



Parent/Student Handbook

2023 - 2024

DRAFT

879 Beideman Avenue
Camden, New Jersey 08105
Phone: (856) 365 – 1000 ext. 100
Fax: (856) 365 – 1005

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Camden's Promise Charter School

I. Mission Statement

The purpose of Camden's Promise Charter School is to provide the youth of Camden with a successful educational experience. The school acknowledges that both family and community involvement are integral to the student's academic achievement level, and will focus on fostering strong partnerships between the school, family and community. Through these partnerships, the school will strive to create a nurturing environment by providing each student with the five fundamental resources deemed necessary for healthy child development by the President's Summit for America's Future. These include: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start, a marketable skill through effective education, and a chance to give back to peers and the community.

In order to provide a quality education, the curriculum offered will involve rigorous academics with a holistic approach to education. Special emphasis will be placed on the disciplines of Environmental and Biological Sciences. Relevant hands-on programs which integrate the development of mathematics, technology, and literacy skills will be utilized in the school and in the community to create an authentic educational environment for the student. The development of character, leadership skills, conflict resolution abilities, and community responsibility will be stressed to provide the students with the necessary tools to become contributing members of a democratic society.

II. School Philosophy and Network Schools

Camden's Promise Charter School (middle school) is a learning community in which all stakeholders are engaged in a dynamic process of learning to strengthen teaching in the classroom and enhance 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 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. In order to thoroughly meet the academic needs of the students, Camden's Promise Charter School utilizes an extended day program beginning at 8:00 AM and ending at 4:00 PM. Voluntary, as well as mandatory after-school programs are also available.

Camden's Promise Charter School Network comprises 4 schools. These schools are Camden Academy Charter High School (9-12), Camden's Promise (5-8), Camden's Pride Charter School (K-4), and Knowledge A to Z Charter School-KATZ (Pre-K-4).

Camden Academy is a charter school which serves grades 9-12 and is located at our downtown campus on 250 Federal Street. Camden Academy Charter High School's curriculum is anchored by the New Jersey Common Core 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.

Camden's Pride Charter School and KATZ Charter School are the youngest schools in the network and both are Pre-K-4 elementary schools. The purpose of our elementary programs is to provide a nurturing educational environment that instills within its students the foundation skills and character attributes necessary for the development of educated, forward looking, and responsible young adults. Our elementary schools are feeder schools for Camden's Promise Charter School (5-8).

III. Board of Trustees

Board Members

Ms. Lombardo	President
Ms. Maldonado	Vice President
Ms. Figueroa	Secretary
Mr. Loyola	Treasurer
Ms. Caban	Trustee
Ms. Hinson	Trustee
Ms. Cruz	Trustee
Dr. Joseph Conway	Chief School Administrator
Ms. Baughn	Board Secretary

Board Meetings

A listing of Camden's Promise Charter School's board meetings is posted in the High School and Middle School offices as public notice. Board Meetings take place the first Thursday of every month at 5pm (subject to change). All school related business is discussed at these 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 a 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. Recruitment and Enrollment

When the parent confirms that the student will attend Camden's Promise, all enrollment documents become part of the student record. The Student Data Sheet, the Student Enrollment Sheet, and the Special Education Disclosure Statement must be completed and submitted along with a 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.

Camden's Pride, KATZ, Camden's Promise, and Camden Academy are all considered ONE school named Camden's Promise Charter School Network. Once your student is enrolled in one of these four schools, the student is enrolled through the end of High School, unless otherwise stated by the Board.

School Campuses

Use of and movement between the main building, Camden's Pride, the Promise Academy Center(PAC), and Camden Academy campuses 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.

Sibling Preference

Should a brother or sister be accepted into Camden's Promise 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's Promise 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.

Length of Time on Wait List

Once the lottery has occurred and there are no longer seats available, the student's name will be placed on the waitlist. The wait list will be selected in descending order for next available openings. This will be in effect 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 all children entering elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus, and hepatitis B. All incoming/promoting to sixth grade students additionally are required to have 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's Promise 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 856-365-1000 ext. 100 in the morning to inform the school of the child's absence. Students can check their Canvas shells to find and complete work for the day.

If a child is not well enough to stay in class due to illness or injury during the school day, 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/injured children. In case of emergencies, it is paramount to have updated emergency contact numbers.

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. The prescribed medicine will be delivered by the parent or guardian to the school nurse in a labeled pharmacy-labeled bottle/container with the student's name, the physician's name, the medication name, dosage, 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 make sure that the school has up-to-date contact and health information. If your child has medical needs we do not know about, we cannot meet those needs. If your emergency contact information is not up to date and a parent, guardian or your designee(s) cannot be reached, a child will be taken by ambulance 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.

