



# Family/Scholar Handbook

## 2020 – 2021

# **Table of Contents**

## **THE SCHOOL**

Overview  
Our Mission

## **GENERAL SCHOOL INFORMATION**

School Schedule  
Visitors

## **RESPONSIBILITY AND ACCOUNTABILITY**

Philosophy  
Family/Scholar/Faculty  
Accountability Contract

## **ATTENDANCE**

Attendance Policy  
Absences  
Tardiness  
Early Dismissal Policy

## **ACADEMICS**

Academic Requirements  
Academic Advisory  
College and University  
Courses  
Grade Point Average  
Scholar Assessment  
Make-Up Work/Retake Policy  
Extension Policy  
Final Grades  
Progress Reports  
Student/Parent Portal  
Office Hours

Achievers Early College Prep  
Graduation  
Requirements  
Credit Accumulation  
Senior Research Project  
Academic Recognition  
Academic Intervention  
Academic Probation

## **CODE OF CONDUCT**

Introduction  
Expectations  
Scholar's Creed  
Prohibited Scholar Conduct  
Systems of Discipline  
Discipline of Scholars with  
Special Needs  
Scholar Dollars System  
How Scholars Earn Scholar  
Dollars  
Achievers Early College Prep  
Honor Code  
Dress Code  
Scholar Rights

## **SCHOOL-WIDE EXPECTATIONS**

School-wide Norms  
Food  
Chores  
School Phone Usage  
Adult Supervision  
Technology and Internet Use  
Scholar Cell Phones and  
Other Electronics  
Supplies  
Community Circle  
Academy Assembly

Co-Curricular Program  
Community Service  
Textbook Policy  
Parent-Teacher Conferences

## **BUILDING, WELLNESS, SAFETY AND SECURITY**

School Closing  
Emergencies & School Closings  
Fire Safety and Evacuation  
Procedures  
Pick-Up Procedures  
Scholar Health  
School Social Worker  
Child Study Team  
Intervention & Referral  
Services (I&RS)  
Family Involvement  
Grievance Procedures  
Transfer Procedures  
Other Rules  
Meal Applications

## **Virtual Learning**

## **Hybrid Learning**

## **APPENDIX**

Equal Education Opportunity  
Nondiscrimination/Affirmative  
Action

## **RESOURCES FOR CHILDREN AND FAMILIES**

# THE SCHOOL

## Overview

Achievers Early College Prep Charter School (AECPS) is New Jersey's first public charter school for Scholars in grades 6-12 that provides students the opportunity to take a two-year course of study in STEM fields following the 10th grade, enabling them to redefine the high school experience and graduate with skills, experiences, and content mastery that's significant to them in the marketplace and the world beyond.

AECPS wants to make it possible for Scholars in Trenton to learn, at no or low cost:

1. A high school diploma
2. Up to 60 transferable college credits
3. An Associates degree
4. Workplace learning, credentials and internships

## Our Mission

The mission of Achievers Early College Prep Charter School is to help students design a more equitable future for themselves by focusing on strength-building and application of those strengths towards 21<sup>st</sup> knowledge.

In short, students will work to attain an associates degree (know) in applied sciences (do) while still in High school.

## Regular School Schedule

7:30 a.m.- Enter and Brain breakfast  
8:00 a.m.- Official Start of School  
8:01 a.m.-Scholars are Officially Late  
3:45 p.m.-Scholar Dismissal (M-TH)  
12:30p.m.- Dismissal on Fridays  
5:00 p.m.- Detention Dismissal

## Virtual School Schedule

(subject to change)

7:45 a.m.- Log on for tech support  
8:00 a.m.-Official Start of School  
8:01 a.m.-Scholars are Officially Late  
2:15 p.m.-Scholar Dismissal (M-T-TH,F)  
12:15p.m.Dismissal on Wednesday

## Hybrid School Schedule

(subject to change)

7:45 a.m.- Screening and Enter  
8:00 a.m.-Official Start of School  
8:01 a.m.-Scholars are Officially Late  
2:15 p.m.-Scholar Dismissal (M-T-TH,F)  
12:15p.m.Dismissal on Wednesday

## Visitors

1. All visitors must enter and exit the building using the main entrance and report to the Main Office for sign in instructions.
2. Parents dropping their children off late will sign their child in at the Main Office.
3. All visitors must state the purpose of their visit and show a photo ID in the Main Office. If they have an appointment, they will subsequently be given a color-coded pass that they must carry to and from their destination
4. Visitors who do NOT have an appointment may need to schedule an appointment.
5. When visitors leave, they will report back to the main office to sign out and return the visitor's pass.

## Closed Campus

Under no circumstances are students to leave the school building (or areas of the school building designated for his or her grade) or use any exit other than the ones designated by teachers for student use without permission., once students have entered in the morning, they may not leave the building unless a staff member or a family/emergency contact – with school consent – escorts them out.

# RESPONSIBILITY ACCOUNTABILITY

## Philosophy

The choice to send your child to Achievers Early College Prep was a precious one, and one that demonstrates your high hopes and expectations of your child, yourselves and us. We share those dreams with you, and are committed to making them a reality as we prepare your child for college and competitive STEM studies

But we cannot do it without you.

Achievers Early College Prep is based on the premise of shared responsibility and accountability. As scholars, families and faculty members, we must each fulfill our responsibilities and we each must be held accountable for doing so.

For Scholars, it means we are going to expect much from you. Just as you have responsibilities at home – doing the dishes or tidying your room – and just like the responsibilities you’ll have when you get older – voting in an election or serving on a jury – you’ll be expected to do certain things and behave in certain ways as an Achievers Early College Prep scholar preparing for college. You are expected to act respectfully towards all fellow scholars and all staff and faculty members as well as make positive contributions to the school community. You are expected to attend school daily and punctually, ready to actively participate in all classes. You are expected to complete all assignments fully and well and to attend tutoring when needed. Finally, you are expected to accept all consequences for your behavior.

For Families, we expect much from you as well. Along with those countless and seemingly endless responsibilities you carry as parents/guardians, we also expect you to do certain things as parents of Achievers Early College Prep scholars. Like your child, you are expected to act respectfully to all members of our school community. You are expected to ensure that your child arrives daily and punctually, ready to actively participate in all classes. You are expected to oversee your child’s completion of all course assignments and support mandatory tutoring and instruction. Finally, you are expected to require your child to fully accept all consequences for their behavior. Scholars may need support at home to complete homework, stay organized, and manage their time. Since scholars will be actively engaged in the college readiness process from year one of middle school, they will need family input to find the path that best matches their interests.

Teachers, it means we continue to expect much from ourselves. Along with the daily responsibilities we carry as educators, we also expect ourselves to do certain things and behave in certain ways as Achievers Early College Prep scholars. We, too, are expected to act respectfully to all members of the school community. We are expected to prepare engaging, demanding lessons in all of our classes every day, to assign and evaluate appropriate homework assignments each night and to provide tutoring regularly. Finally, we expect to be held accountable for our behavior as teachers dedicated to the mission of preparing each Achievers Early College Prep scholar for college, competitive STEAM studies and lives of good character.

# Family/Scholar/Faculty Accountability Contract

The Family/Scholar/Faculty Accountability Contract represents the key ideals and most important responsibilities for being a member of the Achievers Early College Prep community.

## ● Attendance

- o I understand that an AchieversECP scholar comes to school every day on time to begin school at 7:30 AM.
- o I understand that if an AchieversECP scholar is absent more than 12 days of the school year, he or she may have to repeat his or her current grade.
- o I understand that it is the responsibility of an AchieversECP scholar to alert teachers of absences in advance when possible, and to promptly make up missed work after absences.
- o I understand that an absence is excused if the school has been contacted and provided with a written detailed note regarding scholar illness (from a doctor), documented family emergency (such as a death in the family), or religious observation.
- o I understand that an AchieversECP scholar will not earn full credit for work missed after unexcused absences, including but not limited to family vacations and attendance at entertainment events.

## ● Homework

- o I understand that an AchieversECP scholar will receive about 60 min to 90 min. of homework each night. This includes an expectation that scholars will read independently for 20 minutes per evening.
- o I understand that an AchieversECP scholar may receive failing grades for any missed or incomplete homework that does not meet classroom standards.
- o I understand that at AchieversECP scholars may be required to attend tutoring if he or she is earning less than a 75 cumulative average in all classes.
- o I agree to communicate frequently with AchieversECP faculty members, practice scholar advocacy, and do whatever it takes to ensure learning and achievement.

## ● Code of Conduct

- o I agree to promote and support the rules of behavior as outlined in the school's handbook and accept responsibility as a partner in scholarly learning.
- o I understand that an AchieversECP scholar will be required to sit in detention if he or she commits a detention-level infraction.

I understand that while an AchieversECP scholar is in school, he or she is not permitted to use, or have out in plain sight, cell phones, iPods, music players, mp3 devices, video game players, or other electronic devices unless he or she has earned the right to use specific electronic devices at specific points in the school day through the Dollars system. Otherwise, electronics are not to be seen or heard even through a pocket, book bag, purse, locker, etc....

## ● Promotion Policies

- o I understand that at AchieversECP scholar needs to pass 3 of his or her core content class (Which must include Literature and Math in order to be promoted to the next grade.
- o I understand that an AchieversECP scholar may be required to stay after-school or during lunch for extra help or tutoring, and that he or she is urged to take advantage of extra help opportunities by teachers even when not required.
- o I understand that an AchieversECP scholar may be required to attend a series of working lunches if he or she is failing one or more classes, as of the first progress report, for the year or on any subsequent progress report or report card.

## ● Scholar Dress Code

- o I understand that an AchieversECP scholar comes to school in the school uniform, according to the guidelines listed in the Family/Scholar Handbook.
- o I understand that if an AchieversECP scholar comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for appropriate dress to be brought in from home, and/or may receive an automatic detention.

## ● Family Advocacy Policy

*As the family member of an AchieversECP scholar...*

- o I agree to support my scholar's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- o I agree to be available to sit through a class to observe my child if he or she is not academically focused.
- o I agree to pick up my scholar's report card at the Family-Teacher Conferences.
- o I agree to attend family meetings and other school-sponsored events on a regular basis in order to stay engaged in the school community and to keep abreast of ways I can support my child.
- o I agree to respond to phone calls from any school staff member promptly.

● **Faculty Advocacy Policy**

*As a faculty member of Achievers Early College Prep...*

- o I agree to arrive at work on time each day and work diligently to ensure our scholars' success.
- o I agree to make myself available to scholars and families and address any concerns they might have in a timely manner.
- o I agree to actively communicate with students, parents, and fellow teachers regarding scholars' progress, difficulties, and successes.
- o I agree to protect the safety, interests and rights of all individuals in my classroom.
- o I understand that our scholar courses must be challenging in order to properly prepare them to meet our mission.
- o I agree to support the school's policies, including discipline, and dress code, as detailed in the Family/Scholar Handbook.

In exchange for what scholars and families do, our faculty and staff promises to provide scholars with a safe and orderly environment in which they'll enjoy studying and learning and we promise to prepare each scholar for college.

*We have read and will abide by the principles outlined in the Family/Scholar Handbook.*

\_\_\_\_\_  
Caregivers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholar's Advisor Signature

\_\_\_\_\_  
Date

# ATTENDANCE

## Attendance Policy

Achievers Early College Prep believes that high academic achievement requires good attendance. Parents/guardians must ensure excellent scholar attendance.

- Scholars are expected to arrive at school each day by 7:30 a.m. Scholars will not be permitted to enter the school building before 7:30 a.m.
- The regular school day ends at 3:45 p.m. and scholars should be picked-up promptly or have pre-arranged transportation at that time.
- The mandatory summer session runs for two weeks in August. It is a required part of Achievers Early College Prep's program and mandatory for all scholars.
- Scholars must be present in school all day in order to be eligible to participate in or attend any school event held that day or evening.
- Scholars must be present in school all day on Friday in order to be eligible to participate in or attend any weekend school event.
- If a scholar is going to be absent from school, the parent/guardian should call the school by 8:30 a.m. to report the reason for absence. If a scholar is absent from school and the school has not been notified of the reason for absence, the school will contact the parent/guardian.
- It is the scholar's responsibility to obtain and make up missed work following excused absences. Scholars requesting work prior to an absence must give the teacher 48 hours advanced notice.
  - Scholars who miss work due to an unexpected absence are required to request work from their teacher immediately upon their return to school. The scholar will have one day for each day of an **excused** absence in which to make up the work.

