

Camden's Pride Charter School

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Parent/Student Handbook
2023-2024

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Camden's Pride Charter School

I. Mission Statement

The purpose of Camden's Pride Charter School is to provide a nurturing environment that instills within its students foundation skills and character attributes necessary for the development of educated, forward looking, and responsible adults.

The Foundation

1. **Academics** Camden's Pride Charter School curriculum will be anchored by the New Jersey Core Curriculum Content Standards and will be delivered in a small-school, theme-based environment. The school will utilize technology to its greatest capacity to deliver a dynamic program that meets the needs of continual incoming classes. A special focus will be placed on enhancing our students' skills in literacy, mathematics and technology.
2. **Experiences** Camden's Pride Charter School will seek to bring the classroom outside of the school and into the surrounding community. Camden's Pride Charter School will strive to continually establish partnerships with business, non-profit organizations and institutes of higher learning to provide the students with opportunities to expand their experiences.
3. **Character** Camden's Pride Charter School will create a safe, caring environment that is non-biased and open to all learners. Camden's Pride Charter School will provide programs and service projects that develop critical thinking, team-building and ethical problem solving skills. Through this learning process students will establish intellectual habits, build character traits that will stimulate student enthusiasm and interest in their world and society.

II. School Philosophy and Sister Schools

Camden's Pride Charter 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 enhancing student achievement. Ongoing staff professional development ensures that the faculty is continually utilizing innovative teaching and assessment strategies.

Camden's Pride Charter School is the youngest school founded in 2008 as a K-4 elementary school. Each grade consists of a total of 42 students, with only three classes per grade. The school based management approach, along with the hands-on cooperative exploratory curriculum, creates an opportunity for the students to develop into life-long learners. The school hours are from 8:30 a.m. to 3 p.m. There is a Before School program from 7:30 a.m to 8:30 a.m. and After School program from 3:00 p.m. to 4:00 p.m.

Camden's Pride Charter School has two sister schools in relation to it. These sister schools are Camden's Pride Charter School Camden Academy Charter High School as well as Camden's Promise Charter School.

Camden's Promise Charter School is a 5th-8th grade middle school. With an enrollment of up to 400 students, each grade can have as many as 100 students. By having grade team level management within the school, Camden's Promise Charter School will maintain a small and personal school and classroom. A school based management style will be used.

Camden Academy is a charter school which serves grades 9-12 and is in the adjoined building of Camden's Promise. Camden Academy Charter High School's curriculum is anchored by the New Jersey Core Curriculum 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 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. Camden Academy students go to college.

III. Board of Education

Board Members

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

Board Meetings

At its Annual Reorganization Meeting held on Thursday, September 7, 2023, the Camden's Promise Charter School Board of Trustees designated the first Thursday of each month as the regular meeting date for the Board of Trustee, unless noted.

All regular meetings, therefore, shall be held on the following dates:

September 7, 2023

October 5, 2023 - To be held at 817 Carpenter St., Camden NJ 08102

November 2, 2023

~~December 7, 2023~~ - CANCELLED

January 4, 2024

February 1, 2024

March 7, 2024

April 4, 2024

May 2, 2024

June 6, 2024

The schedule for regular meetings shall be in effect until the next Annual Reorganization Meeting of the Board of Trustees or in the case of a regular meeting date falling on a holiday, unless altered by the Board of Trustees, in which case due public notice will be provided.

Meetings will commence at 5:15pm and will be conducted at Camden's Promise Charter School, 879 Beideman Ave, Camden, NJ.

These meetings will be held for whatever business that may come before the Board of Education and formal action may be taken at any or all of these specified meetings.

Notice of any special meeting of the Board of Trustees, other than those designated above, shall be forwarded to the Courier Post and Philadelphia Inquirer, both being newspapers designated by the Board of Trustees to receive notice under the provisions of the New Jersey Open Public Meetings Law at least 48 Hours prior to such meetings being held. Public Notice of any special meeting shall also be posted at least 48 hours prior to its occurrence.

