

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL



STUDENT HANDBOOK 2023-2024

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MISSION STATEMENT

The mission of Central Jersey College Prep Charter School (CJCP) is to provide academic and social challenges and opportunities for students to attain the skills necessary for success in post-secondary education.

VISION STATEMENT

At the Central Jersey College Prep Charter School, our vision is to create a dynamic and inclusive educational environment that embodies the principles of equity, excellence, and innovation. We are deeply committed to prioritizing student learning, delivering a rigorous college-preparatory curriculum, and pioneering adaptive solutions to address unprecedented and unique challenges, all while ensuring a lasting positive impact on our students' lives and the world. We provide opportunities to support students' growth as whole individuals through meaningful extracurricular activities and athletic pursuits.

Equity is the bedrock of our mission. We believe that every student, regardless of their background, deserves equitable access to educational opportunities. We actively work to dismantle barriers, creating an environment where all students can thrive and diversity is celebrated as a source of strength.

Excellence is our standard and our aspiration. We hold ourselves and our students to the highest expectations. By setting high expectations and providing the necessary tools and guidance, we believe all students may accomplish their full potential. We are dedicated to cultivating an environment where rigorous academics, critical thinking, and intellectual curiosity are celebrated, fostering a culture of excellence that is visible in every aspect of our school community.

We are resolutely focused on prioritizing student learning. We strive to create an atmosphere where curiosity is nurtured and a lifelong love of learning is instilled. Our educators are committed to tailoring instruction to meet the unique needs and aspirations of each student, empowering them to succeed academically and personally.

We are committed to delivering a rigorous college-preparatory curriculum. We equip our students with the knowledge, skills, and adaptability to excel in college and beyond. Our curriculum is designed to challenge and inspire, ensuring that our graduates are well-prepared for the demands of higher education and the workforce.

In today's ever-changing world, we embrace a future-focused mindset. We prepare our students to thrive in a world marked by uncertainty and rapid change. Our educational approach equips them with the critical thinking and problem-solving skills necessary to navigate the challenges and seize the opportunities of tomorrow. We prepare our students not only for college but also for life beyond, instilling in them the confidence to become innovative leaders and responsible global citizens.

We are dedicated to developing adaptive solutions to unprecedented problems. We recognize that addressing the issues of the future requires innovative and

forward-thinking approaches. We empower our students to become resilient, adaptable, and visionary leaders who can effect long-term positive change. We embrace challenges as opportunities for growth and development. We encourage our students to push boundaries, question assumptions, and discover their own potential through hands-on experiences and intellectual exploration.

Above all, we aspire to inspire. We want our students to be excited about their educational journey, to dream big, and to believe in their ability to make a positive impact on the world. We foster a supportive and collaborative community of learners that encourages our students to dream big, believe in their capacity to make a difference and contribute positively to society.

In summary, our vision for the Central Jersey College Prep Charter School is to be a beacon of educational excellence and innovation where equity is foundational, student learning is paramount, and college readiness is a given. We are committed to delivering a challenging, inspiring, and future-focused education that empowers our students to excel, adapt, and lead with purpose.

GENERAL INFORMATION



**CENTRAL JERSEY COLLEGE PREP
CHARTER SCHOOL**

Somerset Academic Calendar 2023-2024

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/24-25- New Teacher Orientation

8/28-8/31- Summer Institute
(All Teachers)

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/19- President's Day- No School

2/28- Early dismissal for students
(PD for staff)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/1- Summer Institute (Teachers)
9/4- Labor Day- No school
9/5- First Day of School /Marking Pd1
9/12- Back to School Night-
Elementary School (grades K-5)
9/14- Back to School Night Upper
School (grades 6-12)
9/27- Early dismissal for students (PD
for staff)

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/11- No school

3/22- Parent Teacher
Conferences (No school for
students)

3/27- Early dismissal for students
(PD for staff)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/9- Fall Break- No School

10/25- Early dismissal for students
(PD for staff)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1-4/5- Spring Break

4/12- End of Marking Period 3

4/15- Start of Marking Period 4

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/7- Early dismissal for all
11/8- End of Marking Period 1
11/9- Start of Marking Period 2

11/17- Parent Teacher Conferences
(no school for students)

11/22-11/24- Thanksgiving Break
11/29- Early dismissal for students (PD
for staff)

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27- Memorial Day- No School

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/22- Early Dismissal for all

12/25-12/29- Winter Break

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/5- Early dismissal for students
(PD for staff)

6/17- Early dismissal for all

6/18- Last Day of School / End
MP 4 Early Dismissal for all

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-2- Winter Break

1/3- Teacher In-Service (No students)

1/15- MLK Day- No School

1/30- End of Marking Period 2

1/31- Start of Marking Period 3

	First and Last day of school
	Holiday- staff and students
	Marking period start & end
	Parent/teacher conferences (no students)
	Early dismissal
	Teacher in service-no students
	Back to school night

MP 1: 46 Days

MP 2: 46 Days

MP 3: 45 Days

MP 4: 46 Days

Total: 183 Days
(3 Snow days built in)



CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

New Brunswick Academic Calendar 2023-2024

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/24-25- New Teacher Orientation

8/28-8/31- Summer Institute
(All Teachers)

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/19- President's Day- No School

2/28- Early dismissal for students
(PD for staff)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/1- Summer Institute (Teachers)

9/4- Labor Day- No school

9/5- First Day of School /Marking Pd1
9/14-Back to School Night Upper
School (grades 6-12)

9/25- No school

9/27- Early dismissal for students (PD
for staff)

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/11- No school

3/22- Parent Teacher
Conferences (No school for
students)

3/27- Early dismissal for students
(PD for staff)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/9- Fall Break- No School

10/25- Early dismissal for students
(PD for staff)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1-4/5- Spring Break

4/12- End of Marking Period 3

4/15- Start of Marking Period 4

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/7- Early dismissal for all

11/8- End of Marking Period 1

11/9- Start of Marking Period 2

11/17- Parent Teacher Conferences
(no school for students)

11/22-11/24- Thanksgiving Break

11/29- Early dismissal for students (PD
for staff)

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27- Memorial Day- No School

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/22- Early Dismissal for all

12/25-12/29- Winter Break

JUNE '24						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/5- Early dismissal for students
(PD for staff)

6/18- Early dismissal for all

6/19- Last Day of School / End
MP 4 Early Dismissal for all

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-2- Winter Break

1/3- Teacher In-Service (No students)

1/15- MLK Day- No School

1/30-End of Marking Period 2

1/31- Start of Marking Period 3

	First and Last day of school
	Holiday- staff and students
	Marking period start & end
	Parent/teacher conferences (no students)
	Early dismissal
	Teacher in service-no students
	Back to school night

MP 1: 45 Days

MP 2: 46 Days

MP 3: 45 Days

MP 4: 47 Days

Total: 183 Days

(3 Snow days built in)

BELL SCHEDULES

UPPER SCHOOL BELL SCHEDULE

Period	Start Time	End Time	EARLY DISMISSAL START	EARLY DISMISSAL END
1	7:50	8:31	7:50	8:31
2	8:35	9:16		
3	9:20	10:01	8:35	9:16
4	10:05	10:46		
5	10:50	11:31	9:20	10:01
6	11:35	12:16	10:05	10:46
MS L	12:20	12:49	11:35	12:16
7MS	12:53	1:51	12:20	1:04
7HS	12:20	1:20	11:35	12:40
HS L	1:24	1:51	12:44	1:04
7H9	12:20	12:49	11:35	12:16
US9 L	12:53	1:20	12:20	12:40
7H9-2	1:24	1:51	12:44	1:04
8	1:55	2:35		
9	2:38	3:21	10:50	11:31

Elementary Bell Schedule

Period	Start Time	End Time	Period	EARLY DISMISSAL START	EARLY DISMISSAL END
Breakfast/HR	7:50	8:00	Breakfast/ HR	7:30	7:50
1	8:03	8:43	1	7:50	8:22
2	8:46	9:26	2	8:24	8:55
3	9:29	10:09	3	8:57	9:28
4	10:12	10:52	LE L	9:32	10:00
LE L	11:00	11:30	UE 4	10:08	10:40
UE R	11:00	11:30	LE 4	9:32	10:00
LE R	11:40	12:10	UE L	10:10	10:38
UE L	11:40	12:10	5	10:42	11:14
5	12:20	1:00	6	11:20	11:52
6	1:03	1:43	7	11:55	12:27
7	1:46	2:26	8	12:32	1:04
8	2:29	3:09			
HR/DS	3:12	3:21			

CHAIN OF COMMUNICATION

The school has guidelines that allow for fairness and consistency as we serve our students and families. Our school community understands that clear, two-way communication is vital to a healthy school environment. If you have a question or concern, please follow the communication protocol below:

1. Contact your child's teacher or staff member (Counselor, SPED Coordinator, and Nurse) who is closest to the source of your question. Email communication is preferred.
2. If the concern is not addressed by the appropriate teacher or staff member or if a resolution cannot be reached, please contact the Curriculum Director or Operations Director.
3. If the situation remains unresolved by the Curriculum Director or Operations Director, please contact the principal.
4. If the situation is not resolved by the principal, you are invited to express your concerns to the Board of Trustees at one of their scheduled board meetings.

We, the CJCP staff, will do our best to respond to parent inquiries within two school days.

The Board of Trustees recognizes the value of public comment and the importance of allowing members of the public to express themselves on matters of community interest. In order to permit the fair and orderly expression of such comments, the Board policy provides for a period of public comment at every public meeting. Public participation shall be scheduled as indicated by the meeting agenda.

The public comment portion of the Board meeting is limited to thirty (30) minutes per meeting. Additional time may be allocated upon motion by the presiding officer and by an affirmative vote of the Board.

COUNSELING SERVICES

Central Jersey College Prep provides counseling services to all students. The goal of counseling services is to assist students with academic, career and personal/social issues. This will help to ensure success with decision-making skills and setting future goals.

The school counselor is available during school hours, 7:55am-3:21 pm. There is an open-door policy available to all students. To ensure that all academic and personal needs are met, students may either make appointments to meet with the counselor during their recess period, or gain permission from their teacher to attend counseling. Parents/guardians may also call or email the counselor to arrange an appointment on behalf of their student.

CJCP's faculty and staff members work as a team to ensure the well-being of all students. Therefore, members of the faculty or student body can send referral forms to the counselor. Peer mediation will also be available to assist students with conflict-resolution and coping strategies.

In the event that the counselor is not unavailable to address an immediate or urgent issue, students may speak with a teacher or administrator.

CRISIS RESPONSE

In the event of an emergency, students are required to follow the school's security drill procedures.

FLAG SALUTE

NJ Statute Title: 18A:36-3 Display of and salute to flag; pledge of allegiance. "...except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the US government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing at attention, the boys removing the headdress." All students must stand for the Pledge of Allegiance.

GENESIS (Student Information System)

Parents and guardians can monitor attendance, conduct, and academic progress - including homework, in-class assignments, and projects - via the Genesis Student Information System. At the beginning of the school year, parents are provided a username and password pair to access their student's records. Parents are encouraged to visit Genesis on a daily basis to stay informed. Information posted on Genesis is considered as a form of written notification to parents.

HALL PASSES

With the exception of transition times, students must have a hall pass to be outside the classroom. Students also must have a hall pass to leave the cafeteria during lunch periods. Students are required to have the hall pass on visible display at all times. Students are required to provide a hall pass if asked by the school faculty, staff, and administration. Students can only be at the place they received permission to go to with the hall pass.

HONOR CODE

Every CJCP student is honor-bound to refrain from lying, cheating, stealing, and plagiarism.

- Lying is defined as intentional falsification, denial of fact, or intentional creation of a false impression.
- Cheating is defined as giving, receiving, or attempting either to give or to receive unauthorized help that could result in an unfair advantage in a student's completion of schoolwork. Cheating also includes the representation of another's work as being one's own.
- Stealing is defined as taking anything without the consent of the owner.
- Plagiarism is defined as the unacknowledged and inappropriate use of the ideas or words of another writer. Because plagiarism corrupts values, in which the school community is fundamentally committed, plagiarism is considered a grave violation of academic integrity. Plagiarism can be characterized as "academic theft."

Students will receive a zero on any work in which the honor code was violated. In addition, students will receive the appropriate disciplinary consequences. Any make-up of the assignment will be solely at the teacher's discretion.

LOCKERS

Each student will be assigned a locker and is expected to use only the assigned locker and not share with any other student. This locker is to be used to store items necessary for school.

Please remember that lockers are considered school property and, as such, remain under the control of the school at all times. School officials may make inspections at any time. Therefore, students should not expect privacy in regard to the contents of their lockers.

Students have full responsibility for the security of their assigned locker and any contents found within the locker. Therefore, locker combinations should be kept private, lockers should be closed and locked when not in use, and lockers should be kept neat at all times.

Due to the small size of lockers, backpacks must be small enough to fit within the locker. Other backpacks are prohibited. Book backpacks must be kept in lockers during the school hours and are not permitted in classrooms. No valuables should be left overnight in the lockers, including Chromebooks.

LOST AND FOUND

Lost property shelves are located in the cafeteria. If you find lost books, clothing or personal items on the school grounds, please bring these items to the cafeteria and place them on a shelf. If you lose something, please check the lost property shelves in the cafeteria.

Lost items will be kept until the last school day of each week. Items remaining may be discarded afterward. The corridors are inspected each evening and, at that time, any unsecured student property is placed in the Lost Property shelves located in the cafeteria. Students should ensure that all books, uniforms and other property are clearly labeled with their name to ensure a prompt return of such items should they become misplaced.

MATERIALS DISTRIBUTION

CJCP prohibits the distribution of any materials, flyers, invitations, brochures, etc. on school grounds or property, including bus stops and venues for school sponsored field trips and/or events, without written permission from the school administrators. Unless approved by the administration, the distribution, sale, and/or consumption of external food items is prohibited, and will be confiscated.

PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)

CJCP parents actively support the school in a variety of ways. The PTSO holds open meetings for parents to become involved and contribute to the learning community. Check the school website for meeting dates and membership information.

PROGRESS REPORTS & REPORT CARDS

Grades are means by which a student's academic progress is communicated by the teacher to the student and parent. The policy for each teacher is contained in the course syllabus issued by individual teachers during the first week of the school or semester in a way that is consistent with the school's grading policy described in the Program of Studies. Parents as well as students should familiarize themselves with the school's applicable policies and syllabus of each course. Progress Reports are issued at the end of marking periods one through three and a Final Report Card is issued at the end of the school year.

SCHEDULING

School devices students schedules based on academic needs and interests. Students can request a schedule change only during add/drop periods that are announced prior to the beginning of each school year. Requests for course changes will be granted on an “as available and appropriate” basis as determined by the school.