VI. Academic Grading Policy

Students at Camden's Promise Charter School are assessed in a number of ways. These include the NJSLA Assessment for grades 5-8, the iREADY test which is given in the fall, winter, and spring, as well as teacher and publisher produced tests, skill checklists, Benchmark Assessment Measures (BAM's), and cumulative projects. All of these assessments are utilized to determine grade promotion of a student.

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 our Camden's Promise Charter School Calendar.

Standardized Tests

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

Grade Scale

A=93-100, **B**=85-92, **C**=75-84, **D**=70-74, **F**=69 or below

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.

Fifth-Seventh Grade Promotion Requirements

Attendance Requirements - Students must have an attendance status for the year with no more than 10% unexcused absences. (18 days unexcused)

Academic Requirement - Students must have a final average of 70% or higher in each of their core subjects.

Standardized Test Participation - All students are required to participate in all of the standardized tests administered during the year. The results of these exams will be reviewed to decide on promotion, summer school, or retention.

Student Portfolio - Students will be required to complete a number of projects and assessments that will be compiled and reviewed.

At the end of each marking period fifth-seventh grade students' attendance and academic progress will be evaluated and determinations will be made as to whether promotion is in jeopardy.

Summer School - Students who have not met all of the fifth-seventh grade promotion requirements and are eligible for summer school can make up these requirements. The summer school program runs for four weeks in the summer. Satisfactory completion of these requirements, with no more than 1 day unexcused absence, will allow the student to be promoted to the next grade.

Summer School Eligibility -

- Students who fail one or two classes may be eligible for summer school.
- Students must have no greater than 35 unexcused absences.
- Students may be required to participate in a summer learning program based on standardized test performance.

Retention - Students may be retained under the following conditions:

- (1) Student accumulates 36 or more unexcused absences
- (2) Students do not complete all of the promotion requirements for the fifth-seventh grade-fails three or more core classes for the year (See promotion requirements above).

Eighth Grade Graduation Requirements

Attendance Requirements - Students must have an attendance status for the year with no more than 10% unexcused absences (18 days unexcused).

Academic Requirement - Students must have an average of 70% or higher in each of their core subjects. Promotion of any 8th grade student not attaining at least a 70% final average in each of their core subjects will be reviewed by the Chief School Administrator.

Standardized Test Participation - All students are required to participate in all of the standardized tests administered during the year.

End of the Year Project Requirement - Students must complete a major year end research project with a presentation. Students begin work on the project during the first marking period and will complete it during the fourth marking period.

At the end of each Marking Period, eighth grade students' attendance and academic progress will be evaluated and determinations will be made as to whether promotion is in jeopardy.

At the end of Fourth Marking Period, eighth grade students' attendance, academic, and end of the year project requirements will be reviewed again for purposes of promotion or retention.

Retention - Students who do not complete all components of the Eighth Grade Graduation Requirements will be held over to repeat the eighth grade the following academic year.

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.

Camden's Promise 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:

1. Due to Personal Illness
2. Due to death in Family
3. Due to religious holidays
4. Due to (student) Judicial Matters

All other absences are considered unexcused unless otherwise determined by the Chief School Administrator 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. Students may also be assigned to After School Credit Recovery or Saturday School Credit Recovery.
- C. Failure Due to Absences: Any student who misses more than 18 days (unexcused) will be **required** to attend, complete, and pass summer school for grade level promotion. Any student who misses more than 36 days (unexcused) 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 the student was absent. Failure to do so will result in those days being recorded 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.

Incomplete School Day

Tardiness - Students who arrive late to school should make arrangements to make-up the missed work. Excused latenesses are as follows: Medical appointments, legal appointments, court appearances, and funerals with appropriate documentation.

1. Students who arrive at school after 8:10am are late and must report to the front desk. Failure to sign in will result in disciplinary action.
2. Every three unexcused latenesses will be recorded as one unexcused absence.
3. Car problems, oversleeping, and other personal reasons will be considered unexcused.

Early Dismissal/Signing out - Students may only be signed out by their parent/legal guardian. A parent/legal guardian must provide the school coordinator in writing with alternative approved designee. 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 unexcused 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.
- 3) Early dismissal for building coordinator approved activity (i.e. 8th grade dance). Time for these activities will be determined by the building coordinator and a note from the guardian will be required.

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.).

