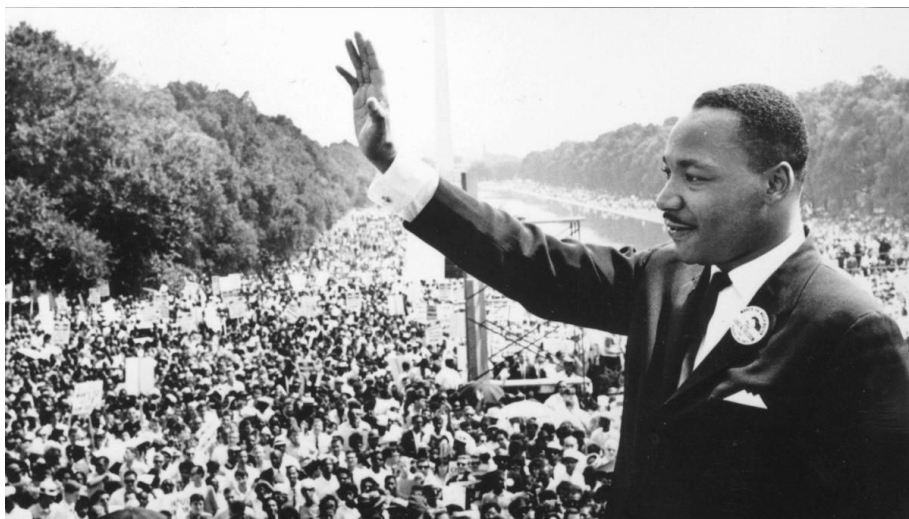


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# 2022-2023 CODE OF CONDUCT AND FAMILY HANDBOOK

**Beloved**ED  
Community Charter School



# BELOVED COMMUNITY CHARTER SCHOOL

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K-5

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## THE PURPOSE OF THIS HANDBOOK

This handbook has been created to provide you important information about BelovED, and to ensure that scholars and their families have a clear understanding of school expectations. BelovED will review school values and school behavior and academic expectations with its scholars in September, and repeatedly throughout the school year. Meanwhile, at school orientations, and at later one-on-one meetings, parents and guardians will have ample opportunities to ask the school's teachers about these expectations, and to discuss plans for helping scholars meet those expectations. But we believe it is important for parents and guardians to review school expectations with their young scholars at home, too, at the very beginning of the school year.

**NOTHING IN THIS MANUAL IS INTENDED TO CREATE A PROMISE OR CONTRACT OF ANY KIND BETWEEN BELOVED AND THE RECIPIENT. REGARDLESS OF WHAT THESE POLICIES OR PROCEDURES SAY OR PROVIDE, BELOVED AT ALL TIMES RETAINS THE RIGHT TO UNILATERALLY MODIFY ANY AND ALL POLICIES OR PROCEDURES.**

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# OUR MISSION

Dr. Martin Luther King, Jr. affirmed the historic American notion that justice requires the securing of each individual's inalienable rights and he believed that securing such rights facilitated individual and societal well being. Dr. King said, "Our *ultimate* end must be the creation of the BelovED Community," by which he meant a society where people care about one another and perceive their well-being as intimately connected to every other person's. "We are tied together in the single garment of destiny," he said, "caught in an inescapable network of mutuality." "The 'I' cannot attain fulfillment without the 'Thou.'"

The founders of BelovED Community Charter School share these convictions and believe that an education which makes children feel loved, leads them to care about one another and encourages a want to develop their minds and contributory potential. We believe this successfully teaches the high level skills and knowledge necessary to work to advance societal goals as diverse as individual happiness, social community, and national prosperity.

Accordingly, the mission of BelovED Community Charter School is to develop values, skills, knowledge, confidence and character in its students that will lead them to care not only about themselves, but about their peers and humankind, propel them to success at the school, in college, and in their careers, and help them realize the fulfillment of a socially contributory life.

# CODE OF CONDUCT

BelovED Community Charter School is characterized by a school climate that is orderly, supportive, and focused on academic work. We strive to ensure that our scholars feel they are cared for by the entire faculty and staff, and feel that their life within the school is meaningful. Ensuring that rules are fairly and consistently enforced, building a sense of community within the school, and actively engaging scholars in their learning reduces disruptions and problems. Proper scholar behavior permits the orderly and efficient operation of the school and the maintenance of an environment in which maximum education benefits for all scholars may be achieved. Procedures discussed below will be administered to scholars who disrupt the educational process.

The BelovED Community Charter School Code of Conduct will be enforced:

- On school property prior to, during, and following regular school hours.
- While scholars are on school transportation for any purpose.
- At all school sponsored events and other activities where school administrators have jurisdiction over scholars.
- Off campus. BelovED Community Charter School has the authority to suspend or expel its scholars for activities occurring off of school premises when it is determined that the scholar presents a threat to the safety or welfare of BelovED Community Charter School scholars or personnel. Additionally, the Dean is authorized to take administrative action when a scholar's misconduct to and from school has a harmful effect on the other scholars or on the orderly educational process.

# CORE VALUES

To build a true sense of a beloved community, we endeavor to create a culture of mutual respect and care. Our values and character education curriculum emphasizes five core values:

- Community
- Hard Work
- Integrity
- Respect
- Perseverance

## Respect

As you can see, respect is the cornerstone of our values system. Helping scholars develop the art of respect is a school-wide goal. All of the adults at BelovED endeavor to model respect in their interactions with our scholars and with one another. Meanwhile, a sampling of the ways in which our scholars are expected to demonstrate respect include:

*RESPECT AND CARE FOR YOURSELF* – Scholars are expected, by their manners and in their school uniform dress, to carry themselves with a sense of dignity.

*RESPECT AND CARE FOR OTHERS* – Scholars are expected to show support and encouragement for one another; to refrain from insulting, bullying, or humiliating others; and to refrain from physically, emotionally or sexually harassing other scholars.

*RESPECT AND CARE FOR YOUR FAMILY* – Scholars are expected to respect and care for their family, and to practice this by respecting and caring for their school family. To this end, they are expected to listen and follow instructions given by their parents/guardians and by their teachers; to use an appropriate tone of voice at home and in school; and to be honest and helpful to family and school family members.

*RESPECT AND CARE FOR YOUR COMMUNITY* – Scholars are expected to respect their personal property and the property of other scholars; to maintain their textbooks and other school materials; and to care for the school grounds and property, pitching in to keep them clean and neat.

*RESPECT AND CARE FOR THE WORLD* – Scholars are expected to demonstrate respect for all people; to refrain from the use of hurtful stereotypes; and to show sensitivity relating to physical, cultural, religious, gender, and sexual orientation differences.

# STAR BEHAVIORS

To help our scholars develop the art of respect, we expect them to practice STAR behaviors:

## **S - Stand/Sit Up Straight**

Students are expected to demonstrate good posture at all times. Unless given permission, scholars may not put their heads down on their desks. When sitting on a chair, scholars must sit with their bottom on the chair. When standing, scholars must have equal weight on both feet and their hands behind their backs or by their sides. When sitting on the rug, scholars must sit in a “Cris-Cross Applesauce” style and have their hands folded and in their laps.

## **T - Track The Speaker With Your Eyes**

Students are expected to track the speaker at all times. When the teacher is talking, scholars need to follow the teacher with their eyes. Scholars should also track any scholar who has been given permission to speak by the teacher. Tracking the speaker will help all scholars to stay on task and concentrate on instruction. It is also the polite thing to do.

## **A - Always Be On Task**

During instruction, scholars are expected to be on task 100% of the time with very few reminders by teachers. Students ask and answer questions by raising their hand and waiting for the teacher to call on them.

## **R - Respect Your Teachers And Classmates At All Times**

There are no excuses for disrespectful behavior at BelovED Community Charter School. A scholar who has a disagreement with another scholar is expected to follow a three-step procedure in order to address the problem: (1) ignore the offending scholar, (2) ask the offending scholar to stop, or (3), if the first two steps don't solve the problem, tell the teacher. Students who have been corrected by a teacher may not respond to that correction in a way other than following the directions given by the teacher. If a scholar feels that a consequence has been unfairly applied, the scholar may speak to the teacher after the lesson has ended. The teacher has the right to disagree with the scholar. All decisions made by the teacher will be final.

# CONSEQUENCES

When scholars break BelovED's code of conduct, the teacher will correct them, review the correct behavior, and practice the correct behavior with them. If the behavior continues, the scholars will face a series of consequences agreed upon and supported by teachers and parents. These consequences are designed to correct misbehavior and deter scholars from making poor choices in the future. In administering consequences, school personnel will take into account such factors as the severity of the offense, the age of the scholar offenders, scholars' histories and/or other inappropriate behaviors, and any other factors deemed relevant.

## ACADEMICS AT BELOVED

### BelovED's Academic Program and Extended School Day

BelovED Community Charter School maintains a rigorous academic program that prepares scholars to graduate from college and enjoy unlimited career opportunities.

### Important elements of BelovED's academic program include:

- An extended school day; elementary scholars go to school from 8:00 a.m. to 3:45 p.m (12:30 p.m on half-days); middle & high school scholars go to school from 8:45 a.m. to 4:00 p.m.(1:15 p.m. on half-days);
- Top-Notch, Caring Teachers;
- A rigorous curriculum, supported by BelovED's positive values and character education program; and
- Highly effective instructional methodologies, which combine the Teach Like a Champion pedagogical practices of America's top-performing charter school operators with a proven education program.