## Absences

- Scholars must attend school unless the absence is excused for one of the following reasons:
  - Illness or injury documented by a doctor note
  - Required court appearance documented by court subpoena
  - Death in the family documented by an obituary
  - Religious observance documented by a parent note
  - Participation in a school-sponsored or school-related activity (e.g. college tours or college interviews)
  - Suspension
- Absences for reasons not listed above or absences that are not accompanied by the required documentation immediately upon the scholar's return to school are considered unexcused.
- **If a scholar accumulates more than 12 unexcused absences during the school year (including the summer session), he or she will be considered a truant and is at risk of not being promoted to the next grade level.**
- **Scholars are responsible for coordinating the immediate making up of any work (including tests and quizzes) upon the first day back following an absence. This applies regardless of whether the absence is excused or unexcused.**
- Parents/guardians will be notified as scholars become at risk of retention for excessive absences. When a scholar accumulates more than 12 unexcused absences, the parent/guardian will be notified that the scholar may be retained.
- The parent/guardian has the right to appeal a retention decision under this policy to the Co-Directors. The appeal must be made in writing, must state the basis for the appeal, and must be made within ten (10) school days of being notified by the school that the scholar will be retained.
- Continued failure to maintain regular attendance may result in a referral to the court system.

## Punctuality

School begins promptly at 8:00 a.m. in order to ensure a smooth start to the school day students are expected to enter the building by 7:30 am. if he/she plans to eat breakfast. Punctuality is expected of all scholars.

- The tardy will be considered unexcused except for the following reasons:
  - o Medical or dental appointments which cannot be scheduled outside of school hours documented by a doctor's note
  - o Medical disability documented by a doctor's note
  - o Death in the family documented by an obituary
  - o Court appearance documented by a court subpoena
  - o School-related or school-based activity
- **All punctuality documentation should be submitted within five days following the return to school in order for it to be considered for excusing the scholar**
- Tardiness for reasons not listed above or tardiness that is not accompanied by the required documentation immediately upon the scholar's arrival to school is considered unexcused until the appropriate documentation is presented to the school.
- Three (3) unexcused tardies will be equivalent to one (1) unexcused absence.
- If a scholar is late for school without a school-approved excuse, he or she will serve after-school detention that same day.
- **Every three unexcused tardies will be recorded as an unexcused absence and will put the scholar at risk of retention.**

## Early Dismissal Policy

The regular school day ends at 3:45 p.m. and scholars are expected to be present until that time. However, we understand that occasional circumstances may make it necessary for a scholar to be dismissed early.

No scholar shall be permitted to leave the school before the close of the school day unless he or she is met in the school office by his or her parent/guardian or a person authorized in writing by the parent/guardian to act on his or her behalf.

## ACADEMICS

### Grade Point Average

Grade Point Averages are based on all of the scholars' courses taken at Achievers Early College Prep in which letter grades are earned. Computation is based on a simple 4.0 scale with no honors points. Grade Point Averages are computed at the end of each semester based on the grading rubric provided below.

### Scholar Assessment

The school year is broken into three marking periods (Trimesters). The trimesters are long enough to allow scholars multiple opportunities to demonstrate mastery of specific skills. At the end of each trimester, scholars will receive grades in all classes. Each of the 3 trimester grades in each subject area will be based on the following grading distribution:

	All Subjects
Homework	20%
Classwork	30%
Formative Assessments	20%
Summative Assessments	30%



## Summative Assessments

Summative assessment refers to a cumulative assessment, which may require a full class period (40 minutes or longer) to complete. Scholars may be tested during any period of the regular school day. However, it is expected that scholars will not have more than two tests in any one school day. In addition, in order to provide scholars with ample preparation time, scholars will be given at least one week's notification for tests. Summative Assessments include End of Module Assessments, Interim Module Assessments, Final Projects, etc.

## Formative Assessment

Formative Assessments include but are not limited to daily exit ticket, extended exit ticket, other content area quizzes, etc. Achievers Early College Prep views Extended Exit Tickets or quizzes as short assessments that generally take 30 minutes or less to complete. Extended Exit Tickets are given weekly in ELA and Math classes. There is no limit to the number of quizzes that scholars may take daily. Advanced notice is not required for pop quizzes. Exit Tickets are given daily in ELA and Math classes, and generally take 10 minutes or less to complete.

## Standardized Testing

Since our mission is to prepare scholars for college, rigorous and comprehensive course examinations as well as standardized college application assessments are an important part of scholar preparation. Achievers Early College Prep requires all scholars to take the following school-wide and standardized assessments:

### *Achievers Early College Prep & State of New Jersey Assessments*

- Midterm –Interim Formative Assessments (Quarterly and a Final Exam)
- Annually, the school will present the school-wide results of these tests. Results of the midterms will be incorporated into scholar's quarterly grades, while End-of-Course Examination results

## **Homework**

Achievers Early College Prep faculty will assign 60 mins to 90 mins of homework each school day. Scholars must remember that homework is a form of responsibility designed to further the scholar's understanding of concepts that are taught in school.

- Homework will be checked and graded each day first thing in the morning.
- Scholars are responsible for making sure they communicate with their teachers when they are absent. It is the scholar's responsibility to make sure homework is completed and returned on time.
- Students who earn a zero for not completing the homework assignment or not completing it to classroom standards will be assigned same day homework detention.

## **Make-Up Work / Retake Policy**

1. When Scholars miss school it is very important for them to check in with their teachers to see what they missed.
- 2.If scholar has missed the deadlines on other assignments, such as a project, they have up to three days to submit the missing assignments but will lose points each day that the assignment is late.
3. After five school days, assignments will not be accepted. Scholars are permitted to re-take any assessments missed. Arrangement for the retake must be made with the specific teacher.

## **Extension Policy**

We recognize that under certain circumstances (e.g. sudden illness, family emergencies, natural disasters, etc.) scholars may need to request an extension on a major assignment without academic penalty. In those *rare* cases, scholars must contact the teacher to ask for an extension prior to the date it is due. Extensions are not automatic; teachers may use their discretion to grant or not grant the extension.

## Progress Reports

At the midpoint of each trimester, teachers will post grades to Realtime for parents to view the Mid-trimester Reports. The Mid-trimester Report is an opportunity to communicate with parents/guardians about how their child is doing at the halfway point in the marking period.

## Student/Parent Portal

Parents and scholars also have the ability to see Achievers Early College Prep scholar's grades on a "weekly" basis. Information will be provided in the first few weeks of school, in order to obtain a log-in and password to access this information. Parents are encouraged to visit this website frequently to stay up-to-date with regard to scholar grades, conduct and bills. Students are encouraged to visit the website regularly in order to maintain an accurate understanding of his or her academic progress and Grade Point Average.

## Physical Education

All Scholars will receive comprehensive health and physical education classes in accordance with the New Jersey state standards.

Due to the nature of physical education classes, parents and Scholars are asked to notify the physical education teacher of any circumstance(s) that may limit a child's ability to participate in class (for example, if a Scholar has asthma or a broken arm). If a Scholar has a particular medical condition that would prevent him or her from participating in physical education classes for the entire year or for a short period of time, parents must bring a signed statement from a physician to the physical education teacher.

## Academic Probation

- Grade level team leads will track academic probation and schedule parent phone calls/conferences.
- Grade level teams will provide the first line of interventions for Scholars on academic probation and meeting with Scholars on probation to bring up their GPA. To begin the year, if a Scholar fails two or more core content

courses during a grading period, he/she will go on Academic Probation.

● Each Grade Level Lead will work with their team to create student interventions  
Interventions could include but are not limited to the following:

- Daily homework check
- Mandatory tutorials
- Weekly progress reports
- Loss of field trips, fitness/athletic, fine art, or club/organization elected enrichment activities

Mandatory after school tutoring is assigned based on teacher recommendations. Scholars must prioritize mandatory Tutoring. Scholars for whom mandatory Tutoring conflicts with an afternoon detention will attend tutoring and make-up the detention at the next available opportunity.

## Saturday Tutoring Sessions

AchieversECP will assess when Saturday Tutoring Sessions will take place. In this case, students will be invited to take part in Saturday Tutoring, which will be mostly used for NJSLA standardized testing preparation during the months of May and June.

## Academic Standing Model

**Achievers "High Honors" Scholar:** All A Grades

**Honor Roll:** All A and B Grades

**Good Academic Standing:** A, B, and C Grades (75-79%)

**Academic Probation** (72.9% or lower) 1 or more Incomplete

## Academic Recognition

Achievers Early College Prep believes in recognizing those who completely meet and exceed our expectations by earning all A's or A's and B's. Acknowledgement for academic achievement, as well as for upholding the school's values are made on an informal daily and weekly basis but also during quarterly award ceremonies.

# CODE OF CONDUCT

High standards for academics necessitate high standards for behavior.

## Introduction

Achievers Early College Prep is unequivocally committed to providing a safe and orderly environment in which scholars can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behaviors will not be permitted to disrupt the education of others.

## Expectations

Without a firm and consistent discipline policy, none of what we envision for the school can happen. We cannot overemphasize the importance of providing a strong discipline policy that every scholar and family knows and understands. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our Code of Conduct. Achievers Early College Prep reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable laws and regulations.

Scholars are expected to adhere to the Core 5:

One VOICE- We work on one accord!

Be RESPECTFUL – We treat others the way we would want to be treated.

Be RESPONSIBLE – Our actions shape our abilities.

Be SAFE–How we carry ourselves positively impacts the way we feel about ourselves.

Be ENGAGED – Being focused and staying engaged is how we will achieve our goals.

## Systems of Discipline

Our school's scholar conduct management system is designed to identify and correct misconduct, encourage all scholars to adhere to their responsibilities as citizens of the AchieversECP Community, protect scholars, employees and property, and to maintain essential order and discipline. AchieversECP scholars are expected to conduct themselves in accordance to the standards outlined in our Code of Conduct. Any behavior detrimental to the learning environment will be addressed.

Every week our scholars' behavioral performance will be assessed using a Scholar Dollars system. Scholars may earn Dollars or lose Dollars depending on a number of appropriate behaviors or inappropriate infractions. We understand that minor disruptions are natural with young people and that scholars need to be verbally reminded to correct their minor misbehavior.

If the scholar fails to correct his or her behavior after verbal warnings and/or some of the most commonly used consequences listed below, we will move to the more progressive consequences.

Tier 1 and 2 In-class disciplinary actions may include, but are not limited to:

- Conference with Scholar
- Seat change
- Working Lunch
- Contact caregiver
- Conference with caregiver
- Confiscation
- Loss of Scholar dollars

Disciplinary policies and their enforcement will be reasonable, legal and consistent with the values of the school community.

The application of the school's disciplinary policies shall assure due process, a clear definition of rule violation, a specific statement of reasonable charges, and a fair hearing for the accused.

# Scholar's Creed

Optimism leads to achievement  
Nothing can be done without confidence  
Achievement starts with a decision to try  
    Today I choose to try  
    Today I choose to push myself  
Today I choose to support those around me  
    TODAY, I choose to learn  
    The more I learn, the more I achieve  
    If I am persistent, I will get it  
    If I am consistent, I will keep it

    Leader: I am SMART  
    Students: Today I prove it  
    Leader: You will succeed  
Students: I believe I can. I know I will.  
    Leader: Have a great day, Achievers.