Mandatory Summer School Attendance

It should be assumed by parents that the month of July is set aside for potential Camden's Promise Charter School extended academic programs, especially if a student is in jeopardy of being retained. Summer school attendance is required if assigned. If a student does not attend they will not be promoted to the next grade.

Mandatory Student Orientation Attendance

Student Orientation is also a required experience for Camden's Promise Charter School students. The month of July is set aside for Camden's Promise Charter School Orientation, which is a one week program to promote from one grade to the next. Additionally, parents are required to attend one parent orientation session during the summer.

VIII. Student Management

Lockers: Students will be assigned their lockers at the start of the school year by their Team Leader.

Students are reminded their locker is their personal responsibility and must be kept clean, orderly, and never defaced in any way. Lockers should be closed and locked when not in use. Lockers should not be shared and combinations should not be given out to anyone. Lost or damaged items within the lockers are the student's responsibility. Students may go to their lockers at the discretion of the Team Leader or his/her designee. Lateness to class because of going to a locker is not an acceptable excuse.

Students are required to use school locks. Students are encouraged to leave valuables at home. The school will not accept the responsibility for personal articles left in the lockers at the end of the school year. At year's end, personal articles left in lockers 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 the health, safety and welfare of the student or others exists.

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 referred 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: 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 and sign in with the teacher when they return. **Being in an unassigned area without a pass will lead to disciplinary action(Out of Area).** All passes must be in the approved official form.

Fire Drills:

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:

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 lockdown 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 Team Leader 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.

The only allowable technology is a school-assigned Chromebook, for school purposes only. Please refer to the electronics policy. 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 Team Leader will return the device to a parent or guardian only. The school is not responsible for personal items lost or stolen.

Loitering

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

Lost and Found

School staff are not responsible for locating students' lost items. Lost and found is located in the Promise cafeteria. Students who have lost books or other personal articles should check the lost and found until the articles are recovered. 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 of. At year's end, personal articles left in lost and found will be donated to a local charity.

Visitor/Deliveries

Students are not permitted to have visitors during school hours, including food delivery services (i.e. DoorDash, UberEats). Camden's Promise Charter School cannot accept deliveries for students unless previously approved by the Building Coordinator.

IX. Student Academic Code of Conduct

Camden's Promise Charter School seeks to create and maintain a fair, safe, and nurturing environment that is accepting to all Camden's Promise community members. Members of the Promise community are expected to behave appropriately to respect the rights and welfare of others and to actively participate in the process of learning.

Code of Conduct - All students are expected to be a LION who R.O.A.R.S:

- R – Be Respectful** - act in a way that shows you care about feelings and well-being of others
- O – Be Organized** - behave in such a way that helps to create a structured, well-functioning school. This includes organizing school materials as well as moving through the school in an organized and orderly fashion.
- A – Act with Empathy** - take time to understand how someone else is feeling or to understand the situation they are in; make the effort to see things from other people's point of view
- R – Be Ready to Learn** - be fully prepared with all required materials, your full school uniform, and a positive attitude about the learning opportunities you will encounter throughout the day.
- S – Be Safe** - act in a way that does not threaten or cause harm to yourself or anyone else. Keep self to self, report any situations that could be a health or safety concern right away, and speak kind words that make everyone feel emotionally safe in school.

Please see the attached behavior matrix, which details the behavior expectations in all school settings.

Be A CPCS Lion Who ROARS!

