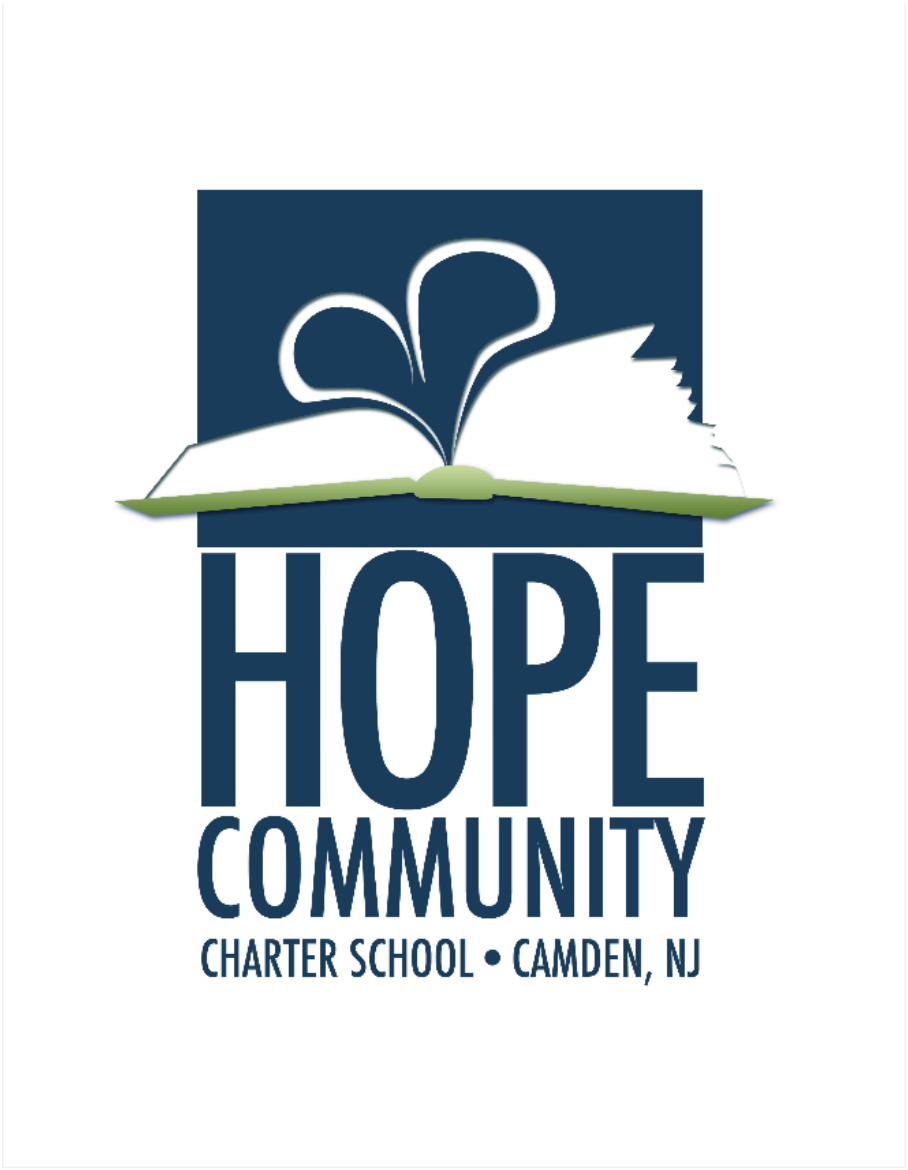


HOPE COMMUNITY CHARTER SCHOOL
FAMILY HANDBOOK
2026-2027

Welcome Hope Families!

I am excited to welcome our students and their families to Hope Community Charter School. I am looking forward to a wonderful and successful school year.

As the new school year begins, we look forward to the part you will play in creating our school tradition of excellence. The staff at Hope Community Charter School is committed to providing a safe, vibrant and nurturing space, rich in resources and opportunities.

We believe a strong home and school partnership will help your student learn best. This partnership begins with good communication and a common understanding of expectations.

This handbook was prepared for better communication and cooperation among teachers, students, parents/guardians and administration. The handbook sets forth the standards and expectations of the school. The policies and guidelines within this handbook will help ensure that the school environment is consistent with the mission of the school.

The school is committed to the academic growth of our students in an environment that fosters respect for oneself and others.

Parents/Guardians are encouraged to discuss the contents of the handbook with their children. Parental/Guardian support is critical to a child's success in school and cooperation in following these guidelines will result in a strong relationship between home and school. Please feel free to contact the school with any comments or concerns.

HopeCommunity Charter School faculty. Staff and administration thank you for choosing our school. Again, welcome to Hope Community Charter School! We look forward to an outstanding year of accomplishments.

Sincerely,

Jennifer Smith

School Leader

MISSION

Hope Community Charter School's mission is to provide a safe, caring, literacy rich learning environment that guides and inspires students in building a solid academic foundation. Literacy will be the path to a solid academic foundation by developing, in each student, a highly literate and effective communicator who is a self-reflective, responsible decision-maker.

VISION

Hope Community Charter School understands that language makes the difference in a child's future success. We believe a whole school focused on language acquisition and development can transform a child's life. A solid foundation in literacy leads to a high level of academic mastery and to a future where learning never stops. We will create a safe, vibrant, and nurturing space, rich in resources and opportunities for students to learn about the world. We see the need to create a culture where parents are partners in our high expectations that each child can achieve success, create a meaningful dream for themselves, and live responsible and fulfilling lives.

OBJECTIVES

- Develop, in each student, a highly literate and effective communicator with a strong academic foundation and a confident lifelong learner
- Provide a safe, nurturing environment that promotes tolerance and empathy for others and supports a culture of high expectations for behavior and academics
- Cultivate a love of reading
- Foster an environment that promotes respect and the responsibility that all people have to give back to their communities
- Extend learning beyond the classroom walls by exposing students to the rich cultural and historical area in which they live

ADMISSION

Hope Community Charter School is a public school in the City of Camden and is regulated by the State of New Jersey. There is no charge to attend. Waiting lists are maintained. Preference is given to students residing in the City of Camden and to students with siblings already attending the school. Applications are available in the school office and at CamdenEnrollment.org.

