



M.E.T.S. Charter School  
Student and Family  
Handbook  
2019-2020

Website: [www.metscharterschool.org](http://www.metscharterschool.org)



**Mission Statement:** M.E.T.S. Charter School is an Early College Preparatory School that utilizes research-based instructional practices to achieve student proficiency in mathematics, engineering, technology, and science. Our school is committed to providing a high quality education focused on college and career readiness while fostering an equitable, innovative, and creative learning environment. We prepare all students to take college level courses and graduate from high school within four years with up to 60 college credits and/or an associate degree. Our school promotes postsecondary success by prioritizing admission to a four-year college or university for each member of our graduating class. We dare every student to be extraordinary!

**Vision Statement:** M.E.T.S. Charter School will prepare students to excel in college and other postsecondary education programs. We are committed to early college education for all students, allowing them to complete college credits before high school graduation.



A Welcome from the Lead Administrator

Dear M.E.T.S. Charter School Community;

Welcome to a new year at M.E.T.S. Charter School. The Student Handbook is distributed to each student as a reference for guidelines, policies, and procedures that we use at M.E.T.S. It is very important that you be familiar with this handbook. We are always eager to listen to and work with students on new ideas and procedures.

Please take the time to read and review this handbook as there are changes and additions made to the content each year.

Each year the faculty and staff look forward to working with students and parents. By working together, we weave a fabric of consistency between home and school and create a climate where they are mutually supporting. Through our partnership we can provide a quality learning experience for all of our children.

I assure you that the students of M.E.T.S. Charter School will have an environment that is safe and secure and will receive the best education possible. We will continue to find ways to lead and promote innovative and creative thinking, leverage technologies and programming in imaginative ways, and incorporate new structures and platforms to create learning environments that best serve our children and support educators. Best wishes for a successful year.

With Mustang Pride,

Damion Frye

Lead Administrator



## **M.E.T.S. Charter School Board of Trustees**

**2019-2020**

Dr. Jason Skeeter, Board of Trustees President

Mr. Sandy Rubin, Board of Trustees Vice President

Mrs. Leah DeLeon, Trustee

Ms. Jasmine McTague, Trustee

Mr. Wilson Pichardo, Trustee



M.E.T.S. Charter School District

**Heights Campus**

211 Sherman Avenue Jersey City, NJ 07307  
201-526-8500

**Vailsburg Campus**

746 Sanford Avenue Newark, NJ 07106  
973-859-5300

Central Office Administration

**Damion Frye**

dfrye@metscharterschool.org  
Lead Administrator

**Gail Long**

glong@metscharterschool.org  
School Business Administrator

**Michelle Green**

mgreen@metscharterschool.org  
Director of Operations

**Laura Thoresen**

lthoresen@metscharterschool.org  
Director of Special Education  
and Student Services

**Maria Lopez**

mlopez@metscharterschool.org  
Director of Curriculum and  
Instruction/Vice Principal

Central Office Staff

**Amber Wessells**

awessells@metscharterschool.org  
Confidential Assistant to Lead  
Administrator

**Luisa Perez**

lperez@metscharterschool.org  
Parent Liaison

**Melanie McBride**

mmcbride@metscharterschool.org  
Enrollment Manager

**Haipin Kheng**

it@metscharterschool.org  
Central Office IT Coordinator

**Michelle Parkes**

mparkes@metscharterschool.org  
Accountant

M.E.T.S. CHARTER SCHOOLS' AFFIRMATIVE ACTION POLICY

It is the policy of the M.E.T.S. Charter School District not to discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, in its programs or activities and employment policies as required by Article I, Paragraph 5 of the New Jersey State Constitution, The New Jersey Law Against Discrimination, N.J.S.A.10:5-1 et seq., Title IX of the Education Amendments of 1972, New Jersey Administrative Code 6A: 47-1 et seq., Section 504 of the Rehabilitation Act of 1973, and P.L.101-336, Americans with Disabilities Act of 1990 P.L.103-336 and the Individuals with Disabilities Education Act (IDEA) of 1997 (P.L. 105-17).

To file a complaint please visit <http://www.metscharterschool.org> or contact the District Affirmative Action Officer, Michelle Green, at 973-859-5300.

**District Office – 973-859-5300**

Affirmative Action Officer – Michelle Green  
Anti-Bullying Coordinator – Michelle Green  
Athletic Director – Tony Campbell  
Business Office – Gail Long/Michelle Parkes  
Compliance – Michelle Green  
Confidential Assistant to Lead Administrator – Amber Wessells  
ELL Coordinator – Laura Thoresen  
Enrollment – Melanie McBride  
Facilities – Michelle Green  
Food Service – Michelle Green  
Human Resources – Amber Wessells  
LDTC – Mercy Ansah  
Lead Administrator – Damion Frye  
Operations – Michelle Green  
Parent Liaison – Luisa Perez  
School Psychologist – Gabriele Diaby  
School Safety Specialist – Michelle Green  
Special Education/Child Study Team – Laura Thoresen  
Student Services (504, ELL, I&RS) – Laura Thoresen

**Heights Campus**

Main Office – 201-526-8500  
Fax – 201-526-7630

Principal – Martin Weinstein  
Assistant Principal – Stephanie Amaro-Nieves  
Assistant Principal – Patrick Malpass  
Guidance Counselor – Gabrielle Figueroa  
Guidance Counselor – Lauren Walsh  
Student Assistance Coordinator – April Middleton  
Anti-Bullying Specialist – Gabrielle Figueroa  
Attendance Clerk – Gladys Maldonado

**Vailsburg Campus**

Main Office – 973-859-5300  
Fax – 973-850-0035

Principal – Dr. Elizabeth Duran Swinford  
Assistant Principal – Anthony Dilley  
Guidance Counselor – Nicole Duarte  
Student Assistance Coordinator – Zackary King  
Social Worker – Alexis Gallinger  
Anti-Bullying Specialist – Nicole Duarte  
Attendance Clerk – Cordel Elcock

Generally, all staff members can be reached at their M.E.T.S. Charter School email addresses, which follow the format of first initial + last name@metscharterschool.org.

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# 2019-2020 School Calendar

## M.E.T.S. CHARTER SCHOOL | 2019-2020 CALENDAR

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #333; color: white; margin: 0;"><b>JULY 2019</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td style="background-color: red;">4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: blue;">23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;"> <b>1</b> 1<sup>st</sup> day -Summer school  <b>4</b> Independence Day – No School  <b>23</b> Board Meeting (JC)                 </p> </div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #333; color: white; margin: 0;"><b>JANUARY 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td style="background-color: red;">1</td><td style="background-color: red;">2</td><td style="background-color: red;">3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td style="background-color: yellow;">8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: red;">20</td><td>21</td><td style="background-color: yellow;">22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td style="background-color: green;">27</td><td>28</td><td style="background-color: blue;">29</td><td>30</td><td style="background-color: red;">31</td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;"> <b>1-3</b> Winter Break  <b>6</b> School Re-opens  <b>8</b> ½ Day PD (Heights)  <b>20</b> M.L. King Day-<b>No School</b>  <b>22</b> ½ Day PD (Vailsburg)  <b>24</b> <b>MP2</b> Ends /S1  <b>29</b> <b>Board Meeting (Heights)</b>  <b>31</b> Mid Terms Completed  <span style="float: right;">(19-days)</span> </p> </div>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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- NO SCHOOL
- Board Meeting
- ½ day Classes PD
- Assessment

Total Scheduled Days: **Students – 195**

Five (5) days are scheduled for weather closure. Days will be subtracted from the end of the school year for each **snow day not used**. In case there are more than 5 school day closings, Spring Break will be reduced and / or the last day for students may be extended.

Total Scheduled Days: **Teachers – 200**

## School Closure Procedures

### Snow Days

The safety of all M.E.T.S. students is our primary concern in making our decision. In deciding whether children will be safe, we look at the following factors:

- Information on road conditions from the director of building and grounds and from law enforcement, including whether roads are icy;
- Time snow or ice starts and the amount;
- Weather predictions;
- Building conditions (e.g., whether schools have power and heat);
- Temperature and wind-chill.

The Lead Administrator is responsible for the final decision based on the above factors and recommendations from the district staff. School Messenger will be activated to call, text, or email the families of all students in the case of either a school closing or delayed opening. The school closure information will also be placed on our school website and various social media accounts.