	Be RESPECTFUL	Be ORGANIZED	Act with EMPATHY	Be READY to learn	Be Safe
Classrooms	<ul style="list-style-type: none"> -Follow all directions -Use appropriate volume, as directed by the teacher -Engage in only on-topic conversations -Be attentive at all times -Be on time -Be in full uniform at all times. 	<ul style="list-style-type: none"> -Go directly to your seat -Keep your work space neat and organized -Write all assignments in your agenda -Place all papers in the appropriate folders 	<ul style="list-style-type: none"> -Use kind words -Cooperate with others -Use positive tone & language -Help others when you can 	<ul style="list-style-type: none"> -Have all required materials when you enter the classroom -Give your best effort -Complete all assignments in a timely manner -Do your own work -Keep Chromebook closed unless your teacher asks you to open it 	<ul style="list-style-type: none"> -Keep self to self -Remain in your seat -Stay in your assigned location -Pass items to others in a safe manner
Bathrooms	<ul style="list-style-type: none"> -Greet the bathroom monitor -Flush the toilet -Put trash in the trash can -Use all fixtures & materials as intended -Keep cell phones/electronics out of the bathroom 	<ul style="list-style-type: none"> -Take your pass with you -Sign the clipboard neatly and accurately -Wait your turn -Make sure you are in full uniform before leaving the bathroom 	<ul style="list-style-type: none"> -Respect the privacy of others -Wait patiently -Use positive tone & language 	<ul style="list-style-type: none"> -Wash your hands thoroughly before returning to class -Take your pass back to class with you -Follow all bathroom monitor directions -Keep voice level at a 1 or lower. 	<ul style="list-style-type: none"> -Use the facilities quickly as others are waiting -Report any problems with plumbing, vandalism, etc. -Keep self to self -Clean up after yourself
Hallways	<ul style="list-style-type: none"> -Follow all staff directions -Respect the property of others -Ask and get permission before leaving your area -Keep voice level at a zero when you leave an area to go to another destination 	<ul style="list-style-type: none"> -Stay with your class -Keep all classroom doorways clear -Face forward at all times -Stay clear of all walls and hallway displays -If leaving an area, take the pass with you 	<ul style="list-style-type: none"> -Use positive tone & language -Help others when you can (open/hold doors, pick up items) -Wait patiently 	<ul style="list-style-type: none"> -Keep voice level at 1 or lower -Move quickly from one area to the next -If you have left your area, go directly to your destination and then directly back to your area. -Be in full uniform at all times 	<ul style="list-style-type: none"> -Keep self to self -Stay in your assigned location -Remain in line at all times -Walk at all times -Have your Chromebook closed and put away
Cafeteria	<ul style="list-style-type: none"> -Clean up your own mess -Dispose of all your trash -Say "please" and "thank you" -Keep food and drink in designated areas only 	<ul style="list-style-type: none"> -Sit in your assigned area right away -Have your ID ready -Make one trip to the salad bar -Eat your food in a timely fashion -Be in full uniform 	<ul style="list-style-type: none"> -Help others when you can -Exhibit good table manners. -Use positive tone & language -Wait your turn patiently -Get the lunch you ordered 	<ul style="list-style-type: none"> -Actively listen to all announcements/directions -Get up for lunch as soon as your table is called -Keep voice level at a 2 or lower 	<ul style="list-style-type: none"> -Walk at all times -Sit properly at your table with belongings out of the aisles. -Keep self to self
PAC Transitions	<ul style="list-style-type: none"> -Follow all directions -Voice levels at a 1 or lower -Ring the doorbell only once -Be in full uniform at all times 	<ul style="list-style-type: none"> -Go directly to your assigned area upon entering the PAC -Dress for the weather -Walk in a straight line -Stay with your class 	<ul style="list-style-type: none"> -Use positive tone and language -Wait patiently -Help others when you can (open/hold doors) 	<ul style="list-style-type: none"> -Actively listen to all announcements/directions -Have all required materials -Be in full uniform 	<ul style="list-style-type: none"> -Remain in line while crossing -Keep self to self -Walk at all times -Only cross the street with an adult
Buses	<ul style="list-style-type: none"> -Follow all directions -Use positive tone and language -Be on time -Dispose of all your trash -Put away all food and drink 	<ul style="list-style-type: none"> -Know your bus route & stop -Keep your personal belongings in your own space -Go directly to your bus once called 	<ul style="list-style-type: none"> -Help others when you can -Clean up after yourself -Use positive tone & language -Share your seat 	<ul style="list-style-type: none"> -Be attentive to dismissal announcements -Be aware of when your stop is coming up -Keep voice level at a 2 or lower 	<ul style="list-style-type: none"> -Cross in front of the bus only -Walk at all times -Keep self to self -Remain in your seat at all times -Report problems to driver
Recess	<ul style="list-style-type: none"> -Follow all rules and directions -Take turns -Share equipment -Enjoy a cell-phone-free recess -Respect the property and space of others 	<ul style="list-style-type: none"> -Line up, single-file, promptly -Take care of any equipment -Get permission from an adult before going to the bathroom -Place belongings in a safe place 	<ul style="list-style-type: none"> -Welcome all -Be fair -Use positive tone & language -Clean up after yourself -Be a good sport 	<ul style="list-style-type: none"> -Actively listen to all directions and announcements -Dress for the weather -Make sure you have all of your belongings once recess is over -Be in full uniform before going to the next class 	<ul style="list-style-type: none"> -Keep self to self -Report dangerous behaviors or situations to school staff -Play safely with classmates and equipment at all times -Stay in designated area
Assemblies	<ul style="list-style-type: none"> -Follow all rules and directions -Be an attentive and polite audience member -Applaud appropriately 	<ul style="list-style-type: none"> -Enter and exit in a straight line -Go directly to your area & sit down -Remain seated until given directions to dismiss 	<ul style="list-style-type: none"> -Celebrate the achievements of others -Offer support and encouragement to others 	<ul style="list-style-type: none"> -Actively listen to all directions, announcements, and parts of the assembly -Be in full uniform at all times 	<ul style="list-style-type: none"> -Keep self to self -Get permission before leaving, and return promptly

