



The Kingdom Charter

S C H O O L O F L E A D E R S H I P

“Educating and Empowering the Next Generation of Leaders”

Parent/Student Handbook and Code of Conduct 2017-2018

The Year of Promoting, Pursuing, and Perfecting

Theme: Promoting Our Vision; Pursuing Our Passion; Perfecting Our Commitment

“Vision will ignite the fire of passion that fuels our commitment to do whatever it takes.” -Tony Dungy

TABLE OF CONTENTS

Mission Statement.....	3
Vision and School Purpose	3
Acknowledgement and Agreement	4
School Calendar	5
Student and Parent Responsibilities and Rights	7
School Hours.....	7
School Communication.....	7
Dismissal	7
Birthday Parties	8
Visitors	8
Truancy Policy	9
Dress Code and Uniform Policy	11
Academic Promotion and Retention Policy	13
Grading and Report Cards	14
Health.....	15
Vaccinations.....	15
Medications	15
Illness/Injury.....	16
Student Records	17
Inspection and Review	17
Amendment of Records	17
Disclosure Without Consent	17
Conflict Resolution/Mediation	19
Counseling	19
Participation in School Activities Conflict Resolution/Mediation.....	19
Textbook and School Property	19
Search and Seizure	20
Safeguards That Protect the Rights of Students and Parents	20
Student Grievance	21
Grievance Procedures	21
The Code of Conduct	22
Student Pledge	23
Student Behavior Expectations	25
Violations and Disciplinary Actions	26
Level I	26
Level II	29
Level III	38
Suspension From School	43
In-School Suspension	44
Suspension of Bus Privileges.....	44
Expulsion.....	45
Disciplinary Procedures for Students with Disabilities	47
Investigation Procedures.....	48
Transportation Conduct	49
Harassment, Intimidation, and Bullying Policy	50
Acceptable Use Policy for Internet Use.....	57
Student Oath for Acceptable Use	58
Internet User Agreement, Parent Handbook and Code of Conduct Acknowledgement	59

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Mission Statement:

Mission:

The Kingdom Charter School of Leadership is a school dedicated to equipping students to become lifelong inquisitive learners by providing an environment of academic excellence in mathematics, science, and technology through constructivism, experiential learning, and leadership theory of high performance which will enable students to impact and compete in the global community.

Vision:

Educating and empowering the next generation of leaders.

Acknowledgement and Agreement

You are being provided with this student handbook and a separate Agreement and Acknowledgment Form (at the end of this handbook). A form must be completed for each child you have enrolled. This form will be kept in your child's file. If a policy or topic is updated at any time during the school year, you will be provided with such notice and another form to fill out.

Please make sure you read everything and review this handbook with your family. If you have any questions, ask your child's teacher or the school administration.

Do not hesitate to ask any questions regarding any matter about which you are not sure. It is very important that you understand all policies and obligations.

Please remember that you have chosen this school. As such, you have chosen to agree with its mission and all of its policies.

Thank you in advance for your understanding, your continued cooperation and your open, respectful, honest lines of communication.

AUGUST 2017						
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		

Aug 21 – Sept 1:
Staff Professional Development

SEPTEMBER 2017						
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

Sept 1:
Last Day of PD
Sept 4:
Labor Day
Sept 5:
1st Day of School
Sept 19:
Back to School Night @ 6pm
Sept 25-Oct 6:
Fall MAP Testing

OCTOBER 2017						
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				

Oct 5-6:
Q1 Progress Reports Distributed
½ Days-Parent/Teacher Conferences
Oct 9:
Columbus Day - School Closed
Professional Development Day

NOVEMBER 2017						
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		

Nov 3:
Professional Development - School Closed
Last Day of Marking Period
Nov. 10:
Q1 Report Cards Distributed
Nov 22:
½ Day – Thanksgiving Break Begins
Nov 23-24:
Thanksgiving Break
School Closed

DECEMBER 2017						
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						

Dec 7:
Q2 Progress Reports Distributed
Dec 22:
½ Day – Winter Break Begins
Dec 25-29:
Winter Break - School Closed

JANUARY 2018						
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			

Jan 1:
Winter Break – School Closed
Jan 12:
Last Day of Marking Period
Professional Development – School Closed
Jan 15:
M.L. King Day of Service - School Closed
Jan 19:
Q2 Report Cards Distributed
Jan 22-Feb. 2:
Winter MAP Testing

Feb 15-16:
Q3 Progress Reports Distributed
½ Days – Parent/Teacher Conferences
Feb 19:
Presidents' Day – School Closed

FEBRUARY 2018						
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			

March 16:
Last Day of Marking Period
Professional Development – School Closed
March 23:
Q3 Report Cards Distributed
March 30:
School Closed - Spring Break Begins

MARCH 2018						
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

April 20:
Last Day of Marking Period
April 2-6:
Spring Break
April 26-27:
Q4 Progress Reports Distributed
½ Days – Parent/Teacher Conferences

APRIL 2018						
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					

May 25:
Professional Development Day – School Closed
May 28:
Memorial Day – School Closed
May 21-June 1:
End of Year MAP Testing

MAY 2018						
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		

June 4:
End of Year MAP Testing - Last Day
June 8:
Last Day of Marking Period
June 14-15:
Q4 Report Cards Distributed
½ Day – Parent/Teacher Conferences
June 14:
5th Grade Graduation
June 15:
Kindergarten Graduation
June 18-22:
Building Closed

JUNE 2018						
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

July 4:
Building Closed
July 30-Aug 3:
Building Closed

JULY 2018						
S	M	T	W	Th	F	S
12	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				

TOTAL SCHOOL DAYS: 182 Days





READY TO LEARN!

The Kingdom Charter School of Leadership has developed a rigorous curriculum based on Common Core State Standards. Our students are challenged to engage in all aspects of our academic programming and it is imperative that students come to school every day, on time and *“READY TO LEARN!”*

We ask that all parents and guardians partner with us to ensure that our students experience the full academic day by adhering to the following protocols:

- Before Care begins at **7:00 a.m.** for all registered students.
- The Kingdom will open the side ramp door for all students who do not attend Before Care at **7:35 a.m.**
- Breakfast is served daily for those students who are registered through our Hot Lunch Online services. Breakfast is served from **7:40 a.m. to 7:55 a.m.** A well-rounded breakfast boosts a child’s performance at school and affects everything from memory to concentration and creativity in the classroom.
- Morning Exercises begin at **7:55 a.m. sharp!** Students will be considered tardy at **8:01 a.m.**
- Make sure your child attends school regularly and on time.
- Children ages 5 to 12 years need 10 to 11 hours of sleep per/night.
- Water is essential for optimal brain health and function. Poor hydration affects mental performance and learning ability by reducing the brain’s ability to transmit and receive information.
- Make sure your child is reading at least 15 minutes at home on a daily basis.

Student and Parent Responsibilities and Rights

The Chief Academic Officer has the primary responsibility and authority for maintaining an orderly educational environment. The school guarantees students the freedoms allowed by law, provided these freedoms do not endanger the health, safety, and welfare of the students or staff. The Board of Trustees recognizes and supports students' and parents' rights and corresponding responsibilities. The school is compliant with federal Title IX. Title IX complaints are to be directed to the Chief Academic Officer.

School Hours

Drop off time:

The Kingdom Charter School of Leadership opens at 7:35 AM. At that time we permit students to enter the building and report to their classrooms. Please do not drop off your child before 7:35 AM as there is no supervision provided.

Pick-up:

School dismissal begins at 3:45 PM. At that time students are dismissed to walk home, go to aftercare, be picked up, or take the bus. Students walking should leave property directly after dismissal and proceed home. Once your child has left the school grounds, he or she is not to return that afternoon.

On half/day early dismissals, the same dismissal process begins at 11:45 AM. If you arrange for private pick-up, please inform your transportation service of the different pick-up time.

Students are late if they arrive after 8:00AM. If you are dropping off your child after 8:00 AM you must park and accompany your child into the office to be signed in. Call the school if your child is going to be absent or late.

School Communication

THE SCHOOL MUST HAVE UP-TO-DATE CONTACT INFORMATION FOR EACH STUDENT AND HIS OR HER FAMILY AT ALL TIMES FOR EMERGENCIES, CHANGES IN SCHEDULE, OR OTHER IMPORTANT INFORMATION.

If telephone numbers on file do not work, then emergency contact numbers will be called. Please visit the receptionist to fill out a form with changes in telephone numbers or address.

Communication with the school is absolutely essential for your child's success. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. A school climate survey is conducted each year by the school and your participation is crucial so that the school administration and staff can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, teachers will also be sending home monthly newsletters or other monthly updates. Progress Reports will be sent home once during the middle of each grading period.

Please feel free to consult with the office manager or the school administration regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

Please make sure that you check your child's backpack daily for school information.

Dismissal

Students must leave the school grounds immediately after dismissal unless they have school business with a staff member after school.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Valid photo identification will be required of all individuals picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released. Parents/guardians should send a signed note with their child when the need to be dismissed early or if there is a change in the child's usual means of getting home.

Parents or guardians should submit to the school office a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card.

Friends and strangers will be denied access to a student in the absence of verified parental consent.

All parents must remain at the appropriate dismissal location and teachers will bring the students to the designated pick-up area. Do not go to the classroom to pick up your child. Students cannot be dismissed from the classroom.

Birthday Parties

The school is not able to host students' birthday parties in class without prior arrangements being made with the students' teachers. Many students have allergies and/or diet restrictions. Therefore, no home-baked items will be accepted. Any outside foods must be cleared with the school nurse. Some students may have religious beliefs that may not allow them to participate in the festivities. The Kingdom Charter School of Leadership will acknowledge birthdays during morning meetings and/or morning announcements.

Visitors

To ensure the safety of our students and staff, The Kingdom Charter School of Leadership has a closed campus policy. Under this policy, all entrances remained locked. Staff, students, parents, and visitors must approach the front entrance and be screened by the receptionist. Visitors (including parents and family members who may wish to visit a class or the school) must report directly to the reception area, sign in, and obtain a visitor's badge. Please wear the badge on site at all times. Volunteers must also sign in and obtain a volunteer badge.

Adults are not to enter any classroom at any time without the prior permission of the office manager/administrative staff. Every visitor (including parents wishing to go to a classroom) will need to check in at the office for a pass. If you do not have a pass, you cannot walk around the building for any reason.