Requests for changes of a lunch period, class period, or teacher will not be honored. CJCP reserves the right to make adjustments in student schedules for any reason deemed appropriate by the school.

SCHOOL CLOSING DUE TO EMERGENCIES

When school is closed because of inclement weather, other emergencies, or when school has a delayed opening or unexpected temporary closure, the school will communicate it to all members of the school community in the best way possible. The school utilizes an automatic broadcast messaging system that will send messages to phone's listed in our student information system. You can also check our website **www.cjcollegeprep.org** and the school's social media for information regarding emergency school closings. The announcements will begin no later than 6:00 a.m. on the date of closure whenever possible. Please continue to monitor announcements from the school for the most updated information regarding emergency closings.

SCHOOL LUNCH PROGRAM

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

During lunch, students will be expected to follow all safety rules, display good manners and courtesy toward all present. This includes but is not limited to seating in the designated area, remaining seated at all times, clearing your place, and disposing of all trash appropriately. Staff and teachers on duty during the lunch period will hold students responsible for their language and behavior.

Cafeteria and Recess Conduct

- All tables must be cleared before leaving the cafeteria.
- Students will not be allowed to leave the cafeteria without a proper pass.
- No food or drinks are to leave the cafeteria.
- Outside food ordered by parents or students is not permitted to be dropped off during the school day. The school administration may allow seniors (12 graders) to order food to be delivered on certain days, which is subject to cancellation at any time.
- The throwing of any item in the cafeteria will result in disciplinary action.
- The use of an alternativespace is a privilege. If students are uncooperative to teachers and staff, they may lose such privileges.
- Students are not allowed to leave the designated lunch areaduring lunch periods. If a student is in violation of this rule, disciplinary actions will be taken.

SCHOOL NEWSLETTER AND SCHOOL WEBSITE

The CJCP School Newsletter is an online newsletter published by the school administration. It is the official publication for school news, announcements, and notifications of upcoming events. The School Newsletter is also sent via email to parents, students, faculty, and other stakeholders.

STUDENT PARKING/ MOTOR VEHICLES

CJCP PARKING PROCEDURES

- Prior to acquiring a Parking Permit students and parents must read, complete, sign and date the parking application.
- Students must possess a valid driver's license and proof of insurance for a permit to be issued.
- Before filling out the application, please read CJCP's Parking Policies and Procedures.
- Please note: ***Driving is a privilege and not a right.***

CJCP regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. CJCP will permit the use of motor vehicles by students aged 17 and older in accordance with the rules of the school. The school will not permit the use of mini-bikes or motorcycles for travel to and from school.

CJCP will not be responsible for bicycles or motor vehicles that are lost, stolen, or damaged.

****** Please note: Central Jersey College Prep reserves the right to search students' vehicles if it is parked on Central Jersey College Prep property. The vehicles are also subject to random sweeps for the purposes of detecting illegal substances.***

CJCP RULES AND CONSEQUENCES FOR PARKING AND MOTOR VEHICLES

- Students must park in their numbered spaces only.
- Parking without a valid and visible permit will result in consequences depending on the severity and /or frequency of the violation.
- Poor attendance, extensive tardies, and leaving school grounds without permission and not checking out with the main office will result in a 30-day suspension of your parking permit for the first offense and a permanent revocation of your permit for the 2nd offense. Additional discipline may be imposed by school administrators.
- You may not transport other students off school grounds without permission. Permission must be granted from both parties (driver and passenger).
- Students may not go to their cars during the school day.
- Parking in a handicap space without a valid and visible state handicap-parking permit will result in the notification of local law enforcement.
- Parking in a non-designated area and/or failure to display a valid parking permit will result in towing of the vehicle at the owner's expense.
- Falsification, misrepresentation, or possession of another student's parking permit is not allowed. Vehicles displaying incorrect parking permits will be at risk for towing.
- The speed limit in the parking lot is 5 MPH.
- Improper parking of vehicles, including improper parking in stalls, parking in restricted areas, or not parking in assigned parking areas is subject to towing at student's expense.

In addition, all state rules and regulations must be adhered to at all times while driving on school property. Any violation of state or school regulations may result in consequences aligned in the

school's discipline procedures, including but not limited to revoking of driving privileges on school property and/or suspension from school.

TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary emergency circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items with the exception of Chromebooks or if in violation of the dress code. Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at all times. All arrangements regarding after-school activities must be made with parents or guardians before the student leaves home in the morning. Students must have written permission from an administrator stating a reason in order to use the office phones during school hours. Students may not call home to order lunch.

- Phone calls home can be made only with permission from administration or a designated staff member.
- No phone messages will be delivered to students. They will not be called out of instructional time unless it is an emergency.
- Should parents or guardians wish to reach students via text message, students will have access to phones and text messages during lunch time.
- Elementary Students are not permitted to use cellphones at anytime and must keep them in their backpacks if they are permitted by parents to bring them to school.

VIDEO OR AUDIO SURVEILLANCE

All areas inside and certain areas outside of CJCP are under 24-hour electronic video surveillance and all activity will be monitored and recorded. All students, parents, and visitors consent to video recording when on the school premise.

CJCP may use video or audio surveillance to monitor halls, classrooms and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas.

All recorded images are the property of Central Jersey College Prep Charter School and may be published in the school-managed electronic platforms, social media and the website. The only personnel who may view the videotapes or digital files in the school are the principal and/or designee in the performance of their duties. Viewing requests by parents will be refused where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No request for viewing may be honored.

Video recording by students is not permitted with any device for any reason unless directed by a school official for educational purposes only with a school-issued device. Violation of this rule may result in major consequences as described in the major violations discipline cycle.

VISITORS

All Visitors/Parents must register with the main office when they arrive and MUST display the

school's visitor pass for the duration of their stay. Visits may be limited due to safety and health reasons to the extent to which the school deems necessary and appropriate.

BUS TRANSPORTATION POLICY

Daily transportation services are provided to students by sending districts in the school's region of residence. Such services are under the control and management of such districts. Therefore, the policies of such districts apply in relation to student transportation and student safety on the bus. Questions and suggestions about the route or the bus service itself may be addressed to the transportation department personnel directly.

School buses and bus stops are considered an extension of the school campus. All rules governing student conduct while on campus or school property also apply. Violations are subject to the same consequences as those for major violations committed on the school campus. Pupils transported on school busses are under the authority of, and directly responsible to, the driver of the bus. The purpose of bus discipline procedures is to provide measures for corrective action when a student's behavior is such that it constitutes a hazard. This would include any deliberate misbehavior that might interfere with the safe operation of the bus. For the purpose of this regulation, student transportation shall be defined as including the loading, en-route traveling, and unloading of students to or from school or a school-sponsored activity. In order to ensure orderly and safe transportation of all passengers many of our busses are equipped with on board audio-video monitoring systems. All passengers are required to observe the following rules at all times.

1. Students must be at their designated bus stops at least 5 minutes before the scheduled pick-up time each morning.
2. Complying with the bus driver's instructions at all times is essential and expected.
3. Remaining seated when the bus is in motion is required. Fasten your seatbelt when seated and leave it fastened until you arrive at your final destination.
4. Using or opening the emergency exit unless authorized by the bus driver, school, or police official is strictly prohibited.
5. Smoking on a school bus is prohibited by law and, on the first offense, shall be cause for denial of transportation.
6. Hitting, fighting, harassing, scuffling, making loud and unnecessary noise, acting boisterous or participating in gang related activity, is distracting to the driver, and is not permitted.
7. Being disrespectful or abusive to the bus driver or any other staff or student in conduct or language is not permitted.
8. Refusing to give your name to the bus driver or giving a false name indicates misrepresentation and insubordination to the authority of the driver and shall be sufficient cause for immediate denial of transportation by the school administrator.
9. Using profanity and other foul language or gestures towards the bus driver, staff, or other students is not permitted.
10. Throwing articles on or out of the bus is not permitted.
11. Placing head, arms, or legs outside the window of the bus is strictly prohibited.
12. Eating or drinking on the bus is not allowed. Keep the bus clean and free of paper or other litter.
13. Transporting animals on the school bus is not permitted.
14. Inflating or having inflated balloons on the school bus is not permitted.
15. Boarding or attempting to board a bus other than the student's arranged bus or attempting to leave the bus at another than the student's bus stop without permission is not allowed.

16. Seating arrangements are at the discretion of the bus driver unless otherwise assigned by the school administration. When designated seating is used, students must sit in their assigned seats
17. Showing issued bus passes when called upon to do so by the bus driver or other school authority is required. Failure to produce the bus pass upon request of the driver shall be reported to the appropriate school administrator. A student shall not allow the use of his or her bus pass by another student.

BUS MISCONDUCT CONSEQUENCES

Riding the bus is a privilege and students' privilege to ride the bus may be suspended and/or revoked in instances where misconduct or inappropriate behavior has occurred once or more. Students must abide by the above rules and regulations in order to ensure safe and orderly bus transportation without interruption. Any violations on the bus will result in the following sequence of events in addition to consequences specified in the major violation cycle/discipline matrix:

First Bus Referral

Consequences for specific rule violations may result in suspension from riding the bus for one (1) to three (3) days. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested.

Second Bus Referral

Students in violation may be suspended from riding the bus for three (3) to five (5) days. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested. 5-day suspension of bus privilege.

Third Bus Referral

Consequences for specific rule violation and students may be suspended from riding the bus for up to ten (10) days. Students will be subject to attend a bus safety training course with a parent or guardian before bus privileges can be considered as directed by the school administration.

Forth Bus Referral

Consequences for specific rule violations and students will be suspended from riding the bus for the remainder of the school year. Permanent removal of bus privileges.

In an effort to protect the safety of students and staff on the bus, the school administration may reserve the right to impose alternative consequences based on the severity and the nature of the violation.

Reckless driving on school grounds refers to the operation of a motor vehicle in a manner that demonstrates a blatant disregard for the safety of others while on or near school property. It typically involves aggressive, dangerous, or negligent driving behaviors that pose a risk to the safety of students, staff, and pedestrians in and around the school premises.

Reckless driving on school grounds may include actions such as:

- Excessive speeding, above the posted speed limits.
- Ignoring traffic signs, signals, and crosswalks within the school area.

- Engaging in aggressive behaviors such as tailgating, weaving in and out of traffic, or road rage.
- Passing school buses that are loading or unloading students.
- Failing to yield the right of way to pedestrians, especially in designated crosswalks.
- Distracted driving, such as texting or using a phone while driving on school property.
- Driving under the influence of alcohol or drugs while on school grounds.
- Engaging in dangerous stunts or maneuvers that endanger others.

Reckless driving on school grounds is a serious safety concern, and many jurisdictions have strict laws and penalties in place to address such behavior, especially in areas where the safety of schoolchildren is at risk. These additional penalties may include fines, license suspension, and even criminal charges, depending on the severity of the offense and the laws in the specific jurisdiction.

UNIFORM AND PERSONAL APPEARANCE

UNIFORM

CJCP has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. All students' shirts must be purchased from CJCP's designated vendor.

PLEASE NOTE...

If you arrive at school out of uniform, your parents will be called and asked to bring you proper uniform. If you are unable to obtain the proper uniform during the school day, you shall receive consequences per the code of conduct. Students are prohibited from entering the classroom without proper uniform.

SCHOOL UNIFORM

Shirts: Elementary School (Red)

Middle School (Hunter Green)

High School (Navy Blue)

Pants: Khaki (No Cargo pants are allowed) and Navy Blue

Shoe: Solid, All Black, Brown, or White Shoes (either sneakers or dress shoes)

Belt: Solid, All Black or Brown

Socks: No color code

Sweaters: Middle School (Red school logo sweater)

High School (Grey school logo sweater)

GYM UNIFORM

Elementary School: Grey School Logo Pants and Grey School Logo T- Shirt **(To be worn to school on Gym/Health days only.)**

Middle School: Navy School Logo Pants and Navy School Logo T-shirt

High School: Navy School Logo Pants and Navy School Logo T-shirt

GYM UNIFORMS CAN ONLY BE WORN IN PHYSICAL EDUCATION CLASS. STUDENTS WILL REPORT

TO THE LOCKER ROOM UPON ARRIVAL TO THE GYM TO CHANGE INTO GYM UNIFORM.

PERSONAL APPEARANCE

School officials may require students to alter their personal appearance, such as hairstyles, clothing, and accessories if they interfere with the school environment and/or present a danger to health and/or safety.

Uniform Top:

- Only school collard logo T-shirts are accepted.
- Shirts may not be rolled up showing midriff.
- Shirts should be in good condition, free from holes and tears.
- Shirts are properly tucked in all the way around.
- Plain, solid black, white, or grey long sleeve shirts can be worn under school polo shirts.

Pants:

- Pants must be at the natural waistline.
- Pants may not be baggy or tight.
- Pants may not sag.
- Pants may not have a low waist.
- Pants may not be tapered, fitted, skinny, or skin-tight.
- No cargo or joggers are permitted.

Footwear:

- No sandals, clogs, or heels are permitted in the building,
- No moccasins or any other shoe that resemble a slipper are permitted in the building,
- Boots of any kind or style may not be worn in the building.
- Shoes must remain tied at all times.
- Dress shoes must be ONE solid color. (Black, Brown, or White)
- Sneakers must be one solid color, Black, Brown, or White. May not be blended with other colors.

Outerwear and Accessories:

- Hats, caps, du-rags, sweatbands, cloth headbands and other headgear may not be worn in the building.
- Outerwear, such as windbreakers, jean jackets, sweatshirts with or without hoods, coats or ski jackets, may not be worn during school hours.
- All jewelry and accessories should be appropriate for school and not attract undue attention. All earrings must be smaller than a quarter.
- Expensive jewelry and accessories may not be worn at school. CJCP does not assume responsibility for the loss of items such as jewelry or accessories worn to school.
- Hats, caps, curlers, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, leg warmers, scarves, and coats are not to be worn during school hours. Exemptions may be granted for religious purposes if approved in advance.
- Headbands should be solid colors and not attract undue attention.
- Face Masks/Coverings: Until further change of State/CDC/ and/or CJCP Policy; a face masks

/ coverings must be worn upon entrance to the school building and must remain on at all times while in the building (excluding meal times designated by the school). Face Masks/coverings must cover your face from the bridge of your nose to your chin. Preferable masks include; Cloth Surgical or procedural mask. Student masks that have graphics or words should be school appropriate so as to not disrupt the learning environment. *Face shields are allowed however; they do not substitute the requirement of a face mask/covering. Violation of this rule is subject to the same disciplinary actions as the dress code.