### Arrival and Dismissal - added HS info

*Elementary school* begins at 7:50 a.m. Elementary scholars may arrive at any time after 7:30 a.m. for breakfast. Scholars dismiss at 3:15pm.

*Middle school* instructional classes begin at 8:43 a.m. Middle school scholars may arrive at any time after 8:30 a.m. for breakfast. Scholars dismiss at 4:00pm.

*High school* instructional classes begin at 8:41 a.m. Middle school scholars may arrive at any time after 8:30 a.m. for breakfast. Scholars dismiss at 4:00pm.

Please be at the school on time to pick up your child. (Scholars not picked up after fifteen minutes will be sent to the paid After- School Program. This will incur a fee.)



## **TOP NOTCH, CARING TEACHERS**

BelovED Community Charter School has quality, caring teachers in every classroom who model a positive disposition; maintain orderly, decorated classrooms; guide our scholars using constructive feedback, positive reinforcement, and recognition of success; and possess very strong classroom management skills. To continually upgrade their skills further, our teachers work together in professional learning communities to share ideas, collaboratively improve their practice, and identify potential improvements in school and education program design. Moreover, our staff members go through a two-week training institute each summer, and then receive ongoing professional development training all throughout the year.

## **THE COMMON CORE AND NEW JERSEY'S CURRICULUM CONTENT STANDARDS**

Beloved Community Charter School is committed to the nationwide effort to improve public education. It supports New Jersey's adoption of the Common Core Curriculum in English Language Arts and Mathematics, as well as New Jersey's challenging Core Curriculum Content Standards in other subject areas, including Science, Social Studies, Visual and Performing Arts, World Languages (Spanish), Health and Physical Education, Technology, and 21<sup>st</sup> Century Life and Careers.

These curriculum content standards ensure that scholars receive a rigorous, well-balanced education. For instance, the arts curriculum includes instruction in visual arts and music in which dance, drama, and spoken word are also incorporated.

We expect all of BelovED's scholars to graduate from a four-year college, but we believe New Jersey's curriculum content standards align with the knowledge and skills that will be needed by scholars regardless of the post-secondary opportunities they pursue: four-year college, community college, technical training, military service, or direct entry into the workplace.

Moreover, these standards incorporate teaching and learning disciplines that will become ever more important in the 21<sup>st</sup>-century, as the mastery of new skills and "digital literacies" becomes essential to success in an increasingly innovation-based, global economy. Examples of such new skills and literacies include the ability to:

- effectively access, evaluate, and synthesize vast amounts of information;
- apply knowledge and skills to personal, workplace, and global challenges;
- work collaboratively in cross-cultural settings;
- solve problems creatively; and
- act ethically as citizens of the world community.

# HOW BELOVED ADDRESSES DIFFERENT LEARNING STYLES AND SPECIAL NEEDS

Guided by assessment data, we differentiate instruction to ensure that each scholar is taught in ways that help him or her make rapid academic progress.

In addition, BelovED uses sophisticated assessment tools to identify English Language Learners and scholars with other special needs, and then offers a variety of customized supports to these scholars to ensure that they fully succeed academically.

## A TYPICAL DAY FOR A SCHOLAR

Schedules vary, but a typical day for a scholar might look like this:

- 7:30/8:30 - Breakfast
- 7:50/8:30 - Homeroom/Morning Meeting
- 8:00/8:40 - Start of the instructional day
- ..... - 3-4 Academic/Activity periods varying in length (average of 40 minutes each)
- ..... - Lunch and recess
- ..... - 3-4 Academic/Activity periods varying in length (average of 40 minutes each)
- 3:00/4:00 - Closing activities and pack-up
- 3:15 - 5:30 - After school programming, sports, and activities
- We schedule activities each week that are not only educational, but outright fun, to make school a joyous place to be
- Students may have a snack time, depending on grade and their lunch schedule
- There is a rest time for Kindergartners in the middle of the day
- Students have a world language at least 2-3 times a week
- BelovED's classes in the arts cover the visual arts, music, dance, photography, media, and public speaking
- Scholar's scheduled will be shared with parents/guardians.

## **DAILY SCHOOL DISMISSAL**

At the beginning of the school year, each family is required to complete a dismissal form indicating the adults who may pick up their child at the end of the school day. Children will not be released to anyone not listed on the form. If someone other than the people indicated on the form will be picking up your child on a given day, you must send a note or an email to your child's teacher explaining the arrangement in the morning.

Dismissal procedures will be provided by BelovED's administration at the beginning of the school-year. Please adhere to these procedures.

## **EARLY PICKUP**

Please try to arrange appointments for after school whenever possible, and please appreciate that multiple early pickups may necessitate a parent conference, as taking your scholar out of school before the end of the school day can be disruptive to a class.

If you will need to pick up your child before the school day ends, please provide advance notification to your child's teacher and the Transportation Coordinator ([bus@belovedccs.org](mailto:bus@belovedccs.org)) whenever possible. You will need to go to security and sign the Early Dismissal Sign-Out Sheet. A child will be dismissed early only to a parent or other properly authorized and identified adult. A letter from you properly identifying another adult whom you authorize to pick up your child will be required.

*Any scholar who needs to be picked up after 3:15 pm will need to be picked up at his/her class' designated pickup location. Early pickups are discouraged 15 minutes prior to regular dismissal time.*

## **AFTERSCHOOL PROGRAMS**

From 3:15 p.m. – 5:30 p.m., BelovED offers an array of after school academic programs, club activities, and a paid Aftercare Program K-8.

These programs are provided for the benefit of BelovED scholars and working families. Please appreciate that these programs are not core elements of BelovED's education program, and scholars will not be permitted to participate in them if they do not adhere to school rules and policies, or if parents/guardians do not pick-up their scholars at 5:30 p.m., when the programs end. Late pick-ups will incur an Aftercare fee. And three or more violations of rules relating to pick-up time or scholar behavior will result in a scholar being removed from a program.

Also, please note that although some of these programs will provide scholars an opportunity to work on their homework, it is still vitally important that parents/guardians fulfill their responsibilities to check over their child's homework at home.

Please refer to the separate AfterCare Handbook for more information.

## **HOMEWORK**

Homework is a critical part of each scholar's learning success. It reinforces learning that has taken place during the school day in a way that helps scholars truly master and retain newly learned skills and knowledge – and just as importantly, it develops good study habits and scholars' academic self-discipline.

Indeed, at BelovED, we believe that the self-discipline and the skills it develops are directly connected to all of the great things your scholar will be able to accomplish in life. Martin Luther King, Jr., didn't begin his life's work when he became active with the Civil Rights Movement. He began it when he was a small child and worked day-by-day to discipline himself and to develop his skills and character. It was only his childhood life's work that made his later life's work possible.

It is vital, therefore, that parents/guardians show interest in their scholar's homework, and support their scholar's development of good study habits and academic self-discipline. Reserve a quiet, well-lit place at home where your scholar can do his or her homework each day. Help your scholar develop the self-discipline of doing his or her homework at a regular time daily, while he or she is still mentally sharp, not too tired. Encourage your scholar to review his or work before beginning, to confirm in his or her own mind its value as something that will him or her grow strong and able, and to think through the strategies he or she will use to complete it.

Scholars are responsible for returning homework promptly when due. Homework must be completed in full and in accordance with BelovED Community Charter School's high standards for quality work and professional presentation. Consistently failing to turn in completed homework assignments will negatively affect a scholar's grades. If a child is having a problem with completing the homework assigned, please contact a teacher for assistance.

# **HOMEWORK RESPONSIBILITIES**

We hold BelovED's teachers accountable for creating a school-to-home connection regarding homework assignments, and for creating meaningful homework assignments that:

- reinforce classroom instruction;
- are varied in type;
- help scholars fully master and retain newly acquired skills and knowledge; and
- provide a way to check a scholar's mastery of new skills and/or knowledge.

In addition, we hold our teachers accountable, after homework is completed, for providing scholars with feedback on their work.

## **Scholars are expected to:**

- promptly inform parents/guardians of any assignments given in class;
- accept responsibility for completing assignments on time, accurately, and neatly;
- complete any assignments missed due to absences;
- always try their best; and
- to read every day, even when homework-related reading is not assigned.

## **Parents/guardians are expected to:**

- provide their scholar a time, and a well-lit, quiet place for daily homework;
- help their scholar develop the self-discipline of completing his or her assignments daily;
- be aware of their scholar's assignments, review his or her work, and assist as needed;
- ensure that their scholar completes assignments in line with BelovED's high quality standards;
- talk with their scholar about what he or she learned at school and through their homework, as well as the importance of these new skills, and through this, to encourage their child to develop a positive attitude about learning and their personal future;
- to read to or with their child every night for at least 15 minutes; and
- to provide regular, frequent opportunities for their child to read to them.

## BELOVED'S ACADEMIC YEAR AND GRADING SYSTEM

At BelovED, the academic year is divided into 3 trimesters (K-5) and 4 quarters (Gr. 6-12).