Richelle H. Baughn
Board Secretary

IV. Recruitment and Enrollment

Recruitment and enrollment of students is the responsibility of the Enrollment Officer. Student applications are received and processed by the Enrollment Officer. Lotteries are held 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's Pride, all enrollment documents 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 student's name, address, and phone numbers will then be entered on a database.

Sister Schools

It should be understood that the Camden's Pride, Camden's Promise, and Camden Academy are considered sister schools and at the same time are three separate distinct school districts. Each school has its own individual lottery process which must be followed.

School Campus

Use of and movement between Camden's Pride, Camden's Promise, the Promise Academy Center, and the downtown campus is 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 permission.

Sibling Preference

Should a brother or sister be accepted into Camden's Pride sibling preference will be in affect. A lottery application must be filled out and submitted prior to the lottery draw. Those students with siblings in Camden's Pride 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 sister schools but only with Camden's Pride.

Length of Time on Wait List

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

V. Student Health

State law requires that all children entering elementary school be immunized against diphtheria, tetanus, varicella, pertussis, polio, measles, mumps, rubella, haemophilus, and hepatitis B.

All required Health screenings and shot records must be maintained in order for a student to maintain their seat at Camden's Pride Charter 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. Students seen with unauthorized medication will incur a disciplinary action.

VI. Academic Grading Policy

Students at Camden's Pride Charter School are assessed in a number of ways. These include the New Jersey State Assessment for grades K-4, NWEA MAP Benchmarking, as well as teacher and publisher produced tests, skill checklists, portfolios, and cumulative projects. All of these assessments (Benchmark Assessment Tests) are utilized to determine grade promotion of a student.

Reporting of Results

- **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 School Calendar.

- **Standardized Tests**

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

- **Grade Scale**

O = Outstanding –

Consistently grasps, applies, and extends key concepts, processes and skills. Works beyond stated goals.

P= Progressing

Progressing towards outstanding understanding of key concepts, processes and skills

S = Satisfactory –

Grasps and applies key concepts, processes and skills. Meets stated goals.

N = Needs Improvement –

Beginning to grasp and apply key concepts, processes and skills. Making less progress than expected.

U = Unsatisfactory –

Not grasping key concepts, processes and essential skills. Area of concern that requires support.

- **Third and Fourth Grade Scale**

A = 100- 93

B = 92-85

C = 84-75

D = 74-70

F = 70 and less

- **Awards**

Various awards are given out throughout the year to acknowledge student achievement, performance, and improvement.

Promotion Requirements

Attendance Requirement

The student must have an attendance for the year with no more than 10 % un-excused absences. (18 days un-excused)

Academic Requirement

The student must demonstrate satisfactory progress in all major subjects.

Standardized Test Participation

The students are required to participate in all standardized test administered during the school year. The results will be reviewed to decide promotion.

Student Portfolio

The student will be required to complete a number of assignments and projects that will be compiled in a portfolio.

Light's Retention Scale

For those students that are in jeopardy of promotion, the LRS will be completed to assist in determining promotion.

At the end of each marking period, the student's attendance and academics requirements will be evaluated and determinations will be made as to whether promotion is in jeopardy.

Parent/Teacher Conferences will be held at the end of each marking period (1st, 2nd, and 3rd) to discuss report card and progress. Reports cards must be picked up with a conference. They will not be sent home. If report cards are not picked up by the next field trip, the student will not be allowed to attend the field trip until the report card is picked up.

A Parent/Teacher Conference is mandatory at the end of the school year if a student is to be retained.

