

STUDENT HANDBOOK

CENTRAL JERSEY COLLEGE PREP Charter School



To begin a lifetime of enjoyment in learning

2008 - 2009 School Year

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CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

Mission Statement:

The mission of the Central Jersey College Prep Charter School is to provide academic and social challenges and opportunities to students, instilling the skills and knowledge that they will need to succeed in their lives. The CJCPCS aims to forge a powerful partnership out of the student-teacher-parent triad. This partnership will provide and empower our youth with the support necessary to reach their highest potential - intellectually, socially, emotionally and physically— building on their inherent promise to aid in their preparation for college and career. The CJCPCS seeks to graduate men and women who think critically and creatively; have acquired strong skills in mathematics, science, language, technology, history, and the arts; and are committed to a lifetime of learning and civic involvement.

Because of the nature of its mission, Central Jersey College Prep does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

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<i>Month</i>	<i>Day</i>	<i>Event</i>
September	1	Labor Day - School Closed
September	3	1st Day for Students (Early Dismissal)
September	11 & 12	Terra Nova Assessment (Early Dismissal)
September	17	Back to School Night
September	30	Rosh Hashanah -(School Closed - Staff In Service)
October	9	Yom Kippur -(School Closed)
October	13	Columbus Day (School Closed)
October	15	Parent/Teacher Conference (Early Dismissal) Evening Conferences
October	16	Staff In Service - (Students Off)
November	6-7	NJEA - (School Closed)
November	26	Early Dismissal
November	27-28	Thanksgiving Recess (School Closed)
December	24-31	Winter Break (School Closed)
January	1-2	Winter Break continued (School Closed)
January	7	Parent Teacher Conference (Early Dismissal)
January	19	Martin Luther King Day (School Closed)
February	16	President's Day (School Closed)
March	11	Parent Teacher Conferences(Early Dismissal) Evening Conferences
March	12	Staff In Service Day -(Students Off)
April	6-10	Spring Break -(School Closed)
May	20	Parent Teacher Conference (Early Dismissal)
May	22	(Early Dismissal)
May	25	Memorial Day (School Closed)
May	28 & 29	Terra Nova Assessment (Early Dismissal)
June	22-24	Early Dismissal
June	24	Last day for students
*LAST DAY MAY CHANGE DEPENDING ON SNOW DAYS		Total 186
Days		

INTRODUCTION

To achieve our mission, every member of the Central Jersey College Prep Community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

COUNSELING SERVICES

Central Jersey College Prep provides counseling services to all students. The goal of counseling services is to assist students with academic, career and personal/social issues. This will help to ensure success with decision making skills and setting future goals. The school counselor is available during school hours, 7:45am-3:07pm. There is an open door policy available to all students with a pass from their teacher to ensure that all academic and personal needs are met. Students may also make appointments with the counselor during their lunch period or by gaining permission from their teacher to attend counseling. Your parent/guardian may call the counselor to arrange an appointment for you, as well.

CJCP’s faculty and staff members work as a team to ensure the well-being of all students. Therefore, referral forms can be sent to the counselor by members of the faculty or student body. Peer mediation will also be available to students to receive assistance with conflict provided to all students for the upcoming year. If the counselor is not available and you have a problem, be sure to speak with a teacher or administrator.

HOMEROOM PROCEDURES

Students are expected to be seated in homeroom by 7:45 am daily. Homeroom is considered to be an important part of your daily rituals and routines at CJCP.

The flag salute and attendance are conducted at the beginning of homeroom followed by any important

announcements. Students are expected to remain quiet during the flag salute and announcements out of respect of all present. Those who do not comply will face disciplinary actions.

SCHOOL SCHEDULE

Periods	Regular Schedule
Breakfast	7:20 - 7:41
1	7:45 - 8:30
	8:30 - 8:35 HR
2	8:39 - 9:24
3	9:28 - 10:13
4	10:17 - 11:02
5	11:06 - 11:51
6	11:55 - 12:40
7	12:44 - 1:29
8	1:33 - 2:18
9	2:22 - 3:07

Periods	Early Dismissal	Delayed Opening
Breakfast	7:20 - 7:41	
1	7:45 - 8:15	9:15 - 9:50
	8:15 - 8:20 HR	9:50 - 9:55 HR
2	8:24 - 8:54	9:59 - 10:34
3	8:58 - 9:28	10:38 - 11:13
4	9:32 - 10:02	11:17 - 11:52
5	10:06 - 10:36	11:56 - 12:31
6	10:40 - 11:10	12:35 - 1:10
7	11:14 - 11:44	1:14 - 1:49
8	11:48 - 12:18	1:53 - 2:28
9	12:22 - 12:52	2:32 - 3:07