- Throughout each trimester/quarter, we constantly assess our scholars' progress mastering new skills and knowledge items, so when a scholar is struggling with new learning, we can provide immediate assistance.
- In addition, for all grades beyond Kindergarten, there are periodic assessments, covering approximately 4 weeks of new material; and for all grades including Kindergarten, there is an End of Term Exam at the end of each trimester/quarter.
  - The cycle of new learning, review, and examination helps our scholars move material from their short-term memory to their long-term memory, and to build an ever-compounding foundation of skill and knowledge item mastery.
  - In addition, the exam-provided objective evidence of scholars' learning progress works to increase scholars' confidence in their academic abilities and to make learning fun as scholars see themselves compounding mastery upon mastery. (Students are especially encouraged when exams show them having mastered skills or knowledge items that they initially found challenging.)
  - Taking a data-driven approach to instruction, we work with scholars on skills which early exams indicate they have not fully mastered so that by the time the late exams that really count for their grade come along, they have fully mastered those skills.
  - This doesn't just help scholars feel like successful learners, it ensures that they are successful learners – and develops their love of learning.
- Report cards are released 3/4 times a year to parents through Powerschool. Other, additional progress reports are also sent home from a scholar's teachers and/or Powerschool.

## REQUIREMENTS FOR HONOR ROLL

At BelovED, we hold academics to the highest regard. We look to recognize scholars who are consistently working to improve their skills in the classroom. In order to give our scholars proper recognition, they can qualify for BelovED's Honor Roll. Below, is the criteria for qualifying for these awards. Honor Roll will be awarded at the conclusion of each term.

In each core subject (ELA, Math, Science, Social Studies, Spanish) scholar's must have:

**Elementary K-5**

***Summa - 97%-100%***

***Magna - 93%-100%***

***Cum - 87%-100%***

**Middle 6-8**

***Summa - 97%-100%***

***Magna - 93%-100%***

***Cum - 87%-100%***

**High 9-12**

***Super: 95% -100%***

***High: 90%-100%***

***Honor: 80%-100%***

Along with the academic requirements, scholars must also be in high behavioral standing to qualify for Honor Roll. Having an I (improvement needed) or U in **any** class will result in loss of Honor Roll eligibility.

## REQUIREMENTS FOR SCHOLAR OF THE MONTH

At BelovED, we take pride in focusing on 5 core values (community, hard work, integrity, respect, perseverance) throughout the year. We expect that our scholars not only understand these values, but apply them to their lives in and out of school. Due to that expectation, a monthly Scholar of the Month award will be presented to a scholar from each homeroom who is actively demonstrating the Value of the Month as discussed in Charter Education class.

The recognized scholar is expected to be a role model for other scholars while demonstrating the current Value of the Month. The recipient of the award can be decided by peers, teachers, support staff, or administration. The method of determination is decided by the scholar's teachers.

Scholar of the Month will be awarded at the conclusion of each month, however dates are subject to change.

# PROMOTION AND RETENTION

## **BELOVED'S PROMOTION AND RETENTION POLICY FOR GRADES KINDERGARTEN THROUGH EIGHTH**

*The mission of BelovED Community Charter School is to prepare scholars to succeed in college and in life. To fulfill that mission, the Board of Trustees recognizes that scholars should be placed at the grade levels to which they are best adjusted academically, socially, emotionally, and developmentally and which are age appropriate.*

*While BelovED's educational program provides for the continuous progress of scholars from grade to grade, with scholars spending one year in each grade, the Board of Trustees recognizes that, in some instances, scholars may benefit by repeating a grade level. The decision to retain a scholar will be made in consultation with the appropriate school officials constituting the school team and the parent/guardian. However, the final decision for retention shall rest with the Principal.*

*Grade level promotion shall depend upon scholars having achieved sufficient mastery of the prerequisite skills and knowledge for the next class or grade level. Throughout the year, teachers will assess scholars' mastery of sequenced academic standards and respond with appropriate interventions to help scholars progress academically.*

*To determine if scholars meet BelovED's standards mastery benchmarks for grade-level promotion, periodic, mid-course, and end-of-course tests will be given in each academic class and a weighted-average of each scholar's results will be calculated to yield a scholar score for the class. An overall score will also be calculated for each scholar's performance across academic subjects, with English Language Arts (ELA) and Math weighted more heavily. Students may be retained who fail ELA and/or Math. Kindergarten scholars will be retained if they are achieving significantly below grade level based on weekly and term assessments.*

### **Summer School is offered to different classes of scholars:**

- 1. Students who are being retained. Summer School is recommended for these scholars to bring them closer to the level that they need to be at in order to successfully master the academic standards (i.e., skills and knowledge items) of the grade in which they are being retained.*
- 2. Students who are being promoted but lack full mastery of grade level academic standards. Summer School is recommended for scholars with a low but passing average in Math or ELA to better prepare them for the next grade level. For grades 6-12, a failing mark in Science, Social Studies, or Spanish will also require a scholar to attend summer school.*



3. *Students whose retention is uncertain. Summer School is required for scholars failed Math or ELA (K-12); Science or History (HS). Promotion for these scholars is conditioned on the scholar successfully completing Summer School thereby meeting BelovED's research-based, standards mastery benchmarks for grade-level promotion*

*For scholars who meet the requirements for promotion, but have barely passing averages in Math or ELA, recommended academic interventions shall continue even after they enter the higher class or grade.*

*The school shall provide parents/guardians with regular written information, including report cards, relating to their children's academic scores, personal growth, attendance records and disciplinary records. The school shall inform parents/guardians when formative assessment data leads to their children receiving academic interventions and shall explain how these parents/guardians can support this work and help their children progress academically.*

*Teachers shall endeavor to meet with parents/guardians on a periodic, scheduled basis to provide them with a face-to-face review of their children's learning progress, and shall call when academic or behavioral issues warrant so parents/guardians are made aware of and can help solve the problem. Following each trimester, the school shall notify the parents/guardians of children whose pace of standards mastery puts them at substantial risk of not meeting the school's requirements for grade-level promotion. Parents/guardians shall be reminded of the school's promotion/retention policies, its Summer School requirements, and what they can do to support the school's academic interventions and help their children progress academically.*

*In May, teachers shall call and/or meet with parents/guardians whose children will need to attend Summer School and shall inform them of the subject areas in which their children need to increase their standards mastery, and what these parents/guardians can do to assist their children.*

*If, after attending Summer School, a scholar whose retention is recommended still does not meet the standards mastery benchmarks necessary for promotion, staff shall call and/or meet with the scholar's parents/guardians to inform them that their child will be retained in their current grade.*

*If a parent/guardian wishes to appeal promotion/retention decisions, they may first petition the School Grievance Committee consisting of parents and teachers. If the parent/guardian wishes to appeal the decision of the Grievance Committee, the parent/guardian may petition the Board of Trustees.*

***Nothing in this Policy shall obligate the School to provide interventions beyond those required by law.***

# THE IMPORTANCE OF ATTENDANCE AND ON-TIME ARRIVAL

Research shows an extremely high correlation between scholars frequently missing or being late to school and academic failure. Learning can only occur in school if scholars are present. The frequent absence or tardiness of scholars from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of scholars to complete curriculum requirements successfully. Parents/guardians and scholars are therefore expected to maintain a very high level of scholar attendance at school and on-time arrival.

Indeed, attendance is so important that New Jersey state law requires that BelovED document all days when a scholar is absent from school and categorize these days as either “excused” or “unexcused,” in accordance with strict state regulations and procedures. BelovED will accordingly monitor your scholar’s attendance closely throughout the year.

## Excused Absences

Examples of absences that under NJ law are to be categorized as excused are those related to:

- Religious holidays approved by the state. A list of the State of New Jersey Approved Religious Holidays can be found at the NJ Department of Education website, [www.state.nj.us/education/genfo/holidays1112.htm](http://www.state.nj.us/education/genfo/holidays1112.htm).
- Death within the immediate family.
- Required attendance in court.
- Visitation to secondary institutions for purposes of exploring enrollment.
- Medically verified physical or emotional illness (requires parental note with verification determination to be made by school nurse or a doctor’s note after three consecutive days).
- “Take Your Child to Work Day”

Regarding illnesses, scholars should not attend school when exhibiting signs of illness. Such signs include fever of 100.2°F and above, productive or discolored nasal discharge or cough, rash of unknown origin, or suffering from diarrhea or vomiting. See the “Health and Safety” section of this Handbook for complete signs of illness.

ALL excused absences, even those for medical reasons, require either prior arrangement with the school administration, or a note from a scholar’s parent/guardian, upon the scholar’s return to school, which explains the reason for the absence.

## Providing Notification and Explanation of an Absence

Parents/guardians are responsible for notifying the school in advance, or as early in the day as possible, when a child is to be absent, and for informing the school of the reason for the absence.

### Unexcused Absences

On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and goes into your child's permanent record. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments, and should not expect teachers to provide work in advance of such absences.