#### **Website:**

M.E.T.S. Charter School District website - <http://www.metscharterschool.org/>

#### **Social Media:**

Facebook - <https://www.facebook.com/profile.php?id=100009190648310>

Twitter - <https://twitter.com/metscharter>

Instagram - <https://www.instagram.com/themetscharterschool/>

### Delayed Openings

The purposes of a delayed opening of schools are:

- to allow time for a change in weather conditions which have been forecast by the National Weather Service (NWS);
- to allow crews to clear more streets and roads;
- to allow our staff to clear walkways;
- to allow staff, some of whom travel long distances from rural areas, to travel on cleared roads; and
- should it become necessary and appropriate to delay the opening times of our schools a decision will be made as soon as possible by the Lead Administrator of M.E.T.S. Charter School

#### **DELAYED OPENING SCHEDULE:**

In the case of a delayed opening, the morning meeting will be held at 10:05am, approximately 90 minutes after the originally scheduled time.

## 2019-2020 Academic Grading Calendar

	<b>Marking Period 1</b>	<b>Marking Period 2</b>	<b>Marking Period 3</b>	<b>Marking Period 4</b>
Marking Period Begins	August 26, 2019	November 2, 2019	January 27, 2020	April 6, 2020
Marking Period Ends	November 1, 2019	January 24, 2020	April 3, 2020	June 29, 2020

2019-2020 Assessment Calendar

Assessment	Testing Dates and Times	Grades							Testing Method
<b>NWEA MAP (3 Testing Sessions: Fall, Winter, Spring)</b>	<i>Time: Tests are untimed but take about 70 min.</i>	6	7	8	9	10	11	12	Online
	Fall: September 16 <sup>th</sup> - 20 <sup>th</sup>								
	Winter: December 9 <sup>th</sup> – 19 <sup>th</sup>								
	Spring: April 1 <sup>st</sup> – 9 <sup>th</sup>								
<b>Midterm Exams</b>	January 27 <sup>th</sup> – 31 <sup>st</sup>  <i>Tests are untimed, but typically about 60 minutes per test</i>	6	7	8	9	10	11	12	Paper/ Online
<b>PSAT / NMSQT</b>	October 16, 2019 October 19, 2019 (Sat. test) 165 minutes total time (145 minutes for PSAT 8/9)					10	11	12	Paper - Students taking PSAT in school on 10/16 grade 11 only.
<b>SAT/SAT School Day</b>	<u>SAT College Board Test</u> Dates: October 5, November 2, December 7, March 14, May 2, June 6 <u>SAT School Day: October 16, 2019</u>						11	12	Paper- Only Grade 12 students will take SAT School Day
<b>New Jersey Student Learning Assessment (NJSLA) – ELA and Math</b>	Window: April 20, 2020 to May 29, 2020	6	7	8	9	10			Online
<b>New Jersey Student Learning Assessment – Science (NJSLA-S)</b>	Window: May 4, 2020 to June 5, 2020			8			11		Online

2019-2020 SAT/ACT Testing Dates

**SAT ([www.collegeboard.org](http://www.collegeboard.org))**

JERSEY CITY CEEB CODE: 310613

NEWARK CEEB CODE: 310046

SAT Date	SAT Subject Test Available	Registration Deadline	Late Registration Deadline	Deadline for Changes
August 24, 2019	Yes	July 26, 2019	August 6, 2019 (mailed) August 13, 2019 (online)	August 13, 2019
October 5, 2019	Yes	September 6, 2019	September 17, 2019 (mailed) September 24, 2019 (online)	September 24, 2019
November 5, 2019	Yes	October 3, 2019	October 15, 2019 (mailed) October 22, 2019 (online)	October 22, 2019
December 7, 2019	Yes	November 8, 2019	November 19, 2019 (mailed) November 26, 2019 (online)	November 26, 2019
March 14, 2020	No	February 14, 2020	February 25, 2020 (mailed) March 3, 2020 (online)	March 3, 2020
May 2, 2020	Yes	April 3, 2020	April 14, 2020 (mailed) April 21, 2020 (online)	April 21, 2020
June 6, 2020	Yes	May 8, 2020	May 19, 2020 (mailed) May 27, 2020 (online)	May 27, 2020

**ACT ([www.actstudent.org](http://www.actstudent.org))**

JERSEY CITY CEEB CODE: 310613

NEWARK CEEB CODE: 310046

Test Dates	Deadline	Late Deadline	Online Score Release
Sept 14, 2019	Aug 16, 2019	Sept 1, 2019	Sept 24; Oct 10, 2019
Oct 26, 2019	Sept 27, 2019	Oct 13, 2019	Nov 12; Nov 26, 2019
Dec 14, 2019	Nov 8, 2019	Nov 25, 2019	Dec 24, 2019; Jan 7, 2020
Feb 8, 2020	Jan 10, 2020	Jan 17, 2020	Feb 18; Mar 3, 2020
Apr 4, 2020	Feb 29, 2020	Mar 16, 2020	Apr 14; Apr 28, 2020
June 13, 2020	May 8, 2020	May 25, 2020	June 23; July 7, 2020
July 18, 2020	June 19, 2020	June 29, 2020	July 28; Aug 11, 2020

## Bell Schedules

### A-B Day Regular Bell Schedule

Zero Period	7:40-8:25
Morning Meeting	8:25-8:35
Period 1	8:35-9:20
Period 2	9:20-10:05
Period 3	10:05-10:15
Period 4	10:19-11:02
Period 5	11:06-11:49
Period 6	11:53-12:36
Period 7	12:40-1:23
Period 8	1:27-2:10
Period 9	2:14-2:57
Period 10	3:01-3:46

### C Day Regular Bell Schedule

Zero Period	7:40-8:25
Morning Meeting	8:25-8:35
Period 1 (1-2A)	8:35-9:18
Period 2 (1-2B)	9:22-10:05
Period 3 (1-2B)	10:05-10:15
Period 4 (4-5A)	10:19-11:02
Period 5 (4-5B)	11:06-11:49
Period 6 (6-7A)	11:53-12:36
Period 7 (6-7B)	12:40-1:23
Period 8 (8-9A)	1:27-2:10
Period 9 (8-9B)	2:14-2:57
Period 10	3:01-3:46

### Half Day Regular Bell Schedule

Morning Meeting	8:25-8:35
Period 1 (1-2A)	8:35-9:06
Period 2 (1-2B)	9:10-9:40
Period 3 (1-2B)	9:40-9:50
Period 4 (4-5A)	9:54-10:24
Period 5 (4-5B)	10:28-10:58
Period 6 (6-7A)	11:02-11:32
Period 7 (6-7B)	11:36-12:06
Period 8 (8-9A)	12:10-12:40
Period 9 (8-9B)	12:44-1:15

### Delayed Opening Bell Schedule

Period 3	10:05-10:15
Period 4	10:19-11:02
Period 5	11:06-11:49
Period 6	11:53-12:36
Period 7	12:40-1:23
Period 8	1:27-2:10
Period 9	2:14-2:57

\*90 minute delay

## Services Available to Students

1. **The Open Door Policy:** A vehicle that provides the opportunity for any student, parent or resident to talk with an administrator, teacher or staff member regarding an issue, concern or problem. Visit the security office and request the person with whom you wish to speak. If the person is available, an immediate conference can be held. If the person is not available, a number or e-mail address should be left so that a meeting can be scheduled. Please be advised that teachers have a schedule and it is best to make an appointment by emailing your child's teacher (initial of first name + last name @metscharterschool.org).
2. **Child Study Team:** The Board of Trustees provides the services of a Child Study Team to screen, evaluate and make placement decisions concerning students who may require special education services.
3. **Special Education Services:** Special Education classes/programs are available for students who have been deemed eligible based upon specific categories of disability.
4. **Guidance Counselors:** Each student is assigned to a specific Guidance Counselor. Counselors are available to assist the students in decision-making processes, to assist them in knowing and in accepting themselves and to

provide them with appropriate information. They also are available to discuss problems with parents, peers, or teachers in adjusting to school in general.