CJCP STUDENT PLEDGE

I PLEDGE TO DO MY BEST
AND I DO RESPECT THE REST

AT CENTRAL JERSEY COLLEGE PREP
WE DEMAND HARD WORK IN DEPTH

WE ARE TRUE, DETERMINED, AND RIGHT
WE TRY WITH ALL OUR MIGHT

I AM HEADED TOWARDS COLLEGE
THE RIGHT PLACE OF KNOWLEDGE

WE WILL MAINTAIN OUR AMBITION
THAT BEING OUR LONGLASTING MISSION

CENTRAL JERSEY COLLEGE PREP
WILL GET US THERE STEP BY STEP

UNIFORM AND PERSONAL APPEARANCE

CJCP has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniforms can be purchased from: Lorraine's Jr. Dept Store. 560 Hamilton St, Somerset, NJ, 08873. Phone: (732) 249-8228. Fax: (732) 249-8230

PLEASE NOTE...

If you arrive at school out of uniform,
Your parents will be called,
You will be kept out of classes until you are dressed appropriately and
All class time you miss will count as an unexcused absence. In addition consequences will be assigned as per the discipline code.

	UNIFORM FOR GIRLS	UNIFORM FOR BOYS
<i>Uniform Top</i>	1. Maroon (Middle School) or Navy (High School) polo shirt. 2. Upperclassmen (11 th & 12 th Grade students ONLY) may wear Grey polo shirts. 3. White Oxford Shirts with the school embroidery are allowed. (T-Shirts are only permitted in Gym) * Must be tucked in at all times.	
<i>Uniform Skirt or Slacks</i>	Navy or khaki Skirt, Navy or Khaki Pants/ Slacks Belts: A properly fitting, solid brown or black belt is to be worn with slacks. Belts may not have large/oversized/personalized buckles.	Pants and slacks must fit properly, may not be baggy or sagged, Belts: A properly fitting, solid brown or black belt is to be worn with slacks. Belts may not have large/oversized/personalized buckles.
	May not be form fitting	
<i>Footwear</i>	Tights or Socks: White, Navy, Maroon or Black Shoes: Navy, Brown, Black, or Khaki tied shoes or loafers.	Socks: White, Navy, Maroon or Black
<i>Sweaters</i>	A Navy or Maroon Sweater Vest – pull over or v-necked cardigan Navy or Maroon Long-sleeved Sweater - pull-over or cardigan (All Sweaters must have the school name embroidered on it)	

Additional Dress Code Requirements and Limitations

For the 40 minute phys. ed. class daily students can change into their gym clothes, which are defined as:

- Navy Gym Shirt with school logo,
- Navy Sweatpants,
- Sneakers.

*Uniform shirts, slacks, & shoes must be worn during all other classes.

In addition to making sure you are wearing the school uniform, CJCP requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

Personal Appearance:

- Boys may not wear visible jewelry and accessories such as rings, earrings, and necklaces.
- Jewelry and accessories for girls should be appropriate for school and not attract undue attention (a pair of quarter- sized earrings are permitted).
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing, tattoos, use of hair dyes and bleach are not acceptable.
- Boys may not grow mustache and beard.
- Hair may not be in the way of or in any way conceal the face/eyes

Shirts:

- T-shirts may not be worn.
- Shirts may not be rolled up showing midriff
- Must be tucked in.

Skirts:

- They must be of modest length, tucked in at all times, and may not be rolled at the waist.
- Must be worn with a belt,
- Leggings are not permitted
- May not be rolled at the waist,
- May not be worn over jeans.
- May not be form fitting.

Footwear:

- **No** sandals, clogs, high heels, tennis shoes/sneakers, heelys, hiking boots, or snow boots will be allowed to be worn during school hours.
- Timberlands or Shoe boots above the ankles are not permitted.

- Shoes/ankle boots must remain tied at all times.

Outerwear:

- Hats, caps, du-rags, sweatbands, cloth headbands and other headgear may not be worn in the building.
- Outerwear, such as windbreakers, jean jackets, sweatshirts with or without hoods, coats or ski jackets, may not be worn during school hours.

Student Planners:

- At CJCP student planners are considered to be a part of the mandatory school uniform and will be distributed by the school. Students should always carry their planner with them when they are in school to help keep them organized.

Dress Down Days

- On administration approved dress down days all students must come to school prepared with book bags and all supplies needed for classes for the day. If it is discovered that you did not come to school prepared on a dress down day you will lose the privilege for the next scheduled dress down day.

GRADING

Your grade is a reflection of your efforts in the areas of classroom participation, homework completion and performance on tests, quizzes, exams and projects. The grade represents the knowledge you acquired for the subject matter. You should always maintain high standards and challenge yourself to acquire new skills and competencies.

