



**M.E.T.S. Charter School**  
**2016-2017 Student and Family Handbook**

**Mission Statement**

The mission of M.E.T.S. Charter School is to prepare all students to be the best they can be and highly proficient in the areas of mathematics, engineering, science and technology.

We challenge all students to be extraordinary.

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## **Admissions**

The M.E.T.S. Charter School Board of Trustees follows the following process for admission to their school:

1. M.E.T.S. Charter School will have monthly enrollment periods which will be ongoing for the duration of the charter school as each grade is added. The enrollment period will terminate the third Friday of every month followed by the lottery drawing on the fourth Friday of every month until all seats have been filled. All applicants shall have an equal chance of being admitted through a lottery drawing to be held in accordance with New Jersey Administrative Code.

Note: Families will have a choice to have all siblings applying at the same time to be considered as a single applicant within the lottery or each child to be considered separately.

2. M.E.T.S. Charter School will allow any pupil who was enrolled in M.E.T.S. Charter School in the prior year to automatically continue enrollment. M.E.T.S. Charter School will also give priority to siblings currently enrolled in M.E.T.S. Charter School.

A pupil whose parent(s) or legal guardian(s) have moved out of the school district is guaranteed a seat in the school until they have completed the twelfth grade which is the highest grade available at M.E.T.S. Charter School.

3. M.E.T.S. Charter School will only close enrollment when all seats are filled but will continue a wait list process as described as follows:
  - a. The lottery process names will continue to be kept on file for one academic school year in order to form a waiting list for each grade level. This waiting list will be the only official document identifying the names of grade eligible pupils with applications to M.E.T.S. Charter School. This waiting list will be dissolved at the end of each academic school year and a new wait list will be created after the subsequent year's lottery. A pupil will be placed on the wait list if there are no more seats available. The wait list will be kept for one academic school year.
4. Non-resident pupils from other school districts other than Jersey City may attend M.E.T.S. Charter School provided there are unfilled spaces at the scheduled lottery date. A separate lottery and waiting list will be maintained for non-resident pupils if needed. Once enrolled, non-resident pupils may stay enrolled until they age out of the school or graduate. However, there will not be any sibling preference for non-resident pupils. A non-resident lottery will take place in July if needed. <sup>i</sup>

## **Affirmative Action Program For School and Classroom Practices**

The Board of Trustees shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry,

age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board of Trustees shall ensure that the school's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for pupils to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status

The Board of Trustees shall ensure all pupils have access to adequate and appropriate counseling services. When informing pupils about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to pupils on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The school will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board of Trustees shall ensure that the school's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status<sup>ii</sup>

### **Equal Educational Opportunity**

The Board of Trustees directs that all pupils enrolled in the school shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise.

The Board directs the Lead Administrator to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among the school and classes of this school in a manner that ensures equivalency of educational opportunity throughout this school. The school's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among pupils, and enable pupils to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;

3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and Genocide.

Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with Policy No. 2260. Pupils who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability shall be considered to be conduct unbecoming to a professional staff member of this school and shall be subject to appropriate discipline.

The Lead Administrator shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, school practice, or the act or omission of any school employee that allegedly violates this policy.<sup>iii</sup>

### **Marital Status and Pregnancy**

The Board of Trustees will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.

A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's physical, mental, or emotional well-being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or

make up her schoolwork without prejudice or penalty. Pregnant pupils will be provided a special instructional program in accordance with Policy No. 2416.<sup>iv</sup>

### **Equity in Educational Programs and Services**

It is the policy of the Board of Trustees to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The school administration will ensure: that all pupils will have equal and barrier-free access to all school and classroom facilities, that minority and female pupils are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male pupils are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications.

Support services will be available to all pupils and that all limited English-proficient pupils and pupils with disabilities will have equal and bias-free access to all school programs and activities. The school will ensure equal and bias-free access for all pupils to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The Board of Trustees will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school administration will assign pupils to ensure that the racial/national origin composition of the school's enrollment reflects the composition of the school-wide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

Pupils will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability within school, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority pupils and pupils with disabilities will be utilized.

Pregnant pupils will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the pupil will be provided equivalent instruction.

The school will ensure the guidance program provides access to adequate and appropriate counseling services for minority pupils, limited English-proficient pupils, non-college bound pupils, and pupils with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all pupils.

All school physical education programs will be co-educational, with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female pupils, when the physical education programs are elective.

The school's athletic program will provide equitable opportunities for female and male pupils to participate in athletics and equitable support for cheerleading programs and comparable facilities for

male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

Any pupil or their parent(s) or legal guardian(s) may appeal school practices involving equity through the procedure established in Regulation No. 5750.<sup>v</sup>

### **No Child Left Behind Complaints**

Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB), a Board of Trustees shall adopt a policy and written procedures that offer parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the NCLB programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school or other agency authorized by the school, or by the NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act as amended by NCLB; and/or
2. The NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act as amended by NCLB.

A Complaint shall be a written allegation that shall identify the alleged NCLB violation, the facts supporting the alleged violation, and any supporting documentation.

A Complaint alleging a school or other agency authorized by the school, or the NJDOE violated the administration of a program must be submitted to the Lead Administrator. The Lead Administrator shall be responsible to coordinate the investigation of the Complaint. The Lead Administrator shall submit a written report regarding the outcome of the investigation to the complainant. If the complainant is not satisfied with the outcome of the investigation, the complainant may initiate a Complaint by submitting a written Complaint to the NJDOE. The Executive County Superintendent will coordinate the investigation of a Complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.

A Complaint alleging the NJDOE violated the administration of a program must be submitted to the New Jersey Department of Education Chief of Staff or the United States Department of Education Secretary. The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue. The NJDOE Office of Strategic Initiatives and Accountability will coordinate the investigation of a Complaint. When the investigation is complete,



the Chief of Staff will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Chief of Staff shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.<sup>vi</sup>

## **Student Attendance and Tardiness**

### **Student Attendance: (Pursuant to Board Policy 5200)**

Nothing impedes learning more than poor attendance. Students who are not in attendance on a regular basis cannot learn because they are not present to receive instruction. The Board of Education, in compliance with the mandate of the State of New Jersey, has established the following attendance policy. If a student does not attend school in accordance with the attendance policy, they are at risk for multiple disciplinary actions, including detention, suspension, truancy fines, and non-promotion.

Regular attendance by all students in the Public/Charter Schools of New Jersey is well established, long standing State Policy (N.J.S.A. 18A-38:25, 26) that has been repeatedly upheld by the courts of the State as well as by the Supreme Court of the United States. The self-discipline and sense of responsibility students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. M.E.T.S Charter School places high value on student attendance and requires high standards for its students.

Attendance is required for all M.E.T.S. students during the days and hours the school is in session. It is expected that every student be in full attendance, in full uniform, in all classes, and report to all classes on time.

Classified Students are expected to adhere to the same attendance regulations as general education students unless otherwise specified in the student's Individualized Education Plan (IEP). Any additional exception would be determined by the child study team in consultation with the school administration.

*Out of School Instruction:* In the event of long term or chronic illness related absences, with a physician's note, or exclusion from school for disciplinary purposes the student will be placed on Out of School Instruction.

For exclusion from school for disciplinary purposes, instruction will take place a maximum of 1 hour per day, beginning on the 5<sup>th</sup> day of absence. Those students who are eligible for Special Education and Related Services will receive instruction for 2 hours per day, beginning on the 5<sup>th</sup> day of absence.

For Long-Term Medical Absences, on the 10<sup>th</sup> consecutive day Out of School Instruction begins. On the 15<sup>th</sup> cumulative day for a chronic condition, Out of School Instruction begins.

Students will receive 1 hour per day of instruction. Those students who are eligible for Special Education and Related Services will receive instruction for 2 hours per day.

A parent or guardian reserves the right to waive Out of School Instruction.

All Out of School Instruction will take place at a public institution. Out of School Instruction will only take place in the home if it directly required by the student's physician. If a parent/guardian cancels Out of School Instruction with less than 24 hour notice, will still be counted as time served.

Parents **must** contact the school office by phone whenever a child is going to be absent and send a written medical or legal verification when the child returns to school. A note for an excused absence must be submitted prior to the excused absence. A cut is an absence from school without proper notification to the office. A student found to have cut school will receive disciplinary actions. Phone calls will be made to the home of every student who is absent every day.

In the event that extraordinary circumstances require that the student be absent from school for an extended period, the student's teachers, the Curriculum Supervisor and the student's parent or legal guardian, may develop an Authorized Absence Plan jointly, that may include home instruction. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by all parties involved including the Lead Administrator at M.E.T.S. and the parent/legal guardian prior to the student's absence.

If a student returns to school after an absence without a note of explanation from the parent, a representative of the school will call the parent to remind him or her to send a note the following day. If written medical or legal verification is not given within 2 days from the date that the student was absent, the absence will be regarded as truant. Parents are reminded that it is their legal obligation to make certain their children are in school.

### **Student Absences:**

M.E.T.S. Charter School recognizes and accepts its responsibilities to provide a thorough and efficient education for every student within the school in accordance with the Law of the State of New Jersey. The school cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classes. It is essential therefore, that every student and every parent/guardian accept the responsibility for the student's attendance at school.

The State of New Jersey recognizes the following absences as non-truant:

- Due to Personal Illness
- Due to death in Family
- Due to (student) Judicial Matters

The State of New Jersey recognizes the following absences as excused, with proper documentation submitted within two days of the absence:

- Religious Holidays
- Take Your Child to Work Day
- Juniors and Seniors may attend up to two college visits annually

### **Frequency of Student Absence:**

- *Consecutive Absences:* Any pupil who misses 10 consecutive school days, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within 5 school days. Failing to respond, a pupil under 16 years and the parent will be subject to (NJSA 18A: 38-29) and (NJSA 18A:38-31).
- *Non-Consecutive Absences:* Students who during a school year miss more than 10 days, in a non-consecutive fashion, will be required to attend a conference with a parent/guardian and the appropriate Administrator. In addition, the school has the to take the parent to Truancy Court after 10 missing days of school.
- *Written Verification:* Written medical or legal verification must be turned in within 2 days from the date that the student was absent. Failure to do so will result in those days being classified as truant.

### **Makeup Work Due to Student Absence:**

Upon a student's return to school, he/she is responsible for obtaining all assignments missed during their absence(s). The number of days provided to complete missing assignments will be equal to the number of days missed. All assignments that are not made up will result in the recording of a zero.

### **School Day:**

The school day is from 8:00 AM to 3:00 PM

- Students may enter the building as early as 7:00 AM:
  - Warning Bell – 7:55 AM
  - Homeroom – 8:00 AM
  - Dismissal – 3:00 PM
  - Detention – 3:05 PM – 4:00 PM
- Half day is from 8:00 AM to 12:45 PM
- Delayed opening two hour delay begins at 10 AM
- Student must attend for at least four (4) academic hours to count as a school day

In the event of an emergency closing due to inclement weather conditions, parents/guardians will be notified by the school via phone/email/text message blast where appropriate and applicable.

### **Tardiness:**

**(Pursuant to Board Policies 5230, 5240)**

**Student Late to School:** Any student arriving late to school or any class will be marked late. Students are required to attend school for a minimum of four (4) hours to be considered present for the day. If a student is not present in school for a minimum of 4 hours a day, they

cannot take part in after school activities. Students who arrive late to school must report to the front desk. Failure to sign in will result in disciplinary action.

*Car problems, oversleeping, and other personal reasons are not acceptable excuses..*

**Students that arrive late to school (Attendance Recovery):**

- If a student is absent 5 or more school days they become eligible for attendance recovery.
- Attendance recovery is run on Saturday from 8:00 AM to 12:00 PM.
- Students will receive credit for a day missed if they attend Saturday recovery.
- Students must be present and working for 4 hours in order to receive credit.
- LATES TO SCHOOL ALSO COUNT TOWARD TRUANCY AND 7 ACCUMULATED LATES TO SCHOOL COUNT AS AN ABSENCE
- M.E.T.S. Policy is to withhold credit if a student has accrued ten or more absences.

**Additionally, students that arrive late to school are subject to the following:**

- **Arrival late to homeroom: 1 point**
- **Arrival after homeroom to 9:00am: 2 points**
- **Arrival between 9:00am and 10:00am: 3 points**
- **Arrival between 10:00am and 10:30am: 4 points**
- **Arrival after 10:30am: 5 points**

**For every 7 points a student accrues, it will be considered one day absent.**

**Students that arrive late to class:**

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Verbal warning and a call home to a parent or guardian
- 3<sup>rd</sup>-6<sup>th</sup> Offense: After school Detention
- 7<sup>th</sup>-10<sup>th</sup> Offense: Saturday Detention
- 11<sup>+</sup> Offense: Out of school Suspension, with additional days for each additional accrued late (ex: 12<sup>th</sup> late = 2 days suspension, 13<sup>th</sup> = 3 days suspension, etc.)

**Student Early Dismissal/Signing Out:**

- All sign outs must be done in person at the school's Main Office
- Students may only be signed out by their parent/legal guardian or other adult specified on their emergency contact sheet. No student of any age may be dismissed without written permission from a parent or guardian.
- A parent/legal guardian must send a written note giving the school permission for their son/daughter to be signed out. The adult must report to the Main Office with valid identification. Proper identification is required and he/she must be listed on the emergency contact list.
- Proper identification must be provided.
- In order to be considered a full school day, a student must be present for a minimum of four academic hours.
- Medical appointments should be made after the school day when at all possible.