MISCELLANEOUS GUIDELINES

- Clothing should be neat and clean.
- Clothing may not be worn inside out or backwards.
- Undergarments must not be exposed.
- Facial and body piercing, and tattoos are NOT permitted.
- Facial hair may be grown but must be well groomed.
- P.E. uniforms are not permitted in the school building, except in P. E. classes.
- Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- Clothing with rips, tears, holes or frayed edges is inappropriate for school and not permitted.
- Belts must be leather, braided leather, or fabric in the solid colors of black or brown. Grommets, braids, or excessive ornamentation on the belt is not permitted.
- Spirit wear can be worn on announced days

CJCP encourages students to dress and groom themselves in an appropriate manner. Clothing worn to school should be comfortable, clean, and **conducive to a business-like atmosphere**. Any dress or appearance which clearly constitutes a threat to the health and safety of students or disrupts the educational process is prohibited. Immodest or extreme dress or appearance, **of any nature**, which causes a disruption to the educational process, will not be permitted. **The following guidelines will be in effect:**

Procedures for Dress Code Violations

- The student will be discreetly referred to the office as soon as possible.
- The school official will explain how the dress code is violated.
 - The parent/guardian will be contacted and given an explanation of the violation.
 - The student will be allowed to change clothes if clothing is available.
 - Depending on the nature of the dress code violation, the student may not be permitted to return to class until the inappropriateness is remedied.
 - Consequences will be determined based on the procedures outlined in the discipline section for major violations.

The administration will make the final determination as to whether clothing in question is in violation of the dress code.

DRESS DOWN DAYS

During dress down days, students are still required to dress in an appropriate manner. In the event a student comes to school wearing items that are deemed inappropriate by the school administration, the student will be sent home or appropriate attire must be brought to school by their parents or guardians.

- Shirts must be full length, not form fitting, and cover the chest and shoulders and fitting across the shoulders.
- Shoes, sneakers, or sandals must be worn at all times.
- Tops which expose midriff or torso are NOT permitted.
- Strapless tops are NOT permitted.
- Shorts and skirts are permitted as long as they are no shorter than knee height.
- Hats or other head coverings other than for religious purposes, or coats (outerwear) are NOT permitted.
- Droops pants are NOT permitted.
- Undergarments are to be worn but should NOT be visible.
- Leggings/Jeggings/Spandex/Tights cannot be worn as pants, but can be worn under other clothing.

Students in all grades will be prohibited from wearing any of the following on dress down days:

- clothing and accessories that promote alcohol, tobacco, or drug usage or that depict weapons or violence and that cause or are likely to cause a disruption within the school environment
- clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment
- clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment
- clothing, accessories and/or any words, pictures, diagrams, etc., thereon that are lewd, vulgar, indecent, plainly offensive or that cause or are likely to cause a material disruption
- bandanas anywhere on one's person
- curlers, picks, combs, or hair rakes in the hair
- sunglasses or permanently tinted glasses (except for medical reasons); are not permitted to be worn inside the school.
- dog collars, chains, wallet chains, safety pins, spike jewelry or fish hooks worn as jewelry, accessories or ornamentation
- tank tops, tube tops, mesh tops, sheer tops, halters, or bare midriff tops;
- shirts with necklines that are lower than the straight line from top of underarm across to opposite underarm
- gloves in the building;
- pajamas, loungewear, and dorm pants
- pants with side slits, rips, or holes
- sagging pants, pants worn low on the hips so as to reveal underwear or skin (pants must be worn with both legs down; not one leg rolled up);
- pant legs that extend past the sole of the shoe
- clothing that does not cover undergarments at all times
- fringed garments
- items of clothing that would impair the health and safety of the student during normal school activities.
- Martial arts paraphernalia is NOT permitted on school property

PERMANENT DRESS DOWN DAYS (seniors only)

In an effort to reward and encourage high student achievement, the administration will offer the opportunity to dress down permanently for success in the following categories:

SAT Scores: Any senior who receives a combined score of 1350 or higher.

ACT Scores: Any senior who receives a composite score of 28 or higher.

College Admission: Any senior who is accepted to a national university ranked in the top 300 by US News for undergraduate programs in 2022.

In all cases, the admission letter and/or an SAT/ACT score report must be submitted to the school, and clearly state that the student is admitted into a four-year program before the student starts dressing down.

In all dress down incentive programs, the dress down policy applies. In case of violation, the administration reserves the right to cancel or revoke this privilege for students found to be in violation or students who receive excessive discipline reports.

UNIFORM PURCHASE INFORMATION

All uniform items must be purchased at YNK school uniform website at:
<https://cjcpuniform.ynkstore.us/>

ATTENDANCE

Excellent attendance is the first requirement for success in school. It is the belief of the administration and faculty that every class meeting is important, anything less than perfect attendance will have a detrimental effect on academic grades and learning since classroom experiences cannot be duplicated. Studies show that frequent absence is a predictor of future dropouts. Therefore, parents are expected to ensure that their child is in school unless absence is necessary. This includes students coming to school on time and remaining for the entire day. Students should not be tardy or check out unless there is a serious need.

The laws of New Jersey guarantee that every resident between the ages of five and eighteen (18) has the right to a free public education. With this right comes the responsibility to attend school and to attend classes. According to the New Jersey Administrative Code 6A:16-7.8 Attendance governing attendance matters:

- a. CJCP implements policies and procedures regarding the attendance of students, pursuant to N.J.S.A. 18A:38-25 through 31 and N.J.A.C. 6A:32-8 and 13.1, at the school in which students are provided with New Jersey Compilation of School Discipline Laws and Regulations equivalent instruction, pursuant to N.J.S.A. 18A:38-25
- b. Within 10 school days of the start of the school year, CJCP will determine whether a student who attended the previous year but not the current school year has an state-excused absence or has transferred, withdrawn, or dropped out of the school district.(N.J.A.C 6A:32-8.2)
- c. CJCP will ensure the attendance of students enrolled at the school in accordance with N.J.S.A. 18A:38 et al. Each student's attendance is regularly monitored and an investigation of the

reason for absence is conducted if a student is absent for 5 days or more. CJCP will make a good faith effort to determine the reasons for the absence. A student who has been absent 10 consecutive days will be reported as a dropout, which will result in disenrollment of the student from the school. If the student is reported as a dropout, the school will immediately notify the school district of residence in writing of this condition on the 10th day. If the parents or guardians of the student have requested that the student will transfer back to the district of residence or will attend a nonpublic school, CJCP will immediately notify the sending school district of residence in writing of this condition. Transfer cards and records of the student will be sent back to the district of residence to correctly report the school status of the student in the district or residence's school register.(New Jersey School Register, 2018-2019, 1:5-13)

In the event of an absence/tardiness, however, the parent must notify the school immediately as to the nature of the absence/tardiness.

The best way for a parent to notify the school is to make use of the feature available in the Genesis Parent Portal. Parents may electronically notify the school via the Parent Portal between 7:30 a.m. and 10:00 a.m. The only hard copy notes required are from a doctor or an official legal notice, as applicable, which should be submitted to the Attendance Office when the student returns.

Instructions to Report Absences via the Parent Portal in Genesis (NOTE: Parents are advised to keep passwords secure to avoid student access to parent-only features in the portal)

1. Click on the hyperlink on the Student Summary page that indicates "Notify Attendance Office."
2. From the drop-down menu, choose if the student will be absent or tardy, as well as the date or date range.
3. Explain in the comment box why the student is absent or tardy.
4. Click on "Submit to Office" when completed (A green check mark next to the notification will appear to indicate that the note was processed. Hovering over the check mark will also show any comments left by the Attendance Office).

Once the Attendance Office processes the note for the absence, parents will be able to view comments from the Attendance Office regarding Daily Attendance by hovering over the calendar date. Parents will be able to view under the **Notify Attendance Office-Submitted Notifications** the date the parent submitted the absence, type, student name, the reason for the absence, and the date it was processed by the Attendance Office.

ABSENCE VERIFICATION

School attendance is a basic responsibility of the student and parent. The student who avoids responsibility for learning for being absent himself/herself from school/class is impeding and complicating the teaching- learning.

- CJCP will not condone nor permit absences from school for any reason not specified in the law and will not issue course credit if the student attendance requirement is not met.
- Students who have more than eighteen (18) days of unexcused absences will be retained in the same grade. Missing 18 periods of one class will result in denial of credits. Extreme medical or emergency cases may be considered for exceptions at the discretion of the administration.
- Per Year, three (3) days of excused absence, whether consecutive or not, will be provided

upon receipt of a written request from the parent due to medical reasons. A doctor's note is required for absences beyond those three (3) days for students to be considered excused.

- All notes must be submitted within three (3) school days after returning (including the day of return), and notes must be acceptable to the administration. Notes received after the three (3) days will not be considered.
- Non-attendance in regular classes and assigned locations for more than four (4) hours (excluding lunch) will be considered an absence from school. For shortened days, students must be in attendance for the entire time to be considered present. In addition, to be present one full day, a student must be present at least one hour during the morning and at least one hour during the afternoon session. Absence from school is either excused or unexcused.
- Students who accrue more than 10 state-excused absences for medical reasons must have a documented chronic condition or chronic medical diagnosis from a doctor. All medical notes need to include the reason for the absence.

Accepted state-excused absences with a medical condition or diagnosis are but not limited to the following:

- Injury
- Illness such as flu, virus, or any other contagious infection
- Medical disorder

Non-accepted state-excused absences without a medical condition or diagnosis past the 10 days are but not limited to the following;

- Cough, cold, upset stomach or any other common cold symptoms
- Headaches unless documented as a chronic migraine condition
- Sinus infection unless document as a viral infection

POSSIBLE CONSEQUENCES FOR A STUDENT WHO REGULARLY MISSES SCHOOL

- Denial of participation in co-curricular activities and extracurricular activities
- Negative impact on student grades
- After school detention
- In-school suspension
- Loss of course credit (high school only)
- Referral to Intervention & Referral Services (I&RS)
- Referral to the County Family Crisis Intervention Unit
- Referral to the Division of Child Protection and Permanency (DCP&P)
- Retention in grade level
- Failure to satisfy grade promotion or graduation requirements
- Referral for outside interventions through the local courts
- Referral for alternative school placement or other alternative education programs outside of the public school

It is important to remember that parents/guardians should submit a note or medical documentation explaining each students' absence. Such notes must be submitted within three (3) days of the student's return to school in order to consider the period of absence as excused.

It is also important to note that absences that occurred for reasons not included in the Attendance Policy or absences which are not accompanied with a written explanation within three (3) days for an excuse will result in the student absence being recorded as unexcused.

DEFINITIONS

A Day Present: A day of attendance, or a day present, is defined as a day when the school is officially open and a student is present for the required number of hours under the guidance and direction of a teacher engaged in the teaching process. (*New Jersey School Register, 2018-2019, 3:2.1*)

A Full School Day: A full school day, or a day in session, is four or more hours of actual class time. The four hour rule applies to all grades except preschool and an approved half day kindergarten. One continuous session of two and one-half hours for preschool or for a half day kindergarten class constitutes a full school day. A shortened school day is the equivalent of a full school day only if the class(es) is in session for four hours or more, exclusive of recess periods or lunch periods. (*New Jersey School Register, 2018-2019, 3.3*)

Absences: CJCP recognizes two kinds of absences: excused and unexcused. Any student who has been absent from school shall present a satisfactory documentation that states the excuse to the Front Office within three (3) days of returning to school. The document must state the reason for the absence; and be signed by the student's parent or guardian and an authorized person or agency.

Documents will be kept on file at the school at least until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year may be required to provide additional verification including doctors' statements. Any absence without proper and timely documentation as described shall count as unexcused absence.

EXCESSIVE ABSENCES

- a) Excessive unexcused absence from class(es) may result in **NO CREDIT** for the course(s).
- b) Students will lose credits for courses in accordance with Board Policy, if the unexcused absences exceed:

18 DAYS FOR A 5.0 CREDIT CLASS

9 DAYS IN A 2.5 CREDIT SEMESTER COURSE

- c) When the number of absences results in loss of credits, an appeal may be filed with the Principal or his/her designee.
- d) Those students who lose credits due to excessive absences must remain in the scheduled class (es) for the remainder of the course.

18 DAYS FOR A 5.0 CREDIT CLASS

9 DAYS IN A 2.5 CREDIT SEMESTER COURSE

I. State-excused absences

CJCP accepts only the following as excusable reasons for absence from school. Parents or guardians must notify the school in the morning on any day their child will not be attending. The excuse shall be documented and submitted to the school front office within three days in case of a state-excused absence for any reason. It will be filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

"A state-excused absence is for religious observance, a college visit (up to 3 visits for 11th and 12th grade students), Take Our Children to Work Day or other rule issued by the Commissioner, participation in observance of Veterans' Day (N.J.S.A. 18A: 36-13.2), board or election membership activities (N.J.S.A. 18A: 36- 33) or closure of a busing district that leaves a student from transportation to a receiving school.

A state-excused absence does not include illness, quarantine, suspensions, extended family vacations, homelessness or other prolonged absence." (*New Jersey School Register, 2018-2019, 3.2.3*)

1. **Student Illness:** Personal illness of the student is excused in case that attendance in school would endanger the health of the student and/or the health of others. Upon the student's return to school, appropriate medical documentation is required within three (3) days of the absence(s). Your parents or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian and a document from your doctor or else it will be considered an unexcused absence. The school may require a doctor's confirmation if you have 3 or more consecutive or nonconsecutive medical state-excused absences within the entire school year. If a student is absent three consecutive days or more due to illness, the school may require the parent to submit a verification notice from the doctor that the student can return to school without posing any threat to any other individual at the school.
2. **Serious Illness or Death in the Family:** Serious illness or death in a student's immediate family necessitating the absence. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor within three days. ("Immediate Family Member" means an individual's spouse, child, parent or sibling residing in the same household. *N.J.S.A. 52:13D-13(i)*, up to 3 days).
3. **Court Order:** Compliance with a court order or an order issued by a government agency including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the appropriate documentation issued by an authorized agency.
4. **Recognized Religious Holidays:** Recognized religious holidays, published by the New Jersey Department of Education, observed by the faith of the student. Parents or guardians must call the office to explain the situation and estimated time of absence. When the student returns to school, the student must bring an explanatory note from the parent/guardian.
5. **Motor Vehicle Appointments**
6. **School Sponsored Activities**
7. **Scholarship Interviews/College Visitations:** "State-excused absence due to college visits (limited to a maximum of three (3) days per year for 11th & 12th graders". (*NJ School Register, 2018-2019, 3.2.3*)
8. **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be

excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

II. Unexcused absences

“Unexcused absence” is a student’s absence for all or part of a school day for any reason, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as state-excused absences.