You are held accountable to adhering to the high standards and expectations for honesty and integrity in your work. Cheating, lying, stealing, plagiarizing, or engaging in any inappropriate behavior is not tolerated.

The following symbols are used to represent grades:

A+ = 98 – 100	C+ = 77 – 79
A = 93 – 97	C = 73 – 76
A- = 89 – 92	C- = 70 – 72
B+ = 87 – 88	D+ = 67 – 69
B = 83 – 86	D = 65 – 66
B- = 80 – 82	F = 0 – 64

PRINCIPAL'S LIST & HONOR ROLL

The principal's list and honor roll serve as a mark of excellence to recognize students who excel academically. The principal's list and honor roll are prepared at the end of each marking period. They are based on letter grades and include all subjects.

To qualify for Principal's List a student shall have all A's and not more than one B. To qualify for honor roll a student shall have all A's or B's and not more than one C.

HOMework POLICY

Homework is an essential part of your successful educational program at CJCPCS. It is our policy to assign homework a minimum of 3 times per week for each of the four core classes: ELA, Math, Social Studies & Science.

Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area.

Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

GRADE PROMOTION POLICY

For Middle School, Grades 7-8:

Students must have passing grades in all of the following four core subjects: English, Mathematics, Social Studies and Science.

For High School, Grades 9-12:

To be promoted to the next grade level, a student must have completed a required number of credits during the school year.

9 th grade to 10 th grade:	30 credits
10 th grade to 11 th grade:	60 credits
11 th grade to 12 th grade:	90 credits

HIGH SCHOOL GRADUATION REQUIREMENTS

In order for a student to receive a high school diploma from CJCPC, each student must:

- Pass the High School Proficiency Assessment (HSPA)
- Successfully complete a minimum of 130 credits. The course work must include the following course requirements:

Language Arts – at least 20 credits

Mathematics – at least 20 credits

Science – at least 15 credits

Social Studies – at least 20 credits
(including two courses in US History)

Physical Education and Health – at least 20 credits

World Languages – at least 10 credits

Visual and Performing Arts – at least 5 credits

Practical Arts – at least 5 credits

Additional Elective – at least 15 credits

Each full year course that meets routinely shall yield 5 credits. Semester courses that meet routinely shall yield 2.5 credits. Quarter courses that meet routinely shall yield 1.25 credits.

ILLNESS, INJURY, AND MEDICATION POLICIES

CJCP will have a school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance to visit with the nurse during an academic period.

ILLNESS OR INJURY DURING THE SCHOOL DAY

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

- Report to the nurse's office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office to seek assistance.

MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The following information must be clearly printed on the medication container :
 1. Student's Name
 2. Name of the medication
 3. Dosage
 4. Time the medication must be taken/# of times per day.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs **are not** available from school personnel.

Students may carry and administer their medication ***if these two conditions are met:***

- It is warranted by a potentially life-threatening condition and advised by their physician and
- A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

ATTENDANCE

To acquire a thorough and efficient education, each student shall attend the entirety of each class, each day that school is in session. Student participation in all regularly scheduled classroom activities is essential to accomplish the goals of the educational program. In addition, frequent absences from regularly scheduled classes disrupt the learning process and will not allow a student to receive the maximum benefits of the educational program.

Therefore, students who have more than Eighteen (18) days of unexcused absence will be denied credit and be retained in the same grade. Following absences are considered excused if appropriate documentation is received in the attendance office upon student's return from the absence:

Illness, minor injury or an ongoing medical condition
 Religious observance
 College visit (prior permission is required)
 Motor vehicle appointment
 Suspensions
 Required court appearances
 Death in the family
 Family emergency
 School-sponsored field trip

Scheduling the completion of assignments following each absence is the responsibility of the student. If a student is absent three days or more due to illness, that student must be re-admitted by the school nurse who will verify the illness.

Unexcused absence from class for more than 6 minutes is considered cutting class at CJCP and will be addressed accordingly.

LUNCH PERIODS

All students will remain at school during their lunch period. You may buy your lunch at school, or you may bring a packed lunch which may only be eaten in the lunch area.

During lunch you will be expected to display good manners and courtesy toward all present inclusive of clearing your place and disposing of all trash appropriately. Your Dean and teachers on duty during the lunch period will hold you responsible for your refuse and language/behavior.

Lunch 5 is from 11:06 am - 11:51 am

Lunch 6 is from 11:55 am - 12:40 pm

LOCKERS

Upon return of a signed locker contract each student will be assigned an individual locker for storage of books and outerwear. **It is your responsibility not to share locker combinations with anyone.** Students must exercise great care to ensure that lockers are secured properly to protect personal items. You should not bring any valuables to school/to be kept in your locker because the school cannot replace valuable items that are misplaced/lost or stolen. Lockers can and will be opened for inspection as a safety precaution.