5. Student Assistance Coordinator: Provides information, evaluation, support, resource referral for assessment, and/or treatment for drug/alcohol problems for both students and staff. The Student Assistance Coordinator also provides reentry support for students returning from treatment centers. As part of our Alcohol and Drug Abuse Prevention policy, copies of the policy and procedures will be made available annually to all students, parents, faculty and staff.
6. Principal's Designee(s): The Principal's designee(s), including but not limited to the assistant principal and/or dean, functions as a resource for students who wish to discuss any problems - disciplinary, academic, social - that they might be experiencing.
7. Anti-Bullying Specialists: All claims of Harassment, Intimidation, and Bullying should be directed to the building principal and the Anti-Bullying Specialist. The Anti-Bullying Specialists serve as a liaison for students. They handle behavioral referrals reported by faculty/staff.
8. Drop-Out Policy: Conferences must be held with the Administration, then the Lead Administrator in order to drop-out of school. Alternative school, G.E.D. Testing, part and full-time employment sources, and job training are discussed. First contact the student's guidance counselor.
9. Working Papers: New Jersey State Employment Office procedures are followed to enable students to be issued the necessary papers to obtain work every afternoon after 3:00 PM. Call the main office for more details.
10. Health Services: A full-time certified school nurse is on duty from 7:40 AM to 3:40 PM daily to provide for emergency health needs of, and health information to, students, and staff.
11. Home Instruction: In situations where, because of an illness or accident, a student is unable to attend school for a long period of time, an instructor may be sent to the home or hospital to provide instruction for the student. Doctor's documentation is required.
12. Peer Mediation Program: The voluntary program's goal is to help students resolve conflicts in a confidential impartial manner. However, it does not address issues that pertain to drugs, weapons, physical abuse, or HIB.

## School Safety Procedures

### School Safety

All district schools conduct drills and have plans in place to keep students, staff and community members visiting the school safe and secure. Among such safeguards are the following: fire drills (once a month); lockdown and other state mandated drills (once a month).

NJ State Law 18A:41-1 states that every school shall have at least one fire drill and one security drill each month. In order to ensure that you, the student, remain safe in our buildings throughout the year we practice the following: Fire Drills, Non-Fire Emergency Drills and Lockdown Drills. FAILURE TO FOLLOW INSTRUCTIONS DURING ANY OF THESE DRILLS WILL RESULT IN DISCIPLINARY ACTION.

These drills can be done during any time during the academic day and are necessary to ensure your safety. YOU ARE TO TAKE THEM SERIOUSLY.

For policy and regulatory information regarding school safety, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on School District Security (P-7440 & R-7440).

### Visitor Policy

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 schools, the Board directs the enforcement of rules governing school visits.

The Lead Administrator and Building Principal each possess the authority to prohibit the entry of any person into a school of this district 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 Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

All visitors must be vetted PRIOR to entering the building. Security will make a visual ID of the visitor and communicate with them to determine their reason for visiting the school. If the visitor does not have a specific reason to be in the building they will not be allowed to enter, alumni included. All visitors must enter through the metal detectors and open any bags brought in to the building for a visual inspection.

Upon entry, visitors MUST present proper identification to the security desk where the security guard will match the visitors name using the actual identification card with the visitor log. Visitors will be assigned a numbered visitor lanyard that must be worn at all times while in the building. At the end of the visit, the lanyard should be returned to security desk. **PEOPLE IN THE BUILDING WITHOUT APPROVAL FROM THE APPROPRIATE OFFICE SHALL BE CONSIDERED TRESPASSERS AND RISK BEING ARRESTED BY THE POLICE.**

All visitors must be escorted by school personnel when moving throughout the building. **NO EXCEPTIONS!**

All visitors who are in the building to pick up a student must be the parent or guardian of the student, or listed on the student's emergency contact form. Under no circumstance will a student be released to someone that is not on the emergency contact list.

All visitors who wish to drop something off for a student will be asked to leave it outside, and a school representative will retrieve the item(s) and give it to the student at an appropriate time.

For policy and regulatory information regarding visitor policies, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on School Visitors (P-9150) & R-9150.

### **Deliveries**

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 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.

### **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 PowerSchool 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.



## **Photo Identification Policy**

The M.E.T.S. Charter School District is providing all students and staff with a photo identification card as a measure of security. Identification cards will also serve as lunch cards.

ALL STUDENTS AND STAFF MUST CARRY ID CARDS AT ALL TIMES so that everyone in the building can easily identify any student who attends the high school as well as any unauthorized individual who might gain entrance to our schools during the course of the school day.

### **General – All Students and Staff**

All teaching and non-teaching personnel will be required to have a photo identification card while at the school. This includes, but is not limited to administrators, teachers, secretaries, custodians, maintenance and cafeteria workers.

### **Students**

All students will be provided with a photo identification card free of charge at the beginning of each school year. The card must be worn or in student's possession while the student is on school grounds. Students must be able to provide their Student Identification upon request from administrator, security or other staff.

If the student ID card is lost:

1. The student will be issued a temporary card and be responsible for replacement of the card. Cost of a replacement card is \$5.00.
2. One-day identification cards will be assigned to the student and one additional day will be issued until the cost of replacing the card is paid in full.

We live in a time when every organization especially schools must ensure the safety of students at all times. The use of a Photo ID system will permit a quick identification of any intruder who may enter the school or any unauthorized personnel. There is a positive incentive for adolescents to have a Photo ID when traveling. All airlines currently require such an ID prior to boarding airplanes; some government offices also require such ID. Our field trip experiences will be enhanced by the presence of such a quick recognition of our students.

For policy information regarding student identification cards, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Identification Cards (P-5517).

### **Student Safety**

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.) or recording inappropriate activities, whether they are directly involved in the incident itself or not, are subject to the same disciplinary consequences (up to and including suspension) as students directly involved in the incident.

### **Electronic Surveillance**

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, students, 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 student record, in which it will be subject to the Board of Trustees policy and regulations regarding confidential student 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 by the appropriate personnel. Video recordings remain the property of the school and may be reproduced only in accordance with the law, including applicable school student 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.

For policy and regulatory information regarding electronic surveillance, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Electronic Surveillance in School Buildings and on School Grounds (P-7441 & R-7441).

## Equal Educational Opportunity

Students have a right to a free and full education through secondary school, in New Jersey from age 5 through 20, unless graduation occurs before that age. A student that reaches the age of 20 prior to the school year does not have the right to enroll. He/She may petition the Board of Trustees to be a student on a tuition paying basis. They are required by law to regularly attend an approved educational institution until age 16. He/She may not be asked to leave school merely because he/she has reached 16 years of age if he/she is, in fact, fulfilling responsibilities as a student. Those responsibilities also require the following and completing of the course of study prescribed by the Board of Trustees. If it is determined that he/she is not fulfilling the responsibilities as a student, he/she may be subject to punishment (see section on suspension and expulsion). Married students share these responsibilities and rights, including the opportunity to participate in the full range of activities offered by the school. Local school districts may determine policies for providing pregnant students with the elements of an educational program designed to meet their special needs.

Students have the right to participate in all aspects of school-regardless of race, color, creed, national origin, ancestry, age, marital status, affectional or sexual orientation, genetic identity or expression, pregnancy, gender identity or expression, religion, disability or socioeconomic status. This includes transgender or gender non-conforming students. (N.J. Law Against Discrimination, Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq).

Students have the right to a safe, comfortable, secure and orderly school environment.

Students have the right to confidentiality regarding their student records as per federal and state laws.

For policy and regulatory information regarding equal education, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Equal Education Opportunity (P-5750 & R-5750).

### **Flag Salute and Pledge**

New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, he or she may abstain by sitting quietly through the exercise. The parent/guardian of any student who refuses to salute the flag shall be so informed by the building principal and shall be informed that such parent/guardian/adult student shall submit a written statement of the student's conscientious objection to the pledge or salute.

For policy information regarding the flag salute and pledge, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Opening Exercises/Ceremonies (P-8820).

### **Assemble and Petition**

The right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the times, place and manner of such activities, and require advance notice to avoid conflicts and to ensure proper protection of the school community.

For policy information regarding assemble and petition, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Disorder and Demonstration (P-5520).

### **Distribution of Literature**

The preparation, publication and distribution of newspapers, magazines and other literature are an exercise of freedom of expression. The freedom to express one's opinion goes hand in hand with the responsibility for the published statement.

Literature cannot be posted throughout the school building. An administrator/designee has to approve any literature posted in the school building. Certain printed materials are not protected by a student's right of free expression because they violate the rights of others. The Board of Trustees may identify and prohibit the distribution on school premises of printed materials that are discriminatory/harassing/prejudicial to the disabled, an ethnic, national, religious, or racial group, or to either gender, gender identity or expression, or which libel any person or persons; seek to establish the supremacy of a particular religious denomination/sect; promote gangs, violence, or drugs/alcohol; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students; 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 student responsible for distribution and the agent responsible for reproduction; solicit funds for non-school 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.