Truancy Policy

Regular school attendance is critical to a student's success. Unexcused absences will subject the student and parent or guardian to legal prosecution under New Jersey state law. Following are the specifics of The Kingdom's Attendance and Truancy Policy:

- Students' attendance will be recorded daily.
- Notes from doctors, courts, or lawyers are required for an absence to be recorded as excused.
- The following conditions are recognized by The Kingdom Charter School of Leadership as valid excuses for absence:
 - Illness of the child, attested to by a physician, if absent for more than three days.
 - The presence of contagious disease in the child's home subject to regulations of the Department of Health and Social Services.
 - Death in the immediate family. "Immediate family" includes parents, grandparents, siblings, legal guardian, and any other person living in the household with the student. Immediate family includes "step" and "half" relationships. Excused time will not exceed one week. Excused time allowed for a funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student's home.
 - Legal business
 - Prearranged absences approved by the Chief Academic Officer or designee for such reasons as:
 - College or secondary school visit
 - Participation in educational experience
 - Absences of one day for compelling personal reasons
 - Emergency situations as determined by the Chief Academic Officer or designee
 - Religious holidays
 - Suspensions or expulsion from school for misconduct
 - Remedial health treatment

A student who is receiving homebound instruction in accordance with The Kingdom Charter School of Leadership's policies will be regarded as present and will not be penalized under any provision of this policy.

- A student who is absent during regular school hours because of school-directed activities (class trips, field trips, early dismissals for athletic participation, etc.) shall be marked as present for attendance purposes.

No avoidable absence will be excused during state testing unless approved in advance by the Chief Academic Officer.

Under State law, a student is considered "truant" after four (4) days of unexcused absence. When a student is considered truant, The Kingdom Charter School of Leadership is authorized to refer the parent or guardian and the student to court for prosecution. The Kingdom will follow the following guidelines with respect to truancy.

Upon accumulation of three (3), five (5), ten (10), and fifteen (15) unexcused absences action will be taken by The Kingdom Charter School of Leadership as follows:

1. 3 unexcused days – A letter will be sent to the home and a phone conference will be initiated.
2. 5 unexcused days – A letter will be sent to the home and a parent conference will be scheduled.
3. 10 unexcused days – A certified letter will be sent home and a truancy conference will be scheduled for the determination of possible referral to courts for prosecution.
4. 15 unexcused days – The case will be referred to court for prosecution, a letter will be sent home notifying the parent, and another parent conference will be scheduled; children's services may also be contacted to provide support.

If contacted by The Kingdom Charter School of Leadership pursuant to the provisions above, each parent or guardian of a student shall sign a contract with The Kingdom Charter School of Leadership agreeing they will make every reasonable effort to:

- Have their child or children abide by the school code of conduct;
- Make certain their child attends school regularly; and
- Provide written documentation for the reasons for any absence.

A student who has twenty or more unexcused absences may be retained in the same grade and/or refused re-enrollment for the following year. Recommendations for students to be refused re-enrollment will be made by the Chief Academic Officer, after consultation with the administration and counseling staff. These recommendations must be approved by the Board of Trustees or the Executive Committee before they are effective.

Students are late if they arrive after 8:00 AM.

Upon accumulation of three (3), six (6), nine (9), and twelve (12) tardies action will be taken by the School as follows:

1. 3 tardies – Students will serve one (1) Saturday detention (10-12).
2. 6 tardies – Students will serve three (3) Saturday detentions (10-12).
3. 9 tardies – A letter will be sent to the home and a parent conference will be scheduled.
4. 12 tardies – A certified letter will be sent home and a truancy conference will be scheduled for the determination of possible referral to courts for prosecution.

Exceptions to Attendance and Truancy Policy may be made in cases of severe family hardship by an appeal to the Chief Academic Officer within 10 days of written notice of action being taken. If the parent/guardian contests the determination of the Chief Academic Officer, an appeal of the Chief Academic Officer's decision may be made to The Kingdom Charter School of Leadership's Board of Trustees.

Dress Code and Uniforms

Students are to be dressed in uniforms each and every day. The approved uniform is listed below:

Flynn & O'Hara: 2240 West Marlton Pike, Cherry Hill, NJ 08002 Garden State Pavilions (next to ShopRite); (856) 931-8838.

ITEM	GIRLS/BOYS	PURCHASE FROM
Khaki Pants (NO CARGO POCKETS)	Both	Parent's Choice
Khaki Shorts (NO CARGO POCKETS)	Both	Parent's Choice
Khaki Jumpers	Girls	Parent's Choice
Khaki Skirts	Girls	Parent's Choice
Khaki Skorts	Girls	Parent's Choice
Purple Polo Short Sleeve or Long Sleeve Shirt with logo	Both	Flynn & O'Hara Only
Gold Polo Short Sleeve or Long Sleeve Shirt with logo	Both	Flynn & O'Hara Only
White Polo Short Sleeve or Long Sleeve Shirt with logo	Both	Flynn & O'Hara
Black V-Neck Cardigan Sweater with logo	Both	Flynn & O'Hara
Grey Gym T-shirt with logo	Both	Flynn & O'Hara
Grey Gym Shorts with logo	Both	Flynn & O'Hara
Grey Gym Sweatshirt with logo	Both	Flynn & O'Hara
Grey Gym Sweatpants with logo	Both	Flynn & O'Hara
All Black Dress Shoes	Both	Parent's Choice
All Black Boots	Both	Parent's Choice
Gym Sneakers (Any Color)	Both	Parent's Choice
Black Belt	Both	Parent's Choice
White or Black Tights/Socks	Girls	Parent's Choice
Black Socks	Boys	Parent's Choice

Please follow these general guidelines when dressing your child:

- Neat, well fitted apparel
- No jewelry, with the exception of stud earrings for girls, (no extra-large hoops are allowed)
- Plain, white under shirts
- Black dress shoes (no flip-flops, sandals, etc.)
- Black belts for all pants
- Cargo pants are not allowed
- Only approved sweat pant/shirt is permitted
- logo must be on the shirt, jacket, and sweater
- Students should not wear sweatshirts, hoodies, jackets or other outerwear in the school building, except in the case of unusual heating problems
- All hats and other headwear should be removed upon entering the building, except those worn for religious observance.

Student dress down day may vary with the age of the student, instructional activity, and physical conditions in the school. The dress and grooming of students shall contribute to the health and safety of the individual and shall not disrupt the orderly educational process. Student clothing and accessories shall neither endorse nor tacitly approve products and practices which are prohibited by law or school policy. It is imperative that you follow the school uniform policy. Your child will be penalized if he/she is not dressed appropriately for school.

Grade Level Promotion, Acceleration, and Retention Policy

Promotion is the vertical movement of a student from one grade level to the next grade level. Some promotion requirements are established by state law and regulation; others are adopted by the Board of The Kingdom Charter School of Leadership. State law and regulations require all public school districts and Charter Schools to adopt a policy for promotion and retention of all students. The Board adopts this policy in order to be consistent with state law and regulations.

The Chief Academic Officer will determine the promotion or retention of students subject to the following:

Grades 3 – 5

- Certain Minimum Requirements. In order to be promoted, a student must meet the following minimum requirements:
 - Report Card Grade Requirements.
 - A student must pass English/Language Arts
 - Students must pass at least three of the four core classes (Reading/Language Arts, Math, Science and Social Studies) taken.
- Other factors to be considered, though not requirements:
 - PARCC assessment results: In general, students are expected to perform at PLD 4 or above to meet the College- and Career-Ready Determination.
 - Report Card Grades: In general, students are expected to achieve a standards grade average of 3 across all standards.
 - Review of other academic data, including NWEA MAP or other universal benchmark data
 - Teacher recommendations
 - Attendance: Students who have 20 or more excused and/or unexcused absences may be required to repeat the same grade, at the determination of Chief Academic Officer.

Grades K – 2

- Certain Minimum Requirements. In order to be promoted, K, 1st and 2nd grade students must meet the following minimum requirements:
 - Report Card Grade Requirements.
 - A student must pass English/Language Arts
 - Students must pass at least 50% of the core classes (Reading/Language Arts, Math, Science, and Social Studies).
- Other factors to be considered. In order to be promoted, although not requirements, following are other factors to be considered:
 - Measures of Academic Progress MAP and Developmental Reading Assessment (DRA) – In general, students in K-2 are expected to attain grade level proficiency on MAP, DRA, or Assess Now.
 - Report Card Grades: In general, students are expected to achieve a standards grade average of 3 across all standards.
 - Improvement on school-administered assessments, independent of report card grades
 - Review of other academic data
 - Teacher recommendations
 - Attendance – Students who have 20 or more excused and unexcused absences may be required to repeat the same grade, at the determination of Chief Academic Officer.

Notwithstanding anything to the contrary herein,

- In order for a student to be promoted to the next grade level, the Chief Academic Officer shall determine, based on an evaluation of all the factors listed above, that it is in the best interest of the student to be so promoted;
- On or before February 1 of each year, the Chief Academic Officer shall require all teachers to identify students who are viewed as in danger of being retained in the same grade level and shall put in place a remedial plan for each of such students designed to avoid the retention, if possible;
- The Chief Academic Officer may determine to promote a student who has been retained for two years for academic reasons; and
- Promotion and retention decisions with respect to students receiving special education under Section 504 of the US Rehabilitation Act of 1973, and the Individuals with Disabilities Education Improvement Act shall be made in accordance with the provisions of those laws.

Special Education Students

Special education students must meet the same requirements for promotion as prescribed for all other students. However if a special education student does not meet these requirements, decisions on promotion and retention may be made by the student's IEP team after evaluation of progress under the student's IEP. If the student fails to make satisfactory progress, Administrative Assignments will be made, as determined by state or federal law or regulations, for:

- a) Limited English Proficient (LEP) students whose progress is impeded by a language barrier
- b) Students who have already been retained for 2 years for academic reasons.

Appeals

Parents have the right to appeal the Chief Academic Officer decision on either the placement or promotion of their children. Appeals should be made in writing to the Chief Academic Officer. A copy of the Placement/Retention Appeal Form is available at the school. A parent who disagrees with the Chief Academic Officer's final determination may appeal that decision to Renaissance School Services State Managing Director provided the appeal is made in writing within 10 days of notification of the Chief Academic Officer's decision.