After School Tutoring Requirement (minimum 2 days a week)

Reading Levels:

4th Grade: White (3rd grade reading level) or below

3rd Grade: Two Red (2nd Grade reading level) or below

2nd Grade: Two Blue (1st Grade reading level) or below

or

MAP Benchmarking:

Below grade level equivalent

or

Grades:

4th Grade: Fs or Ds in LA, Math and Science

3rd Grades: Fs or Ds in LA and Math

2nd Grade: Ns or Us in Language Arts and/or Math

Summer School Remediation Requirement:

Two of the categories

Or

Attendance (18 days unexcused w/lateness)

Retention Requirement

Summer School:

Unable to complete summer school with passing grades and grade level reading levels

Reading Levels:

4th Grade: Two Red (End of 2nd Grade reading level) or below

3rd Grade: Red (Beginning of 2nd Grade reading level) or below

2nd Grade: Blue (1st Grade reading level) or below

MAP Benchmarking:

Below grade level equivalent by 1.5

Grades:

4th Grade: Fs or Ds in LA, Math and Science

3rd Grades: Fs or Ds in LA and Math

2nd Grade: Ns or Us in Language Arts and/or Math

VII. Abridged Attendance Policy

The following is an abridged copy of the “Attendance Policy” approved and mandated by the Board of Trustees. A copy of the unabridged policy will be provided upon request.

The Camden’s Pride Charter School recognizes and accepts its responsibilities to provide a thorough and efficient education for every student within the district in accordance with the Law of the State of New Jersey. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classes. It is essential therefore, that every student and every parent and guardian accept the responsibility for the student’s attendance at school.

Absence

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

- A. Due to Personal Illness
- B. Due to death in Family
- C. Due to religious holidays
- D. Due to (student) Judicial Matters

All other absences are considered unexcused unless otherwise determined by the Lead Person or his/her designee.

Frequency of Absences

- A. Consecutive Absences: Any pupil 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 written notification to report back to school within 5 school days. Failing to respond, a pupil under 16 years and the parent will be subject to (NJSA 18A: 38-29) and (NJSA 18A:38-31). The student will be dropped from the roll and another student may be enrolled from the waiting list.
- B. Non-Consecutive Absences: Students who during a school year miss more than 10 days, in a non-consecutive fashion, will be required to attend a conference with a parent/guardian and the appropriate Administrator. In addition, the school has the to take the parent to Truancy Court after 10 missing days of school
- C. Failure due to Absences: Any students who misses more than 18 days will be required to attend, complete, and pass summer school for a grade level promotion. Any student who misses more than 36 days will be retained in their current grade level for the following year.
- D. Written Verification: Written medical or legal verification must be turned in **within 5 days** from the date that the student was absent. Failure to do so will result in those days being classified as unexcused.

Makeup Work Due to Absence

Upon your child's return to school, he/she is responsible for obtaining all assignments missed during their absence(s). The number of days provided to complete missing assignments will be equal to the number of days missed. All assignments that are not made up will result in the recording of a zero.

School Day

- A. The school hours are from 8:30 a.m. – 3:00 p.m.
- B. A Half Day is from 8:30 a.m. -12:30 p.m.
- C. A Delayed opening two hour delay begins at 10:30 a.m. There is no before school program on delayed openings.

Incomplete School Day

A. Tardiness

Students who arrive at school after 8:30 am are late and must report to the front desk. **Parents and Guardians must sign their child in.** Failure to sign in will result in disciplinary action. Each marking period, **every three unexcused latenesses will be recorded as one absence.** In addition, other appropriate corrective actions may be taken to resolve the problem.

Excused lateness's are as follows:

- (1.) Medical appointments, legal appointments, court appearances, and funerals with appropriate documentation.
- (2.) Students who arrive late to school should make arrangements to make up the work missed.
- (3.) **Car problems, oversleeping, and other personal reasons will be considered unexcused.**

B. Early Dismissal/Signing out

Students may only be signed out by their parent/legal guardian. A parent/legal guardian must provide the school in writing with alternative approved designees. All sign outs must be done in person at the main office. Proper identification must be provided. **In order to be considered a full school day, a student must be present for a minimum of four hours. Every three unexcused early dismissals will be recorded as one absence.** In addition, other appropriate corrective actions may be taken to resolve the problem.