No printed materials may be distributed on school premises that have not been submitted to the principal/designees for review and approved in advance of distribution.

For policy information regarding distribution of literature, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Special Interest Groups (P-9700).

### **Lockers**

Each student is loaned and assigned a school locker. Lockers must be kept clean. Students not keeping their lockers clean or who misuse their lockers in any way, may have their locker privileges withdrawn.

Students having defective lockers, or who find loose bolts, improperly working catches, etc., should report such to the principal's designee immediately, so that repairs may be made before valuables are lost. **THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR PROPERTY KEPT IN THESE LOCKERS.** School property or materials kept in these lockers, if lost or stolen, must be paid for by the locker user. Students who choose not to use a school locker should immediately inform the Dean of Students.

Students are not permitted to share lockers or to exchange lockers with other students without administrative permission. A student who uses a locker other than his/her own or who shares a locker may be subject to disciplinary action.

Lockers may be inspected. School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and/or enforcement of school regulations. Searches may also be conducted by administration and law enforcement officials using canine units.

A student's possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

N.J.S.A. 18A:11-1 General mandatory powers and duties (P.L. 1985, Chapter 198, 6/26/85). It is the student's responsibility to clean out the locker at the end of the school year.

For policy information regarding lockers, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Right of Privacy (P-5770).

### **Title 6 of the New Jersey Administrative Code**

Under the law, Request to Review School Records, of the State of New Jersey parents have the right to inspect school records that pertain to their children. To review these records, a request must be completed and an appointment made.. An authorized professional staff member must be present when the records of the child are inspected.

Adult students, 18 years of age or older, also have the right to inspect their own records. The parents of an adult student have the same right where the adult student is dependent upon them for support.

These records are made available in accordance with the provisions of Title 6 of the New Jersey Administrative Code. Copies of these provisions are available for review in all general offices within the school system.

### **Student Records**

Copies of applicable federal and State laws, Board policy, and administrative regulations governing student records will be made available to parents/guardians/adult students on request. The Board will describe annually at a public meeting the student records that professional employees have been authorized to collect and maintain. Access to student records will be available only to the student's parent/legal guardian, the adult student, appropriate school personnel acting in the educational interest of the student, and such others as may be permitted access by rules of the State Board of Trustees. A request for access to the record or reproduction of any of its contents must be in writing. The Board designates as student directory information: a student's name, address, telephone number, photograph, computer/video image, grade level, date and place of birth, dates of enrollment, major field of study, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams, degrees, awards, the most recent educational agency attended, and other similarly non-intrusive specific information. Directory information may be released without specific permission except when such release is prohibited in advance by a parent/guardian/adult student. A parent/guardian/adult student may challenge the student's record and may request the addition of material or comments or the deletion of material from the record. For more information concerning student records, contact the Director of Student Services.

For policy and regulatory information regarding student records, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Student Records (P-8330 & R-8330) and Family Educational Rights and Privacy Act (P-8335).

### **Student Grievances**

The Board of Trustees believes that students are citizens who possess the right to request redress of grievances and that students 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 students will be heard.

For the purposes of this policy, a student 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 students to seek redress of grievances by lawful procedures without fear of reprisal.

For policy information regarding student grievances, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Grievance (P-5710).

## Roles/Rights of Various Stakeholders

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 students. 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 students who have reached the legal age of majority, but are still for all practical purposes under parental authority.

### **The Role of Families**

Families of M.E.T.S. Charter School students 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's culture of ongoing and open communication between family and school begins with the Lead Administrator. 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 students 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.

## **The Role of Students**

Administrators, teachers, parents and students should work collaboratively to increase student academic achievement. Expectations are summarized as follows:

1. The student will complete all homework assignments in a timely manner and spend more time studying.
2. The student will demonstrate consistent attendance and make-up practices.
3. The student will be engaged in class activities.
4. The student will regularly attend at extra help sessions.
5. Parents should increase their involvement in the learning process and closely monitor their child's study habits.
6. The student will improve performance on assessments through increased study skills imbedded in the school-wide curriculum.
7. The student will develop support systems through partnering and study groups.
8. All members of the school community will work together to establish a clean, safe school environment.

## **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.

## **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) and 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 student enrolled in this school possesses full parental rights of access to the student and to information about the student, 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.

For policy information regarding parental rights, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Rights of Parents (P-9240).

### **Public Complaints and Grievances**

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.

For policy and regulatory information regarding public complaints and grievances, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Public Complaints and Grievances (P-9130).

## Student Code of Ethics

If a community is to live, learn, and work together successfully, each member must be willing to do his/her part. In this community of M.E.T.S. Charter School there are standards everyone should follow. The following should apply to students, faculty, staff and administration.

1. Be informed: It is the student's responsibility to be aware of what's happening at M.E.T.S. Charter School. Listen to daily announcements. Read flyers and information posted around the school.
2. M.E.T.S. Charter School is to be active, whether it is in class or in extracurricular activities.
3. Faculty and fellow students should treat each other with the same respect they would expect to receive.
4. The attendance policy at M.E.T.S. Charter School is designed to make education effective. Students who are absent from school for long periods of time may find it difficult to keep up with their classes.
5. Profanity, whether used by a student or faculty member, is unacceptable.
6. Littering and general lack of respect for someone else's property is unacceptable in any community, especially at M.E.T.S. Charter School.

If anyone disagrees with any of the above, it is the student's responsibility to seek a change by peaceful means. This is the purpose of Student Government, seek its assistance. Disagreeing with any of these standards is no excuse for disregard or disrespect.

## School Rules and Regulations

### **Dress Code**

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. 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 disciplinary consequences. 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.

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 a M.E.T.S. polo or M.E.T.S. t-shirt during the school day.
  - 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 tee-shirts.
- 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. t-shirts, 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 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.

For policy and regulatory information regarding dress code, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Dress and Grooming (P-5511 & R-5511).



## **Classroom Passes**

Loitering in halls, in the academic areas, stairwells and lavatories is not permitted at any time. Students are not permitted in halls, or stairwells while classes are in session unless they have a pass. It is the responsibility of the student who leaves a class to have the appropriately colored pass for their intended destination, or to sign out properly, with the teacher's permission as it is the responsibility of the hall monitors/security to send the student back to class if they do not have a pass. When students leave the classroom to utilize the facilities, they must remain on the same floor/wing as their classroom. If the student is on the 2nd floor and needs to use the restroom, they must get a pass from the teacher and then use the restroom located on the 2nd floor. If a student is found on an incorrect floor or using the incorrect pass, they will face disciplinary action. Students cannot leave the first 10 minutes of class nor the last 10 minutes of class. Only one student may be out of the room at any one time.

## **Food/Beverage in Classroom**

Students are not permitted to have any food or beverage other than water in classroom at any time. Absolutely no gum is allowed in the classrooms. If students are found to have any food or beverage, it will be confiscated and students subject to further disciplinary action.

## **Cafeteria Behavioral Expectations**

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.

## **Lunch Period**

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

If a student does not report to lunch, arrives more than 10 minutes late to lunch without a pass from a teacher or staff 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.

Seniors may be allowed to leave for lunch given that they meet the requirements to receive the senior privilege.

## **After-School Protocol**

Regular school day dismissal time for students not in a 10<sup>th</sup> period class is 2:57 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.

## M.E.T.S. Charter School Student Government

The Board of Trustees believes that students 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 students be invited to participate, as appropriate to the students' ages and interests, in deliberations and decisions regarding student 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. Student participation should fairly represent the interests of the entire student body, and participants should be duly elected representatives of student organizations.

The following groups are the important student organizations in the school whose officers have been elected to represent you. Keep your officers advised of your concerns. You will have effective representation if you interact with your officers regularly and inform them of your concerns. The administration will meet with these groups to obtain information and to hear your ideas; they are a critical link to the student body. We encourage each of you to seek office as a means of providing leadership for change.

### Student Council

The Student Council strives to provide a common ground for students and a means of communication among students, staff and the community. All M.E.T.S. Charter School students are welcome to be members of the Student Council.

### Class Officers and Councils

Officers for the senior, junior and sophomore classes are elected in the spring of the previous year, freshman officers are elected in October of the freshman year. Each grade has a Class Council whose membership is open to all members of the class.