BREAKFAST & LUNCH

Hope Community Charter School will provide a free breakfast and lunch to all students attending Hope. Students who do not want school lunch may bring lunch from home. No glass containers or bottles. Please pack nutritious food for your child. Only plastic water bottles are allowed.

ABSENCE PROCEDURES

School attendance is very important to ensuring your child's success in learning. Please make every effort to have your child in school every day.

When a student is absent from school, a parent/guardian should call the school at 856 379-3448 before 8:00 a.m. to indicate the reason for the absence. If a parent does not notify the school of their child's absence, a staff member from the school will call to verify the student's absence.

ATTENDANCE

Good school attendance plays a critical role in the academic success of every one of our students. Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and appropriateness of dress.

We realize achievement is adversely affected when a student has a high number of absences. Students who are absent from school for reasons other than illness are a primary concern because absences often result in missed opportunities and may lead to low academic achievement. Parents/guardians are encouraged to avoid situations where a child is absent from school for avoidable reasons.

Excused Absence - An excused absence is an absence for religious observance, participation in Take Our Child to Work Day and Veterans Day, and closure of a busing district that prevents a student from having transportation to the receiving school.

Unexcused Absence – All absences, excluding those listed above, will be considered unexcused absences. If absences persist, there is a tiered progression of steps that the administration will take to address any concerns and identify any barriers to attendance. This includes, but is not limited to, daily phone calls, text messages, in person meetings and home visits.

APPOINTMENTS DURING SCHOOL HOURS

Parents/guardians are encouraged to avoid situations where a child is released early from school. Should it be necessary to take your child out of school for a medical appointment, legal business or family bereavement, you will need to come to the office to pick up your child. Please plan ahead and allow yourself enough time before your appointment, as we will not call your child out of class without the parent/guardian being present in order to avoid the student missing additional class instruction. For the early dismissal to be considered excused, documentation must be provided confirming the reason for the early dismissal. Three unexcused early dismissals equal one unexcused absence.

As we prepare for dismissal Hope's main office will not be answering the front door 30 minutes before dismissal. This is done in preparation for dismissal to ensure the safety of all the students. Hope Community Charter School will not dismiss any students during the thirty minute window prior to Hope's dismissal time. The Main Office will be locked at 3:00 p.m. – 3:45 p.m daily. This allows for office staff to focus on leading the dismissal process and supporting students and teachers during this time.

During outdoor dismissal days, student pick up will occur through the Spruce Street gate only at 3:35 p.m. The front doors of the school will be closed. During indoor dismissal days, the school doors will be open for parents to enter, but there will be no entry into the main office until after 3:45 p.m. Students must be picked up from each of their classrooms.

STUDENT TARDINESS FOR IN BUILDING INSTRUCTION

A child is tardy if he/she arrives at school after 7:50 a.m. Students are to report directly to the office with their parents/guardian who will sign them in. They will receive a late pass. We request and encourage parents/guardians to make every effort to have their children arrive at school on time. Five days or more tardy will result in a letter being sent home. Tardiness totaling up to five days should be counted as one unexcused absence; continued infractions of lateness will result in additional consequences, including possible retention and referral to the courts. A student must sign in the tardy sheet with Ms. Minaya and receive a tardy slip to enter their class. A student can not enter class without a pass signed and time stamped by Ms. Minaya.

During in-person instruction, any child that arrives after 8:20 a.m. will be considered excessively tardy and A PARENT/GUARDIAN MUST MEET WITH A MEMBER OF THE ADMINISTRATIVE TEAM TO CREATE A PLAN TO ENSURE THE STUDENT ARRIVES ON TIME. Each child will be given a once per marking

period exception to this rule. The adult that brought them to school must sign a document in the office acknowledging that they are using the once per marking period exception. The student will then be given a pass to go to class.

SCHOOL CLOSING

In the event that Hope Community Charter School is closed due to bad weather or emergency conditions, you can find radio and television announcements as follows:

Radio	**Television**
KYW	Channel 3

Facebook
https://www.facebook.com/HopeCommunityCharter

Instagram
@hope_community_charter

Class Dojo
Hope Community Charter School

Parent Communication System
Every effort will be made to notify you of school closings, delayed openings, or early dismissals through our Parent Communication System. Notifications will be sent to all families who provide the school with an accurate and updated phone number. **If you change your phone number, please notify the school immediately.**

Delayed Openings
If it appears that early morning weather conditions make it advisable to delay opening, the school will open two (2) hours later than usual and all morning pupil transportation will be delayed for two (2) hours. Families will be notified of a delayed opening using radio, television and Facebook and our texting system.

EARLY CLOSING

Inclement weather or another emergency may cause school to close earlier than the regular dismissal time. The Executive Director makes this decision.

Parents/guardians should make contingency arrangements for their child or children in the event of an early school closing.

EMERGENCY FORMS

An emergency form will be sent home to parents the first week of school. This form must be completed and submitted to school as soon as possible to have information available in case students become sick or injured at school. It is important that parents notify the school immediately whenever phone numbers (home, work and cell), address or emergency contacts have changed.

CUSTODY AND GUARDIANSHIP

Please report a change in legal custody or guardianship, in writing to the office. The school will need a copy of that part of your legal agreement that specifies the custody and visiting rights of parents. This information will be kept confidential. The school needs this information in order to meet its legal obligations.

STUDENT RECORDS
All student records are kept confidential, maintained securely, and limited in access to authorized persons as mandated by law. Parents are encouraged to review their child's records from time to time. All requests to review these records should be made *in writing* to the Executive Director.