Any parent(s) or legal guardian(s) of a pupil attending a school-operated school or program, where the pupil is not eligible for school-provided transportation or is eligible and elects not to use school-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) or designated escort(s) must be at least eighteen years old. The parent(s) or legal guardian(s) or designated escorts must submit a completed request asking that their child(ren) only be released to a parent(s) or legal guardian(s.)<sup>vii</sup>

### **Waiver of Pupil Transportation**

The Sending School District is required to provide transportation services for the school year to an elementary pupil living more than two miles from the public school of attendance or to a secondary school pupil living more than two and one-half miles from the public school of attendance in accordance with the provisions of N.J.S.A. 18A:39-1 et seq.

The Board shall determine pupil transportation needs and approve pupil transportation routes based on all pupils eligible for transportation in accordance with the provisions of N.J.S.A. 18A:39-1 et seq. and any less than remote, courtesy busing, and/or hazardous route transportation determined by the Board of Trustees. However, while providing school bus seats for those pupils eligible for transportation each school year, the Board recognizes certain pupils eligible for transportation services voluntarily elect not to use the transportation services offered by the Board resulting in empty seats on school buses going to and from school. To assist the Board in operating the school district's transportation system in the most cost-effective manner, the Board may provide a pupil's parent/guardian the option of waiving transportation services for that school year in accordance with the provisions of N.J.S.A. 18A:39-1c. In the event the Board provides this option, a pupil's parent/guardian will be required to sign a written statement indicating the pupil waives transportation services for that school year. The written statement shall be in such form as determined by the New Jersey Department of Education.

In the event a parent/guardian of a pupil eligible for transportation services waives transportation services for that school year and circumstances change during that school year due to a family or economic hardship, the school district will reinstate the pupil's eligibility for transportation to and from school.<sup>viii</sup>

## Truancy and Procedures

***New Jersey State Law defines Truancy as ten (10) or more unexcused absences. School districts are required to notify the court once a student is truant.***

All students admitted to M.E.T.S. Charter School are subject to all applicable state laws and regulations issued by the New Jersey Department of Education which mandate compulsory attendance of students.

The Board at M.E.T.S. encourages the regular attendance of all students. Towards that goal, parents and guardians along with students are charged with the responsibility to consistently ensure attendance for all instructional programs.

It is necessary for parents/guardians to make the School Administration aware of potential absences as soon as possible to avoid confusion and disruption of the student's educational progress. A student will be considered truant from school under the following circumstances:

1. The student is absent from school without the knowledge of the parent/guardian, the student is considered truant
2. The student has a number of unexcused absences and the parent/guardian has failed or refused to return the student to regular instruction.

The above circumstances do not limit the authority of the school to declare that a student is truant. Truancy shall be defined as 10 or more cumulative unexcused absences. Further, a student who leaves school grounds without permission is considered truant.

Students considered truant may be subjected to loss of extra-curricular activities, suspension and expulsion.

Before any punitive and remedial measures are enacted against students with disabilities, individualized education programs, procedural protections, accommodations and individualized health care plans shall be reviewed by the administration and appropriate action shall thereafter be taken in connection with same.

**N.J.S.18A:38-31** is the NJ state law regarding truancy and has been amended to read as follows: **18A:38-31.** A parent, guardian or other person having charge and control of a child between the ages of **6** and **16** years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than **\$25.00** for a first offense and not more than **\$100.00** for each subsequent offense] **\$250** for each offense, in the discretion of the court.

In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child. This act shall take effect on the 180th day after the date of enactment.

**STATEMENT:** This bill provides that a parent or guardian of a truant student be subject to a fine of not more than **\$250** for each offense, at the discretion of the court. Under current law, a parent or guardian of a truant student may be fined, at the discretion of the court, not more than **\$25** for a first offense and not more than **\$100** for each subsequent offense. The bill also provides that the court must order a truant student, who has demonstrated a pattern of repeated unauthorized absences from school, to attend a truancy counseling program or other

appropriate counseling program, as determined by the court. Under current law, courts are permitted but not required to order truant students to participate in such programs or services.

### **School Visitors and Volunteers**

The Board of Trustees welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school, the Board directs the enforcement of rules governing school visits.

The Lead Administrator possesses the authority to prohibit the entry of any person into the school or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Lead Administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Lead Administrator; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Lead Administrator shall develop regulations that will protect pupils and employees of the school from disruption to the educational program and the efficient conduct of their assigned tasks.<sup>ix</sup>

The Board of Trustees recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school.

The following guidelines shall govern the service of school volunteers<sup>x</sup>:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;

5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Lead Administrator regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

### **Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants**

The Board of Trustees recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the school, enrich the athletic and co-curricular program, assist school coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the school.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant<sup>xi</sup>:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Lead Administrator regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the Lead Administrator regarding any matters or questions regarding their duties and responsibilities;
9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the



Lead Administrator with such action to be recommended to the Board by the Lead Administrator at the next Board Meeting following relief of duties.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must sign a waiver for workers' compensation if required by the school's insurance company.

### **Student Athletics**

#### **Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics:**

The Board of Trustees adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

For the purposes of this Policy, "practice time," means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and "cool-down" periods shall be calculated in practice time.

For the purposes of this Policy "walk-through" means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

The Lead Administrator may reduce the practice times in this Policy in the event the weather and/or temperature warrants such action. This Policy shall be approved by the school's physician prior to Board of Trustees approval.<sup>xii</sup>

### **NJSIAA Random Testing for Interscholastic Athletics:**

The Board of Trustees recognizes the use of harmful performance enhancing substances seriously threatens the health, safety, and welfare of pupil-athletes that participate in interscholastic athletics.

This school's secondary school is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA). It is a violation of NJSIAA's sportsmanship rule for any pupil-athlete to possess, ingest, or otherwise use any substance on NJSIAA's list of banned substances, without written prescription by a fully licensed physician, recognized by the American Medical Association, to treat a specific medical condition. Therefore, NJSIAA, in accordance with Executive Order 72, will test a random selection of pupil-athletes who have qualified, as individuals or as members of a team, for NJSIAA sanctioned State championship competition.

The list of banned substances, for the purposes of this Policy, shall be prepared and published by NJSIAA. Before participating in interscholastic sports, the pupil-athlete and their parent or guardian shall consent to random testing in accordance with NJSIAA's Steroid Testing Policy by completing and submitting to the school NJSIAA's Consent To Random Testing Form. NJSIAA's list of banned substances shall be attached to the consent form and the consent form must be signed each school year. The failure to sign the consent form shall render the pupil-athlete ineligible to participate in all interscholastic sports until the form is signed. The signed Consent To Random Testing Forms shall be maintained in the Lead Administrator's office.

Pupil-athletes will be selected to be tested on a random basis from all athletes participating in championship competition in accordance with NJSIAA procedures. The test will analyze a urine sample. The methodology for taking and handling samples shall be in accordance with current legal standards and tests shall be administered by a certified laboratory designated by NJSIAA. No test shall be considered a positive result unless the approved laboratory reports a positive result and NJSIAA's medical review officer confirms there was no medical reason for the positive result. The sample will be split when taken and shall be available in the event of an appeal. A positive test result may be appealed in accordance with NJSIAA's appeal procedures. Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parent(s) or legal guardian(s), and his or her school.

It is NJSIAA's Policy that any person who tests positive in an NJSIAA administered test, or any person who refuses to provide a testing sample when identified, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a sample, or who reports his or own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result. NJSIAA's Policy shall not prevent the school from disciplining a pupil for violating the district's substance abuse policies or practices and a violation of a school district's testing program will not be reported to NJSIAA.

NJSIAA's Executive Committee shall annually compile and report the results of the Steroid Testing Policy and determine whether the Policy shall be renewed or discontinued.<sup>xiii</sup>

### **Activity Participation Fee Program:**

The Board of Trustees recognizes the value of athletic competition and co-curricular activities outside the regular instructional program. However, with reduced or limited revenue and increased expenses, the Board must consider alternative revenue options to support these school-sponsored activities. Therefore, the Board of Trustees authorizes the establishment of an activity participation fee program as a supplemental revenue source contributing to a percentage of the school's total costs for operating school-sponsored activities.

The Activity Participation Fee Program will require each pupil participating in a school-sponsored athletic or co-curricular activity to pay a participation fee. The specific activities and fee amounts will be recommended by the Lead Administrator and approved by the Board on an annual basis prior to the commencement of the registration or sign-up process for the activity.

At this time, M.E.T.S. does not charge fees but reserves the right to implement fees at any time prior to thirty days before the activity begins.

### **Sportsmanship:**

The Board of Trustees requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat.<sup>xiv</sup>

### **Academic Integrity**

*An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.*

M.E.T.S. Charter School is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Academic integrity is the obligation of all members of the M.E.T.S. community: students, faculty and administration. Maintaining a high level of integrity is not a passive act. Academic dishonesty must be actively deterred; apathy or acquiescence in its presence is not a neutral act.

All members of the academic community at M.E.T.S. have an obligation to be informed about:

- What constitutes acts of academic dishonesty;

- The penalties imposed for acts of academic dishonesty and the consequences of these penalties;

The process by which penalties are imposed.

M.E.T.S. maintains that all students are expected to embrace the highest standards of academic integrity in their course work. Any violation of such may be subject to a penalty based on the infraction that may include a reprimand, reduction in grade, failing grade, suspension or dismissal from school.

Faculty, students and administrators must report all violations of academic integrity, other than Level I; such violations represent serious infractions and undermine the school's mission.

## **Actions and Definitions of Violations of Academic Integrity:**

### **Cheating:**

*Cheating* is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.

***Examples of cheating include, but are not limited to the following:***

- Copying from another student's work;
- Allowing another student to copy from one's work;
- Using unauthorized materials such as a textbook or notebook during an examination;
- Using specifically prepared unauthorized materials such as notes written on clothing, formula lists, etc., during an examination;
- Unauthorized collaboration with another person during an examination or an academic exercise;
- Unauthorized access to or use of someone else's computer account or computer files, for any purpose, without the permission of the individual;
- Possessing or obtaining an examination without the teacher's authority or prior knowledge.

### **Plagiarism:**

**(Pursuant to Board Policy 5701)**

*Plagiarism* occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete and accurate references. All verbatim statements must be acknowledged by means of quotation marks.

***Examples of plagiarism include, but are not limited to the following:***

- One person quoting another's words directly without acknowledging the source;
- Using another's ideas, opinions or theories without acknowledging the source, even if they have been completely paraphrased in one's own words;
- Using facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge;
- Using words or work of others taken from the internet without acknowledging the source(s).

### **Fabrication:**

*Fabrication* refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

***Examples of fabrication include, but are not limited to the following:***

- Citing information not taken from the source indicated;
- Listing sources in a bibliography or other report not used in one's project;
- Fabricating data or source information in experiments, research projects or other academic exercises;
- Taking a test for another person or asking or allowing another to take a test for one's self;
- Misrepresenting one-self or providing misleading and false information in an attempt to access another user's computer account.

***Other Examples of Academic Misconduct include, but are not limited to the following:***

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any office, or classroom or accessing a computer for that purpose;
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any un-administered test / examination or entering any office or computer for the purpose of obtaining an un-administered test / examination;
- Submitting written work to fulfill the requirements of more than one course without the explicit permission of the instructors;
- Coercing any other person to obtain an un-administered test;
- Altering test answers and then claiming instructor inappropriately graded the examination;
- Unauthorized collaboration with any other person in preparing work offered for credit (e.g., purchased someone else's work or copied someone's work).

*NJSA 18A: 2-3 (c) prohibits the preparation for sale of any term paper, thesis, dissertation, essay, report or other written, recorded, pictorial, artistic or other assignment knowing that it is intended to fulfill requirements for a degree, diploma, certificate or course at any educational institution. The law specifies up to a \$1,000 fine for violations of its provisions*

***Penalties for Violations for Academic Integrity***

Penalties are classified into three categories based on the level of seriousness of the behaviors. Brief descriptions are provided below:

**Level I** penalties apply in circumstances involving ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of the course work. The imposition of these penalties is considered an academic issue and not disciplinary.

*Example:* Improper documentation of sources or unauthorized collaboration on an academic exercise.

*Possible Penalties:* Make-up assignment, assignment of no-credit for the work in question, or a required assignment on preparation of term papers.

*These penalties are subject to the discretion of the faculty member. Faculty will meet with the student offender to discuss the allegation and possible penalties.*

**Level II** penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

*Example:* Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re-grading.

*Possible penalties:* A failing grade on the assignment and/or in the course, whichever is applicable, may be given subject to the discretion of the faculty member. Any violation that involves repeat offenses at Level II is considered a Level III violation. At this level, students are to be made aware that if additional academic integrity issues arise at any level, the student is subject to suspension.

**Level III** penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion of course work, such as a major paper, mid-term, final exam or other examination.

*Example:* Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; or possessing or obtaining an examination without the professor's authority or prior knowledge.

*Possible Penalties:* A failing grade on the assignment and/or in the course, whichever is applicable, may be given subject to the discretion of the teacher. A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA. Students will be suspended for one day for their first level III infraction, two days for their second, etc.