### Student Leadership Organization

National Honor Society

The National Honor Society is a service organization composed of students demonstrating academic excellence, character and leadership.

For policy information regarding student government, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Government (P-5820).

## Health Office

### Health Office Regulations

Every student is required to have a pass from the teacher before entering the Health Office. **A student must sign-in stating the time of arrival and sign-out indicating the time of departure** after he/she is finished speaking with the nurse. This log serves as a record of the student's whereabouts. **If a student's name is not on the list, he/she is**

**considered to be cutting.** Lateness to class will **NOT** be excused for students who come to the Health Office between periods without a pass. If a student is sick, the student should report to the health office for an assessment and to contact parents/guardian. *Students should not call or text parents directly to leave school because of an illness.* A student is **NOT** automatically excused from class because they are in the Health Office.

### **Student Medication Policy**

Students who need to take medications during school hours, including daily medications, anticipated emergencies such as an asthma attack, or anaphylaxis, other life threatening illnesses, or for short intervals such as antibiotics, are required to abide by the following regulations:

1. Submit a written statement by the student's physician identifying the type, dosage, time, and purpose of medication.
2. **Medication, both prescription and over-the-counter (OTC) must be presented, in its original container, to the school nurse.** The properly labeled prescription bottle will be kept in a locked medicine cabinet in the Health Office. In certain limited instances, a student may be permitted to carry: an inhaler to self-administer asthma medication, or an EpiPen for anaphylaxis, or medication for other life-threatening illnesses, only upon prior written approval by the school district. For such permission, contact the school nurse.
3. As per state law, no medication, including over-the-counter (OTC) may be carried by the student. This includes eye drops, nasal sprays, aspirin, Tylenol, cough preparations, diet aids, or stimulants.
4. The student is expected to report to the Health Office at the appropriate time for medication administration.
5. The school physician will be informed periodically of all medication administered during school hours.
6. Only the school nurse is permitted to administer medication in the school building in compliance with NJ state law. In certain instances, a parent/guardian may be permitted to administer medication to his/her child in the Health Office when the need arises. No OTC medication, such as aspirin, Tylenol, cough preparations, diet aids or stimulants will be given to a student by the Health Service Department, or other school staff or another student.

For policy and regulatory information regarding medication, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Administration of Medication (P-5330 & R-5330).

### **Illness and Accident**

A student becoming ill after arriving at school must report to the nurse even if this occurs before that student's first period. Generally, the nurse, under the auspices of the Principal, administrative designee, or the Medical Inspector, is authorized to send students home due to illness. The student's medical history and chief complaints will be evaluated and investigated. **Students may leave the school building only with expressed consent of an administrator/ or administrative designee and his/her parent/guardian. Extenuating circumstances will be addressed by the administration or designee.**

It is imperative that the nurse have on record accurate and current home and business telephone numbers for all parents/guardians. When severe accidents occur, every effort will be made to contact the parent/guardian immediately and the student will be transported to the hospital.

For policy and regulatory information regarding illness and accident, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Care of Injured and Ill Persons (P-8441 & R-8441).

### **Physical Examinations**

Physical examinations are required for to be completed yearly and turned in to the Health Office.

Each candidate for a school athletic team shall be examined within 365 days prior to the first practice. However, if the medical exam is completed more than 60 days prior to the first practice session, the student shall provide a health history update of medical problems since the last medical examination. This written history shall be signed by the parent or

guardian and include the following information: (a) hospitalization/operations, (b) illnesses; (c) injuries; (d) care administered by a physician, advance practice nurse or physician's assistant; and (e) medications. A completed state mandated sport physical form must be completed by the parent and the physician and returned to the school nurse.

Medical/dental appointments are to be scheduled after school hours. Parents are advised to schedule medical/dental appointments outside of school hours.

For policy information regarding athletic physicals, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Athletic Competition (P-2431).

### **Immunization & Regulation of Communicable Diseases**

In order to safeguard the school community from the spread of communicable diseases, the Board of Trustees requires the immunization of students against certain diseases in accordance with State statute and law. No child shall be admitted to school unless he/she has completed required immunizations. The Board shall not require the immunization of any student for whom such immunization is medically contraindicated or any student for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

For policy and regulatory information regarding immunizations, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Immunization (P-5320 & R-5320).

### **Physical Education Excuse**

All student medical notes requesting an excuse from P.E., either from a physician or parent, must be processed through the health office. Please note that extended absences from physical education warrant medical documentation.

### **Student Accident Insurance**

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.

For policy information regarding student accident insurance, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Accident Insurance (P-8760).

M.E.T.S. Charter School contracts its school dining services through Sodexo which provides school lunch options in compliance with the State-mandated Nutrition Policy. In partnership with Piscataway Township Schools, breakfast and lunch will be served throughout this school year to all students in the cafeteria. The breakfast program will begin at 7:30am and will end at 8:25am. The serving of food will stop at 8:20am. Please be sure that your child arrives to school with time to receive and eat breakfast before it is time to report to class.

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 lunch application for each child. Applications are available upon request in the Main Office, on the M.E.T.S. Charter School website, or through Mealtime at [www.mymealtime.com](http://www.mymealtime.com). State and Federal funding for M.E.T.S. Charter School is dependent upon you returning these applications immediately and correctly.

### **8550- UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES**

The Board of Trustees understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$13.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Food Service Coordinator or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten (10) school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten (10) school days, the Food Service Coordinator or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears.

For high school students, if payment in full is not made within one week from the date of the second notice, the student will not be served school breakfast or lunch, as applicable, without payment for that day's breakfast or lunch beginning one week from the date of the second notice.

For middle school students, if payment in full is not made within two weeks from the date of the second notice, the student will be provided and alternate lunch, beginning two weeks from the date of the second notice. This alternate lunch will consist of a cheese sandwich or equivalent, and a milk. The student's account will be charged \$1.00 for each alternate meal served to the student.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week (high school students) or two weeks (middle school students) from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families,

Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears. The alternate meal referred to above shall be offered to all students.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted: 7 May 2019

For policy information regarding school nutrition, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on School Nutrition Programs (P-8540), Food Services (P-8500), Local Wellness Policy/Nutrient Standards for Meals and Other Foods (P-8505).

## Student Attendance and Tardiness

In order for the Board of Trustees to fulfill its responsibility of providing a thorough and efficient education for each student, the complete cooperation of parents/caregivers and students is required to maintain appropriate school attendance. Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the **State**, the M.E.T.S. Charter School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

**NJ State Law** requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents of middle and high school students are also encouraged to monitor their child's attendance through PowerSchool **NOTE: Students who have missed more than 10% of scheduled days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.**

A student must be in attendance for 90% of the scheduled class time in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Instruction begins promptly at 8:35am. Therefore, if the student is not in their classroom by that time they will be marked tardy/late. Students are dismissed at 2:57pm on a regular school day, and 1:15pm on a half day. Students who choose to take a zero period class must be in their classroom by 7:40am. Students who choose to stay for a 10<sup>th</sup> period class will be dismissed at 3:46pm.

Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity that constitutes a part of the instructional program for students for a minimum of four hours. Students that are not present for the minimum four hours of the instructional program may not participate in after school activities.

If a student is to be absent from school, parents/caregivers should call the Attendance Office at their respective campus. A written note explaining the absence and signed by a parent/caregiver must be presented to the Attendance Office.

If a student has been absent three (3) or more days s/he/they must be cleared by the nurse for reentry to school. A waiver of these attendance requirements may be granted for good cause by the school administration. In recommending the granting of a waiver of this attendance requirement, a review of the nature and causes of all absences rather than only those in excess of the 9 days per semester. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/caregiver.

For policy and regulatory information regarding attendance, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Attendance (P-5200 & R-5200).

### **School Day**

The regular school day is from 8:25am to 2:57pm. Students are released at 1:15pm on a half-day schedule, and report to school at 10:05am when there is a delayed opening because of weather.

### **Excused Absences (Non-truant)**

In keeping with the **NJ State Education Code**, we expect that, except in the case of illness (particularly contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, special educational opportunities (e.g. a required college visit) or as per an individualized education, health or accommodation plan, your child should be in school and arrive on time. To be considered “excused” for these reasons, there **must** be parental/guardian notice to the school with the reason for absence/lateness.

Note: Even if absences have been “excused,” letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of 19 absences per year are considered to be excessive whether excused or unexcused. This will result in the labeling of your child as **chronically absent** as defined by the state.