IF YOU MOVE
If you move while your child is attending Hope Community Charter School, you must notify the School Business Administrator immediately (preferably in advance of the move) and provide updated proof of residency. If you are moving to a different school district, you must register in the new school district and complete a transfer form—just as you did in your previous district.

Also, please notify the School Business Administrator if your phone number or contact information changes

TRANSPORTATION

Bus Conduct and Discipline
Students must abide by Hope Community Charter School's code of conduct and the bus driver's rules while on any bus going to and from Hope Community Charter School. Inappropriate behavior can lead to the distraction of the bus driver and affect the safety of all students riding the bus. Students are also expected to follow all applicable state laws and bus company regulations regarding bus transportation, which includes the mandatory wearing of seat belts whenever the bus is moving.

Students riding the bus must obey the bus driver or aide. Students who misbehave on the bus or refuse to cooperate with the driver or aide will not be allowed to ride the bus.

Students who ride Hope's courtesy bus, and are returned to school because no parent is at the bus stop, are in danger of their child losing the ability to ride the courtesy bus. Parents must be at the bus stop to meet their child when the bus drops them off. After a child is returned to Hope because no parent is at the bus stop to meet him or her two times, parents will receive a warning letter. If a child is returned to Hope because no parent is at the bus stop to meet him or her a third time, the student will lose their privilege to ride the bus for two weeks. If no parents are at the bus stop, and the child is returned to Hope a fourth time, the student will no longer be allowed to ride the courtesy bus.

When the school bus does not arrive at the bus stop on time because of mechanical failure or road or weather conditions, please wait for at least 30 minutes.

Bus Changes
If your child is not going to ride the bus home on a particular day, send a note or call the office. The student will be instructed to board the bus if we do not receive other instructions.

Student Pick-Up
During indoor dismissal, all students must be picked up from their classroom NOT the main office. For extenuating circumstances, arrangements must be made and approved in advance. If arrangements aren't made and approved in advance, and you cannot pick your child up in their classroom, you must wait until the last bus is called before your child can be called to the main office.

Students will only be released to individuals on our authorized pick up list provided to the school by the parent/guardian. Proper ID will be required for authorized individuals picking up students from school.

Walking Home
No student will be allowed to walk home without an authorized escort. 5-8 graders are allowed with a signed parental form.

Changes to Transportation Arrangements
All changes to your child's transportation arrangements must be provided to the school in writing. In emergencies only, a phone call is acceptable if it is impossible to provide written permission**. If you plan to change your child's afternoon transportation arrangement (put child on bus, pick child up instead of putting the child on the bus), YOU MUST NOTIFY THE OFFICE NO LATER THAN THIRTY MINUTES BEFORE DISMISSAL. NO CHANGES TO A CHILD'S TRANSPORTATION WILL BE MADE AFTER THIS TIME.** This is done in preparation for dismissal to ensure the safety of all the students.

HEALTH SERVICES
Hope Community Charter School has a full-time school nurse who provides health services, health instruction, and contributes to the healthy living environment of the school. School nurse services will be provided in accordance with State regulations.

Health Screening
The school nurse conducts regular health screenings during the year, including visual, auditory, height and weight measurement, scoliosis (curvature of the spine), and blood pressure monitoring. These screenings are completed as required by law, and parents/guardians are notified of the results.

IMMUNIZATION REQUIREMENTS
State law requires medically validated records of immunization to be on file for all students. Any student whose immunization records are not complete will be subject to exclusion.

Students who do not have the required immunizations may be granted a 30-day provisional admittance by the school nurse in compliance with regulations set forth in NJAC 8:57-4.10. This admission is granted with the understanding that the parents/guardians fully intend to continue with the immunization series until all State required immunizations have been received.

- PHYSICAL EXAM: Grades k, 3 and all new students entering the school from other schools.
- POLIO - Three doses of oral vaccine, with one dose given on or after the fourth birthday,
- DIPHTHERIA-PERTUSSIS-TETANUS (DPT) - Minimum of four doses, with at least one booster having been received after the fourth birthday or any five doses.
- MEASLES: two doses of a Measles-containing vaccine given after the first birthday and before entering kindergarten.
- RUBELLA AND MUMPS: one dose of each vaccine must be given after the first birthday OR laboratory evidence of immunity.
- MUMPS - One dose only.
- HIB (Haemophilus Influenzae) (Under 5 years only) - One dose.
- MANTOUX TUBERCULIN - All 8th grade students must be given this test since GBCS is located in New Brunswick, which is a high-risk area.
- HEPATITIS B vaccine series - Three doses required for children born on or after 9/2/96 (5 years old and older) who are entering or attending kindergarten. Three doses for children born on or after January 1, 1990 and who are entering grade 6.
- VARICELLA – One dose given on or after the first birthday or proof of disease immunity.

All immunizations must have medical verification.

Please contact the School Nurse if you have a question about state requirements or have a problem completing these requirements due to religious or medical reasons. Free clinics are sponsored by Camden County Health Department; call your local Health Department for information on dates and locations of clinics.

STUDENT ILLNESS

In order to maximize education opportunities for all students and minimize exposure to illness, students should only be in school when they can fully participate in the educational program. Therefore any student exhibiting symptoms of sickness (e.g. high fever, sore throat, persistent cough, nausea, vomiting, etc.) should stay home. Likewise, Hope Community Charter School's nurse will contact a parent/guardian and send a student home when a student exhibits symptoms of sickness. Students who are sick should be picked up within 30 minutes of the phone notification.

The following is a list of commonly seen illnesses and the exclusion time from school in an effort to control the spread of communicable diseases in the classroom:

Fever: A student with a temperature of 100 degrees or more is excluded from school and will need a doctor's note indicating they are able to return to school.

Pink Eye: Students need to be on antibiotic therapy for 24 hours and have no discharge from the eye.