Homework policy

Students will receive homework daily. The students should expect approximately 50 minutes of homework in Grade Five, 60 minutes of homework in Grade Six, 70 minutes in Grade Seven, and 80 minutes in Grade Eight. For assistance there are after school homework clubs offered from September- May. Students must record their homework assignments into their provided agenda every day. If the agenda is lost, a replacement must be purchased for \$5.00.

Plagiarism/Cheating

Plagiarism and cheating are unacceptable at Camden's Promise Charter School. The teacher will notify the Team Leader of the plagiarizing/cheating and the disciplinary action will be at the discretion of the Team Leader or his/her designee. A parent/guardian will be notified of the incident and the consequences.

X. Student Behavioral Code of Conduct

Cafeteria Program

The school cafeteria program provides fresh breakfast and lunch daily. To receive the free meals, the parent or guardian must complete a lunch application for their family every year. State and Federal funding for Camden's Promise is dependent upon you returning these applications immediately and correctly.

Cafeteria Code

Camden's Promise takes great pride in our cafeteria and asks students to help keep it in good condition by observing the following:

1. Be courteous and mannerly at all times.
2. Take your place in line and do not cut the line.
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 permission and 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.

Bus Discipline Code

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. Upon special written request by a Parent or Guardian, and at the building coordinator's discretion, a student may be allowed to alter his/her transportation pattern. 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 bus environment.

After-School Code - Each student that remains after school to participate in an approved activity, may do so only when the faculty member responsible for the activity is present. Assigned after school students must report and remain in the designated area(s) of the building where their activity is held. Students 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.

Note: No student is allowed to leave the school building and then return to school for an after school program for any reason.

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

Library Borrowing Privileges - All students must present their Student ID in order to check out 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.

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 Card. Students are required to carry their ID cards with them at all times. The cost to replace an ID card is \$5.00. Students who lose their ID card must request a new one from their Team Leader.

Student Computer Account Privileges - Camden's Promise may provide students with computer access provided that both student and Parent/Guardian have signed and returned the Acceptable Use Policy Agreement form (See pages 38 – 40). 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.**

XI. Discipline Levels for Conduct

Upon entrance into Camden's Promise Charter School, students, parents, and/or guardians 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 issue PBIS minors for students with ongoing behavior problems. The purpose of the PBIS minor is to keep an accurate record of minor student infractions, to keep record of interventions used by the classroom teacher, and to use it as a communication tool with parents.

B. Major Incidents: A PBIS Major Referral may be needed for an isolated incident. It may also be used for an accumulation of minor incidents after other interventions have failed.

The purposes of a PBIS Major Referral are as follows:

1. To communicate to the student, in writing, the seriousness of his or her action
2. To communicate to the student's parent/guardian
3. To communicate to the Team Leader
4. To provide an ongoing record of the student's infraction

C. Serious Incidents: A serious incident warrants immediate attention and communication with the parent/guardian. This will usually require a student suspension and re-entry conferences to discuss the nature of the serious incident.

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 a student who is taking a prescription under a doctor's order. In such a case, the parent must immediately give any prescription drug and doctor's orders to the school nurse who will dispense the medicine as prescribed. No student is

to carry any medication on their person at any time. This includes, but is not limited to, aspirin, ibuprofen, inhalers, etc

Tobacco Products - Smoking (i.e. cigarettes, e-cigarettes, vape devices) is strictly forbidden in any part of the school building, grounds, and on the school bus. Any student found smoking in any of these areas or while in the Camden's Promise Charter School Uniform will be automatically suspended. Students may not have smoking materials in their possession. Possession and/or use of any tobacco products is prohibited on school grounds and in school.

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: firecrackers, sharp instruments, guns, knives, ice picks, switchblades, brass knuckles, chemicals, and any gasses including mace or pepper spray.

False Alarms or Reports - A student shall not initiate a fire alarm or initiate a warning of fire, bombing, or other catastrophe without cause, or give false testimony or falsely report school incidents.

Leaving School Premises without 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 severe, persistent, or pervasive which limits a person's ability to participate and/or benefit in an educational program or activity or which creates a hostile, intimidating or abusive educational environment.