The Board of Trustees considers the following as cause for excused absence:

- Disabling illness (please contact the School Nurse)
- Recovery from accident
- Required court appearance/attendance
- Death in the immediate family
- Religious observance in accordance with statute, no student absent for religious observance of a day recognized by the commissioner of education or this Board of Trustees shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- In-School Suspension
- Out-of-School Suspension
- School-sponsored activity (Field Trip, Athletic Trip, etc.)
- Assigned Home Instruction
- Such good cause as may be acceptable to the principal

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she/they is present at any place where school is in session by authority of the board. The Board of Trustees shall consider each student assigned to a program of independent study, with parent/caregiver permission, to be in regular attendance for that program, provided that he/she/they is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she/they is conducting his/her/their study, and regularly demonstrates progress toward the objectives of his/her/their course of study.

**Please contact the nursing staff as soon as possible if there is a chronic illness or medical disability.**

Releases for road test for driver's license: Upon written request from the parent or guardian, prior to test day and presentation to the attendance office of an appointment date, a student will be excused to go to the testing center. Every effort should be made by the student to return to school before the end of the school day. A fellow student will not be excused to accompany the applicant.

Administrative approval must be obtained in advance for extenuating circumstances upon consideration of the student's attendance and academic record.

Please note that students who are excused for any of the above reasons are required to complete any missing work for their classes.

Documentation for excused absences from parent/guardians is required within three (3) days of returning to school after an absence.

### **Unexcused Absence**

On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance.

Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work upon a student's return.

In addition, in accordance with **NJ Statutes Annotated (NJSA) 18:A** and **NJ Administrative Code (NJAC) 6A**, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;
- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the **NJ Administrative Office of the Courts**. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with **NJSA 18:A, Compelling Attendance at School**, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an "unexcused" absence will be made. The school will proceed in accordance with the law's provision if a potential missing or abused child situation is detected.

It is the intention of the school district's attendance policy that the stated number of absences will provide for normal and usual illnesses. This is not a permissive rule establishing or licensing a limit of days which may be missed with no harm. Rather, it assumes absences could occur for illness or serious personal or family problems.



A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including student service personnel and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences.

Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian or adult student (NJAC 6A:32-1.1 et seq.).

### **Unexplained Absence**

Parents/guardians must provide the school with a reason for a child's absence. If the child is not in school and the school office has not received parental/guardian notification as to reason, this absence will be considered "unexplained" and will be marked as "unexcused" in the child's permanent record and the guidelines above will be applied. In the event of "un-notified" absence, the school will make a reasonable attempt to contact the child's parents to determine the reason for the absence prior to the start of the following day.

### **Tardiness to Class**

Promptness is a requisite to learning. A student who is late to class misses essential portions of the instructional program and creates disruption in the academic process.

Student must understand that 5 equals 1 absence. Students who are late more than 10 minutes to a class will be marked absent from that class, and students must still attend the class in order not to be disciplined for cutting class.

Students will not be admitted late for exams. If a student misses an exam he/she must present a medical note in order to schedule a make-up exam. On a rare occasion that there are extenuating circumstances, students who are late to an exam must see the Building Principal, Assistant Principal or designee for possible entrance to the exam.

For policy and regulatory information regarding tardiness, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Tardiness (P-5240 & R-5240).

### **Truancy**

Truancy means ten or more cumulative unexcused absences. The Board of Trustees will report to appropriate authorities, infractions of the law regarding the attendance of a student under the age of 16. Repeated infractions by an enrolled student 16 years of age or older may result in the suspension or expulsion of the student.

It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program that is offered each student who is habitually and repeatedly absent from their assigned program and to consult with the child study team for recommendations.

For policy and regulatory information regarding Attendance, Tardiness, and Truancy, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Attendance (M) (P-5200 & R-5200) and Tardiness (P-5240).

### **Cutting**

All confirmed cuts for a student in Grades 6-12 will be referred to the principal designee(s).

A student who cuts class is assigned a zero for all work missed including tests and quizzes and will not have the opportunity to make up the work. These zeros can have serious negative effects on the grade in a course. A student who receives no credit for a course should attend summer school at the expense of the parent/caregiver. Failure to do so may result in a delay of graduation.

## **Making up Assignments**

Scheduling the completion of assignments following each absence is the responsibility of the student. A student must meet with his/her/their teachers to coordinate this effort.

**Here are some guidelines that the teachers may use when supported by appropriate documentation:**

<b><u>Days Absent</u></b>	<b><u>Make-up Deadline</u></b>
<b>1-3</b>	<b>5 days</b>
<b>4-6</b>	<b>10 days</b>
<b>7 + days</b>	<b>Arrangements with teacher and/or guidance counselor and/or administrator</b>

Any student who is absent from the final exam will receive a “0” for that exam and an absence, unless the absence has been excused by the administration. Only doctor notes, legal reason, or religious reason and administrative excuse are acceptable. All requests for an excused exam absence must be presented to the Administration upon immediate return from the absence. Administration will notify teachers of the excused absence. Students should not be allowed to take a missed exam unless cleared by the Administration.

## **Late Arrival and Early Dismissal**

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

A student arriving after 8:35am due to any of the examples below must report directly to the Main Office.

If a student must leave school before the conclusion of the school day, the student must sign out in the Main Office, and a note from parent/caregiver for early dismissal is required (State law requires a minimum of four hours of attendance to be considered present for the day). It is an established procedure, by school policy, that a student absent from school for the entire day will not be allowed to participate in extra-curricular activities and athletic practices or competitions on the same day.

Students are not permitted to leave school without being officially signed out by the Nurse, the Main Office, or an Administrator. A student leaving school without signing out will be considered truant; this will result in a cut from the particular class(es) missed.

Some examples of reasons for Late Arrivals and/or Early Dismissals may be:

- Medical or dental appointments which cannot be scheduled outside of school hours;
- Medical disability;
- Motor vehicle driver's test;
- Interview for college entrance or employment;
- Family emergency;
- Court appearance;
- Such good cause as may be acceptable to the administration.

For policy and regulatory information regarding late arrival and early dismissal, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Late Arrival and Early Dismissal (P-5230 & R-5230).

## **Signing Out**

All early dismissals require the student to be signed out by an adult in person in the Main Office. Proper identification is required, and he/she must be listed on the student’s emergency contact sheet. Students will not be dismissed without an adult present.

For policy information regarding late arrivals and early dismissals, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Late Arrival and Early Dismissal (P-5230).

## Attendance Officers

Heights Campus

Gladys Maldonado

gdiaz@metscharterschool.org

Vailsburg Campus

Cordel Elcock

celcock@metscharterschool.org

## Guidance Office

The Guidance Department's Mission is to assist students in maximizing their potential. Each counselor is specially trained to assist students in their career and educational planning. They are also available to help each counselee with his/her individual social and emotional development. It is the aim of each counselor to help each student make the most of the opportunities at M.E.T.S. Charter School, to know him/herself better, and to leave with realistic post-high school plans.

Each student is assigned to a counselor upon entry into M.E.T.S. Charter School. Together they work to solve individual problems, plan course selections, review test scores, discuss the student's plans for the future, and to begin to make post-graduation plans and decisions.

The Guidance Staff has a responsibility to:

1. Help students discover their own potential and use their abilities in realistic long-range planning;
2. Make available appropriate educational and vocational materials;
3. Help students develop decision-making skills;
4. Help students keep abreast of developments in college entrance and career requirements.

Students have responsibilities to:

1. Seek appointments with their counselor;
2. Use available materials;
3. Listen to daily announcements for events;
4. Be aware of school requirements;
5. Attend college and career fairs/nights;
6. Establish good attendance records;
7. Be good school citizens. Each student creates his/her own record.

Parents/Guardians have responsibilities to:

1. Help students meet their responsibilities;
2. Stress the value of regular and prompt attendance;
3. Make known their hopes and aspirations to counselors and teachers early;
4. Advise and guide their sons and daughters, but not to project their own vocational patterns;
5. Participate actively in preparation for post-graduation years.

The Guidance Staff arranges for fairs with representatives of many colleges, technical schools, and prospective employers each year and helps students in the process of selecting schools to which they may apply. College admission is granted to students at the discretion of the college admissions offices based on the student's academic records, test results, school participation, and the recommendations of the counseling staff and faculty.

The counselor and teachers are here to help a student get the most out of the high school experience. Students should talk with these staff members and use their knowledge and experience so as to achieve the greatest potential.