Grading and Report Cards

The Kingdom Charter School of Leadership will be using a standards based report card. Students' grades will be on a scale of 1 through 4. Our 4-point grading scale is based on the grade-level expectation at the end of the school year. In other words, we expect students to be at level "3" or above by the final marking period. Each marking period, you will see their scores as they progress towards "3" and "4" on each standard, and they may start at a "1" or "2" towards the beginning of the year. You can get a sense of your child's progress by seeing growth on the standards as the year continues. The following table is a key that explains what the numerical values mean.

Evaluation Marks		Effort and Citizenship	
4	Exceptional	E	Exceptional
3	Meets Standard	S	Satisfactory
2	Approaches Standard	N	Needs Improvement
1	Beginning Standard	U	Unsatisfactory
N	Not Assessed		

Key to Grades	Description of Proficiency Level in Meeting Standards
4 Exceptional	This student <ul style="list-style-type: none"> • Consistently demonstrates exceptional achievement of the standards. • Shows an in-depth understanding of the skills included in the standards. Makes insightful connections to other ideas and concepts. • Grasp, applies, and extends the key concepts and skills beyond the grade level.
3 Meets Standard	This student <ul style="list-style-type: none"> • Demonstrates solid, proficient achievement of the standards. • Shows a good understanding of the concepts and skills included in the standards. • Uses appropriate strategies to solve problems and connects some concepts to previous learning • Grasps and applies the key concepts and skills for the grade level.
2 Approaches Standard	This student.... <ul style="list-style-type: none"> • Demonstrates marginal achievement of the standards. • Shows partial understanding of the concepts and skills included in the standards but has not achieved all of them yet. • Is beginning to grasp and apply the key concepts and skills for the grade level.

1 Beginning Standard	This student ... <ul style="list-style-type: none"> • Demonstrates unacceptable achievement of the standards. • Needs additional learning opportunities to achieve even partial understanding of the standards. • Has difficulty grasping key concepts and skills for the grade level.
N Not Assessed	<ul style="list-style-type: none"> • The standard has not been addressed at this time. However, a grade will be issued by the end of the school year.

Health

A full-time nurse is present at to handle the health and medical emergencies that may arise and to complete the mandatory health screenings. Parents are advised to notify the school nurse of any health problems their child has or develops during the school year and any medications the student is prescribed. Parents are also encouraged to keep an action plan on file from the doctor for chronic conditions such as asthma, life threatening allergies, diabetes, and seizures.

Parents are **required** to have an emergency card on file for each child attending the school and to notify the school if the information changes during the year.

Vaccinations

The State of New Jersey (N.J.A.C. 8:57-4) mandates that all students must be up-to-date on vaccinations. All incoming students are required to have a physical exam completed and on file in the nurse's office. Failure to comply with these regulations will result in a temporary removal from school until proof of missing vaccinations, testing, or physical is provided by a doctor. Also, sports physicals are mandatory for all students interested in participating in a team sport.

There may be times when a student needs to be excused from physical education, needs extra bathroom breaks, or other accommodations. In order to make these accommodations, a note must be sent in from your doctor and kept on file in the nurse's office. All permanent excuses, action plans, medication permission forms, and emergency cards must be completed at the beginning of each school year. Any student who is absent for more than three days, must have a doctor's note in order to return to school.

Medications

All medications, including over-the-counter medications must be kept in the nurse's office. No student is allowed to have, in their possession, any medication unless there is a written doctor's note on file in the nurse's office (i.e. asthma inhaler); this includes all prescription and over-the counter medications. A form is available in the nurse's office for a student (students in grades sixth through eighth only to carry their asthma inhaler or epipen but requires a doctor's signature. Parents who choose this option are encouraged to keep a spare inhaler or epipen in the nurse's office in the event a student forgets the medication at home or their inhaler becomes empty.

If a student requires prescription medication or an over-the-counter medication that is not provided by the school, a parent permission form must be on file in the nurse's office.

Prescription medications must be brought in by a legal guardian and be in the original pharmacy bottle with the label showing the student's correct name, time to be administered, dosage, prescribing doctor's name, and date. If a prescription or over-the-counter medication is needed daily, a doctor's note is required. If a student is caught with medication in the building without permission, the medication will be confiscated and the student will face other possible disciplinary actions including suspension.

All medications MUST be picked up at the end of the school year or they will be disposed of.

Illness/Injury

If any student becomes ill or injured during the day, it is their responsibility to tell their teacher at the time of the injury or illness so they may receive a pass to see the nurse for proper medical care. Students will NOT be seen without a pass unless a medical emergency arises.

If a student becomes ill during the day and the nurse decides the student needs to go home, the nurse will contact the student's family and the student MUST be picked up within two hours. All families need to have a back-up plan in place in the event this occurs and they are not available. The school retains the right to call the Department of Human Services if no one is able to come and pick up their child within the allotted two hours.

Students should not be using phones to contact their families that they are sick and need to go home. Any student who does that will have the phone confiscated and face other possible consequences as well. If a student is feeling ill the student needs to be seen by the nurse and the nurse will determine if the student needs to go home. All families must sign-out their child in the reception area before the student leaves the building. Students are not allowed to leave without an adult to pick them up.

There are certain contagious diseases that require a student to stay home until a doctor authorizes the student to return to school. These include, but are not limited to, impetigo (skin infection), conjunctivitis (pink eye), head lice, ringworm, and strep throat. Also, if a student is sent home sick and is prescribed a medication for that illness, the student may return to school after medication treatment has been in effect for at least 24 hours with a doctor's note. Students with a fever greater than 100.4 degrees, vomiting, and/or having diarrhea must be kept home from school until they have no symptoms for 24 hours.

Students requiring specialized health care procedures may not attend school until the required documentation is completed (i.e., parent authorization, physician's orders) and the school staff is provided an orientation on the specific nursing plan

Student Records

Student records are defined as any materials concerning individual students kept in any form by the Board of Trustees or its employees, except for personal notes of teachers and other school personnel intended for their use only. Student records are maintained to provide information which can be used to develop the best possible educational program for each student. Care must be exercised by the school staff to make sure that student records are treated confidentially and that the information contained therein is accurate and appropriate. Student Code of Conduct violations and disciplinary actions will normally be recorded and maintained annually. Expulsion will be recorded on the student's cumulative record folder.

Students/Parents have the responsibility

- To give the school personnel ample notice that they want to inspect and review their records. Students and parents have the responsibility to meet their financial obligations for school fees or fines. Report cards will not be issued and a student may be denied reenrollment if financial obligations to The Kingdom Charter School of Leadership are not met. If a parent or guardian is having financial difficulty in meeting a financial obligation to The Kingdom Charter School of Leadership, he/she should contact the Business Manager to see whether financial assistance is available.
- To release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing.

Students/Parents have the right

- To release, inspect, review, and challenge the information contained in their school records within school guidelines and legal age requirements. School personnel shall provide assistance to students and parents to help

them understand information in student records. This access may not be denied because of failure to pay fines or fees.

- To sign for a release of the information contained in their records to authorized agencies. The student must be fourteen years of age or older to sign this release.
- To be protected from the release of personally identifiable information to unauthorized persons.

Inspection and Review

Parents may submit to the Chief Academic Officer a written request identifying records they wish to inspect. The Chief Academic Officer will notify them of the time and place at which records may be inspected. Access shall be provided within 15 days of the receipt of the request.

Amendment of Records

Parents may ask to amend a record they believe is inaccurate by submitting to the Chief Academic Officer a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the school denies the request, the school will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without consent

Disclosure of personally identifiable information contained in students' education records requires parent consent with the following exceptions:

Such records may be disclosed to school officials with legitimate education interests. School officials include employees; Board of Trustees members; a person or company retained by the School to perform a special task, for example, an attorney, auditor, medical consultant, or therapist; or a parent or student serving on a committee or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, discloses education records without consent to officials of another school or district in which a student seeks or intends to enroll.

Conflict Resolution/Mediation

It is the philosophy of The Kingdom Charter School of Leadership that students and staff should be proactive in their approach to behavior management. Therefore, conflict resolution and mediation strategies will be employed in a proactive manner to assist students and staff in addressing conflict and discipline issues.

Counseling

Personal needs or concerns can seriously threaten and interfere with the educational development of students. The Kingdom Charter School of Leadership will provide counseling services for students when necessary and inform students and their families of services provided by other agencies.

Students have the responsibility:

- To identify and/or report personnel or school related problems, concerns or issues to appropriate staff, counselors/advisors.
- To use counseling services for their educational and personal development, where appropriate.
- To schedule appointments in advance unless the problems or concerns are of an emergency nature. Parents and students have the responsibility of providing information that may be useful in making intelligent educational decisions.
- To use counselors'/advisors' services for personal or school related problems, concerns or issues.

Students have the right:

- To be accurately informed as to the nature, kind, or type of guidance services available in their school and community.
- To receive appropriate counseling for personal and educational problems within a reasonable timeframe.
- To have access to counselors/advisors on the staff.

Participation in School Activities

Students participating in extracurricular programs and activities are expected to maintain the standards of behavior in the school and community as defined by the Student Code of Conduct.

Any student placed on a probationary agreement or behavior contract will be ineligible to participate in any school-sponsored extracurricular activity or program as delineated in the agreement.

Any student who violates 's team or group pledges or rules may become ineligible to participate in school-sponsored extracurricular activities or programs if recommended by the Chief Academic Officer.

Administration may also declare a student ineligible to participate in any or all school-sponsored extracurricular activities and programs when that student's behavior results in a threat of harm to the health, safety, or welfare of staff or students or to the reputation of the school.

Participation is a privilege which may be forfeited due to misconduct or failure to attain and maintain required passing grades

Textbook and School Property

Teachers maintain small classroom libraries. The goal is to provide excellent reading materials and resources to our students. Students may have the opportunity to check books out. In addition, teachers will allow students to take home from their classroom library collection as part of the Home Reading Program. Additionally, students may take textbooks home.

If each student learns to take care of books, they will last longer and look good. Therefore, we invite your cooperation in the care of all library and/or textbooks. Please help your child to understand and practice the following:

- Keep books clean.
- Do not bend or tear the pages.
- Classroom library books and textbooks should be brought back and forth to school each day.
- Protect books from weather, animals, babies, etc.