TELEPHONE USAGE & MESSAGES DURING SCHOOL HOURS

Students and parents should be aware that non-emergency messages cannot be delivered to students during the school day as it impedes the educational process. Emergency messages can be called into the main office. Students who choose to keep their telephones on/use them during school hours will receive consequences as per the discipline code.

PUBLIC AREAS: HALLWAYS, STAIRWELLS, LAVATORIES AND LUNCHROOM

Hallways, stairwells, lavatories, and the lunchroom are areas used by all members of CJPCPS. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.

- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker, or in the hallways.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the main office.
- Do not roughhouse, push, or wrestle even if your intent is to play.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass (one can be found in the student planner) from their teacher, counselor, administrator or the main office.

SCHOOL ACTIVITIES

CJCP will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

FIELD TRIPS

Field Trips offer exciting ways to learn. CJCP students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls or pieces of paper other than permission slips will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by CJCP codes of student conduct while on the field trip.

AFTER-SCHOOL ACTIVITIES

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher mentor. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the CJCP code of student conduct while participating in the activity.
- You must remain dressed in your school uniform. (Unless informed otherwise by an administrator).
- You may not stay after school just to wait for another student.

A full list and description of after school clubs and activities will be available after school starts and students will have an opportunity to explore each one that looks interesting.

STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at CJCP. It is mandatory that all CJCP students have in their ID card in their possession daily. This card allows students to attend school-sponsored functions. Suspension from school automatically invalidates the card for the length of the suspension.

Failure to identify oneself by producing your ID card will result in disciplinary action. If you lose your ID card, go to the main office during lunch, before or after school to purchase a new one. Students shall return their Student ID cards when they withdraw from the school.

TEXTBOOK AND SUPPLIES

CJCP will provide students with the textbooks for each of their classes. To maintain an accurate account of school resources all students will be required to complete a duplicate textbook receipt for all materials they are issued. The receipt will be held at school until the book is returned in June or

when a transfer occurs. It is the student's responsibility to ensure that he/she receives their copy of the textbook receipt, which has been signed by their teacher, at the time the book is returned. CJCP will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family has made a full payment for the textbooks.

When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book. When you return the book, its condition will be checked. If you lose the book or damage it by writing it in or ripping it so that another student cannot use it and your family did not contribute to the textbook fund, you will have to pay to replace the book. Many of the classes will use consumable supplies – from materials to workbooks. Students may be asked to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

VISITORS

All Visitors/Parents must register with the main office when they arrive and **MUST** display the school's visitor pass for the duration of their stay. Visitors who do not conduct themselves in an orderly manner will not be allowed to return to CJCP. Students wishing to bring visitors to CJCP must receive approval from the Main office at least one (1) school week in advance. No visitors will be allowed during the last two weeks of each quarter or during the week prior to any school holiday.

STUDENT CONDUCT AND DISCIPLINE

CJCP's goal is to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the CJCP administrators and teachers shall not allow the following behaviors during school, on school property, or at or during any school-sponsored activities.

Definitions for purposes of this Discipline Code:

- **“Short term suspension”** shall refer to the removal of a student from school for disciplinary reasons for a period of *five or fewer days*;
- **“Long-term suspension”** shall refer to the removal of a student from school for disciplinary reasons for a period of *more than ten days*; and
- **“Expulsion”** shall refer to the permanent removal of a student from school for disciplinary reasons.

SHORT-TERM SUSPENSIONS

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a short term suspension, unless the Director/Dean determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Such student also may be subject to any of the disciplinary measures set forth hereby, and, depending on the severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

Disciplinary Infractions:

See our Disciplinary Point System for minor infractions (attached).

Major Disciplinary Infractions

Level 1

1. Possession of Electronic devices/Accessories

Level 2

1. Cutting Class
2. Fights-arranging/ provoking
3. Insubordination/Defiant Behavior
4. Threatening
5. Destruction of School Property

Level 3

1. Advertising/Selling Goods on Campus
2. Bias Incident
3. Bringing unauthorized visitors to the school, school events or school sponsored events
4. Bullying/ Intimidation

5. Disrespect/misleading/lying to/use of vulgarity towards a staff member
6. Gambling/ Dice Playing
7. Sexual harassment
8. Theft
9. Trespassing

Level 4

1. Assault of another student with or without an object
2. Fighting-School grounds/bus
3. Substance Abuse /Tobacco/Alcohol possession
4. Threatening behavior to staff

Level 5

1. Truancy from school

Level 6

1. Assaulting a staff member
2. Committing Arson
3. False Alarms/False Bomb Threats/Pollution of the School Environment
4. Gang Activity/Affiliation
5. Illegal substance & alcohol distribution
6. Interfering with safety of the school, its personnel & student body
7. Possession of a Weapon
8. Sexual misconduct

Procedures for Short Term Suspensions

The director/dean may impose a short-term suspension. Before imposing a short term suspension, the director shall verbally inform the student of the suspension, the reason or reasons for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges verbally or in writing.