### **Grading**

The Board of Trustees recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore, directs the instructional program of this school include a system of grading that measures progress toward the New Jersey Core Curriculum Content Standards and the educational goals of the school.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Lead Administrator shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Lead Administrator. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.<sup>xv</sup>

### **Excusal from Class or Program**

The Board of Trustees directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Lead Administrator.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.<sup>xvi</sup>

### **Student Health**

#### **(Pursuant to Board Policies 5310, 5320, 5331, 535, 5338, 5350, 5332)**

State law requires that all children entering elementary school be immunized against diphtheria, tetanus, varicella, pertussis, polio, measles, mumps, rubella, haemophilus, and hepatitis B.<sup>xvii</sup>

All required health screenings and shot records must be maintained in order for a student to maintain their seat at M.E.T.S. Charter School. Appropriate forms must be on file in the nurse's office.

If a child is sick in the morning, the school expects him/her to stay home for the day. Please call the school in the morning to inform the school of the child's absence and to arrange a way to pick up the child's homework

If a child becomes ill or injured during the school day and is not well enough to stay in class, the student goes to the nurse and the nurse will call the parent/guardian to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child has an emergency, we must be able to reach a parent and/or guardian.

It is the policy of the school that a child must be fever free for 24 hours prior to returning to school.

Please be sure that the school has up-to-date contact and health information. If your child has needs we do not know about, we cannot provide those needs. If your emergency contact information is incorrect and a parent or guardian cannot be reached a child will be taken ambulatory to the nearest medical center.

All students must have a pass issued to them by the classroom teacher before being admitted to the nurse's office.

Please note that the State of New Jersey requires any person having reasonable cause to believe that a child has been subjected to abuse or neglect to immediately report this information to 1-877-NJ-ABUSE (1-877-652-2873). These calls can be made anonymously. Members of the M.E.T.S. Charter School community must follow the procedures indicated when it comes to reporting possible cases of neglect/abuse.

### **Automated External Defibrillators (AEDs)**

The American Heart Association estimates many lives could be saved if defibrillators were more widely available. Due to technological advances, automated external defibrillators (AEDs) may be used by lay persons without any training to provide defibrillation within the first minutes of cardiac arrest thereby increasing the victim's chances of survival. In accordance with N.J.S.A. 18A:40-41.a, the Board of Trustees shall ensure every school in the school district has an AED as defined in N.J.S.A. 2A:62A-24. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable. <sup>xviii</sup>

### **Administration of Medication**

The Board of Trustees disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the school, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Lead Administrator, additional employees of the school who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established



by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the school shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the school and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

The school shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Department of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.<sup>xix</sup>

### **Management of Life-Threatening Allergies in School**

The Board of Trustees recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for

the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Lead Administrator or designee and the school physician. The Lead Administrator shall inform the Board of Trustees after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee.

In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room **by emergency services personnel** after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.<sup>xx</sup>

### **Do Not Resuscitate Orders**

Federal and State legislation entitles every pupil to a free, appropriate public education in the least restrictive environment. Due to the high risk of medically fragile pupils and pupils with chronic illnesses, who in the past would not have survived to be able to attend school, families, professionals, and school personnel are challenged with new issues in caring for these pupils in the school setting. Some families may wish not to pursue life-saving medical protocols for their child due to the lack of benefit to the pupil's condition or quality of life that is likely to result from following these protocols. In accordance with N.J.A.C. 6A:16-2.1(a)3, all Do Not Resuscitate (DNR) orders received for a pupil will be thoroughly and carefully reviewed.<sup>xxi</sup>

### **Treatment of Asthma**

The Board of Trustees recognizes the primary goal for children with asthma is to allow the child to live as normal a life as possible. The child should be able to participate in normal childhood activities, experience exercise tolerance similar to peers, and attend school to grow intellectually and develop socially. In accordance with N.J.A.C. 6A:16-2.1(a)5, the Board adopts this Policy that includes procedures for the treatment of asthma in the school setting.

The school shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. The school nurse shall receive training in airway management and

in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology pursuant to N.J.S.A. 18A:40-12.8(a). The school nurse, upon receiving this training, is authorized to administer asthma medication through the use of a nebulizer pursuant to N.J.S.A. 18A:40-12.8(a).

Each pupil authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 and Policy 5330 or a nebulizer shall have an Asthma Action Plan (AAP) prepared by the pupil's medical home and submitted to the certified school nurse. The AAP shall identify, at a minimum, asthma triggers and information to be included in the individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) for meeting the medical needs of the pupil while attending school or a school-sponsored function.<sup>xxii</sup>

### **Diabetes Management**

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil's individualized health care plan.<sup>xxiii</sup>

### **Pupil Suicide Prevention**

The Board of Trustees recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others..

A potentially suicidal pupil shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the Child Study Team may contact the New Jersey Division of Youth and Family Services to request that agency's intervention on the pupil's behalf.<sup>xxiv</sup>

### **Dating Violence**

The Board of Trustees believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.<sup>xxv</sup>

### **Wellness Policy and Nutrient Standards for Meals and Other Foods**

The Board of Trustees recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.<sup>xxvi</sup>

### **School Lunch Program Biosecurity Plan**

The Board of Trustees is committed to protecting the health of the children and adults in the school building by strengthening the safety of foodservice operations. Therefore, the Board requires the creation and implementation of a School Lunch Program Biosecurity Plan that will keep school meals free from intentional contamination and enable the foodservice to respond to threats or incidents of bioterrorism.

The School Lunch Program Biosecurity Plan shall be prepared, revised, and updated in accordance with the requirements of N.J.A.C. 2:36-1.13 - Biosecurity for School Food Service and the U.S. Department of Agriculture, "A Biosecurity Checklist for School Food Service Programs," March 2004 version, as amended and supplemented, as New Jersey's Biosecurity Policy for Child Nutrition Programs.<sup>xxvii</sup>

## **Student Accident Insurance**

### **Compulsory Plan:**

The school has purchased an accident insurance program covering all students on a full excess basis. Full Excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all itemized bills on the claim, and the receipts from the other carrier(s) must be submitted to us and we will consider the balances, up to the policy limits. If employed, but claiming on other insurance, we will need a letter, from your employer(s), on company letterhead, to that effect.

Students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises. Participants are also covered while participation in Interscholastic Sports, including tryouts, preseason and post season play, and travel to and from games and/or practice. Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents need to supplement their own personal insurance program, or to assist parents that may be without insurance. The school policy will reimburse on covered claims for medical expenses incurred up to the benefit limits of the policy. The plan has limitations and benefits as outlined below.

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designated to consider payment of the eligible expenses that are not paid by your other insurance source.

### **Description of Policy Benefits and Limits:**

If a student is injured during a school activity and the injury requires treatment within 90 days after the date of injury by a licensed physician, the insurance company will pay the usual and customary expenses for necessary hospital, medical, physicians or dental care incurred within two years from the date of injury up to a maximum medical benefits subject to certain limits. Please contact the Business Office for policy details.

## **Student Promotion, Retention, and Graduation**

### **Promotion and Retention:**

The Board of Trustees recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this school shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards and school goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

School attendance shall be a factor in the determination of a pupil's promotion or retention.

Pupils must participate in all state (i.e. PARCC and NJ ASK Science) and school (i.e. MAP and Accuplacer assessments in order to be promoted (grades 6-8) or receive credit (grades 9-12) for corresponding courses (i.e. Mathematics, English, Science).

Classroom teachers shall recommend to the Lead Administrator the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Board of Trustees whose decision shall be final.<sup>xxviii</sup>

**The following rules are promulgated in accordance with the policy of the Board of Trustees dealing with the promotion and retention of pupils.**

#### **A. Standards for Pupil Promotion**

Grades (6-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

High School (9-12) - A pupil will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current Pupil Handbook.

#### **B. Procedures for Pupil Promotion**

1. A written copy of promotion standards will be made available to all parent(s) or legal guardian(s) and pupils at the beginning of each year.
2. Parent(s) or legal guardian(s) and pupils will be provided a minimum of four reports each year as to a pupil's progress towards meeting promotion standards.

3. Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.

4. In grades 6-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.

5. In grades 6-8, a student who fails to meet the requirements for Mathematics or English may be retained. In grades 6-8, a student who fails to meet the requirements for any two courses may be retained. In grades 6-8, a student who fails to meet the requirements for Mathematics and English must be retained. In grades 6-8, a student who fails to meet the requirements for Mathematics or English for two consecutive years must be retained. In grades 6-8, a student who fails to meet the requirements for any three courses must be retained.

6. A pupil with fewer than 181 days (95% of enrolled days) present (in attendance) in grades 6-8 may not be promoted to the next grade level. A pupil with fewer than 172 days (95% of enrolled days) days present (in attendance) in grades 6-8 will not be promoted to the next grade level. A pupil in grades 9-12 with attendance rate less than 95% in any given course may not receive credit for that course. A pupil in grades 9-12 with attendance rate less than 90% in any given course will not receive credit for that course. The attendance policy in effect and published in the Pupil Handbook provides further guidance regarding attendance and will be followed.

7. Extenuating circumstances as determined by the Lead Administrator can waive the attendance requirements for grades 6-8. In the high school, an attendance appeal route is available for pupils whose attendance is in excess of the regulations specified in the attendance policy.

8. Students in grades 6-8 who successfully complete a summer Mathematics and English intervention program may avoid retention if they failed to meet the requirements for Mathematics or English or failed to meet the requirements for any two courses (not Mathematics and English together).

7. Classroom teachers shall provide input to the Lead Administrator who makes the final decision concerning the promotion or retention of each pupil.

#### C. Procedure for Retention or Social Promotion

1. Grades 6-8 - Classroom teachers must initiate the process by providing to the Lead Administrator complete forms in accordance with the specified timelines.

2. The Lead Administrator will review each case and in consultation with the teacher render a final decision.

3. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion/retention decision to the Lead Administrator whose decision is final.

### **Reporting Pupil Progress:**

The Board of Trustees believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting pupil progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.<sup>xxix</sup>

### **Class Rank:**

The Board of Trustees acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success.

Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. The class ranking of a pupil who has transferred to this school will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.

Any two or more pupils whose computed grade point averages are identical will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils not by the rank of the immediately preceding pupil.

A pupil's grade point average and rank in class will be entered on the pupil's record and will be subject to Board Policy No. 8330 on the release of pupil records.<sup>xxx</sup>

### **Honoring Pupil Achievement:**

The Board of Trustees values excellence and wishes to instill in pupils the desire to do their best in all things.

The Board will recognize the outstanding achievements of pupils by means appropriate to the grade level of the pupil and to the nature of the accomplishment.

The Lead Administrator shall develop regulations for the recognition of pupil achievement that establish fair standards for recognition, assure that all eligible pupils are offered an equal opportunity to meet those standards, and provide for appropriate recognition ceremonies and awards.<sup>xxxi</sup>

### **High School Graduation:**

The Board of Trustees will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local



requirements for high school graduation. The Board will annually certify to the Lead Administrator each pupil who has been awarded a diploma has met the requirements for graduation.<sup>xxxii</sup>

### **Early Graduation:**

The Board of Trustees shall award a State-endorsed high school diploma to any currently enrolled pupil in accordance with the provisions of N.J.A.C. 6A:8-5.2 (e) who has not completed the twelfth grade.

In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), a State-endorsed high school diploma will be awarded early by the Board of Trustees to any currently enrolled pupil who:

1. Has performed at a proficient or advanced proficient level of achievement in all sections of the applicable High School Competency Assessments;
2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
3. Has formally requested an early award of a State-endorsed high school diploma.

The diploma will bear the date of its issuance. The pupil may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school on application to and approval of the Lead Administrator.<sup>xxxiii</sup>

### **Student Safety** **(Pursuant to Board Policy 5600)**

It is the goal of M.E.T.S. Charter School to create and maintain a SAFE, supportive school environment that provides school-wide behavioral expectations. It is in our best interest to encourage our children to take responsibility for their part in maintaining a safe school environment. M.E.T.S. Charter School works very hard to prevent school violence on and off school property. We strive to ensure that the school and its surrounding areas are a safe place.

### **To guarantee the safety of all our students, we have taken safety measures for students beyond school property.**

M.E.T.S. Charter School aims to instill in all of our students positive citizenship goals and respect for neighborhood residents, as well as the quality of life in our community. Each student should be committed to engaging in civil and caring behavior. M.E.T.S. Charter School must, and will, uphold the standards of discipline that apply wherever students represent the school and its standing in the community. It is unacceptable behavior to disrupt the residents of our neighborhood as it is considered a form of harassment.

**Parents, please talk to your child(ren) and inform them that we ALL play a role in the safety of the school.**

Urge your child/children to go directly home after-school and not to stray from their direct route home. Urge your child/children to refrain from activity which antagonizes fellow students, as well as students from other schools, while on the way to and from school (this includes but is not limited to: physical aggression, profane language, threats and harassment.) Such conduct is severe and affects the educational environment as well as the safety and welfare of our staff and our students.

**Students traveling to the Palisade Avenue bus stop** shall travel directly from Sherman Avenue to South Street to the bus stop at Palisades Avenue. Students may not travel to other bus stops along the route.

**Students traveling to the Congress Street Light Rail Station** shall travel directly from Sherman Avenue, to South Street, to Palisade Avenue, to Congress Street, to the Light Rail Station.

**At no point should students be taking indirect routes or loitering outside our school building.**

Students who chose to take indirect routes home and to public transportation, or who are loitering outside of the school or surrounding properties, and are directly or indirectly involved in or associated with inappropriate activities and/or behaviors after school will be held accountable for such behaviors and actions.