Infraction	Loss of Scholar Dollars	Consequences & Reasoning	
<b>U ABSENT</b>	\$20	<b>More than 12 Unexcused Absences = possible retention/forfeit ability to participate moving up exercises.</b> Attendance alone could disqualify a student from attending socials, events and trips so <b>NO MORE than 3 unexcused absences per quarter.</b>	
<b>U Late</b>	\$20	<b>3 Unexcused Lateness = 1 Unexcused Absence, more than 36 Unexcused Lateness = possible retention,</b> Lateness alone could disqualify a student from attending socials, events, and trips so <b>NO MORE than 9 unexcused lateness per quarter</b>	
<b>Tier 1</b>	\$10	<b>Loss of \$10</b> for offenses that may or may not disruptive in nature i.e. student is unprepared, off task, head down or sleeping.	
<b>Tier 2</b>	\$20	<b>Loss of \$20</b> for second offense of actions that may or may not disruptive in nature i.e. student is unprepared, off task, head down or sleeping.	
<b>Tier 3</b>	\$30	<b>Loss of \$30 for each Detention.</b> for homework not turned in or not complete, tardy, and <b>repeated offenses</b> that may or may not disruptive in nature i.e. student is unprepared, off task, head down or sleeping.	
	<b>Tier 4 Conference w/LSC</b>	\$30	<b>Offenses that are disruptive/illegal in nature and requires LST to involvement.</b> (If we have to be called the stakes are raised).
	<b>Reflection /ISS</b>	\$40	<b>Offenses that are disruptive in nature and requires removal from class.</b> (Class time is of the utmost importance, if a student has to be removed from their cohort the stakes are raised).
	<b>OSS</b>	\$50	OSS – 1 suspension may automatically disqualify a student from attending socials, events and trips. Students must conduct themselves accordingly as a suspension is a loss of \$20 Scholar Dollars. In addition, a parent reinstatement meeting may be required

### Status Cards

Scholars who do the right thing because it is the right thing to do, who come to school and are on time, and whose hard work is shown by way of a high GPA, will receive a status card. Status cards holders earn special privileges. Cards are bronze, silver, and gold each level includes more privileges. Some privileges include, preferential seating during lunch, homework passes, traveling without hall pass, detention pass and special treats.

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense

2.0 Violating the Cell Phone/Electronics policy	Confiscation Parent pick up	Required to turn into LST	ISS-parent meeting Turn phone in daily.
2.1 Violating Dress Code	Call parent-to bring uniform.	Call parent-to bring uniform/detention	Call parent-to bring uniform/detention/loss of dress down privileges /parent meeting
2.2 Chewing gum, and having food/beverages in the classroom/hallways.	\$2 scholar dollar loss	Detention	Detention
2.3 Arriving to class without a writing utensil or class materials (reading book, notebook, etc.)	\$1 scholar dollar loss	\$2 Scholar dollar loss	Detention
3.0 Failing to Complete Homework/ submit required paperwork	Detention	Detention	Detention
3.1 Late to School or Class	Detention	Detention	Detention
3.2 Cutting class/ school/ school event or detention	Detention or ISS	ISS	ISS with OSS Scholar Dollar loss
3.3 Misbehavior to and from school. Disregard for bus rules on School-Provided Transportation	Detention	ISS	OSS and possible reinstatement meeting
3.4 Misbehaving in School (Hallway behavior-running, making excessive noise/loud, loitering)	Detention	ISS	OSS and possible reinstatement meeting
3.5 Disrupting Class and Preventing Teaching ( Such teasing another student, throwing an item, turning over desk)	Detention and referral to Dean	ISS	OSS and possible reinstatement meeting
3.6 Being disrespectful toward any student/ staff member or guest	Detention or ISS or OSS depending on the severity of the incident.	ISS or OSS depending on the severity of the incident.	OSS and parent meeting.
3.7 Failing to comply with a staff members request directive or school imposed consequence.	Detention	ISS and parent meeting	OSS and possible reinstatement meeting
3.8 Being disrespectful toward a scholar or staff member	Detention/ ISS/ Suspension/ HIB		

3.9 Mistreatment or Inappropriate Use of Technology or School Property:	Detention	OSS/ restrict usage/reinstatement meeting	OSS/ restrict usage/OSS reinstatement meeting
3.10 Cheating, Plagiarism, copying Others' Work, or Allowing Others to Copy Work	Detention/rewrite/zero	ISS/rewrite/zero	OSS/rewrite/zero/ parent meeting
3.11 Unwanted/playing physical Contact.	ISS/OSS		
4.0 Dishonesty: Forging a signature or lying to staff members	ISS/OSS and reinstatement meeting		
4.1 Abusive or Profane Language or Treatment	ISS	OSS and reinstatement meeting	OSS and reinstatement meeting
4.2 Fighting or Unwanted Physical Contact	OSS and reinstatement meeting/ Potential Expulsion		
4.3 Committing a Physical or Emotional Act of Violence or Bodily Harm	OSS and reinstatement meeting/ Potential Expulsion		
4.4 Violating the Civil Rights of others	OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.5 Sexual Harassment	OSS and reinstatement meeting/ Potential Expulsion		
4.6 Engaging in Sexual Activity or Inappropriate Touching	OSS and reinstatement meeting/ Potential Expulsion		
4.7 Indecent Exposure: Scholars may not expose the private parts of the body in any manner.	OSS and reinstatement meeting/ Potential Expulsion		
4.8 Setting Off a False Alarm or Making a Threat	OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.9 Theft	OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.10 Trespassing	ISS/ OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.11 Gambling	ISS/ OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.12 Hazing	OSS and reinstatement meeting/ Potential Expulsion /Call Police		
4.13 HIB and/or Discrimination	OSS and reinstatement meeting/ Potential Expulsion		

4.14 Using, Selling, Possessing or Sharing Drugs, Vapes or Alcohol	OSS and reinstatement meeting/ Potential Expulsion
4.15 Using, Selling, Possessing or Sharing Tobacco Products	OSS and reinstatement meeting/ Potential Expulsion
4.16 Inappropriately Using, Sharing, or Distributing Prescription and Over-the-counter Drugs	OSS and reinstatement meeting/ Potential Expulsion
4.17 Selling, Using or Possessing Obscene Material	OSS and reinstatement meeting/ Potential Expulsion
4.18 Possessing, Displaying, Using, or Threatening to Use a real or MOCK Firearm	OSS and reinstatement meeting/ Potential Expulsion
4.19 Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object	OSS and reinstatement meeting/ Potential Expulsion
4.20 Committing Arson	OSS and reinstatement meeting/ Potential Expulsion
<b>Offenses (non-violent)</b>	1-5 Days suspension depending on the severity of the incident and history of student infractions.
<b>Offenses (violent)</b>	3-10 Days suspension depending on the severity of the incident and history of student infractions.

## Prohibited Scholar Conduct

Offences Scholars may be subject to disciplinary action, from redirection up to and including suspension and/or expulsion from school, for:

### 2. Engaging in Non disruptive but insubordinate offenses. Examples of insubordinate conduct include, but are not limited to:

2.0 Cell phones/smart watches and any other smart electronics working or non-working are strictly prohibited and must be turned off and placed in the book bag while in the building.

2.1 Violating the dress code: Caregivers may be required to pick up children who are not properly dressed for school, bring the missing Dress Code items to the school, or authorize the scholar to return home to retrieve the necessary items as scholars may not be permitted to attend class. Violations of the dress code also may result in disciplinary consequences

2.2 Gum, Food, and Beverages: Scholars may not chew gum at school. Scholars may not eat or drink at unauthorized times or places at school.

2.3 Arriving to Class Unprepared: when class begins, scholars must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.).



### **3 Engaging in Insubordinate and/or Disorderly Conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to:**

3.0 Failing to Complete Homework: Completing homework is essential to the success of individual scholars and the classroom community. Scholars are expected to complete all assignments on time. Scholars are required to secure the signature of a parent/guardian on homework assignments or school forms when requested

3.1 Arriving Late to School or Class: Scholar tardiness disrupts class, inconveniences others, and often results in academic difficulties. Scholars may not be late to school or class.

3.2 Cutting School, Class, Detention, Working Lunch, Mandatory School Events or any other School Activity with Mandatory Attendance: Scholars are required to attend all academic and enrichment classes, assigned detention, assigned Working Lunch, mandatory school events. Scholars are not permitted to leave the school building without documentation and permission.

3.3 Misbehaving to and from School: Scholars may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus or while preparing to use city transportation. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other scholars inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.

3.4 Misbehavior in or out of Class: Misbehavior inside, outside on school grounds or at school event is not permitted including but not limited to running and making excessive noise. Scholars may not engage in any willful act that disrupts the normal operation of the school community.

3.5 Disrupting Class and Preventing Teaching: Achievers Early College Prep can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Scholars may not interfere with or disrupt class or the educational process.

3.6 Being Disrespectful toward any Staff Member or Guest: Achievers Early College Prep cannot function properly if scholars disrespectful toward adults.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away or turning away from a staff member before a conversation is over; talking back to a staff member, or questioning a staff person's action or authority, making inappropriate gestures, symbols, or comments, using profane or offensive language, tone, verbal insults or giving false information to school staff.

3.7 Failing to Comply with the Lawful Directive(s) of an AchieversECP Employee or a school imposed consequences: AchieversECP cannot function properly if scholars are uncooperative. Students should assume directives given by staff are for their benefit. Scholars are expected to comply with school-imposed consequences, including but not limited to detention, Working Lunch, suspension from school and/or temporary or permanent denial of school-provided transportation.

3.8 Being Disrespectful toward a Scholar or any Staff member: If scholars do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Scholars may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school grounds including verbal, physical, written or electronic communication that is threatening or intimidating. Making inappropriate gestures, symbols, or comments, or profane or offensive language towards another student is prohibited.

3.9 Mistreatment or Inappropriate Use of Technology or School Property: Scholars must treat computers, and other technology with care. Achievers Early College Prep does not tolerate attempts to access the school's files or other inappropriate uses of technology or the internet. Scholars do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors.

3.10 Cheating, Plagiarism, or copying Others Work, or Allowing Others to Copy Work: Cheating or copying the work of others (or allowing other scholars to copy work) is unacceptable.

3.11 Unwanted/playing physical contact: pushing, touching, or any form of unwanted physical contact is not tolerated.

#### **4 Engaging in Violent, Disruptive, Threatening and/or possibly Illegal Conduct that could endanger the Safety, Morals, Health, or Welfare of Self or Others. Examples of such conduct include, but are not limited to:**

4.0 Dishonesty: Forgery, lying and omitting the truth are not only morally wrong but may also have a negative effect on school culture and our ability to keep our students safe and parents informed. Scholars may not engage in dishonest behavior.

4.1 Abusive or Profane Language or Treatment: Scholars may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist or homophobic remarks).

4.2 Fighting or Unwanted Physical Contact: Achievers Early College Prep scholars may not fight with other scholars – from the school or any other school.

4.3 Committing a Physical or Emotional Act of Violence on Self or Others: Scholars may not commit assault or battery, including sexual assault, on other scholars, school personnel or any other guests. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Scholars cannot engage in conduct that has the potential of resulting in violence on school property. Scholars can be disciplined for actions that threaten harm to themselves or others.

4.4 Violating the Civil Rights of Others: Scholars may not violate the civil rights of others.

4.5 Sexual Harassment: Scholars may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.

4.6 Engaging in Sexual Activity or Inappropriate Touching: A scholar may not engage in sexual activity of any kind or touch himself/herself or others inappropriately. Scholars may not use electronic or other devices to communicate inappropriate conversation of a sexual nature.

4.7 Indecent Exposure: Scholars may not expose the private parts of the body in any manner

4.8 Setting off a False Alarm or Making a Threat: Scholars may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat.

4.9 Theft, Loss, or Destruction of Personal or School Property: Scholars may not steal, lose, vandalize, or damage the property of the school, other scholars, school personnel, or Guests on school grounds or at school functions. In addition to facing other consequences for violation of this rule, scholars are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the School for lost, damaged, or stolen property.

4.10 Trespassing: Scholars may not trespass onto school or other connected property.

4.11 Gambling: Gambling or betting is prohibited.

4.12 Hazing: Scholars may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club or team.

4.13 HIB and/or Discrimination: Harassment or intimidation of or discrimination toward any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, sexual orientation or disability is not permitted. Scholars may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statement directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

4.14 Using, Selling, Possessing or Sharing Drugs, Vapes or Alcohol: Scholars may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substances commonly referred to as “designer drugs,” or other intoxicants of any kind. Prescribed and over-the-counter drugs must be delivered to the Nurse or Office Manager by a parent/guardian with a doctor-signed Medication Authorized Form. Scholars may not be in possession of prescribed or over-the-counter drugs.