Some school textbooks can cost up to \$100. It is the child's responsibility to take care of the books that he/she borrows from the school or classroom library. If your child damages, destroys or loses a school library book or textbook, you will be asked to pay for it. Please note that failure to return or pay for lost books will prevent your child from receiving his/her end of year report card.

Search and Seizure

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the U.S. Constitution. Student lockers and desks are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others. Search of individual students shall be based upon reasonable suspicion that the student or property contains illegal substances, items or material detrimental to the safety and welfare of other students or staff or in violation of the law or rules of the Student Code. Students are responsible and accountable for the contents of all items found in their lockers, book bags, purses, and any bags or containers used to carry personal property.

All alcohol, drugs, drug-like substances, look-alike substances and/or drug paraphernalia found in a student's possession shall be turned over to the Chief Academic Officer or designee and be made available, in the case of a medical emergency, for identification. All substances shall be sealed and documented and, in the case of illegal drugs or other "controlled substances" as defined in New Jersey law, turned over to police as potential evidence. A request for analysis shall be made where appropriate. (In case of medical emergency, substance will be made available for identification purposes.)

Students have the responsibility:

- To refrain from possessing or concealing any substance or objects which are illegal or which may disrupt the educational process and/or school sponsored activities/events.
- To monitor and control access to their lockers, purses, book bags, or similar containers and to check regularly their contents.

Students have the right:

- To privacy in their personal possessions unless the Chief Academic Officer or designee has reasonable suspicion to believe that illegal substances/objects are possessed or being concealed by the student.
- To be notified that a seized substance is believed to be an illegal drug. The student and student's parent/guardian have 3 days from the date of notification to dispute, in writing, that a seized material or substance is an illegal drug.

Safeguards That Protect The Rights of Students and Parents

Students, and their parents as their representatives, have all the rights given to every citizen by the Fifth and Fourteenth Amendments to the U.S. Constitution. Many of these rights which pertain specifically to education are defined in this document. These rights are protected through a procedure called due process. This chapter defines the due process procedures for suspension, assignments to alternative programs, expulsion, and for filing a grievance. Students and their parents are encouraged to become familiar with these due process procedures.

Student Grievance

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process. A student grievance must be filed within five (5) school days from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

Grievance Procedures:

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference fails to resolve the issue, the grievant shall discuss the problem with the School Chief Academic Officer or his/her designee.
 - If the School Chief Academic Officer fails to resolve the issue, the grievant will, upon request, be given a written notice by the Chief Academic Officer stating the reason(s) the problem could not be resolved. Such notice will be provided within five (5) school days. Students or groups of students.
 - Parent(s)/legal guardian(s) of a student.
 - Groups of parent(s)/guardian(s) of students.
 - The grievance procedures may be used in any of the following situations:
 - Where it is alleged that any student or group of students
 - Is being denied access to an appropriate educational opportunity.
 - Is being denied participation in any school activity for which the student is eligible.
 - Is being denied the opportunity to compete for a position in an activity where the selection is limited.
 - Is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct
3. A grievant wishing to appeal the Chief Academic Officer's written decision must file a written appeal not later than ten (10) school days from the date of receipt of the Chief Academic Officer's written decision.
4. The Chief Academic Officer will schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision in writing, no later than five (5) school days following the grievance conference.
5. If the grievant wishes to appeal the decision of the management company, the grievant may file a written appeal to the Board of Trustees. The Board of Trustees shall be the final decision of the School. A copy of the Board of Trustees or designee's final decision shall be sent to all involved parties not later than ten (10) school days following receipt of the appealed decision.

The Code of Student Conduct

The Code of Student Conduct describes a positive and safe school environment

- Specifies the rights and responsibilities of students.
- Safeguards the rights of students.
- Defines conduct that disrupts a positive and productive learning environment.
- Standardizes procedures for disciplinary action.
- Incorporates the Board of Trustees Policy on possession, use, and distribution of drugs and alcohol

Provisions in the Code of Conduct apply to all students in Grades K-5. Differences in age and maturities are considered in determining the type of disciplinary action to be taken. All students have a greater responsibility for their actions as they increase in age. This Code does not restrict the Board's legal/statutory authority to protect the health, safety, and welfare of students and staff. A copy of the Student Code of Conduct is given to each student on school entry. Orientation to the code is held in school at the beginning of the school year. Questions by students or by parents/guardians concerning the code should be directed to the Chief Academic Officer.

The Code is in force

- On school property at all times.
- While students are on a school bus or in another vehicle operated for or by The Kingdom Charter School of Leadership for any purpose.
- At all school-sponsored events and other activities at which school administrators have jurisdiction over students.

Out of School Conduct

The Code of Conduct shall also apply to out-of-school conduct by a student if personnel believe that the nature of such conduct indicates that the student presents a threat to the health, safety, welfare of other students, or to the reputation of the . Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which is punishable by law.
- Sexual offenses which are punishable by law.
- The sale, transfer or possession of drugs which would constitute an offense punishable by law.
- Felony charges.

Additionally, the Chief Academic Officer is authorized to take administrative action when a student's misconduct to and from school has a harmful effect on other students, the community, or the orderly conduct of school business.

The Kingdom Charter School of Leadership is notified by the Attorney General's office and/or law enforcement whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the School receives these reports, they will be reviewed. The School will take disciplinary action as outlined in the Student Code of Conduct if it is determined that the out-of-school conduct indicates the student presents a threat to the health, safety

or welfare of other students or staff. will not wait for adjudication of said felony to proceed with alternative placement or expulsion procedures. Example: If a student is arrested for selling narcotics in the community, he/she may be expelled from school. Students need to realize that out-of-school behavior can result in expulsion from school or placement in an alternative program.

A good school environment

- Is SAFE and POSITIVE.
- Provides a range of educational opportunities.
- Makes improvement of student behavior the primary goal of disciplinary action.
- Is free from distractions, friction, and disturbances.
- In accordance with this code of conduct, students will pledge to take pride in all their activities and interactions with the school community.

Morning Chant

(To the tune of “*We Will Rock You*”)

LEADER: WHAT KIND OF DAY ARE WE HAVING TODAY?

STUDENTS: GREAT DAY, GREAT DAY!

(Repeat)

LEADER: YOUR ATTITUDE DETERMINES YOUR ALTITUDE.

STUDENTS: GREAT DAY, GREAT DAY!

LEADER: WE WILL SPEAK KIND WORDS AND NOT BE RUDE

STUDENTS: GREAT DAY, GREAT DAY!

LEADER: KINDERGARTEN

KINDERGARTEN: BE PROACTIVE!

LEADER: 1ST GRADE
FIRST GRADE: BEGIN WITH THE END IN MIND!

LEADER: 2ND GRADE
SECOND GRADE: PUT FIRST THINGS FIRST!

LEADER: THIRD GRADE
THIRD GRADE: THINK WIN-WIN!

LEADER: FOURTH GRADE
FOURTH GRADE: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

LEADER: FIFTH GRADE
FIFTH GRADE: SYNERGIZE

LEADER: ALL THE KINGDOM
SIXTH GRADE: SHARPEN THE SAW!

LEADER: WHAT KIND OF DAY ARE WE HAVING TODAY?
EVERYONE: GREAT DAY, GREAT DAY!

This matrix describes the school wide expectations at .

Behavior Expectations

	Classroom	Hallways & Stairs	Cafeteria	Bathroom	Assembly	Bus
	<ul style="list-style-type: none"> * Come to class prepared * Participate * Complete all assignments 	<ul style="list-style-type: none"> * Arrive on time * Walk to your destination quietly 	<ul style="list-style-type: none"> * Have lunch ID number ready * Stand in line as directed * Eat in a timely manner 	<ul style="list-style-type: none"> * Return to class promptly * Report problems 	<ul style="list-style-type: none"> * Enter and exit assembly quietly * Be attentive 	<ul style="list-style-type: none"> * Report directly to your bus
	<ul style="list-style-type: none"> * Respect everyone * Follow teachers instructions * keep hands and feet to yourself 	<ul style="list-style-type: none"> * Walk quietly * Respect all hallway displays * Follow adult instructions 	<ul style="list-style-type: none"> * Use polite language * Use quiet voice * Clean up after yourself 	<ul style="list-style-type: none"> * Allow others their privacy and wait your turn * Use kind words * Leave the area clean 	<ul style="list-style-type: none"> * Show positive support * Respect the presenter by listening quietly 	<ul style="list-style-type: none"> * Solve problems without fighting * Respect everyone * Speak softly
	<ul style="list-style-type: none"> * Be honest * Be responsible * Have pride for yourself & your community 	<ul style="list-style-type: none"> * Report problems to an adult * Stand tall 	<ul style="list-style-type: none"> * Sit in designated area * Place trash in trash bin * Report all unsafe behavior/vandalism 	<ul style="list-style-type: none"> * Flush toilet * Throw trash in the trash can * Wash your hands 	<ul style="list-style-type: none"> * Arrive on time * Move promptly to our seats * Be attentive and stay seated 	<ul style="list-style-type: none"> * Model appropriate bus behavior * Return lost items to the bus driver * Be a good reporter
	<ul style="list-style-type: none"> * Set attainable goals * Be persistent * Have high standards 	<ul style="list-style-type: none"> * Walk with a purpose * Get to your destination the right way 	<ul style="list-style-type: none"> * Set high standards for your behavior and manners * Follow adult directions 	<ul style="list-style-type: none"> * Return to your class promptly 	<ul style="list-style-type: none"> * Set high standards for your behavior and manners 	<ul style="list-style-type: none"> * Set high standards for your behavior and manners * Consistently follow all rules and directions
	<ul style="list-style-type: none"> * Use materials for their intended purpose * Control my behavior and accept consequences * Solve problems without arguing 	<ul style="list-style-type: none"> * Follow rules about safety * Walk in a single file line * Get to your destination on time 	<ul style="list-style-type: none"> * Clean up after yourself * Wait your for your turn * Remain seated while eating 	<ul style="list-style-type: none"> * Return to class promptly * Use appropriate hygienic practices (flush toilet, wash hands, put waste in trash can) 	<ul style="list-style-type: none"> * Enter and Exit in an orderly fashion * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Report to your bus on time * Follow all bus rules

Violations and Disciplinary Actions

THE LIST IS NOT ALL INCLUSIVE, AND A STUDENT COMMITTING AN ACT OF MISCONDUCT NOT LISTED WILL STILL BE SUBJECT TO THE AUTHORITY OF THE CHIEF ACADEMIC OFFICER OR DESIGNEE. SERIOUS OR EXCESSIVE BEHAVIOR WHICH NECESSITATES A MORE SEVERE DISCIPLINARY ACTION THAN THAT REQUIRED OR OPTIONAL UNDER THE FOLLOWING DISCIPLINARY ACTIONS SHALL BE SUBJECT TO THE DISCRETIONARY AUTHORITY OF THE CHIEF ACADEMIC OFFICER UP TO AND INCLUDING A RECOMMENDATION FOR EXPULSION.