There are serious consequences of unexcused absenteeism including, but not limited to, the following:

1. For up to four cumulative unexcused absences, CJCP will:
 - i. make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day.
 - ii. conduct an investigation to determine the cause of each unexcused absence, including contact with the student’s parents.
 - iii. develop an action plan in consultation with the student’s parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.
 - iv. proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected.
 - v. cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, CJCP will:
 - i. make a reasonable attempt to notify the student’s parents of absence.
 - ii. conduct a follow-up investigation, including contact with the student’s parents, to determine the cause of each unexcused absence.

- iii. evaluate the appropriateness of the action plan developed pursuant to N.J.A.C. 6A:16-7.8(a)4i(3).
 - iv. revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - a) refer or consult with the building's Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8.
 - b) conduct testing, assessments or evaluations of the student's academic, behavioral and health needs.
 - c) consider an alternate educational placement.
 - d) make a referral to a community-based social and health provider agency or other community resource.
 - e) refer to the court program designated by the New Jersey Administrative Office of the Courts.
 - f) proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected.
 - v. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of 10 or more, the student is truant, pursuant to
 - i. N.J.S.A. 18A:38-27. For each truant student CJCP will:
 - ii. make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts.
 - iii. make a reasonable attempt to notify the student's parents of the mandatory referral. iii. continue to consult with the parent and the involved agencies to support the
 - iv. student's return to school and regular attendance.
 - v. cooperate with law enforcement and other authorities and agencies, as appropriate. v. proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- 3) Class work and tests that are missed due to unexcused absences shall be subject to a reduction in grade. The teacher of the course makes the determination of grade reduction in the syllabus. Makeup work not submitted or submitted late due to unexcused absence(s) shall receive a zero.
- 4) Loss of privileges for dress-down days, athletic games, after school clubs or school sponsored functions, trips or activities.
- 5) Students that have accumulated five consecutive absences without parental notification to school may result in a referral to appropriate, outside community organizations and government agencies. Students who have accumulated ten (10) or more consecutive days of unexcused absences shall be withdrawn, with or without parent permission. The student is no longer allowed to attend the school unless readmitted through the regular application and admission process for the following school year.

Examples of student-unexcused absences include, but are not limited to, the following:

1. Family travel and vacations.

2. Performance of household or babysitting duties.

3. Out of School Suspension. *"A state-excused absence is for religious observance and does not include illness, quarantine, **suspensions**, extended family vacations, homelessness or other prolonged absence."* (NJ School Register 2018-2019 3.2.3)

4. Other daytime activities that are unrelated to the school program.

UNAUTHORIZED STUDENT CUT DAYS

"Senior Cut Day(s)", days immediately before or after vacations or long weekends, days after the Prom, etc. are **NOT** authorized by the school and students will be counted as truant for such absences. These absences will count as unexcused.

TRUANCY

Per the NJ state law, truancy means 10 or more cumulative unexcused student absences, as determined by the school. CJCP refers students who are truant between the ages of six and 16 to the court, pursuant to N.J.S.A. 18A:38-25. The student and the parent may have to appear before the court and may be fined for each day of the truancy. In addition, students will be administratively unenrolled from the school upon 10 days or more consecutive unexcused absences.

TARDINESS TO SCHOOL

Students are expected to be on time to school. If a student is late to school, the student is missing valuable instructional time. A student who arrives at school prior to 7:30 AM should report immediately to the cafeteria. Students arriving at 7:50 AM or after must report to the front office to check in. Tardiness to school shall result in loss of privileges for dress-down days, sports, after school clubs or school sponsored functions, trips or activities such as Winter Formal.

- a. **Excused Tardy:** Late arrival to school or class as a result of events described in this document, which are a basis for an state-excused absence or for events which are physically out of one's control such as inclement weather, documented transportation delays, or power outages. The following are acceptable reasons for a late arrival or early dismissal with documentation provided to the school:
 - Medical or dental appointments which cannot be scheduled outside of school hours;
 - Requirements of a student's individual health care plan;
 - Requirements of the student's Individual Education Program (IEP);
 - Alternate short or long term accommodations for students with disabilities
 - Medical disability;
 - Motor vehicle driver's test;
 - Interviews with an admissions officer of an educational institution or other education opportunities such a college visitations (limit of three);
 - Family emergency;
 - Court appearance

- b. **Unexcused Tardy:** Arriving late to school or class, with or without the knowledge of parent/guardian, because of oversleeping, parent errands, traffic, or other reasons not defined as excused. Tardies are subject to consequences which may eventually be reported to the court system. Excessive unexcused tardiness to school or class will result in the appropriate level of school discipline determined by the school officials.

TARDINESS TO CLASS

Students are given 4 minutes to get to each class during the course of the school day. Students are expected to be in their assigned seats when the class bell rings. Tardy students are required to get a pass from the designated staff to be allowed into the classroom. If a student has checked in late through the Front Office, the student should have an admit slip to class from the Front Office. Repetitive tardiness will result in students receiving disciplinary consequences.

Tardy Procedures:

1. **Warning Bell** – the warning bell remains a one-minute countdown for students to go to class immediately.
2. **Zero Tolerance for tardiness** – when the last bell rings, teachers will immediately close their doors and mark who is tardy.
3. **All Students** who are not in their classrooms at this time **must report** to one of the admin offices to get a pass.
4. **All Students** – must have a pass signed by an Administration.

Tardy Violations:

1-4 = **Contact home & conversation with the student/parent by a designated school official**

5-7 = Saturday Detention.

8 and over = Office referral for every three (3) recurring tardiness as a repetitive minor violation. In addition, every eight (8) tardiness will be marked as one day unexcused absence.

Tardies are counted for any and all classes, including late to school.

Number of Tardiness	Consequence	Absence in addition to consequence
5-7	Saturday Detention	
8	Office referral - 1 day AD & MCP	1 day unexcused absence
11	Office referral - 1 days OSS & MCP	
14	Office referral - 2 days OSS & MCP	
16	Office referral - 3 days OSS & Reporting to appropriate government agencies.	Another day of unexcused absence

CLASS CUTS

A class cut occurs when a student is absent from class for more than 15 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or

need to see a counselor or administrator during class time should first report to class and obtain permission to be excused and a written pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once in order that appropriate attention may be given to the student. Any violations will be considered class cuts and appropriate consequences assigned.

EARLY CHECKOUTS

Being removed from classes and leaving the school prior to the official end of the school day is considered an early checkout. Any person checking out a student must sign them out in the front office. A photo ID check may be necessary. Other than a parent or guardian, only those persons who have been designated and recorded in the school records will be allowed to check out a student. Early check out after 2:30 pm is not allowed except emergency. Self-checkout is not allowed regardless of age and grade level. Siblings are not permitted to check out any student. A phone call will not be sufficient to release a student from the school.

Acceptable reasons for an early check out may include:

1. Released by the nurse for illness
2. Released for driver's test
3. Released for a doctor's appointment with the following stipulations:
 - Doctor will be contacted
 - Impossible (for a doctor) to arrange appointment at another time
4. Released for funeral
5. Released for sudden and extreme family emergency

ATTENDANCE CONTRACT

CJCP is a choice school and strives to provide the best educational opportunities for everyone, as provided in our charter. However, students who establish a pattern of absenteeism and/or tardiness to school due to transportation or other challenges as determined by the administration shall be asked to enter into an Attendance Contract, which details the specific terms of the conditions. Further violations of the Attendance Contract shall result in withdrawal with or without parent permission to maintain the integrity of the learning environment and for the best interest of the student by recommending him/her to their local district transportation department, which will provide reliable transportation to and from school.

Attendance Action Plan: With Counselor at 4th unexcused absence

Attendance Contract : With Behavior Interventionist at 6th unexcused absence

MAKE-UP WORK

Requesting Make-up Work Before or During an Absence

Students who are unexcused absent are not allowed to complete the homeworks and assignments during the absence. Students who are excused absent may be granted opportunities to complete the assignments and homeworks based on individual situations during their absences. However, students who are excused absent are not required by teachers to complete the homework and assignments during their absences. No work will be provided prior to the absence for any student who will be absent for any reason. For the purpose of this policy, make-up work may include homeworks, assignments, and all kinds of assessments.

Requesting Make-Up Work Following an Unexcused Absence

Upon returning to school following an unexcused absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The contact should be made on the day the student returns to school unless the teacher allows a longer time as described in the course syllabus.

Make-up work must be completed by the student within the time specified by teachers and administrators as long as there is adequate time to complete the make-up work in the school's and state's prescribed assessment calendar as determined by the school officials.

Students are required by the teacher to take the assessment scheduled on or after the day the student returns to school.

Make-up work will be subject to reduction in grade, as determined by the teacher, not more than 20%.

Requesting Makeup Work Following an Excused Absence

Upon returning to school following an excused absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The contact should be made on the day the student returns to school, unless the teacher allows a longer time, as described in the course syllabus. Students shall complete make-up work within the number of days missed in order to avoid reduction in grades.

Symptom Based Absences and Exclusions

The school will follow the guidelines issued by the New Jersey Department of Education and New Jersey Department of Health.

DISMISSAL & DROP-OFF POLICY

DROP-OFF PROCEDURES

- Parents providing transportation must drop off the student at the MAIN ENTRANCE no later than 7:50 AM
- The school's traffic plan must be followed as emailed to the parents.
- Late students are to report to the front desk to receive a late pass before reporting to the classroom.
- Breakfast WILL NOT be served to students arriving at school later than 7:40 AM

DISMISSAL PROCEDURES

- The Administration or their designee will be responsible for the entire dismissal process.
- All other staff will be participating in the school dismissal process and will be assigned a specific post.
- Before departure, the bus name will be announced for the last time as a warning.

**** In the event a student is left behind the bus WILL NOT return to pick them up. Private arrangements must be made by the parent/guardian at THEIR cost. *****

PICK-UP AREA PROCEDURES

For parents who wish to have their students stay in the building until picked up:

- Students should be picked up no later than 3:40 PM.
- Students who are not picked up by 3:40 PM will be placed in after care, for which a fee of \$1 per minute applies. (Can this be shared with staff monitoring pick-up area)
- Students should not be in the hallways, at their lockers, or in the school building after 3:40 PM unless accompanied by a staff member. There is a waiting area at the main entrance for the students who are waiting for their parents.
- An elementary student who has an older sibling attending middle school or high school may be allowed to stay outside the building with the older student. In such cases, parents must notify the school in writing beforehand. The school will not assume responsibility for any occurrence during the waiting period outside of the school building.

Middle and high school students will be asked to report outside immediately following the dismissal. Law enforcement authorities will be notified for students who are not picked up until 6:00 PM.

ILLNESS / INJURY

Sick children should not be sent to school, consult with their healthcare provider for proper treatment. The student must stay home until they are symptom-free for 24 hours before returning to school. This will prevent spreading the illness to others. The following is required upon their return:

- Doctor's visit note(s) to excuse for absence(s) - Main office
- Clearance note for all infectious conditions and severe injury- Nurse
- Visit the nurse first for assessment before attending classes.

Conditions which children must stay home until they are symptom free for a day include: vomiting, diarrhea, fever (should not return until they have been fever free for a day without fever-reducing medicine), conjunctivitis, uncontrollable coughing and sneezing, severe pain, ear aches, sore throat, fatigue, suppurating lesions or sores. Also CJCP shall exclude students based on recommendations by the New Jersey Department of Health, New Jersey Department of Education and Center for Disease Control and Prevention.

Parents should not medicate sick children and send them to school.

ILLNESS OR INJURY DURING THE SCHOOL DAY

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

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

MEDICATION POLICY

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

- The medication to be administered by designated school personnel must be sent

directly from the pharmacy or physician's office or brought to school by the student's parent/guardian.

- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The following information must be clearly printed on the medication container:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken/# of times per day.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.
- Students are not allowed to carry any medication with them to school. This includes ibuprofen, Aspirin, Tylenol, and other patent drugs.
- Students may carry and administer their medication if these two conditions are met:
 - It is warranted by a potentially life-threatening condition and advised by their physician and
 - A Medication Self-Administration Form is on file in the office signed by the student's parent, physician.

IN THE HALLS, LAVATORIES, AND STAIRWELLS

These areas are to be used only for transition during the course of the day. Students are requested to make transitions safely, orderly, quietly, respectfully, and in a courteous manner. With the exception of allowed uses as directed, students must have a hall pass with him/her to be in these areas.

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

- You may not loiter in the halls, lunchroom or lavatories.
- You may not eat in halls, lavatories.
- You may not run in the halls, lunchroom, and lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker, or in the hallways.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the main office.
- Do not roughhouse, push, or wrestle even if your intent is to play.
- Under no circumstances are students allowed to open doors for outside visitors.

During class time, students are not to be in the halls or lavatories without a pass from their teacher, counselor, or administrator. Students may not leave class for the first or last 10 minutes of class.

FIELD TRIPS

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

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls or pieces of paper other than permission slips will be accepted as permission.
- You must wear your school uniform unless otherwise specified by the administration.
- You must abide by the CJCP code of conduct while on the field trip. Violations are subject to the same consequences as those stated in the disciplinary matrix.
- Teachers are not authorized to determine the dress code for any field trips.

EXTRACURRICULAR ACTIVITIES

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

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the CJCP student code of conduct while participating in the activity.
- You may not stay after school just to wait for another student.
- Elementary students are not permitted to stay after with siblings.
- Elementary students **MUST** be accompanied by a parent/guardian at all times following dismissal and during attendance at after school events.

AFTER SCHOOL HOURS

All school rules and regulations are in effect during the after school hours unless otherwise permitted by the Administration in writing. Students who ride the bus or who will be picked up by parents shall report to the designated area outside after the dismissal bell at the end of the classes.

Written permission is required for use of school facilities. Students are not allowed on campus after 3:40 PM unless supervised by a school employee as part of his/her official duties. Students must be in their assigned location until picked up by their parents/guardians. Students must arrange for their own transportation to arrive promptly at the end of any after school activity.

At 3:21 PM CJCP is officially closed for business for students and parents. Students are only allowed to stay on campus until 3:40 pm. CJCP staff does not assume any responsibility for the welfare of the student after the dismissal. Students who are not picked up until 6 pm will be transferred to the Police Department.

IN THE CAFETERIA

Students greatly benefit from a safe, orderly, and sanitary lunchtime experience. Any student who exhibits any behavior that may ruin the enjoyable experience for other students, that may pose a safety concern or that may destroy the order of things shall be subject to immediate removal from the cafeteria and further disciplinary consequences. The following outline expectations from students in the cafeteria.

- The counseling office and main office are available for students during their lunch periods

provided that students request a hall pass from the designated staff in the cafeteria before leaving.

- Students are expected to clean up after eating. Trays, trash and debris are to be disposed of in trash cans.
- Dancing, participation in musical expression or any other similar behaviors are not allowed.
- Lunchtime visitors are not allowed without prior permission from the administration in writing.
- Backpacks are not allowed in the cafeteria.