Please be aware that students knowingly attending inappropriate activities after school (fighting, etc.) whether or not they are directly involved in the incident itself are subject to the same disciplinary consequences (up to and including suspension) as students directly involved in the incident.

Please refer to the M.E.T.S Charter School Student Code of Conduct manual for concrete and detailed corrective measures.

The safety of our students is paramount and any action that endangers the safety of our students, staff, the safe operation of our school, and/or the ability of our students to safely travel to and from school will not be tolerated and will be strictly enforced with accountability being leveled as appropriate.

### **Student Management**

**Search and Seizure of Student Property:** The administration reserves the right to search and seize when there is reasonable belief that some material or matter which is detrimental to health, safety and welfare of the student or students exist.

In an effort to maintain order and discipline and to protect the safety and well being of the school community, the Lead Administrator or his/her designee, under the direction of the Board of Trustees, will conduct periodic, random locker searches. If, as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities.

Search/Seizure by Law enforcement officials shall occur only when a warrant exists authorizing such search and/or seizure. When a search and/or seizure involving school property (locker, desk) are initiated, there should be a reason based upon the premise that the illegal possession of an item may endanger the health and safety of themselves or others. Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible the students should be aware of and involved in a search of property assigned to him/her. In the absence of the student, a second party shall witness any search.

**Fire Drill Instructions:**

1. At the sound of the fire alarm, teachers will need to take their class roster, and lead their classes to designated positions of safety. Directions for evacuation are posted in each room.
2. Students are to leave all items within the classroom.
3. Students will remain with their class and conduct themselves in a quiet and orderly fashion. Students are to keep moving rapidly in a straight, silent, single line.
4. Students are to return to class in the same orderly manner at the direction of their teacher.
5. Failure to comply with Fire Drill procedures will result in disciplinary action.

**Lockdown Instructions:**

1. All students are to follow all Lockdown procedures as instructed by their teachers.
2. Any lack of compliance with Lockdown procedures or staff instruction during Lockdown procedures will result in one day suspension.

**Care of School Property:** Any student who defaces or destroys school property, will face suspension and the student will be liable to the monetary amount of the damage. This is in accordance with the New Jersey State Laws.<sup>xxxiv</sup>

**Electronics:** Students are not allowed to have cell phones visible or use them during the school day. All electronics such as MP3 players, and/or hand held video games, and handheld musical devices are expressly not allowed in school and must remain in the student's locker during school hours. If such devices are found in the student's possession, the student will immediately be given disciplinary action and the device will be confiscated. All wireless speakers, when confiscated, will not be returned until the start of the following marking period and must be picked up by a parent or guardian. The school is not responsible for electronics.

**Phone Usage:** If a student needs to contact a parent/guardian from the school, permission needs to be obtained from the teacher, administration or faculty to use **the school phone only**. In the case of an emergency, parents who need to contact their child(ren) must call the Main Office. Disciplinary action will be taken if a student is found to have used a cell phone or any other phone without permission.

**Loitering:** Students not actively engaged in an authorized school activity may not remain on the school grounds after dismissal. Disciplinary action, including suspension may result as a consequence.

**Lost and Found:** The lost and found department is located at the security desk. Students who have lost books or other articles should check the lost and found until the articles are recovered. The school is not responsible for items lost by the student. Finders of lost articles are requested to turn them into the lost and found area. Personal items which remain in the lost and found area will be periodically disposed. *M.E.T.S. Charter School is not responsible for lost or stolen items.*

**Visitor/Deliveries (Pursuant to Board Policy 9150):** Students are not permitted to have visitors during school hours. M.E.T.S Charter School will not accept deliveries or visitors for students. Parents cannot have food delivered to school and students cannot have food be delivered. Parents are permitted to personally deliver food to their child to be left in the Main Office until the student's lunch period. Any food brought in recognition/celebration of student birthdays/events (cupcakes, etc.) must first approved in writing by an administrator. Upon written approval, the approved celebratory food must be stored in student lockers until their lunch period. Students may not bring food with them to class or in the hallways under any circumstances. All balloons brought to school in recognition/celebration of student birthdays/events are to be stored in the main office until dismissal. Students may not carry balloons with them in the hallways or in class. Failure to comply with these regulations regarding food/balloons will be subject to disciplinary consequences in addition to confiscation.

### **Notification of Asbestos Management Plan**

In compliance with the U.S. Environmental Protection Agency (EPA), all schools are required annually to inform all parents, teachers and staff as to the availability of our asbestos management plan as well as any activities which have taken place in the previous year. Asbestos was used extensively in the building materials due to its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. However, asbestos materials can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to the condition and potential hazard. M.E.T.S. Charter School has conducted its re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. During our last re-inspection conducted in April 2014, all materials listed in the management plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. M.E.T.S. Charter School has developed a plan, as required, which include several on-going requirements:

- Publish a notification on management plan availability and the status of asbestos activities.
- Educate and train all necessary employees about asbestos and how to deal with it.
- Notify short-term or temporary workers of the locations of the asbestos containing building materials.
- Post warning labels in routine maintenance areas where asbestos was previously identified or assumed.
- Follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials.
- Periodically survey the condition of these materials to assure that they remain in good condition.

Mr. Patrick Malpass is our designated asbestos program coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to him at [pmalpass@metscharterschool.org](mailto:pmalpass@metscharterschool.org).

### **Notification of Integrated Pest Management Plan**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. M.E.T.S. Charter School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for M.E.T.S. Charter School is: Patrick Malpass  
Business Phone number: 201-526-8500  
Business Email: [pmalpass@metscharterschool.org](mailto:pmalpass@metscharterschool.org)  
Business Address: 211 Sherman Avenue, Jersey City, NJ 07307

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan M.E.T.S. Charter School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

No pesticides have been used at this location in the past 12 months.



M.E.T.S. Charter School  
Jersey City, NJ 07302  
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[www.metscharterschool.org](http://www.metscharterschool.org)  
[info@metscharterschool.org](mailto:info@metscharterschool.org)

Mr. Ian Fallstich – Lead Administrator & CEO  
Mr. Robert Clark – School Business Administrator & Board Secretary

9/1/2016

SUBJECT: Annual AHERA Notice

Dear Parents, Faculty and Staff

In compliance with the U.S. Environmental Protection Agency (EPA), all school districts are required annually to inform all parents, teachers and staff as to the availability of our asbestos management plan as well as any activities which have taken place in the previous year. Asbestos was used extensively in the building materials due to its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. However, asbestos materials can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as asbestosis.

In 1986, Congress passed the **Asbestos Hazard Emergency Response Act (AHERA)** which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to the condition and potential hazard. M.E.T.S. Charter School has conducted it's re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. During our last re-inspection conducted in Spring 2015, all materials listed in the management plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. M.E.T.S. Charter School has developed a plan, as required, which include several on-going requirements:

- Publish a notification on management plan availability and the status of asbestos activities.
- Educate and train all necessary employees about asbestos and how to deal with it.
- Notify short-term or temporary workers of the locations of the asbestos containing building materials.
- Post warning labels in routine maintenance areas where asbestos was previously identified or assumed.
- Follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials.
- Periodically survey the condition of these materials to assure that they remain in good condition.

Mr. Patrick Malpass is our designated asbestos program coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to him at [pmalpass@metscharterschools.org](mailto:pmalpass@metscharterschools.org) or 201-526-8500.

Thank You,  
Ian Fallstich, Lead Administrator



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Mr. Ian Fallstich – Lead Administrator & CEO  
Mr. Robert Clark – School Business Administrator & Board Secretary

9/1/2016

SUBJECT: Annual IPM Notice

Dear Parents, Faculty and Staff

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. M.E.T.S. Charter School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for M.E.T.S. Charter School is:

Name of IPM Coordinator: Patrick Malpass

Business Phone number: 201-526-8500

Business Email: [pmalpass@metscharterschool.org](mailto:pmalpass@metscharterschool.org)

Business Address: 211 Sherman Avenue, Jersey City, NJ 07307

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan **M.E.T.S. Charter School** may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Thank You,

Ian Fallstich  
Lead Administrator



**Drugs, Alcohol, Tobacco, Steroids**  
**(Pursuant to Board Policy 5533)**

A recognition of the drug, alcohol, tobacco and steroid problem in our current society and a concern for the welfare of students necessitate M.E.T.S Charter School to formulate a policy to deal with possession, distribution, use and abuse of alcohol, intoxicating beverages, steroids, drugs, narcotic drugs and dangerous drugs. It is the responsibility of M.E.T.S. Charter School to safeguard the health, character, citizenship, and personality development of the students in its school. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. M.E.T.S Charter School recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. We are committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

This policy will apply to all alcoholic or intoxicating beverages, drugs, "look-alike" drugs and dangerous drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), hallucinogenic, amphetamines, barbiturates, and dangerous drugs, with the exception of those medicines or drugs dispensed to and used by a student pursuant to a physician's prescription.

M.E.T.S. Charter School shall also adopt and implement policies and procedures for the assessment, intervention, referral for evaluation, referral for treatment, and enforcement of the Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7, for students whose use of alcohol or other drugs has affected their school performance, or for students who consume or who are suspected of being under the influence of or who possess or distribute the following substances on school grounds pursuant to N.J.S.A. 18A:40A-9, 10, and 11:

- Alcoholic beverages;
- Any controlled dangerous substance, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and 2C:35-2;
- Any chemical or chemical compound that releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2C:35-10.4; and
- Over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

For the purpose of this policy, "drug" includes all controlled dangerous substances, alcohol, tobacco, or steroids set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

M.E.T.S. Charter School prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises or while attending a school sponsored activity. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Any student found to possess or be involved in the distribution of an object or substance suspected of being of alcoholic content, a drug, a dangerous drug, a narcotic drug, tobacco or steroids shall be subject to the following course of action:

- An attempt will be made to positively evaluate and identify the object or substance as being an alcoholic beverage, a drug, a dangerous drug, or a narcotic drug. If positive identification is made, the next step is taken, evaluated, and reported in accordance with the law.
- The School Lead Administrator or his designee will be notified.
- The student's parents shall be contacted and an invitation extended to them to come to the school. The student shall be suspended until a satisfactory conference is held with all concerned.
- Where reasonable suspicion exists, a search shall be made of a student's person, personal property, locker(s), or motor vehicle (if on school property).
- The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.
- Any additional action deemed necessary will be recommended by the School Lead Administrator dependent upon the circumstances surrounding the incident.

A student who is suspected to have consumed or to be under the influence of alcohol or other intoxicating beverages, a dangerous or narcotic drug, tobacco or steroids on school premises or while attending a school-sponsored activity shall be subject to the following course of action:

- When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility.
- Isolation from other students.
- Parents or guardians shall be contacted immediately by the school administration and the student shall be taken home or removed from the school for medical attention. If parents or guardians cannot be contacted, a decision to get medical attention for the student shall be made by the School Lead Administrator or his designee.

The proper authorities will be notified. Proper authorities may constitute one or more of the following:

- School nurse
- Physician
- Proper law enforcement agency

Appropriate disciplinary action will be recommended by the School Lead Administrator depending upon the circumstances surrounding the incident.

It should be recognized that in all instances involving possession or use of alcoholic or intoxicating beverages, a drug, dangerous drugs, narcotic drugs, tobacco or steroids the severity of the problem and the physical state of the student will determine the degree of action taken, the number of proper authorities contacted, and the disciplinary action recommended by the School Lead Administrator.

In each instance where such disciplinary action involves probation or suspension, the school will require the offending student to attend (at parental expense) a Juvenile Drug & Alcohol Awareness Program recommended by the state department of health. Failure to enroll in this class and/or failure to attend classes while the program is in session will result in the offending student being referred for further disciplinary action.

Furthermore, the school will attempt to arrange for psychological or social services appropriate to the student's needs. The school will continue to work closely with authorities and institutions in the community who are particularly concerned with juveniles, and will seek their advice and assistance in dealing with students violating this policy. The school will make every effort to encourage cooperative action on the part of the offender, parents, school personnel, and the agencies mentioned above in planning a program of rehabilitation.

Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A: 40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

### **Suspected Gang Activity**

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environment and are harmful to the educational process in this school. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where pupils are supervised by school staff will not be tolerated.

In the event the Lead Administrator or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a “gang”) as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Lead Administrator or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Lead Administrator or designee will also inform local law enforcement.

To further ensure the safety and well-being of all pupils in the school and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Lead Administrator or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school staff.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding pupil discipline and/or the school's pupil discipline code.<sup>xxxv</sup>

**Student Code of Conduct**  
**(Pursuant to Board Policy 5600, 5610, 5611, 5612, 5615, 5620, 5533, 7610, 9260)**

The Board of Trustees believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.<sup>xxxvi</sup>

The Board expects all pupils in this school, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

M.E.T.S. Charter School is committed to providing a safe and orderly school environment where students may receive and personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, administration, staff, parents and other visitors is essential to achieving this goal.

The school has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

M.E.T.S. Charter School recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the school adopts this code of conduct (policy).

Unless otherwise indicated, these codes and policies apply to all students, school personnel, parents and other visitors when on school property or attending a school function.

### **Discipline Levels for Conduct**

Upon entrance into M.E.T.S. Charter School, students and parents are required to verify they have read the school's official discipline policy. The following measures will be in effect regarding student behavior and communication with the parent/guardian. These measures are designated to limit discipline problems and maintain a safe school environment.