When establishing disciplinary action to be taken, the first priority shall be those that are required action(s). When selecting appropriate disciplinary actions from among those listed under "Required," the administrator or designee may select one or more of the actions listed in addition to implementing those which are required. Multiple offenses may be treated under the more severe penalties listed under subsequent violations.

Level I

Abusive Language

Student-to-student: Written or spoken language or gestures that is offensive, obscene or vulgar.

First Offense –

Parent/guardian notification

1 day detention

Subsequent Offenses –

Parent/guardian notification

1-3 day(s) in-school suspension

Class Cutting

Unexcused absence from a class without authorization or approved reason.

First Offense –

Parent/guardian notification

1 day detention

Subsequent Offenses –

Parent/guardian notification

1-3 day(s) in-school suspension

Dress Code

First Offense –

Parent/guardian notification

1 day in ISS

Subsequent Offenses --

Parent/guardian notification

1 day in ISS and assigned to Saturday school

Forgery

The act of forging a signature or using something written falsely to deceive.

First Offense-

Parent/guardian notification and conference

Subsequent Offenses-

Required: same as first offense (excluding in-school-suspension) with

Notification of police, charges may be filed 2-3 day(s) in-school suspension

DOE Student Conduct Report will be filed as required by law

1 day in-school suspension

Gambling

Participation in game(s) of chance including but not limited to card playing for money or other things of value.

Grades K-5

First Offense: Required –

Written Reprimand

Parent/guardian notification

1 hour time-out, which can include time during lunch and recess

Subsequent Offenses

Required same as first offense excluding time out with

1-3 day(s) in-school suspension

Inappropriate Behavior

Language, gestures or actions that incite, produce distractions or disruptions, or seriously interfere with the effective functioning of the teacher, another student, a class, or any school activity. This does not include severe insubordination. Severe insubordination is a separate Level II offense.

First Offense: Required –	Second Offense	Subsequent Offenses-
Written Reprimand	One (1) After School Detention	Required same as first offense excluding detention with Parent conference
Parent/guardian notification		1-3 day(s) in-school suspension
1 hour time-out, which can include time during lunch and recess		

Inappropriate Bus Behavior

Behavior which produces distractions, or disturbances which seriously or repeatedly interfere with the bus driver, cause unsafe conditions, or disrespect to the driver.

First Offense: Required	Second Offense: Required	Subsequent Offenses: Required
Written Reprimand	Parent/guardian notification	Parent/guardian notification
Parent/guardian notification	Conference with parent, child and Chief Academic Officer	Suspension of bus privileges (three days, five days, ten days)

Leaving School without Authorization

Once a student arrives at the school campus he/she may not leave, unless authorized to do so, or until the end of the student's scheduled day.

Each Offense –

Parent/guardian conference
1-3 day(s) in-school suspension

Student Presence in Any Prohibited School Area

Unauthorized presence of a student in any prohibited area.

First Offense -	Second Offense –	Subsequent Offenses –
Parent/guardian notification	Parent/guardian notification	Parent/guardian notification
1 day detention	2 days detention	1-3 day(s) in-school suspension

Trespassing

Each Offense

Entering or remaining on school property without authorization; including, but not limited to knowing or unknowing entry upon school property by a suspended student or student or student from another school that does not have a legitimate reason for being at the school.

Issue warning that person is trespassing and must leave immediately

Notification of police, charges may be filed

If presently on suspension period: extension of suspension for 1 additional day. If not 1-day suspension

Unauthorized Use of Electronics

The use of or any public display of cell phones, video recording device, personal music device, electronic games or other materials designated by staff to be disruptive or potentially disruptive during school hours.

Each Offense: Required

Item(s) taken and kept in office for parent/guardian to pick up; any electronic device not picked up before August 1st will be discarded.

Level II

Academic Cheating

Academic cheating is the act or instance of deception in preparing or presenting course work or class assignments as a student's own authentic work when it is not. This includes, but is not limited to:

1. copying another student's paper;
2. unauthorized notes or sharing answers during a test or examination;
3. presenting another person's work as one's own; 4. presenting quotations, words, or ideas without proper references or credit (plagiarism); The person sharing the information will receive the same consequences as the person who turned the work in as his/her own. These examples also apply to electronic information retrieved from the internet.

First Offense: Required –

Parent/guardian notification

Grade penalty of zero for the specific incident

1 day in-school suspension

Subsequent Offenses –

Required same as first offense excluding in-school suspension with

Parent/guardian conference

1-3 day(s) out-of-school suspension

Harassment, Intimidation, and Bullying (HIB)

(See HIB Policy)

Bullying

Bullying is any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee. Bullying is usually defined as involving repeated acts of aggression that aim to dominate another

person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group.

Grades K-5

First Offense -	Second Offense –	Subsequent Offenses-
Parent/guardian notification and conference	Required: same as first offense (excluding detention) with	Required: same as second offense with referral to outside counseling
Restitution/resolution if necessary	Possible notification of police	1-3 day(s) out-of-school suspension
DOE Student Conduct Report will be filed as required by law	1 day in-school suspension	Behavior Support Plan
Referral to school counseling		
1 hour detention	Sign anti-bullying pledge	

Careless or Reckless Behavior

Intentional or unintentional behavior that threatens to or causes personal injury or property damage.

Grades K-5

First Offense –	Second Offense –	Subsequent Offenses –
Parent/guardian notification and conference	Required: same as first offense (excluding 1 day in-school suspension)	Required: same as second offense (excluding 1 day out-of-school suspension) with
Restitution/restoration if necessary	1 day out-of-school suspension	Behavior Support Plan
Possible notification of police, charges may be filed		
1 day in-school suspension		

Criminal Mischief/Vandalism

The destruction or defacing of school property or the property of others (including the unauthorized altering/tampering or vandalism of school owned electronic equipment and software). If value of property is in excess of \$1,000, First Offense will follow Subsequent Offense consequences.

Grades K-5

First Offense: Required –

Parent/guardian notification and conference

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

Possible police notification, charges may be filed
1 day in-school suspension

Subsequent Offenses –

Required: same as first offense excluding in-school suspension with

Referral to counselor

1 day out-of-school suspension

Defiance

Serious insubordination; intentionally defiant behavior or attitude; resistance to authority

First Offense –

Parent/guardian notification and conference

1 day out-of school suspension

Second Offense –

Required: same as first offense (excluding 1 day out-of-school suspension) with

3 days out-of-school suspension

Subsequent Offenses-

Required: same as second offense (excluding 3 days out-of-school suspension) with

5 days out-of-school suspension

Failure to Attend Detention

First Offense –

Written reprimand

Parent/guardian notification

1 day in-school suspension

Second Offense-

Required: same as first offense (excluding 1 day in-school suspension) with

1 day out-of-school suspension

Fighting

Aggressive, physical conflict between two or more individuals; including, but not limited to, wrestling and punching

Grades K-5

First Offense: Required –	Second Offense-	Subsequent Offenses-
Parent/guardian notification and conference	Required: same as first offense excluding 1 day out-of-school suspension with	Required same as second offense (excluding 3 days out-of-school suspension)
Restitution/restoration if necessary	3 days out-of school suspension	5 days out-of-school suspension
DOE Student Conduct Report will be filed as required by law	Behavior Support Plan	Recommendation for alternative placement
1 day in-school suspension	Referral to Counselor	

Inappropriate Item/Material

Using or processing written language, clothing, electronic messages, pictures and objects considered to be offensive or not suitable for educational setting.

First Offense –	Second Offense-	Subsequent Offense-
Parent/guardian notification and conference	Required: same as first offense (excluding 1 day in-school suspension) with:	Required: same as second offense (excluding in-school suspension) with:
1 day in-school suspension	3 days in-school suspension	1-3 day(s) out-of school suspension in sequential order

Inappropriate Sexual Behavior

(Including, but not limited to, physical touching of intimate body parts of self): Consensual acts of affection or intimacy inappropriate to an educational setting; including, but not limited to, any action or suggestion by one or more persons involving the use or display of body parts generally referred to as private.

GradeK-5

First Offense –

Parent/guardian notification and conference

Referral to mediation and/or counseling

1 day in-school suspension

Subsequent Offenses-

Required: same as first offense (excluding in-school suspension) with:

1-3 day(s) out-of-school suspension in sequential order

Possible notification of police, charges may be filed

Instigation

Behavior which is likely to incite or produce aggressive or physical conflict between two or more individuals.

Grades K-5

First Offense

Parent/guardian notification and conference

Restitution/restoration if necessary

Possible notification of police, charges may be filed

Referral to mediation and/or counseling

1 day in-school suspension

Second Offense

Required: same as first offense (excluding 1 day in-school suspension) with:

2 days in-school suspension

Behavior Support Plan

Offensive Touching Student to Student

Intentionally touching a student, by a student with a part of the body or with an instrument, thereby causing offense, alarm, or minor physical harm. For example: shoving.

Grades K-5

First Offense –	Second Offense –	Subsequent Offense-
Parent/guardian notification and conference	Required: same as first offense (excluding 1 day in-school suspension) with:	Required: same as second offense (excluding 1 day out-of-school suspension) with:
Restitution/restoration if necessary	1 day out-of-school suspension	3 day out-of-school suspension
Possible notification of police, charges may be filed	Behavior Support Plan	
DOE Student Conduct Report will be filed as required by law		
Referral to Mediation		
1 day in-school suspension		

Reckless Burning

When a person intentionally starts a fire or causes an explosion and recklessly places a building or property in danger of destruction or damage or places another person in danger of physical injury

First Offense-	Second Offense-
Parent/guardian notification and conference	Required: same as first offense with:
Restitution/restoration if necessary	Recommendation for alternative placement
Notification of Fire Marshal, charges may be filed	
5 days out-of-school suspension	

Sexual Harassment

Actions or statements that is sexual in nature, which offends or defames the dignity or self-esteem of a reasonable individual. Examples include, but are not limited to; unwelcome sexual advances, sexual remarks or jokes, requests

for sexual favors, and other offensive verbal, written or physical conduct directed to an individual. Also included in this definition are the displays of pictures, drawings or other items that are sexual in nature.

