoroughly meet the academic needs of the student, Camden Academy Charter High School utilizes an extended day program beginning at 7:25 AM and ending at 3:25 PM. Voluntary as well as mandatory after-school programs are also available.

Expectations

A strong focus is placed on guidance programs. The school maintains a close-knit relationship with students to aid them in all facets of school and personal matters: academic, social and psychological. Camden Academy Charter High School maintains a dynamic learning environment in which all constitutes, students, families, faculty, and the communities are encouraged to participate in and are challenged to continually take ownership of the overall educational process.

Faculty/Staff

The faculty of the school is given a great deal of responsibility in governing the daily operation of the school. Their contributing voice is heard at monthly full staff meetings as well as bi-weekly grade level and/or department meetings which are designed to aid in group decision making and curriculum alignment.

Sister Schools

Camden Academy has three sister schools. These sister schools are Camden Promise (5-8), Camden's Pride Charter School (PreK-4), and Katz Dalsey Academy Charter School (PreK-4). In 2016 all schools merged into Camden's Promise Charter School (PreK-12) providing a system of continuous enrollment between grades.

School Campus

Use of and movement between the main Camden's Promise building, Camden's Pride building, the Promise Academy Center, the Downtown campus, Parkside campus, University District Campus (UDC) / ECO campus, and the Katz Dalsey Academy campus is to be expected at various times during the year. It should be understood that busing will be provided between the Camden's Charter School Network facilities without the need for additional parental permission.

III. Board of Trustees

Board Members

| | |
|------------------------------|----------------------------|
| Mrs. Zulma Gonzalez-Lombardo | President |
| Mrs. Maria Maldonado | Vice-President |
| Ms. Richelle Baughn | Secretary |
| Mr. Octavio Loyola | Member |
| Mrs. Dayna Hinson | Member |
| Mrs. Glenda Figueroa | Member |
| Ms. Crystal Caban | Member |
| Ms. Nancy Cruz | Member |
| Dr. Joseph Conway | Chief School Administrator |

Board Meetings

This is a public meeting and all are welcome. If you wish to attend to give information, express concerns, or discuss issues, please submit written notice of your intentions so that it can be placed in the agenda prior to the meeting. Members in attendance shall state their name, their address, and their child's name and grade in the school. A member has an allotment of no greater than five minutes to present their concern. The Board may respond or prompt for further information.

All requests should be submitted no later than one week prior to the meeting. Please submit all requests to:

Camden's Promise Charter School
Attn: Board Secretary
879 Beideman Avenue
Camden, NJ 08105

IV. Bell Schedules

Regular Bell Schedule **2023-2024**

| <u>Period</u> | <u>Time</u> |
|------------------------------------|-------------------------|
| Early Morning Program (EMP) | 6:45am to 7:20am |
| Locker | 7:20-7:25 |
| Homeroom | 7:25-7:40 |
| 1 | 7:43-8:31 |
| 2 | 8:34-9:22 |
| 3 | 9:25-10:13 |
| 4 | 10:16-11:04 |
| 5 | 11:07-11:55 |
| 6 | 11:58-12:46 |
| 7 | 12:49-1:37 |
| 8 | 1:40-2:28 |
| 9 | 2:31-3:19 |
| Dismissal | 3:19-3:25 |

IV. Bell Schedules Cont'd

Half Day Bell Schedule **2023-2024**

| <u>Period</u> | <u>Time</u> |
|------------------------------------|-------------------------|
| Early Morning Program (EMP) | 6:45am to 7:20am |
| Locker | 7:20-7:25 |
| Homeroom | 7:25-7:40 |
| 1 | 7:43-8:17 |
| 2 | 8:20-8:54 |
| 3 | 8:57-9:31 |
| 4 | 9:34-10:08 |
| 5 | 10:11-10:45 |
| 6 | 10:48-11:22 |
| Dismissal | 11:22-11:25 |

***There are no study halls on half days**

V. Recruitment & Enrollment

Recruitment and enrollment of students is the responsibility of the Student Services Department. Student applications are received and processed through the Camden's Promise website. Lotteries are held by the Camden's Promise Charter School, and names are put on the waiting list in the order of the draw. Students at the top of the list are notified of acceptance, and the parents of incoming students are asked to come in to fill out the enrollment forms and provide necessary documents.

When the parent confirms that the student will attend Camden Academy, all enrollment documents will become part of the student record. Minimally, the Student Data Sheet, the Student Enrollment Sheet, and the Special Education Disclosure Statement must be provided, along with the copy of birth certificate, immunization record, last report card, and proof of residence. If the completed Special Education Disclosure Statement indicates that a student had been classified at their previous school, a copy of that disclosure form will be given to the Child Study Team. The students' names, addresses, and phone numbers will then be entered on a database.

It should be understood that the Camden's Pride, Katz Dalsey Academy, Camden's Promise, and Camden Academy are considered all ONE school named Camden's Promise Charter School. Once your student is enrolled in one of these 4 schools they are enrolled through the end of High School, unless otherwise stated by the Board.

Sibling Preference

Should a brother or sister be accepted into Camden Academy, sibling preference will be in effect. A lottery application must be filled out and submitted prior to the lottery draw. Those students with siblings in Camden Academy will be moved to the top of the selection process. Should an application not be filled out in a timely manner, this will be the process for the next available lottery. Preference does not apply amongst schools but only with Camden's Promise.

Length of Time on Wait List

Once the lottery has occurred and there are no longer any seats available, the student's name will be placed on the waiting list. The wait list will be selected in descending order for the next available openings. This will be in effect for the entire year at which re-application and re-lottery will be required for the following year if not selected.

VI. Transfers

ALL student transfers will be processed through the Student Service Department within 48 to 78 hours. In order to initiate the transfer process, the parent/guardian must contact the grade level dean so he/she can begin the transfer process. The official transfer card must be signed by the Chief School Administrator or the Building Coordinator. One copy of the transfer notice will be placed in the student's file. Changes to enrollment **after** the first day of school due to students transferring in or out of either school are documented by using a "*Transfer In / Transfer Out*" form in addition to the Official Transfer Card. (New enrollment at any time is always handled by the Student Services Department.) Copies of the Transfer In/Out form will be distributed to Building Coordinators and grade level deans as soon as the process is completed.

When students transfer to another school, copies of records will be forwarded upon written request. The original Health Records will be sent by the nurse, who will retain a copy for our files. Requests for Special Education records will be forwarded to the Child Study Team. All record requests will be processed within ten days of receipt whenever possible. **No records will be forwarded without either written authorization by the parent/guardian or the official request from a new school.**

VII. Graduation Requirements

Camden Academy Charter High School utilizes an Academy Structure which incorporates two schools within the academy. The educational program of each academy will be based on student chosen tracks. This will invite students to learn based on their own interests, personal goals, academic goals, and long-term aspirations.

The Camden Academy Charter High School Board of Trustees recognizes the successful completion of the secondary school instructional program by the awarding of a state-endorsed diploma certifying that the pupil has met all state and local requirements for high school graduation. The Board annually certifies to the County Superintendent that each pupil who has been awarded a diploma has met the requirements for graduation.

Curriculum Requirements

Students must complete a course of study within the school, including not less than 120 credits in courses designed to meet the Core Curriculum Content Standards including:

- At least 20 credits in Language Arts Literacy;
- At least 15 credits in Mathematics; including Algebra I content, Geometry content, and a third of math that builds upon Algebra I and Geometry and prepares students for college and 21st century careers;
- At least 15 credits in Science including Laboratory Biology; Chemistry, Environment Science or Physics; and an additional lab/inquiry-based science;
- At least 15 credits in Social Studies, including two courses in US History as per N.J.S.A. 18A:35; as well as an Integrated Civics, Economics, Geography, and Global Content;
- At least 3 ¾ credits in Health, Safety, and Physical Education/Swim during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
- At least 2.5 credits in Financial, Economic, Business and Entrepreneurial Literacy
- At least 5 credits in Visual or Performing;
- At least 5 credits in Career Education and Consumer, Family and Life Skills;
- At least 5 credits in World Languages;
- At least 22.5 credits of electives taken from Core Curriculum Content Standards areas.

VII. Graduation Requirements Cont'd

Content Area 120 credits ([N.J.A.C. 6A:8-5.1](#))

| Content Area | Credits and additional requirements |
|---|---|
| English Language Arts | 20 credits |
| Mathematics | 15 credits including: <ul style="list-style-type: none"> Algebra I or the content equivalent² Geometry or the content equivalent² Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers |
| Science | 15 credits with at least 5 credits in each: <ul style="list-style-type: none"> Laboratory biology/life science or the content equivalent Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics) Laboratory/inquiry-based science course |
| Social Studies | 15 credits including: <ul style="list-style-type: none"> 5 credits in world history Integration of civics, economics, geography and global content in all course offerings N.J.S.A. 18A:35-1 and 18A:35-2 |
| Financial, Economic Business, and Entrepreneurial Business Literacy | 2.5 credits |
| Health, Safety, and Physical Education | 15 credits over four years including: <ul style="list-style-type: none"> 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8 |
| Visual and Performing Arts | 5 credits |
| World Languages | 5 credits |
| Technology | Integrated throughout all courses |
| 21 st Century Life and Careers | 5 credits |

Note: The chart above was made accessible. The visual chart on the second page of this document has the same information in the chart above, but is not accessible.

¹ School districts may establish course and/or credit requirements which exceed the State minimums.

² "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the New Jersey Student Learning Standards.

- **Students may not accrue more than 18 unexcused absences per class for each year of enrollment.**

Students are required to attend school regularly in accordance with the laws of the state. The educational program offered by this charter school is predicted on the presence of the pupil and requires continuity of instructional activity under the tutelage of a teacher is vital to this purpose.

- **Students will be required to complete a 5-day minor program for each year of enrollment.**

To be successful, the school and its students must continually work toward the future. Therefore, the curriculum will be delivered in a dual semester, collegiate Academy model. There will be two schools within the academy that will focus on the disciplines of Business and Science. Students will be expected to graduate with a major in one school as well as have 5-day minor program for each year of enrollment.