Ringworm: Students with ringworm may be sent to school if lesion is covered and verified that antifungal treatment was given.

Sore Throat/Strep: Students need to be on antibiotic therapy and have no fever for 24 hours.

Chicken Pox: All lesions crusted or until 7 days after onset.

Head Lice: Students may return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

MEDICATION/PRESCRIPTIONS

The school nurse cannot administer prescription or over-the-counter medication without written permission from a parent/guardian and a written doctor's order. All medication must be in the original bottle labeled with the student's name, medicine name and dose. If the time or dose changes, we must receive a new, signed authorization form from the physician and parent. All medication will be kept in the nurse's office in a locked cabinet. All permission forms must be renewed annually. Students are not to carry medication to self-administer in school unless specifically authorized by State law/regulations.

SPECIAL HEALTH NEEDS

To address your child's special health condition such as asthma, allergies or diabetes, the school nurse will require a physician's letter to be kept on file at the school. The letter should state the required medication, Physical Education limitations, and/or emergency care and actions necessary at school. The school nurse will contact the physician for any information regarding any special health need, requiring medications, procedures, or care at school. Special health needs and information will then be shared with the appropriate school staff that care for your child.

LUNCHES AND SNACKS

Our students have 25 minutes to eat their lunch every day, including early dismissal days.

If your child brings lunch to school, please be sure that it is labeled with his or her name. Refrigeration is not available, and the staff are not able to heat up any lunches brought from home. Please do not send any glass containers.

Lunch and snacks should consist of nutritious foods and drinks only. Candy, cookies, cakes, soda, highly sweetened beverages, potato chips, and other junk food should not be brought to school. Staff members will confiscate inappropriate foods and replace them with school-provided food or drinks.

Parents are invited to dine with their children, bringing their own lunch.

BREAKFAST PROGRAM

We provide an early arrival/breakfast program for all Hope students. Free breakfast is available for all students. The program begins at 7:35 am. Students arriving after 7:55 am will not be served breakfast.

VOLUNTEERS

As a way of protecting children, all volunteers must have a copy of his or her current driver's license on file in the office. Volunteering is based on the approval of the school administration. All classroom volunteers must be scheduled with the classroom teacher and approved by the administration. If a volunteer's name is not submitted by the teacher to the office, the volunteer will not be allowed in the classroom. The office will not disturb the classroom to inquire about the need of a volunteer.

BIRTHDAY CELEBRATIONS

Due to the increasing amount of food allergies among our students, the childhood obesity epidemic and in order to be compliant with New Jersey Nutrition Policies, **we do not permit cake, cupcakes, ice cream, or other sweet treats.**

If you wish to send in a **nonfood item, or a healthy snack** for your child's birthday, please notify the teacher in advance. Birthdays may be recognized through various ways other than food, i.e. stickers, pencils, or even a book donation to the class after it is read to the class by the teacher or a parent.

CONTACTING TEACHERS

If a parent needs to contact a teacher, the most efficient way to do so is by email/text messaging via Class Dojo. If a parent would like to speak with the teacher by telephone, they can do so before school, after school or by leaving a message with the office. The office will not transfer calls to the teacher's classroom to avoid interrupting instruction. You may also request a teacher to contact you by email.

ACADEMIC PROGRAM

At Hope Community Charter School, we strive to understand each student as an individual and to *differentiate* the instruction to meet each student's needs. This requires a strong partnership among teachers, parents/guardians, and students.

Hope Community Charter School Curriculum combines the New Jersey Student Learning Standards with the mission, goals, and objectives of Hope Community Charter School's charter. Teachers modify the instructional program according to a student's needs to accommodate student learning styles and interests.

The curriculum addresses not only academic goals, but social and emotional goals as well. We are committed to educating the whole child—programs to develop social skills are an important part of the program.

GRADING POLICY

Hope Community Charter School uses the following skill-based grading scale:

Grades K-4th

4 Advance Proficient
3 Proficient
2 Developing Proficiency
1 Needs Practice and Support

Grades 5th-8th

A (96 - 100) - Excellent
A- (92 - 95)
B+ (89 - 91)
B (86 - 88) - Good
B- (83 – 85)
C+ (80 – 82)
C (77 – 79) - Average
C- (74 – 76)
D+ (71 – 73)
D (68 – 70) - Below Average – Passing
D- (65 – 67)
F (0 – 64) – Failure

PARENT/TEACHER/STUDENT CONFERENCES

Parents/guardians and students must attend at least 1 conference each year with the student's teacher (or teachers). The dates for these conferences are noted on the school calendar. Teachers will send home sign-up sheets for conferences—you must sign up for an appointment and arrive on time. If your student requires additional conferences, your child's teacher will contact you to schedule a conference.
At these conferences, teachers, students and parents/guardians will discuss areas of strength, areas for growth and strategies to achieve that growth. You are able to review samples of your child's work, discuss concerns and satisfactions and commit to the course of educational progress that you, your child and your child's teacher will follow.

HOMEWORK

Homework helps students to develop good study habits, reinforces materials covered in class and communicates to students the concept that learning takes place within our entire community. Homework can also help to develop organization and time-management skills as well as build a sense of responsibility.

In line with the Hope Community Charter School's philosophy of child-centered learning, we do not have a fixed guideline based on grade levels for the amount of time or homework that should be done each day. Homework requirements will be set according to the child's individual needs, in coordination with the student, the teacher and the parent/guardian.

FIELD TRIPS
Well-planned and supervised field trips will be scheduled during the year. Written permission from the legal guardian is required for any student taking the trip; without written permission, a student will not be able to accompany the class and must remain on school premises. A permission form for field trips is sent home with students prior to the activity. Parents are encouraged to allow students to participate in the field trips, since they are planned to enhance the educational experience and information gained in the classroom. **Permission slips are due back to school NO LATER THAN 24 hours PRIOR to the field trip.**

Students are **not eligible** to participate in a field trip if they have been **suspended**, In-school or out of school, during the marking period of the field trip. Students are not eligible if they have **more than 18 days absen**t by the date of the field trip. If a student has become ineligible for a field trip, after the parent has paid, there is no guarantee the parent will receive a refund, if the event has already been paid for.