*Under state law and administrative code (NJSA 18:A and NJAC 6A), the following Notification Process for Excessive Absences must be followed when absences are "unexcused":*

- 1) The Warning Call: For 3 cumulative unexcused absences, the attendance officer will place a phone call to the home of the scholar informing the parent/guardian of excessive absences. The attendance officer will document the call and also notify the administration.
- 2) Letter Home to Parent/Guardian: For 7 cumulative unexcused absences, a letter will be sent to the parent/guardian of the scholar alerting them that because of their child's excessive absences, he/she is in danger of failing. The letter is to be signed and returned to the school to confirm its receipt.
- 3) Administrator & Parent Conference: If the excessive absences persist after the phone communication and letter has been sent, the Administration will require the parent come in for a conference regarding the excessive absences. The parent will be given a **second** in danger of failing notice to sign.
- 4) For cumulative, unexcused absences of 10 or more, the scholar is considered truant. For scholars between the compulsory school ages, the school district will make mandatory referral to the court program, as required by the NJ Administrative Office of the Courts. The school will make contact with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with NJSA 18A, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

## **Court Fines / Denial of Grade Promotion for Excessive Absenteeism**

BelovED will work with families to find solutions to attendance problems.

It is imperative that parents/guardians understand that school attendance in New Jersey is compulsory and that under state law, parents/guardians who permit excessive school absences can be fined.

### **Absence During Testing Periods**

If a scholar has an absence during BelovED or State standardized testing periods, which are communicated to parents prior to testing, he/she will only be able to make-up the test during the scheduled retake period that follows the testing period. Scholars that miss testing days repeatedly may be called in for a parent meeting with the child's teacher. Moreover, missed exams during the scheduled retake period may result in a failing grade for that exam.

### **Absence and Afterschool/Evening Events**

Please also note that except under previously approved and special circumstances, a scholar who is absent from school during the day may **NOT** participate in afterschool or evening events, and under no circumstances may a scholar who is absent due to illness participate in such events.

### **Tardy Arrivals**

Scholars are expected to arrive to school and class on time. Being late to school takes precious educational time away from scholars, and can be disruptive to the rest of the class, and hinder their learning, as well. Therefore, tardiness should be avoided unless absolutely necessary.

Elementary scholars must arrive before 7:50am to receive breakfast. If an elementary scholar does not arrive by 7:55am, s/he is considered late to school.

Middle school scholars must arrive before 8:40am to receive breakfast. If a middle school scholar does not arrive by 8:43am, s/he is considered late to school.

High school scholars must arrive before 8:40am to receive breakfast. If a middle school scholar does not arrive by 8:41am, s/he is considered late to school.

Whenever circumstances necessitate that a scholar report to school late, the scholar must enter through the front door of their assigned building and sign-in with the Office Managers or Security. Scholars will obtain a late pass, which will allow them to be admitted to class.

### **Consequences for Unexcused Tardiness**

Under state law, five (5) tardy arrivals are equal to an unexcused absence on a scholar's attendance record. Consistent tardiness can result in scholar retention at the end of the school year.

To avoid such problems, BelovED will make a phone call home to parents after the third tardy arrival of a scholar, and will require a parent-teacher conference after the tenth.

### **Dropouts**

A scholar who has been absent for **10 or more consecutive days**, for reasons other than illness (such as family travel), will be presumed to be a drop-out and reported as such unless the parent makes a compelling case otherwise. It is within the school's total discretion to make this determination.

## **CALLING, VISITING, VOLUNTEERING**

At BelovED Community Charter School, we value an open and honest dialogue between parents and the school. Only in this way can we best meet the needs of our scholars. Parents have valuable information on their child's perceptions of school life. When things are not going well, we can be of tremendous assistance only if you bring the situation to our attention. It is school policy to address concerns on an individual basis. Please speak to your child's teacher first, their Academy Dean, and then the Principal. You will always find us ready to talk about any concerns you may have.

That being said, for security purposes, as well as for scheduling, all visits/tours should be arranged through the office, so approval can be obtained prior to the visit/tour, and all parents, guests and/or visitors must sign in at the office before visiting any classroom or taking a tour of the school.

## **Open Houses & School Tours**

We are extremely pleased that our school families have chosen to enroll their scholar at BelovED Community Charter School. To introduce parents/guardians to our staff and their scholar's teachers, and to give parents/guardians an opportunity to tour our school facility, we have scheduled an orientation for parents/guardians who are new to BelovED and a Back-To-School Night for all parents/guardians.

We recommend that parents/guardians also tour the school during the school day when children are present. Tours will be available on weekday mornings, from November to June. Please call the office to sign up for a tour. In addition, we recommend that parents attend PTO meetings and other family events that will be scheduled throughout the school year.

## **Parent Conferences and Class Meetings**

At BelovED, teachers contact parents on an ongoing basis to discuss scholar progress. However, twice a year, we will have formal parent-teacher conferences. Please regard these as "required meetings" and as the best time to get an overview of plans and expectations for the year relating to your scholar.

You or the teachers should feel free to call each other or request additional conferences at any time. Issues or concerns should be brought promptly to the attention of the teacher or administration to ensure appropriate discussion and resolution.

Class meetings may be called at other times throughout the school year for a variety of reasons. Please make every effort to attend these meetings, as well.

## **Phone Calls, Emails and Individual Meetings**

When you call a staff member, if she or he is available, your call will be immediately directed. If not, a message will be left, and your call will, in nearly all cases, be answered within 48 hours. When you call a teacher, to avoid interrupting instruction, a message will be taken and he or she will get back to you within 48 hours, if possible. If you call a teacher and do not receive an answer, please follow up by emailing the teacher with your questions or concerns to ensure their reception of your message.

When interested in meeting with staff or faculty, we request that you make an appointment with the person you wish to see rather than just dropping in. The professional duties of our staff and faculty can make drop in visits difficult to accommodate. It also helps if, when making an appointment, you will describe the general nature of your inquiry so that the administrator or teacher can gather information about the matter. Your confidentiality will be respected when leaving such messages.

## Visiting Classrooms

You are always welcome to visit the school and the classrooms. As mentioned above, visitors must sign in at the office, and out of courtesy to the teacher and scholars, it is requested that you arrange your visit with your scholar's teacher in advance. Please let the teacher know what you are most interested in seeing or how you might enjoy providing classroom help. Classroom visits should not last longer than an hour unless there is a special project or activity under way in which you are participating. When visiting, please work closely with the teacher to minimize classroom disruptions.

## Volunteering at BelovED

BelovED Community Charter School encourages parent engagement with the school through frequent home-school communication, visits, and parent volunteer opportunities.

Volunteering is an especially rewarding way to be involved in the educational life of your scholar, and the school benefits, as well.

Some ways to volunteer include participating with BelovED's Parent-Teacher Organization (PTO) or its Title I Parent Advisory Council, which you can read about on BelovED's website. Additional roles and/or duties for which parents or guardians can volunteer include:

- As "class parents"
- As "reading buddies"
- Coordinating or teaching an afterschool club
- Helping with lunch or recess duties
- Planning, organizing, setting-up, and cleaning up after school functions
- Fundraising
- Assisting with community outreach
- With PTO (Parent-Teacher Organization) events
- Contributing to our newsletter
- As a trip chaperone

Some volunteer opportunities may require fingerprinting and background checks. But when parents/guardians volunteer in the classroom, they have a wonderful opportunity to understand how and why we do what we do at BelovED Community Charter School, and to experience the thrill of seeing children learn.

If you would like to volunteer but you're not sure what you would like to do, contact your teacher or members of the PTO Executive Board and we'll help you lend a hand.

## **HEALTH, SAFETY, AND SECURITY**

Should you have any health-related questions or concerns relating to your BelovED scholar, please call BelovED's school nurse. They are available from 7:30 a.m. until 4:00 p.m. daily.

BelovED Community Charter School has filed a comprehensive safety plan with the Hudson County Superintendent of Education's Office, as required by law. This plan covers every type of emergency and was created in collaboration with the Jersey City Police and Fire Departments, and County Department of Education. The School has not had problems with security, but in the interest of keeping our scholars and staff safe, has security personnel, cameras, and systems in place all throughout the day.

### **Immunization Records/Health Forms/Medication**

The State of New Jersey requires that each child be immunized in accordance with state requirements for children enrolled in school, and each child must have an annual physical examination on file with the school nurse. If you have not provided the required immunization records or health forms, BelovED is not permitted to allow your scholar to attend classes until the paperwork is turned in.

Student medication (including homeopathic medicine) may not be kept in the classroom or in scholar lunch boxes or backpacks.

If prescription medication needs to be administered in school, the school nurse cannot administer it nor may other school personnel without a physician's consent form. These forms are available in the office. Note, that the school will not administer non-prescription medicine (such as Tylenol) to scholars without written permission.

### **Sick or Injured Children**

School personnel are trained in methods of dealing with illness or injury. A parent will receive a call from the school if the nurse, teacher, or office staff thinks there is a need. It is imperative, therefore, that parents provide phone numbers for use in emergencies, and that these numbers be kept up to date.

At the beginning of the school year, parents may give permission for school personnel to treat minor scrapes and bruises. More serious injuries are recorded on an accident form and will be reported to a parent before the scholar leaves school, or sooner, as appropriate.



A child who is not well enough to go outdoors is not well enough to come to school. Outside time is a regular part of our daily schedule and we have no supervision in place for children who would like to stay inside, apart from their classmates.

To avoid having your scholar get sick, please ensure that he or she is always appropriately clothed. During cold weather seasons, children should be dressed in attire appropriate for outdoor recess, including hats and gloves.

### **Accident Insurance**

Our school is covered under a Student Accident Insurance Policy. Please contact the School Business Administrator for details.