AT GROUP ASSEMBLIES

Assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in, the program. Students not following directions will be removed, face consequences, and may lose their privilege to attend assemblies and/or other group activities such as field trips, lock-ins or other activities in the future.

DURING AN EMERGENCY DRILL

Fire, intruder (lock-down), and tornado drills are held at different intervals throughout the school year. Students must follow the instructions and go to designated areas as quickly as possible. Students must not talk, run or push. Students are not permitted to visit lockers, wait for friends, etc. Food or drinks are to be taken from the cafeteria for any reason during lunchtime or before school. Eating is allowed only in the cafeteria. This includes consuming gum or candy outside the cafeteria.

- Students may not use elevators without written permission from a teacher or administrator. If a student is with a parent or guardian, use of the elevator is permissible.
- Students are not permitted to sit in parked cars before or during school hours.
- Disruptive/unlawful behavior on school property, at public locations, and surrounding businesses close to the school before, during, or after school will be considered as an off campus misconduct and will be subject to disciplinary action.
- The school will not assume any responsibility for any electronic device lost or stolen. The school does not have to take any action if such a case occurs. The school is not responsible for damage, loss, or theft of any such items.

ELECTRONIC DEVICE POLICY

CELLULAR TELEPHONES/ELECTRONIC DEVICES

Students are permitted to bring cell phones to school. If a student brings a cell phone to school, it may not be used inside the school building except in the cafeteria and only during lunch for the purpose of communication only. This privilege may be taken away from a student or a group of students at any time based on the discretion of the school officials if violated. The only exception is lunchtime for middle and high school students. Elementary Students are not permitted to use cellphones at anytime during the school day.

Students shall not use them, display them openly, or leave them in the "on" position during regular school hours. Regular school hours at CJCP are 7:30 am to 3:30 pm. If a student is scheduled for an after school activity, including but not limited to clubs and tutoring, cell phones shall be kept off until such activity is over. The policy applies to any type of use, not just voice calls. Cell phones may

not be used for any purpose other than communication with parents and guardians during regular school hours. Taking photographs, recording of sound and video, and sending and receiving text messages are strictly prohibited. Students should check their cell phones before entering the building and make sure that it is in the “off” position. The only exception applies to lunch in the cafeteria.

Students who are found in violation of this policy are subject to consequences including, but are not limited to, confiscation of the cell phone by a teacher, a resource officer, or a school administrator. The cell phone will only be returned directly to the parent/guardian. Should there be repeated offense(s); the student also will be given an Office Referral for repeated violations of school rules.

- CJCP prohibits audio or video recording by any device and by anyone other than CJCP staff or personnel on the CJCP campus. This includes anywhere within the school building, or at school sponsored events (on or off campus) without express written permission from the CJCP Administration. Students found in violation will have their recording device confiscated, and be given an Office Referral Form for unauthorized recording.
- Headphones or earbuds are not allowed anytime except during lunchtime in the cafeteria.
- CJCP will not be responsible for damage, loss, or theft of any electronic devices brought to school.

CHROMEBOOK POLICY

CJCP provides a Chromebook to each student. This opens limitless possibilities; it will be possible for students to reach and obtain any information needed. However, with such opportunity comes responsibility and obligation. Students are not permitted to use any computer other than school issued Chromebook within the school. If a parent chooses to supply the Chromebook, the school reserves the right to treat it as a school computer and all relevant policies apply.

A Chromebook must be used appropriately and responsibly at any time. The student, in whose name a Chromebook is issued, is responsible for its proper use at all times. Staff should be informed immediately of any problems or concerns. Parents are responsible for the damage or loss of their students' books and Chromebooks. The school does not assume any responsibility for students' failure to secure the assigned Chromebook. A Chromebook agreement that will provide the details of this responsibility must be signed by a parent before the issuance of a Chromebook to a student. Students and parents are responsible for maintenance and repair of the Chromebook. Parents must also note the following:

- The school will adjust the settings for security and instructional purposes.
- Students will be given a loaner Chromebook for up to two weeks in case of unintentional damage on the Chromebook.
- Students are responsible for all the assignments regardless.
- Student Chromebooks and batteries will be personalized by school administration by stickers containing student numbers and a bar code. Students are not allowed to remove them.
- Every student will be provided a user ID and password by the administration. Students are not allowed to share their passwords. Files on your Chromebook can only be protected by keeping your passwords private.

Additional Expectations

Chromebooks must be brought to school each day in a fully charged condition. Students are not allowed to get up and plug a Chromebook into a classroom outlet without classroom teacher's permission.

Sound must be turned off, except when used as part of a class. If students provide their own headphones, students can have earbuds only for instructional purposes only. Violations are subject to electronic device confiscation policy.

Students must take their Chromebooks to all classes, unless specifically advised not to by their teachers. Chromebooks should always be carried appropriately, with the lid (screen) closed. If a student leaves their Chromebook at home, they must immediately phone parents to bring it to school. Students are still responsible for all assignments if they do not have their Chromebook.

Students must notify the school immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to an administrator both during and after school. Only a parent or guardian may retrieve such a computer from the office. Repeated violations may result in further consequences or the computer being revoked.

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students may not access any information of this sort. Violations and misuse of technology will be handled by the school policies.

All food, drinks, etc. need to be kept away from the Chromebook. Chromebooks should not be brought to the cafeteria. If a Chromebook is stolen or damaged, the parent will be held responsible for the cost of repair and/or replacement. For this reason, utmost awareness is necessary to protect your Chromebook from damages. Chromebooks cannot be maintained or repaired by a third property without written permission from the administration. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair, depending upon the extent of repair work needed. Students are not to make any changes to the loaner Chromebook including making changes to the desktop or saving files.

Chromebooks may be inspected anytime by school officials. Identified inappropriate use of school devices is subject to consequences per the applicable school policies.

DIGITAL PRIVACY AND SECURITY

EMAIL

Only school email can be used in Chromebooks. Students will be provided with an email account that can only be used within the school's domain. Students are to use the CJCP email accounts for academic purposes only.

Sending out bulk email is prohibited. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Consequences will be determined based on the applicable school policies. Repeated violations may result in further consequences or the Chromebook privilege being revoked.

SOCIAL MEDIA

Students are not to access social media sites when they are on the school premises and/or during official school operation hours. Any hateful and derogatory content regarding the school or other students will have consequences for both the creators and participants. Club pages or blogs may only be created with administrator approval. Violations result in consequences per the applicable school policies.

CHATTING

Students may not use any chat or collaboration program to communicate with others when they are on the school premises and/or during official school operation hours. Exceptions include academic expectations through a teacher or administrator authorization. This includes using e-mail during class, which is prohibited. Violations result in consequences per the applicable school policies.

DISCLOSING INFORMATION

Students are strongly discouraged to disclose any personal information over the Internet. Any inappropriate and unlawful activity results in the law enforcement officials to be involved. Also, the school can impose consequences on violations per the applicable school policies.

No student should ever disclose another student's or faculty member's personal information regardless of his or her expressed consent. In addition, email addresses of students, alumni, and staff should not be published by any student. Violations result in consequences per the applicable school policies and applicable state law.

NETWORK

When users are connected to the network, all activities are logged. All email currently on the server is available to the System Administrators and consequently to the school.

No student may use another person's Chromebook physically or through the network to distribute email or to do any other activity without that person's consent. This especially includes sending out messages or pretending to be that person on the network. Repeated violations may result in further consequences or the Chromebook privilege being revoked.

MONITORING

All computer related activities are monitored including but not limited to on-line actions such as website access, newsgroup, protocol, bandwidth, and network use.

PRIVACY

Chromebooks are school property. As a result, no information on a school Chromebook is considered private. The school will look at a student's hard drive if there is suspicion that the computer is being used inappropriately or dishonestly. All information will be accessible to the staff when given over for repair.

VIOLATIONS

Following activities are forbidden to be conducted:

- Eating food or drinking liquids nearby Chromebooks
- Forgetting Chromebooks at home
- Leaving Chromebooks unattended

- Leaving Chromebooks in lockers after school is over
- Storing any kind of personal information on Chromebook's hard drive
- Storing videos, media files and pictures that are not educational
- Loading any software programs, games and file sharing programs (i.e. Limewire, BearShare, Kazaa Lite, Bittorrent etc.)
- Storing or displaying computer images that are obscene or pornographic
- Loading or using Instant Messaging programs (i.e. AIM, Yahoo Messenger, etc.), and chatting on the internet
- Posting inappropriate material on the web such as computer programs, MP3's, copyrighted material
- Accessing inappropriate internet sites
- Accessing another person's Chromebook to distribute email or any other activity without that person's consent
- Sending bulk email without permission of an administrator in writing
- Disclosing another person's personal info by using school's Chromebook through email or web
- Disturbing surroundings by listening to loud music or watching videos without headphones
- Removing or changing the Chromebook's settings and/or pre-installed school software
- Accessing personalized websites such as Facebook or Tumbler.
- Obtaining, changing and distributing another person's password.
- Causing intentional damage to Chromebooks and school's network.
- Use of another student's charger w/out authorization.
- Any other activities deemed inappropriate by the school administration.

Chromebook violations, in addition to responsibility cycle consequences, may result in suspension of Internet/computer privileges. Repeated offenses may require a student to keep their Chromebook at home or computer privileges may be revoked completely. In such a case, a student will still be responsible to do his/her work. Chromebooks may be confiscated by staff for repeated violations.

SCHOOL DISCIPLINE PLAN

It is our belief that holistic discipline is one of the cornerstones of good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline concerns, so that together we can find alternatives for students and they can experience success at home and school.

Students must make choices for themselves and are responsible for their own behavior as well as for their academic performance. Students must take responsibility for their actions and choices and commit to self-reflection to identify potential alternative choices. While the school will help students develop good decision-making skills, using the restorative justice model, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

Often, harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither CJCP, nor its employees, nor the Governing Board assume any liability for the intentional or unintentional harm

caused by any student to another individual or his/her possession.

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

All students at CJCP are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range, but are not limited to, notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution.

All students at CJCP have the right to feel physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential. Certain forms of student misconduct or disobedience of classroom rules, school rules, or Board policy make it necessary for disciplinary action to be taken. This misbehavior may occur either at school or at school-sponsored activities.

The goal of disciplinary consequences is to change student behavior. The administration reserves the right to exercise its judgment in handling discipline matters on a case by-case basis, where extenuating circumstances exist.

All persons involved in provoking, committing, planning, participating, helping, advising, encouraging, or benefitting in the violation of a rule or code of conduct are parties to the violation and/or offense. Any misbehavior committed is handled in such a manner that the student is imposed consequences for the violation of all applicable policies collectively. For each area of violation a separate office referral is issued.

INVESTIGATION

When an administrator or the designee receives information of an alleged disciplinary rule violation, he/she should conduct an investigation to determine whether the violation or complaint has a basis in fact.

Such investigation may include, but not necessarily be limited to, searches, an interview with the student or students in violation, interviews with witnesses, if any, and an examination of any relevant documents. These documents include written statements from teachers, staff and student witnesses. Based on the evidence available, the administrator will determine whether a disciplinary

rule(s) was violated.

School personnel have the right to speak with students without parent/guardian prior approval based on the premise of parental lotus granted to school staff members. While we notify parents and guardians in a timely manner, there may be times where we will contact the interested parties at the conclusion of the investigation.

Depending on the nature of the offense, one of the two discipline cycles, the minor violations discipline cycle or major violations discipline cycle as presented in this handbook, will be the guide for the consequences. Investigations may warrant a student being removed from class for questioning.

RESTORATIVE JUSTICE DISCIPLINE MODEL

The code outlined below aims to provide equitable access to a wide range of supports and interventions that promote positive behavior, help students develop self-discipline and social and emotional efficacy, and enable students to improve and correct inappropriate, unacceptable, and unskillful behavior.

DISCIPLINE POINT SYSTEM

Along with the established disciplinary procedure, CJCP will enforce a Discipline Point System (DPS) in which students will be given points for minor violations. Each teacher and staff uses this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and educational opportunities associated with the behavior.

RULES OF DISCIPLINE POINT SYSTEM

- Every minor violation has a numerical point as specified in this handbook.
- While point system is designed to mitigate minor incidents, repetitive minor incidents may result in a Discipline Referral Form for the category of Repetive Minor Violations.

MERIT POINTS & REWARDS

- Assisting someone in need: +2
- Consistently having a cooperative spirit: +2
- Volunteering to do a task: +2
- Helping peers with assignments +2
- Participating in class +2
- Paying attention in class on a consistent basis +2
- Making corrections on assignments to better a grade +2
- Shows consistent improvement in behavior +2
- Shows consistent improvement in academics+2
- Receiving a high test grade (89-100 or just A and A+)+2
- Demonstrating strong character +2
- Consistently staying focused/on task during class +2
- Consistently following class rules and procedures
- Being a positive influence on classmates +2
- Remained in the seat for the week/did not get up without permission +2
- Overcoming a tough situation without overreacting +2

- Standing up against bullying and telling an adult +4
- Completing Saturday assignment day and submitting academic work +2
- Volunteered Community Service/Helping Teachers = +3 merits
- Promptness - no tardies to any classes +4 merits; (per grading period)
- Attendance - perfect attendance +2 merits; (per grading period)
- Superior Academic Performance - a GPA of 4.0+ = 4 merits; 3.5-3.99 = 3 merits; 3.0-3.49 = +2 merits; 2.5-2.99 = 1 merit (per grading period) NO F GRADES
- Significant Academic Improvement - a GPA that increases by 2.0 points from one grading period to the next = 6 merits; an improvement of 1.5 = 4 merits; an improvement of 1.0 = +3 merits; an improvement of 0.5 = +2 merit (per grading period)
- Appropriately Handling/Walking Away from
- Conflict and/or Confrontation +5 merits
- Consistent Recognized Class Participation +2 merits
- Consistently wearing a mask in the classroom as a role model +4

REWARDS FOR EARNING MERITS

Students may be rewarded for demonstrating positive behavior in the school as deemed appropriate by teachers and administrators and can be recommended for the student of the month.

DEMERIT POINTS (Minor Violations)

- Excessive Talking: -2
- Sleeping in class: -2
- Drinks/Food/Chewing gum/Candy in Class: -2
- Running in the halls: -2
- Horseplay/Roughhousing: -2
- Improper use of ID: -2
- Disrespectful, rude or irreverent behavior or language : -2
- Not following classroom procedures: talking without permission, out of seat, etc.: -2
- Inappropriate laptop use (such as wasting instructional time) : -2
- Refusing to participate in learning in class (including but not limited to sleeping): -2
- Unprepared for class – no Chromebook, textbook or required materials. -2
- Correctable uniform violation (untucked shirt, unbuttoned shirt, etc.) -1
- Not following school rules or classroom rules. -2

CONSEQUENCES FOR MINOR OFFENSES

Classroom teachers will assign all potential negative and positive consequences for all minor offenses within the classroom environment. If there is no improvement in the behavior, repetitive offenses will be handled according to the major discipline cycle. Parents will be notified by the school officials if the student is subject to the major discipline cycle.