#### **Minor Incidents:**

Minor incidents/behaviors can be defined as undesirable behaviors which do NOT threaten the safety or well-being of any individual or significantly disrupt the learning environment and include, but are not limited to, deliberate defiance of the dress code policy, cell phone policy, attendance policy, and incessant talking. Teachers are expected to handle minor incidents which occur in their classroom.

#### **Major Incidents:**

Major incidents include, but are not limited to, defiance, inappropriate behavior, profanity, unruly conduct in lunchroom, classroom disruption and teacher/staff insubordination. Parents will be notified when a major incident occurs and discipline actions may include detention and in repeated offenses, suspension.

#### **Serious Incidents:**

A Serious incident warrants immediate attention and communication with the parent. This will usually require a student suspension and re-entrance conferences to discuss the nature of the element. For further clarification and examples of what may constitute a serious incident, please see below. The list below is a non-exhaustive list.

## **Student Infractions**

Listed below are serious violations defined under the disciplinary system which calls for the immediate student suspension (except for Truancy) but are not limited to expulsion, contacting the police, courts or other agencies.

**Drugs and Alcoholic Beverages:** A student shall not knowingly possess, use, transport, sell, or be under the influence of any drug or alcoholic beverage of any kind with the exception of the student who is taking prescription under a doctor's direction. In such case, any prescription drug must be immediately registered with and given to the school nurse who will dispense the medicine as per prescribed directions. No student is to carry any medication on their person at any time. This includes, but is not limited to, aspirin, ibuprofen, or other over the counter medications.

**Assault:** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. <sup>xxxvii</sup>

**Fighting:** A student shall not engage in behavior or activities where physical force is used upon another student, school staff, or visitor while under the jurisdiction of the school.

**Dangerous Weapons and Instruments:** A student shall not possess, handle, transport, or conceal any object which might be considered a dangerous weapon or instrument of violence. This can be qualified as objects such as fire crackers, sharp instruments, guns, knives, ice-picks, switch blades, brass knuckles, chemicals, and any gasses including mace. <sup>xxxviii</sup>

**False Alarms or reports:** A student shall not initiate a fire alarm or initiate a warning of fire, bombing, or other catastrophe without the cause or give false testimony or falsely report school incidents.

**False Accusations:** A student shall not make false accusations regarding any staff member or their conduct.

**Leaving School Premises without Authorization:** A student shall not leave school premises for any reason without the verbal or written authorization of a school official. Students leaving the premises without permission are considered truant.

**Unauthorized Fire:** A student lighting a match, lighter, or other flammable substance without permission or without direction from an instructor in a lab or work station is considered starting an unauthorized fire. Further, a student shall not possess, handle, transport, or conceal any incendiary device.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other favors, other verbal or nonverbal conduct of a sexual nature that is sufficiently severe, persistent, or pervasive which limits a person's ability to participate and/or benefit in a educational program or activity or to create a hostile or abusive educational environment. <sup>xxxix</sup>

**Sexual Behavior:** Student shall not engage in inappropriate behavior that displays, infers, and/or demonstrates any sexual activity of any nature.

**Theft:** A student shall not take or attempt to take into possession the public property or equipment of the school or the property of another student, teacher, visitor, or employee of the school without express permission. The stolen property must be returned or replaced. All items to be replaced must be equivalent in value.

**Damage to School Property:** A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials. This includes but is not limited to graffiti and vandalism. Any person who purposely or knowingly damages school property or damages school property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school so as to endanger school property shall be reported to the appropriate law enforcement agency. Where the damage to school property is more than minimal or has been caused by a pupil or a minor not a pupil of this school, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.<sup>xi</sup>

**Damage to Private Property:** A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

**Forgery:** A student shall not, in writing, use the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

**Truancy:** A student shall not be absent from a school without valid excuse. Truancy actions will be initiated by the Truancy Officer according to the schedule established by New Jersey Laws governing truancy.

**Possession of Drugs, Alcohol or Tobacco Products:** Possession and or use of drugs, alcohol, or tobacco products are prohibited on school grounds and in school.

**Harassment, Intimidation and Bullying:** A student shall not engage acts whether verbal, written, or physical in nature that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property or any school-sponsored function.

Harassment, intimidation or bullying means any gesture or written, verbal or physical act taking place on school property or any school-sponsored function. A reasonable person under the circumstances should know he/she will have the effect of harming another student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student



or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation or bullying includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory handicap, or by any other distinguishing characteristic.<sup>xli</sup>

### **School Rules and Regulations**

**Classroom Passes:** Each teacher will receive a set of color-coded classroom passes labeled with their name. Students are to take the appropriately colored pass for their intended destination with the teacher's permission. When students leave the classroom to utilize the facilities, they must remain on the same floor as their classroom. If the student is on the 3rd floor and needs to use the restroom, they must get a pass from the teacher and then use the rest room located on the 3rd floor. The student is not to be on a different floor than their classroom. If a student is found on an incorrect floor or using the incorrect pass, they will face disciplinary action.

**Food/Beverage in Classroom:** Outside of breakfast period during homeroom, no student is permitted to have any food or beverage in classroom at any time. If students are found to have any food or beverage, it will be confiscated and students subject to further disciplinary action.

**After-School Protocol:** Regular school day dismissal time is 3:00 PM. Students may only remain after school to participate in an approved activity when the faculty member responsible for the activity is present. Students may only be in assigned classrooms where the activity is held. The room, furniture, and equipment used during after school activities are to be treated carefully and appropriately. Students will follow the regular day discipline code during after school activities. Students may be removed from an after school activity due to failure to follow the discipline code. Additionally, it should be understood that no student is allowed to leave school premises and return for after school program for any reason.

**Lockers:** Students will be issued a locker at the beginning of the school year. A locker is the property of the schools. Students can store their school related materials overnight and during the day in their assigned locker. Students are encouraged NOT to share lockers or lock combinations. M.E.T.S. Charter School is not responsible for any items stolen from lockers. In the event that a student's actions cause damage to lockers, it is considered defacing and/or destruction of school property and he/she will receive disciplinary actions.

*Parent/Guardian conference calls are mandatory. All disciplinary actions are at the discretion of Administration.*

**Textbooks:** The Board of Trustees of M.E.T.S. Charter School supplies the student with all necessary textbooks. Students are responsible for the proper handling and care of the books assigned to them. When a student loses a book, the loss must be reported to the classroom teacher. The teacher will allow reasonable time to locate the book. If the lost book is not

found, the teacher will report the missing book to administration as an obligation and the student must pay for the book. Replacement cost for all books vary prices. If the book is later found, the parent/guardian of the student may present the receipt for the book paid and money will be refunded by the business office.

**Consequences for unpaid, lost textbooks:**

- Student will not be able to receive his/her report card
- Student will not be allowed to participate or attend the Graduation Ceremony or receive his/her diploma
- Student will not be promoted to the next grade level

**Emergency Contact Information:** For the students' safety, we ask parents/guardians to fill out and return the Emergency Contact Information Form. This information will be entered into Real Time and used to ensure the school is able to contact families immediately in the event of a medical or any other emergency. In addition, this information will inform the school of adults who have permission to pick up students early from school. Should this information change during the course of the school year, it is up to the parent/guardian notify the school with updated information. Failure to keep the school updated on change of address or phone number information may result in delay in contacting families in emergency situations.

**Emergency school closings or delayed openings:** In the event that school must be closed or the opening of school is delayed due to inclement weather (or any other emergency), announcements will be made over our alert system. The alert system will call your home phone, cell phone and will send a text alert to your computer and cell phone. It is the parent's responsibility to make sure the emergency contact information is up to date.

**Interscholastic Athletics:** Participation in the interscholastic athletic program is available to students in grades nine through twelve. Athletic packets and information are available through the athletic department.

**Classroom Standards for Student Behavior**  
**(Pursuant to Board Policy 5500)**

The following procedures apply to classrooms as well as student interactions with teachers and other staff members. M.E.T.S. Charter School recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process.

**Classroom Rules:** Students are expected to follow all individual teachers' classroom rules in addition to those of the school.

**Disruptive Students (305 Offenses):** Students that disrupt class and affect other students from learning will be removed from class and brought to the Dean's Office. Being removed from a classroom because of disruptive behavior is not a reward; it is a result of defiant behavior on the behalf of the student and comes with disciplinary action.

Student removal from class should be used as a last resort, when class can no longer be held because disruption is so severe. Removal from class is considered a serious offense and is addressed as such. Some examples of what constitutes disruptive behavior include but are not limited to:

- Physical violence/fighting
- Excessive profanity
- Refusal to comply with seating arrangements and reasonable requests
- Disputing authority and arguing with faculty and other students

Disciplinary actions are as follows:

- 1<sup>st</sup> Offense - 3 days Detention
- 2<sup>nd</sup> Offense - Saturday Detention
- 3<sup>rd</sup> Offense - 1 day suspension
- 4<sup>th</sup> Offense - 2 days suspension
- 5<sup>th</sup> Offense- 3 days suspension
- Anything after the 5<sup>th</sup> offense is subject to Administrator conference and further disciplinary action will be discussed.

This policy is not meant to hurt, alter, or affect any student's access to learning time. However, it is designed to further educate our students without the distraction of disruptive behavior in their class.

## **Lunchroom/Cafeteria Behavioral Expectations for Students** **(Pursuant to Board Policy 5500, 8505)**

The school cafeteria program provides daily breakfast and lunch. Daily lunch is available at no charge or at a reduced price to qualified students. Paid lunch is also available to students who do not meet the State and Federal financial requirements for the free or reduced lunch program. To receive reduced/free lunches, the parent or guardian must complete a separate lunch application for each child. Applications are available upon request in the Main Office. State and Federal funding for M.E.T.S. Charter School is dependent upon you returning these applications immediately and correctly.

### **Cafeteria Rules & Regulations**

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. To help ensure an orderly lunch period, students should adhere to the following:

- Students entering the cafeteria should be respectful and mannerly at all times.
- Respect and politeness must be shown to all, including lunchroom monitors and the cafeteria staff.
- Students must be patient while waiting to be served. A single file line must be maintained.
- Students must be seated at a table when eating. Once seated there is to be NO moving without permission. Students should refrain from shouting across tables.
- Students who wish to use the bathroom must obtain permission from the lunch monitor.
- Students must remove trash from tables, chairs and the floor and dispose of it in trash cans.
- Throwing food or other objects is not allowed. Running, excessive noise, "horseplay," or other disruptive behavior is not allowed.
- Students are not to use any speakers or amplification devices at any time during the school day, including their lunch periods. Speakers/amplification devices will be confiscated and returned to parents/guardians at the beginning of the next marking period.
- All unacceptable behavior will result in disciplinary action by the Dean's Office.

### **Lunch Period**

Students need to arrive to their lunch period on time, before the late bell rings. If any student is late to lunch because he/she was detained by a teacher or faculty member, it will be the student's responsibility to get a pass from that teacher or faculty member

If a student does not report to lunch, arrives 15 minutes late to lunch without a pass from a teacher or faculty member, and/or hangs out in the bathroom for an extended amount of time, he or she will be considered cutting and receive disciplinary actions pursuant to policy for attendance/cut class.

## **Student Dress Code**

M.E.T.S. Charter School has a strict policy that requires the wearing of school uniforms by students on a daily basis. **Violation of this policy will result in serious disciplinary consequences.**

School is a place of business and learning, therefore, students are expected to dress appropriately. It is the obligation of both the parents and the students to maintain their personal appearance in a manner that reflects well on both themselves and the school.

**Students who arrive to school out of dress code will not be allowed to enter the school building.**

### **Please adhere to the following:**

Uniforms must be worn throughout the entire day without exception. The M.E.T.S. Charter School Uniform Policy is as follows:

- Students are expected to wear M.E.T.S. polos or M.E.T.S. teeshirts. During cold-weather months, M.E.T.S. cardigans, M.E.T.S. zip-ups, M.E.T.S. fleeces, or other M.E.T.S. cold weather attire may be worn, no other hoodies/zip-ups/jackets/cardigans/sweaters/fleeces/etc may be worn. All other long sleeve shirts/sweaters/sweatshirts may only be worn beneath M.E.T.S. polos or teeshirts.
- Students are allowed to wear black pants/skirts/shorts in addition to khaki pants/skirts/shorts. Specifically, students will be allowed to wear slacks or Dockers style pants.
- Students MAY NOT wear leggings, tights, jeans, jeggings, compression wear, or form-fitting clothing.
- Skirts must be knee-length. Tights or stockings worn beneath skirts must be solid-colored, opaque, and non-patterned.
- Shorts may be worn during the months of May, June, August, September, and October only and must also be knee-length.
- M.E.T.S. Physical Education uniforms include M.E.T.S. teeshirts, M.E.T.S. sweatpants, M.E.T.S. gym shorts, or M.E.T.S. athletic apparel with appropriate footwear (cross trainers, court shoes, etc.) Jewelry, watches, hats, scarves, bandanas, and other accessories are not permitted during Physical Education.
- Proper and safe footwear is required at all times. Sandals, flip flops, slippers, open-toed shoes, open back strapless shoes and shoes with loose or untied laces or straps (which pose a hazard) are NOT permitted.