### **Reporting Suspected Child Abuse or Neglect**

It is the school's legal obligation to report any sign of abuse or neglect to the Department of Children and Families(DCF). 1-855-INFO-DCF or 1-855-463-6323

## **UNIFORM POLICY**

The purpose of the scholar dress code is to promote high standards of conduct and behavior among scholars, to instill a sense of personal pride in scholars, and to develop and maintain a wholesome learning environment that will contribute to academic achievement. The Board of Trustees acknowledges that proper dress and attire is an important part of the school program. The Board also recognizes that each pupil's mode of dress and grooming is an expression of personal style and individual preference.

If a scholar shows up without the correct uniform, a phone call will be made home indicating that the correct uniform needs to be brought to school immediately. The child will not be permitted to go to class until the correct uniform has arrived. If we are unable to get in contact with you the child will remain out of class for the day.

***Parents should write the scholar's name in permanent marker on the tags of all clothing so that if it is lost it can be returned to you. Since every scholar wears the same clothing, mark your tags clearly.***

# ELEMENTARY SCHOOL UNIFORM

- **Shirt:** BelovED Community Charter School navy polo shirt with the school's logo. The shirt is available in short and long sleeves. An undershirt may be worn under the uniform shirt so long as it is not visible. Uniform shirts must be tucked in.
- **Pants:** Standard khaki-colored or tan pants or shorts You may get the pants with a zipper or the pull-on. The pants need to fit correctly (no baggy style) with a belt. Jogger pants are not permitted.
- **Skirts:** Standard khaki-colored or tan skirts. Shorts and skirts must be no more than two inches above the knee.
- **Belt:** Solid dark-colored belt must be worn **only** if pants are loose or baggy.
- **Shoes:** Black loafers, Black/Dark Brown/Navy dress shoe with rubber sole, solid black sneakers. Black slip ons with rubber soles, black mary janes( no large heels). Boots are not permitted during the school day.
- **Socks:** Black, navy or white socks may be worn. Girls may wear tights. The tights must be blue, black or white (no exceptions). No patterned tights are permitted.
- **Sweater (Optional):** BelovED Community Charter School navy sweater with the school's emblem or solid navy blue sweater. No other colored sweater may be worn.
- **Head Scarves or Headbands:** ( optional) Solid colors

## Notes:

- No large or distracting jewelry is permitted.
- Hair should not be distracting in color designs or cuts.
- Makeup is not permitted.
- Nail polish/artificial nails should not be distracting in the classroom. This is up to the discretion of the administration.
- Cat ear headbands and chokers are distracting accessories that are not permitted.
- Hats, bandanas, scarves, and sunglasses may not be worn during school hours.

## Elementary Physical Education Uniforms

Scholars will wear PE uniforms on physical education days. The uniform shall consist of:

- A gray T-shirt with our logo, which can be purchased at Jay's Uniforms located at 540 Westside Avenue in Jersey City, or the Field Day shirt if previously purchased.
- Navy Blue Sweatpants or Navy Blue gym shorts in warmer weather. All shorts must be mid thigh to knee length.
- Sneakers: Any sneaker is acceptable. (Students wearing shoes on P.E. days may be asked to sit out of P.E. class for safety reasons.)

## Extra Clothing

All K-1<sup>st</sup> grade scholars must bring an extra change of clothes in the event of an accident or spill. Clothes should be sent to school in a plastic bag with the scholar's name written clearly in permanent marker.

- In the event that a scholar must change into the extra set of clothes, parents must send in a clean set of clothing the next day.
- If your scholar is prone to accidents, we recommend keeping more than one change of clothing at school.
- Spare clothes do not need to be uniform clothing; however, do not send jeans, shorts, or name-brand clothes.

## Lost And Found

Please label your child's belongings, including jackets, sweatshirts, sweaters, coats, lunch bags and boxes, and all school materials so they can be returned to your scholar in his or her homeroom. Any items left in the school building after the end of the school day may be placed in the lost and found, located in the school security office.

Items that go unclaimed will be donated to a charitable organization at the end of each month.

# MIDDLE SCHOOL UNIFORM

## *School Uniform September 1 through November 30 and April 1 through June 30 (Summer Uniform)*

**Shirts** - BelovED Community Charter School red polo shirt with the school's logo. The shirt is available in short and long sleeves. Shirts must be worn tucked in.

**Pants** - Standard khaki-colored or tan pants or shorts.

**Skirts** - Standard khaki-colored or tan skirts. Shorts and skirts must be no more than two inches above the knee.

**Shoes** - Rubber sole sneakers/tennis shoes. Shoes must be flat and closed-toe. **No Crocs are permitted.**

**Sweater (Optional)** - BelovED Community Charter School navy sweater with or without the school's logo.

**Sweaters must be solid navy blue with no hood.**

## *School Uniform December 1st through March 31st (Winter Uniform)*

***The winter uniform is optional. Scholars may continue to wear the "summer uniform" year round.***

**Shirts** - Light blue button-up shirt with school logo. The shirt is available in short or long sleeves. Shirt must be worn with a red and navy blue striped tie. Shirts must be worn tucked in.

**Pants** - Standard khaki-colored or tan pants or shorts. The pants need to fit correctly (no baggy style).

**Skirts** - Standard khaki-colored or tan skirts. Shorts and skirts must be no more than two inches above the knee.

**Ties**: A navy blue, white, or red tie. Striped ties in any combination of these colors are allowed. No other colors or patterns are permitted.

**Socks** - Navy blue, white, or red socks may be worn. Girls may wear tights which must be navy blue, white, or red. No other colored tights or patterns are permitted.

**Shoes** - Rubber sole sneakers/tennis shoes. Shoes must be flat and closed-toe. No high heels or Crocs are permitted.

**Blazer/Sweater** - BelovED Community Charter School navy blazer, navy cardigan sweater, navy sweater vest with or without the school's logo. Blazers/Sweaters must be solid navy blue with no hood.

### **Notes**

- No derogatory or inflammatory language or pictures should be on any items worn or brought to school.
- Absolutely no bandanas are permitted.

### **Middle School PE Uniform**

Scholars will wear PE uniforms on physical education days. The PE uniform shall consist of:

- **T-shirt** - must be red with the school's logo
- **Shorts** - Navy blue mid-thigh to knee length
- **Sweatpants** - Navy blue only
- **Sweatshirt** - Navy blue zip-up/hooded sweatshirt with the BelovED logo. Any BelovED athletic hoodie purchased through the school is also acceptable.
- **Shoes** - Rubber sole sneakers/tennis shoes (Scholars not wearing sneakers on a PE day will be asked to sit out of class for safety reasons.)

## **HIGH SCHOOL UNIFORM**

Category	Options
<b>Tops</b> <ul style="list-style-type: none"> <li>• All tops must have a BelovED logo OR a college logo</li> <li>• Colors: White/Gray/Navy</li> </ul>	<ul style="list-style-type: none"> <li>• Short/Long sleeved button up with BelovED Logo</li> <li>• Crew/V-Neck T-Shirt or long sleeve with BelovED Logo</li> <li>• Crew Neck Sweater with BelovED logo</li> <li>• Polo with BelovED logo (old version accepted)</li> <li>• BelovED athletic gear/club t-shirts/college t-shirts</li> </ul>
<b>Bottoms</b> <ul style="list-style-type: none"> <li>• Colors: Black/Navy/Dark Gray</li> </ul>	<ul style="list-style-type: none"> <li>• Pants with no rips, no spandex, no pajama material.</li> <li>• Chino Shorts no more than 2 inches above knees <b>(ONLY DURING Q4)</b></li> <li>• Skorts no more than 2 inches above the knee. <b>(ONLY DURING Q4)</b></li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• All footwear must be closed toed and closed back</li> <li>• Examples: Sneakers, crocs with back strap, boots, etc.</li> <li>• No flip flops or slides will be permitted</li> </ul>
<b>Outerwear</b> <ul style="list-style-type: none"> <li>• All outerwear must have a BelovED logo</li> <li>• Colors: Navy/Black/Gray</li> </ul>	<ul style="list-style-type: none"> <li>• Fleece with BelovED Logo</li> <li>• Sweater with BelovED Logo</li> <li>• Hoodie with BelovED Logo</li> <li>• Cardigan with BelovED Logo</li> </ul>
<b>PE Uniform</b> <ul style="list-style-type: none"> <li>• All students will be required to change for PE</li> <li>• Students may not wear PE clothes (sweatpants/mesh shorts/etc.) during the school day</li> </ul>	<b>PE Top:</b> <ul style="list-style-type: none"> <li>• Colors: White/Gray/Navy</li> <li>• T-shirts with BelovED Logo</li> </ul> <b>PE Bottom</b> <ul style="list-style-type: none"> <li>• Colors: Black</li> <li>• Knee length mesh material, sweat shorts or sweatpants</li> </ul>

## **DISCIPLINE**

Safety, order and discipline are fundamental to learning. While scholars need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. Therefore it is the policy of BelovED Community Charter School that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all scholars.

BelovED enforces a "zero tolerance policy" regarding discipline for certain infractions, including, but not limited to, the following: fighting; possessing, using, or threatening to use weapons; or the unlawful possession, use or distribution of drugs on school properties or at any school sponsored or supervised activity.

Scholars will be subject to disciplinary action if they engage in prohibited conduct while on school property, while attending any school-sponsored activity, or while in transit going to or returning from BelovED's campus (whether on foot, or via train, bus, or car). Such disciplinary action may include but not be limited to the following measures: suspension, expulsion, and/or exclusion from school and all school sponsored activities.