Acceptable reasons for early dismissal are as follows:

- 1. Verified illness during the school day as determined by the school nurse
- 2. Verified medical appointments, court appearances, legal appointments, emergency closings, or death in the family

**** Medical appointments should be made after the school day when at all possible.**

Emergency Closing

In the event of an emergency closing, such as inclement weather, the school will announce its closing on KYW 1060 AM. The school's emergency closing number is 1640. **Additionally, whenever Camden's Promise (640), or Camden Academy (716) are closed, Camden's Pride Charter School will also be closed.** If an emergency early dismissal is issued, all efforts will be made to contact the parents of the students. It is important that all parents/guardians complete and maintain the emergency contact information. Delayed Openings for Camden's Pride begin at 10:30 a.m. There is no before school on those days.

Arrival and Dismissal Policy

Before School

Students may arrive at school starting at 7:30 a.m. Parents who drop-off before 7:20 must remain with their child until 7:20 a.m. Transportation is not provided for the students. Students must have turned in a permission slip to attend Before School. Breakfast is served for students from 7:30 to 8:25 a.m.

Regular School Arrival

Students may enter the school starting at 8:15. Breakfast is served for students from 7:30 a.m. to 8:25 a.m.

Regular School Dismissal

Students are dismissed at 3:00. Transportation is provided for those students who qualify for busing. If students are riding the bus, they must ride the bus everyday, until the parents notify the Lead Person of the change. A parent and/or guardian must pick-up the student at the bus stop. If no one is there, the student will be brought back to the school.

A parent and/or guardian must pick up non-Bus Riders. Students are not allowed to walk home. Camden's Promise Charter School Students are not allowed to pick up students.

After School Dismissal

All students are dismissed at 4:00 p.m. Transportation is not provided for students. Students must have turned in a permission slip to attend After School. Students are not allowed to walk home. A parent and/or guardian must pick up non-Bus Riders. Camden's Promise Charter School Students are not allowed to pick up Pride Students.

If a student is picked up late 3 times, the student is no longer allowed to attend the After School. "Late" is defined as after 4:10 p.m.

Daily changes must be submitted by 10:30 a.m. on that day by calling ext. 400. Any calls thereafter will not be honored and the original schedule will be followed.

Summer School Attendance

It should be assumed by parents that the month of July is set aside for potential Camden's Pride Charter School extended academic programs, especially if a student is in jeopardy to being retained. Summer school attendance is required. There is no excusal letter, which is acceptable. If a student does not attend they will not promote to the next grade.

Mandatory Parent Orientation

Parents are required to attend one parent orientation session during the summer. This review procedures and policies for the coming school year. If a parent does not attend the orientation, their child's seat will be in jeopardy.

VIII. Student Management

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.

Passes

All students must have a pass to leave the classroom.

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.

Care of School Property

Any student who defaces or destroys school property, will face suspension and the student will be liable to the amount of the damage. This is in accordance with the New Jersey State Laws 18:A34-2, 18A:37-3, 18A:37-2.

Electronics

Students are not allowed to have cell phones visible or use them during the school day. All electronics such as MP3 players, and/or hand held video games, and handheld musical devices are expressly not allowed in school. If such devices are found in the student's possession, the device will be confiscated. The school is not responsible for electronics. The administration will return the device to a parent or guardian only.

Phone Usage

If a student needs to contact a parent/guardian from the school, permission needs to be obtained from the administration 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.

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

Visitor/Deliveries

Students are not permitted to have visitors during school hours. Camden's Pride Charter School cannot accept deliveries and visitors for students unless previously approved by the Lead Person.

IX. Student Academic Code of Conduct

Camden's Pride Charter School seeks to create and maintain a fair, safe, and nurturing environment that is accepting to all Academy community members. Members of the Promise 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.