The director/dean also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery via student, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents

which resulted in the suspension and shall offer the opportunity for an immediate informal conference with whoever has imposed the suspension. The notification and informal conference shall be in the dominant language used by the parent(s) or guardian(s).

The director/dean's decision to impose a short-term suspension or removal may be appealed first to the Board of Trustees of the charter school via a grievance and next to the chartering entity.

LONG-TERM SUSPENSIONS

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless the director or Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to any of the disciplinary measures set forth here, to referral to law enforcement authorities, and/or to expulsion.

In addition, a student who commits any of the acts listed above which would ordinarily result in a short-term suspension may, instead or in addition, be subject to a long-term suspension at the director/dean's discretion.

Federal and State law require the expulsion from school for a period of not less than one year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at school, except that the school's chief administering officer may modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing.

Procedures for Long-Term Suspensions

The director and the dean of students may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing.

In extreme circumstances, the director may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the director shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The director also shall immediately notify the student's parent(s) or guardian(s) in writing.

Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last

known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s).

Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a formal hearing will be held on the matter which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

If the suspension proceeding has been initiated by the director/dean he/she shall personally hear and determine the proceeding or may, in his discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the director may accept or reject all or part of it. The director's decision after the formal hearing to impose a long-term suspension or expulsion may be appealed first to the Board of Trustees and next to the chartering entity.

ADDITIONAL DISCIPLINARY MEASURES

The disciplinary measures listed below may be imposed in addition to short-term or long-term suspensions or, if an exception has been made by the director to the imposition of a minimum suspension, in place of such suspension. Behavior not listed above but determined by appropriate school staff to warrant disciplinary action, including but not limited to missing classes without permission and arriving late to class without a reasonable excuse, also may be subject to these additional disciplinary measures.

In-school suspensions and suspensions of transportation may be imposed only by the director/dean. All other disciplinary measures may be imposed by the director/dean or a teacher, who must inform the director of such action within a reasonable time.

Behavioral Contract: School staff may design written agreements with students subject to punishment under this code to identify target behaviors, define expectations, and describe consequences, provided that the affected student and his or her parent(s) or guardian(s) are informed that the decision to enter into such a contract is voluntary.

Peer Mediation: We all know that conflict is a normal part of life for us. At times, students get involved in conflicts during recess, in the cafeteria and within the classrooms. Sometimes, these conflicts can be worked out with the help of peer mediators. Peer mediators are students who help other students in conflict. They are not taking sides, and they use the mediation process to help people listen to one another, understand each other, and solve the problem together. An advisor will always be present during peer mediation sessions.

CJCP peer mediators have attended training sessions given by the NJ State Bar Association prior to becoming a mediator. The program has proven to be successful at several educational institutions. We feel it will be a great opportunity for your child if they use it to resolve their problem(s).

Detention:

After School Detention: (3:15-4 p.m.)

After notice to the student and parent(s) or guardian(s), and provided that there is no objection from the parent(s) or guardian(s) and the student has appropriate transportation home, a student may be detained after school in detention. After school detentions must be served within 5 school days of the date the detention was assigned. If a student does not stay for detention and accumulates 3 detentions, then the consequence will become 1 day of out of school suspension.

Saturday Detention (8-10 a.m.)

During the 08-09 school year if a student does not attend an assigned Saturday detention he/she will be given another opportunity to serve the missed detention on the following Saturday since we are aware of the hardship this places on some families. If for any reason a child misses the second opportunity to serve the detention they will receive a 1 day Out of School Suspension (OSS).

Loss of School Privileges: After notice to the student and parent(s) or guardian(s), a student may be suspended from participation in any or all extracurricular activities. The student and parent(s) or guardian(s) shall be given an opportunity to meet informally with the director/dean or teacher involved. If possible, the director or teacher involved shall hold any requested meeting prior to imposing the suspension from participation in extracurricular activities.

In-School Short-Term Suspension: Students may be temporarily removed from the classroom and placed in ISS~another area of the school where the

student will receive substantially equivalent education. The student and his or her parent(s) or guardian(s) will be given a reasonable opportunity for an informal conference regarding such suspension with the person(s) involved in imposing the suspension.