Scholars may also be disciplined for conduct committed away from school property and outside school hours if, for example, the conduct is detrimental to the best interests of the BelovED community, adversely affects overall school discipline, and/or results in a criminal charge or conviction.

In all such regards, BelovED shall always provide a fair and consistent approach to scholar discipline, within the context of scholars' rights and responsibilities.

## **Our Positive Approach to Discipline**

Our approach to discipline is rooted in a belief that the learning environment is sacred. At BelovED Community Charter School, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for scholar behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, and does its best to “catch scholars doing the RIGHT thing.” We recognize and celebrate scholar successes at every opportunity.

We also use consequences and a problem-solving approach to help scholars fix behavior problems. Students may lose privileges (social time, trips, etc.) when they violate the rules.

Our Dean of Students is the point person on discipline issues. The Principal, Academy Dean, and Dean of Students have the authority to decide on the appropriate consequences for scholar behavior, but work closely with teachers, families, and scholars to help them learn and grow.

## **Expectations for Time on Task**

BelovED Community Charter School does not tolerate classroom distractions because of its belief that one or two scholars should not be permitted to hold back an entire class. If scholars are being disruptive or are off-task, they will be subject to disciplinary actions (see the list below), and parents/guardians should expect regular calls from and conferences with faculty and staff so that an effective behavior plan might be implemented that solves the problem.

## **Zero Tolerance for Fighting**

There is zero tolerance for fighting at BelovED. In almost every case, both scholars will be suspended. Parents will be required to come to school to pick up the scholar involved in the fight on the day of the incident, and to meet with school administrators regarding the conflict. The school encourages non-violent conflict resolution. Scholars are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner and report conflicts to staff members before they escalate.

## Disciplinary Actions

BelovED has schoolwide guidelines in place that govern in-class learning and behavior expectations, and for the consequences of violating these guidelines, to ensure that disciplinary actions are consistent. Disciplinary actions other than suspension or expulsion, etc., can include, but are not limited to:

- Exclusion from non-core classes
- Being Sent To The Office
- A Call To Parents/Guardians
- An Administrator/Parent/Scholar Conference
- An Administrator/Scholar Conference
- The Implementation Of A Behavior Plan
- Before Or After-School Detention
- Alternative Volunteer Service
- A Behavior/Academic Contract
- A Counselor/Parent Conference
- A Counselor/Scholar Conference
- A Counselor/Teacher Conference
- A Social Worker/Counselor Referral
- A Homeroom Switch
- In-School Suspension
- Loss Of Incentives
- Lunch Detention
- Parent Shadowing
- Peer Mediation
- Reflection Form
- Reprimands And Warnings
- Restriction Of Participation In After School And/Or Extracurricular Activities
- Schedule Adjustment(s)
- Time Outs
- Teacher/Parent Conference (E-Mail, Letter, Telephone)
- Teacher/Scholar Conference
- Removal From Additional Services Such As Buses Or Intensives



## **DISCIPLINE PROCEDURES**

- STEP 1 – 1<sup>st</sup> DISCIPLINE REFERRAL – Conference with Dean/Dean’s Office Staff Member
- STEP 2 – 2<sup>nd</sup> DISCIPLINE REFERRAL – Lunch detention and parent phone call
- STEP 3 – 3<sup>rd</sup> DISCIPLINE REFERRAL – In School Suspension and Parent Phone Call
- STEP 4 – 4<sup>th</sup> DISCIPLINE REFERRAL – In School Suspension and Parent Meeting where Student Action Plan is created
- STEP 5 – 5<sup>th</sup> DISCIPLINE REFERRAL – Out of School Suspension (Level I Suspension: 1 Day) and Parent Meeting
- STEP 6 – 6<sup>th</sup> DISCIPLINE REFERRAL – Out of School Suspension (Level II Suspension: 3 Days) and Parent Meeting
- STEP 7 – 7<sup>th</sup> DISCIPLINE REFERRAL -- Out of School Suspension (Level III Suspension: 5 Days) and Parent Meeting
- STEP 8 – 8<sup>th</sup> DISCIPLINE REFERRAL – Home Instruction and Possible Expulsion

In most cases scholars will earn consequences in the order listed above. There will be aggravating or mitigating circumstances that may cause the administrator to dispense punishment that is greater than or less than those listed above.

### **Curricular and Extracurricular Activities**

During the period of time that a scholar is on suspension that scholar will be excluded from all BelovED Community School activities, either as a participant or a spectator, for the duration of the suspension.

## Infractions

During the period of time that a scholar is on suspension that scholar will be excluded from all BelovED Community School activities, either as a participant or a spectator, for the duration of the suspension.

A. **INSUBORDINATION:** Insubordination is defined as the refusal of a scholar to obey a school rule, regulation or request of a teacher or school official. The level of detention or suspension to be determined by the administration.

B. **TOBACCO:** Students smoking, chewing, or having possession of tobacco will be subject to a minimum of STEP 6. Violators will be referred to local law enforcement authorities since tobacco use for minors is against state law.

C. **ALCOHOL:** Students who are under the influence of alcohol or are in possession of alcoholic beverages at school will be subject to a minimum of STEP 6 on the first offense.

D. **VANDALISM:** Students who destroy, damage, or deface school property; or who destroy, damage or deface property of school personnel or scholars when there is a connection between such vandalism and school events or an impact of such vandalism on school operations or efficiency shall be subject to a minimum of STEP 5 and restitution for damaged property.

E. **STEALING:** Students who steal will be subject to a minimum of STEP 5. Serious offenders will be referred to law enforcement authorities.

F. **FIGHTING:** Students involved in fighting will be subject to a minimum of STEP 5.

G. **ASSAULT:** Students who physically assault another scholar or a school employee will be subject to a minimum of STEP 6 with notification of law enforcement authorities.

H. **POSSESSION OF DANGEROUS WEAPONS:** A dangerous weapon is defined as a device capable of inflicting serious injury, i.e., gun, knife, etc. A dangerous object is defined as a device that can cause serious injury if used in a violent manner, i.e., baseball bat, chain, pipe, etc. Students in possession and/or use of a dangerous weapon may be subject to expulsion. Use of a dangerous object to injure or intimidate may also result in an expulsion, subject to the Dean's recommendation to the School Board.

Possession of a dangerous weapon, i.e., pocket knife, without the intent to intimidate or cause injury will result in a suspension or detention by the administration.

Possession of a look-a-like weapon, i.e., toy gun, etc. will result in a detention or suspension. The length of the detention or suspension will be determined by the administration and will be based on the intent of the scholar. Possession of such an object with the intent of intimidating someone or disrupting the educational process will result in a lengthy suspension.

I. **EXTORTION:** Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any scholar who commits an act of extortion will be subject to a minimum of STEP 5.

J. **SWEARING OR INAPPROPRIATE LANGUAGE:** Students who swear or use inappropriate, vulgar language will receive a disciplinary referral.

K. **ENDANGERING OF HEALTH AND SAFETY:** Any scholar action which is of such a nature that it endangers the safety of scholars or staff of the Beloved Community Charter School will be brought to the attention of the Dean and Head Dean and may result in long-term suspension or expulsion.

L. **HARASSMENT:** Harassment of scholars and/or school employees will not be tolerated in this school district. School district includes school facilities, school district premises and non-school property if attending a school sponsored or school related activity or function. This includes incidences that are off school property but are related to a person being a scholar in our school or an employee of our district.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability, and sexual harassment. Physical and/or verbal threats or intimidation are also harassment and will not be tolerated. Students or school personnel whose behavior is found to be in violation of this policy will be subject to an investigation which may result in disciplinary action. Reports of harassment shall be made to the HIB Coordinator.

M. **DISMISSAL FROM CLASS:** Being sent to the office from class is a serious violation of the discipline policy. Individual teachers are in charge of the discipline in their classrooms and will handle routine discipline problems.

Students sent to the office for major discipline problems will be assigned detention and a referral notice sent home. Students who continue to be discipline problems in classes may be suspended or removed from class.

Scholars who put the safety of themselves or others in danger may be suspended immediately. Should a parent/guardian refuse to pick up a child who is safety risk, the school reserves the right to contact outside services.

## **THIS CODE OF STUDENT BEHAVIOR WILL BE IN EFFECT:**

- A. While scholars are on school property
- B. While scholars are being transported on school transportation vehicles
- C. While scholars are attending or participating in school activities, either home or away
- D. In any situations or circumstances related to the need to uphold the good order and discipline of the school.

## **DUE PROCESS**

Before a scholar is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be offered to that scholar.

1. The scholar must have been informed of the conduct which is expected or prohibited.
2. Prior to disciplinary action a hearing will be held with the scholar at which time notice is given as to what he or she is accused of doing.
3. An opportunity should be given during the hearing for the scholar to present his or her side of the story.
4. The administrator must make the decision relating to disciplinary action based upon the incidents which have been appraised from the knowledge gained.

## **In-School Suspension and/or Dean's Office**

In School Suspension is used when a child continues to misbehave or disregards the expectations outlined in the Handbook. While on in-school suspension, we hope to remove all distractions so that the child can focus strictly on academics. The parents will be notified when the decision to invoke in-school suspension is made.