School Motto

"I am a Leader of the Pride
And I roar so Loud,
Respectful, Responsible, Resourceful, and Proud!"

Code of Conduct

At Camden's Pride Charter School, students are expected to develop;

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

Classroom Code

Students are expected to follow all individual teachers' classroom rules. General rules include:

- ✓ All students will wear the uniform at all times.
- ✓ All students will be respectful to staff and other classmates.
- ✓ All students will follow directions.
- ✓ All students will keep their hands and feet to themselves.
- ✓ All students will be responsible for their actions.

Homework policy

All students will receive homework daily. Students are expected to complete homework each night. In addition, students are expected to engage in a minimum of 15 minutes of reading every night. This reading can either be a parent/guardian reading to or with the student.

Plagiarism/Cheating

Plagiarism and cheating are unacceptable at Camden's Pride Charter School. While a child may need assistance, parents, guardians, or family members should not be doing the assignments. The teacher will notify the Lead Person of the plagiarizing/cheating and disciplinary action will be as per school policy. A parent/guardian will be notified of the incident and the consequences.

X. Student Cafeteria Conduct

Cafeteria/Lunch Program

The school cafeteria program provides fresh lunches daily. The same lunches are available for free, reduced, and paid students. To receive the reduced/free lunches, the parent or guardian must complete a separate lunch application for each child. Applications are sent home with each student at the start of school with directions for completing. State and Federal funding for Camden's Pride is dependent upon you returning these applications immediately and correctly.

Cafeteria Code

Students are expected to behave to act accordingly during lunch time;

1. Be courteous and mannerly at all times.
2. Take your place in line and do not cut in.
3. Dispose of all trash five minutes before the end of lunch period. Remain seated until dismissed.
4. Students who wish to use the lavatory during lunch must obtain a pass.
5. All food and beverages are to be consumed in the cafeteria only.
6. Cafeteria furniture may not be moved to another location without administrative approval.

Note: Failure to follow any of the above rules will result in disciplinary action.

Obligations

Students are obligated to pay for all items in the cafeteria if they are reduced or paid lunches. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Alternate food will be provided which meets the minimum requirements should balances begin to significantly accrue. (ie. Peanut butter and jelly sandwiches or equivalent.) Unpaid cafeteria balances will result in the withholding of major school activity functions and/or student records.

XI. Other Student Conduct

Transportation

Busing is available to Camden's Pride Charter School students. Busing is a privilege. At the beginning of the year, the Camden City Board of Education selects a number of locations through the city where students will be picked up and dropped off by the provided busing.

Bus Discipline Code

Upon entrance into Camden's Pride Charter School, students and parents are required to verify that they have read the school's official bus discipline policy. In general, it is the policy of the Board of trustees that each student who enters a school vehicle for transportation to/from any school building shall complete such journey to its destination by the same vehicle. On special written request by a parent or guardian, and at the Lead Person'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. A violation of any of the bus policy rules may result in disciplinary action including suspension and/or expulsion from the bus and/or school. These measures are designated to limit discipline problems and establish a safe school environment.

After-School/Before School Code

Students may only remain after school to participate in an approved activity when the faculty member responsible for the activity is present. Students may only be in assigned classrooms 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.

Technology Use Code

Students attending Camden's Pride 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's Promise 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 years 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 cars with them at all times. The cost to replace an ID card is \$5.00. Students who lose their ID cards must fill out a request form for new ID cards with their team leader.

Textbooks

The Board of Trustees of Camden's Pride supplies the student with all necessary textbooks. Students are responsible for the proper handling and care of the books assigned to them. When a student loses a book, the loss must be reported to the classroom teacher. The teacher will allow reasonable time to locate the book. If the lost book is not found, the teacher will report the missing book to administration as an obligation and the student must pay for the book. Replacement cost for all books is \$55.00. If the book is later found, the parent/guardian of the student will present the receipt for the book paid for and money will be refunded by the main office.