We believe that parents and teachers can solve discipline issues together in an effective way. Appropriate support will be provided to resolve behavior issues by Behavior Intervention Specialists.

Minor violations are each assigned a numeric value in an effort to allow teachers and students to use merit points as an incentive for positive behavioral decisions. Merits can earn back point deductions from demerits.

DEMERIT POINT CHART

Email the Parent: 10 pts

LD (Days Determined by Disciplinarian): 15 pts

RR 1 day: 20 pts

Administrative office referrals: 25 pts

- **RR:** Reflections Room;
- **OSS:** Out-of-School Suspension;
- **LD:** Lunch Detention
- **SD:** Saturday Detention
- **SOS:** Saturday Opportunity School;
- **AAP:** Administrative-Assigned Projects;
- **MCP:** Mandatory Conference for Parent
- **SP:** Social Probation
- **EXP/H:** Expulsion Hearing before CJCP Board of Trustees

Restorative Justice Behavioral Interventions

CJCP's restorative behavioral interventions include counseling referrals and the creation of individualized behavioral plans.

Conduct Counseling Referrals Restorative Approach:

Conference with Parents and Administrators

Conference with Parent and Teacher

Conference with Parent, Teacher, and Administrator

Conference with Parent, Teacher, Administrator, and

Counselor Conference with Child Study Team

Conference with Teacher, Administrator, and Student

Conference with Student and Administrator

Conference with Student Counselor

Restorative Room/Activities?Assignment

MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations of the student code of conduct result in an Administrative Referral. Office referrals are investigated and consequences and learning opportunities are assigned by a school official. Parents are notified in writing of the consequences. Assignments of consequences are progressive. In general, each office referral advances the student to the next step in the cycle and violations will have higher consequences if committed at a higher responsibility cycle step. All persons involved in provoking, committing, planning, participating, helping, advising, encouraging, or benefitting in the violation of a rule or code of conduct are parties to the violation and/or offense.

However, this is not meant to be an exhaustive list of all possible violations and/or offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Offenses not covered by the student responsibility cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act.

DISCIPLINE CONSEQUENCES AND RELATED PROCEDURES

Once it has been determined that a rule(s) was violated, the CEO or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

The administrator will follow a progressive discipline process. The degree of discipline to be imposed by the school administrator will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student and other relevant factors. Disciplinary consequences may include local interventions, in school suspension, short-term suspension, long-term suspension, expulsion and/or referral for a disciplinary hearing. Disciplinary hearings may result in assignment to an alternative school, long-term suspension, expulsion, or permanent expulsion from CJCP.

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, while using the school technology resources or, in some cases, off-campus. The decision to charge a student for violation of this Code of Conduct shall be made by the school administration. In addition to discipline, behaviors may also be reported to law enforcement.

Mandatory Conference for Parent (MCP)

Parents are required to attend a mandatory conference with an administrator the day following the infraction. After the mandatory conference, students will be officially readmitted to school. The MCP will include but is not limited to the following infractions: tardy to school/class, hallway infractions, class cuts, and willful misconduct.

Administrative Detention (AD)

An administrator may assign detention to a student who fails to comply with school rules. Parents will be notified, by either a note sent with student or email or a phone call, at least on the day prior to the serving of such detention. The time and the location within the school is subject to the discretion of the administrator.

Saturday Detention (SD)

SD is an extended opportunity held on Saturdays at the school site to address violations before the consequence escalating to a suspension. Parents will be notified, by either a note sent with student or email or a phone call, at least on the day prior to the serving of such a detention.

Saturday Opportunity School (SOS)

SOS is an extended learning opportunity held on Saturdays at the school site or a designated site pre-determined by the school. Parents will be notified, by either a note sent with the student or email or a phone call, at least on the day prior to serving such assignment. Students are required to bring and do academic work or community service during SOS. SOS begins promptly at 9:00 a.m. and may last until 5:00 pm. Students arriving late may be rescheduled to meet the requirements in its entirety.

SOS is meant to support student growth and learning and students may be assigned tasks by the

administrative team that align with the offense(s) committed.

Reflection Room (RR)

The purpose of Reflection Room (RR) is to provide a controlled/supervised environment in which the student participates in the academic process without losing school time. It is an opportunity for students to reflect on their behavior and make a plan to make better decisions.

While in RR students will work on missing, current or future assignments as applicable/assigned.

In the event the student arrives with no work to do, the student will be assigned a book to read with a summary assignment, or subject assignment based on current events journal entries from materials in the RR room or the student(s) teacher(s) will be notified to submit work to the RR for the student to complete during the day so, that, student does not fall behind in any classroom instructional assignments. All school rules still apply in RR.

RR operates from the beginning of homeroom through the end of the last period. Students assigned to RR must report to the RR immediately following their entrance into the building. Loitering anywhere else in the building either prior to the beginning or after the conclusion of RR is not permitted and will result in further disciplinary action.

Student(s) who constitute a safety concern in the classroom will be escorted from the classroom by security to the RR and the appropriate consequences will be imposed based on the nature of the violation of the student code of conduct.

Rules and Regulations

- When assigned to RR, students are excluded from participating in all co-curricular (e.g., electives, school trips) and extracurricular school activities (e.g., any after school programs or evening events) which occur on that day.
- The RR facilitator will assign students a seat. Students are not to leave their seats without permission. Students are to bring all textbooks and material necessary to complete their assignments to the RR room. No student will be allowed to leave RR to procure needed materials or to confer with a teacher without permission from administration. In the event permission is granted, students must be escorted by an administrator or their designee.
- Students must be productively engaged with assignments while in RR; there is NO other option.
- There is NO talking or socializing during lunch or any other time.
- Sleeping is NOT permitted.
- There are NO visits from other students during RR.
- Students in RR are allowed two scheduled bathroom breaks during the day, as well as a full lunch period. Students will be escorted to get their lunch and return to the RR room.
- All regular school rules apply. FULL UNIFORM must be worn.
- No more than five (5) days of RR will be assigned in a row, to preclude the students from falling behind in their classes. A maximum of 18 RR days will be assigned in the course of one (1) academic year. If it should become necessary to assign further consequences, Out of School Suspension (OSS) will be assigned.
- It is to be understood that RR is assigned in lieu of OSS. Students unable or unwilling to comply with the RR rules and requirements will be suspended out of school.
- When assigned RR, students will be reminded of these program rules, which will also be

displayed in the RR room. Parents/guardians are encouraged to review this material with their child in order to ensure that the time spent in RR is productive and to avoid negative repercussions.

SOCIAL PROBATION

A student may be placed on Social probation as a result of a series of disciplinary actions or accumulation of excessive points at the discretion of the school administration. If a student is placed on social probation,

He/ She shall:

- Not be allowed in the school or on school grounds outside of school hours, unless for academic reasons.
- Not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends, or as a participant in school social activities such as parties, dances, or proms.
- Not be allowed to participate in any after school clubs, field trips, or overnight field trips.
- Not have the privileges of dressing down and any others of which have been bestowed upon the student body.

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in any or all athletic programs or other school activities, including ceremonies such as graduation, as a result of disciplinary action taken against him/her. Each case will be monitored and reviewed after four (4) weeks of the starting date. Any modification of Social probation will be considered by the Chief Education Officer/Designee's office.

OUT OF SCHOOL SUSPENSIONS/EXPULSION (OSS)

If a student is removed from regular class assignments as a result of major infraction, a written notice will be sent to the parent, including the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification will be delivered to the student's parent/guardian either by email, in person, or by first class mail to the last known address of the parent/guardian.

Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any CJCP school campus without permission.

If less than the number of suspended days that remain in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Even though there are generally no appeal rights guaranteed by law for students on short-term suspension (10 days OSS or less), the parent/guardian may request a conference with the CEO to discuss their child's discipline.

If the school recommends OSS for more than 10 school days, or alternative school, a disciplinary hearing is required and will be offered according to the applicable laws. Schools may recommend and/or the Board of Trustees may determine that students attend the alternative school during the student's removal while awaiting the hearing.

Suspension days for any student with an Individual Education Plan (IEP) or Section 504 Plan will conform to applicable legal requirements (including any legal limitations of cumulative suspension days).

SHORT-TERM SUSPENSIONS

"Short-term suspension" means removal of a student for one but not more than 10 consecutive school days from the general education program or the special education program, in accordance with N.J.A.C. 6A:14-2.8, but not the cessation of the student's educational services. A student who is determined to have committed any of the infractions listed below shall be subject minimally to a short term suspension, unless the Chief Education Officer or his/her designee determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Such students also may be subject to any of the disciplinary measures set forth hereby, and, depending on the severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

Procedures for Short Term Suspensions

The Chief Education Officer/Designee(s) may impose a short-term suspension. Before imposing a short-term suspension, the Chief Education Officer or the designee shall verbally or in writing inform the student of the suspension.

The Chief Education Officer/designee(s) also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery via student, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address.

Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall offer the opportunity for an immediate informal conference with whoever has imposed the suspension. The notification and informal conference shall be in the dominant language used by the parent(s) or guardian(s).

LONG-TERM SUSPENSIONS

"Long-term suspension" means removal of a student for more than 10 consecutive school days from the general education program, or the special education program when the appropriate procedures are set forth in N.J.A.C. 6A:14-2.8 have been followed, but not the cessation of the student's educational services. "Expulsion" means the discontinuance of educational services or the discontinuance of payment of educational services for a student. A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless the Chief Education Officer or Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such students may also be subject to any of the disciplinary measures set forth here, to referral to law enforcement authorities, and/or to expulsion.

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

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

Procedures for Long-Term Suspensions

The Chief Education Officer/Designee may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing.

In extreme circumstances, The Chief Education Officer/Designee may issue a referral for a possible expulsion hearing before the CJCP Board of Trustees or the designee by the Board of the Trustees.

Upon determining that a student's action warrants a possible long-term suspension or expulsion, the Chief Education Officer/Designee(s) shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.

The Chief Education Officer/Designee(s) also shall immediately notify the student's parent(s) or guardian(s) in writing.

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

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

Such notice shall provide a description of the incident or incidents that resulted in the suspension and shall indicate that a formal hearing will be held on the matter that may result in a long-term suspension (or expulsion).

The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

18A:37-2. Causes for suspension, expulsion of pupils.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

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

- intoxicating liquor or controlled dangerous substances while on school premises; and*
- k. *Harassment, intimidation, or bullying.*

18A:37-2a. Conditions for suspension, expulsion of certain students.

- a. *Notwithstanding the provisions of N.J.S.A.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).*
- b. *Notwithstanding the provisions of N.J.S.A.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.*
- c. *Notwithstanding the provisions of N.J.S.A.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in preschool in a school district or charter school shall not be suspended, and shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).*

SUSPENSION FROM SCHOOL TRANSPORTATION

Any misbehavior committed on the bus is handled in such a manner that the student is imposed consequences for the violation of all applicable policies collectively. For each area of violation a separate office referral is issued. Examples include, but are not limited to, fighting, smoking, exiting the bus from the emergency exits without being directed to do so, throwing objects in the bus or out of the bus window, Damaging the bus, any other misbehaviors that occur on the bus that may jeopardize the health, safety, or well-being of the other individuals that are either in or around the bus.

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

SEARCH AND SEIZURE

School officials are authorized to conduct reasonable searches of students, staff and visitors pursuant to applicable laws. When reasonable suspicion exists, school officials may search students whom they believe have either violated a particular law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

Student lockers, desks, school computers, school technology resources, and all school and classroom storage areas are school properties and remain at all times under the control of the school. The student is given a temporary privilege to use the property and this privilege may be suspended or revoked at any time. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent. If a search yields illegal or unauthorized material, such materials shall be turned over in person to the school administration or proper legal authorities for ultimate disposition.

School property should not be used to store materials, objects, etc. that are in violation of this Code, school rules, or any statutes or ordinances. A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that

student will result in evidence that the student violated the law or a school rule. Such searches may include vehicles parked on school property, lockers, desks, backpacks, bags, purses, outer clothing, personal/school technology, and any other property on school grounds. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities. Prior to a search of said property, the student(s) involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the property contains materials that pose a threat to the health, welfare or safety of students in the school, it may be searched without prior warning.

Students shall have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process. Students may be searched in accordance with the administrative guidelines. No student may conceal his/her person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol, pagers or any other substance or object that is in violation of this Code, local statutes, ordinances or school rules. If the building administrator has reasonable suspicion that a student is in possession of an item that constitutes a violation of the Code of Student Conduct, a search of the student's personal items may be conducted.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student vehicles on school property. Students should not expect their vehicles or vehicle contents to remain private if exercising the privilege of parking on campus. Students' motor vehicles parked on school premises are subject to search.

In accordance with applicable law, the school may and, where legally required, will report to law enforcement any of the following offenses: drugs, imitation drugs and paraphernalia; guns (including BB, air, unloaded and inoperable); weapons other than guns; incidents involving planned or threatened violence to others or self; crimes involving sexual penetration or contact; hate crimes; suspected abused, neglected or missing children; hazing; catastrophic school incident; offenses involving computers, the internet and technology; bias related acts (which do not constitute hate crimes); and alcohol offenses. Searches conducted by police officers are subject to a higher threshold of "probable cause" and the applicable laws on search and seizure, but such searches may also occur in school as circumstances warrant.

HARASSMENT AND BULLYING BEHAVIORS

CJCP does not tolerate any form of harassment or bullying. Treat other students as you wish to be treated yourself. If you feel that you have been the victim of any type of harassment, please report the matter to your grade level administrator, guidance counselor, or any adult with whom you feel comfortable. If you have a dispute with another student, we can usually work out effective conflict mediation. For school policy and regulations please refer to the CJCP website at: www.cjcollegeprep.org

WEAPONS

The possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event or on school sanctioned transportation is prohibited. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, [those enumerated in NJSA 2C: 39-11 (et.seq.) and 18 USC 921 (et. Seq.)] even though not loaded or lacking a clip or other component to render them immediately

operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

"Firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

CJCP follows the “**Zero Tolerance for Weapons Act**”. Any student who is found to be in possession of a firearm (whether operative or not) on school property, on school bus, or at a school sponsored function or found committing a crime while possessing a firearm or who is convicted or found to be delinquent for a firearm offense shall be immediately removed from the school’s regular education program for the period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the CJCP Board of Trustees.

Anyone suspecting the presence of a weapon, as defined above, is required to report the matter to the school officials. If the investigation establishes the presence of a weapon, it will be confiscated immediately and the police will be notified.