The parent/guardian will be expected to come to school for a conference within 48 hours if their child is placed on in-school suspension. The length of the in-school suspension is directly related to the offense and whether the scholar has taken responsibility for their actions.

A scholar on ISS will not be permitted to:

- Attend field trips
- Eat lunch at scholar tables in cafeteria
- Speak with other scholars during class or during free time
- Participate in recess, PE, Art, Music or Spanish class
- Participate in after-school sports, music, or enrichment programs

## Procedures for Short-Term Suspensions

A short-term suspension is a denial to a scholar of the right to attend school and to take part in any school function for any period of time up to and including four days.

When a scholar is suspended, the school shall pursue the following steps:

### *Investigation*

- Notify the scholar of the charge(s)
- Accept information from the scholar and other persons who have knowledge of the incident. The scholar involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- A short-term suspension shall be imposed solely at the discretion of the Principal or the Dean of Students based on the information gathered.

### *Implementation*

Once the Principal or Dean of Students have determined that a short-term suspension is warranted, he/she shall proceed as follows:

- Inform the scholar of the suspension and the reason(s).
- Notify the parent by telephone, email or in person.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension, the length of the suspension, the right to appeal, and the scholar's right to return to school at the end of the suspension, and any conditions for that return (a reentry conference is mandatory). A copy of this notification is filed in the scholar's cumulative folder in the school.

## Right of Appeal

- A parent or guardian may make a written request to the school Principal to appeal a short-term suspension within twenty-four hours of receiving notification of the suspension. The Principal will schedule the Appeal Hearing within five working days of receiving the written request. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The school must be notified within 24 hours of the hearing if legal counsel will be present. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion.
- If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the BelovED Grievance Committee, within two days of receiving the Principal's Appeal Hearing decision, stating why the suspension should be reversed or modified. The Hearing Officer will schedule the Appeal Hearing within five working days of receiving the written request. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The school must be notified within 24 hours of the hearing if legal counsel will be present. The hearing will be conducted by the BelovED Grievance Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The BelovED Grievance Committee will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion.
- If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian make a written request to the BelovED Board of Trustees, stating why the suspension should be reversed or modified within two days of receiving the BelovED Grievance Committee Appeal Hearing decision.

- The Hearing Officer will schedule the Appeal Hearing within five working days of receiving the written request. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The school must be notified within 24 hours of the hearing if legal counsel will be present. The hearing will be conducted by the BelovED Board of Trustees Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The BelovED Board of Trustees will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion. If the BelovED Board of Trustees Committee upholds the suspension, the suspension shall be imposed, and such decision will be final.

### **Procedures for Long-Term Suspensions and Expulsions**

A long-term suspension is a denial to a scholar of the right to attend school and to take part in any school function for any period of time equal to or exceeding five school days. An expulsion is the denial to a scholar of the right to attend school and to take part in any school function permanently.

When a scholar commits an offense that is eligible for long-term suspension or expulsion, the school shall pursue the following steps:

#### ***Investigation***

- Notify the scholar of the charge(s)
- Accept information from the scholar and other persons who have knowledge of the incident. The scholar involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the disciplinary infraction, the date and time for the Suspension or Expulsion Hearing, the right to appeal the outcome of the Suspension or Expulsion Hearing, and the scholar's status pending the hearing. A copy of this notification is filed in the scholar's cumulative folder in the school.
- The Principal will schedule the Suspension or Expulsion Hearing within two days of the disciplinary infraction. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The school must be notified with 24 hour advance notice if legal counsel will be present. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will notify the parent or guardian of the discipline decision within 24 hours of the Suspension or Expulsion Hearing.

## ***Implementation***

Once the Principal or Principal's Designee have determined that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the scholar of the suspension and the reason(s).
- Notify the parent by telephone or in person.
- Send written notification, within twenty-four hours of the Suspension or Expulsion Hearing to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension or expulsion, the length of the suspension, the right to appeal, and the scholar's right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference is mandatory). A copy of this notification is filed in the scholar's cumulative folder in the school.

## ***Right of Appeal***

A parent or guardian may appeal the decision of long-term suspension or expulsion within two days of being notified of the long-term suspension or expulsion. The parent or guardian may make a written request to the BelovED Grievance Committee, stating why the suspension should be reversed or modified. The Hearing Officer will schedule the Appeal Hearing within five working days of receiving the written request. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The school must be notified with 24 hour advance notice if legal counsel will be present. The hearing will be conducted by the BelovED Grievance Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The BelovED Grievance Committee will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion.

If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the BelovED Board of Trustees, stating why the suspension should be reversed or modified within two days receiving the BelovED Grievance Committee Appeal Hearing decision. The Hearing Officer will schedule the Appeal Hearing within two days of receiving the written request. The scholar may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the BelovED Board of Trustees Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The BelovED Board of Trustees will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion.



If the BelovED Board of Trustees Discipline Committee upholds the suspension, and a parent or guardian wants to appeal the decision further, the parent or guardian may appeal the decision to the New Jersey Commissioner of Education.

### **Make-Up Work for Suspension**

Scholars who are suspended shall be offered make-up work assignments. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and scholars must complete and return work before receiving additional work. All IDEA mandates will be followed for scholars with disabilities.

### **Participation at School and School-Related Activities**

Scholars who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

### **Repeat Offenders**

Scholars who continue to receive suspensions, whether in-school, short, or long term may be expelled from BelovED. Scholars who have been suspended 3 or more times during a school year at BelovED may be expelled.

### **Due Process Procedures for Scholars with Special Needs**

Scholars with disabilities have the same rights and responsibilities as other scholars, and may be disciplined for the same behavioral offenses. A multidisciplinary team will hold a manifestation meeting to determine if an incident was a manifestation of a scholar's disability. If the team finds that an offense was a manifestation of a scholar's disability, the scholar's disciplinary consequences, and the potential development or revision of a behavior plan, will be adjusted appropriately.

### **Loss of Privileges**

BelovED Community Charter School offers scholars many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: specials, choice time, participation in birthday celebrations, participation in field trips, coming to school early or staying late, participating in after school activities, use of school transportation, and socializing with classmates during snack time, breakfast, or lunch.

## Detention/Reflection Time

Detention or reflection time may also be assigned a scholar as a consequence of poor behavior. Detention or reflection time may occur before school, during lunch, or after school.

## **SUBSTANCE ABUSE POLICY**

BelovED's policy relating to substance abuse follows:

### *BelovED Substance Abuse Policy*

*Any scholar who is suspected to be under the influence of a controlled substance will be required to have an immediate physical examination and drug test by a physician. If a scholar's parent cannot arrange an immediate examination then the school will take the scholar to the school's physician. The scholar will also be subject to suspension for up to 24 hours while the school determines the results of these tests. If the test results are positive then the scholar will have to have an evaluation and assessment done by a drug and alcohol counselor to determine the nature and severity of the problem. The scholar must then follow the given recommendations and treatment in order to continue at BelovED Community Charter School. Violations may result in expulsion. Selling or use of controlled substances on school property may also result in expulsion.*

## **SCHOOL SEARCHES**

BelovED Community Charter School authorizes the Principal, the Academy Deans, and the other designee(s) to conduct searches of scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar violated the law or any of BelovED Community Charter School's rules. In authorizing searches, BelovED Community Charter School acknowledges both state and federal constitutional rights which are applicable to personal searches of scholars and searches of their possessions.

An authorized school official may search a scholar or the scholar's belongings based upon information received from a reliable informant. Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. BelovED Community Charter School exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials. BelovED Community Charter School will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

# HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The complete text of BelovED's policy relating to harassment, intimidation, and bullying follows:

## *BelovED Harassment, Intimidation and Bullying (HIB) Policy*

*The Board of BelovED Community Charter School prohibits acts of harassment, intimidation or bullying by or toward any scholars or school community members.*

*A safe and civil environment in school is necessary for scholars to learn and achieve high academic standards. "Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other scholars, and that:*

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a scholar or damaging the scholar's property, or placing a scholar in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;*
- B. Has the effect of insulting or demeaning any scholar or group of scholars; or*
- C. Creates a hostile educational environment for the scholar by interfering with the scholar's education or by severely or pervasively causing physical or emotional harm to the scholar.*

*Consequences for a scholar who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved.*

*Consequences for scholars who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual scholars who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be discipline in accordance with school policies, procedures, and agreements.*

*School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to school leadership. All other members of the school community, including scholars, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete investigation of the alleged incident for any report of policy violations and complaints.*

## **GANG POLICY**

Beloved Community Charter School recognizes that the harm done by the presence and activities of gangs in the school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy that gangs and gang activities are prohibited in Beloved Community Charter School, according to the following:

A. Definition: For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. "Gang related activity" includes but is not limited to the prohibited conduct set forth below.

B. Prohibitions: No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - soliciting membership in, or affiliation with, any gang;
  - soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols or signs, on school property;
  - engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - soliciting any person to engage in physical violence against any other person.

## **PREGNANT AND EXPECTING SCHOLARS POLICY**

BelovED Community Charter School will not discriminate among scholars on the basis of pregnancy, childbirth, pregnancy-related disabilities or parenthood. Any student who discovers she is pregnant is, by all means, welcome to continue her education at BelovED Community Charter School provided she is confirmed as medically stable to do so by her physician. After the school nurse is notified of the pregnancy/possible pregnancy, the nurse will meet with the student for discussion and an informational session. In an effort to comply with BelovED's Pregnant and Expecting Scholar Policy and to provide the safest, least stressful and academically conducive environment possible, the student must maintain frequent communication with the school nurse regarding her pregnancy status, pregnancy documentation and any additional concerns, updates or changes. The student will be added to our "Health Awareness List" and those teachers who need to know, for health purposes, will be notified of the student's status.