4.15 Using, Selling, Possessing or Sharing Tobacco Products: The use of tobacco is banned. Scholars may not use or possess cigarettes, cigars, chewing-tobacco, or other tobacco products.

4.16 Inappropriately Using, Sharing, or Distributing Prescription and Over-the-counter Drugs: Scholars may not inappropriately use, share, or distribute prescription and over-the-counter drugs.

4.17 Selling, Using or Possessing Obscene Material: Scholars may not sell, use, or possess obscene material

4.18 Possessing, Displaying, Using, or Threatening to Use a real or MOCK Firearm: Scholars may not possess, display, use, or threaten to use a firearm.

4.19 Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object: Scholars are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him/her or his or her property.

4.20 Committing Arson: Scholars may not set a fire.

### **Tier 3. Detention**

Scholars may earn a detention if their conduct detracts from their ability or the ability of other members of the school community to learn. Teachers administer detentions to scholars and these include lunch detentions and after-school detention.

**When a scholar earns an after school detention, he or she must serve it that same day.** When a scholar earns an after school detention, parent/guardians will be informed that he or she has a detention and **must** remain after school until 4:00 p.m. During detention, scholars work silently after school.

Parents/guardians that have an emergency that might prevent their child from serving the detention must speak directly with a staff person in the Main Office.

### **Tier 4 (Reflection Day)/OSS**

#### **REFLECTION (ISS)**

When a scholar does not appropriately participate in class or display acceptable levels of respect, he or she will be placed in In-School Suspension. A scholar on Reflection is placed in a classroom other than their own, which is deemed appropriate by a Co-Director or his or her Designee. Scholars on Reflection may not remain in a school space without supervision for any period of time.

Additionally scholars on Reflection will serve one hour of detention at the end of the day. While a scholar is in In-School Suspension, he or she will not be permitted to participate in clubs.

Additionally, scholars who earn In-School Suspension must write letters of apology to all appropriate parties, write reflection essays rooted in our school values, and/or prepare for a public apology at our next grade-level or whole-school meeting.

**Please note that Achievers Early College Prep is mandated to report specific incidents of vandalism and violence in an annual report to the New Jersey Police Department and New Jersey Department of Education.**

### Short-term Suspensions (Less than 5 days)

*Short-term suspension* means the removal of a scholar for five consecutive school days or fewer from the general education program or the special education program but not the cessation of the scholar's educational services.

Scholars may lose Scholar dollars and earn a short-term suspension for behaviors including, but not limited to, to the following:

- Hazing/Harassment
- Extreme/Repeated Disrespect
- Truancy from School
- Gambling
- Vandalism/Graffiti
- Honor Code Violation
- Physical Fighting
- Sexual Harassment or Assault
- Gang-Affiliated Activity

In each instance of a short-term suspension, Achievers Early College Prep Charter School shall assure the rights of a scholar suspended for five consecutive school days or fewer by providing for the following:

- As soon as practicable, oral or written notice of charges to the scholar. When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided;
- An informal hearing prior to the suspension in which the scholar is given the opportunity to present his or her version of events regarding his or her actions leading to the short-term suspension and provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5:
  - The informal hearing shall be conducted by a Co-Director or his or her designee;
  - To the extent that a scholar's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the scholar may be immediately removed from his or her educational program and the informal hearing shall be held as soon as practical after the suspension;
  - The informal hearing shall take place even when a school staff member has witnessed the conduct forming the basis of the charge; and

- The informal hearing and the notice given may take place at the same time;
- Oral or written notification to the scholar's parents of the scholar's removal from the scholar's educational program prior to the end of the school day on which The Co-Director(s) makes the decision to suspend the scholar, which shall include an explanation of:
  - The specific charges;
  - The facts on which the charges are based;
  - The provision(s) of the code of scholar conduct the scholar is accused of violating;
  - The scholar's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.6; and
  - The terms and conditions of the suspension.
- Appropriate supervision of the scholar while waiting for the scholar's parent to remove the scholar from school during the school day; and
- Academic instruction either in school or out of school that addresses the Core Curriculum Content Standards.
  - Services shall be provided within five school days of the suspension.
  - Educational services provided to a scholar with a disability shall be provided consistent with the scholar's Individualized Education Program.
  - At the completion of a short-term suspension, a Co-Director shall return the scholar to the general education program.

A Co-Director shall report the suspension to the Board of Trustees at its next regular meeting. During the course of any short-term suspension, scholars may not participate in any extracurricular activities, or school functions

For a scholar with a disability, the provisions set forth above shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

### Long-term suspensions (More than 5 days)

*Long-term suspension* means removal of a scholar for more than five consecutive school days from the general education program, or the special education program, but not the cessation of the scholar's educational services.

A scholar who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless The Co-Director(s) determines that an exception should be made based on the circumstance of the incident and the scholar's disciplinary record. Such a scholar may also be subject to any of the disciplinary measures outlined elsewhere in this document, to referral to law enforcement authorities, and/or expulsion.

#### Disciplinary Infractions:

- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace tear gas, or other dangerous object of no reasonable use to the scholar in school. (The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a scholar who is determined to have brought a weapon to school must be suspended for at least one calendar year. This suspension requirement may be modified by school administrators, however,, on a class-by class basis. Weapon as used in this law means "firearm" as defined by 18 USC §3214(3)(d) effectuates this federal law.)
- Commit, or attempt to commit arson on school property;
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events;
- Assault any other scholar or staff member;
- Intentionally causes physical injury to another person, except when scholar's actions are reasonably necessary to protect himself or herself from injury;
- Vandalize school property causing major damage; or
- Commit any act that school officials reasonably conclude warrants a long-term suspension.

In addition, a scholar who commits any of the acts previously described as causes for short-term

suspension may, instead or in addition, be subject to a long-term suspension at the Co-Director's discretion.

In each instance of a long-term suspension, Achievers Early College Prep Charter School shall assure the rights of a scholar suspended for more than ten consecutive school days by providing the following:

- Immediate notification to the scholar of the charges, prior to the scholar's removal from school;
- An informal hearing prior to the suspension in which the scholar is given the opportunity to present the scholar's version of events regarding his or her actions leading to the long-term suspension and the school's actions district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
- Immediate notification to the scholar's parents of the scholar's removal from school;
- Appropriate supervision of the scholar while waiting for his or her parents to remove him/her from school during the school day;
- Written notification to the parents by a Co-Director, or his or her designee, within two school days of the initiation of the suspension, stating:
  - The specific charges;
  - The facts on which the charges are based;
  - The scholar's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.6; and
  - That further engagement by the scholar in conduct warranting expulsion shall amount to a knowing and voluntary waiver of the scholar's right to a free public education, in the event that a decision to expel the scholar is made by the School's Board of Trustees, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.5. The Board of Trustees shall request written acknowledgement of the notification of the provisions above from the parents and the scholar subsequent to the removal from the scholar's educational program.
- A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing;

- A scholar with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations incorporated by reference therein;
- Information on the right of the scholar to secure an attorney and legal resources available in the community;
- Educational services, either in school or out of school, that are comparable to those provided in the public schools for scholars of similar grades and attainments.
  - The services shall be provided within five school days of the suspension.
  - Achievers Early College Prep Charter School shall make decisions regarding the appropriate educational program and support services for the suspended scholar, at a minimum, based on the following criteria:
    - A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
    - The results of any relevant testing, assessments or evaluations of the scholar;
    - The scholar's academic, health and behavioral records;
    - The recommendation of the Co Director or other relevant school or community resource;
    - Considerations of parental input; or
    - Consultation with the Intervention and Referral Services team, as appropriate.
  - Educational services provided to a scholar with a disability shall be provided consistent with the scholar's Individualized Education Program, in accordance with N.J.A.C. 6A:14;
- A formal hearing before the Board of Trustees, which, at a minimum, shall:
  - Be conducted by the Board of Trustees or delegated by the Board to a Board committee, the Co- Director or an impartial hearing officer for the purpose of determining facts or making recommendations. The Board of Trustees as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action;
    - Include the opportunity for the scholar to confront and cross-examine witnesses, when there is a question of fact; and present his or her own defense and produce oral testimony or written supporting affidavits.
    - Take place no later than 30 calendar days following the day the scholar is suspended from the general education program;
    - Not be subject to the provisions of the "Open Public Meetings Act"; and
    - Result in a decision by the Board of Trustees, which at a minimum, shall be based on the preponderance of competent and credible evidence;
- A written statement to the scholar's parents of the Board of Trustees' decision within five school days after the close of the hearing that includes, at a minimum:
  - The charges considered;
  - A summary of the documentary or testimonial evidence from both the scholar and the administration that was brought before the Board of Trustees at the hearing;
  - Factual findings relative to each charge and the Board of Trustees' determination of each charge;
  - Identification of the educational services to be provided to the scholar, above;
  - The terms and conditions of the suspension; and
  - The right to appeal the Board of Trustees' decision regarding the scholar's general education program to the Commissioner of Education;
- Immediate return to the general education program if at any time it is found that the scholar did not commit the offense;
- For a scholar with a disability found not to have committed the offense, the scholar's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14; and
- At the completion of a long-term suspension, the Board of Trustees shall return the scholar to the general education program.

*Any appeal of the Board of Trustees' decision regarding the scholar's program shall be made to the Commissioner of Education.*

Suspension of general education scholars shall not be continued beyond the Board of Trustees' second regular meeting following the suspension, unless the Board of Trustees so determines. The Board of Trustees shall determine whether to continue the suspension based on the following criteria:

- o The nature and severity of the offense;
- o The Board of Trustees removal decision;
- o The results of any relevant testing, assessments or evaluations of the scholar; and
- o The recommendation of a Co-Director chief school administrator, principal or director of the alternative education program or home or other out-of-school instruction program in which the scholar has been placed.

*When the Board of Trustees votes to continue the suspension of a scholar, the Board, in consultation with the Co-Director(s), shall review the case at each subsequent Board of Trustees meeting for the purpose of determining:*

- The status of the scholar's suspension;
- The appropriateness of the current educational program for the suspended scholar; and
- Whether the suspended scholar's current placement should continue or whether the scholar should return to the general education program.

*When the Board of Trustees votes to continue the suspension of a general education scholar, the Board of Trustees, in consultation with the Co-Director(s), shall make the final determination on:*

- When the scholar is prepared to return to the general education program;
- Whether the scholar shall remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in (c)ii through iv above; or
- Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.5.

The Board of Trustees shall provide a general education scholar suspended under this section

with an appropriate educational program or appropriate educational services, based on the criteria set forth under (a)gii above, until the scholar graduates from high school or reaches the age of 20, whichever comes first.

- The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and N.J.A.C. 6A:14-2 and 4.3, whichever is applicable; or
- The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for scholars of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

For a scholar with a disability who receives a long-term suspension, the Board of Trustees shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the scholar's educational placement to an interim or alternate educational setting.

- All procedural protections set forth in N.J.A.C. 6A:14 and this section shall be afforded to each scholar with a disability who is subjected to a long-term suspension.
- All decisions concerning the scholar's educational program or placement shall be made by the scholar's Individualized Education Program team.

### Mandated Scholar Removals from General Education

By law, Achievers Early College Prep is required to immediately remove scholars from the school for certain offenses.

*Possession of a Firearm* - The Co-Director(s) shall immediately remove any scholar, other than a scholar with a disability, from the school's general education program for a period of not less than one calendar year if the scholar: is convicted or adjudicated delinquent for possession of a firearm on any school grounds, including on a school bus or at a school-sponsored function;

- is convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, including on a school bus or at a school-sponsored function; and

- is found knowingly in possession of a firearm on any school grounds, including on a school bus or at a school-sponsored function. Firearms are defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921.

The Co-Director(s) shall remove scholars with disabilities for offenses involving firearms in accordance with the provisions of N.J.A.C. 6A:14 and the applicable Federal regulations incorporated therein.

*Assaults with Weapons Offenses* – The Co-Director(s) shall immediately remove any scholar, other than a scholar with a disability, from the school’s general education program for a period of not exceeding one calendar year, if the scholar commits an assault with a weapon upon a teacher, administrator, board member, other employee of the school or another scholar on any school grounds, including on a school bus or at a school-sponsored function, according to the requirements of N.J.S.A. 18A:37-2.2 through 2.5. Assault is defined under N.J.S.A. 2C:12-1(a)1 and weapons includes, but is not limited to, those items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921.