Any pupil who possesses, uses, or exchanges a weapon on school property or school sponsored transportation or at a school event is subject to stringent discipline which may include expulsion. Anyone who brings an imitation firearm on school property without the written permission of the principal commits a disorderly persons’ offense. The law (P.L. 1995, Chapter 389, N.J.S. 2c:39-1) applies to the buildings and grounds of public schools. An imitation firearm is “an object or device reasonably capable of being mistaken for a firearm.

According to the Zero Tolerance for Guns Act, P.L. 1995, c. 127 and c. 128, CJCP officials will remove students from the regular education program for not less than one calendar year who possess firearms on school property, school bus, or at a school function or who commit a crime while possessing a firearm. Also any pupil who assaults another pupil, teacher, administrator, board member, or other school district employee with a weapon other than a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school’s regular education program. In either situation, the student is placed in an alternative education school or program pending a hearing before the Board of Trustees.

DRUGS AND ALCOHOL

Students are prohibited from possessing, consuming, using or distributing prohibited substances in any form while at school; at co-curricular and extra-curricular programs; on school property; during school hours when off school property; at school-related functions on or off school property; and in transit to and from school. Students are further prohibited from smoking cigarettes or using

tobacco products in any form on school property and at school-related functions.

If a student is suspected of being under the influence of substances under the conditions described above, that student will be identified, evaluated and reported in accordance with the law. A student who uses, possesses, or distributes substances, alcohol, tobacco, or anabolic steroids while on school property or while attending a school-sponsored activity will be subject to discipline.

“Substances” are defined as alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, counterfeit controlled substances, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes.

REPORTING STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE

It is the primary goal of the CJCP staff and administration to provide at all times for the safety and well-being of the students in the school’s charge. Therefore, whenever it appears to any staff member that a student is under the influence of a substance, the matter shall be reported immediately to the appropriate staff members.

Medical Examination and Screening

- The student will be taken to the nurse’s office for assessment and care by the nurse and principal/vice principal. The principal/vice principal may also conduct a search of the student’s person and/or belongings if there is reasonable suspicion that the student is concealing any substances or paraphernalia.
- The student’s parent/guardian will be contacted to arrange for an immediate medical examination of the student by a physician licensed to practice medicine or osteopathy for the purpose of providing appropriate health care and determining whether or not the student is under the influence of a substance. The medical examination shall include a blood or urine screening for the presence of substances by a licensed testing facility.
- The parent/guardian may choose to have the screening and examination conducted by a physician of his/her own choice or at an approved site. When a physician of choice is selected, the cost of the examination and screening becomes the responsibility of the parent/guardian.
- If the parent/guardian cannot be reached immediately, or if the physician selected by the parent/guardian is not immediately available, the student will be transported by local emergency services to the nearest hospital for examination.
- If the student is medically compromised, the local emergency staff will be contacted to transport the student to the emergency room for appropriate treatment in the company of two staff members (at least one will be of the same sex as the student). The staff members will be sent only if the parent/guardian is unavailable to accompany the student, and the student will be remanded to the care of the parent/guardian as soon as possible.
- The examination and the blood or urine screening are to take place within two (2) hours of initial parent/guardian contact or within two (2) hours of the referral if a parent/guardian is unavailable. Failure to adhere to this specified time frame will be considered a violation of the substance abuse policy.

Written Report of Examination and Screening Results

- A written report of the blood or urine screening shall be furnished to the parent/guardian, the CEO by the examining physician within twenty-four (24) hours of the initial referral.
- A blood or urine screening that is reported as adulterated will be considered a violation of the substance abuse policy and is subject to appropriate disciplinary consequences.

- If a written report of the medical examination is not submitted within twenty-four (24) hours of the initial referral, the pupil shall be allowed to return to school, providing the physician has cleared the student to do so, until a positive diagnosis of substance use is received. If the medical examination is performed by a physician chosen by the parent/guardian, verification of the occurrence of the medical examination within the required twenty-four (24) hour time period since the referral will be required. The verification must include the signature, printed name, address, and phone number of the examining physician and the physician's indication that the examination has occurred, the time and date of the screening and examination, that the required written report is pending, and the date by which it will be provided.

Failure to Comply

- Refusal or failure of a parent/guardian to comply with the above listed requirements as set forth in N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be deemed a violation of the Compulsory Education and/or Child Neglect laws and will therefore result in a referral to the Division of Youth and Family Services and will be considered a violation of the substance abuse policy.
- Refusal or failure by the student to comply will result in a referral to the County Crisis Intervention Unit and will be considered a violation of the substance abuse policy.
- If an adult pupil (18 years or older) fails to adhere to the policy, the offense will be considered a violation of the substance abuse policy. (5530 CJCP Substance Abuse Policy)

Negative Results: If the blood or urine screening results are negative, no further actions will be taken, and the student will be allowed to return to school immediately.

Positive Results: If the blood or urine screening results are positive for substances and the physician states that the student's usage interferes with his/her physical or mental ability to perform in school, the student shall be returned to the care of the parent/guardian as soon as possible, and a meeting will be held with the CEO or his/her designee. School attendance will not resume until a written report has been submitted by the physician to the parent/guardian, principal, and superintendent indicating that the student's substance usage no longer interferes with his/her physical or mental ability to perform in school.

For the "possession" of an illegal substance

- The police will be notified and will determine whether the substances and/or paraphernalia constitute "possession" or "distribution" in accordance with law.
- Students found to be in possession will face the same consequences as delineated in the discipline matrix.
- Students found to be involved in distribution or intent to distribute will be subject to the same consequences as delineated above; all offenses except for serving a ten (10) day out of school suspension, may be compelled to attend a hearing before the Board of Trustees, in order to determine the necessity of any further disciplinary action; including long term suspension or change of placement.

SMOKING

Smoking and chewing tobacco are prohibited for all persons on school grounds, in school vehicles, and in school athletic stadiums. A student's first offense will result in a Saturday detention. Additional offenses will result in additional Saturday Detentions or out-of-school suspensions. In each case, a complaint will be filed in the state Municipal Court

Any student found or suspected of the possession of a cigarette, electronic smoking device, cigar, cigarillo, pipe, or cigarette lighter on his/her person, whether it is lit or not, including inhaling or exhaling smoke from a device which contains tobacco or any other matter, shall be in violation of the Student Smoking Policy (5533 CJCP Student Smoking Policy) and of the State of New Jersey (New Jersey Public Law, 1981, Chapter 320, Smoking in Institutions Providing Education or Training).

DATING VIOLENCE AT SCHOOL

CJCP believes that a safe and civil school environment is necessary in order for children to learn. When a pupil is a victim of dating violence, he / she suffers academically. Which leads to the jeopardizing of a pupil's safety. Therefore, all incidents or acts of dating violence at the school are prohibited; whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent incidents or acts of dating violence involving a pupil from the school. All acts or incidents of dating violence at school shall be reported to the CEO or designee in accordance with the provisions delineated in regulations. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the CEO or designee by the reporting staff member no later than one day after the act or incident occurred.

All school staff members are required to report all acts or incidents of dating violence they witness on school grounds; or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

In order to prevent the inadvertent disclosure of confidential information, dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records. Every act or incident of dating violence that has occurred on school grounds and has been reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures, as well as counseling and other support resources that are offered or have been prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at the school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at the school shall be used to address the act or incident, as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

It is important to be able to acknowledge and observe a set of behavioral patterns that may be an important sign in determining whether or not a pupil is involved in an unhealthy or abusive dating relationship. The warning signs shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

STUDENT RIGHTS AND RESPONSIBILITIES

When participating in school activities, all students have the following rights:

1. An equal right to participate in school activities regardless of race, gender, national origin, creed, or disability
2. An equal right to access the school on the same terms as any citizen
3. Similarly, all students are bound by the same rules for exclusion from school activities and public address.

RECORDS

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

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

FREEDOM OF EXPRESSION

1. Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves. Any form of expression that involves libel, slander, the use of obscenity, personal attacks, or messages that otherwise disrupt the educational process, are prohibited. All forms of expression must also comply with the school's code of conduct and the school dress code; violations are subject to consequences as stated in the code of conduct.
2. Student participation in the publication of school-sponsored student newsletters, yearbooks, literary magazines and similar publications is encouraged as an educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of

such publications will be supervised by school authorities.

3. The distribution of any printed or written materials is prohibited on school property without the prior permission of the Chief Education Officer or Designee. In order to avoid educational interference, the Chief Education Officer or Designee is allowed to regulate the content of materials to be distributed on school property to the extent necessary. The Chief Education Officer or Designee may also regulate the time, place, manner and duration of such distribution.

DUE PROCESS

All CJCP students are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who commits any of the violations or infractions listed in this handbook; or added to this list at a later date will suffer immediate consequences as discussed in this handbook. These consequences range from parents/ guardian notification, detention, and the immediate removal from a school activity, to suspension, expulsion, and criminal prosecution.

All CJCP students have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time the student feels that they are subjected to harassment, hazing, threats, or other intimidating behavior, the student should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;
- Similarly, if the student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, the student should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

The Board of Trustees recognizes that students possess both the right to a free public education and the rights of citizenship. In an effort to grant students the educational opportunities to which they are entitled to, the Board shall provide them with the nurture, counsel, and custodial care appropriate to students' ages and maturity. At the same time, the Board will respect the right of each student to equal treatment and equal access to the educational program, the due proc of law, freedom of expression and association, and the privacy of his/her own thoughts.

Attendants on the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this school.

Since students differ in age and maturity, they differ in the ability to assume both the rights and the concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the student and the student's need for continuing guidance and control.

A student who has reached the age of majority (18 years of age or older) and is emancipated possesses the full rights of an adult; may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult student is fully responsible for his/her educational performance, attendance, compliance with school regulations, and care of school property. The parent(s) or legal guardian(s) of each adult student will be informed of the rights of the student and will continue to be informed of the student's progress in school.

STUDENT' RIGHTS

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, non-liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

APPEAL PROCESS

The appeal process is only available to those students who have been assigned a long term suspension of more than 10 days, or expelled. All other consequences are not open to appeal, except for consequences assigned as a result of HIB investigations. Students, parents, and guardians are granted the right to appeal or make their concerns known

and have them considered and disposed of fairly by using the regular chain of command within the school in the following order:

1. The student or parent may schedule a conference with the person or persons with whom the concerns arose, and the appropriate administrator.
2. If this does not result in a satisfactory resolution, the parent or guardian or students may file a written appeal with the CEO. The appeal must be filed within five school days following the communication of the decision to the parents via email or phone or mail or in-person. Failure to submit an appeal within the five days shall constitute acceptance of the decision. If an appropriate party appeals, after receiving the written appeal, the CEO will review the matter and conference with all involved parties. The CEO will then render a decision based on all the information presented and available.
3. All suspensions of ten days or less cannot be appealed beyond the CEO. The CEO's decision is final.
4. If this does not result in a satisfactory resolution for suspensions more than 10 days, the CEO will refer the matter to the Board of Trustees.

The Board of Trustees and the administration recognize that it is impossible to develop regulations for every situation that requires discipline. For this reason, the Board of Trustees authorizes the Chief Education Officer and his/her designee to use appropriate measures to manage any situation not specifically identified in this handbook or in the Board of Trustees policy. The CEO and other staff members involved will exercise fair and sound judgment when dealing with these types of situations.

The administration reserves the right to assign disciplinary measures for any situation not specifically covered in this handbook. In addition, the administration also reserves the right to make modifications to existing circumstances when it deems those modifications are appropriate.

OFF-CAMPUS EVENTS

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

DISCIPLINE MATRIX

Conduct Violations	Definition			
All persons involved in provoking, committing, planning, participating, helping, advising, encouraging, or benefitting in the violation of a rule or code of conduct are parties to the violation and/or offense.	All persons involved in provoking, committing, planning, participating, helping, advising, encouraging, or benefitting in the violation of a rule or code of conduct are parties to the violation and/or offense.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	The disciplinary outcome is contingent upon the student's prior disciplinary record and is determined in accordance with the nature and severity of the transgression.	The disciplinary outcome is contingent upon the student's prior disciplinary record and is determined in accordance with the nature and severity of the transgression.	The disciplinary outcome is contingent upon the student's prior disciplinary record and is determined in accordance with the nature and severity of the transgression.	The disciplinary outcome is contingent upon the student's prior disciplinary record and is determined in accordance with the nature and severity of the transgression.
Arson	Intentionally starting, or attempting to start a fire or combustion.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification
Assault/Physical Aggression	Intentionally causing or attempting to cause bodily injury to another person. Assault includes an attempt by physical menace to put another in fear of imminent serious bodily injury. Fighting an attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to any person.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	3-5 days ISS to 3-5 days OSS MCP to return to regular school.	3-5 days ISS to 3-5 days OSS MCP to return to regular school.	5-9 days OSS MCP to return to regular school.	EXP/H

Bias Incident	Acting, at least in part, with ill will, hatred or bias with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, sexual orientation or ethnicity.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1-3 days RR up to 1-3 days OSS	3 days OSS	5 days OSS	EXP/H
Being in an unauthorized area/loitering/Mi suse of hall passes/trespassing	Wandering in the hallway without permission; leaving a designated area without permission or supervision; remaining in the hallway after allotted transition time; and/or if a student is in an unauthorized area of the school premises without permission (e.g., storage room). Utilizing a hall pass to be in an unauthorized area or without permission. Unauthorized presence in any part of the school premises without authorization by appropriate school personnel. A student also commits a trespass by being on the school premise while suspended and/or remaining on school premise after having been given a direction to leave.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day OSS	RR & 3 days OSS	Up to 5 days OSS	EXP/H
	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification
Burglary	Unauthorized entering into a school building (unoccupied) with the intent of committing a criminal act when the building is closed to the students and the public.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification
Cutting Class/school /Leaving Class/School/designated area without permission	Failing to attend scheduled class and/or arriving to class at least ten (15) minutes beyond the scheduled start time without a valid pass. Further violations beyond Step 4 may result in hearings for potential long-term suspension or expulsion. Leaving Class/School/designated area without Permission.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day AD	RR & 1 day of SD	RR & up to 2 days OSS	3-5 days OSS