First Offense-

Parent/guardian notification and conference

Notification of victim's parents

Possible police notification

DOE Student Conduct Report will be filed as required by law

Referral to counseling

3 days out-of-school suspension

Subsequent Offenses-

Required: same as first offense (excluding 3 days out-of-school suspension) with:

5 days out-of-school suspension

Recommendation for expulsion

Smoking/Possession of Tobacco/Tobacco Products

Possession includes, but is not limited to, on a student's person, in a student's belongings, or under reasonable control by placement of and knowledge of the whereabouts of tobacco.

First Offense-

Parent/guardian notification and conference

1 day in-school suspension

Referral to School Nurse for smoking cessation information

Second Offense-

Required: same as first offense with:

1-3 days in-school suspension in sequential order

Tampering with any Fire Safety Devices:

First Offense-

Parent/guardian notification and conference

Notification of Fire Marshal, charges may be filed

Restitution/restoration if necessary

5 days out-of school suspension

Second Offense-

Required: same as first offense with:

Recommendation for alternative placement

Theft/Possession/Transfer of Stolen Goods:

The act of taking possession or transferring the property of another without the consent of the owner. If value of property is in excess of \$1000, First Offense will follow Subsequent Offense consequences.

First Offense-	Second Offense-	Subsequent Offenses-
Parent/guardian notification and conference	Required: same as first offense (excluding time-out) with:	Required: same as second offense (excluding in-school suspension) with:
Restitution/restoration if necessary	Referral to mediation and/or counseling	Possible notification of the police, charges may be filed
1-hour time-out which can include lunch recess	1 day in-school suspension	DOE Student Conduct Report will be filed for offenses in excess of \$1,000, as required by law
		Referral to counseling
		1 day out-of-school suspension

Theft using coercion: obtaining money or property from another student through coercion, intimidation or threat of physical harm.

Grades K-5

First Offense-	Second Offense-	Subsequent Offenses-
Parent/guardian notification	Required: same as first offense (excluding 1 day in-school suspension) with:	Required: same as second offense (excluding 1 day out of school suspension) with:
Possible police notification, charges may be filed	1 day out-of-school suspension	3 days out-of-school suspension
DOE Student Conduct report will be filed as required by law	Behavior Support Plan	
1 day in-school suspension		

Threatening Behavior to Staff

A threat to engage in menacing behavior that is violent or sexual in nature to an individual staff member (not a group or community) – without physical contact – that would cause a reasonable person offense, annoyance, or alarm.

Grades K-5

First Offense-	Second Offense-	Subsequent Offenses-
Parent/guardian notification and conference	Required: same as first offense (excluding 1 day out-of-school suspension) with:	Required: same as second offense (excluding 3 days out-of-school suspension) with:
Notification of police, charges may be filed	3 days out-of-school suspension	5 days out-of-school suspension
DOE Student Conduct Report will be filed as required by law	Behavior Support Plan	Recommendation for alternative placement
1 day out-of-school suspension	Referral to mediation and/or counseling	

Threatening Behavior to Student

A threat to engage in menacing behavior that is violent or sexual in nature to an individual student (not a group or community) – without physical contact – that would cause a reasonable person offense, annoyance, or alarm.

First Offense-

Parent/guardian notification and conference

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

1 day in-school suspension

Second Offense-

Required: same as first offense (excluding in-school suspension) with:

Referral to mediation and/or counseling

1 day out-of-school suspension

Behavior Support Plan

Subsequent Offenses-

Required: same as second offense (excluding 1 day out-of-school suspension) with:

Possible notification of police, charges may be filed

3 days out-of-school suspension

Level III

Arson

Any act utilizing fire, smoke, or explosives, which cause alarm or danger to life; and/or willful or malicious burning of school property, its contents, or the personal property of others.

First Offense-

Parent/guardian notification and conference

Notification of Fire Marshal, charges may be filed

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

Assault on Staff

An unlawful physical attack using force upon a staff member resulting in physical injury.

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

Assault on Student

An unlawful physical attack using force upon a student resulting in physical injury

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for alternative placement for Assault III; recommendation for expulsion for Assault II

Attorney General's Report

Out-of-school conduct that includes, but is not limited to acts of violence which are punishable by law; sexual offenses which are punishable by law; felony charges; or the sale, transfer or possession of drugs which would constitute an offense punishable by law. **

First Offense-

Parent/guardian notification and conference

5 days out-of-school suspension

Recommendation for alternative placement or expulsion

****A student who is found to possess drugs out-of-school for personal use only and who enters and successfully finishes a drug counseling/treatment program will not be disciplined under the Code of Conduct.**

Dangerous Instrument(s) Possession/Concealment/Sale

Any unauthorized possession/concealment/sale of an instrument, article or substance which is readily capable of causing serious physical injury or death. If the full blade of a knife is more than three inches, the item will be considered a dangerous instrument.

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

* Dangerous instrument is defined in this Code as “an article or substance which is readily capable of causing death or serious physical injury.”

Deadly Weapons(s) Possession/Concealment/Sale

Regardless of possessor's intent, any possession/concealment/sale of a deadly weapon. The Deadly Weapon list includes, but is not limited to, firearms, starter guns, pellet guns (hard and soft), BB guns, air guns, bombs, electric weapons, projectile devices, knives, switch blade knife, mace, pepper gas, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, ice pick, and non-functional weapons. Also, any dangerous instrument will be considered a deadly weapon when used, or attempted to be used, to cause death or serious physical injury.

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

Distribution of Drugs and/or Alcohol and/or Paraphernalia

Known sale, transfer, or distribution of drugs, alcohol, or look-alike substances. This situation includes prescription drugs, or over-the-counter drugs. Possession of excessive amounts of drugs/alcohol or look-alike substances are

considered as “possession with intent to deliver”. An “illegal substance” includes all substances which fall under the definition of “controlled substances” set forth in the Uniform Controlled Substances Act

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

Use and/or Possession of Drugs and/or Alcohol and/or Paraphernalia

To possess on your person or among your personal belongings, or to use or have consumed alcohol, drugs or any illegal substance. This situation includes look-alike substances, prescriptions drugs*, or over-the-counter drugs*.

Possession of excessive amounts of drugs and/or alcohol or look-alike substances is considered “possession with intent to deliver” and is treated as the Level III violation: “Distribution of Drugs and/or Alcohol and/or Paraphernalia.”

The Chief Academic Officer or designee will review to determine what consequences are warranted.

First Offense-

Parent/guardian notification and conference with evidence of an assessment by a licensing drug and alcohol agency

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for expulsion

Second Offense

Required: same as first offense (excluding alternative placement) with:

Recommendation for expulsion

*Does not include possession of prescription drugs for personal use if prescribed by authorized medical personnel.

*Does not include possession of reasonable amounts of over the counter drugs for personal use.

Offensive Touching to Staff

Intentionally touching a staff member with a part of the body or with an instrument, thereby causing offense or alarm

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for alternative placement

Rape or Attempted Rape

Forced or attempted forced sexual contact (including Unlawful Sexual Contact) without consent of victim.

First Offense-

Parent/guardian notification and conference

Notification of police, charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for alternative placement for Unlawful Sexual Contact III; recommendation for expulsion for Rape or attempted rape

Second Offense-

Parent/guardian notification and conference

Notification of police charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for Unlawful Sexual Contact III

Robbery

To obtain or attempt to obtain money, goods, services or information from another by physical force or violence, coordinated violence, or intimidation using a dangerous instrument or weapons.

First Offense-

Parent/guardian notification and conference

Notification of police charges may be filed

Restitution/restoration if necessary

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Recommendation for alternative placement Robbery II;
recommendation for expulsion for Robbery I.

Second Offense

Parent/guardian notification and conference

Notification of police charges may be filed

DOE Student Conduct Report will be filed as required

Restitution/restoration if necessary

5 days out-of-school suspension

Recommendation for Robbery II for expulsion

Threat to the Orderly School Process

A verbal, written or physical threat to commit any crime likely to result in death or serious injury to persons (groups, communities, assemblages) or property; including, but not limited to, false statements or actions likely to cause evacuation of a building, place or assembly or facility of public transportation. This also includes statement(s), behavior or acts made that are likely to cause serious inconvenience or in reckless disregard of the risk of causing terror or serious inconvenience. Including but not limited to bomb threats false fire alarms, and terroristic threats*.

First Offense-

Parent/guardian notification and conference

Notification of police charges may be filed

DOE Student Conduct Report will be filed as required by law

5 days out-of-school suspension

Possible mental health evaluation (at parent's expense)

Recommendation for expulsion

***This includes possession of look-alike weapons with or without verbal threat.**

Suspension From School

A suspension is the temporary removal of a pupil from regular school attendance for a period not to exceed five (5) school days. The Chief Academic Officer or designee, however, may extend a suspension past the five (5)-day period pending a decision on a recommendation to expel or for Code violations determined to be serious. While serving an out of school suspension a student is forbidden from being on the property of the School for any reason unless accompanied to a pre-arranged appointment by a parent or guardian.

Prior to a suspension from school, the student shall

1. Be given oral or written notice of the charges and, if the charges are denied, be given an explanation of the evidence known to School authorities.
2. Be given a fair and impartial hearing conference and have the opportunity to present his/her side of the story.
3. Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
4. Be advised that the suspension may be appealed to the next administrative level.

Generally, the notice and hearing should precede the student's removal from school. However, if this is not feasible or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, and/or the educational process, the necessary notice and hearing will follow as soon as practicable.

In all cases of suspension, an attempt shall be made to notify the parents by telephone and, if necessary, to request that the student be picked up from school. Students whose parents cannot be reached by telephone will be retained at school until the end of the school day.

When a student is suspended, written notification of the suspension will be sent to the parents within twenty-four (24) hours. The notification shall state the cause and duration of the suspension. If suspension is for more than three days, a definite time and date for a hearing on the suspension shall be scheduled at a place designated by the Chief Academic

Officer. Every effort will be made by the School and the parent/guardian to conduct a conference prior to the return of a student to school following a suspension.

Following the fourth (3rd) out-of-school suspension in any one school year, the student will be placed on a Behavior Contract.