The Co-Director(s) shall remove scholars with disabilities for assaults with weapons offenses in accordance with the provisions of N.J.A.C. 6A:14 and the applicable Federal regulations incorporated therein.

*Assaults on Staff Members* – The Co-Director(s) shall immediately remove any scholar, other than a scholar with a disability, from the school’s general education program if the scholar commits an assault not involving the use of a weapon or firearm, upon a teacher, administrator, board member or other employee of the school acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to AchieversECP Assault is defined under N.J.S.A. 2C:12-1(a)1.

The Co-Director(s) shall remove scholars with disabilities for assaults on staff members in accordance with N.J.A.C. 6A:14.

## Expulsions

*Expulsion* means the discontinuance of educational services or the discontinuance of payment of educational services for a scholar.

In accordance with N.J.S. 18A:37-2, scholars may be expelled from the charter school for any of the following reasons: (note: though the law refers to expulsion from New Jersey schools in general, for the purposes of this document, expulsion shall here refer merely to the expulsion of a scholar from this charter school).

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person, having authority over him/her;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil;
- Taking, or attempting to take, personal property or money from another pupil, or from his or her presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by The Co-Director(s) or other person then in charge of such building or facility;
- Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- Incitement which is intended to and does result in truancy by other pupils; and
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

AchieversECP may expel, that is discontinue the educational services or discontinue payment of educational services for, a general education



scholar from school after the Board of Trustees has provided the following:

- The procedural due process rights set forth at N.J.A.C. 6A:16-7.3 and 7.4, subsequent to a long-term suspension, pursuant to N.J.A.C. 6A:16-7.3; and
- An appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f).
  - o The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14; whichever are applicable; or
  - o The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for scholars of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

Any appeal of the AchieversECP Board of Trustees' decision regarding the cessation of the scholar's general education program shall be made to the Commissioner of Education.

- The AchieversECP Board of Trustees shall continue to provide an appropriate educational program or appropriate educational services, in accordance with N.J.A.C. 6A:16-7.5(a)2, until a final determination has been made on the appeal of the district board of education's action to expel a scholar.

An expulsion of a scholar with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

## **DISCIPLINE OF SCHOLARS WITH SPECIAL NEEDS**

ACHIEVERS EARLY COLLEGE PREP WILL UPHOLD THE SPECIFIED DISCIPLINARY POLICIES AND PROCESSES OUTLINED IN THE INDIVIDUAL EDUCATIONAL PLANS (I.E.P.) OF A SCHOLAR WITH A DISABILITY. OTHERWISE, SCHOLARS WITH SPECIAL NEEDS WILL BE HELD TO THE CODE OF CONDUCT AND DISCIPLINE SYSTEMS OUTLINED IN THIS DOCUMENT.

## **Other Systems of Discipline**

### Restoration

If a scholar commits any of the above-mentioned infractions repeatedly, that scholar may be required to participate in a Weekend Detention also known as Restoration. The purpose of Restoration is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated expectations and school rules. Restoration can be used as a disciplinary action option in lieu of in-school or out-of-school suspension. This option keeps scholars from losing instructional time and keeps them in school.

### Public Apologies

Achievers Early College Prep believes in the idea of community—that we are all responsible for our actions and how they impact others. Therefore, it may be required that scholars publicly apologize if they have committed an infraction of the Code of Conduct. In a proper apology, a scholar must articulate what he or she did wrong, demonstrate an understanding of how he or she broke one of the core values that he or she had pledged to live by, and show how he or she will act differently in the future. This public apology will also be accompanied by a written reflection of the same content. The Co-Director(s) or his or her Designee will work with the scholar on the public apology and/or reflection.

## **How Scholars Earn Scholar Dollars or Loses Scholar Dollars**

### Attendance

A primary expectation of Achievers Early College Prep scholars is that scholars are in class as much as possible. Scholars who have an unexcused absence will **LOSE \$10** or an unexcused tardy will result in a **\$10 loss** for the day as we believe (and research has shown) that for a scholar to learn, he or she must be in school.

## Homework

A scholar can earn Scholar dollars for completing all of his or her homework and for completing a course assignment exceptionally well. In order to earn dollars, homework must be complete in all of the scholar's classes and according to Achievers Early College Prep expectations (neat, on-time, and best effort).

Homework completion will be determined at the discretion of the teacher, based on a scholar's genuine effort. Dollars will be lost when scholars do not attempt a homework assignment at all. Scholars will not earn Dollars for partially completed assignments if the work exhibits best effort. However, scholars will earn Dollars for assignments completed in only some of the subject areas but not others. Homework must be turned-in upon entering in morning Brain breakfast.

## Scholar Dollar Earnings

Scholars can earn Dollars in one of two ways. First, scholars can receive Dollars when a scholar meets expectation. Second, a scholar can earn additional Dollars if he or she goes above and beyond normal expectations and acts in a way that demonstrates our Core values

## Eligibility for Dollars Rewards

- Scholars must maintain a minimum of 75 Dollars in order to be eligible for Scholar Dollars Rewards.

## **Dress Code**

Often a scholar's appearance reflects his or her attitude. Generally speaking, scholars who care about the way they look also care about the way they behave and are concerned about their academic studies. Since one of our goals is to promote a feeling of pride, scholars are expected to wear the proper school uniform each day and to come to school clean and well groomed.

Scholars must remain in uniform at *all times* while on campus. All scholars must arrive each morning on campus in uniform. Any scholar who arrives on campus out of uniform is expected to change and may given detention for the day. (Please note that those scholars who acquire 12 or more unexcused absences jeopardize their promotion.

## Uniform Guidelines

**AchieversECP uniforms must be purchased at Bits & Pieces:** Address: 104 E State St, Trenton, NJ 08608  
Hours: Monday-Friday (10am-5:30pm), Saturday & Sunday (CLOSED) Phone: (609) 392-6500

**Top:** Medium Dark Gray polo shirt with AchieversECP logo & shirt must be tucked in.

**Belt:** Solid black or brown only without designs or words with buckle.

**Girl Bottoms:** · 6<sup>th</sup> grade Tan uniform pants 7<sup>th</sup> grade Black uniform pants 8<sup>th</sup> grade Tan uniform pants (no skinny pants) ·

**Boy Bottoms:** · 6<sup>th</sup> grade Tan uniform pants 7<sup>th</sup> grade Black uniform pants 8<sup>th</sup> grade Tan uniform pants worn at the waist ·

**Shoes:** Black sneakers or shoes only. (flats, boots) NO sandals, slippers, or slides.

**Socks:** Solid black, grey or white only

**Undershirt:** \*Scholars may only wear plain white, black navy or grey shirts underneath their uniforms.

\*No other non-uniform items may be worn in the classroom (including fanny packs). Inside the building, Achiever Scholars must remove all coats and non-Achiever Scholars outerwear, sweatshirts accessories.

**\*The goal is to keep from distracting yourself and others while at school.**

## **Friday Dress:**

Achiever Scholars may earn the privilege of wearing college or university t-shirts, earned grade-level t-shirts, or other attire indicated by official school notification. - The same rules apply to bottoms, shoes and accessories. **Jeans Days:** On designated days, Achiever Scholars will be allowed to wear jeans, either for a fee for a school-wide fundraiser or as a reward. These dates will be communicated to Achiever Scholars and parents ahead of time.

## Out of Uniform

- a. Scholars may **not** wear hooded shirts or sweatshirts under their Achievers Early College Prep shirts.
- b. Coats, non-school sweatshirts, or any other outerwear, are not permitted to be worn during school hours or taken anywhere in the building at any time and must be left in the locker all day.
- c. Shirts must always be tucked in whenever scholars are on school grounds for both male and female scholars.
- d. Scholars may not cut, tear, color in, draw on, or otherwise alter their uniform shirts.
- e. When wearing short-sleeved shirts, please ensure that oversized t-shirts are not worn underneath.

### 2. Pants

- a. Pants must be worn at waist level. Sagging is not permitted at Achievers Early College Prep.
- b. Capri pants and shorts are not permitted.
- c. Pants may not have tears or holes.
- d. No pockets, loops or straps on pants can be below the hip level.
- e. Pants must not be too baggy or too tight.
- f. Boys and girls must wear a solid black or brown belt. Belts may not hang down below the waist. Chains, studded belts, and belts with large, blinking, and/or otherwise unprofessional buckles may not be worn.
- g. Scholars may not cut, tear, color in, draw on, or otherwise alter their uniform pants.

### 4. Shoes

- a. Scholars must wear ALL black sneakers or black shoes /boots at all times.
- b. Closed-toe shoes must be laced up, with tongue inside, and tied securely.
- c. Black, navy white or grey socks will be wore with shoes or all black sneakers
- d. Boots, heels, Uggs, and open-toed shoes (sandals, flip flops, etc.) may not be worn.

### 5. P.E. Attire

- a. Scholars must should wear AchieversECP gym t-shirts for Physical Education classes. Scholars may not alter the P.E. attire in any way.

### 6. Jewelry and Make-Up

- a. Earrings must be smaller than a nickel.
- b. Sunglasses may not be worn over the eyes or as an accessory.
- c. All necklaces must be tucked inside the shirt at all times throughout the day.
- d. No heavy make-up is permitted. Those wearing excessive make up will be made to remove it. Make up, perfume, lotion or any other cosmetics are never to be applied anywhere but in bathrooms.
- e. Distracting bracelets and wrist wear are prohibited.

### 7. Hair and Head Coverings

- a. No hats or other head coverings are permitted, including scarves, headbands, and bandanas are permitted in the building. They must be removed before entering.
- b. Those who need religious exceptions should notify the school at the beginning of the year.
- c. Hair is to be neatly groomed at all times.

### 8. Distracting Clothing

- a. Any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process will not be permitted.

### Formal Attire

Achievers Early College Prep scholars will dress in formal attire for “First Fridays” on the first Friday of each month as designated by The Co-Director(s) and/or his designee.

### **Scholar Rights**

In all matters regarding discipline, all members of the Achievers Early College Prep community have the right to:

- Advance notice of behaviors that will result in suspension and expulsions. These behaviors are identified within this Code of Conduct;
- Education that supports scholars' development into productive citizens;
- Attendance in a safe and secure school environment;
- Attendance at school irrespective of scholars' marriage, pregnancy or parenthood;
- Due process and appeal procedures pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request;
- Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2 (b)3. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request; and

Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Scholar Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of scholar alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Scholar Records; as well as other existing Federal and State laws pertaining to scholar protections. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request.

## SCHOOL WIDE EXPECTATIONS

*In order to ensure that we maximize our learning time, Achievers Early College Prep has established norms for operating within any Achievers Early College Prep classroom and circumstance.*

### School-wide Norms

Achievers Early College Prep scholars will:

- Follow directions the first time they are given.
- Enter class prepared with the necessary materials for learning.
- Act professionally and respectfully towards all persons, property and spaces.
- Maintain professional posture and appropriate eye contact at all times.
- Self-monitor volume at all times.
- Code-switch, speak in Standard English at all times.

### Coat/bag Hook Use

Achievers Early College Prep provides each scholar the opportunity to use a Coat/bag Hook each year to store coats, bookbags and other class materials while in the school. Coat/bag Hooks are assigned by AchieversECP staff in the beginning of the school year and are for scholar use during the academic school year.

Achievers Early College Prep is not responsible for any missing/lost/stolen items that disappear from the Coat/bag Hook. Scholars will be permitted to access their Coat/bag Hook at specified times during the day.

### Restroom Use

Scholars may only use the bathroom after the first 15 minutes of class and before the last 15 minutes of class.

One scholar at a time from each class will be permitted to use the restroom. Before leaving the class (for any reason), scholars must take the classroom's pass. They must be mindful of their time using the restroom, as others are often waiting their turn.

Before returning to class from the restroom, every Achievers Early College Prep scholar is expected to inspect the bathroom to ensure that it is cleaner than he or she found it.