Dishonesty / Forging / Cheating	Delivering a message that is untrue (verbal, electronic, written, gesture, etc.), producing a forged school document (e.g., pass), altering any external document presented to the school, turning in academic work produced by other resources or person(s) as their own, plagiarizing/cheating. Any form of cheating will result in consequences determined by the teachers and administrators in addition to the applicable consequences as presented below.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD	RR & Up to 2 days OSS	RR & 3-4 days OSS	EXP/H
Drug/Alcohol/Chemical/Drug Paraphernalia Possession	In possession of any controlled substance, alcohol or intoxicant includes transfer of a prescription drug or substance alleged to be a drug regardless of its actual content, or possession of pipes, rolling papers, needles or other paraphernalia. (NJSA18:40-1011;NJAC:29-6.3(c) (2)			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1-5 days OSS. MCP. Possibility for Police notification.	5-9 days OSS. MCP. Police notification. Pending EXP/H	10 days OSS. Pending EXP/H	EXP/H
Drug/Alcohol/Chemical Sale/Distribution	Selling of any controlled substance, alcohol, intoxicant or prescription drug or substance alleged to be a drug regardless of its actual content. (NJSA 18:40A-10, 1NJAC:29-6.3(c) (2)			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	10 days OSS. MCP. Police notification. Pending EXP/H	Pending EXP/H	EXP/H	EXP/H
Drug/Alcohol/Chemical Use	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (NJSA 18A:40A-12(a)			
	<ul style="list-style-type: none"> Meeting with student, parent, school counselor and Principal or designee; five (5) mandatory counseling sessions with the school counselor; an evaluation by a facility approved by the Commissioner of Health if deemed clinically appropriate; possibility of hearing before the Board of Trustees to consider expulsion. 			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1-5 days OSS. MCP. Possibility for Police notification.	5-9 days OSS. MCP. Police notification. Pending EXP/H	10 days OSS. Pending EXP/H	EXP/H

Electronic Device Offenses	Unauthorized possession and/or use of electronic devices including, but not limited to, any and all forms of cell phones, camera/video recording devices, music and sound players, headphones, computers, tablets, video games, that are used in a deliberate manner to cause disruption to the school culture and climate, or impact safety, or to cause embarrassment or humiliation to students or staff, or that are used for sexting, communicating threat messages, or defaming another person's character/reputation.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day OSS & Device is confiscated/Parent Pick-up ONLY after two weeks.	RR & 2 days OSS. Device is confiscated/Parent Pick-up ONLY after two weeks.	3-5 days OSS to EXP/H. In case of suspension, device is taken and stays under the possession of the school for the remainder of the school year.	EXP/H
Engaging or involvement in a Gang Activity	Gang activity refers to actions, behaviors, or associations by students or groups of students that are indicative of involvement in or affiliation with a criminal gang. This typically includes activities such as recruiting, displaying gang symbols or colors, engaging in criminal acts on behalf of the gang, or participating in any conduct that threatens the safety and well-being of students, staff, or the school community.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 5 days OSS & MCP to return to regular school. Police notification. Pending EXP/H	RR & 7 days OSS. MCP to return to regular school. Police notification. Pending EXP/H	Police notification. Pending EXP/H.	Police notification. Pending EXP/H.
Extortion	Engaging in coercive or menacing behavior, and playing any game of skill or chance, regardless of the medium or method employed, with the intent to induce monetary, physical or psychological discomfort or distress. This category also includes robbery defined as taking property from a person by force, violence or threat of immediate bodily injury.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 2 days OSS & MCP	RR & 4 days OSS & MCP.	7 OSS & MCP. Possible EXP/H	EXP/H

Failure to follow Disciplinary Measures as intended and Imposed by School Officials	Failure to follow disciplinary measures Imposed by school officials in its entirety without consent from the school personel. The following consequences are in addition the consequences imposed because the offence violated. Violation of the RR/AD Rules/Procedures and inappropriate behaviors such as horseplay, insubordination or refusal to comply with completing classwork.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1 day SD	1 day OSS	3 day OSS	EXP/H

Failure to comply with the dress code	Dressing in a manner that attracts undue attention and/or interferes with the teaching and learning. Students must wear appropriate attire complying with the dresscode expectations. Further violations beyond Step 4 may result in hearings for potential long-term suspension or expulsion.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & Parent Contact & 1 day AD - the same day of student being out of uniform, or until the parent brings proper uniform.	RR & Parent Contact & 1 day AD - the same day of student being out of uniform & 1 day of OSS.	2 day OSS & MCP	3 days OSS & MCP
False Fire Alarm/Bomb Threat	Reporting a fire to school or fire officials or intentionally setting off a fire alarm without a reasonable belief that a fire exists or making statements that a bomb is on the premises.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	3 days OSS, MCP	5 OSS, MCP	EXP/H	EXP/H
Forgery, alteration or unauthorized possession of school, county, state or Federal forms	Forgery, alteration or unauthorized possession of school, county, state or Federal forms or any document submitted to the school for official use.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1 day RR to 1 day OSS	2 days RR to 2 days OSS	3 -5 days OSS	EXP/H

Harassment /acts of bigotry/ Intimidation / Bullying (HIB)	Any violation of the school's and the state's HIB policy results in the following consequences in addition to the consequences imposed for the violation of other applicable offenses.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 3-5 days OSS & MCP	RR & 5-10 days OSS & MCP	EXP/H	EXP/H
Inappropriate behavior on a school bus.	<p>The student in violation of the transportation and safety policies and other applicable provisions included in this handbook will be imposed consequences based on the nature of the violation. The</p> <p>Note: When a student has lost his/her bus privileges for misconduct, it is the parent/guardian's responsibility to provide the child with transportation to and from school.</p> <p>The consequences specified here in this section are in addition to consequences imposed based on the code of conduct being violated. Students in violation may be issued more than one office referral for each disciplinary infraction.</p>			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	Bus suspension for 1-3 days & MPC	Bus suspension 3-5 days/MPC	Bus suspension 6-10days/MP C/Bus Training	Permanent removal of the bus privileges.

Insubordination/blatant defiance of school request and/or lack of cooperation	Insubordination/uncollaboration/uncooperation/blatant defiance of directions by the school personnel. Refusing to follow directions, talking back, or engaging in socially rude and unacceptable interactions toward staff and/or students that include, but not limited to, negative verbal statements or gestures, and giving false name and failure to identify self.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD & MCP	RR & 1 day OSS & MCP	3 days OSS & MCP	5 days OSS & MCP and/or EXP/H

Obscene / Inappropriate Language / Materials	Verbalizing or writing messages in any shape or form, and/or making gestures that include swearing, name-calling, profanity, and/or explicit messages of a violent nature. Consequences for further violations beyond the 4th offense is subject to determination by the school administration.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD	RR & 1 day OSS	3 days OSS & MPC	5 days OSS - EXP/H
Off-Campus Misconduct	Consequences contingent upon rules violated and may include EXP/H. Same consequences as on-campus misconducts apply.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	Consequences contingent upon rules violated and may include EXP/H	Consequences contingent upon rules violated and may include EXP/H	Consequences contingent upon rules violated and may include EXP/H	Consequences contingent upon rules violated and may include EXP/H
Ongoing disruptions following preventative strategies and communication with parents by the teachers	Causing an interruption in a class or activity that may include distracting loud talking, yelling or screaming, making noises with materials; horseplay or roughhousing, and/or repetitive out-of-seat behavior. Further violations beyond Step 4 may result in hearings for potential long-term suspension or expulsion.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day LD or SD	RR & 1 day OSS	2 days OSS & Referral to the Counselor for Student Intervention Plan & MCP	4 days OSS & Referral to further behavioral evaluations by external agencies.
Other Pellet Guns, BB Guns & Paintball Guns	Possessing, using, or threatening to use a pellet gun, BB gun, or any other facsimile thereof, which ejects a projectile of three-eighths (3/8) of an inch or more in diameter, on school property, on a school bus or other contracted transportation service, or at a school sponsored function. Possessing, using, or threatening to use a paintball gun on school property, school buses or other contracted transportation services.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	9 days OSS - EXP/H, MCP to return to the regular school. Police notification	10 days of OSS - EXP/H, MCP to return to the regular school. Police notification.	EXP/H	EXP/H

Possession and dissemination of inappropriate content	Reproducing unauthorized information (fraud), showing, viewing or obtaining pornography or sexually explicit materials, introducing computer viruses, threatening /menacing, sending or receiving hate materials, committing a bias offense, harassing, 'sexting' (sending sexually explicit messages/photos electronically).			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	1 day RR & 1-2 days OSS & MCP	1 day RR & Up to 3 days OSS & MCP	1 day RR & Up to 5 days OSS & MCP to return to regular school. EXP/H	EXP/H
Possession or Use of Tobacco Products	Possessing or using tobacco products such as smoking while on school property, school bus, or in attendance at school-sponsored events.			
	1st Offense	2nd Offense	3rd Offense	4th Offense

	RR & 1 day OSS	3 days OSS	5 days OSS	EXP/H
Public Display of Affection	Participating in physical contact to include but not limited to kissing, holding hands, hugging or embracing another.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD & MCP	1 OSS & MCP	3 Days OSS & MCP	5 days OSS - EXP/H
Reckless Vehicle Use	Information regarding reckless vehicle use is presented in Reckless Driving On School Premise.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day OSS & revoke parking for 5 days to rest of year	3 days OSS & MCP & revoke parking for 5 days to rest of year	5 days OSS & MCP & revoke parking for rest of year	7 days OSS - EXP/H
Repetitive minor violations reported in office referrals	Repetitive minor violations. After classroom consequences have been imposed by the teacher then consequences listed will be implemented. This includes, but is not limited to, repetitive dress code violations, which may result in student in violation to be prohibited to dress down permanently in addition to consequences below.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD & MCP	1 OSS & MCP	3 Days OSS & MCP	5 days OSS - EXP/H
Sexual Assault/Harassment	Sexual assault is defined under state law in Title 2C:14 of the New Jersey Criminal Code. Sexual assault occurs when an individual commits an act of sexual penetration or sexual contact with another person without that person's consent.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 5-10 days OSS - EXP/H. Police notification.	EXP/H. Police notification.	EXP/H. Police notification.	EXP/H. Police notification.

Sexually Inappropriate Activity or Behavior / Gestures / Materials/Misconduct/ Offenses.	Verbalizing, writing, texting or 'sexting' messages, and/or making gestures that include sexual content, mature themes, inappropriate physical contact, solicitation, and/or explicit messages of a sexual nature.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1-3 days OSS to EXP/H. Police notification.	5 days OSS to EXP/H. Police notification.	EXP/H. Police notification.	EXP/H. Police notification.
Tardiness to class or school	Failing to arrive at class during the scheduled start time without a pass or permission. 8 and over = office referral for every three (3) recurring tardiness as a repetitive minor violation. In addition, every eight (8) tardiness will be marked as one day unexcused absence. Tardies are counted for any and all classes, including late to school.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	As specified in Tardy Violations.	As specified in Tardy Violations.	As specified in Tardy Violations.	As specified in Tardy Violations.
Technology Violations/computer tampering or misuse (hacking / altering hard drives and softwares, tampering with security measures, changing proxy settings, sending bulk emails)	Including but not limited to: Reproducing unauthorized information (fraud), viewing or obtaining pornography or sexually explicit materials, introducing computer viruses, threatening/menacing, sending or receiving hate materials, committing a bias offense, harassing, "sexting" (sending sexually explicit messages/photos electronically). Access "social networking sites" or "chat lines" or enter "chat rooms" that are not part of a class activity under the supervision of a teacher or other school personnel; Access or link to websites that contain material deemed vulgar, offensive, or otherwise inappropriate, including, but not limited to, websites promoting hatred, racial/religious/sexual discrimination, use of illegal drugs/alcohol/tobacco, gaming or gambling, criminal activities, or computer/network hacking; Utilize the network for commercial purposes or display any logo of any commercial entity not directly related to the CJCP; Post, use, or download any files which cause congestion or impede network operations; Trespass in or vandalize another's files, folders, data, or work; Use an account password of another user; Use abusive or otherwise objectionable language in any message Any unauthorized non-instructional use of the technology devices assigned by the school such as videogaming on school issued devices.			
	1st Offense	2nd Offense	3rd Offense	4th Offense

	Any consequence deemed appropriate by the school officials ranging from RR to EXP/H.	Any consequence deemed appropriate by the school officials ranging from RR to EXP/H.	Any consequence deemed appropriate by the school officials ranging from RR to EXP/H.	Any consequence deemed appropriate by the school officials ranging from RR to EXP/H.
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Theft, larceny/attempted theft, transfer or possession of stolen property of any amount	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use; inappropriately or wrongfully using a PIN number of another student to obtain lunch. Removing someone else's property without that person's permission. (Student may have said item or may have passed identified item on to another), Transfer or possession of stolen property of any amount.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & Up to 3 Days OSS & MCP & Restitution. Possible police notification.	Up to 5 Days OSS & MCP & Restitution. Possible police notification.	Up to 10 Days OSS & MCP & Restitution. Possible police notification.	EXP/H

Threat/Menace/ Intimidation	<p>Intentionally delivering threatening messages, real or implied, (verbal, gestural, or electronically) to another person with the intent of causing hurt or harm, or which has the effect of causing a disruption to the orderly operation of the school, that is beyond a violation of HIB.</p> <p>With criminal intent, the act of threatening to strike, attack or harm in any shape or form to students, staff members, or volunteers of the school on the school premise or at any school-sponsored or supervised activity.</p> <p>Any act of violence that distrupts the operation of the school, or the school event, or causes evacuation of the school premise.</p> <p>The school reserves the right to impose alternative consequences based on the severity and the nature of the violation.</p>			
	1nd Offense	2nd Offense	3rd Offense	4th Offense
	Up to 5 days OSS & MCP & Reporting to Police Department.	Up to 7 days OSS & MCP & Reporting to Police Department.	10 days OSS to EXP/H. Reportin g to Police Departm ent.	EXP/H & Reporting to Police Departmen t.
Toy Guns and Imitation Firearms	<p>Possessions or using a toy gun or imitation gun unauthorized by the school personel on school property, school buses, or other contracted transportation services to threaten others. Consequences for further violations beyond the 4th offence is subject to determination by the school administration.</p>			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & (AD or SD)	1 day OSS, MCP	3 day OSS, MCP	3 day OSS, MCP
Unauthorized use of non-technolo gical school property	<p>Using school equipment without permission and/or without following instructions. Consequences for further violations beyond the 4th offense is subject to determination by the school administration.</p>			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	RR & 1 day SD following teacher to redirect and utilize preventative strategies and positive supports.	1 day OSS	Up to 3 days OSS & MCP	3 - 5 days OSS & MCP

Vandalism/Graffiti of school or personal property of any value	Damage or alteration of school or personal property of any value			
	1nd Offense	2nd Offense	3rd Offense	4th Offense
	RR&3-5 days OSS & MPC & Restitution	5-9 days OSS & MPC & Restitution.	EXP/H & Restitution	EXP/H & Restitution

Weapons and Firearms	Possessing, using, or threatening to use a firearm on school property, on a school bus or other contracted transportation service, or at a school sponsored function. Zero Tolerance for Weapons Act is followed.			
	1st Offense	2nd Offense	3rd Offense	4th Offense
	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification	EXP/H & Police notification