VII. Graduation Requirements Cont'd

A. Testing Requirements

Pursuant to federal requirement N.J.S.A. 18A:7C-1, the New Jersey Commissioner of Education, with approval of the State Board of Education, is required to establish a program of standards for graduation from secondary school, and such a program shall include, “the development of a Statewide assessment test in reading, writing, and computational skills to be administered to all secondary school pupils”.

Students are required to take the Partnership for Assessment of Readiness for College and Careers (PARCC) test. All 9th, 10th, and 11th grade students in English Language Arts and all students taking Algebra I, II, and/or Geometry are defined as students required to take the PARCC assessments.

For the class of 2020 the PARCC assessment is one option of several in order to meet the New Jersey testing requirement for graduation. Beginning with the Class of 2021, receiving a passing score on the PARCC assessment for Algebra 1 and 10th grade language arts will be a requirement for graduation.

The high school assessment graduation requirements that are in place for the Classes of 2020, 2021, and 2022 are:

- Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra I; or
- Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
- Demonstrate proficiency in ELA and/or mathematics by submitting, through the district, a student portfolio appeal to the NJDOE. Proficiency levels/cut scores for the Classes of 2020 through 2022 are specified in the chart below (*NJDOE Website):

| Pathways Available | English Language Arts/Literacy (ELA) | Mathematics |
|--|---|---|
| First Pathway: <i>Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I</i> | NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4) | NJSLA/PARCC Algebra I \geq 750 (Level 4) |
| Second Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments</i> | NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), <i>or</i> NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i> SAT Critical Reading (taken before 3/1/16) \geq 400, <i>or</i> SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450, <i>or</i> SAT Reading Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT Reading or ACT PLAN Reading ¹ \geq 16, <i>or</i> ACCUPLACER WritePlacer \geq 6, <i>or</i> ACCUPLACER WritePlacer ESL \geq 4, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Reading ¹ \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31 | NJSLA/PARCC Geometry \geq 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II \geq 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) \geq 400, <i>or</i> SAT Math Section (taken 3/1/16 or later) \geq 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT or ACT PLAN Math ¹ \geq 16, <i>or</i> ACCUPLACER Elementary Algebra \geq 76, <i>or</i> Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) ² \geq 255, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Math ¹ \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31 |
| Third Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals</i> | Meet the criteria of the NJDOE Portfolio Appeal for ELA | Meet the criteria of the NJDOE Portfolio Appeal for Math |

B. Additional Requirements

Pupils with educational disabilities must meet all the graduation requirements established by the State Board rules and school policy.

C. Reporting of Results

- ***Progress Reports***

Students receive progress reports midway through each marking period. Progress reports detail what grade a student will end the marking period with if no significant change is shown.

- ***Report Cards***

Students receive report cards at the end of every marking period. Parents/ Guardians are **required** to pick up their child's report card from school on designated report card pick-up days, as outlined in the C.P.C.S. School Calendar.

- ***Standardized Tests***

Copies of Standardized test results will be attached to the current marking period report card.

- ***Grade Scale***

| <u>Grade</u> | <u>Numerical Value</u> |
|--------------|------------------------|
| A | 93-100 |
| B | 85-92 |
| C | 75-84 |
| D | 70-74 |
| F | <70 |

| <u>Conduct</u> | <u>Rating</u> |
|----------------|----------------|
| G | Good |
| S | Satisfactory |
| N | Needs Work |
| U | Unsatisfactory |

- ***Honors***

Principal's List- 93-100 in every class and P in all pass/fail classes

1st Honors- 85 and higher in every class and P in all pass/fail classes

2nd Honors- one class within 75-84 and 85 or higher in all other classes plus P in all pass/fail classes.

- **Renaissance Program Requirements**

| | <u>Platinum</u> | <u>Gold</u> | <u>Burgundy</u> |
|--------------------------|--|--|---|
| <u>Attendance</u> | No more than 1 unexcused absence (No more than 3 tardies) | No more than 2 unexcused absence (No more than 3 tardies) | No more than 3 unexcused absences (No more than 3 tardies) |
| <u>Academics</u> | Straight 'A's on Report Card | 'A's and 'B's on Report Card | 'A's, 'B's, and 'C's on Report Card |
| <u>Discipline</u> | No suspensions No more than 3 Detentions No N's or U's for Conduct | | |

Homework

Students may receive homework on a daily basis. All homework will be evaluated and used as another measuring instrument to help determine the student's academic progress. The amount of homework given daily per grade level will be based on that grade level.

Semester Exams

The school year will be broken into two semesters: Fall Semester (which will consist of 1st and 2nd quarter grades) and Spring Semester (which will consist of 3rd and 4th quarter grades). Each quarter will be 20% of the total yearly grade. There will be an exam at the end of each semester (a midterm and a final exam). Each exam will be worth 10% of the final grade. The breakdown of the final grade calculation is listed below.

- 1st quarter grade – 20%
- 2nd quarter grade – 20%
- Midterm Exam – 10%
- 3rd quarter grade – 20%
- 4th quarter grade – 20%
- Final Exam – 10%

Academic Review Panel

Students are evaluated through an Academic Review Panel. This panel is comprised of community members, board of trustees, teachers, parents, and students. This Academic Review Panel utilizes a rubric generated by the Curriculum Committee. This rubric is used as criteria of assessment to evaluate the academic performance of the student for the year, as well as a culminating project in a particular domain which the student chooses. This holistic process is utilized if an at-risk student is in danger of being held over in a grade. After reviewing the student's entire file, the committee will provide a non-binding recommendation to the School Administration as to grade promotion status of a student.

Summer School

At the end of each Marking Period, academic progress will be evaluated and determinations will be made as to whether a student is in jeopardy of failing classes. Students who fail one or two classes may be eligible for summer school. Summer school is a privilege. Eligibility is determined by the principal and the academic review panel. Summer school is an accelerated version of our year-long classes. Students must earn a 60 average for the year. In addition, Students must have no greater than 35 unexcused absences.

It should be assumed by parents that the month of July is set aside for potential Camden Academy Charter High School extended academic programs, especially if a student is in jeopardy of failing a class. Summer school attendance is required if assigned. There is no excusal letter which is acceptable. If a student does not attend they will not promote to the next grade. The summer school program runs for four weeks in the summer. If the student completes their summer school class with a grade of 70 or better, with no more than 1 day unexcused absence, they will earn a grade of 70 in that class for the year.

**Please some classes are not offered in the summer. It is based on availability.

Academic Advising

The small school environment of Camden Academy Charter High School allows the faculty to foster a strong relationship with their students. This relationship will help students in making personal and/or career decisions. Guidance interviews are required for all students with their families throughout each year to schedule upcoming classes and post-academy life.

Midway through each quarter progress reports are distributed to inform parents of student's progress in their classes. Students must return these progress reports signed by the parents. At the end of the quarter, parents/guardians are required to pick up their child's report cards and have the opportunity to discuss student progress with teachers. Guidance counselors review student grades throughout the year and transcripts at least once a year to make sure students are on track to meet their academic graduation requirements.

Academic Selection / Major Selection

School of Business or School of Science selection is made by all students prior to the beginning of the 10th grade year through the Career Education course. The course is required for all students and conducted by the school's guidance department. The course is designed to prepare students to make informed decisions about their future. At the conclusion of this course students will select a specific area of study, their academic major, in either the School of Business or the School of Science.

The selection process will include the completion of:

- Selection Survey
- Selection Application
- Overall review of student's academic progress

All students must successfully complete this yearly course to fulfill the requirements for graduation from Camden Academy Charter High School.

Change in Major

While it is envisioned that students will make informed decisions in regards to the selection of a major, we recognize that students may wish to change or adjust their program. While this is not recommended, it may be possible for students to change their majors. Each case will be evaluated on an individual basis. Please note that in certain circumstances that request for a change in major can be denied. In order for the student to change his or her major, the student must receive a parent's written approval for a change of major. The student's guidance counselor then reviews the request. Students who change their major program of study may be required to attend an extra summer session in order to fulfill requirements for graduation.

Academy Minor

Camden Academy Charter High School utilizes a 185-day school year. Five days of each year will be devoted to an extended learning experience known as the Academy Minor. These minors provide for additional opportunities for student's to work in teams, participate in problem solving, carry out extended projects, perform community service, and utilize self-management and self-assessment strategies. Participation in the Academy Minor Program is a requirement toward graduation. These experiences are as follows:

- ***Freshman Immersion:*** At least one week of orientation where students become familiar with Camden Academy Charter High School's policies, procedures, expectations, traditions, opportunities, and student life. This orientation takes place during the summer prior to the freshman year.
- ***Sophomore Experiences:*** One week outdoor experience focusing on building self-esteem and leadership training.
- ***Junior Scholars:*** One week case model study for students in the School of Business or applied investigative study for students in the School of Science.
- ***Senior Interns:*** Five (5) active days of performing community service.

Mandatory Student Orientation Attendance

Student Orientation is also a required experience for Camden Academy students for acceptance and promotion. It should be assumed by parents that the month of July is set aside for potential Camden's Promise Charter School orientation. Additionally, parents are required to attend one parent orientation session during the summer.

Senior Research

All students will conduct research on a selected topic related to their selected career field. This senior research project will be broken into 4 sections which will each be graded per marking period. The students will be required to maintain portfolios that best demonstrates their work. The portfolio will include all 4 sections of their project. At the end of the year, students will present their work to a panel of staff and board members who will evaluate their work/project.

VIII. Class Rank Policy

Camden Academy Charter High School acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates. These rankings are used mainly to conform to scholarship, senior recognition, and other college oriented programs. Class rankings are not part of a student's transcript.

Class Rank

The Board authorizes systems of class ranking, by grade point average, for pupils in grades 9-12. For students to be eligible for senior class awards, they must attend Camden Academy Charter High School for their final seven marking periods.

Class rank is calculated by the final grade in all subjects. Grade Point Average is based on a 4.0 scale. Weighted credit is calculated for grades earned in honors courses (on a 4.8 scale) and Advanced Placement courses (on a 5.0 scale).

The class ranking of a pupil who has transferred to the charter school will include the grades earned in the regular program of the prior school. Passing grades earned in summer school will modify GPA calculations by overriding existing failures with students earning a passing grade of seventy (70).