A Behavior Contract is a written agreement of conditions to be met by the student which, if broken, may result in a recommendation for expulsion. Such agreement is made by the student and parent(s) with the school.

In the case of students with disabilities (as that phrase is defined under Federal regulations promulgated under the Handicapped Act [20 U.S.C. S1401 et seq.]), the regulations and procedures as stated in the State of New Jersey Manual for Exceptional Children shall be followed.

In-School Suspension

In-School Suspension (ISS) is the temporary placement of a student in a supervised area other than the area indicated by the regularly assigned schedule.

Suspension Of Bus Privileges

Riding a school bus is a privilege. Suspension of bus privileges is the temporary removal of the opportunity to ride the school bus. Such suspensions are for a period not to exceed five (5)

school days. The Chief Academic Officer or designee may, however, suspend bus privileges for a period to exceed five (5) days for repeated and/or serious misbehavior. Suspension of bus riding privileges does **NOT** mean suspension from school.

Prior to the suspension of bus privileges, the student shall:

1. Be given oral or written notice of the charges and be told who is making these charges or complaints.
2. Be given a fair and impartial hearing and have the opportunity to present his/her side of the story.
3. Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
4. Be advised that suspension of bus privileges may be appealed to the next higher authority.

In all cases of suspension of bus privileges, an attempt shall be made to notify the parents by telephone with a written notification of the suspension sent to the parents within twenty-four (24) hours. During the suspension of bus riding

privileges, it shall be the parent's responsibility to provide the student's transportation to and from school. Suspension of bus privileges shall not be used as a disciplinary action for non-bus related violations.

Expulsion

State regulations define expulsion as ...the exclusion of a student from school.

When a student commits a violation which may result in a recommendation for expulsion, the following procedure shall be followed:

STEP I

1. The student shall be suspended for five (5) school days.
2. The Chief Academic Officer shall investigate all aspects of the discipline problem, including a conference with the student and his/her parents or guardians, if possible, at which time the student will be informed of the charges and afforded an opportunity to tell his/her side of the story.
3. The Chief Academic Officer or designee shall make every effort to complete the investigation within three (3) school days of the incident under investigation, if possible.
4. If the Chief Academic Officer concludes that the student committed the offense and that the nature of the offense warrants a recommendation for expulsion, the Chief Academic Officer shall submit to the Board of Trustees a summary of the investigation and a recommendation for expulsion.

STEP II

1. Within five (5) school days from the date of completing the investigation which results in a recommendation for expulsion, the Hearing Officer appointed by the Board of Trustees will notify the student (if an adult) and the student's parents or guardians of intent to expel and of the date, time, and location for a hearing. The notice of intent to expel shall be sent by certified mail or hand delivered and shall state the reasons for the expulsion and the time and place of the hearing as well as the expulsion procedures. If notification is postmarked within the limits indicated, requirements under this provision are met.
2. The hearing shall be held not less than three (3), nor more than seven (7) school days after the notice of intent to expel is mailed. The time period may be modified by agreement of both parties.
3. The hearing shall be conducted by a Hearing Officer. The Hearing Officer may be an employee or director of, but must be impartial.
4. The Hearing Officer shall have full authority to control the conduct of the hearing, including authority to admit or exclude evidence. In conducting the hearing, the Hearing Officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The Hearing Officer shall exclude irrelevant

evidence. Unduly repetitive proof, rebuttal and cross examination shall be excluded. The witnesses shall be sworn in by the Hearing Officer.

5. The student shall have the following rights:
6. To be represented by counsel, at the student's expense;
7. To question any witnesses who testify and receive a copy of any statements and/or affidavits of such witnesses;
8. To request that any witnesses appear in person and answer questions or be cross-examined. Student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission prior to the proceedings;
9. To testify and produce witnesses on his/her behalf;
10. To obtain, at the student's expense, upon written request, a copy of the transcript of the hearing.

STEP III

1. Within three (3) school days following the conclusion of the hearing, the Hearing Officer shall prepare a report for the Board. The report shall summarize the proceedings, state findings of fact and make a recommendation as to whether the Board should expel the student.
2. If the Hearing Officer does not recommend expulsion, the Hearing Officer may permit the student to return to school pending a review of the report by the Board.
3. The Board shall decide whether to expel the student following a review of the report, as well as the transcript of the hearing.

STEP IV

1. The parents of a student who is expelled shall be informed that they may apply for the student's re-admission at the end of the period of expulsion and must provide verification that all conditions for readmission have been met.
2. Upon re-admission to school, the student will be placed on probation. The student will be assigned to a counselor who will monitor his/her behavior, academic performance, and provide assistance for a period of at least one semester.
3. A student is prohibited from being on property during the expulsion period except when accompanied by a parent or guardian for a scheduled appointment with school officials.
4. By state law, the Board of Trustees shall notify the Division of Motor Vehicles concerning the expulsion of a student who is of legal driving age or who will become so during the expulsion period.
5. The Division shall suspend or refuse to renew the driver's license of the expelled student or refuse to issue a license to the student. The student shall remain ineligible for a driver's license until the expulsion period is over or until he or she becomes 19 years of age.
6. Normally a student shall be readmitted at the beginning of a marking period.

Disciplinary Procedures for Students with Disabilities

The following rules are prescribed by the federal Individuals with Disabilities Act (IDEA) for applicability to students with an Individualized Education Plan who are eligible for Special Education Services.

1. For disciplinary reasons, school personnel may suspend a student with disabilities (in school or out of school) for not more than 10 school days. This is known as the “10 day rule”. Disciplinary removals for more than 10 school days are regarded as a “change of placement”.
 2. The “10 day rule” allows school personnel to unilaterally remove a student with a disability who violates a code of conduct from the student’s current placement for not more than 10 school days.
 3. A “change of placement” occurs if a removal is for more than 10 consecutive school days or a change of placement occurs if a student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a year.
 4. If a positive behavior support plan has been developed, it will be reviewed and modified as necessary.
 5. The IDEA requires the school to conduct a manifestation determination within 10 school days of any decision to change the placement of a student with a disability because of a violation of the code of conduct.
6. If the Special Education Team determines it was a manifestation, the Special Education Team must conduct a Functional Behavior Assessment (FBA), develop a positive behavior support plan to address the behavior, and return the student to the placement from which the student was removed.
7. If the Special Education Team determines it was not a manifestation of the disability, the school may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and duration however, services must continue to be provided.
8. School personnel may remove a student with a disability to an interim alternative setting for up to 45 days when a student at a school, district or state function carries a weapon or look alike, knowingly possesses or uses illegal drugs, or has inflicted serious bodily harm on another person.

Charter School will abide by the following in determining disciplinary actions for students with disabilities:

- In the case of a student with a disability being considered for expulsion or suspension in excess of 10 days cumulatively in one school year, a special education team meeting will be convened.
- The special education team will determine whether (1) the alleged conduct was
- related to the student's disability; or (2) the student was inappropriately placed at the time of the offense or there is a likelihood that a change in the student's program and/or placement would alleviate the misconduct which led to the offense.
- If the special education team determines that either of the above standards is met, suspension or expulsion is not authorized and the student's program and placement should be reviewed.
- If the special education team determines that neither of the above standards is met, the Chief Academic Officer will follow the Student Code of Conduct. To the extent required by state or federal law, a student

identified as having a disability under the Individuals with Disabilities Act (IDEA) who is expelled or suspended in excess of 10 days may still be entitled to a free, appropriate, public education.

- If a student with a disability presents a danger to him or herself or others, or is so disruptive that his behavior substantially interferes with the right of other students to benefit from an education, an interim change of placement may be authorized by either (1) special education team decision accompanied by parental consent; or (2) court order.
- Nothing stated herein shall preclude the special education team from placing a student with a disability, determined to have brought a firearm to school, in an interim alternative educational setting in accordance with state and federal law.

Definitions

"Student with disability" refers to a student eligible for special education under either: (1) the Individuals With Disabilities Education Act (IDEA) as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act.

"Special education team" refers to an Individual Educational Program (IEP) team for students eligible under the IDEA and a multidisciplinary team for students eligible under Section 504. The composition of both teams should include individuals knowledgeable about the student, the meaning of evaluation data, and placement options.

Investigative Procedures

1. The Chief Academic Officer, or his designee, will promptly investigate any allegation of a violation of this Code of Conduct in a timely manner and determine whether a violation has occurred.
2. All complaints will be appropriately investigated and handled consistent with due process requirements.
 - a. Neither complainant nor witnesses will be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts will be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the violation from several sources. This prevents the offender, when confronted, from assuming that a victim if applicable is the complainant. Student accusers or victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
 - b. After receiving notice of the alleged violation, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a violation has occurred.
 - c. Once the administrator has confirmed that a violation has occurred, the administrator will take prompt investigatory steps to determine who committed the violation and whether others played a role in the violation. The administrator will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.
 - d. After identifying those who committed the violation, the administrator will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. Prior to the imposition of Any disciplinary action the student shall:
 - e. be given oral or written notice of the charges and be told on what evidence the decision may be made
 - f. be given the opportunity to present the student's side of the story; and
 - g. have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
3. The offender will be informed that graduating consequences may occur if the violation is repeated.
 - a. The administrator will keep a written record of the violation, and any disciplinary actions taken. The administrator will keep any written statements of the offender, the victims, if any, and witnesses. Discussions with all parties should be documented as soon as possible after the events.

The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.

4. The School believes that victims of violations should be given support. If it is suspected that a student has been the victim of a violation, staff members will make an effort to:
5. Find a private opportunity for discussion with victim.
6. Discuss with the victim what support they need.
7. Ensure their safety.
8. Record the event and follow through with actions.
9. Provide the victim with opportunities to gain peer support.
10. Refer the victim to available help in-school.
11. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
12. Make referrals to external agencies if necessary.
13. Provide the victim with information for mental health or medical treatment needs.

Transportation Conduct of Students

The following rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will ensure safety, prompt arrivals and departures of buses and proper attitudes on the part of students. Good citizenship will be promoted. Violations of these rules may result in the suspension of bus riding privileges and other disciplinary action.