Library Borrowing Privileges

All Students must present their library 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. There are fines for late books and students will also 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's Pride may provide students with computer access provided that both student and parent/guardian have signed and returned the Acceptable Use Policy Agreement form. Students who abuse computer privileges may lose their computer privileges. Students will be charged for any vandalism to any piece of computer equipment. 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.**

XII. Discipline Levels for Conduct

Upon entrance into Camden's Pride Charter School, students and parents are required to verify they have read the school's official discipline policy. The following measures will be in effect regarding student behavior and communication with the parent/guardian. These measures are designated to limit discipline problems and maintain a safe school environment.

A. Minor Incidents

Minor incidents/behaviors can be defined as inappropriate or undesirable behaviors which do NOT threaten the safety or well-being of any individual or significantly disrupt the learning environment. Teachers are expected to handle minor incidents which occur in their classroom.

Teachers will use a Behavior Sheet with ongoing behavior problems. The purpose of this form is: to keep an accurate record of minor student infractions, to keep record of interventions used by the classroom teacher, to use as a communication tool with parents.

Camden's Pride uses the stoplight system with students receiving colors at the end of the day. Parents are expected to sign the behavior sheet each day.

B. Major Incidents

A Major Incident Report may be needed for an isolated incident. Parents will be notified when a major incident occurs and could result in the parent and guardian picking up the student from school.

The purposes of a Major Incident Report are as follows:

- to communicate to the student, in writing, the seriousness of his or her action
- to communicate to the student's parent/guardian
- to provide an ongoing record of the student's infractions



Camden's Pride Charter School

"I am leader of the Pride and I roar so loud...
Respectful, Responsible, Resourceful, and Proud"

Weekly Reflection



Student Name: _____

Week of: _____

Daily Report (Monday - Friday)

Today I ended the day on:

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
I was:	I was:	I was:	I was:	I was:
because...	because...	because...	because...	because...
Initial:	Initial:	Initial:	Initial:	Initial:

End of the Week Report (Friday):

O= Outstanding Cub! 🐾

S: Satisfactory Cub!

N: Needs Practice Cub 🐾

I follow directions the first time.		I keep my hands to myself.	
I use a quiet voice inside.		I stay in my personal space and on the carpet.	
I do my own work.		I complete my work on time	
I listen carefully.		I raise my hand to speak and take turns speaking.	
Other:		Other:	

Parent Signature: _____

Sign and Return to school on Monday 🐾

C. Serious Incidents

A Serious incidents warrants immediate attention and communication with the parent. This will usually require a student suspension and re-entrance conferences to discuss the nature of the element.

Serious Infraction

Listed below are disciplinary penalties under the disciplinary system which calls for the immediate student suspension (except for Truancy) and/or expulsion/police-court and/or other agency report.

Drugs and Alcoholic Beverages

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 prescription 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 medicine as per prescribed directions. No student is to carry any medication on their person at any time. This includes, but not limited to, aspirin, ibuprofen, etc.

Assault

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

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

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. This also includes toy weapons.

False Alarms or reports

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 with out Authorization

A student shall not leave school premises for any reason without the verbal or written authorization of a school official.

Unauthorized Fire

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

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 sever, persistent, or pervasive which limits a persons ability to participate and/or benefit in a educational program or activity or to create a hostile or abusive educational environment.

Sexual Behavior

Student shall not engage in inappropriate behavior that displays, infers, and/or demonstrates any sexual activity of any nature.

Theft

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

A student shall not cause or attempt to cause damage to school property including building, grounds, buses, equipment, or materials. In addition, student will perform community service at the discretion of administration.

Damage to Private Property

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. In addition, student will perform community service at the discretion of administration.

Forgery

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.

Truancy

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.

Possession of Tobacco Products

Possession and or use of tobacco products are prohibited on school grounds and in school.