- Coats, jackets and hats are not to be worn in school and must be placed in the assigned area (LOCKERS) during school hours. No head coverings (sweat bands, hats, bandanas, wave caps, etc.) are permitted unless for religious or medical purposes. Any head covering worn during the course of the regular school day will be confiscated by administrator.

*Any member of the M.E.T.S. Charter School staff may write up a student for being out of dress code at any time, in any location on M.E.T.S. property. When a student violates dress code policy, they will serve detention the following day.*

**Any student who is found to be out of dress code during the school day will be written up for defiance and subject to consequences consistent with said infraction.**

**Cell Phone Usage by Students**  
**(Pursuant to Board Policy 5516)**

During school hours, students are required to keep cell phones off and in their locker. Parents who need to reach their children during the school day must contact the main office. The use of cameras, video phones, ipods®, portable speakers, and any other mobile devices is also strictly forbidden during school hours.

There are no cell phones or electronic devices allowed in any classroom.<sup>xlii</sup>

- No charging cell phones or any other electronic devices
- No texting
- No listening to music
- No headphones with or without the phone attached
- No social media usage

Cell phones that are seen during the school day will be confiscated by faculty and/or staff and the student will be given detention. Refusal to turn the phone over to the teacher is considered deliberate disobedience. This action will result in a same day detention plus a Saturday detention. Administration will confiscate the phone when deemed necessary. Refusal to turn phone over to the Administrator will result in suspension. Disciplinary consequences are as follows:

- **1<sup>st</sup> / 2<sup>nd</sup> Offense:** 1 after school detention, phone confiscated/returned at the end of detention the same day.
- **3<sup>rd</sup> Offense:** 1 Saturday detention, phone confiscated/returned at the end of the same day
- **4<sup>th</sup> Offense:** Mandatory meeting with administration and parent/guardian, plus 1 Saturday detention
- **5<sup>th</sup> + Offense(s):** Anything including and after the 5<sup>th</sup> offense is subject to Administrator conference and further disciplinary action as appropriate

All wireless speakers, when confiscated, will not be returned until the following marking period and must be picked up by a parent or guardian. The school is not responsible for electronics.

## **Student Disciplinary Consequences**

### **After School Detention**

Students receiving a Detention will receive written and/or verbal notification of the Detention and an attempt will be made to contact the parent/guardian to make them aware of the Detention. Be aware the school is only notifying the parent/guardian to make them aware of the situation, not to ask for the parent/guardian's permission. The Detention will be held from 3:05 PM – 4:00 PM in the designated Detention room. Students should use the time between when the bell rings and the start of the Detention to use the bathroom, and make any phone calls that might have to be made. There will be no bathroom breaks and no cell phones in Detention.

*If a student fails to attend Detention without proper notification to and approval by the Dean's Office, the first time they will be assigned a Saturday detention. Further failure to attend without proper notification or approval will result in suspension.*

### **Saturday Detention**

Saturday Detentions are assigned by the Dean of Students when it is deemed that the behavior of the student warrants such action. Saturday Detention is held from 9:00A.M. and 12:00P.M.

*Failure to attend a Saturday Detention will result in the student being assigned an out of School Suspension. If a student receives 3 or more Saturday detentions within a marking period, each additional consequence may instead become a one day suspension.*

### **Detention Rules and Procedures:**

- Absolutely no talking or noise of any kind in Detention.
- No bathroom breaks.
- No cell phones or any electronics.
- Sit quietly, without any disruption of any kind, always facing front.

If a student fails to attend Detention without proper notification to and approval by the Dean's Office, the first time they will be assigned a Saturday detention. Further failure to attend without proper notification or approval will result in suspension. If students break any of these rules or are disruptive in any way students will be asked to leave. If students are asked to leave, it will be considered the same as a failure to attend. The first time a student is removed from Detention they will receive a Saturday Detention and a warning call home. The second time a student is removed from or asked to leave Detention, they will be suspended for one day; the third, they will be suspended for two days. Further removals from Detention are additionally cumulative suspensions. If students do not show up to a Saturday Detention without proper notification and approval they will be suspended for two days on their first offense.

Note: Any use of profanity in the Detention room is an automatic two day suspension.



## **Suspension (Pursuant to Board Policy 5610)**

The Board of Trustees recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

Any suspension will result in not being able to attend after school activities, including but not limited to: sports, dances, field trips, committees, graduation, and any other privileges that a student may have. Students are responsible for all work that they have missed while they were out on suspension. If a student is suspended for any reason, they may not come on to school grounds during their suspension or they can be considered trespassing and the police may be notified.<sup>xliii</sup>

## **Expulsion (Pursuant to Board Policy 5620)**

The Board of Trustees recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.<sup>xliv</sup>

**Please Note:** Students who receive 3 or more after school Detentions or 2 or more Saturday Detentions per marking period may be subject to additional disciplinary consequences including but not limited to parental meeting, board hearing, or recommendation for long term suspension or expulsion.

### **Student Disciplinary Consequences Cont.**

M.E.T.S. Charter School's purpose is to help students develop the ability to conduct themselves according to the expectations stated herein and to learn to control their own behavior. Failure to follow the school community rules and classroom rules will result in consequences appropriate to the actions. **Please note: Disciplinary Consequences are cumulative, and are not counted on a class by class basis.**

#### **Open Defiance of Authority (Willful Disobedience):**

- **1<sup>st</sup> Offense:** 1-3 days detention and contact to parent/guardian
- **2<sup>nd</sup> Offense:** 1 Saturday detention and contact to parent/guardian
- **3<sup>rd</sup> Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference

#### **Disruptive/Inappropriate Behavior:**

- **1<sup>st</sup> Offense:** 1-3 days detention and contact to parent/guardian
- **2<sup>nd</sup> Offense:** 1 Saturday detention and contact to parent/guardian
- **3<sup>rd</sup> Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference

#### **Disruptive in School Cafeteria/Lunchroom:**

- **1<sup>st</sup> Offense:** 1-3 days detention and contact to parent/guardian
- **2<sup>nd</sup> Offense:** 1 Saturday detention and contact to parent/guardian
- **3<sup>rd</sup> Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference

#### **Attendance/Cutting Class:**

- **1<sup>st</sup> Offense:** 3 days after school detention, mandatory parent/guardian contact made
- **2<sup>nd</sup> Offense:** 1 Saturday detention, mandatory parent/guardian contact made
- **3<sup>rd</sup> Offense:** 1 day suspension, mandatory parent/guardian contact made
- **4<sup>th</sup> + Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference.
- **NOTE:** If a student is found to be cutting class, they will be considered truant and subject to all regulations therein – each class cut is equal to one absence.

#### **Students That Arrive Late to Class:**

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Verbal warning and a call home to a parent or guardian
- 3<sup>rd</sup>-6<sup>th</sup> Offense: After school Detention
- 7<sup>th</sup>-10<sup>th</sup> Offense: Saturday Detention
- 11<sup>+</sup> Offense: Out of school Suspension, with additional days for each additional accrued late (ex: 12<sup>th</sup> late = 2 days suspension, 13<sup>th</sup> = 3 days suspension, etc.)

#### **Use of Profanity Towards Student:**

- **1<sup>st</sup> Offense:** 1-3 days detention and contact to parent/guardian
- **2<sup>nd</sup> Offense:** 1 Saturday detention and contact to parent/guardian

- **3<sup>rd</sup> Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference

**Use of Profanity Towards Staff:**

- **1<sup>st</sup> Offense:** 1 day suspension and contact to parent/guardian
- **2<sup>nd</sup> Offense:** 2 days suspension and contact to parent/guardian
- **3<sup>rd</sup> Offense:** 3 days suspension and contact to parent/guardian
- **4<sup>th</sup> Offense:** 4 days suspension and contact to parent/guardian
- **5<sup>th</sup>+ Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference, recommendation of Board Hearing.

**Threatening Bodily Harm/Terroristic Threats:**

- **1<sup>st</sup> Offense:** 5 days suspension, violence report, and mandatory parent/guardian conference
- **2<sup>nd</sup> Offense:** 10 days suspension, violence report, mandatory parent/guardian conference, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Attacking/Assaulting School Personnel:**

- **1<sup>st</sup> Offense:** 10 days suspension, notification of police, mandatory parent/guardian conference, referral to Board/Lead Administrator (or their designee) for possible expulsion

**False Accusations Against Staff:**

- **1<sup>st</sup> Offense:** 5 days suspension, mandatory parent/guardian conference
- **2<sup>nd</sup> Offense:** 10 days suspension, mandatory parent/guardian conference, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Assaulting Another Student:**

- **1<sup>st</sup> Offense:** 10 days suspension, mandatory parent/guardian conference, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Fighting:**

- **1<sup>st</sup> Offense:** All students involved: 5 days suspension, mandatory parent/guardian conference
- **2<sup>nd</sup> Offense:** All students involved: 10 days suspension, mandatory parent/guardian conference
- **3<sup>rd</sup>+ Offense:** All students involved: 10 days suspension, mandatory parent/guardian conference, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Leaving School Grounds:**

- **1<sup>st</sup> Offense:** 1 day suspension, parent/guardian contact made, possible notification of police

- **2<sup>nd</sup> Offense:** 2 day suspension, parent/guardian contact made, possible notification of police
- **3<sup>rd</sup> Offense:** 3 day suspension, parent/guardian contact made, possible notification of police
- **4<sup>th</sup> + Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference, recommendation of Board Hearing.

**Theft:**

- **1<sup>st</sup> Offense:** Suspension at discretion of Administration, parent/guardian contact made, restitution, automatic notification of police
- **2<sup>nd</sup> + Offense:** Suspension at discretion of Administration, parent/guardian contact made, restitution, automatic notification of police, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Possession of or use of a weapon, bomb making materials or explosives<sup>xlv</sup>:**

- Immediate removal
- Automatic notification of police
- Mandatory parent/guardian conference
- Referral to Board/Lead Administrator (or their designee) for possible expulsion

**Defacing or Destruction of School Property:**

- **1<sup>st</sup> Offense:** 1-3 days detention and contact to parent/guardian, vandalism report, restitution
- **2<sup>nd</sup> Offense:** 1 Saturday detention and contact to parent/guardian, vandalism report, restitution
- **3<sup>rd</sup> Offense:** Suspension at discretion of Administration depending on the severity and number of prior offenses. Mandatory parent/guardian conference

**False Fire Alarm:**

- **1<sup>st</sup> Offense:** Suspension at discretion of Administration, parent/guardian contact made, restitution, automatic notification of police
- **2<sup>nd</sup> + Offense:** Suspension at discretion of Administration, parent/guardian contact made, restitution, automatic notification of police, referral to Board/Lead Administrator (or their designee) for possible expulsion

**Inappropriate Sexual Contact against another student or staff member (Policy 5751):**

- Up to 10 day(s) suspension
- Mandatory parent/guardian conference
- Violence report
- Possible notification of police
- Referral to Board/Lead Administrator (or their designee) for possible expulsion

**Selling/using controlled substances in school or on school grounds:**

- Up to 10 day(s) suspension
- Mandatory 24 hour drug test
- Automatic notification of police
- Mandatory parent/guardian conference
- Referral to Board/Lead Administrator (or their designee) for possible expulsion

ANY AND ALL OF THE PREVIOUS DISCIPLINARY ACTIONS ARE AT THE DISCRETION OF THE ADMINISTRATION. THE ADMINISTRATION HOLDS THE RIGHT TO CHANGE ANY OF THESE DECISIONS AS THEY SEE FIT. THIS IS A GUIDELINE FOR THE STANDARD OPERATING PROCEDURE FOR THESE INFRACTIONS AT M.E.T.S. CHARTER SCHOOL.

## **Student Rights**

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

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

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

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

The Board of Trustees is responsible for providing a thorough and efficient system of education for pupils in this school and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

The Board directs all staff members to attempt to resolve pupil conflict and dissent by reason and arbitration. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Lead Administrator shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The Lead Administrator shall be responsible for the identification and

resolution of disorders in the school building and may summon law enforcement officers as necessary.<sup>xlvi</sup>

### **Student Grievances**

The Board of Trustees believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of pupils will be heard.

For the purposes of this policy, a pupil grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees.

The Lead Administrator shall direct all staff members to respect the right of pupils to seek redress of grievances by lawful procedures without fear of reprisal.<sup>xlvii</sup>

### **Opening Exercises**

The Board of Trustees requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A pupil who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.

The parent(s) or legal guardian(s) of any pupil who refuses to salute the flag shall be so informed by the Lead Administrator, and any such parent(s) or legal guardian(s) or the adult pupil shall be required to furnish a written statement of the pupil's conscientious objection.<sup>xlviii</sup>

### **Independent Publications**

The Board of Trustees respects the right of pupils to express themselves in written word or picture, or video image or computer generated illustrations, and to distribute printed materials as part of that expression; at the same time, the Board recognizes that the exercise of that right is limited by the rights of other members of the school community.

Certain printed materials are not protected by a pupil's right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender; libel any person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils; contain obscenity or material otherwise deemed to be harmful to impressionable pupils; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organizations; fail to identify the pupil responsible for distribution and the agent responsible for reproduction; solicit funds for nonschool organizations when such solicitations have not been approved by the Board; or promote, favor, or oppose any candidate

for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

The Board requires that the distribution of printed material take place only at the places and during the times established by rule in order not to disrupt the orderly operation of the educational program.<sup>xlix</sup>

### **Student Right of Privacy**

The Board of Trustees recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Lead Administrator or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Lead Administrator shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Lead Administrator has independent grounds to suspect the presence of an incriminating object.