Students **MUST BE IN UNIFORM** to attend Hope field trips. The only EXCEPTION to this rule is if the permission slip describes alternate dress guidelines. Students are expected to abide by all Hope Community Charter School rules of behavior while participating in all off-site school activities.

LOST AND FOUND
All of your child's personal items, such as lunchboxes, jackets, gloves, and other pieces of clothing, should be labeled with his or her name. If an item does get misplaced, the Lost and Found Box is located in the Office. Please check it on a regular basis for your child's items – it can fill up fast! Items not claimed will be donated to charity monthly.

STUDENT PHOTO AND VIDEOTAPING
From time to time, students may be photographed or videotaped as a part of school activities, recruitment materials or for educational/safety purposes.

When you accepted admission for your child at Hope Community Charter School, or indicated your intent to return to Hope Community Charter School, you indicated your permission (or lack of permission) for such uses.

SUPPORT SERVICES
Hope Community Charter School participates in all mandated Special Needs, Basic Skills/Title I, and ESL academic support services. If you believe that your child may benefit from evaluation for any of these services, please speak with your child's teacher.

SPECIAL EDUCATION

Hope Community Charter School complies with all state and federal laws and regulations applicable to special education. Our program emphasizes inclusion in the general education classroom for all students to the greatest extent possible.

INTERNET / COMPUTER USAGE

Computer technology is an integral component of today's education. The Internet is a vast resource that enables students to access thousands of files and information. While access is free, it is also a privilege. After reading the guidelines, each student and his/her parent must complete the Acceptable Use Form given out at the beginning of the school year. The signatures of both student and parent/guardian are required before allowing any student to use a student computer and access to the Internet is permitted.

Responsible Computer/Internet Use

- Conducting research for school-based projects
- Exploring computer systems
- Exchanging electronic mail
- Displaying a high level of computer ethics and etiquette

Inappropriate Computer/Internet Use

- Sending and receiving materials that are obscene or offensive
- Employing the network for illegal or commercial purposes
- Using abusive or profane language
- Electronic vandalism of equipment/software
- Use of any ear headphones unless directed by teacher
- Inappropriate music
- Signing in as a different user

Consequences-

- Will be consistent with the rules in the Student Code of Conduct Handbook
- Violations will result in the loss of computer privileges

Terms and Conditions of Internet Access

- The use of the Internet requires efficient, ethical and legal utilization of Internet resources. A user must agree to the terms and conditions of use.
- All use of the Internet must be in support of education and research and consistent with the educational goals of Hope Community Charter School.
- Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- The Internet is to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or misrepresent other users on the network.
- All communications and information accessible by the Internet should be assumed to be private property. All copyright issues regarding software, information, and assignment of authorship must be respected. The authorized copying or transfer of copyrighted material may result in the loss of network privilege.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system is prohibited. Violators are subject to the rules of the Code of Conduct.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. All users will use language appropriate for school situations as indicated by the Code of Conduct.
- Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- Student subscriptions to listservs, or any automated message service, must be reported to the Principal. Prior approval for listservs is required from students.
- From time to time, Hope Community Charter School will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
- Students must get parent/guardian permission to use the Internet at school by completing the Hope Community Charter School Acceptable Use Policy.
- Student's use of the Internet will take place only under the supervision of staff.
- All students must submit a signed computer/internet policy form to access computers.

CELL PHONE POLICY

Students are STRICTLY PROHIBITED from using their cell phone to record or photograph staff or other

students, while at school or on the school bus. If a student is caught or suspected of recording or photographing staff or students at Hope, or on the school bus, the recording device will be confiscated by the school.

Hope Community Charter School is a cell phone-free space to improve teaching and learning and to facilitate an engaged learning environment. We have found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates.

Student's cell phones will be placed in a *Yondr* pouch in the presence of the designated school staff, when they arrive at school and stored in their backpack or in the main office, for the day.
If students refuse to provide their cell phones to the administration, Hope Community Charter School will follow the Code of Conduct/Discipline for Open Defiance, to support students to comply with this policy.

PROHIBITED ITEMS

- Weapons of any type, or items that could be used as a look like weapons, are prohibited and are not to be brought to school.
- Electronic entertainment devices such as radios, hand-held electronic games devices and other sound or electronic equipment are not allowed on campus.

These items will be confiscated and held at the office until a parent retrieves the item. Hope Community Charter School is not responsible for lost, stolen or misplaced cell phones or electronic devices.

ANIMALS ON CAMPUS

For the safety of all individuals, students, staff members and visitors to the school, all visitors must refrain from bringing dogs or other animals to school with the exception of seeing-eye dogs or other approved and properly certified service animals. Animals will not be permitted on campus including at arrival and dismissal.

UNIFORM POLICY

Hope Community Charter School has a uniform dressing policy which requires students to wear certain types and colors of clothing at all times. Uniforms are to be worn on campus at all times unless the Executive Director gives permission in advance for a Dress Down Day. All Dress Down Days will be announced in advance and will be posted on our school website. It is expected that the parents will support the school dress policy by ensuring that students come to school dressed appropriately. If a student comes to school wearing non-uniform clothing, a call will be placed to the home to obtain the appropriate and required uniform attire.

Students will be written up for each uniform violation. After three uniform violations, the student will be assigned a detention. After five uniform violations, a parent/guardian will be required to meet with a staff member to discuss the problem and possible solutions. After eight uniform violations, the student and parent/guardian will be required to meet with a sub-committee of the Board of Trustees to address consequences and/or actions in relation to excessive uniform violations.