Insubordination

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.

Skipping or Cutting Class

Skipping or cutting class is defined as not attending an assigned class or educational program without express permission.

Use of Profanity and/or Obscene Language

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.

Harassment, Intimidation and Bullying

A student shall not engage 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 and 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 mission or the education of student.

Harassment, intimidation or bullying includes, but is not limited to, 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).

Disruption of school and/or class

A student shall not by the use of violence, force, coercion, threat, harassment, or repeated violation of code, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

These are considered guidelines for student conduct. Professional staff and the discipline committee will determine through disposition and judgment whether or not a particular incident warrants greater or lesser sanctions than indicated.

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.

The discipline committee is comprised of staff and parents 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 provide a non-binding recommendation to the Board of Trustees to refer a student to further resource and support services, place that student on probation and/or recommend expulsion.

XIII. Discipline Sanctions

Recess Detention

Students may receive a recess detention/lunch for the following:

- Missing homework and/or class work assignments
- Red on the stoplight

After School Detention

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

- Major infraction
- Uniform violations
- Multiple missing assignments
- Multiple “Red” Days

Saturday School

Saturday School is issued in lieu of a one day suspension at the discretion of the Team Leader. 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 a 3 day suspension. If a student gets three detention in a marking period, they will be assigned a Saturday School.

Field Trips

Behavior infractions could result in loss in field trip privileges and this decision is made by the Lead Person. 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.

G. Suspension

Suspensions are issued at the discretion of Lead Person. If a student is suspended parents will be notified by telephone and in writing. Students may not participate in school activities or enter upon 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 (ie. 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 administrator, must occur prior to being admitted back to the classroom.

H. Discipline Hearing Committee

The Discipline Hearing Committee is made up of parents and administration of Pride. Any student that is suspended for 5 days will be presented to the committee. A letter will be issued to the parents. Any student that is suspended for 10 days will be presented to the School Board.

I. Expulsion

A serious incident 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.

XIV. UNIFORM POLICY

The Camden's Pride Charter School Board of Trustees, based on parent and student suggestion, has developed a *Uniform Dress Code* that will encourage and enable students to have pride in their school, themselves, and their education. 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. Students will adhere to the following dress code.

Students are required to come to school every day in the proper attire. A system has been developed to discourage students from violating the uniform policy. Teachers will keep daily record of each student's uniform violation on the daily behavior sheet. A violation of this policy will result in disciplinary action.

****A student who comes to school grossly out of uniform will not be permitted to attend class until a parent/guardian brings in a proper uniform.****

Boys' Uniform

- * Short sleeved Camden's Pride polo shirt
- * Khaki pants at waist (NO JEANS)
- * Navy blue "Camden's Pride" sweater
- * Shirts tucked in at all times
- * Belts required on pants
- * Black or brown oxford shoes (NO SNEAKERS)
- * White Socks
- * No extreme haircuts and/or writing on head

Girls' Uniform

- * Short short-sleeved Camden's Pride polo shirts
- * Khaki, Knee-length skirts, jumpers, or skorts
- * Khaki pants at waist (NO JEANS)
- * Navy blue "Camden's Pride" sweater
- * Shirts tucked in at all times
- * Belts required on pants
- * Black or brown oxford shoes (NO SNEAKERS)
- * White Socks
- * No extreme haircuts or writing on head

GYM ATTIRE (Worn on Gym Days)

- * Blue Camden's Pride T-shirt
- * Navy sweatpants
- * White or Black SOLID sneakers with non-streak soles and white socks

JEWELRY

- * Earrings no bigger than a quarter
- * One ring only – NO LARGE INITIAL RINGS
- * Neck jewelry – worn inside shirt or blouse or DO NOT WEAR AT ALL
- * Boys – 1 earring post – NO HOOPS

XV. STUDENT ACTIVITIES

Camden's Pride will operate within a Children's Museum environment. This environment will allow for concepts introduced within the classroom to be further developed and processed through play, experimentation, and creation to bring about a richer understanding.