Suspension from School Transportation: As the result of misconduct occurring on a bus or other student transportation, and after notice to the student and his or her parent(s) or guardian(s), a student may be suspended from school transportation. When such action amounts to a suspension from attending school due to the distance between home and school, or the lack of alternative public or private transportation, the school will make appropriate arrangements for the student's education.

PROVISION OF SERVICES DURING REMOVAL

We will, for those students removed for a period of less than 10 days, ensure that each affected student receives all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension.

The school will also provide additional alternative instruction with reasonable promptness and by appropriate means to assist the student.

This is so that the student is given full opportunity to complete assignments and master the curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals, equals 10 or more school days, but does not constitute a change in placement, during the school year, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, school personnel, in consultation with the child's special education teacher, make the service determination. During any removal for drug and weapon offenses (pursuant to CFR 300.520(a)(2)) services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP.

These service determinations will be made by the CSE of the student's district of residence. The school will place students in interim alternative educational settings as appropriate and mandated by CFR 300.520(a)(2).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of its disability, the services must be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the student's district of residence will make the service determination.

DUE PROCESS

The Grievance Process

For general education students: If you or your parent/guardian believes that an out of school suspension has been issued unjustly, you may appeal to the suspension decision by requesting a grievance committee hearing in writing. Although this hearing request will not postpone the serving of the consequence on the determined day, the grievance committee, will decide if the consequence was appropriate or not. The CJCP Grievance Committee is comprised of 2 teachers and 2 parents to ensure that the school's and student's/parent's view are given equal opportunity to be considered in the decision making process. The committee must notify the CJCP Board of Trustees of their decision in writing within 72 hours of the hearing. The Board will decide whether or not to uphold the committee's decision at the next scheduled public board meeting. If the consequence was deemed inappropriate then the incidence report and letter of suspension will be removed from the student's permanent record, and upon request the school will make up the educational hours the student has lost.

For IDEA students: If discipline which would constitute a change in placement is contemplated for any student, then (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified of that decision and provided the procedural safeguards notice described in 34 CFR §300.504, and (2) immediately if possible, but in no case later than 10 school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel shall meet and review the child's disability and the behavior subject to the disciplinary action.

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.121 (d) (which relates to the provision of services to students with disabilities during periods of removal).

Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement during the pending of the hearing.

If a parent requests a hearing or an appeal regarding a disciplinary action relating to weapons or drugs to challenge the interim alternative educational setting or the manifestation determination, the child shall remain -in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and charter school agree otherwise.

RECORDS OF STUDENT DISCIPLINE

The charter school will maintain written records of all suspensions and expulsions including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

MAINTENANCE OF PUBLIC ORDER IN SCHOOL

The following rules shall govern the conduct of students, teachers, staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the charter school.

These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal, State or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein.

Additionally, these rules and regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

PROHIBITED CONDUCT

No person, either singly or in concert, shall:

1. Willfully cause physical injury to any other person, or threaten to use force which would result in such injury.
2. Physically restrain or detain any other person, nor remove such person from any place where he or she is authorized to remain, except as

necessary to maintain the established educational process.

3. Willfully damage or destroy school property, nor remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
5. Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is normally closed, nor without permission enter any building or facility prior to its normal opening.
7. Refuse to leave any building or facility after being required to do so by the director/dean or an authorized administrative officer or his or her designee.
8. Willfully obstruct or interfere with the free movement of persons and vehicles.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his or her views, unless such disruption is necessary to maintain order of the educational process.
10. Possess on school property any rifle, shotgun, pistol, revolver, knife, chain, club or other weapon, whether or not the person has a license to possess such weapon. Further, it is the duty of the director/dean to inform the police of the presence or use of any such weapon or implements used as weapons on school property.
11. Commit acts which threaten the safety and welfare of persons on school property.
12. Violate any federal or State statute or regulation, local ordinance or school policy.
13. Possess, use or distribute alcohol, drugs or drug paraphernalia.
14. Harass or coerce any person.
15. Refuse or fail to comply with a lawful order or direction of a school official in the performance of his or her duty.
16. Distribute or post on school property any written material, pamphlets or posters without the prior approval of the director.

PENALTIES AND ENFORCEMENT

Penalties for violations of these rules include, but are not limited to:

- the withdrawal of authorization to remain upon school property;
- ejection;
- arrest;
- suspension or other disciplinary action.

Staff members are required to report known violations of these rules to the director/dean and to make reasonable efforts to stop the prohibited conduct. The director is responsible for the enforcement of these rules.

STUDENT RIGHTS AND RESPONSIBILITIES

PARTICIPATION IN SCHOOL ACTIVITIES

All students have the following rights:

1. To have the opportunity to take part in all school activities on an equal basis regardless of race, sex, national origin, creed, or disability.
2. To address the school on the same terms as any citizen.