Shirts

- Solid blue or green (for upper school) polo style shirts and/or one with Hope Community Charter School logo only
- During colder months, black or blue thermals and/or sweatshirts are allowed to be worn under uniforms shirts
- Uniform shirts must reach below the waistband even when arms are raised above the head
- Undershirts must be tucked in at all times
- NO HOODIES over the head at any time

Bottoms

- Blue or black pants, blue or black shorts, plaid, blue or black skorts or capris
- Pants, shorts, skorts and capris are to be worn on the waist with no portion of an undergarment showing
- Shorts and skorts must be modest in length and no shorter than mid-thigh

Shoes

- Shoes must be flat with a closed toe and closed heel and be securely attached to the foot

Additional Attire

- Socks, tights and leggings must be solid navy, black, brown or white
- Sweatbands, scarves, tiaras and bandanas are not permitted
- Headcovering, including hats of any kind, are not to be worn in the building

DISCIPLINE

Hope Community Charter School strives to be a warm, caring, positive place to learn. To realize this goal and to have our students reach their maximum learning potential, the entire staff and student body will exercise self-respect, respect for others, and take responsibility for our actions.

Hope Community Charter School is a community of active learning, including a place where our children learn about the personal value of positive behaviors that benefit the individual child and the community. Students are taught the rules and responsibilities of the community. They learn that obeying these rules and carrying out their responsibilities are a means of gaining the approval and respect of the community.

We believe that children must take responsibility for their behavior in school. They must recognize the rights of others and teachers in the school to be physically safe, emotionally secure, and are able to pursue learning and work without interference. The school will work closely with any student having difficulty conforming to the rules of the school and will communicate concerns to parents/guardians before negative behavior becomes a serious problem. We expect and appreciate the support of parents/guardians in reinforcing the positive environment of the school.

Expectations of Student Behavior

- Treat all peers, faculty, staff and other adults with respect and dignity
- Come to school prepared and ready to learn
- Use time and other resources responsibly
- Contribute to the safety of all members of the school community

<u>Disciplinary Policies</u>

The school administrator has responsibility for taking action based on knowledge of the facts of the incident and the needs of the student. The following list of disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.

Parents will be notified of any significant behavioral concerns.

CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

1. PARENT CONTACT: MAY BE WITH TEACHERS/ADMINISTRATORS, COUNSELORS, CST MEMBERS. A WRITTEN RECORD OF THE OUTCOME OF THE CONFERENCE WILL BE DISTRIBUTED TO ALL AFFECTED PARTIES.

2. LUNCH DETENTION: ADMINISTRATIVE LUNCH DETENTION IS HELD IN A DESIGNATED CLASSROOM AS DETERMINED BY ADMINISTRATION. STUDENT MUST ARRIVE TO DETENTION AT THE START OF THEIR LUNCH PERIOD. IF STUDENT ARRIVES MORE THAN FIVE MINUTES LATE, THEY WILL BE REASSIGNED FOR ANOTHER DAY.

3. DETENTION AFTER SCHOOL (3:30 P.M. – 4:30 P.M): PARENTS WILL BE GIVEN ADEQUATE NOTICE OF THIS CONSEQUENCE AND WILL BE RESPONSIBLE FOR TRANSPORTATION FOR AFTER SCHOOL DETENTION. IF A STUDENT FAILS TO ATTEND THEIR SCHEDULED DETENTION, IN-SCHOOL SUSPENSION WILL BE SCHEDULED.

4. IN-SCHOOL SUSPENSION (ISS): LENGTH OF SUSPENSION OF PRIVILEGES TO BE DETERMINED BY ADMINISTRATION. STUDENTS ARE REQUIRED TO REPORT TO THE MAIN OFFICE AT THE START OF THE SCHOOL DAY. ALL DAILY TEACHER ASSIGNED WORK WILL BE PROVIDED FOR THE STUDENT IN ISS. STUDENT WILL BE REMOVED FROM ALL EXTRACURRICULAR ACTIVITIES FOR LENGTH OF SUSPENSION (1 TO 10 DAYS). Pupils in/out-of-school suspension are prohibited from participating in or attending any school-regulated activity during the date(s) of their suspension.

5. OUT OF SCHOOL SUSPENSION (OSS) : LENGTH OF SUSPENSION TO BE DETERMINED BY ADMINISTRATION.
On the date(s) of the out of school suspension(s), they may not enter the school buildings or grounds of Hope without permission from the Principal or designee. Parent conference required before re-entry.

OUTLINE OF INFRACTIONS AND CONSEQUENCES

The following are guidelines for consequences to be imposed when a student violates Hope Community Charter School's Code of Conduct.

Final determination of consequences and amount of days will be made based on factors such as: severity of offense and student's past discipline record.

Level of discipline may vary depending on the nature of the offense. Discipline that occurs at the end of the school year will transfer to the following school year.

**Police charges, restitution for loss, and board action

INFRACTIONS RELATING TO SCHOOL RULES, PROCEDURES, AND ATTENDANCE

1. Cutting Class:
    a. Lunch detention:
    b. ISS
    c. OSS, parent conference
2. Inappropriate language

a. lunch detention
b. ISS, parent conference

3. Inappropriate behavior
    a. lunch detention
    b. ISS, parent conference
4. Refusal to wear face covering:
    a. Warning (face covering will be given to student)
    b. Parent will be required to pick up student
5. Misuse of hallway pass
    a. lunch detention
    b. ISS, parent conference
6. Open defiance:
    a. lunch detention
    b. ISS, parent conference
    c. OSS