## School-wide Gatherings & Enrichment Programs

### Community Circle

Achievers Early College Prep will hold Community Circle at least once per week Led by the Co-Director(s), Dean or a designated leader or student team, we discuss issues related to our core values, conduct mini-competitions to demonstrate mastery of skills, give presentations on student-based activities and clubs, present college-readiness information, celebrate community successes and host visitors from near and far.

### Community Service

In order to teach scholars to be contributing and respectful members of their local and broader

community, Achievers Early College Prep encourages all scholars to participate in community service opportunities.

### **Food**

The appropriate time for food and drink is during lunch. Drinks may not be brought to school in a glass container. Drinks in cardboard or plastic containers must be in an original, sealed container upon arrival at school and remain unopened until lunchtime. **Chewing gum, sunflower seeds, candy, and soda are not allowed at any time.**

Lunches are not to be brought to school during the middle of the school days. Such interruptions to the school schedule can be distracting. Lunch will be provided for scholars who forgot their lunch (the cost will be added to the scholar bill where applicable).

### **Chores**

As a part of the Achievers Early College Prep community, scholars are expected to pitch in and help out with keeping the school clean. Just like at home, scholars will have chores to do around the school. In addition, community service work around the school may be assigned as a consequence for violation of the Code of Conduct.

### **School Phone Usage**

Although Achievers Early College Prep Charter School aims to have as much communication as possible with its families, the school must confine scholar phone usage to those situations that stem from health and safety issues, emergencies, or when scholars need to contact parents to let them know they must stay after school for a detention received that day.

Scholars and their parents must arrange pick-up times in advance of school and should not come to expect a daily phone call. In addition, parents should not rely on Achievers Early College Prep staff to relay messages to their children during school hours except in emergency cases. Relaying messages to scholars during the school day is highly disruptive to the learning environment. Therefore, only messages regarding true emergencies will be taken.

### **Adult Supervision**

Scholars are required to have passes any time that they are in the building or on campus and not under direct adult supervision. If school is in session and a scholar is out of his or her classroom or lunchroom without a pass he or she is deemed, by definition, to have left adult supervision without permission and appropriate disciplinary action will be taken, including possible suspension.

### **Technology and Internet Use**

Achievers Early College Prep Charter School is committed to the effective use of technology to enhance both the quality of scholar learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our scholars. Safeguards also protect the school's investment in the hardware and software, ensure the benefits of technology and prevent negative side effects.

All scholars will treat school technology- and all school property- with care and respect. Degrading, vandalizing or disrupting equipment, software or system performance or the data of another will result in swift and immediate disciplinary action up to and including suspension and expulsion.

#### School Computers

Scholars are responsible for exhibiting good behavior as they use computers at school. Computer files, including e-mail, are not private. The use of the school computers and networks, computer software, data files, Internet access, and intellectual property is a privilege and is intended for educational purposes only. The privilege may be revoked or other disciplinary action taken for violation of any of the following rules.

Scholars may NOT:

- Share computer account IDs and passwords except when authorized.
- Create, copy, receive, or use data, language, or graphics that are obscene, abusive, or otherwise inappropriate at school.

- Access, change, or delete computer programs, data files or electronic mail without expressed permission.
- Remove or destroy the school's computer hardware or peripherals (printers, monitors, modems, cables, connectors, etc.)
- Remove or destroy computer software or data files owned by the school or other persons.
- Violate or attempt to violate the security of the computer/network systems.
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems.
- Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software.
- Use computers, computer networks, or computer peripherals (printers, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way.

It is the policy of Achievers Early College Prep Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. Achievers Early College Prep Charter School has the duty to investigate any suspected violations of this policy.

#### Definitions

Key terms are defined in the Children's Internet Protection Act.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research of other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of Achievers Early College Prep Charter School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Supervision and Monitoring

It shall be the responsibility of all the members of Achievers Early College Prep Charter School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of designated representatives.

#### No Expectation of Privacy

Given valid reason, Achievers Early College Prep Charter School may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Achievers Early College Prep Charter School may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the school. The school may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive

information that is not more readily available by some other less intrusive means.

## Scholar Cell Phones and Other Electronics

Scholars are allowed to possess a personal cell phone on campus, but the cell phone may never be taken out on campus. Cell phones may not be used at any point on campus. If a scholar has a cell phone it may not be seen or heard or a Achievers Early College Prep faculty member will confiscate the phone immediately. Confiscated cell phones will be returned to Caregivers. Our school's authority to implement and enforce a policy related to cell phone usage (including confiscating cell phones) is pursuant to its common law responsibility to maintain a safe and orderly environment at the school. In addition, it is consistent with the statute prohibiting the possession of pager devices on school grounds, N.J.A.C. 6A:16-5.8.

Cell phones are not to be used as clocks, mp3 players or cameras; there is no acceptable use of a cell phone during the academic day. **Scholars acknowledge that cell phones should not be visible at any point during the school day, including lunch periods. Achievers Early College Prep faculty members will not draw distinctions between phones that are being actively 'used' or not.**

Parents who need to speak with their son or daughter during the day may call the Main Office. Scholars may return parent calls using an office phone. Should a scholar need to contact a family member, younger sibling, etc. during the school day, they should resolve this situation by speaking with a faculty member and using an office phone.

### Portable Gaming Policy

PSPs and other hand-held gaming devices are not allowed in school and may not be used as personal music players at any time.

### Personal Music Players (iPods, mp3 players, etc.)

Personal electronics of any kind, including personal music players are not permitted on Achievers Early College Prep's campus at any time before, during, or after the school day

**While the Achievers Early College Prep will take every reasonable effort to securely store any confiscated personal property, note that AchieversECP is not responsible for property that is lost, damaged, stolen or misplaced after being confiscated by a staff member.**

If scholars do not agree with this policy, they are advised not to bring personal electronics or cell phones to school. Scholars store personal technology items on campus at their own risk.

## Supplies

Scholars will need a backpack to tote their materials to and from school. In addition, scholars need to have the following supplies at home to complete their homework:

- Access to a Computer
- Access to the Internet
- Lined Paper
- Erasers
- Glue/Tape
- Calculator
- Markers
- Pencils
- Pens
- Highlighters
- Post-its
- Protractor
- Ruler
- Scissors
- Stapler

## Textbook/Book Policy

### Use

Achievers Early College Prep may provide scholars with multiple books throughout the year to use for their studies. All textbooks and novels that are issued to a scholar are the property of Achievers Early College Prep and are loaned to the scholar for use during the school year. Each teacher who issues a book to a scholar will keep a record of the book, the scholar will be responsible for returning it. These textbooks are costly and the school trusts scholars with their care. Novels are considered textbooks. Report cards may be withheld for unreturned books.

- Scholars are responsible for the care and maintenance of their textbooks throughout the year. Achievers Early College Prep will hold

financially responsible any scholar who misplaces or damages an assigned textbook.

- Achievers Early College Prep will give scholars charge over a particular, assigned textbook. That same text, signed out under a scholar's name, must be returned at the end of the year. If the book is lost or damaged, a fine will be imposed. If a scholar returns a different text at the close of the year, that scholar will be held financially responsible for replacing the assigned text. Fines must be paid before the scholar's report card or transcript is issued to him/her. Books lost during the year must be paid for before a new book is issued.

## Parent-Teacher Conferences

Conferences are held three times per year—at the conclusion of the first, second and third marking periods. During Parent-Teacher Conferences, each parent/guardian will have the opportunity to discuss the progress of his or her child with the teachers. Parents/guardians will also problem-solve with the help of the teacher and the suggestions of the teacher to determine strategies to maximize the performance of his or her child.

**Attendance at Parent-Teacher Conferences is mandatory.**

If for some reason, a parent/guardian is unable to attend a conference, report cards must be picked up in the main office within two (2) school days.

## Building Safety and Security School Closing

In the event that school is cancelled or has a delayed opening because of inclement weather, parents will be notified in the following ways:

- Automated telephone call to your home by 6:00 a.m., and/or
- Posting of the delay/closing on [www.AchieversECP.org](http://www.AchieversECP.org)

If for any reason, Achievers Early College Prep has an emergency closing during the school day (e.g. snowstorm, power outage, etc.), the school staff will notify the parents/guardians. In the event of

extreme delay, parents/guardians of each child will be notified by way of a call or text. Please ensure we have updated contact information. It is imperative to make arrangements with family and/or neighbors to care for your children if you will not be home.

## Emergency Evacuation Procedures

The following procedures will be in effect in the case of an emergency.

### Evacuation

- All scholars will exit building. Teachers will exit with scholars and accompany scholars to the designated emergency site.
- Teachers will have roll books.
- The Co-Director(s) will coordinate the task of contacting scholars' parents/guardians as needed.

### Parent Pick-Up

- The Co-Director(s) and/or designee will call local radio and television stations to report when parents should pick up their children.
- Parents should not go to the school.
- Parents should not call the emergency site – all communication lines must be left open – please tune in to your radio and/or television station.
- All scholars and staff will be directed to the emergency site.

## Fire Safety and Evacuation Procedures

Any time the fire alarm goes off (including regularly scheduled fire drills), scholars must obey the following procedures:

- Line up immediately, silently and in the designated order
- Walk silently to the designated exit and line up outside
- Remain silent and await further instructions

## Pick-Up Procedures

To ensure the safety of our scholars, the following procedures must be followed if the



adult picking up a scholar under the age of 17 is not a parent or guardian:

- All parents/guardians must provide the office with an authorized list of person(s) designated to pick-up their child.
- The designated person will need to present a valid photo I.D. when picking up the scholar.

## Scholar Health

### Reporting to the Nurse

The nurse and/or first aid certified staff member are available for treatment of minor injuries or illnesses and for discussion of any health concerns that occur during the school day or on a school sponsored trip. A scholar may report to the health office with the consent of his or her teacher, documented with a pass or prior phone contact to the nurse. A parent/guardian will be notified if care beyond first aid is required or if a child is too ill to remain in school. Once notified, it is the responsibility of the parent to arrange for immediate transportation if the scholar is to be excluded from school. If guardians, physicians, or other persons designated by the parent cannot be contacted, the school nurse will take whatever action is deemed necessary in her judgment for the immediate health of the scholar. **Diagnosis and treatment of illness are not the responsibility of the school. Any diagnosis/further treatment will be the responsibility of the parent/guardian and private physician/certified nurse practitioner.**

### Medical Emergency

In a true medical emergency, 911 will be initiated first, and then a parent/guardian will be notified. Hospital policy requires that the parent/guardian report to the emergency room immediately to authorize care. Achievers Early College Prep will not be financially responsible for the emergency care and/or transportation for the scholar.

### Communicable Diseases

Achievers Early College Prep recognizes that health is essential to the education and well-being of its scholars and staff. Therefore, it is necessary that a scholar with a communicable disease be excluded from school until the danger of contagion has passed. Please know that Achievers Early College Prep will follow all recommendations of the State

and Local Health Departments in the event of a contagious disease incident.

Notify the school nurse if your scholar becomes ill at home. The school may request a note from the scholar's health care provider stating that the condition is no longer contagious and/or be evaluated by the school nurse before the scholar can be readmitted to class. With any illness, a scholar should be free of fever for 24 hours (without the administration of any fever reducing medication) before returning to school.

### Medication Administration

Whenever possible, medication should be administered prior to and after school hours. However, Achievers Early College Prep recognizes that under certain circumstances, a scholar's attendance/education is contingent upon the receipt of medication during school hours or on school sponsored trips. **ONLY A PHYSICIAN MAY AUTHORIZE THE SCHOOL NURSE TO ADMINISTER ANY MEDICATION (PRESCRIPTION OR NON-PRESCRIPTION).** A "Request for Medication Administration" form must be completed by the scholar's health care provider, signed by the parent/guardian, and remain on file in the scholar's school health record for all medication administration. This form may be obtained from the school nurse. Medication must be brought to school by the parent/guardian in the original bottle and properly labeled by a registered pharmacist with the scholar's name, name of medication, and dosage.

**Except those medications for life threatening conditions (refer to provisions below), all medications, including non-prescription, must be stored in the health office and administered by the school nurse. Scholars are not to carry medications of any kids or self-administer medications during school hours or on school sponsored trips without proper physician documentation and the knowledge of the school nurse.** Additionally, we request that you inform the school nurse of any medication changes or any additional medications administered at home that may cause side effects or a change in behavior while at school.