Sexual Behavior - A 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 Private Property - A student shall not cause or attempt to cause damage to private property on school premises, nor at any school activity taking place on or off school grounds. As a consequence of this behavior, students may be assigned to perform community service at the discretion of an administrator or his/her designee, with parent permission.

Damage to School Property - A student shall not cause or attempt to cause damage to school property including building, grounds, buses, equipment, or materials. As a consequence of this behavior, students may be assigned to perform community service at the discretion of an administrator or his/her designee, with parent permission.

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

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(see attendance policy).

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, Obscene Language or Obscene Images - A student shall not use any form of profanity, written or verbal. The use of obscene gestures, signs, or pictures is prohibited.

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.

Harassment, Intimidation and Bullying - A student shall not engage acts whether verbal, written (including social media), or physical in nature that are reasonably perceived as: being motivated either by any actual or perceived characteristic, such as: race, color, religion, ancestry, or national origin; gender, sexual orientation, or gender identity and expression; 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:

1. 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
2. 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.

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).

These are considered guidelines for student conduct. Professional Staff and the Discipline Hearing 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 lunch/recess detentions, after school detentions, Saturday detentions, loss of school activities, suspensions, Juvenile Court referral, criminal charges, and/or expulsion referral.

The Discipline Hearing Committee is made up 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 Hearing Committee, based on their review, may provide a non-binding recommendation to the Board of Trustees to refer a student to further resources and support services, place that student on probation and/or recommend expulsion.

XII. Discipline Sanctions

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

- Missing homework and/or class work assignments
- Uniform violation
- Being unprepared
- A PBIS Major Referral

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:

- An accumulation of 3 PBIS minor referrals
- A PBIS Major referral

Since 8th Grade students cannot be issued recess detention, 8th graders may be issued after school detention for a PBIS Major referral, or a combination of any 3 minor infractions.

The parents must provide their own transportation following the after-school detention. Students with after-school detentions are not allowed to ride the after-school program bus. If an after-school detention student is found to have ridden the after-school program bus home, disciplinary action will be taken. Parents/guardians are required to pick up students from detention no later than 5:15pm, or further disciplinary action will be taken.

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.

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

Suspension: Suspensions are issued at the discretion of the Team Leader or Principal. 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 administrator must occur prior to admission back to the classroom.

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

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.

Levels of Disciplinary Intervention

Students will be eliminated from the following activities if they go above the corresponding number of maximum days suspended. This information will be communicated to students and parents at the start of the school year.

Fifth Grade

<u>Activity</u>	<u>Maximum Days Suspended</u>
End of Year Trip	5
Student Council	1

Sixth/Seventh Grade

<u>Activity</u>	<u>Maximum Days Suspended</u>
End of Year Trip	5
BETA Club	3
Student Council	1

Eighth Grade

<u>Activity</u>	<u>Maximum Days Suspended</u>
Graduation Ceremonies	10
End of Year Dance	6
Gettysburg & Washington, DC Trip	5
BETA Club	3
Student Council	1

All Grades: Any student who receives a suspension of 1 or more days will not be permitted to take part in any upcoming school activities (such as dances or trips) for a period of approximately one month at the discretion of the Building Coordinator. Also, students who have a high number of incident reports can be excluded from any of the above mentioned activities at the discretion of the Building Coordinator.

XIII. UNIFORM POLICY

Students are required to come to school every day in the proper attire. Below is the list of C.P.C.S.'s uniform requirements for the 2023-2024 school year. If you have any questions, please contact the school at (856) 365 – 1000, or you can speak with your student's Team Leader at Parent Orientation.

Any 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.

Regular School Uniform

Shirt Options:

- White long or short sleeved oxford shirt (school tie optional)
- White long or short sleeved polo shirt with collar
- Shirts must be tucked in at all times

Students are required to own a Camden's Promise Sweater (either Crew or Cardigan).

- No jackets or coats may be worn in the building.

Pants and Skirts:

- Khaki colored dress slacks (Dickies, cargo pants, corduroys, joggers, or khaki colored jeans are **not** acceptable).
- Pants must be worn on the waist with a belt.
- Belt must be solid black or brown with an appropriate buckle.
- Khaki colored skirt (no shorter than 2" above the knee).

Footwear and Legwear:

- Black or brown dress shoes
- Boots and sneakers are not acceptable, including Ugg's and Crocs.
- Solid white, brown or black tights
- White knee socks

Other:

- Necklaces must be tucked into blouse
- One ring
- One bracelet
- Earrings no larger than a quarter
- No visible body piercing
- Hair must be neatly groomed
- No extreme hair styles or distracting hair accessories
- All hair accessories must be black, burgundy, white, or khaki
- No Bandannas
- No visible undergarments

Gym Uniform

Grade level - Camden's Promise Gym Shirt

Solid gray sweatpants and Camden's Promise sweatshirt or Burgundy Promise Hoodie

Solid white or solid black sneakers

Please note that students should be in complete regular uniform or complete gym uniform – never a combination.