Similarly, all students are bound by the same rules for exclusion from school activities and public address.

RECORDS

The school will not disclose any information from the student's permanent records except as authorized pursuant to The Family Education Rights and Privacy Act of 1974 (FERPA), or in response to a subpoena, as required by law.

The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older who is dependent upon them for financial support, is entitled to access to the student's school records by submitting a written request to the director/dean.

FREEDOM OF EXPRESSION

1. Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the

author. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited.

All forms of expression also must be in compliance with the Student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code.

2. Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities.
3. No person shall distribute any printed or written materials on school property without the prior permission of the director/dean. He/she may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The director/dean may also regulate the time, place, manner and duration of such distribution.

SEARCH AND SEIZURE

1. A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.
2. Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.
3. The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

- a. School authorities will make an individual search of a student's locker or desk only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- b. Searches shall be conducted under the authorization of the school director or his/her designee.
- c. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.

OFF-CAMPUS EVENTS

Students at school sponsored off-campus events shall be governed by all the guidelines of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school sponsored off-campus events and may result in additional disciplinary measures in accordance with the Student Disciplinary Code.

DISCIPLINE

1. Prohibited conduct and acceptable school responses to such conduct are set forth in the Student Disciplinary Code. In disciplinary matters, students shall have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanctions.
2. A student may be suspended from instruction only after his or her rights to due process have been observed.

Disciplinary Point System for Minor Offenses

1. BEING UNPREPARED FOR CLASS-1 POINT
2. PASSING NOTES IN CLASS- 1 POINT
3. COMBING HAIR IN CLASS- 1 POINT
4. SLEEPING IN CLASS- 1 POINT
5. HUMMING/SINGING/MAKING NOISES IN CLASS- 1 POINT
6. LEAVING OR THROWING PAPER/TRASH IN CLASS-1 POINT
7. DRAWING /WRITING IN TEXTBOOKS- 1 POINT
8. EATING/DRINKING IN CLASS (CHEWING GUM INCLUDED)-3 POINTS
9. FAILURE TO CARRY ID*-3 POINTS
10. OUT OF ASSIGNED AREA*-3 POINTS
11. TARDY -3 POINTS
12. INAPPROPRIATE BEHAVIOR IN THE CAFE -3 POINTS
13. UNPREPARED FOR CLASS -3 POINTS
14. CLASSROOM DISRUPTION -3 POINTS
15. DISRUPTION OF SCHOOL ENVIRONMENT-4 POINTS
16. FORGERY/MISUSE OF HALL PASS -4 POINTS
17. VULGARITY-4 POINTS
18. INSTIGATING/INCITING BEHAVIOR-4 POINTS
19. HORSEPLAY -4 POINTS
20. MISCONDUCT ON THE BUS -4 POINTS
21. ROUGH HOUSING -4 POINTS
22. LEAVING CLASS WITHOUT PERMISSION -4 POINTS
23. ACADEMIC DISHONESTY-4 POINTS
24. DRESS CODE VIOLATION-4 POINTS
25. ALTERING SCHOOL/OFFICIAL DOCUMENT- 5 POINTS
26. COMPUTER VIOLATION NETWORK-5 POINTS
27. INAPPROPRIATE CONDUCT DURING SAFETY DRILLS- 5 POINTS
28. PROFANE GESTURE- 5 POINTS
29. PUBLIC DISPLAY OF AFFECTION- 5 POINTS

CONSEQUENCES FOR MINOR OFFENSES

- MEETING WITH STUDENT (6-10)
- PHONE CALL TO PARENTS (11-15)
- PARENT CONFERENCE (16+)
- AFTERSCHOOL DETENTION (16-20)
- SATURDAY DETENTION (21-24)
- ISD-IN SCHOOL DETENTION (25-29)
- ISS-IN SCHOOL SUSPENSION (30-34)
- OSS-OUT OF SCHOOL SUSPENSION (35+)

*Intervals are subject to change.

**Repeat offenses may be assigned a higher level consequence.

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LEVEL 1	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE		
1. POSSESSION OF ELECTRONIC DEVICE	MEETING WITH STUDENT * ELECTRONIC DEVICE WILL BE CONFISCATED AND HELD IN THE ADMINISTRATIVE OFFICE UNTIL THE END OF THE DAY	PHONE CALL MADE TO PARENTS * ELECTRONIC DEVICE WILL BE CONFISCATED AND HELD IN THE ADMINISTRATIVE OFFICE FOR 1 WEEK.	PARENT CONFERENCE * ELECTRONIC DEVICE WILL BE CONFISCATED AND HELD IN THE ADMINISTRATIVE OFFICE FOR 1 MONTH WITH MANDATORY PICK UP.	DISCIPLINARY ACTION TAKEN * ELECTRONIC DEVICE WILL BE CONFISCATED AND HELD IN THE ADMINISTRATIVE OFFICE FOR THE REMAINDER OF THE ACADEMIC YEAR AND MANDATORY PARENT PICK UP.		