Any two or more pupils whose computed grade point averages are identical will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils not by the rank of the immediately preceding pupil.

Schools of Business and Science Rank

Additional ranking will be held within the Schools of Business and Science. This ranking will be based solely on school electives and calculated on a regular scale. For students to be eligible for School ranking, they must attend the Academy from their sophomore through senior years. A pupil's grade point average and rank in class is entered on the pupil's record and is subject to Board Policy No. 8330 on the release of pupil records.

IX. Grade Promotion Policy

One hundred and twenty (120) credits are needed for graduation. The grade placement requirements are as follows:

Promotion to Grade 10.....30 credits

Promotion to Grade 11.....60 credits

Promotion to Grade 12.....enough credits scheduled to graduate

Parents shall be informed of the possibility of a pupil's retention at grade level in advance and, whenever feasible, no later than one week prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. See Attendance Policy for specific attendance requirements.

N.J.S.A. 18A:35-4.9

N.J.A.C. 6:8-7.1

X. Student Life

Camden Academy Charter High School seeks to create and maintain a fair, safe, and nurturing environment that is accepting to all Academy community members. Members of the Academy community will be expected to behave appropriately to their level of development, to respect the rights and welfare of others and to actively participate in the process of learning. Camden Academy Charter High School will integrate conflict resolution into every aspect of the operation of the school.

Code of Conduct

At Camden Academy Charter High school, students are expected to:

- Develop an understanding of civic responsibility;
- A respect for the natural environmental and facility;
- A respect and appreciation of others' uniqueness and diversity;
- And a respect for one self.

Academic Conduct

The Camden Academy Charter High School student is expected to observe the highest standards of honesty and integrity in meeting the requirements of his/her educational program. Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz or examination, will result in a grade of zero for the work in question. Depending upon the gravity and nature of the offense, violations of honorable academic conduct may also result in exclusion from honorary societies and awards whose requirements include evidence of honesty and good character. An academic advisory board made up of faculty and administration will make final decisions.

The following examples of violations are not meant to be all-inclusive. Rather they are meant to provide guidance principles to use in determining what acceptable academic conduct is.

1. Obtaining help from or giving help to another student during an examination.
2. Obtaining or giving, without authorization, information concerning an examination that is to be administered.
3. Using books, notes, or any other unauthorized sources of information during an examination.
4. Altering any answers on any test or assignment after it has been submitted for grading.
5. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, etc. that is not an honest representation of an individual's effort.
6. Failing to document an idea or quotation derived from a source.
7. Any falsification in footnotes or bibliography.
8. Use of electronic devices.

Lockers

As a result of the number and size of textbooks at Camden's Promise Charter School, the Board of Trustees believes it appropriate that students be assigned lockers. In the beginning of the year, students will find the textbooks that have been checked out and assigned to them for the year. Lockers will be assigned by the librarian. Students are reminded that these lockers are their personal responsibility and must be kept clean, orderly, and never defaced in any way. Students are also responsible for any excessive damage to the locker. Lockers should be closed and locked when not in use. It is highly recommended that students do not share their locker combinations with other students. Lost or damaged items within the lockers are the student's responsibility. Students are encouraged to leave valuables at home. Students may go to their lockers between classes. Lateness to class because of going to a locker is not an acceptable excuse.

The school will not accept the responsibility for personal articles left in the lockers at the end of the school year, and they will be discarded.

Search and Seizure

The administration reserves the right to search and seize when there is reasonable belief that some material or matter which is detrimental to health, safety and welfare of the student or students exist.

In an effort to maintain order and discipline and to protect the safety and well-being of the school community, the chief school administrator or his/her designee, under the direction of the Board of Trustees, will conduct periodic, random locker searches. If, as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities.

Search/Seizure by Law enforcement officials shall occur only when a warrant exists authorizing such search and/or seizure. When a search and/or seizure involving school property (locker, desk) are initiated, there should be a reason based upon the premise that the illegal possession of an item may endanger the individual's health and safety of others. Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible the students should be aware of and involved in a search of property assigned to him. In the absence of the student, a second party shall witness any search.

Agenda Books

The Agenda Book will be used as an organizer to help students manage their day-to-day academic activities and assignments. It is also used as a hall pass when students are not in class during class periods. Students are required to carry their Agenda Books with them at all times. The cost to replace an Agenda Book is \$5.00. Students who lose their Agenda Book must request a new one from their Dean.

Excuses for non-participation in Physical Education classes

One Day Excuse - A note from a parent requesting one day's excuse from Physical Education class will be handled by the teacher. Students will remain in class, but not actively participate in class.

Excuse for Multiple Days – A doctor's note is required to miss multiple days of PE instruction. This will be handled by the Nurse. When clarification is needed the Nurse will contact the parent. The Nurse will work to obtain the required paperwork from the parent to determine whether the student will attend the gym class and not participate or be assigned to another area in the building during that period. Make-up work will be determined by the Physical Education Teacher.

Medical Excuse - A medical request from a doctor to be excused from Physical Education class will be processed by the nurse. The note will be kept on file and the PE teacher will be notified. If the request is for an extended period of time, the student will be assigned to another area during PE class with make-up work.

***If a student is unprepared (does not have gym clothes, preventing participation) points will be deducted from the preparation portion of the grade. Each time a student is unprepared, points will be deducted.**

Textbooks/Chromebook

Student's textbooks are distributed by the school. Parents will be held liable for any damages incurred to their books. Fines will be issued for any book that is damaged beyond the wear and tear of a year's use. Parents will be held liable for any book that their child fails to return. If a student loses a book he or she will not receive a new book until the fine is paid. In extreme cases in which students have continued to damage textbooks or failed to make proper payment for textbook fines, parents may be required to submit a book deposit, which will be returned at the end of the year provided that all materials are returned in good condition.

Students and their Parents are required to cover chromebook replacement in the event of theft, loss, or accidental damage. If a student breaks their chromebook, here is an outline of how the replacement charges would break down.

1. The first time a chromebook is damaged there will be no cost to replace the device.
2. The second time the replacement cost is \$55.00
3. The third time the replacement cost is \$110.00
4. The fourth time the replacement will be the actual cost of the chromebook.
5. Please note that if the Power Supply/ Charger is lost/damaged the replacement cost will be the cost of the Power Supply.

Please note that all textbook/library book/chromebook fines must be paid before any student records will be released. Students who fail to pay their fines will not be eligible to participate in Graduation ceremonies.

Positive Behavior Intervention and Supports (PBIS)

Schoolwide positive behavior intervention and supports (PBIS) is a tiered, proactive framework for creating school systems that support student outcomes and academic success. PBIS is all about defining, teaching, and acknowledging appropriate behavior, as well as correcting inappropriate behavior.

Here at Camden Academy we have 4 pillars; Character, Leadership, Scholarship, and Service. These pillars serve as the foundational ingredients for a model student. Through PBIS, we work to create and maintain a productive, safe environment in which ALL members of our school community have clear expectations and understandings of their role in the educational process. Positively-stated universal aspects of behavior are established for all students in all locations of the school. Interventions and strategies are implemented to teach and reinforce these expectations.

Key features of PBIS include:

1. Administrative leadership
2. Team-based implementation
3. A clear set of defined positive expectations and behaviors
4. Teaching and re-teaching of expected behaviors
5. Recognition of meeting expected behaviors
6. Monitoring and correcting errors in behaviors
7. Using data-based information for decision-making, monitoring, and evaluating results on a class, grade, and building level.

Camden Academy's staff use Positive Behavioral Interventions and Supports to guide student behaviors to create a welcoming, supportive, and safe environment for all members of the school community. We work collaboratively with one another, families and the community to foster a school climate where everyone respects themselves, others, and the environment. To support this initiative, the school utilizes a "Cougar Cash" incentive system and Restorative Practices.

XI. Student Management

Passes

Students who have to leave their assigned areas for a legitimate reason must follow the designated pass procedure from the teacher whose class they are leaving. Being in an unassigned area without a pass will lead to disciplinary action. All passes must be in the approved official form.

Fire Drills

Instructions:

1. At the sound of the fire alarm, teachers will lead their classes to designated positions of safety. Directions for evacuation are posted in each room.
2. Students are to leave all items within the classroom.
3. Students will remain with their class and conduct themselves in a quiet and orderly fashion. Students are to keep moving rapidly in a straight, silent, single line.
4. Students are to return to class in the same orderly manner at the direction of their teacher.
5. Failure to comply with Fire Drill procedures will result in disciplinary action.

Lock Down Drills

Instructions:

1. At the sound of the announcement, teachers will direct their classes to a designated position of safety in the room.
2. Students are to leave all items where they are.
3. Students will remain in their classroom and remain silent until the lock down is over.
4. Students are to conduct themselves appropriately during the lock down drill.
5. Failure to comply with lock down drill procedures will result in disciplinary action.

Electronics

Students are not allowed to have cell phones visible or to use them during the school day. If a student needs to contact a parent/guardian from the school, permission needs to be obtained from their dean to use the school phone only. Disciplinary action will be taken if a student is found to have used a cell phone or any other phone without permission.

No other electronics devices are allowed in school from home. If such devices are found in the student's possession, the device will be confiscated. The dean will return the device to a parent or guardian only. The only allowable technology is a school-assigned Chromebook, for school purposes only. Please refer to the electronics policy, given to you at Chromebook training.

Loitering

Students not actively engaged in an authorized school activity may not remain on the school grounds after dismissal. Disciplinary action, including suspension may result as a consequence.

Lost and Found

The lost and found is located in the cafeteria. Students who have lost books or other articles should check the lost and found until the articles are recovered. Finders of lost articles are requested to turn them in to the lost and found area. Personal items which remain in the lost and found area will be periodically disposed. School staff are not responsible for locating students' lost items.

Visitor/Deliveries

Students are not permitted to have visitors during school hours. Camden Academy Charter High School cannot accept deliveries for students unless previously approved by the Building Coordinator.

XII. PAC Library Circulation and Technology Policy

Students attending Camden Academy Charter School are issued several items that are designed to enhance the learning process: Student ID/Library Card, Locker, Textbooks, and Computer Account. These items are considered the property of /Camden Academy and must be returned in good condition at the end of the school or prior to a student transfer. Parents will be held accountable for any damage to school property beyond the wear and tear of a year's use.