For policy and regulatory information regarding the guidance office, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Guidance Counseling (P-2411 & R-2411).

## Grading Procedures

All students are reminded that courses must be completed if a passing grade is to be given. Remember that your grade is a reflection of your personal efforts in the areas of classroom participation; homework completion; and test, quiz, and exam performance. The goal is that you maintain high standards and challenge yourself to acquire new skills and competencies.

All students are expected to adhere to the high standards and expectations for honesty and integrity in their work. Cheating, lying, stealing, plagiarizing, or engaging in any behaviors that are in violation of the acceptable norms of appropriate character will not be tolerated. We encourage each student to support this code of behavior for the school and the general society.

The Board of Trustees encourages the certified staff, under the direction of the Lead Administrator, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring student progress, including, but not limited to, mandated state and federal tests, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parental or guardian interview, formal and informal evaluation techniques, use of cumulative student records, and medical examinations. A student is expected to participate in all tests, including district-administered tests, unless otherwise prohibited by the student's Individual Education Plan (IEP).

### **PowerSchool**

PowerSchool is our School Information System. Through PowerSchool, families will be able to view student progress and attendance and maintain enhanced communication with the school. To access PowerSchool, as a student will need to go to the M.E.T.S. Charter School website ([www.metscharterschool.org](http://www.metscharterschool.org)) and navigate to your respective campus. Students can find access to PowerSchool under the Student Tools section of Student Life. Parents can gain access PowerSchool on the M.E.T.S. Charter School district page as well as through the Parent Information page.

Student Accounts:

Username = first name initial + last name + student ID + m

Password = mets12345

### **Progress Reports**

Progress reports will be posted to a student's portfolio in PowerSchool four times during the school year at the midpoint of each marking period. Parents are encouraged in general to contact counselors and teachers as needed, but particularly when a progress report is posted.

For policy and regulatory information regarding progress reports, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Reporting Student Progress (P-5420).

### **Report Cards**

Report cards will be posted to a student's portfolio in PowerSchool four times during the school year at approximately nine-week intervals. The report card is the basic indicator to the parent/caregiver of a student's achievement and attendance in his/her/their course work. Report cards are also available by hard copy from the main office. It is not necessary for the report card to be signed by the parent/caregiver and returned to school.

Letter grades shall appear on the report card with the following definitions:

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 0 – 69

I = Incomplete

EE = Exempt from Midterm or  
Final Exam

AU = Audit

NC = No Credit

WP = Withdraw Passing

WF = Withdraw Failing

P = Passing

F = Fail

\* Final Grade Calculation: each Marking Period will account for 20%, Mid-Term is 5%, Final Exams is 5%, and students will be required to submit a portfolio to be assessed by each teacher for 10% of the Final Grade.

## Honor Course Requirements

Students interested in taking one or more honors courses may request from their guidance counselor an audit of their academic records to see if the pre-requisites have been met. Honors courses are only available for English Language Arts, Mathematics, Social Studies and Science courses. Listed below are the requirements needed to be enrolled in an honors course.

All students must have an overall GPA of 3.0 out of 4.0 scale to be considered for the honors program. Additional requirements will depend on the specific subject and/or course. Teacher recommendations may be requested from the guidance or other designated person. Students with disabilities are encouraged to participate and can speak with the Child Study team to investigate various types of support and entry requirements based on the student's individualized educational plan. Final approval will be made by a building administrator.

### **Entering English I or World Civilizations Honors:**

-ACCUPLACER Scores  
Reading Comp - 60  
WritePlacer- 4  
OR  
-NJSLA Grade 8 ELA Level 3 or above  
- 80% final grade in 8<sup>th</sup> Grade English

### **Algebra I Honors:**

-ACCUPLACER Scores  
Next-Gen Arithmetic: 250  
Next-Gen QAS: 231  
OR  
-NJSLA 8th Grade Level 3  
- 80% final grade in 8th Grade Math

### **Biology Honors:**

-ACCUPLACER Scores  
Reading Comp - 60  
WritePlacer- 4  
OR  
-NJSLA Grade 8 ELA Level 3 or above  
- 80% final grade in 8<sup>th</sup> Grade Science

### **Entering English II or US History I Honors:**

-ACCUPLACER Scores  
Reading Comp - 70  
WritePlacer- 4  
OR  
-NJSLA Grade 9 ELA Level 4 or above  
- 80% final grade in 8<sup>th</sup> Grade English

### **Geometry Honors:**

-ACCUPLACER Scores  
Next-Gen Arithmetic: 250  
Next-Gen QAS: 231  
OR  
-NJSLA Algebra I Level 3  
- 80% final grade in Algebra I

### **Chemistry Honors:**

-ACCUPLACER Scores  
Reading Comp - 70  
-NJSLA Algebra I Level 3  
- 80% final grade in Algebra I

### **Entering English III or US History II Honors:**

-ACCUPLACER Scores  
Reading Comp - 75  
WritePlacer- 5  
OR  
-NJSLA Grade 10 ELA Level 4 or above  
- 80% final grade in 8<sup>th</sup> Grade English

### **Pre-Calculus and above Honors:**

-ACCUPLACER Scores  
Next-Gen Arithmetic: 280  
Next-Gen QAS: 238  
OR  
-NJSLA Geometry Level 3  
- 80% final grade in Geometry

### **Physics Honors:**

-ACCUPLACER Scores  
Next-Gen Arithmetic: 280  
Next-Gen QAS: 238  
OR  
-NJSLA Geometry Level 3  
- 80% final grade in Algebra I

### **Entering English IV or Sociology Honors:**

-ACCUPLACER Scores  
Reading Comp - 83  
WritePlacer- 6  
OR  
-NJSLA Grade 11 ELA Level 4 or above  
- 80% final grade in 8<sup>th</sup> Grade English

## Schedule Change Procedures

Other than errors and omissions, schedule changes will not be permitted during the first two weeks of school. Students requesting changes are encouraged to submit Schedule Change Forms to their counselor starting **Monday, September 9, 2019**. Beginning **Monday, September 16, 2019** counselors will begin processing schedule changes in the order in which they were received. All Schedule Change Forms must be submitted by **Friday, September 20, 2019**. Requests for changes after **Friday, September 20, 2019** will not be honored.

A student must first obtain a Schedule Change Request form from the Guidance Office, which must be signed by the parent and returned to the Guidance Office. If the change is approved, the student will be notified by his or her counselor and given a new schedule. The student must continue to follow his or her original schedule until s/he has been notified.

## **Appealing a Grade**

Students wishing to appeal a grade must do so within 10 school days following the end of the marking period. Appeals must be submitted in writing to the guidance counselor. Upon receipt of the appeal, the guidance counselor shall direct the student to discuss the issue with the teacher who assigned the grade. If the issue remains unresolved, the student may request a review by the Director of Student Services in conjunction with the Director of Curriculum and Instruction shall review all information presented by the students and shall meet with the teacher. The Director of Curriculum and Instruction shall render a decision within 10 days after the student requested the grade review by the guidance counselor because the student and instructor had not resolved the matter. If the Director of Curriculum and Instruction upholds the appeal, the guidance counselor shall change the grade to reflect the decision of the Director of Curriculum and Instruction. If the Director of Curriculum and Instruction does not uphold the student, there is no further appeal within the school. In all deliberation on grade appeals, the burden of proof shall be on the student. Students needing advice on the procedure may consult their guidance counselor.

## **Excusal from Class or Program**

The Board of Trustees directs that a student 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 student or the adult student 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 student 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 student will be penalized by loss of credit as a result of his/her excusal, but a student will be held accountable for successful completion of any alternate program assigned.

For policy information regarding excusal from class or program, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Excusal from Class or Program (P-5250).

## Promotion, Retention, and Graduation

### **Promotion and Retention**

Standards for student promotion shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of students. A student 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. A high school student including a ninth grade student in the junior high school will be promoted to the next grade when he/she has completed, in the current school year, twenty-five percent of the credits required for high school graduation.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 171 days during the school year.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each student. Parent(s) or legal guardian(s) and adult students may appeal a promotion or retention decision to the Lead Administrator whose decision shall be final.

For policy and regulatory information regarding promotion and retention, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Promotion and Retention (P-5410).

## **M.E.T.S. Charter School Graduation Requirements**

General education courses should be the foundation of your high school program. The State of New Jersey sets basic requirements for high school graduation. However, a more strenuous year-by-year course load will prepare students to meet entrance requirements of most colleges. College entrance requirements differ from one institution to the next, and it is important to ask your guidance counselor for specific requirements of colleges or programs that interest you.