7. Dress code violation: student will be required to modify dress to adhere to dress code; refusal will require parent pick up.
    a. Warning
    b. lunch detention
    c. ISS/OSS for dress code violation that also violates "Respect the Rights of Others" code of conduct.
8. Attendance / Tardy: (Per Semester)
    a. 3 lates: lunch detention
    b. 6 lates: two lunch detention
    c. 9 lates: after school detention, parent conference
    d. 12,15,18……. After school detention, parent conference
9. Late to class: (Per Semester)
    a. 3 lates: lunch detention
    b. 6 lates: two lunch detentions
    c. 9 lates: 3 to 6 detention
    d. 12,15,18……. After school detention
10. Bus conduct: Possible loss of bus privileges from sending district
    a. Lunch detention
    b. ISS
11. Failure to sign in/out:
    a. Lunch detention
    b. ISS, parent conference
12. Inappropriate use of technology: **
    a. ISS
    b. OSS
13. Virtual Learning - Inappropriate behavior during live session
    a. Removal from live session, parent contact
    b. Loss of credit for assignment, parent contact
    c. Loss of credit for course, parent contact
14. Inappropriate use of PED: (Personal Electronic Device)

Recordings or pictures taken in a bathroom will result in an automatic ISS

    a. lunch detention
    b. ISS
    c. OSS
15. In appropriate use of PED in Bathroom
    a. ISS
    b. OSS, parent meeting

16. Inappropriate display of affection
    a. Warning
    b. Lunch detention, parent contact
    c. ISS
    d. OSS

INFRACTIONS RELATING TO PUBLIC HEALTH, SAFETY AND SECURITY

17. Leaving school without permission from administration:
    a. ISS, 5
    b. ISS (1) & OSS (1), parent meeting
    c. OSS (2), parent meeting
18. Opening outside doors:
    a. Warning
    b. Lunch detention
    c. ISS, parent contact

19. Out of area:
    a. Lunch detention
    b. ISS
    c. OSS
20. Disturbance to learning environment:
    a. Lunch detention
    b. ISS
    c. OSS
21. Altering documents:
    a. lunch detention
    b. ISS
    c. OSS
22. Misconduct during drills /emergency situations:
    a. Lunch detention
    b. ISS
23. Gambling: **
    a. lunch detention
    b. ISS
    c. OSS
24. Tampering with fire alarms: **
Parent notification, and charges with Law enforcement.
    a. OSS (4)
    b. OSS (6)
    c. OSS (10)
25. Trespassing: **
Parent notification, and charges with Law enforcement.
    a. OSS (2)
    b. OSS (4)
    c. OSS (6)
26. Vandalism: **
Parent notification, and charges with Law enforcement.
    a. ISS
    b. OSS (2)
    c. OSS (4)
27. Theft and/or possession of stolen goods: **
Parent notification, and charges with Law enforcement.

a. ISS
b. OSS (2)
c. OSS (4)

28. Bomb Threat/False Fire Alarm: False notification of impending explosion or presence of a bomb **
Parent meeting required, and charges with Law enforcement.
a. OSS

29. Public Alarm / Terroristic Threat: whether written, verbal, or electronic **
Parent meeting required, and charges with Law enforcement.
a. OSS (4)
b. OSS (6)
c. OSS (10)

30. Weapon Possession:
a. OSS (4) charges filed with law enforcement and mandatory parent meeting.
b. OSS (5) charges filed with law enforcement and mandatory parent meeting.

31. Firearm Possession
a. OSS (4),charges filed with law enforcement and mandatory parent meeting.

32. Smoking and/or possession on school grounds:
Included, but not limited to electronic devices such vaporizers, e-cigarettes, juules, dabbing, dripping, puffing etc.
Confiscated devices or products turned over to law enforcement and mandatory drug screening

Negative Drug Screen
a. ISS
b. ISS (2)
c. OSS (2)

Positive Drug Screen
Parent meeting required, and charges with Law enforcement.
a. OSS (4-10)

33. Possession / distribution of medicine (prescription and over the counter)
a. ISS
b. OSS (2)
c. OSS (4)

INFRACTIONS RELATING TO PERSONNEL & STUDENTS

34. Respect the rights of others: Physically, sexually, and verbally (spoken, written or electronic), including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, slurs, and racial/religious comments. Flags, decals, stickers, or anything that depicts or implies racial hatred, racially divisive, prejudice, or creates ill will is prohibited **
Possible HIB and/or Title IX referral
a. Lunch detention
b. ISS
c. OSS

35. Creating an unsafe environment
a. Lunch detention
b. ISS
c. OSS

36. Offensive language and/or gestures towards staff:
a. ISS
b. OSS (2)
c. OSS (4)

37. Electronic / verbal threats.
Possible HIB and/or Title IX referral
a. ISS

b. OSS (4)
c. OSS (6)

38. Incitement to fight / verbal altercation:
a. Lunch detention
b. ISS
c. OSS

39. Physical Contact
a. Lunch detention
b. ISS
c. OSS

40. Fighting (Physical Altercation): **
Parent meeting, charges with law enforcement.
a. OSS (2)
b. OSS (4)
c. OSS (6), Administrative review for return to sending district (refer to policy 5115)

41. Assault: ** (a violent physical or verbal attack, one sided)
Parent meeting, charges with law enforcement.
a. OSS (10)
b. OSS

42. Threatening staff: **
Parent meeting, charges with law enforcement
a. OSS (4)
b. OSS (6)
c. OSS (10)

43. Physical contact towards a school employee: **
Parent meeting, charges with law enforcement.
a. OSS (10)

44. Substance Abuse
a. OSS (4), Behavior Contract
b. OSS (10),

Mandatory drug screening, confiscation, mandatory substance abuse counseling, charges filed with law enforcement, and mandatory parent meeting.
Refusal or failure to test will be recorded as a positive drug screen.

45. Possession of CDS, alcohol, drug paraphernalia
a. OSS (8), Behavior Contract
b. OSS (10)

Mandatory drug screening, confiscation, mandatory substance abuse counseling, charges filed with law enforcement, and mandatory parent meeting. Refusal or failure to test will be recorded as a positive drug screen.