### Health Examinations

**Please be advised that admission to Achievers Early College Prep is conditioned upon the parent/guardian providing written**

**documentation of the following health requirements.**

**ALL SCHOOL ENTRY PHYSICALS MUST BE PERFORMED BY THE SCHOLAR'S OWN HEALTH CARE PROVIDER.**

1. Completion of the "Annual Physical Evaluation" form by your licensed physician or certified nurse practitioner. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. (Medical examinations are also strongly recommended at the following developmental stages: pre-adolescence (grades 4-6), and adolescence (grades 7-12).

\*\*\*Pre-participation sport physicals are required annually for participation on an extra-curricular sports team.\*\*\*

2. Proof of appropriately spaced immunizations including the date, month, and year of each administration.

a) DPT Vaccine (4 doses; the last dose administered on or after the child's 4<sup>th</sup> birth date) Alternately, a child with any total of 5 doses will also be in compliance.

b) \*\*\*Tdap booster (1 dose) for a scholar entering Grade Six or on the 11<sup>th</sup> birthday, given no earlier than the 10<sup>th</sup> birthday.

c) Poliovirus Vaccine (3 doses; the last dose administered on or after the child's 4<sup>th</sup> birth date) Alternately, a child with any total of 4 doses will also be in compliance.

d) MMR Vaccine (2 doses, the first dose administered on or after your child's 1<sup>st</sup> birth date).

e) Hepatitis B Vaccine (3 doses).

f) Varicella Vaccine (1 dose, administered on or after the child's 1<sup>st</sup> birth date) or proof of disease.

g) \*\*\* Meningococcal Vaccine (1 dose) for scholars entering Grade Six or on the 11<sup>th</sup> birthday, whichever comes first.

OR

a) A written statement to the school, signed by the parent/guardian, that explains how the administration of immunizing agents conflict with your child's exercise of religious tenets and practices.

b) A written statement from a licensed physician or nurse practitioner that the immunization is contraindicated for medical reasons. The medical contraindication must state both the reason and length of the medical contradiction.

An official school record (A-45), a record from any health department, an immunization record from a licensed physician or certified nurse practitioner, or an official record from the New Jersey Immunization System can be accepted as evidence of a child's immunization history.

Immunizations can be provided free of charge for children that reside in the city of Trenton. If this is of interest to you, contact the City of Trenton, Division of Health by calling (609) 989-3242.

Tuberculin Skin Testing

Achievers Early College Prep requires proof of tuberculin skin testing and medical evaluation (if the reaction is > 10 mm) for scholars transferring directly from an identified high TB incidence country. The school nurse will contact you directly if this is a requirement of your child.

Emergency Administration of Medication (N.J.S.A. 18A:40-12.5, 12.6)

As according to New Jersey State Law, Achievers Early College Prep permits the self-administration of medication by a pupil for potentially life threatening illnesses only (asthma, anaphylaxis). Additionally, the school nurse may designate another employee of the school to administer epinephrine via an auto-injector to a pupil for life threatening anaphylaxis when the scholar does not have the capability of self-administration and the school nurse is not physically present at the scene. The school's "Self Administration of Medication" form must be completed by the scholar's health care provider, signed by the parent/guardian and scholar, and remain on file in the scholar's school health record. This form may be obtained from the school nurse. Medication must be provided by the parent/guardian, properly labeled by a registered pharmacist with the scholar's name, name of medication, and dosage.

Emergency Contact Forms

In order to provide care in the case of accident or sudden illness, a completed "Health Office Emergency Contact" form should remain on file in the Health Office. When completing this form, list only those persons who are available during school hours to assume responsibility/care for your child should he or she become ill or injured.

Please contact the school as soon as possible should there be any changes in emergency contact information.

### Health History

In order to assess your child's individual health needs, provide comprehensive health care, and develop/maintain a permanent health record, it is necessary for the "Health History" form to be completed. The parent/guardian is responsible for notifying the school of any change in scholar's health or medication.

### Health Screenings

The school nurse will provide the following preventive screenings: measurement of height and weight, BMI calculation, blood pressure, vision, and hearing. Scholars will be evaluated for scoliosis (curvature of the spine) every other year. You will be notified in writing if further evaluation by your personal care provider is recommended.

### Physical Education

A note from the scholar's private health care provider is required to be excused from Physical Education. This written statement must state length of time that the scholar is to be excluded and/or what limitations/modifications are required.

Should you have any questions about any of the above, please contact the school nurse.

## **Child Study Team**

The Child Study Team professional staff consists of a school psychologist, the school social worker, and a learning disabilities teacher/consultant, as well as a special education and regular education teacher. The Co-Director(s), school nurse, and other Faculty members will attend meetings as deemed necessary. A speech language specialist, occupational therapist, or other specialist will be a member of the Child Study Team professional staff as necessary.

The purpose of the team is to work together with the parent/guardian to identify, evaluate and determine a scholar's eligibility to receive special services, develop and review the individualized

education program (IEP), and place the scholar in an appropriate program.

The Child Study Team uses the results of an initial evaluation, an annual review, or a re-evaluation to determine what kinds of services are needed for each scholar. Parents' concerns regarding their classified child or their child's possible disability should be brought to the attention of the Child Study Team via the School Social Worker.

## **Intervention & Referral Services (I&RS)**

New Jersey law requires all public schools to establish and implement a coordinated system of intervention and referral services. Achievers Early College Prep's Intervention and Referral Services (I&RS) Committee is a multidisciplinary team whose purpose is to plan, organize, and implement programs of intervention and referral services designed to assist scholars who are experiencing academic, social, emotional, behavioral, or health concerns, and to support staff members in addressing scholars' individual needs. Basically, the committee provides scholars and their teachers with interventions and support to assist in scholar learning. Services are provided to aid scholars in the general education program. Because the emphasis is on early identification and intervention, the I&RS Committee will most often be the first referral for assistance regarding a scholar. However, it is important to note that a scholar who is suspected of having a disability that requires special education services will be referred directly to the child study team without delay. The Instructional Dean serves as the coordinator of the I&RS team.

## **Family Involvement**

Parent volunteerism is welcomed at Achievers Early College Prep. Working together to accomplish common goals creates school pride and spirit. Therefore, we encourage parents/guardians to volunteer their time to Achievers Early College Prep as they are able. Parents/guardians who wish to volunteer their time may contact the Operations Manager for more information.

## **Grievance Procedure**

In accordance with the Charter School Program Act of 1995, the Board of Trustees must establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the charter school. The committee addresses complaints alleging violations of the Act and makes non-binding recommendations to the Board of Trustees concerning the disposition of complaints.

Advisory Grievance Committee

There shall be a committee of four persons to consider all complaints alleging a violation of the AchieversECP Charter. Two members of the committee shall be staff members selected by the school’s faculty and two members shall be parents selected by the parents of children enrolled in the school. Terms shall be for one year.

The following steps will be taken to address a grievance:

1. Written description of the grievance including the name, address, and telephone number of the grievant, his or her role (parent, scholar, teacher, or other), the alleged violation and the remedy or relief sought, along with any supporting documentation, to be presented by the aggrieved party to the grievance committee no later than one month after the fact. Forms are available in the school’s main office.
2. Committee review of the grievance and all supporting materials along with interview of the aggrieved and other relevant parties within one month's time.
3. The Advisory Grievance Committee makes its decision and nonbinding recommendations concerning the disposition of the complaint known to the school’s Board of Trustees. Committee decisions should be completed within one week's time unless there is a call for more information, in which case the process starts again with step (2).
4. The Board of Trustees considers the recommendations of the Grievance Committee at its next regularly scheduled meeting and renders a decision.
5. If the Board decides wholly or partially for the aggrieved, any remedial action is to be taken as expeditiously as possible.

6. If the aggrieved is dissatisfied with the Board's decision, an appeal may be made to the Commissioner of Education.

**Transfer Procedures**

If a parent wishes to transfer a scholar to another school, parents should notify The Co-Director(s) and the main office at least two weeks in advance whenever possible. Scholar withdrawal forms need to be completed by parents. All school-owned property (e.g. books) must be returned or paid for before leaving. Scholar records will be held until all books are returned and all fines are paid.

**Other Rules**

Achievers Early College Prep has the right to create, establish or amend school rules as the school organization sees fit.

**Breakfast/Lunch Application**

Parents are able to complete the meal applications online. You will need your Parent portal login contact the main office for assistance. If you prefer a paper copy please contact the main office and one will be provided. You must complete the application as soon as possible. Once eligibility has been determined, you will be expected to pay for any breakfast/lunches already provided. Meal prices are as follows:

<b>Breakfast</b>	<b>Lunch</b>
Reduced: 0.30/day	Reduced: \$0.40/day
Regular \$1.60/day	Regular \$2.95/day

**Virtual Expectations**

Virtual Uniforms

Students will be required to wear their Achievers uniform shirt while participating in online classes. They may wear any bottoms.

Virtual learning Expectation

- Parents should set up a workstation for students at home.
- Scholars **must** arrive to class **MUTED** and **ON TIME!**
- Students are expected to **log into every class and submit the work for each class by 5 PM.**
- Students will have off-camera breaks between classes (during transition times), but **cameras must be on at all times during instruction**

### Meal Expectations

- Grab & Go meal will be available for pick up on Mondays for (M, T & W) & Thursdays for (TH,F)

### Behavior Expectations

Students must follow Virtual class rules and expectations just as if they were in a traditional classroom. Failure to follow the rules may result in loss of scholar dollars, being asked to log out of the class, or a phone call to parents just to name a few.

Students must not share inappropriate material or invite other guests.

### **Hybrid expectations**

#### Daily Screenings

All health checks will be conducted in accordance with all applicable privacy laws and regulations and in accordance with state and federal guidance. Screening For Symptoms Throughout the Day

- All families will be required to complete daily screening via the *Return Safe* App BEFORE coming to school
- Staff will check students for symptoms upon arrival
- Symptoms-monitoring and temperature checks with no-touch thermometers. Staff will also be similarly monitored for symptoms themselves upon arrival.
- If signs are observed, the results will be documented and escalated to the appropriate school and local officials

### Facilities Expectations

- All indoor facilities will have adequate ventilation, and will uphold systems for opening windows whenever possible and maintaining and replacing AC unit filters regularly
- In any office where 6ft will be difficult to maintain (i.e. main office, dean's office, etc.), there will be physical barriers to partition individuals
- **Cleaning and Disinfection Schedule:** Daily, Wednesdays and Friday Evening will be reserved deep cleaning

### Sick Students

Sick Child Protocol	
Arrival	<ul style="list-style-type: none"> <li>● Students with fevers may not enter the school building</li> </ul>
Isolate	<ul style="list-style-type: none"> <li>● If teacher observes COVID symptoms or student reports COVID symptoms, student goes immediately to Isolation Room</li> <li>● Nurse and student perform hand hygiene and don appropriate PPE</li> </ul>
Examine	<ul style="list-style-type: none"> <li>● Take temperature using no-touch thermometer</li> <li>● Observe/ask about the following symptoms:               <ul style="list-style-type: none"> <li>○ Rash appearing on skin</li> <li>○ Dry cough</li> <li>○ Flu-like symptoms: chills, muscle/body ache, lethargy, loss of taste and smell, headache, chest pain/difficulty breathing, etc.</li> <li>○ Nurse will prioritize observing for certain symptoms</li> </ul> </li> </ul>
Determine Next Steps	<p><b>COVID symptoms</b></p> <ul style="list-style-type: none"> <li>● Send home if:               <ul style="list-style-type: none"> <li>○ Fever over 100.4 degrees</li> <li>○ 2 COVID-like symptoms (dry cough + headache)- even if no fever</li> </ul> </li> <li>● Communicate COVID symptoms to Director of Operations</li> </ul>

### Social Distancing

- When possible 6ft distance will be maintained between desks. When 6ft distances is not possible desks will be fitted with plexi-glass shields on 3 sides for barrier protection
- Where possible, a 6ft circulation path around the perimeter to the door will be maintained, for students to exit/enter the classroom during instruction.
- Where possible, circulation space will be left in front of the white board for teachers and around exits.
- A sanitization station will be placed inside the classroom, near the door

### Face Covering

Appropriate masks must be worn unless eating breakfast or lunch

### Meal Expectations

- Grab & Go meal will be available for pick up on Mondays for (M, T & W) & Thursdays for (TH,F)

### Arrival

- Students should report to school between 7:30 am and 8:00 am.
- Scholars will receive daily temperature checks by staff.
- Scholars with temperatures at or above 100.4 will be sent back home and must check in with the nurse before returning to school.
- Parents should remain in parking lot until temperature check is complete.