The Lead Administrator shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Lead Administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.<sup>l</sup>

### **Electronic Surveillance in School Buildings/on School Grounds<sup>li</sup>**

The Board of Trustees authorizes the use of electronic surveillance systems in the school building and on school grounds to enhance the safety and security for school staff, pupils, community members, and other building occupants and to protect the school's building and grounds.

The content produced by the surveillance system under certain circumstances may be considered a pupil record, in which it will be subject to the Board of Trustees policy and regulations regarding confidential pupil records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the school declares such use to be a legitimate educational interest.



All recordings will be stored by the Lead administrator or their designee and secured to ensure confidentiality. Recordings will be stored for 15 calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review. Only the portion of the recording concerning a specific incident will be made available for viewing. Video recordings remain the property of the school and may be reproduced only in accordance with the law, including applicable school pupil records, policy and procedures, and school personal records policy, procedures, and applicable labor agreements. Tampering with or otherwise interfering with surveillance equipment is prohibited. Anyone found to be tampering with equipment shall be subject to discipline.

### **Student Participation in School Governance<sup>lii</sup>**

The Board of Trustees believes that pupils should be encouraged to participate appropriately in the governance of various school activities. As institutions fundamental to the operation of a democratic society, the school should strive to exemplify the democratic ideal of citizen participation in decision making.

The Board directs that pupils be invited to participate, as appropriate to the pupils' ages and interests, in deliberations and decisions regarding pupil conduct and the disciplinary code, curriculum planning, co-curriculum planning, grading systems, safety programs, the selection of resource materials, and the scheduling of the school day. Pupil participation should fairly represent the interests of the entire student body, and participants should be duly elected representatives of pupil organizations.

The Board of Trustees recognizes the importance of offering pupils the opportunity to participate in representative self-government and to develop leadership skills. Pupils shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board of Trustees.

The Board recognizes the Student Council President as the official voice of the student body for pupils in grades 6 through 12, provided the constitution and bylaws of that organization have been duly approved by the pupils it represents and by the Board and provided that all pupils have equal access to their student government and an equal opportunity to vote and hold office.

The Board shall appoint a qualified teaching staff member to serve as advisor to student government activities.

The Board directs that decisions made and actions duly taken by the official student government, in accordance with and within the scope of its constitution and bylaws, may not be voided or vetoed by any staff member.

### **Student Fundraising<sup>liii</sup>**

The Board of Trustees will limit the solicitation of funds by and from the pupils of this school in order to protect pupils from unnecessary pressures and the instructional program from disruption.

“Pupil fund raising” means the solicitation and collection of money by pupils, on or off school premises, for any purpose associated directly or indirectly with the school or under circumstances in which the solicitors are identified as pupils of this school.

Pupils may solicit and collect money on behalf of approved school organizations, provided the fund raising has been approved by the Board of Trustees.

No pupil will be permitted to solicit and collect money on school premises or at a school-sponsored event for the pupil’s own benefit.

The Lead Administrator shall develop regulations regarding pupil fund raising that establish times and places in which pupil fund raising may be conducted and ensure adequate accounting of funds collected. The Lead Administrator shall distribute this policy and his/her regulations to each recognized pupil organization.

### **Secret Societies**

The Board of Trustees affirms the legislative prohibition of pupil organizations with closed membership practices as hostile to the democratic ideals of public education.

No social organization of pupils will be granted the use of school facilities or permitted the use of the name of the school unless that organization has first been approved by the Lead Administrator. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the pupils of this school; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs, or any other consideration not appropriate to the purpose of the organization; or if any qualifying pupil who applies may be denied membership.

Nothing in this policy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A pupil who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of pupils enrolled in this school may be disciplined by this Board. The Board reserves the right to require that any pupil attest as to his/her membership in a secret organization.<sup>liv</sup>

### **Equal Access of Student Organizations**

The Board of Trustees will permit the use of school facilities by pupil-initiated organizations for non-curricular pupil activities. A pupil-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Lead Administrator, who shall grant permission provided that he/she determines that:

1. The activity has been initiated by pupils;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the school will promote, lead, or participate in the meeting;
4. The meeting is for a lawful purpose;
5. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
6. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
7. The activity is adequately supervised by appropriately certified school staff.

A pupil-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of pupil organizations sponsored by this Board, except as provided by this policy. Participation in a pupil-initiated meeting must be available to all pupils who wish to attend and cannot be denied on the basis of a pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board will not permit the organization of a fraternity, sorority, or secret society. A pupil-initiated meeting may be attended by no more than two outside resource persons.

Access to school facilities by pupil organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.

An appropriately certified staff member shall be assigned to attend a pupil-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be compelled to attend a pupil-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Lead Administrator may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of pupils and staff members.<sup>lv</sup>

## **Information Regarding the Roles Played by and the Rights of Parents/Guardians**

The Board of Trustees believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes under parental authority.<sup>lvi</sup>

### **The Role of Families**

Families of M.E.T.S. Charter School pupils will be responsible for:

- Getting their children to school in time every day;
- Providing their children with a nutritious breakfast at home or bringing them to school with sufficient time to eat breakfast;
- Supporting their child in completing all of their homework;
- Returning school phone calls, mail responses, or emails in a timely manner;
- Communicating with children, staff, and other families in a respectful manner;
- Giving annual input on school-wide surveys;
- Calling the school if their child is going to be late or absent.

### **The Role of Lead Administrator**

M.E.T.S. Charter School culture of ongoing and open communication between family and school will begin with the Lead Administrator. Each day the Lead Administrator will greet families and pupils as they enter the school building and will, as often as possible, be in the cafeteria for breakfast and lunch. During this time, pupils and the Lead Administrator will be interacting in an informal setting.

This is a way for the Lead Administrator to get to know pupils and their families as they are dropped off at school.

In addition, the Lead Administrator will be available to families who have concerns with the clear understanding that classroom concerns should be brought to the teacher's attention first. The Lead Administrator will address family questions and concerns in a timely manner and will make every effort to conduct meetings in the language in which the family is most comfortable.

## **The Role of Teachers**

M.E.T.S. Charter School teachers are expected to develop strong relationships with their pupils and families. Teachers will have individual ways to build such relationships, but the following methods are expectations for all teachers and will be part of their contract:

- Teachers will make themselves available to families via e-mail or telephone after school hours (teachers will set the confines for those hours).
- Teachers will respect the cultures and experiences of various groups.
- Teachers will address parent concerns in a timely manner.
- Teachers will make contact with families to communicate positive feedback.
- Teachers will always communicate with families in a respectful manner.

## **Parent Teacher Association**

The Parent Teacher Association (PTA) will be open to all parent(s) or legal guardian(s), staff, and community members interested in supporting the school's mission. The PTA will provide an avenue for parent(s) or legal guardian(s) to be involved in a wide variety of school functions from planning special events (e.g. fundraising, family fun night, Science Fair) to identifying community needs and working to find solutions. The administrators will work closely with the PTA to aid in establishing a basic governance structure and develop a system for facilitating meetings. The PTA will conduct monthly meetings for parent(s) or legal guardian(s) and teachers, as well as the community.

The PTA will be encouraged to have representatives at the open Board meetings and Co-Directors will serve as a representative to speak at Board meetings when topics arise in regards to the PTA meetings that are believed to warrant the Board's attention. Members of the PTA can also request to be provided time on upcoming agendas.

## **Family Workshops**

Families will be strongly encouraged to participate in workshops the school provides in order to ensure a unified approach to educating their children. Workshops will be facilitated by staff and parent(s) or legal guardian(s) of the M.E.T.S. Charter School. For example, a parent could attend a workshop on reading aloud to their child, in addition to planning and implementing a workshop on using publisher. Workshops will be opened to all parent(s) or legal guardian(s) of M.E.T.S. Charter School.

## **Rights of Parents/Guardians**

The Board of Trustees recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.

The Board will presume that each natural or adoptive parent(s) or legal guardian(s) of a pupil enrolled in this school possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by Federal and State law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.<sup>lvii</sup>

### **Parent Conferences:**

The Board of Trustees endorses the parent-teacher conference as an effective means of permitting parent(s) or legal guardian(s) and teachers to share information about pupils and the educational program in a constructive setting.

The Board believes that the information exchanged in parent-teacher conferences can be of great importance to the pupil's ability to profit educationally; such conferences are, therefore, an essential part of the instructional program and an integral part of a teacher's professional responsibility.

Accordingly, all teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the pupil. The parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the Lead Administrator of that intention no later than five working days in advance of the conference in order that the Lead Administrator may secure such legal representation as he/she may deem advisable.

The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the pupil's educational progress and information relating to that progress. Any person present may make and preserve notes, for his/her benefit, of the information shared and may, if permitted, make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian. Because the presence of the tape recorder may act to impede the free exchange necessary to an effective conference, however, either the parent(s) or legal guardian(s) or the teacher may refuse the other's request that a tape recorder be used.<sup>lviii</sup>

### **Public Relations and Information**

The Board of Trustees believes all reasonable means should be employed to keep the target community informed on matters of importance regarding school programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the charter school shall be approved by the Lead Administrator or designee.

The Lead Administrator shall direct an information program designed to acquaint the target community and the public generally with the achievements and the needs of the charter school. As a minimum, information shall be disseminated regarding the charter school's educational goals; the charter school's guarantee of equal educational opportunity; the charter school's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of Statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a charter school newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Lead Administrator's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.<sup>lix</sup>

### **Public Complaints and Grievances:<sup>lix</sup>**

Any person or group having a legitimate interest in the school may present a request, suggestion, or complaint concerning school personnel, the educational program, instructional or resource materials, or the operations of the school. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect school personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Lead Administrator, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Lead Administrator and the staff shall communications and complaints be referred to the Board for resolution.





## **M.E.T.S. Charter School Technology Acceptable Use Policy, Pupil Use of Privately Owned Technology**

**(Pursuant to Board Policy 2361, 2363)**

M.E.T.S. Charter School provides technology resources to enrich the academic experience of students, faculty, and staff. Our 1-to-1 Chromebook program is a natural extension of our mission to provide M.E.T.S. community members with the necessary skills to thrive using technology in the 21<sup>st</sup> century.

By providing each student with their own Chromebook to use, we erase the cumbersome process of checking out and starting up computers at the beginning of each class period. All students should use the school issued Chromebooks, even if students have their own Chromebooks, laptops, tablets, etc. at home. Teachers are planning and teaching with the assumption that students have a common technology capability, including hardware, connectivity, software, security, and online service subscriptions. The school also periodically updates and maintains this computing, software, and technology infrastructure – sometimes remotely. In addition, school-issued Chromebooks enable students to keep their data on a central server, allowing them to access this information from other locations.

M.E.T.S. Charter School provides access to networks and technology for educational purposes only. The Board retains the right to restrict or terminate student access to networks or computers at any time for any reason. The network administrator will monitor networks and online activity to maintain the integrity of the networks, ensure proper use, and ensure compliance with Federal and State laws regulating Internet safety.

The proper use of these Chromebooks and this technology rests on the school's values and requires students to accept the same ethical responsibilities found in all other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and their fellow users with proper care and respect.

We expect students to be respectful, thoughtful, and careful in their use of language in their online communications and in their behavior while online. Should any individual engage in any of the following actions, they will be subject to discipline or legal action:

- Using school networks/computers for illegal, inappropriate, or obscene purposes
- Using school networks/computers for violation of copyrights, license agreements, or other contracts
- Using school networks/computers in such a way that intentionally disrupts or crashes the network; degrades equipment or server performance; uses the network for financial gain, commercial purposes or fraud; steals data/intellectual property; seeks or gains unauthorized access to the files of others; seeks or gains unauthorized use of resources; forges email or uses an account not theirs; invades privacy; posts anonymous messages; possesses any data which violates this policy; engages in other activities which are not educational in nature

If a student does not turn in their Chromebook at the end of the school day during their assigned homeroom period, even if the Chromebook is returned to school the next day without damage, this will be considered theft and the student will face consequences as outlined for theft.

Further, as a condition for receipt of certain Federal funding, the school shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school including computers in the media center/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; or are harmful to minors in ways which in part or whole lack serious literary, artistic, political, or scientific value to minors.

This policy establishes Internet safety policy and procedures in the school as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

In accordance with the provisions of the Children's Internet Protection Act, the Lead Administrator or designee will develop and ensure education is provided to every student

regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chatrooms, as well as cyberbullying and response.

During the school year, should other questions or need for clarification arise, M.E.T.S. Charter School reserves the right to update this policy as necessary. <sup>lxi</sup>

The Board of Trustees recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Teaching staff members must get prior approval from their immediate supervisor or Lead Administrator before allowing pupils to use privately-owned technology during instructional time.

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private

insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school. <sup>lxii</sup>

**Privacy:** Technology usage and activity (including communications and files) may be monitored in order to maintain the integrity of the network and ensure responsible use of technology.

**Consequences for Policy Violations:** Students are expected to follow all school rules and regulations at all times, and are subject to consequences for violations of these rules and regulations as outlined herein as well as in the Student and Family Handbook. This includes acceptable use of technology across all areas, including but not limited to appropriate use of hardware, software, and the internet.