46. Distribution/solicitation of alcohol, drugs, or drug paraphernalia: **
Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. Including, but not limited to electronic devices (vaporizers/e-cigarettes, juuling, dabbing, dripping, puffing etc.) or related devices. Refusal or failure to test will be recorded as a positive drug screen.
a. OSS (10)

Mandatory drug screening, confiscation, mandatory substance abuse counseling, charges filed with law enforcement, and mandatory parent meeting.

<u>Substance Abuse - Drugs, Alcohol, Tobacco, and Steroids</u>

1. Upon examination, if reasonable suspicion exists, Administration has the right to require a student to undergo a drug screening and to search the student as well as student belongings.

2. The parent/guardian is contacted and must transport the student to the district's contracted vendor for a drug test and full examination immediately following pick up from school. The parent/guardian may choose to use their physician to conduct the test and examination at parent/guardian expense. If a parent/guardian refuses to pick up their child within two hours, Administration will transport the student to the district's contracted vendor and contact DCPP. PLEASE NOTE: The test and complete examination must be given to the school administration within 24 hours.

3. Refusal to comply, a diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.

4. A positive screen will result in out-of-school suspension and the student will not be permitted to attend all extracurricular activities.

5. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of the admission, the student will be disciplined according to the District policy and procedures.

6. Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct.

7. A meeting with an Administrator will be scheduled upon re-entry to school. Student is not to enter the building until this meeting has been held. Medical clearance is required before student can re-enter the building.

DISCIPLINE MEETINGS

Non-Suspension A discipline meeting will take place with an Administrator when a student violates any school Code of Conduct. The purpose of the meeting is to discuss behavior infractions as indicated by a slip documented by any Hope Community Charter School employee. Results of the meeting can lead to further disciplinary action by the school.

Conference/Reflection

A student conference may take place with respective parties to address the current matter. Students may be sent home with a parent/guardian for a period of personal reflection.

Parental Involvement

A parent or guardian is notified by telephone when a serious issue occurs with a student. A parent or guardian will be notified if a student is sent home or if the student is uncooperative and is being suspended.

In-School Discipline/Intervention

All students are subject to after school **Restorative Meetings** issued by teachers and/or school administrators, community/school service work, loss of privileges, and temporary removal from class if deemed necessary by the administration.

Suspension

Suspension is the disallowance for a time of permission to attend classes, activities, and all other privileges of attendance at Hope Community Charter School.

Students are subject to suspension if they violate the school's Code of Conduct. A student suspension will last until a parent/guardian can reinstate the student back to school. **An appointment must be scheduled in order for**

a reinstatement meeting to occur. A student must be in full school uniform to attend the reinstatement meeting.

Failure to schedule a reinstatement meeting by a parent or guardian within three (3) days after the suspension will be documented in our school's attendance as unexcused absences. Continual refusal to reinstate a student may jeopardize his/her placement in our school.

During the reinstatement meeting, the students must follow the four steps of reinstatement:

- Explain the infraction
- Acknowledge responsibility for behavior
- Accept any punishment given
- Agree to additional conditions imposed, if any

Hope Community Charter School has two levels of reinstatement meetings/hearings for students who have been suspended or suspended-with-intent to expel.

Removal

At the time of the infraction, the Principal will invite the parent to a "Suspension with Intent to Remove" meeting, at which time the student and parent can express any extenuating circumstances they feel merit reconsideration. The decision will be sent by USPS registered mail.

If a student is removed from Hope Community Charter School, he/she may not return to this school and must register in another school.

Any parent wishing to appeal the decision of the Principal may do so in writing to the CEO within five working days of the suspension/expulsion meeting or receipt of the decision, or in May/June to request reinstatement for the next school year. Procedures for a Board of Trustee hearing for a disciplinary suspension of more than 10 days will occur. Mail or hand-deliver the request to:

Appeal – Principal

Hope Community Charter School

836 S. Fourth Street

Camden, NJ 08103

Note: All appeals must be in writing, must include date, and must have the signature of parent/guardian.

SEARCH AND SEIZURES

In order for public schools to establish a safe and secure learning environment free from weapons, drugs and other dangerous contraband, the law provides school officials the wide latitude to search students. When an administrator has reasonable suspicion that a student may be in possession of a prohibited item, the student will be searched in accordance with state law. Searches include, but are not limited to, student searches, lockers, purses and backpacks. After a search has been completed, a written report will be made by an administrator and placed in the student's file and the parent/guardian of the student searched will be notified.

GOVERNANCE

BOARD OF TRUSTEES

The Board of Trustees is the formal legal entity responsible for proper management of the school. It represents all parts of the school community—parents/guardians, staff and students—and serves as trustees for the interests of the children attending the school.

The Board of Trustees has all powers and authority necessary for the management of the school. It has the ultimate responsibility for ensuring that we fulfill the school's mission. The Board has all the authority to decide matters related to the operation of the school, including, but not limited to, budgeting, hiring, and operating procedures. Board meetings are where the official business of the school, such as contracts and resolutions, is carried out.

The five main responsibilities of the Board of Trustees are:

- Development of school policy.
- Financial and legal responsibility and oversight.
- Evaluation of the Directors.
- Long-term planning, and the development (with the Directors) of annual goals.
- Oversight and support of school committees.

The Board of Trustees consist of no less than five (5) and no more than nine (9) voting persons, which does not include the non-voting members. The Executive Director, School Business Administrator, the Treasurer, a teacher from the school, and a parent representative will all serve as *ex officio,* non-voting members of the Board.

BOARD MEETINGS

The Board of Trustees meets as per its published schedule. Meetings generally start at 5:30, unless otherwise noted. There is always a Public Comment section where school members can address any item that is on the agenda. Suggestions for items of business from any staff member, student, parent/guardian or citizen of the sending districts are welcome but must be introduced, in the form of a resolution, by a Trustee. If you have an item of business for the Board to consider, please present it to our office manager to have it included on the agenda at least ten days before the scheduled Board meeting, in order to give all Trustees sufficient time to review the item before the meeting.