XIV. STUDENT ACTIVITIES

Student Council: Any student seeking or holding a student council position must maintain passing grades throughout the school year in the 6 core classes. Should any student in the office be suspended more than one day they shall relinquish their position for the balance of the school year.

Each homeroom is responsible for electing two student representatives to serve on the grade level cabinet.

Each homeroom's set of class officers make up the grade level class cabinet. The class cabinets meet with the grade level team leader in order to discuss, plan, and carry out the activities for the grade.

BETA Club: Sixth through Eighth grade students at Camden's Promise are eligible to be a part of the National Junior BETA club. Requirements for membership include holding a C average in the 6 core classes, no more than 3 days of suspension, and 40 hours of community service during the year.

Criteria for Participation in School Activities: Any student involved in excessive disciplinary offenses or attendance issues may be excluded from participation in activities. School activities that students could be excluded from include, but are not limited to, non-academic field trips, athletics, dances, theatrical performances, end-of-year trips, and commencement exercises.

- Cutting classes is a serious disciplinary infraction; therefore, it will be a consideration for exclusion.
- Any student who violates the school's discipline code during any activity is subject to disciplinary action.
- A student may not participate in an extracurricular activity if he/she is absent the day of an event unless the absence is excused.
- If a student is picked up more than 30 minutes after the stated end time for an event, the student may be excluded from all extracurricular events for the remainder of the school year.

Assemblies/Pep Rallies: When directed to report to a pep rally or assembly, students must report to their designated seats. Students are expected to conduct themselves properly at all times. Whistling and booing will not be tolerated. Throwing of any projectile is forbidden. Students are not permitted to do any homework, reading or writing during an assembly program unless directed by their Team Leader. Complete attention and respect is required during all assembly programs.

Renaissance Program: Camden’s Promise Charter School incorporates the Jostens Renaissance program as its motivational/ incentive tracking program. The system is premised on achieving set targets related to attendance, academics, and discipline. Ranging from the lowest to the highest, students earn membership into the following levels: white, burgundy, gold, and platinum. As a significant extrinsic motivational piece, the school provides an incentive-based activity for all student participants who meet the stated benchmarks of the program.:

	Platinum	Gold	Burgundy	White
Attendance	No unexcused absences (No more than 2 tardies)	No more than 1 unexcused absence (3 tardies = 1 absence)	No more than 2 unexcused absences (3 tardies = 1 absence)	No more than 3 unexcused absences (3 tardies = 1 absence)
Academics	Straight ‘A’s on Report Card	‘A’s and ‘B’s on Report Card	‘A’s, ‘B’s, and <u>one</u> ‘C’ on Report Card	No ‘D’s or F’s on Report Card
Discipline	<p>No suspensions or Saturday School</p> <p><i>Rewarding students who have an accumulation of after-school detentions is at the discretion of the Team Leader.</i></p>			

Fundraising: Fundraising is for in-school groups only. Any club, team, or group wishing to conduct a fundraiser must first clear the activity through the Building Coordinator. Fundraisers should be short-term and profitable for the sponsoring organization. The term of the fundraiser should not be in direct competition with another fundraiser. The fundraiser should afford an opportunity for good sales experience and management.

Parent Council: The Parent Council is designed and organized to assist with parent/staff involvement, concerns, fundraisers, and educational needs for our children. The committee requires dedication and sensitivity to the needs of our children, parents, teachers and community.

The goals of this organization are met by building long-term relationships with the community we serve. Working together is the cornerstone in achieving this mission. We strive to create a positive learning experience through teamwork. Our Parent Council has an open and ongoing membership. This includes any parent or guardian of a Camden's Promise Charter School student who wants to be involved at any time throughout the school year.

Transportation: Busing is available to Camden's Promise 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.

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 640. Additionally, whenever Camden City Schools close (emergency number 614) Camden's Promise 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.

XV. 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 postseason 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

Benefits

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
 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

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 thereof; (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, hang-gliding, parachuting or bungee-cord jumping; (c) flying in a spacecraft 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 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 purchased 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.

XVI. Obligations

Text/Library Books: The Board of Trustees of Camden's Promise 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 team leader 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.