1. Students must promptly obey the driver at all times and be courteous to him or her and to fellow pupils. The driver is in full charge of the bus and pupils and has the authority of a classroom teacher.
2. Students must be on time. The bus has to run on schedule and cannot wait for those who are tardy.
3. Students should never stand or play on the roadway while waiting for the bus.
4. Before boarding the bus, students must keep a safe distance from it while it is in motion.
5. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
6. Students must not try to get on or off the bus while it is in motion. When on the bus, students must remain seated until the bus comes to a complete stop.
7. Students must keep out of the driver's seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
8. In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. They should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, they should immediately walk around the front of the bus and stop before crossing. They should make sure that all traffic has come to a complete stop before crossing.
9. In crossing, the street or highway at any time, pupils should look both to the left first then the right and then only if safe, WALK - - not run to the bus.
10. Other than ordinary conversation in normal tone, classroom conduct is to be observed when on the bus.
11. Students must not call out to passersby. They should not open the bus windows without permission from the driver and never extend head or arms out of the windows. Students shall not leave the bus without the driver's consent.
12. Students should help keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
13. Students are not permitted to smoke while on the bus.
14. Students must not use profanity while on the bus.
15. Students must not throw articles of any kind, in, out or around the bus.
16. Students are not to eat or drink while on the bus.
17. Other forms of misconduct that will not be tolerated are acts such as, but not limited to: indecent exposure, obscene gestures and language, and spitting.
18. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his or her job of driving.

Harassment, Intimidation, and Bullying Policy

The purpose of this policy is to prohibit harassment, intimidation and bullying on school property, at school-sponsored functions and on school busses.

The Kingdom Charter School of Leadership recognizes that a safe learning environment is necessary for students to learn and achieve high academic standards. The School strives to provide a safe learning environment for all students and employees.

I. Prohibition of Bullying

The Board of Trustees prohibits acts of harassment, intimidation or bullying of a student. The School's administration and Board of Trustees has believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying. **N.J.S.A. 18A:37-15(b) (1).**

II. Definition of HIB

The Board of Trustees and the administration has established that "harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b) By any other distinguishing characteristic; and that
- c) takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) Has the effect of insulting or demeaning any student or group of students; or
- f) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

*** "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

III. Student Expectations

The Board of Trustees and school administration expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

The Board of Trustees and administration believe standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline.

The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board of Trustees and administration believe that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board of Trustees and the school administration expects that students will act in accordance with the student behavioral expectations described on pages 27 and 32 in the Parent/Student Handbook and Code of Conduct.

IV. Consequences and Remediation

The Board of Trustees requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.14

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

- Life skill deficiencies
- Social relationships
- Strengths/Talents
- Traits/ Interests

- Extra-curricular activities
- Classroom participation
- Academic performance
- Relationship to students and the

Environmental

- School culture;
- School climate;
- Student-staff relationships and staff

- Social-emotional and behavioral supports;
- Social relationships;

Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board of Trustee's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the district board of education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Consequences

- Admonishment
- Temporary removal from the classroom;
- Deprivation of privileges
- Classroom or administrative detention
- Referral to administration
- In-school suspension during the school week or the weekend

- Out-of-school suspension (short-term or long-term)
- Reports to law enforcement or other legal action
- Expulsion; and
- Bans from providing services, participating in school sponsored programs or being in school buildings

Remedial Measures

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study

- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; or

Addressing Environmental causes that impact HIB (Classroom, School Building)

The administration of will continuously evaluate the school culture and climate data to ameliorate those factors that may contribute to HIB at the school. • N.J.S.A 18A:37-15(b)(4)

V. HIB Reporting

The Chief Academic Officer is responsible for receiving all complaints alleging violations of this policy. All Board of Trustees members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the Chief Academic Officer or the Chief Academic Officer's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board of Trustees members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the school Chief Academic Officer within two school days of the verbal report. The Chief Academic Officer is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Students, parents, and visitors are encouraged to report alleged violations of this policy to the Chief Academic Officer on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment intimidation or bullying anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

A member of the Board of Trustee or a school employee who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures in the School's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the board of education may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled board of education meeting following its receipt of the report or following a hearing in executive session, the board shall issue a decision, in writing, to affirm, reject, or modify the Chief Academic Officer's decision. The Board of Trustees' decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than 90 days after the issuance of the board of education's decision.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

VI. HIB Investigations

The district board of education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be initiated by the Chief Academic Officer or the Chief Academic Officer's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Chief Academic Officer. The Chief Academic Officer may appoint additional personnel to assist anti-bullying specialist in the investigation. The investigation shall be completed and the written findings submitted to the Chief Academic Officer as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the Chief Academic Officer shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Chief Academic Officer shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. The Chief Academic Officer shall submit the report to the Management of the School within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the school's management shall ensure the code of student conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The school's Chief Academic Officer shall report the results of each investigation to the Board of Trustees no later than the date of the regularly scheduled Board of Trustees meeting following the completion of the investigation. The Chief Academic Officer's report also shall include information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the management of the school.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State laws and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the board of education.

A parent or guardian may request a hearing before the Board of Trustees after receiving the information. When a request for a hearing is granted, the hearing shall be held within 10 school days of the request. The Board of Trustees shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the board of education may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled board of education meeting following its receipt of the report or following a hearing in executive session, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board of education's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than 90 days after the issuance of the board of education's decision.

VII. Range of Responses to HIB

The Board of Trustees authorizes the Chief Academic Officer to define the range of ways in which school staff will respond once an incident of harassment, intimidation or bullying is confirmed. The Chief Academic Officer shall respond to confirmed harassment, intimidation and bullying, according to the parameters described below and in this policy. The Board of Trustees recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based HIB prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This policy and the code of student conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation or bullying occurring off school grounds when:

- The alleged harassment, intimidation or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other students; and either
- A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- The alleged behavior has the effect of insulting or demeaning any student or group of students; or
- The alleged behavior creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

VIII. Reprisal or Retaliation

The Board of Trustees prohibits a trustee, school employee, contracted service provider who has contact with students, school volunteer or student from engaging in reprisal, retaliation or false accusation against a victim, witness, one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. **N.J.S.A. 18A:37-15(b)(8) N.J.S.A. 18A:37-16(a)**

IX. Consequences and Remedial Action

Consequences and appropriate remedial action for a person found to have falsely accused another as a means of retaliation or as a means of HIB.

The Board of Trustees prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

X. Publication of HIB Policy

The school Chief Academic Officer will annually disseminate the harassment, intimidation and bullying policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in the school along with a statement explaining that the policy applies to all acts of harassment, intimidation and bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds. The school Chief Academic Officer shall post a link to the policy that is prominently displayed on the home page of the school district's Website. The Chief Academic Officer shall ensure that notice of the Board policy appears in the student handbook and all other publications of the school that set forth the comprehensive rules, procedures and standards for schools within the school district.

The Chief Academic Officer shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school's Website.

The Chief Academic Officer shall provide training on the school's harassment, intimidation, or bullying policies to school employees, contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment,

intimidation or bullying. The school's employee training program shall include information regarding the school district policy against harassment, intimidation or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Chief Academic Officer shall develop and implement a process for annually discussing the school's policy on harassment, intimidation and bullying with students. The Chief Academic Officer shall annually conduct a re-evaluation, reassessment, and review of the harassment, intimidation and bullying policy, with input from the school anti-bullying specialists, and recommend revisions and additions to the policy as well as to harassment, intimidation and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

XI. Web site Link

An electronic version of the HIB Policy is posted on the school website at www.arts.org

XII. Policy Dissemination

The HIB policy will be distributed annually to parents who have children attending .

XIII. Contact Information

Anti-Bullying Coordinator Contact Information

School Chief Academic Officer (856)232-010

ACCEPTABLE USE POLICY FOR INTERNET USE

The Kingdom Charter School of Leadership

The Kingdom Charter School of Leadership is pleased to offer students Internet access via our computer network. To gain access to the Internet, all students must prove parental permission by having their parent or guardian sign the attached form.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. While the intent of the school is that students will use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. We expect that student users will comply with the School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules of appropriate use?

Privacy—Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity to ensure that students are using the system responsibly. **Storage capacity**—Users are expected to remain within allocated disk space and delete material that may take up excessive storage space.

Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or Language— No profane, abusive, or impolite language should not be used to communicate nor should materials be accessed that are not in line with the rules of school behavior. A good rule to follow is that users should never view, send, or access materials that they would not want their teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Vandalism

If damage occurs due to willful student misconduct, the student may be permanently denied access to technology resources. The cost of repair or replacement for such willful damage will be billed to the parent/guardian of the student who caused the damage.

Anti-Bullying Big Brother Statement

Electronic devices provided by The Kingdom Charter School of Leadership are equipped with recording capabilities and may record or collect information on student activity or their use of the device. Charter School will not use any of the recording capabilities in a manner that would violate students' privacy rights or any individual residing with the student.

Oath of Trust:

1. You are trusted to respect all hardware, software on campus, or electronic resources borrowed for home use.
2. You are trusted not to interfere with the operation of the network by downloading any music or programs from the Internet or installing software, shareware, or freeware.
3. You are trusted not to violate copyright laws.
4. You are trusted not to view, send, or display offensive messages or pictures.
5. You are trusted not to violate personal space of others by distributing inappropriate Web site addresses.
6. You are trusted not to print from the Internet unless instructed to do so.
7. You are trusted not to trespass in folders, work, or files of others.
8. You are trusted to notify an adult immediately, if, by accident, you encounter materials that violates the rules of appropriate use.

Student's Name _____

Grade _____ **Homeroom Teacher** _____

BE PREPARED *to be held accountable for your actions and for the loss of privileges on all computers if the Rules of Appropriate Use are violated.*

USER AGREEMENT

As a parent or guardian of a student at the _____, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school.

My child _____ will abide by the Acceptable Use Policy when using the technology resources provided by The Kingdom Charter School of Leadership .

Parent Name (print) _____

Parent Signature _____

DATE: _____

As a user of the computer network, I agree to comply with the above stated rules and to use the network in a constructive manner. I will report any misuse of the equipment and/or network to my homeroom teacher.

Student Name (print) _____

Student Signature _____

School Student Code of Conduct

Please sign below and have your child sign to acknowledge that he/she has received a copy of the Student Code of Conduct. Return the signed sheet to your child's homeroom teacher.

This is to confirm that I have received a copy of the Parent Handbook and Student Code of Conduct

Student Name (Please Print)

Student Signature / Date

Parent Name (Please Print)

Parent Signature / Date

HR Teacher _____