LEVEL 2	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE	5TH CONSEQUENCE	6TH CONSEQUENCE
1. CUTTING CLASS 2. FIGHT (PROVOKING/ARRANGING) 3. INSUBORDINATION/DEFIANCE 4. THREATENING	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	LONG-TERM OSS	EXPULSION	N/A
4. DESTRUCTION OF SCHOOL PROPERTY	1 DAY OSS & PAY FOR COST OF DAMAGE/REPAIR	2 DAY OSS & PAY FOR COST OF DAMAGE/REPAIR	3 DAY OSS & PAY FOR COST OF DAMAGE/REPAIR	LONG-TERM SUSPENSION & PAY FOR COST OF DAMAGE/REPAIR	EXPULSION & PAY FOR COST OF DAMAGE/REPAIR	

CJPCPS RESERVES THE RIGHT TO USE ITS DISCRETION WHEN DISTRIBUTING DISCIPLINARY CONSEQUENCES BECAUSE ALL LEVELS ARE INCLUSIVE OF BUT NOT LIMITED TO THE INFRACTIONS LISTED WITHIN. CJPCPS ALSO RESERVES THE RIGHT TO REFER STUDENTS TO GUIDANCE AS ADMINISTRATION DEEMS NECESSARY.

LEVEL 3	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE	5TH CONSEQUENCE	6TH CONSEQUENCE
1. ADVERTISING/SELLING GOODS ON CAMPUS 2. BIAS INCIDENT 3. BRINGING UNAUTHORIZED VISITORS TO SCHOOL EVENTS OR SCHOOL SPONSORED EVENTS 4. BULLYING/INTIMIDATION 5. DISRESPECT TO STAFF 6. GAMBLING/DICE PLAYING 7. SEXUAL HARASSMENT 8. THEFT 9. TRESSPASSING	3 DAYS OSS	5 DAYS OSS	LONG-TERM SUSPENSION	EXPULSION	N/A	N/A

LEVEL 4	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE	5TH CONSEQUENCE	6TH CONSEQUENCE
1. ASSAULT OF ANOTHER STUDENT 2. FIGHTING ON GROUNDS/BUS 3. SUBSTANCE ABUSE/POSSESSION 4. THREATENING BEHAVIOR TOWARDS STAFF	5 DAYS OSS	8 DAYS OSS	10 DAYS OSS	LONG-TERM SUSPENSION	EXPULSION	N/A

LEVEL 5	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE	5TH CONSEQUENCE	6TH CONSEQUENCE
1. TRUANCY	SATURDAY DETENTION/POLICE NOTIFICATION	DYFS NOTIFIED/ 2 SATURDAY DETENTIONS	DYFS NOTIFIED/ REFERRED TO COURT SYSTEM	LONG-TERM SUSPENSION/ EXPULSION	N/A	N/A

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LEVEL 6	1ST CONSEQUENCE					
1. ASSAULT OF A STAFF MEMBER 2. COMMITTING ARSON 3. DISTRIBUTION OF DRUGS/ALCOHOL 4. FALSE ALARMS/BOMB THREATS 5. GANG AFFILIATION 6. INTERFERING WITH SAFETY OF SCHOOL, PERSONEL OR STUDENT BODY 7. SEXUAL MISCONDUCT 8. WEAPON POSSESSION	LONG-TERM SUSPENSION PENDING EXPULSION					

KEY TERMS

1. ISD-In School Detention-4 periods of instructional time are spent separated from peers.
2. ISS-In School Suspension -Entire school day is spent in the ISD room.
3. OSS-Out of School Suspension –Refers to the time a student is prohibited from being on school grounds for the designated time for any reason without prior permission from the school’s administration.
4. Short Term Suspension-Refers to a suspension that is less than 10 days in length.
5. Long Term Suspension-Refers to a suspension that is 10 or more days in length.
6. Expulsion-Refers to the discontinuance of educational services.

CJCPCS RESERVES THE RIGHT TO USE ITS DISCRETION WHEN DISTRIBUTING DISCIPLINARY CONSEQUENCES BECAUSE ALL LEVELS ARE INCLUSIVE OF BUT NOT LIMITED TO THE INFRACTIONS LISTED WITHIN. CJCPCS ALSO RESERVES THE RIGHT TO REFER STUDENTS TO GUIDANCE AS ADMINISTRATION DEEMS NECESSARY.