Cafeteria: Students are obligated to pay for all items in the cafeteria if they have a reduced or paid lunch status. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Alternate food which meets the minimum nutritional requirements will be provided should balances begin to significantly accrue. (i.e. 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 to school in uniform daily. Please call the front desk for store hours and pricing.

Other Obligations: Students are obligated to pay for all items issued by the school that have been lost or damaged. 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.

Camden's Promise C.R.E.W Acceptable Use Policy: The focus of the C.R.E.W. initiative at Camden's Promise Charter School is to provide tools and resources to the 21st century learner. CPCS is pleased to make available for the student's use in connection with his/her studies a Chromebook computer (CPCS-Owned Device). Students in grades 5-12 will be issued a CPCS Chromebook computer solely for educational purposes. The Chromebook is tagged and serial numbers are documented by the CPCS Tech department. The student's permission to use the Chromebook is strictly subject to the terms and Conditions in this agreement. Teachers may set additional requirements for use in their classrooms.

Receiving your Chromebook computer: Chromebooks will be distributed during the summer and in the fall provided that all of the requirements have been met successfully.

Return of Chromebook to CPCS Tech Department: Students' right to use the CPCS-owned Chromebook will terminate and the student and/or parent must return the Chromebook to CPCS. This return will be determined by the school administration upon the occurrence of any of the following:

1. Student's use of the Chromebook expires as provided in Section 1 above
2. Student ceased to be enrolled at CPCS
3. CPCS provides Student with five days' notice that the Chromebook must be returned
4. Student fails to perform any of his/her obligations under this agreement
5. It is determined that the student has used the Chromebook inappropriately or for inappropriate purposes.

Upon the return of the Chromebook to CPCS, CPCS shall have no liability whatsoever for loss, destruction or misuse of any information or data existing on the Chromebook computer. Failure to return the Chromebook will result in a theft report being filed.

Taking Care of Your Chromebook: Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to a Dean or the appropriate Grade Level Team Leader who will schedule an appointment with a CPCS technician.

General Precautions: The Chromebook is school property and all users will follow this policy and the 'Acceptable Use Policy' for technology.

1. For prolonged periods of inactivity, close the lid to protect the Chromebook as well as to conserve battery life.
2. Keep Chromebook on a flat, solid surface.
3. Do not lean on the top of the Chromebook when it is closed.
4. Do not place anything near the Chromebook that could put pressure on the screen
5. Clean screen with a soft, dry cloth or anti-static cloth. No cleansers of any type.
6. Liquids, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.
7. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CPCS.
8. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

9. Do not “bump” the Chromebook against lockers, walls, car doors, etc. as it will eventually break the screen.

Using Your Chromebook at School: Chromebooks are intended for use at school each day. Students are responsible for keeping their Chromebooks battery charged for school each day. If their Chromebook is not charged, they will be sent to the Team Leaders office to rent a charger, using their PBIS bucks. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes.

Chromebook Left at Home: If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

1. Students who fail to bring their device to school may be issued a warning; multiple instances of this may result in a disciplinary referral.
2. If a student repeatedly leaves his or her Chromebook at home he/she may be required to utilize the Chromebook only during school hours.

Assignments and the Chromebook: Students are encouraged to save assignments to their ‘cloud storage’ Google Docs. Email and document sharing will be encouraged in many classes. Storage space on the Chromebook is limited and will not be backed up at school.

1. It is the student’s responsibility to ensure that work is not lost.
2. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Chromebook Undergoing Repair: Students should seek help as soon as a Chromebook problem surfaces. Students who are experiencing problems with Chromebooks will go to their Dean/Team leader.

- **Priority 1** (emergency) - problems that prevent a user from performing school work in a normal fashion: a user’s Chromebook crashes or freezes, Wi-Fi or authentication issues. CPCS Technology Department guarantees a response and assistance as soon as possible for individuals with P1 issues. Should a loaner become necessary, one will be provided.
- **Priority 2** (intermediate) - loss of charger or battery life. The technology department will respond to the issue in priority order within regular school hours.

- **Priority 3** (low) – problems that include technical or “how to” questions will be in priority order below P1 and P2 issues.

Replacement Costs for Damaged Chromebooks: 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 repair 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, which is \$38.00.

Chromebooks and Media: All devices are owned by CPCS and each device must be used properly. Pictures, photos, games and programs must be appropriate. The District encourages students to find and utilize apps that enhance their learning. The District utilizes a management system that allows for over-the-air inventory of all apps on student devices. Loading inappropriate apps will result in disciplinary action. If the device does not have room for a class-required app, students will be required to delete music or personal apps to allow room for the class app.