ID/Library Cards

Every Student will be issued a Photo ID card. ID cards serve a number of purposes: Library Card, Bus Pass and Meal Cards. Students are required to carry their ID cards with them at all times. Students who lose their ID cards must request a new card on from their dean.

Library Borrowing Privileges

All Students must present their student ID card in order to checkout materials from the library. The borrowing period for all library books is two weeks. Periodicals are not available for checkout. While there is no fine for late books, students will be held accountable for books damaged or lost while in their care. If a book is not returned within four weeks of the due date it is presumed lost, and the student will be charged the cost of replacing the book plus library processing fees.

Student Computer Account Privileges

Camden Academy may provide students with computer access provided that both student and parent/guardian have signed and returned the Acceptable Use Policy Agreement form. The computer account will enable students to access various student computers, students will be able to save their academic work and papers on the school's computer network. **Under no circumstances will any student be issued a Computer Account unless a signed Acceptable Use Policy agreement form is on file with the Library/Technology Department.**

| | |
|-------------------------|---|
| Equipment | Fine for damage or replacement |
| Locker | A fee will be access for severe damage |
| Textbooks | Minimum \$55.00 for all lost textbooks |
| ID Card | \$5.00 for replacement card |
| Library Books | Students will be charged the cost of replacing the book plus processing fee |
| Computer Account | Students who abuse computer privileges may lose their computer privileges. Students will be charged for any vandalism to any piece of computer equipment |
| Chromebooks | The first time a chromebook is damaged there will be no cost to replace the device. The second time the replacement cost is \$55.00 The third time the replacement cost is \$110.00 (Draft Camden Charter School Network C.R.E.W Acceptable Use Policy). The fourth time the replacement will be the actual cost of the chromebook. Please note that if the Power Supply/Charger is lost/damaged the replacement cost will be the cost of the Power Supply. |

XIII. Social Media Guidelines

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone.

Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas are recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! **Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s), be sure to cite your source with the URL. It is a good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki post should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Social Media Interactions Guidelines involving staff

1. **Staff are not allowed to "Friend" current students on social network sites**
2. **Staff may not communicate with students on personal or school issued electronic devices without prior written consent of both the student's parent and the principal.**
3. **All correspondence shall pertain to legitimate school business.**

XIV. Conduct Procedures & Notification

These are considered guidelines for student conduct. Professional staff and the discipline committee will determine through disposition and judgment that a particular incident warrants greater or lesser sanctions than indicated.

The discipline committee is comprised of staff, parents and students for the purpose of addressing the negative behaviors that adversely affect student academics and safety, along with school climate. The discipline committee, based on their review, may refer a student to further resource and support services, place that student on probation and/or recommend expulsion.

A violation of any rule herein may result in disciplinary action including but not limited to before and after school detentions, lunch detentions, suspensions, Juvenile Court referral, criminal charges, and/or expulsion referral.

Teachers must complete an incident report for each occurrence of a major infraction and forward to their designated Dean.

A student should be picked up by the designated Dean immediately in the event of a Level I Infraction that relates to a health or safety issue.

LEVEL I – Major Infraction

All level I infractions can receive up to a 10 day suspensions

Listed below are disciplinary penalties under the High School disciplinary system which calls for the immediately student suspension (except for Truancy) and/or expulsion/police-court and/or other agency report. Each infraction may require that the student be referred to the Discipline Committee for review and placed on a behavior contract for a designated period of time, or recommended for expulsion. The school may also designate homebound instruction as a requirement while the case is reviewed. They are as follows:

Drugs and Alcoholic Beverages

Ten (10) day suspension. A student shall not knowingly possess, use, transport, sell, or be under the influence of any drug or alcoholic beverage of any kind with the exception of the student who is taking a prescribed medication under a doctor's direction. In such case, any prescription drug must be immediately registered with and given to the school nurse who will dispense the medication as prescribed. No student is to carry any medication on their person at any time. This includes, but not limited to, aspirin, ibuprofen, etc.

A) This policy includes:

On the school grounds, during, before, or after school hours;
Off the school grounds at a school activity, function, or event;
On school buses or rented carriers.

- B) Students who are under the influence or in the possession of a drug or alcoholic beverage will be immediately suspended from classes for ten (10) days pending further investigation. The discipline committee will review for further sanctions. In addition, these students may be referred to civil authorities.

Student suspected to be under the influence

If a staff member or other professional suspects that a student may be under the influence, the following steps should occur:

- 1) Staff member shall report the suspicion to the appropriate administrator.**
- 2) The student will be removed from class, sent to the nurse for an evaluation, and the parent will be contacted.**
- 3) If the nurse confirms suspicion, the parent/guardian will be required to pick up the student from the school and take them for immediate drug testing. The student must complete a drug test at an appropriate facility within 24 hours and the results must be submitted to the grade level dean within 72 hours.**
 - **If there is a positive test result, the student will automatically be suspended for a minimum of 10 days and required to enroll in a drug counseling program (Genesis Counseling center) while they are suspended. They are also required to attend a discipline committee hearing (within 2 days of their return), and placed on a behavior contract.**
 - **During the intake process at the Drug Counseling program, the student and guardian must complete and sign a form giving consent for the program to send updates to the grade level dean.**
 - **If the drug test results are negative then the student will be permitted to return to school and the days that they were required to stay home will be excused.**
- 4) Students are not permitted to return to school without the results of the test.**
 - **If a student and/or parent refuses to go for drug testing the student will be suspended for at least 10 days and scheduled for a disciplinary committee meeting where he/she may face possible expulsion.**

Assault

Up to ten (10) day suspension. A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

Fighting

Up to ten (10) day suspension. A student shall not engage in behavior or activities where physical force is used upon another student, school staff, or visitor while under the jurisdiction of the school.

Dangerous Weapons and Instruments

Up to ten (10) day suspension. A student shall not possess, handle, transport, or conceal any object which might be considered a dangerous weapon or instrument of violence. This list is not totally inclusive but some examples are: fire crackers, sharp instruments, guns, knives, ice-picks, switch blades, brass knuckles, chemicals, and any gasses including mace.

Gang Involvement/Paraphernalia/Signs/Symbols

Up to ten (10) day suspension. A student shall not engage in, or promote any gang related activities. Students may not possess, sell, or distribute any gang related paraphernalia. Students may not possess, display, demonstrate or distribute any gang related signs or symbols.

False Alarms or reports

Ten (10) day suspension. A student shall not initiate a fire alarm or initiate a warning of fire, bombing, or other catastrophe without the cause or give false testimony or falsely report school incidents.

Leaving School Premises without Authorization

Five to ten (5-10) day suspension. A student shall not leave school premises for any reason without being signed out by a parent/guardian or other authorized individual listed on file in Realtime or the verbal or written authorization of a school official.

Unauthorized Fire

Ten (10) day suspension. A student lighting a match, lighter, or other flammable substance without permission or without direction from an instructor in a lab or work station is considered starting an unauthorized fire. Further, a student shall not possess, handle, transport, or conceal any incendiary device.

Sexual Harassment

Five to ten (5 – 10) day suspension. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other favors, other verbal or nonverbal conduct of a sexual nature by another student that is sufficiently severe, persistent, or pervasive to limits a person's ability to participate and/or benefit in a educational program or activity or to create a hostile or abusive educational environment.

Sexual Behavior

Five to ten (5 – 10) day suspension. Student shall not engage in inappropriate behavior that displays, infers, and/or demonstrates any sexual activity of any nature.

Theft

Five to ten (5 – 10) day suspension. A student shall not take or attempt to take into possession the public property or equipment of the district or the property of another student, teacher, visitor, or employee of the district without express permission.

The article (s) must be returned or replaced. All items to be replaced must be equivalent in value.

Damage to School Property

Five to ten (5 – 10) day suspension. A student shall not cause or attempt to cause damage to school property including building, grounds, buses, equipment, or materials.

Damage to Private Property

Five to ten (5 – 10) day suspension. A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

Forgery

Five to ten (5 – 10) day suspension. A student shall not, in writing, use the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Plagiarism/Cheating

Up to ten (10) day suspension. A student shall not, in writing, copy another person's idea or written work and claim and/or submit it as his or her own.

Truancy

Five to ten (5 – 10) day in-school suspension. A student shall not be absent from a school without valid excuse. Truancy actions will be initiated by the Truancy Officer according to the schedule established by New Jersey Laws governing truancy (See truancy policy in the Student/Parent Handbook.).

Possession of Tobacco Products

Five to ten (5 – 10) day suspension. Possession and/or use of tobacco products, cigarettes, e-cigarettes/vapors, etc. are prohibited on school premises and school events.

Insubordination

Up to ten (10) days of suspension. A student shall not engage in any form of confrontation with a teacher or other school personnel. A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to move to a seat at the direction of a staff member. This includes failing to sign-in when the student is late.

Skippping or Cutting Class

Up to ten (10) days of suspension. Skippping or cutting class is defined as not attending an assigned class or educational program without permission.

Use of Profanity and/or Obscene Language

Up to ten (10) days of suspension. A student shall not use any form of profanity, written or verbal. The use of the obscene gestures, signs, or pictures of publications is prohibited.

Disruption of school and/or class

Up to ten (10) days suspension. A student shall not interrupt, disrupt or obstruct the educational process. Including but not limited to: verbal altercations, physical confrontations, inappropriate behavior, etc.

Harassment, Intimidation and Bullying

Harassment, intimidation or bullying" includes, but is not limited to, the use of social networking (computer), texting, any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory handicap, or by any other distinguishing characteristic (N.J.S.A.18A:37-13-19)."

Harassment, intimidation or bullying means any gesture, written, verbal or physical act taking place on school property, at any school-sponsored function or on a school bus, communicated by personal electronic devices, digital, or any other means that:

- a. reasonable person under the circumstances should know will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning 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.

Up to ten (10) day suspension and/or possible legal action: A student shall not engage in any acts whether verbal, written, or physical in nature that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus.