**User Accounts and Passwords:** Students are responsible for their network, email, and other online accounts and passwords. Students should ensure their passwords are kept private, as students are responsible for any content sent from their account. Students are not to use anyone's account except their own. If students suspect their account has been compromised or used by someone who is not them, they are to report their concerns to the Dean's Office so that the network administrator can be informed, and these suspicions can be investigated.

**Email Usage:** All students are expected to use their assigned @metscharterschool.org email address. Usage of other personal email addresses while at school or using the school's network is subject to the same rules and regulations as usage of school assigned email addresses. Students are reminded that they are to be respectful, thoughtful, and careful in their usage of language, images, videos, etc. shared across the school network. Inappropriate use of language, images, videos, etc. can be considered harassment, and will be subject to appropriate disciplinary action. If students are recipients of content that is inappropriate, this should be reported to the Dean's Office so that the network administrator can be informed and appropriate actions can be taken. Students are additionally reminded that while personalized for each student, assigned accounts, email addresses, Chromebooks, etc. are explicitly the property of M.E.T.S. Charter School and subject to content search at any time.

**Downloads and Installation of Software:** All Chromebooks are installed with the required software students will require for class at M.E.T.S. Charter School. Students are not permitted to download or install any additional programming without explicit permission and instruction from the network administrator.

**Chat:** Students are not to use online chat clients (including shared documents exclusively for the use of chat functions) unless given direct permission from a teacher as a part of a planned classroom activity.

**Usage During the School Day:** Students will check out their Chromebooks during homeroom at the beginning of each day, and check in their Chromebooks during homeroom at the end of

each day. Chromebooks can be used during class periods when access is allowed by a teacher, as well as during lunch periods. When using Chromebooks during lunch periods, students are expected to have finished eating, and to have cleared their place of all food, drink, or scraps. During Physical Education periods, students will be provided a secure space in which to store their bags and Chromebooks.

*Please note:* Students are not allowed to run, play inappropriately (roughhouse) or use/carry sports equipment with them throughout the day, including during lunch periods, so that safety is ensured for all students as well as for their Chromebooks.

**General Usage and Care:** Students are responsible for their Chromebooks at all times. Students are expected to keep their Chromebooks in good, working order. Students are expected to keep their Chromebooks away from food and drink. Students are expected to carry Chromebooks closed and with both hands, to keep them securely on flat surfaces (desks) when not in transit from class to class, and secured in their lockers when not in use. Students are NOT permitted to personalize their Chromebook through use of writing, stickers, or any other physical changes which may alter the appearance or functionality of their Chromebook.

If a Chromebook is damaged, the student/parent/guardian is responsible for the cost of this damage. Further, this damage is to be reported to the student's homeroom teacher so that the Chromebook can be inspected by the network administrator. If a Chromebook is lost, this loss should be reported to the Dean's Office immediately so that the network administrator can be contacted and the Chromebook retrieved. The network administrator reserves the right to charge for any damage to the Chromebook, or any Chromebooks needing to be replaced due to damage or loss. Failure to pay for this damage may result in the withholding of student records, failure to be promoted to their next grade, and/or parental/guardian referral to a collections agency.

**Responsibilities of Parents/Guardians:** Parents/Guardians are responsible for ensuring that their student(s) comply with the rules, regulations, policies, and information outlined previously in this document. Parents are asked to please review this policy carefully and discuss it with their student(s). By signing below, parents/guardians and students agree that they have read, understood, and accept this policy and all the rules/regulations/information enclosed herein. Acceptance of this policy as presented includes acceptance of updates to this policy as necessary throughout the school year. Notification of necessary updates will be posted on the M.E.T.S. Charter School website. Students will not be provided Chromebooks without the return of this signed form.

## **Student Technology Commitments**

As a student of M.E.T.S. Charter School, I promise to uphold the following statements in my daily use of technology and I will encourage those around me to uphold the same standards:

1. I will always take the Chromebook which is assigned to me.
2. I will always pick up my Chromebook with two hands.
3. I will not open my Chromebook until I am sitting at my seat.
4. I will only log into my Chromebook with my own account.
5. I will always close my Chromebook before getting up from my desk and moving around the room.
6. I will only use my Chromebook for assigned tasks.
7. I will always treat all technology provided to me with respect.
8. I will only touch the Chromebook assigned to me and not anyone else's.
9. I will always keep my Chromebook safe from food and drink.
10. I will always log off of my Chromebook before placing it into the cart.
11. I will always place my technology (Chromebook) in the cart and make sure it is plugged in before leaving the classroom. (Remember to look for the charging light)

## **Email Directory**

### **Questions About...**

### **Please Email....**

Locker Combinations:	dean@metscharterschool.org
Student IDs:	dean@metscharterschool.org
Discipline:	dean@metscharterschool.org
Instruction:	instructionaladministrators@metscharterschool.org
Attendance:	attendance@metscharterschool.org
Late Arrival/Early Dismissal:	attendance@metscharterschool.org
Uniforms:	office@metscharterschool.org
Transportation:	office@metscharterschool.org
Food Services:	office@metscharterschool.org
Student Services/Guidance:	guidance@metscharterschool.org
Schedules:	guidance@metscharterschool.org
College Processes:	guidance@metscharterschool.org
Student Conflict:	guidance@metscharterschool.org
Health Concerns:	nurse@metscharterschool.org
Technology:	it@metscharterschool.org
Admissions:	admissions@metscharterschool.org
Special Services:	specialservices@metscharterschool.org

All teaching staff members can be reached at their personal M.E.T.S. Charter School email addresses, which follow the format of first initial, last name @metscharterschool.org, or alternately Ms./Mr. last name @metscharterschool.org

For example, to reach Ms. Aronds, one would email either caronds@metscharterschool.org or msaronds@metscharterschool.org



Dear Parent/Guardian,

Please read the preceding material with your child and sign the form below to acknowledge that you have reviewed and understood the 2016-2017 Student and Family Handbook and Technology Acceptable Use Policy. Please note that signing this form means that you and your child/children have read, understood and commit to comply and adhere to the entire Student and Family Handbook, Technology Acceptable Use Policy, and all of the attached rules, regulations, and policies including the student attendance policy; additionally, you give consent for your student(s) to be filmed/videoed.

This form must be returned to school or the student will not receive a Chromebook and may be subject to disciplinary action.

Thank you!

**M.E.T.S. CHARTER SCHOOL 2016-2017  
STUDENT AND FAMILY HANDBOOK ACKNOWLEDGEMENT FORM**

I agree that I have reviewed **M.E.T.S. Charter School 2016-2017 Student and Family Handbook and Technology Acceptable Use Policy**. I understand the information provided to me and agree to follow these rules, regulations, and policies as they are written.

\_\_\_\_\_/\_\_\_\_\_  
**Print parent/guardian's name**

\_\_\_\_\_/\_\_\_\_\_  
**Print student's name & grade**

\_\_\_\_\_/\_\_\_\_\_  
**Parents Signature & Date**

\_\_\_\_\_/\_\_\_\_\_  
**Students Signature & Date**





## **M.E.T.S. Charter School 2016-2017** **Parent/Guardian Code of Conduct Contract**

We expect that parents/guardians of M.E.T.S. Charter School students will hold themselves to the same high standards that they and we hold their students to. As a part of this, we expect that parents/guardians will hold themselves accountable to the code of conduct listed below. Please sign and return the form below recognizing this commitment.

- I will ensure my child attends school daily and on time by 7:45am
- I will ensure my child is dressed in the required school uniform
- I will model and reinforce responsible citizenship as it applies to school personnel. I will be respectful and can expect respect in turn from students, staff, administrators, and fellow parents/guardians.
- I will keep the school abreast of family changes including but not limited to changes in address, phone number, guardianship, and emergency contacts.
- I will reply to all school communication as requested and indicated.
- I will be a partner with the teachers and staff of M.E.T.S. Charter School to build a bridge between the school and home.
- I will ensure my child has adequate supplies, a quiet place to study, and the proper amount of time to complete homework assignments.
- I will actively participate in school activities including but not limited to parent/teacher conferences, back to school night, and report card night.
- I will support school administration in enforcing the outlined discipline plan and agree to all of its conditions.
- I will be a positive and supportive participant in the community of M.E.T.S. Charter School, and agree that I will meet with other members (staff) of the school community as requested.

My signature indicates my acceptance of, and compliance with, the conditions outlined herein.

**Print parent/guardian's name**

**Print student's name & grade**

\_\_\_\_\_/\_\_\_\_\_  
**Parents Signature & Date**

\_\_\_\_\_/\_\_\_\_\_

Adopted: 24 February 2012

ii N.J.S.A. 18A:36-20, N.J.A.C. 6A:7-1.7

iii 42 U.S.C.A. 12101

N.J.S.A. 10:5-1

N.J.S.A. 18A:4A-1, et seq.; 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted: 24 February 2012

iv N.J.A.C. 6A:7-1.7(a)6

v N.J.A.C. 6:4-1 et seq.

Title IX of the Education Amendments of 1972

Athletic Guidelines 1986

Adopted: 24 February 2012

vi New Jersey Department of Education 1/26/07 Memorandum – No Child Left Behind Complaint Policy and Procedure

Adopted: 24 February 2012

vii Policy 8601 Pupil Supervision After School Dismissal

viii N.J.S.A. 18A:39-1; 18A:39-1c

ix N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

x N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 24 February 2012

xi N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 24 February 2012

xii New Jersey State Interscholastic Athletic Association Pre-Season Heat-Acclimation Guidelines

Adopted: 24 February 2012

xiii New Jersey Executive Order 72, signed December 20, 2005

Adopted: 24 February 2012

xiv Policy 5570 Sportsmanship

xv Policy 2624 Grading

Adopted: 24 February 2012

xvi N.J.S.A. 18A:35-4.7

Adopted: 24 February 2012

xvii N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.

Adopted: 24 February 2012

xviii N.J.S.A. 18A:40-41.a; 18A:40-41.b

xix N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;

18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;

18A:40-12.8

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted: 24 February 2012

xx N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 24 February 2012

xxi N.J.A.C. 6A:16-1.3; 6A:16-2.1(a)3

New Jersey Department of Education – School Health Services Guidelines, July 2001

Adopted: 24 February 2012

xxii N.J.S.A. 18A:40-12.3; 18A:40-12.7

N.J.A.C. 6A:16-2.1(a)5

Adopted: 24 February 2012

xxiii N.J.S.A. 18A:40-12.11 through 18A:40-12.21

Adopted: 24 February 2012

xxiv N.J.S.A. 18A:6-111; 18A:6-112

N.J.A.C. 6A:9-15.1 et seq.

Adopted: 24 February 2012

xxv N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37

xxvi The Healthy, Hunger-Free Kids Act of 2010

xxvii N.J.A.C. 2:36-1.13

Adopted: 24 February 2012

xxviii N.J.S.A. 18A:35-4.9

Adopted: 24 February 2012

xxix N.J.A.C. 6:3-4A.1

Adopted: 24 February 2012

xxx Policy 5430

Adopted: 24 February 2012

xxxi N.J.S.A. 18A:11-3

Adopted: 24 February 2012

xxxii N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted: 24 February 2012

xxxiii N.J.S.A. 18A:7C-1 et seq.

N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.

Adopted: 24 February 2012

xxxiv 18A:34-2, 18A:37-3, 18A:37-2.

xxxv N.J.S.A. 18A:11-9

N.J.S.A. 2C:44-3.h.

New Jersey State Police Street Gang Bureau – Know the Signs: A Guide to Gang Identification

xxxvi N.J.S.A. 18A:11-1

Adopted: 24 February 2012

xxxvii Policy 5612 Assault by Pupils on Board Members or Employees

xxxviii Policy 5611 Removal of Students for Weapons/Firearms Offenses

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2;

6A:16-7.3; 6A:16-7.4; 6A:16-7.5

xxxix Policy 5751 Sexual Harassment

xl N.J.S.A. 2C:33-10 et seq.

N.J.S.A. 18A:34-2; 18A:37-3

xli (N.J.S.A.18A:37-13-19)

xliv Policy 5516 Use of Electronics

xlvi N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

xlv N.J.S.A. 18A:37-2

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

xlv Policy 5611 Removal of Pupils from the General Education Program for Weapons/Firearms Offenses

xlvi N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8

N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

N.J.S.A. 9:17B-1

N.J.S.A. 18A:36-20

Adopted: 24 February 2012

xlvi Policy 5170 Student Greivances

Adopted: 24 February 2012

xlvi N.J.S.A. 18A:36-3

xlix N.J.S.A. 2C:34-3

N.J.S.A. 18A:42-4

Adopted: 24 February 2012

I N.J.S.A. 18A:36-19.2, 18A:37-6

Adopted: 24 February 2012

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li Policy 7441 Electronic Surveillance in School Buildings and On School Property

lii Policy 5810, 5820 Student Governance/Government

liii Policy 5830 Student Fundraising

liv N.J.S.A. 18A:42-5; 18A:42-6

Adopted: 24 February 2012

lv 20 U.S.C.A. 1701 et seq.

United State Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 24 February 2012

lvi Policies 9200, 9210, 9230

lvii N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8

N.J.A.C. 6A:14-1.3; 6A:14-2.9; 6A:32-7.1; 6A:32-7.5

Adopted: 24 February 2012

lviii Policy 9280 Parent Conferences

lix N.J.A.C. 6A:23A-22.6

lx Policy 9130 Public Complaints and Grievances

lxi N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

lxii Policy 2363 Pupil Use of Privately Owned Technology