Hands-on cooperative exploratory activities are a major facet of the curriculum and are anchored by the New Jersey Core Curriculum Content Standards. These activities occur both in the classroom, as well as hands-on field trips and give the students an opportunity to learn through play.

Field trips include the Garden State Discovery Museum, The Please Touch Museum, Children's Garden, Philadelphia Zoo, New Jersey State Aquarium, National Academy of Sciences, Franklin Institute, etc.

There is a variety of the assemblies from local organizations that occur throughout the year that provide additional educational support to the curriculum.

In addition, there are a variety of theme days which include 100th Day, College Tour, Read Across America Day, Polar Express Day, etc.

XVI. STUDENT ACCIDENT INSURANCE

COMPULSORY PLAN

The school district has purchased an accident insurance program covering all students on a full excess basis. Full Excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all itemized bills on the claim, and the receipts from the other carrier(s) must be submitted to us and we will consider the balances, up to the policy limits. If employed, but claiming on other insurance, we will need a letter, from your employer(s), on company letterhead, to that effect.

Students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises. Participants are also covered while participation in Interscholastic Sports, including tryouts, preseason and post season play, and travel to and from games and/or practice. (Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.)

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 parents that may be 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 designated 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 expenses for necessary hospital, medical, physicians 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

Daily Room & Board	Usual & Reason
Intensive Care Room & Board	Usual & Reason
Miscellaneous Services-when hospital confined or when surgery is performed	Usual & Reason
Emergency Room (outpatient)	Usual & Reason

Physician Services

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

Laboratory & X-Ray Services

Including reading and interpretation (Dental X-Rays are payable under DENTAL SERVICES benefits shown below)	Usual & Reason
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Additional Services

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

Dental Services

Treatment, repair or replacement of injured natural Teeth to a covered injury, as well as examination, X-rays, restorative treatment, endodontics, oral surgery, and treatment for gingivitis resulting from trauma.	Usual & Reason
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Benefits

Exclusions and Limitations

The policy does not cover any loss as a result of the following:

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 thereat; (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 two 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 license (except in a Drivers 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. That 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 felon;
8. An injury that is (a) the result of the insured being intoxicated; (b) caused by any narcotic, drug, poison, gas or fumes voluntarily taken, administered, absorbed or inhaled, unless prescribed by a physician;
9. A sickness or disease or diagnostic test or treatment, except infection which occurs directly from an accidental cut or wound, or ingestion to contaminated food,
10. An injury resulting from 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 the is 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.

XVII. Obligations

Text/Library Books

The Board of Trustees of Camden's Pride supplies the student with all necessary textbooks. Students are responsible for the proper handling and care of the books assigned to them. Parents/Guardians are required to sign out and inspect student books. The school will provide book receipts and students are liable for lost or damaged books. All books must be covered at all times. When a student loses a book, the loss must be reported to the subject teacher. The teacher will allow reasonable time to locate the book. If the lost book is not found, the teacher will report the missing book to the school librarian as an obligation and the student must pay for the book. Replacement cost for all books varies. If the book is later found, the parent/guardian of the student will present the receipt for the book paid for and money will be refunded by the main office.

Cafeteria

Students are obligated to pay for all items in the cafeteria if they are reduced or paid lunches. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Alternate food will be provided which meets the minimum requirements should balances begin to significantly accrue. (ie. Peanut butter and jelly sandwiches or equivalent.) Unpaid cafeteria balances will result in the withholding of student activities or records.

Student Uniforms

Students are expected to come in uniform daily. The uniform can be purchased at the School Store. There are announced uniform purchase dates and set prices.

Other Obligations

Students are obligated to pay for all items that have been lost or damaged which have been issued by the school. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Students who have monetary obligations will not be allowed to purchase tickets or attend class activities or non-academic events until obligations are met.