Procedure for Reporting an act of HIB

- Students reporting an act of HIB will be kept anonymous should the student choose to do so.
- Students shall report an act of HIB to any school personnel or contracted service provider.
- School personnel or contracted service provider must report all acts of HIB to the Principal on the same day when the school personnel or contracted service provider received information or witnessed any such incident.
- Principal must inform the parents of all students involved in the alleged incident.
- All acts of HIB must be reported within two (2) school days of when the school employee or contracted service provider witnessed or received reliable information.

Reporting Expectations

- A member of a board of education, school employee, contracted service provider, student or volunteer who has reliable information that a student has been subjected to, harassment, intimidation, or bullying shall report the incident to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedure concerning school bullying.
- A member of a board of education or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Investigation Procedures

- Initiated by the principal or designee within one (1) school day of the verbal report.
- Conducted by the anti-bullying specialist in consultation with the principal.
- Principal may appoint additional personnel to assist with the investigation
- The investigation shall be completed as soon as possible but no later than 10 days from the date of the written report.
- If additional, anticipated information relevant to the investigation is not received within 10 days, anti-bullying specialist may amend original report to reflect the information.

Results of Investigation

- Results will be reported to the superintendent within two (2) days of completing the investigation.
- Superintendent may decide to:
 - Provide intervention services
 - Establishes training programs to reduce HIB and enhance school climate
 - Impose discipline
 - Order counseling
 - Take or recommend other appropriate action
- Results will be reported to the board of education (BOE) no later than the date of the next board meeting following the completion of the investigation, along with information on action taken or recommended by superintendent.
- Parents of the students who are parties to the investigation are entitled to receive information about the investigation.
- It will be provided within five (5) days after results are reported to the BOE.
- A parent may request a hearing before the BOE.

Loss of Privilege due to Suspension

Students who have been suspended may be prohibited from participating in extra-curricular activities and/or privileges. Any student who violates any **major infraction** according to Camden Academy's Student Conduct Procedures and Notification policy may result in suspension, loss of privileges and/or prohibited from participating in any extra-curricular activity including but not limited to athletics, senior prom, school assemblies and school activities.

***Any student who accrues ten (10) days or more of tardiness will lose all privileges including the activities listed below.**

Ninth/Tenth/Eleventh

| <u>Activity</u> | <u>Maximum Days Suspension</u> |
|--|---------------------------------------|
| End of Year Trip | 5 |
| End of Year Activity | 5 |
| School Leadership Post (including student Government, National Honor Society or team leadership appointments) | 3 |
| School Assemblies | 3 |
| Renaissance period | 1 per marking |

Twelfth

| <u>Activity</u> | <u>Maximum Days Suspended</u> |
|--|--------------------------------------|
| Graduation Ceremony | 10 |
| Senior Prom | 5 |
| End of the Year Activity | 5 |
| School Leadership Post (including student Government, National Honor Society or team leadership appointments) | 3 |
| School Assemblies | 3 |
| Renaissance period | 1 per marking |

LEVEL II – Minor Infractions

Teacher must complete a Teacher Detention form for each occurrence of a minor infraction and submit a copy to the Grade Level Dean. A student should not be sent to the office for a minor infraction. For every referral form that a student receives, a copy should be kept on file in the office (pink copy) and with the issuing teacher (yellow copy). The student should take their copy (white copy) home. The teacher should be calling home to inform the parent and document the communication with the parent/guardian in realtime.

Listed below are disciplinary penalties under the high school discipline system which call for but are not limited to the following: before or after school detention, lunch detention, in-school suspension, Saturday School, or suspension. Repeated minor infractions may lead to actions consistent with major infractions.

Cell phones, headphones, and/or electronic devices

There is a ***ZERO TOLERANCE POLICY*** on cell phones within CACHS. No cell phones or any other electronic devices will be permitted in class or during school hours except chromebooks.

- 1st offense- confiscation of device and parents notified.
 - *Device will be given back to parent at parent conference or when parent picks it up from school.*
- 2nd offense- confiscation of device, parent notified, and assignment of detention or in-school suspension.
 - *Device will be given back to parent at parent conference or when parent picks it up from school.*
- 3rd offense- confiscation of device, parents notified, and assignment of Saturday School
 - *Device will be given back to parent at parent conference when parent picks it up from school.*

*Each offense thereafter will result in suspension. *Refusal to give the cell phone to the appropriate staff will result in up to five (5) days of suspension under the Insubordination Infraction description.

All confiscated items will be given to the designated Grade Level Dean.

Public Display of Affection (PDA)

Students shall not engage in intimate physical contact such as hugging, kissing, and/or touching.

- 1st offense - verbal warning, referral to Dean, and notify parents
- 2nd offense - referral to Dean, assignment of detention, in-school suspension or other disciplinary action
- 3rd offense - up to three day suspension

Bus Incidents

Busing is considered part of the regular school day. All infractions noted above apply to Bus incidents occurring to and from school or on field trips. Please see the Transportation Conduct Policy below.

XV. Discipline Sanctions

A) After School Detention

Teachers can assign a teacher after school teacher which will run from 3:30pm to 4:00pm.

Parents will be notified by the teacher in writing and/or by phone of an after school detention.

A teacher detention may be issued due to the following:

- A minor infraction
- 3 or more missing assignments

B) Administrative After School Detention

Administrators can assign administrative detentions which will run from 3:30pm to 4:30pm.

Parents will be notified in writing and/or by phone of an after school detention. An administrative after-school detention may be issued due to the following:

- A minor infraction
- 3 or more missing assignments

The parents must provide their own transportation following any after-school detention. Students with after-school detentions are not allowed to ride the after-school program bus, unless an arrangement has been made with the student's dean. If an after-school detention student, does have to ride the after-school program bus home, a parent/guardian MUST come in the next morning to meet with an administrator.

C) Saturday School

Saturday School is issued in lieu of a one day suspension at the discretion of the dean. If a student receives a Saturday School, parents will be notified in writing. Parents must provide transportation to and from school. Parents/guardians are required to pick-up students from Saturday School within 15 minutes after dismissal, or further disciplinary action will be taken. Students must serve Saturday School in full uniform. Failure to attend Saturday school will result in further discipline action.

D) Field Trips

Any behavioral infraction on a trip may result in disciplinary action and/or the student being removed from event. Such removal is at the expense of the parent.

E) Suspension

Suspensions are issued at the discretion of the Dean or Building Coordinator. If a student is suspended parents will be notified by telephone and in writing. Students may not participate in school activities or enter school property during the term of the suspension. It is the responsibility of the student to make up any missed assignments. It is the responsibility of the student and parent to acknowledge and respect the discipline of suspension. Students under suspension who return to school grounds may receive further disciplinary consequences (i.e. increased suspensions) or be deemed as trespassers and the appropriate authorities shall be called. In order for the student to return to school after a suspension, a parent conference with the student, parent, and/or administrator must occur prior to admission back to the classroom.

H. Discipline Hearing Committee

The Discipline Hearing Committee is made up of parents and administration of CPCS. Any student that is suspended for 5 or more days will be presented to the committee, and placed on a behavioral contract moving forward. Any student that is suspended for 10 or more days will be presented to the D.H.C. to determine if further action should be taken, including a behavioral contract, an immediate transfer to another school district, or expulsion. This recommendation will be presented at the next board meeting for review.

I. Expulsion

A serious incident(s) that has a direct impact on the health and safety of staff or student body may result in expulsion. Expulsion is a School Board determined event at the discretion of the Chief School Administrator.

XVI. Transportation Conduct Policy and Procedures

It is the policy of the Board of Trustees that each student who enters a school vehicle for transportation to any school building in the morning shall complete such journey to its destination by the same vehicle and shall likewise be transported home after school.

Therefore, students must get on and off the bus at their assigned stop. On special written request by a parent or guardian, and at the building coordinator's discretion, a student may be allowed to terminate his/her transportation pattern at a designated home other than the one from which transportation started in the morning on an emergency basis.

During the first week of school, please report to your stop no later than 6:20 am. Adjust your reporting time thereafter based on the actual arrival time of your bus.

If your child needs to be sent home on another bus for a special occasion or during emergency closings, please inform the school with a note, and we will make sure your child gets on the correct bus.

Buses depart from the school approximately 3:30 pm.

A violation of any of the following rules may result in disciplinary action including suspension and /or expulsion from riding the bus:

Transportation- Major Infractions

Listed below are bus riding rules that would constitute a major infraction. The high school discipline system consequence for violating these rules include but are not limited to the following: before and after school detentions, lunch detentions, suspensions, Juvenile Court referral, criminal charges, expulsion referral, and/or the immediate suspension and/or expulsion from riding the bus:

- A. A student shall not use any violence, force coercion, verbal abuse, or make a threat to another person.
- B. A student shall not cause any damage or steal property while riding on the school bus.
- C. A student shall not behave in such manner as to cause physical damage to another person, intentional or otherwise.
- D. A student shall not use, possess, handle, conceal, or transport any weapon such as a knife, gun, ice-pick, or other weapon.
- E. A student shall not use, possess, conceal, transport, or be under the influence of tobacco, illegal drugs, and alcohol.
- F. A student is not permitted to place any part of his/her body outside of the windows.
- G. A student is to enter and exit the bus from the front doors only unless designated otherwise by the bus driver.
- H. A student shall be seated immediately upon entering the bus and shall remain seated while the bus is in motion.
- I. A student shall not sit in the driver's seat.

Transportation- Minor Infractions

Listed below are bus riding rules that would constitute a major infraction. The high school discipline system consequence for violating these rules include but are not limited to the following: before and after school detentions, lunch detentions, suspensions, and/or the immediate suspension from riding the bus:

- J. Students shall not have public displays of affection.
- K. A student is not to throw objects in or from the bus.
- L. A student is not to use profane or indecent language or gestures.
- M. A student is not permitted to eat on the bus.
- N. A student is permitted to talk in a normal tone of voice but may not shout or become excessively loud as to annoy or disrupt the bus driver.
- O. A student is to follow the directions and /or the request of the bus driver.
- P. A student shall not adjust windows at any time unless designated by to do so by the bus driver.