### Extra Supplies

Mask  
Tissues  
Hand sanitizer  
Headphones  
A book  
Extra pens, pencils , paper (NO SHARING)

## **APPENDIX ACHIEVERSECP SCHOLARS FILE CODE: 5145.4**

### **EQUAL EDUCATIONAL OPPORTUNITY**

AchieversECP shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other school affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

***Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil***

***as an individual and to accord each pupil the rights and respect that are his or her due.***

***Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his or her program, consistent with school goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:***

1. insisting on reasonable standards of scholastic accomplishment for all pupils;
2. creating a positive atmosphere in and out of the classroom;
3. extending the same courtesy and respect that is expected of pupils; and
4. treating all pupils with consistent fairness.

The Board guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

### Harassment

The school's affirmative action program is part of each academic program regarding all pupils. No one—including pupils, staff members, vendors, volunteers, or visitors— shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as any gesture that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; that will have the effect (actual or perceived) of harming a scholar or damaging the scholar's property. Harassment also includes any gesture that demeans or insults a scholar or group of scholars in such a way to cause substantial disruption in or interference with the orderly operation of the school.

Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment.

They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the scholar body may file a formal grievance related to harassment. The Co-Director(s) or his or her designee will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the school or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

### Equity in School

The Board shall maintain an academic environment that is free from harassment and provide equal and bias free access for all scholars to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The Board shall ensure that:

1. School classrooms and facilities will be barrier free;
2. The district curriculum will be aligned with the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap;
3. All scholars have access to counseling services; and
4. The physical education program is equitable and co-educational.

**Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action**

**officer or Co-Director(s). Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.**

### Hate Crimes/Bias Incidents

An employee of the Board who becomes aware in the course of his or her employment that a scholar or other staff person has committed a hate crime or is about to commit one shall immediately inform the Co-Director(s). All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

### Implementation

The Co-Director(s) shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Co-Director(s) shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the school's affirmative action officer and how he or she may be contacted.

The Co-Director(s) shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The Co-Director(s) shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

#### Legal References:

- N.J.S.A. 2C:16-1 Bias Intimidation
- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- N.J.S.A. 18A:36-20 Discrimination; prohibition
- N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
- N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- N.J.A.C. 6A:11-4.12 Equity in Education
- N.J.A.C. 6A:16-6.3(e) Reporting scholars or staff members to law enforcement Authorities

N.J.A.C. 6A:17-1.1 et seq. Scholars At-Risk of Not Receiving a Public Education

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-12.1 Reporting requirements

N.J.A.C. 6A:32-14.1 Review of mandated programs and services 20 U.S.C.A. 1681 Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq. Comprehensive Equity Plan, New Jersey State Department of Education

2224 Nondiscrimination/affirmative action

4111.1 Nondiscrimination/affirmative action

4211.1 Nondiscrimination/affirmative action

6121 Nondiscrimination/affirmative action

6145 Extracurricular activities

6171.4 Special education

## **ACHIEVERSECP INSTRUCTION**

**FILE CODE: 6121**

### **NONDISCRIMINATION/AFFIRMATIVE ACTION**

***No pupil enrolled in AchieversECP shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of the school on the basis of race, color, creed, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, national origin, place of residence, social or economic condition, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test. The Affirmative Action Team as led by the Affirmative Action Officer shall be responsible for planning, implementing and monitoring the school's affirmative action program with respect to school and classroom practices.***

**Reporting to the Co-Director(s), the Affirmative Action Team shall review the following areas for**

**compliance with state department of education regulations and make suggestions and/or recommendations when necessary.**

### **Curriculum content**

The team shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among scholars, regardless of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin, socio-economic status or disability:

1. school climate;
2. courses of study;
3. instructional materials;
4. instructional strategies;
5. library materials;
6. technology/software and audio-visual materials;
7. guidance and counseling;
8. extracurricular programs and activities;
9. testing and other assessments; and
10. reducing or preventing the under representation of minority, female and male scholars in classes and programs.

The team shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States history and inclusion of instruction on the Holocaust and genocide in the curriculum for all school pupils.

### **Staff training**

The Affirmative Action Officer shall suggest a program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An equity inservice program shall be held annually for all staff and for parents and community members as needed to facilitate participation and support.

### **Pupil access**

The team shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

1. ensuring equal access and barrier-free access to all school and classroom facilities;
2. refraining from locating new facilities in areas that will contribute to imbalanced, isolated or racially identifiable school enrollments;



3. assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status;
4. ensuring that pupils are not separated or isolated within courses, classes, programs or extracurricular activities;
5. ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;
6. ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically-advanced instructional assistance;
7. ensuring that all limited English-proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
8. ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
9. ensuring that pupil support services (such as school-based youth services, health care, tutoring and mentoring) are available to all pupils, including LEP pupils; and
10. ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

The Co-Director(s) will report to the Board of Trustees annually on continuing compliance.

Date Approved:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination  
N.J.S.A. 18A:4A-1 et seq. New Jersey Commission on Holocaust Education  
N.J.S.A. 18A:18A-17 Facilities for handicapped persons  
N.J.S.A. 18A:35-1 Course in history of the United States in high school  
N.J.S.A. 18A:36-20 Discrimination; prohibition  
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services  
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act, of 1973  
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act (IDEA)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
Gebser v. Lago Vista Indep. School Dist. 524 U.S. 274 (1998)  
Davis v. Monroe County Bd. of Ed. 526 U.S. 629 (1999)  
Manual for the Evaluation of Local School Districts  
The Comprehensive Equity Plan, New Jersey State Department of Education

Cross References:

2224 Nondiscrimination/affirmative action  
4111.1 Nondiscrimination/affirmative action  
4131/4131.1 Staff development; inservice education/visitations/conferences  
4211.1 Nondiscrimination/affirmative action  
4231/4231.1 Staff development; inservice education/visitations/conferences  
5145.4 Equal educational opportunity  
6145 Extracurricular activities  
6164.2 Guidance services  
6171.4 Special education

## **Resources for Children and Families**

Emergency Services

General Emergency	911
American Red Cross of Central NJ	609-951-8550
Anchor House (Runaway Youth)	609-396-8329
Mercer County Board of Social Services	609-989-4664
Catholic Charities-Trenton Diocese	609-394-8847
Child Abuse Reporting (DYFS)	800-392-2721
Crisis Ministry of Princeton and Trenton	609-921-2135
First Call for Help-Mercer	609-896-4108
HomeFront (Homeless Families)	609-989-9417
Homeless Hotline (Bd. Of Social Services)	609-278-1481
Interfaith Hospitality Network (Homeless Families)	609-278-1481
Martin House	609-989-1040
Mt. Carmel Guild of Trenton	609-394-3402
NJ Domestic Violence Hotline	800-572-7233
NJ Poison Control	800-764-7551
Rape & Sexual Assault Program (Womanspace)	609-394-9000
Rescue Mission	609-695-1436
Salvation Army	609-599-9373
United Progress, Inc	609-392-2161

### Child Care Resources

Child Care Center Licensing	609-292-1021
Child Care Connection (Resource and Referral)	609-989-7770
Child Care Technical Assistance Warmline	800-713-9005
Catholic Charities (Resource and Referral)	732-324-4357

### Early Intervention

Mercer County Special Health Services	609-730-4152
Project Child	609-588-8509
Project Child Find	800-322-8174
Statewide Parent Advocacy Network (SPAN)	800-654-7726
Step Ahead Developmental Day Care	609-278-0154
Family Guidance Access Center	800-813-0555
Greater Trenton Behavioral Health Care	609-396-6788
Jewish Family & Children's Services	609-987-8100
Planned Parenthood of Mercer County	609-599-4881
Trinity Counseling Services	609-924-0080
Womanspace (Rape/Domestic Violence)	609-394-9000
Youth Emergency Services @ CHS-Fuld	609-396-6722

### Food Pantries

Crisis Ministries	609-396-9355
Hamilton Neighborhood Center (John O. Wilson)	609-393-6460
Community Action Service Center	609-443-4464
HomeFront	609-989-9417
Lawrence Neighborhood Center	609-883-3379
Mercer Street Friends	609-396-1506
Mount Carmel Guild	609-392-3402
Salvation Army	609-599-9373
Trenton Area Soup Kitchen	609-695-5456
United Progress, Inc	609-392-2161

### Health Hotlines

AIDS Hotline	800-621-2377
BIBS (Black Infants Better Survival)	888-414-2427
Child Abuse Hotline	800-792-8610
CH Systems (Youth emergency services)	609-396-6722
Domestic Violence – Womanspace	609-394-9000
Domestic Violence Hotline	800-572-7233
Drug & Alcohol (Assesment, evaluation, referrals)	609-396-5874
Lead Screening Information (Extension 152)	609-989-3636
Parents Anonymous	609-243-9779
Trenton Health Department	609-989-3636

### Health Insurance

NJ Family Care	800-701-0710
----------------	--------------

### Educational Information Services

Association for Retarded Citizens-Mercer	609-406-0181
American Lung Association (Mid-NJ)	609-918-0313
Child Care Connection	609-989-7770
Latinas Unidas (YWCA of Trenton)	609-396-3040
Mercer County Office of the Disabled	609-989-6468
Mercer County Medical Society (Referrals)	609-882-1048
MECHA (Latino Family Services)	609-392-2446
Middlesex County Office for the Disabled	732-745-4013
NJ Center for Outreach for the Autism Community	609-883-8100
Parents Anonymous	609-243-9779
United Way of Greater Mercer County	609-896-1912

### Family Support

Big Brothers/Big Sisters of Mercer County	609-656-1000
Catastrophic Illness in Children Relief Fund	800-335-3863
Catholic Charities (Mercer County)	609-394-9393
Children & Adults with Attention Deficit Disorder	732-390-5404
Children's Home Society (Foster care, adoption)	609-895-6274
East Ward Family Resource Center	609-599-5764
North Ward Family Resource Center	609-393-2980
Parents Anonymous	800-843-5437
South Ward Family Resource Center	609-394-2056
Sunshine Foundation (Chronically ill children)	609-538-1994
Union Industrial Home	609-695-1492
West Ward Family Resource Center	609-989-1395

### Hospitals

Capital Health System at Fuld	609-394-6000
Capital Health System at Mercer	609-394-4000
Deborah Heart and Lung Center	800-555-1990
Robert Wood Johnson Univ. Hospital – Hamilton	609-586-7900
Robert Wood Johnson Hospital – New Brunswick	732-828-3000
The Medical Center at Princeton	609-497-4000
St. Francis Medical Center	609-599-5000
St. Mary Hospital – Bucks County, PA	215-750-2000
St. Peter's Medical Center – New Brunswick	732-745-8600
Somersset Medical Center – Somerville	908-685-2200

### HIV Counseling & Testing

Henry J. Austin Community Health Center	609-278-5900
Hyacinth AIDS Foundation (Case Management)	609-396-8322
Mercer County HIV Consortlum	609-278-9555
Mercer Early Intervention Services (HIV)	609-538-0025
NJ AIDS Hotline	800-624-2377
Planned Parenthood-Mercer County	609-599-4411

### Immunization

Henry J Austin Community Health Center	609-278-5900
NJ Department of Health Immunization Line	800-328-3838
Trenton Department of Health	609-396-5874

### Information & Referrals Hotline

CONTACT of Mercer	609-896-2120
First Call for Help-Mercer County	609-896-4108

### Legal Assistance

Legal Aid Society of Mercer County	609-695-6249
------------------------------------	--------------

### WIC Nutrition Program

Mercer County (City of Trenton Health Dept.)	609-989-3636
Statewide(Family Health Line)	800-328-3838