The following is a list of required documentation the school nurse will need from the student's physician:

1. Documentation confirming pregnancy and due date
2. Confirmation that student is medically stable to attend school
3. Any restrictions requested / Physical Education modifications or exemption
4. After each OB/GYN appointment, student should bring a note to the nurse indicating that student was seen and student is still medically stable to continue school. Student should also inform nurse of next scheduled OB/GYN appointment.

Compliance with the above guidelines helps to ensure important communication between nurse and student and, hopefully, a Smooth transition between academic and medical challenges.

## **FIELD TRIPS**

Field trips are an important part of the curriculum at BelovED Community Charter School and each class is expected to have a number of trips during the year. All parents should have signed a release for walking trips in Jersey City and other communities in New Jersey before the school year begins. A permission slip must be signed for each trip involving transportation or your scholar will not be able to participate. Notices and permission slips will be sent home before each field trip. Please return these forms in a timely manner.

Rules of safety and behavioral expectations are discussed with scholars and adults before every field trip. Children who are not able to follow directions or basic rules of safety will be asked not to participate.

## Chaperoning a Field Trip

The primary responsibility of chaperones is to assist the teacher. This means knowing in advance what kind of help the teacher will need. This usually includes keeping track of the scholars, keeping scholars involved in the slated activities, and making sure scholars listen and are polite when someone is talking.

## TRANSPORTATION

BelovED offers free bus transportation throughout Jersey City to and from school as a privilege, not as a core part of its school program. BelovED will follow state law in arranging for the provision of transportation to students moved into foster care outside of Jersey City. Parents must complete a Transportation Request Form before August 1<sup>st</sup> of each school year. Parents requesting bus service after August 1st will receive seats on existing routes on an as available basis.

Scholars shall ride only their assigned bus and board and disembark at their assigned stops. Any changes in these assignments must be approved in writing by the Transportation Coordinator who will inform the bus driver of the change. Due to the complexity of getting students on the right buses, Beloved is not able to make "one time" adjustments to your scholar's stop. Examples of this might be, if you want your scholar to get off at a stop near their grandparents for one night or going home with a friend who has a different bus stop after school. If you request bus service for your scholar, the school expects your scholar to ride the bus on a regular basis. Scholars who do not ride the bus at least once in a two-week period will lose their spot on the bus. In order to resume bus service, you will have to reapply for service and will be given a spot on an as available basis.

*Middle School students who live within a half-mile of the School are not eligible for bus transportation to and from school.*

### **Making a Change to Your Bus Stop**

If you would like to make a change to the location of your bus stop, please do so in writing by emailing [Bus@belovedccs.org](mailto:Bus@belovedccs.org) or by completing a stop change request form in the office. Changes may or may not be possible due to bus capacity and routing. Any request for changes from parents may take up to 7 working days for change confirmation.

### **Following the Rules**

Scholars are required to follow the rules and regulations of riding a public school bus as listed in the Transportation Contract. The driver of a school bus shall have complete authority over and responsibility for the operation of the bus and maintaining good conduct upon the bus. The driver or any bus attendants shall report to the Transportation Coordinator any misconduct on the bus or any violation of the driver's instructions.

The School Leader or their designee may take action on any misconduct, which occurs on a school bus, the same as if the violation had occurred on school grounds. Scholars who fail to comply with the rules may be suspended and/or removed indefinitely from receiving bus service if the violation warrants any additional repercussions. If your student is temporarily removed from the bus, the expectation is that you will transport your child to school. If you do not transport your child to school and your child is marked absent, be advised that these absences are not permitted/excused.

### **Vandalism on the Bus**

Students who damage or deface the bus will be required to pay for any repairs or cleaning,

### **Electronics Policy**

Cell Phones and electronics may not be used on the school buses. If you decide to send your child on the bus with a phone, it must remain off and inside the scholar's backpack. The school is not liable for the loss of your scholar's phone or electronic device. If a bus aide or bus driver sees misuse of a cell phone (i.e. eliciting content, video recording/pictures without consent, playing of loud music...) they have the authority to confiscate the device and give it to the Transportation Coordinator. You will have to go to the school in person to pick up the device.

### **Picking Your Bus Student Up After School**

If your student is typically a bus student, but you would like to pick them up from school one day, then you must notify the Transportation Department before 1:00 PM on a full day and before 10:00 AM on a half-day. In order to notify the Transportation Department, you must email [Bus@belovedccs.org](mailto:Bus@belovedccs.org). In your email please include your scholar's first name, last name, class (for example 5C), and teacher's name. Do not call the school. We will confirm that we have received your email.

If you contact us after 1:00 PM, you will have to pick-up your scholar outside of the school next to their bus. In order to do this you will need to know the route number for your student. You will then sign your scholar out with the bus checker attendant. Please do not only write a note to your scholar's teacher. Make sure to also notify [Bus@BelovedCCS.org](mailto:Bus@BelovedCCS.org) when you want to pick your scholar up after school.

### **Late Pick-ups**

If your child is late to be picked up from school or returned from their bus route, there will be a late fee assessed of \$15.00 for every half-hour the child is waiting for the parent to pick them up.

## **LUNCH PROGRAM**

Scholars may bring their lunches to school in lunch boxes or paper bags. We do not provide refrigeration, microwaves or cups. Please include everything your child will need when the lunch is packed.

The trading of lunch items among scholars is discouraged. Many children have serious allergies. A table is provided for those scholars who are allergic to peanuts or have other serious allergic reactions to food.

Carbonated beverages, chips, candy, and other items containing sugar are not considered nutritious and permitted for lunch. It takes constant awareness on everyone's part to help scholars develop nutritious eating habits. Gum is not permitted at school.

### **Fees for lunch are as follows:**

- Paid scholars:                   \$3.30 for lunch
- Reduced Price Scholars:       \$0.40 for lunch.

Scholars become eligible for free or reduced price lunches by filling out a lunch application. All families need to fill out the application, even if they do not wish to receive free lunch or purchase lunch. Please do so: the completion of these applications by all families helps our school qualify for federal aid.

## **CELL PHONES AND ELECTRONICS**

Cell phone use is prohibited during school hours. All electronic devices must be turned off upon entering the building. This cell phone policy is being enforced to ensure that all scholars are able to work in an environment free from the distraction of cellphones and possible cyber bullying that may occur. All scholars must follow the rules and regulations outlined in this and all other school policies.

We work hard to ensure a safe learning environment for all scholars and sometimes this means adjusting our policies when needed. As such, teachers or designated adults will be collecting cell phones upon entry to homeroom, in an effort to help scholars remain safe and distraction free. Phones will be placed in a safe locked location for the day. Students will sign their phones in each morning and sign them out each afternoon. Each student is responsible for turning in and retrieving their own phone. Teachers will not charge student phones during school hours.

As always, your child can be contacted through the Main Office in the event of an emergency. Teachers may also allow cell phone use under supervision for emergencies.



Scholars should not have electronic devices in school. Electronic devices include hand-held games.. None of these devices are needed and often represent a distraction from successful academics and a serious atmosphere. In addition, these are items that cause conflict and lead to grief when lost or stolen. While BelovED obviously strives to prevent theft of any item, the school will not endeavor to track down electronic devices that should not be in school in the first place.

In the event that a scholar disobeys these rules and is seen with an electronic device or uses a prohibited electronic device in school, a staff member will confiscate it. It will be returned only after a parent/guardian has come to school to pick it up.

## **INTERNET AND COMPUTER POLICY**

The BelovED Community Charter School computer network is provided for scholars to conduct research, complete assignments and tests. Access to network services is given to scholars who agree to act in a considerate and responsible manner. Access is a privilege—not a right – and entails responsibility.

Scholars are responsible for good behavior using any and all technology, just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. The following misuses of the computer system are not permitted:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords
- Trespassing in other scholars and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes

- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)

All scholar internet usage is monitored and managed with our electronic monitoring systems. Violations will result in loss of computer use and/or other disciplinary or legal action as appropriate.

## **HOLIDAYS AND BIRTHDAYS**

A central strength of BelovED is the diversity of its members. To protect and maintain this diversity, BelovED does not celebrate religious holidays in the course of the school year, nor are holidays used to drive the curriculum, but the observance by scholars of religious holidays are grounds for an excused absence. Moreover, religion and cultures may be appropriately explored as part of the curriculum and in response to children's questions, and children and parents are encouraged to share and discuss their particular customs, traditions, foods, and songs with the class and teachers. Any community meetings held around holidays will be of a secular nature.

If you wish to celebrate your scholar's birthday in school, please reach out to their teacher no later than 2 days prior to the event. The specifications of the celebration are up to the teacher's discretion, however please keep in mind allergies and diet restrictions that may be present in the class.

## **BOARD OF TRUSTEES**

The Board of Trustees meets monthly to discharge its fiduciary and oversight duties as per New Jersey Law. Parents are represented on the Board of Trustees, and all parents are invited to attend the meetings, which are open to the public.