XVII. Student Parking

All students who drive to school must register with Student Services before driving/parking on school property. Registration forms will be available from Grade Level Deans. Once registered, students will receive a validated sticker to be placed in their vehicle.

Student parking is a privilege. To maintain this privilege, students must adhere to the following rules:

1. Parking is limited to Senior students only.
2. All students must register their cars with Dean and Student Services.
3. No student will be allowed to park on school grounds without proper vehicle registration, valid inspection, driver's license and insurance.
4. Students may lose parking privileges if:
 - a. A student accrues more than four and a half days of absences in any given marking period
 - b. A student accrues six (6) or more latenesses to school in any given marking period.
 - c. A student having multiple violations of the school discipline code.
 - d. A student displays irresponsible and/or reckless driving while on school grounds.
 - e. A student fails to obey speeding and other traffic signs on or around school grounds.
 - f. A student continues to disregard parking instructions as prescribed by Camden Academy Charter High School Administration.
 - g. A student is caught driving under suspended/revoked or other illegal license.
5. Camden Academy reserves the right to restrict student parking during times of events, maintenance or other circumstances that call for the use of the parking lots.
6. Vehicles not in operation must be removed from the premises within twenty-four (24) hours or risk being towed at the owner's expense.
7. Students must park in designated student parking areas.

***Due to limited space available, currently there is no approved parking permits allowed for students on the downtown campus.**

XVIII. Academic Requirements for Playing Sports

All Students participating in sports must be in good academic standing by maintaining a minimum cumulative grade point average of 2.0 and meet the disciplinary requirements as set forth by Camden Academy Charter High School.

Student athletes must meet the disciplinary requirements as prescribed in the Parent/Student handbook. Students must be in good standing behaviorally in order to begin or remain in a sports program.

To be in good standing behaviorally, a student, in an academic school year, must have less than the following, prior to the athletic season in which the student intends to participate:

1. Suspension
 - 5 days of suspension
 - Any suspension of 1 to 4 days can result in a game suspension for each disciplinary suspension
 - Student athletes who commit an infraction such as cutting class, or other disciplinary infractions can receive a game suspension for each violation
2. Absence/Lateness
 - 10 days absence
 - Any student absent from school is not permitted to participate in the game on that day and/or attend practice. Students who have an excused note must have medical clearance and approval from the athletic department.
 - Lateness
 - Any student athlete who is late to school, without a written excuse, after 10:00 a.m. may not practice or play on that day.
3. Substance Use
 - Any student who is required to be tested for substance use may not participate in any athletic activity until the official results of the test have been received.
 - Any athlete who has tested positive for substance use is immediately expelled from the athletic department.

Once a student athlete is not in good academic and/or behavioral standing, Camden Academy Charter High School has the right to either suspend the student for a certain amount of games, place them on a probationary contract, or discontinue his or her privilege to remain in the sports program.

XIX. Attendance Policy

I. Absence

The State of New Jersey recognizes the following absences as being excused:

- A. Personal illness with a note signed by a doctor/dentist
- B. Death in Family with official verification – (3 days for immediate family, parent/guardian, sibling, Grandparents), (1 day for other with documented family verification)
- C. Religious holidays
- D. Judicial matters

- **All other absences will be considered unexcused unless otherwise determined by the Building Coordinator or his/her designee.**

II. Frequency of Absences

A. Written Notice

- 1. In order for an absence to be considered excused, official medical notes, legal verification or other official documentation must be submitted to the homeroom teacher or main office upon the student's return to school.
- 2. Failure to provide official documentation may result in the absence(s) being classified as unexcused.
- 3. In the occurrence of absences due to car problems, oversleeping, missing bus, illness, students must return to school with a note from a parent/guardian. These are still considered unexcused absences.

B. Failure due to Absence(s)

- 1. Any student who is absent (unexcused) more than 18 days will be required to attend summer school for grade level promotion.
- 2. Any student who is absent (unexcused more than 30 days may be retained in their current grade level next academic year.

C. Consecutive Absences

- 1. Any student who misses 10 consecutive school days and does not appear on home instruction, and/or is not medically verified as incapacitated will be issued a formal written notice of absences and will be notified to report back to school within 5 school days. If a student does not return after the fifth day, he/she will be dropped from the roll and another student may be enrolled from the waiting list.
- 2. Failure to comply with the formal written notice, a student under 16 years old and the parent will be subject to (NJSA 18A: 38-29) and (NJSA 18A: 38-31).
- 3. Failure to comply with the provisions of the law may cause the parent to be deemed negligent and the parent may be subject to a fine.

D. Truancy

1. State Law 18A: 38-25 states that mandatory school attendance is required of children between the ages of 6 and 16.
2. All students with attendance problems should have a student profile which contains: name, address, phone number, latenesses, absences, and other pertinent information.
3. Parents will receive a certified letter regarding absenteeism at intervals of 4, 7, and 10 days.
4. On the 10th day of absence, a request to open case is filed with the court that is personally hand delivered by a school employee.
5. Summons is then issued from the courts with a request for a parent/guardian to appear in court two weeks from the date case is filed. During this two week time frame, parents still have time to correct the problem by bringing in doctors' notes, or other documentation. If the parent/guardian does provide the appropriate documentation, then the school may process a form to dismiss the truancy case against the student. In like manner, if several weeks or months later, the student starts having truancy problems, a request to re-file or open the case can be re-issued.
6. If the parent/guardian does not appear in court on the specified date, the a bench warrant is issued for that parent/guardian (The parent/guardian may be picked up and brought to the police station and processed. For example, during a routine traffic stop, if a parent/guardian has the above bench warrant, they will be arrested and processed.) If this does occur, the parent/guardian will be given another court date to appear.
7. A school official will be present at all court appointed dates set for the student and parent/guardian.

III. Missed Assignments/Class-work due to Absences

A. Make-up Work

1. Students returning from absence are responsible for obtaining all work (i.e. class assignments, homework, projects, etc.) missed while absent.
2. Students must also make arrangements with the appropriate teachers to make-up quizzes and/or tests missed in their absence.

B. Failure to Complete Make-up Work (assignments, homework, quizzes, tests, etc.)

1. Students who do not complete work they missed while absent in the prescribed time set forth by their teacher(s) may be subject to failing grades.

IV. Incomplete School Day

A. Tardiness (School)

1. Students who arrive late must report to the front desk to sign in, sign up for lunch, and receive a late pass.
2. Failure to sign in at the front desk will result in disciplinary action.
3. Excused lateness
 - i. Medical appointments with official doctor's/dentist's notes
 - ii. Verified legal appointments/court appearances

- iii. Official verification of death in the family
- 4. Students who arrive late to school who have an excused or unexcused late pass are required to make arrangements with the appropriate teacher(s) to make up the work missed that day and return it to the teacher the next day.
- 5. Car problems, oversleeping, and other personal reasons will be unacceptable excuses.
- B. Tardiness(Class)
 - 1. Students must attend each class for 90% of the eligible school year or may face non-credit status.
 - 2. Students who arrive late to class without a late pass will face disciplinary action.
 - 3. Students who are 18 times or more tardy in one or more class may not receive credit for completing the class. As a result, the student will be required to repeat the class in summer school or the next academic year to receive credit.
- C. Early Dismissal/Signing Out
 - 1. The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.
 - 2. The Building Coordinator may excuse for good cause the late arrival and early dismissal of a pupil with prior written request from the pupil's parent or legal guardian. Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, and motor vehicle driver's test, interviews for college entrance or employment, and court appearances.
 - 3. All requests for early release are to be reviewed by the Building Coordinator. If such requests are received frequently from the same parents, the Building Coordinator shall further investigate the cause.
 - 4. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the school and to assume responsibility for the child in an emergency school site if the custodial parent(s) cannot be reached. All authorized persons to whom a child is released must have valid identification on file at the school.
 - 5. A child shall not be visited by, or released to a non-custodial parent unless the custodial parent specifically authorized the school to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file.
 - 6. The Board directs that student(s) not be released to an individual that appears to be impaired to the extent that, in the judgment of the responsible adult, the student would be placed at risk.

7. Below are written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), fail to pick up a child at the time of the school's daily closing, after school function or returning from a school sponsored field trip after normal school operation hours. The procedure shall require:
- i. The child is supervised at all times;
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - iii. Contact the Camden City Police Department for assistance after one hour expires.
 - iv. A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

N.J.A.C. 6:20-1.3.

Please note: Medical/dental appointments should be scheduled after the school day when at all possible.

***All students must have a parent signature to sign out of school early. This applies to all students regardless of age.**

**** Any student who is absent from school may not participate in any extra-curricular activities for that day (i.e. dances, sports, after school program, etc.).**

Absence

Students must be present in school daily and may not accrue more than 18 unexcused absences from school and per class for each year of enrollment.

- Students will be assigned a 4 hour Saturday School after the 7th day of absence from school and/or class. A Saturday School will be assigned for every subsequent absence after the 7th day.

Tardiness

(Unexcused tardiness violations apply to late arrival to school and to class)

- Late to Homeroom – 7:25 am
 - 3 days late = 1 detention
 - *10 days late = loss of all privileges
- Late to Class
 - Student will be assigned an immediate detention
 - *10 days late = loss of all privileges

*Students can reduce the number of days late by serving Detention, Saturday School, or Community Service.

(Detention = 1 day, Community Service = 1 day, and Saturday School = 4 days.)

****Students who fail to sign-in and get a late pass will result in disciplinary action as described in the insubordination infraction code of the Student Conduct and Notification Procedures Section of the handbook.**

XX. Homebound Instruction

Homebound instruction may be obtained upon request of the parent who must have first notified the school. If a student's absence is expected to be longer than ten (10) consecutive school days, an official written notice by a physician, giving the prognosis, length of time the pupil will be absent, and the nature of illness, is to be filed with the school.

Homebound instruction will be provided by the school. An adult over the age of 18 must be in the home at the time that homebound instruction is being administered.

Regular education students are eligible for 5 hours of home instruction per week. Special Education students are eligible for 10 hours of home instruction per week.

For each homebound occurrence, the school social worker will then prepare a homebound instructional program and submit it to the Board of Trustees for approval. Board approval must be obtained before homebound instruction can begin.

XXI. Senior Option Program

Mission Statement

The mission of the Senior Options program is to allow students the opportunity to consolidate and apply the learning from their high school coursework into a meaningful and relevant real world experience. It is their venue to connect with the world outside of school and to gain the skills to go on to higher education and/or enter the workforce. Senior Options The Senior Options Program (SOP) is available to qualifying students who have received appropriate test scores, demonstrated good attendance, maintained good behavior, obtained good grades and have their guidance counselor's recommendation. The following are the options available for the program:

- **High School Plus @ Camden County College** - The high school plus program is a partnership between CACHS and Camden County College (CCC) that makes professor-taught classes available to our students. This collaboration allows our students to attend CCC courses and to earn college credit in the process.
- **Internship Program** - Eligible students will participate in non-paid internship programs at Board approved locations that match the student's career interest or intended college major. Students are expected to receive supervised on-the-job training that will help students make career decisions.
- **Co-Op Program** - Co-Op students will acquire a job on their own and connect classroom learning with work-based learning experiences. Students are expected to receive supervised on-the-job training that will help students make career decisions.

Application Procedure All eligible seniors must complete a senior options application along with any additional paperwork required according to their selection. Students must also attend the required orientation sessions.

Sign out Procedures

All SOP students must sign themselves out by 1PM with appropriate staff. (Please refer to the senior options pamphlets for all the guidelines and contact information for the faculty involved with the program.

Attendance

Attendance excessive absences and lateness will result in a review of your placement and your possible removal from the senior option program.

Transportation Policy Internship:

- Interns will be provided transportation to internship site. Internship students will be transported back to school prior to school dismissal.
- Co-Op: Students participating in co-ops are responsible for transportation to and from their worksite on a daily basis.
- CCC: Transportation will only be provided to CCC when available.

Termination Policy

Grounds for Senior Option termination may include but are not limited to:

- Academic concerns (drop in grades, attendance, not completing class assignments, etc.) ·
Poor work performance on an internship
- Unprofessional or inappropriate behavior
- Failure to meet program expectations as outlined in the CACHS student handbook

Consequences will be determined on an individual basis. Examples of consequences may include but are not limited to detention, Saturday school, suspension, probationary contract, return to full day program.

Change of Option

Changes to your option are permitted mid-year as outlined:

- CCC – Must complete current semester before switching to co-op
- Internship – Internship has ended – can switch to co-op
- Co-Op – Employment terminated – can switch to CCC

All changes must be approved by annual deadline

Academy to Careers - Weekly Seminars

Students will participate in weekly training sessions covering the following:

- Real Life, Real Skills
- Personal Finances
- Choosing the Right Career – Career Options
- My First Semester at College
- Presentations/Exhibitions

Final Project/Exhibition

At the conclusion of the Senior Options Program students will return to school to present a final project showcasing their experience

XXII. Uniform Information

The Board of Trustees has developed a Uniform Dress Code that will encourage and enable students to have pride in their school, themselves and in their education.

Within the Uniform Dress Code, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to the school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

The Uniform Dress Code prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board of Trustees, upon request, of gangs which are associated with criminal activities.

The Building Coordinator shall determine whether the dress or grooming of pupils falls within the parameters of the Uniform Dress Code.

Staff members shall demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

The Board of Trustees may, upon request from a parent or legal guardian of a student, or upon suggestion from a staff member, offer financial assistance programs to provide each family with equal access to the required elements of the Uniform Dress Code.

We, as a school, strive to become a cut above all the others so that your children will be able to reach their maximum potential.

The Uniform Dress Code is as follows:

CACHS Dress Down Rules

The following are rules and guidelines students should follow when participating in activities with CACHS that permit students to dress down

- **Tops: No tube, halter, or tank tops**
- **Bottoms: Must be at or below the knee. No “high-waisted” pants/shorts. No pencil skirts and no splits.**
 - **No see through clothing.**
 - **Undergarments should be covered/concealed at all times.**
 - **No tight fitting clothing.**
 - **Piercings are NOT permitted at any time.**

DAILY UNIFORM

Boys' Uniform

- ❖ White long or short sleeve oxford shirts.
- ❖ Khaki or black dress pants (**NO JEANS, DICKIES, CARGO PANTS, SKINNY LEG PANTS, NO JOGGERS, OR TIGHT LEG PANTS (JEGGINS and or LEGGINS)**)
- ❖ Black **SOLID** color sweater.
- ❖ Camden Academy necktie
- ❖ Shirts **must** be tucked in at all times
- ❖ Shirts buttoned to the top
- ❖ T-shirts must be solid white or black only – (**No Print**)
- ❖ Pants on waist
- ❖ Must wear a belt
- ❖ Black or brown oxford shoes (**NO SNEAKERS, BOOTS, MOCCASINS, OR SLIPPERS**)

Girls' Uniform

- ❖ White long or short sleeve oxford shirts.
- ❖ Full or Pleated-Khaki or black skirt (**must fall at or below the knee**)(no tight or pencil skirts)
- ❖ Khaki or black dress pants (**NO JEANS, DICKIES, CARGO PANTS, SKINNY LEG PANTS OR TIGHT LEG PANTS (JEGGINS and or LEGGINS)**)
- ❖ Black **SOLID** color sweater.
- ❖ Camden Academy necktie
- ❖ Shirts **must** be tucked in at all times
- ❖ Shirts buttoned to the top
- ❖ T-shirts must be white or black only – **Must be solid, (No Print)**
- ❖ Pants on waist
- ❖ Black or brown oxford shoes (**No more than 1 inch heel**) (**NO SNEAKERS, BOOTS, MOCCASINS, OR SLIPPERS**)

Gym Uniform (Boys and Girls)

- ❖ White C.A.C.H.S. T-shirt
- ❖ Black, white, or gray sweatpants
- ❖ Black, white, or gray gym shorts (**NO “CUT-OFF” SWEATPANTS**)
- ❖ Sneakers with non-streak soles and white or black socks

Miscellaneous Items

- ❖ Earrings no bigger than a quarter
- ❖ Girls are not permitted more than two (2) earrings per ear
- ❖ Boys – NO HOOPS, ONE EARRING PER EAR
- ❖ One ring only- NO LARGE RINGS
- ❖ Neck jewelry – must be worn inside shirt or blouse or DO NOT WEAR AT ALL
- ❖ No extreme hair colors (Black, Blonde, Brown, and Auburn are acceptable)
- ❖ No extreme hairstyles (Mohawks, tails, or designs cut in hair etc.)
- ❖ No bandanas, hair-nets, scarves, and/or any excessive, large headwear (Head bands should be no larger than 2 inches)
- ❖ No extreme make-up (natural earth tone colors are acceptable)
- ❖ No Visible Facial Piercings including but not limited to tongue, lip, eyebrow, dimple, neck etc.
- ❖ **Solid** matching socks or stocking only (**No multi-colored socks, nylons, tights or stockings**)
- ❖ No oversized belt buckles (professional black or brown belts only)
- ❖ Students must have their CACHS ID at all times

***All juniors and seniors are required to wear a Camden Academy Charter High School Blazer.**

*** If students/parents would like to request special accommodations for the dress code (i.e religious belief), a written request must be submitted in writing to the principal.**

XXIII. Parental/Guardian Involvement

Everyone must be involved in the educational process if it is to be successful. Camden Academy Charter High School understands and values the importance of parental involvement in a child's education and will strive to involve parents in all aspects of decision-making. After Camden Academy High School holds its lottery, the parents of the attending students will be identified. These parents will be invited to be active participants in the day to day operation of the school in the following ways:

The Open Forum- The parents or guardians, as well as junior and senior students will establish the Governance Structure, known as the Open Forum. Parents will be given the opportunity to be involved in the school in activities such as special events, field trips, and tutoring and other areas as determined by the Open Forum.

Board of Trustees- Parent's will have at least 40% Board representation. The nominating committee of Camden Academy will appoint these members to the Board.

Parent's Nights- Parents will be invited to the school three times per year for evening events. During some events, parents will have the opportunity to meet each of their child's teachers and get a brief overview of course guidelines, assignments and expectations. This will help keep parents informed and involved in their child's academic program.

Parent Teacher Conference- Parents will be invited to confer formally with each teacher three times per year at the end of the first, second and third marking periods.

Camden Academy Charter High School will maintain an ongoing interactive dialogue with parents. The school seeks parent input in their children's education through the use of an open door administration policy, circulation of newsletters and a web site. Parents will be surveyed and have access to an annual report of school performance.

XXIV. Cafeteria Program

The cafeteria is open during the morning homeroom period for those students who wish to eat breakfast at the school. Free and reduced-priced breakfasts are available for those students who qualify. Breakfast consists of cereal, milk, and juice. Prices are as follows:

Reduced- \$.30
Full Price- \$1.25

Full lunches are served daily. Free and reduced-price lunches are also available for eligible students. Monthly menus are sent home with each student and posted in each classroom. Prices are as follows:

Reduced- \$.40
Full-Price- \$2.25

Snacks are sold during the lunch period. Students may purchase assorted cookies, crackers, pretzels, and fruit snacks at prices up to \$1.00.

Payment for reduced/full-price meal may be made by the day/week/month.

Please note: If a student owes the cafeteria over \$10, lunch may be refused.

No lunch orders can be taken after 9:00 a.m. If a student is later than this, he/she must bring a lunch.

XXV. Extra Curricular Activities

In order for Camden Academy to succeed in its mission, students must be engaged and interested in their own education. To create this interest, students will participate in both mandatory and voluntary innovative programs throughout the school day. Additionally, students will have a daily opportunity directly before and after school to participate in either a tutorial study program or various club opportunities.

Student Government

Camden Academy Charter High School will maintain a commitment to the development of character and leadership skills within the student body. These points are introduced in the Freshman Immersion program and reinforced during the Sophomore Experience and are common threads uniting each year to provide a cohesive, continuous learning and growth experience for each student. To further build leadership skills, Camden Academy Charter High School maintains a Student Council. The Student Council is a representative group of the entire student body with a strong and consistent voice in the school. All students will have the opportunity to address matters of concern. In particular, the Student council will:

- ❖ Meet on a regular basis with advisory support from faculty
- ❖ Elect officers
- ❖ Provide representation through which all students may voice their concerns, and provide a formal evaluation of the Camden Academy Charter High School as an accountability agent at the yearend review.

Sports

Students participate in the NJSIAA and may try out and play for Woodrow Wilson High School or Camden High School only if the sport is not offered at Camden Academy Charter High School. Transportation to sports not offered at Camden Academy is the responsibility of the parents. Camden Academy extracurricular eligibility requirements must be satisfied in order for students to participate in these programs.

Clubs and Activities

After school clubs/activities (3:30 pm to 5:00 pm) will run from October- December and January- May. Clubs will be based on student interests and academic major.

Field Trips

Students may have the opportunity to take several field trips during the course of the year. All field trips are managed from grade level deans or the guidance office.

*If you are remaining after school to participate in an approved activity, you may do so only when the faculty member responsible for the activity is present. You must also confine yourself to the specific areas of the building where the activity is held. You are responsible for the care of the room, furniture, and any equipment used. Students will follow the regular day discipline code during after school activities. Students may be removed from an after school activity due to failure to follow the discipline code. Additionally, it should be understood that no student is allowed to leave school premises and return for after school program for any reason.

XXVI. Student Health

State law requires that all school aged students be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus, and hepatitis B. Students additionally need the Tdap and Menactra immunization. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

All required Health screenings and shot records must be maintained in order for a student to maintain their seat at Camden Academy Charter High School. Appropriate forms must be maintained on file in the nurse's office.

If a child is sick in the morning, the school expects him/her to stay home for the day. Please call the school in the morning to inform the school of the child's absence and to arrange a way to pick up the child's homework.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the student will be sent to the nurse and the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child has an emergency, we must be able to reach a parent and/or guardian.

It is the policy of the school that a child must be fever free for 24 hours prior to returning to school.

Prescription medications must be accompanied by a written order from the prescribing doctor and in a medicine bottle with the prescription label. The medicine will be delivered by the parent or guardian to the school nurse in a pharmacy-labeled container listing the student's name, the physician's name, the medicine, and the instructions for medication. Certain medications are allowed to be dispensed by students in specific instances. Please consult the school nurse to discuss this issue. Over the counter medication may be given, if needed, with the written request of the parent/guardian.

Please be sure that the school has up-to-date contact and health information. If your child has needs we do not know about, we cannot provide those needs. If your emergency contact information is incorrect and a parent or guardian cannot be reached a child will be taken ambulatory to the nearest medical center.

All students must have a pass issued to them by the classroom teacher before being admitted to the health office. Students seen with unauthorized medication will incur a disciplinary action.

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents' need to supplement their own personal insurance program, or to assist parent that may without insurance. The school policy will reimburse on covered claims for medical expenses incurred up to the benefit limits of the policy. The plan has limitations and benefits as outlined below.

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source.

Description of Policy Benefits and Limits

If a student is injured during a school activity and the injury required treatment within 90 days after the date of injury by a licensed physician, the insurance company will pay the usual and customary expense for necessary hospital, medical, physician's or dental care incurred within two years from the date of injury up to a maximum medical benefit of \$25,000 per covered accident, subject to following limits:

Services

HOSPITAL SERVICES

| | |
|--|--------------------|
| Dailey Room & Board | Usual & Reasonable |
| | Usual & Reasonable |
| Intensive Care Room & Board | Usual & Reasonable |
| Miscellaneous Services- when hospital confined or when surgery is performed. | Usual & Reasonable |
| Emergency Room (outpatient) | Usual & Reasonable |

PHYSICIAN SERVICES

| | |
|--|--------------------|
| Surgery, including pre-and post operative care | Usual & Reasonable |
| Anesthetic (including administration) and Assistant Surgeon | Usual & Reasonable |
| Reasonable | |
| Physician Visits other than for physiotherapy and similar treatment when no surgery benefit is paid | |
| Consultants (when required by attending physician for confirming or determining a diagnosis but not for treatment) and Second Opinions | Usual & Reasonable |

LABORATORY & X-RAY SERVICES

| | |
|---|--------------------|
| Including reading and interpretation | |
| (Dental X-rays are payable under DENTAL SERVICES benefits shown below.) | Usual & Reasonable |

ADDITIONAL SERVICES

| | |
|---|--------------------|
| Physiotherapy or similar treatment | Usual & Reasonable |
| In- Hospital | Usual & Reasonable |
| Out of Hospital | Usual & Reasonable |
| Register or Licensed Nurse | |
| Ambulance to initial treatment facility | |
| Orthopedic Appliances (include rental of crutches or wheelchair) | Usual & Reasonable |
| In-Hospital | |
| Out of Hospital | Usual & Reasonable |
| Prescribed Drugs or Medications | |
| Eyeglasses, Contact Lenses, Hearing Aids- (Replacement when damaged in conjunction with a covered injury requiring medical treatment) | Usual & Reasonable |

DENTAL SERVICES

Treatment, repair or replacement of injured natural teeth, a covered injury, as well as examination, x-rays, restorative treatment, endodontic, oral surgery, and treatment for gingivitis resulting from trauma.

Other Services

1. Services or treatment rendered by a physician, nurse or any other person who is (a) employed or retained by the School District; or (b) who is the insured or a member of his/her immediate family.
2. Charges which (a) the insured would not have to pay if he/she did not have insurance; or (b) are in excess of Usual and Reasonable Expenses.
3. Any injury that is (a) intentionally self-inflicted, suicide or any attempt threat; (b) caused by war or any act of war; (c) is caused while the insured is serving full-time active duty (more than 31 days) in any Arm Forces; (d) caused by taking part in a riot or insurrection;
4. Injury that is caused by (a) flying in an aircraft, except as a fare-paying passenger; (b) flying in an ultra light, gang-gliding, parachuting or bungi-cord jumping; (c) flying in a space craft or any craft designed for navigation above or beyond the earth's atmosphere; (d) travel in or upon a snowmobile or any town or three wheeled motorized vehicle or any off-road motorized vehicle not requiring licensing as a motor vehicle; or (e) any accident where the insured is the operator and does not possess a current and valid motor vehicle operator's licenses (except in a Driver's Education Program);
5. An Injury for which the Insured is covered under state or federal worker's compensation or employer's liability or occupational disease laws;
6. hat part of medical expenses payable by any automobile insurance policy without regard to fault (does not apply in any state that prohibits such limitation);
7. The insured's part in commuting or attempting to commit a felony;
8. On Injury that is (a) the result of the insured being intoxicated; (b) caused by any inhaled, unless prescribed by a physician;
9. A sickness or disease or diagnostic test treatment, except infection which occurs directly from a accidental cut or wound, or ingestion on contaminated food;
10. An Injury resulting room participation in or practice for non-school sponsored skiing, ice hockey, tackle football, lacrosse or soccer;
11. Expenses incurred in connection with plastic or cosmetic surgery or procedures unless required by an injury;
12. Taking part in Senior High School Interscholastic Football and Sports, including travel to and from games and practice, unless specifically provided for in the Application. The maximum payable for expenses incurred as the result of an accident involving a motor vehicle shall not exceed \$10,000.

When Excess insurance is provided and another Plan Providing Medical Expense Benefits to an Insured is an HMO, PPO, or similar arrangement for provision of benefits or services and the Insured does not use the facilities or services of the HMO, PPO, or similar arrangement for provision of benefits or services, the medical benefits otherwise payable under this policy shall be reduced 50%. This limitation shall not apply to emergency treatment required within 24 hours after an accident when the accident occurs outside the geographic area served by the HMO, PPO, or similar arrangement for provision of benefits or services.

If you have any questions concerning this policy, do not call the school. Contact the agency that handles payment of claims: **T.L. Groseclose Associates, Inc., 190 Tamarack Circle, Skillman, New Jersey 08558, or call (609)279-1500.**

The school insurance policy is not intended to replace family or group health insurance policies. Parents must assume financial responsibility for paying expenses not covered by the accident policy purchase by the school district. If a student is injured in an accident during a school activity, report the accident to the principal's office immediately to obtain filing instructions.

XXVII. Parent/Guardian Contract

Parents/Guardians will:

- ❖ Ensure that your children come to school on time and in the appropriate uniform
- ❖ Notify the school when your child is absent and provide appropriate documentation
- ❖ Ensure that your child has no unexcused absences
- ❖ Attend all report card nights, a minimum of one educational workshop, and volunteer at a minimum of one activity per year
- ❖ Place child in on-going after school, Saturday, summer enrichment, and other academic support programs when recommended by the Building Coordinator
- ❖ Check the homework web site regularly and ensure that your child completes homework daily
- ❖ Attend behavior conference and follow through with any behavior/discipline problems identified by the school
- ❖ Notify the guidance councilor if your child appears to be struggling with academics or social situations at school.

Parent / Guardian (Print): _____

Parent / Guardian (Signature):_____ Date:_____

Student Name (Print): _____

Building Coordinator: Ms Dara Ash

Building Coordinator
(Signature):_____ Date_____

By signing, you agree to all terms listed above and have read this handbook in its entirety with your child to yours and his or her understanding.

XXIII. Student Contract

Students will:

- ❖ Come to school on time every day and be prepared to complete all assignments to the best of my ability.
- ❖ Respect and appreciate each other's diversity in race, ethnicity, and religion.
- ❖ Speak positively about each other and take pride in Camden Academy Charter High School.
- ❖ Be productive learners and participate in and abide by all school policies.
- ❖ Work to create an environment where no child is left behind, everyone is held accountable for their own actions, self-esteem is fostered, and everyone is free of fear.
- ❖ Actively participate in peer-mediation and conflict resolution and conflict resolution actions and agree to accept the results of these actions.
- ❖ Set daily academic and social goals and live up to those goals.

Student (Print): _____

Student (Signature): _____ Date: _____

Building Coordinator: Ms. Dara Ash

Building Coordinator
(Signature): _____ Date _____

By signing, you agree to all terms listed above and have read this handbook in its entirety and understood the contents as stated.

XXIX. Emergency Closing

Emergency school closings will be broadcast on KYW radio. Camden Academy's school closing number is 716. Camden Promise number is 640 and Camden Pride's number is 1640.