The State of New Jersey and M.E.T.S. Charter School Graduation Requirements are as follows:

- Earn at least 120 credits
  - 20 credits of English; 5 credits of English I, II, III, and IV
  - 15 credits of Mathematics; 5 credits of Algebra I, Geometry, and a third math course
  - 15 credits of Social Studies; 10 credits in U.S. History and 5 credits in World History
  - 15 credits of Science; 5 credits in Biology and Chemistry in addition to Physics or an approved college-based science or advanced biological science
  - 10 credits of a World Language; successful completion of a level I and level II course in same language
  - 2.5 credits of Financial Literacy; embedded into other classes
  - 3.75 credits per year of health, safety, and physical education during each year of enrollment
  - 5 credits in the Visual and Performing Arts
  - 5 credits in 21st Century Life and Careers, or Career-Technical Education
- Meet the State Assessment Graduation Requirements
- Must take the SAT/ACT at least once
- Must be accepted into a 4-year college

**All graduation requirements (courses, credits, and state assessments) must be met in order to participate in the graduation ceremony at the end of the school year.**

For policy information regarding graduation, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on High School Graduation (P-5460).

### **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 students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for students in grades 9-12. All students shall be ranked together.

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

A student's grade point average and rank in class will be entered on the student's record and will be subject to Board Policy No. 8330 on the release of student records.

For policy and regulatory information regarding class rank, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Class Rank (P-5430).

### **Summer School**

All remediation courses for high school students must be taken in the student's home district. Students must obtain a registration form for the summer school program, all necessary signatures and approvals, and follow all instructions on the registration form.

The grade earned in summer school, as well as the failing grade in the course, will appear on the student's transcript. Both grades will be used in calculating the student's GPA.

### **Transfer Course and Credit Policy**

Students who transfer to M.E.T.S. Charter School will receive credit according to the grading policy from their sending school for classes with a grade of "C" or better. New Jersey State and Administrative Code prohibits the awarding of credit for religious courses.

International students who transfer after the sophomore year will not be ranked, but will receive a narrative explanation attached to the transcript. Experience dictates that many international students come to us with multiple science/math courses in one year and it is impossible to dissect these courses into a meaningful evaluation. These situations will be addressed on a case-by-case basis by the Guidance Department.

There may be occasions when a student transfers at midyear; his/her/their evaluation will be conducted as outlined:

- Grades earned in full-year courses will be evaluated as cited above and include the final grade.
- Courses that are completed as ½ or ¼ year course work will be evaluated on a case-by-case basis.

## College Application Process

### **College Application Policy**

A student will be allowed transcript requests free of charge. All requests for transcripts must be given to the guidance counselor 15 school days prior to the college application deadline. A family that is eligible and/or receives free or reduced lunch may request up to four college application fee waivers.

### **Fee Waivers - Guidelines**

To be eligible for college application fee waivers a student must have used an SAT or ACT Fee Waiver during the junior or senior year and plan to enter college in the fall of 2020.

An eligible senior or junior may receive only one fee waiver for the SAT or ACT each year.

A college is not obligated to waive its application fee. Check with your guidance counselor for additional information.

## Selective Service Registration

All male students within 30 days before or after their 18th birthday must register with the selective service system, or they will be ineligible to qualify for the following benefits:

- Pell Grants - Supplemental Educational Opportunity Grants
- National Direct Student Loans - Guaranteed Students/Plus Loans
- Some State Student Incentive Grant Programs
- Job Training Programs - Federal Employment Opportunities and some State jobs.
- Students may register with the Selective Service System at any U.S. Post Office; or they can answer "yes" in box number on the FAFSA form, to register with Selective Service.



### Academic Integrity

All students are expected to complete their work with honesty and integrity. Cheating and plagiarism are not permitted within the M.E.T.S Charter School District. Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means or allowing someone else to represent their work as their own.

Cheating includes, but is not limited to, the following:

- Looking on another's test or quiz or letting another student look on a test or quiz
- Copying homework or allowing someone to copy homework
- Reporting to another student what is on a test or quiz, including giving questions or answers
- Use of hidden reference sheets during a test
- Deliberately ignoring test instructions
- Obtaining copies of a test or test questions illegally

In a broad sense, plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment.

Plagiarism includes, but is not limited to, the following:

- Incorporating the ideas, words, sentences, paragraphs, or parts thereof, without appropriate acknowledgement and representing the product as one's own work
- Copying of notes, magazines, encyclopedias, etc. or downloading from the internet without proper acknowledgement

The teacher and/or school administrator will deal with allegations of cheating or plagiarism. Students who have cheated or plagiarized may at least receive a zero for the entire assignment and may not qualify for makeup of the assignment. The teacher or school administrator will also inform the parent/guardian and a proper and accurate record of the offense will be maintained. The school reserves the right to assign additional penalties based on the severity of the offense. These penalties may result in a failing grade for the quarter in which the incident occurs.

### Plagiarism

The word "plagiarism" comes from a Latin word "plagiarius" which means "kidnapper." It is defined as "the wrongful act of taking the product of another's mind and presenting it as one's own." Plagiarism can be both intentional and unintentional.

A student who copies another student's work without that student's knowledge will receive a "zero" for the paper and the parent/guardian will be notified. Teachers will remind students not to share their completed work with other students, prior to submission. In the case of a student who copies another student's work with that student's knowledge, both students will receive a "zero" and parents/guardians of both students will be notified. A student who downloads an article, a paper or other work product from a non-print source (i.e. internet) will receive a zero for that work and the parent/guardian will be notified. Teachers will review/reinforce with students the proper use of and particularly the limitations of sources of information available on the internet. A student who copies an article, a paper or other work product from a print source and who presents it as his/her own work will receive a zero for that work and the parent/guardian will be notified.

**All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he/she/they plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless your teacher gives explicit permission for this to happen.**

Plagiarism can also be unintentional. For example, when a student writes a research paper s/he must document not only direct quotations and paraphrases, but also summaries of information and ideas found in these sources. For the first offense only, the student will be offered the opportunity to properly cite references for the portion of the paper or other work product in question. Teachers will review summarizing and paraphrasing rules and will give students practice with applying these skills in the context of course readings.

A student who subsequently summarizes or paraphrases information or ideas drawn from a reference and presents it as his/her own in a paper or other work product will receive no credit for the plagiarized portions of the paper or other work product.

For policy information regarding plagiarism, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Plagiarism (P-5701).

## Field Trip Information

In addition to the educational aims of a specific course, field trips may be offered to those students desiring an enrichment over and above the curriculum. Special conditions and rules are provided to prevent too much loss of class time from other subjects and to ensure that permission for participation has been received. A history of exemplary behavior of M.E.T.S. Charter School students on such trips brings credit to the school and is one of the strongest educational values of these trips. Field trips are an extension of school and, therefore, students are obliged to adhere to all the rules and regulations imposed by the faculty chaperone(s) throughout the entire field trip.

It is the students' responsibility to notify, in advance, their other classroom teachers that they will be attending a field trip. Also, it is the students' responsibility to satisfy all the homework, tests, and assignment requirements at the time they are due, regardless of the field trip.

For policy and regulatory information regarding field trips, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Field Trips (P-2340).

## Student Fundraising

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

“Student fund raising” means the solicitation and collection of money by students, 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 students of this school. Students may solicit and collect money on behalf of approved school organizations, provided the fund raising has been approved by the Board of Trustees. **No student will be permitted to solicit and collect money on school premises or at a school-sponsored event for the student's own benefit.**

The Lead Administrator shall develop regulations regarding student fund raising that establish times and places in which student 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 student organization.

## Athletics

Athletic Director  
Tony Campbell  
acampbell@metscharterschool.org

Practice Starts: Approximately twenty days prior to the first scheduled game.

All Physical forms must be submitted to Nurse Office **4 weeks** prior to start of season for each season a sport is played. All athletes must be complete the Athlete Participation Packet (APP) by the date(s) given from the athletic department.

Forms are on the web at: <http://www.metscharterschool.org>

**Questions** - Athletic Director, Tony Campbell: 973-859-5300

### **Academic Eligibility for Athletic and Extra Curricular Participation**

Student participation in sports activities is intertwined with student performance. You cannot become a successful athlete without first becoming a successful student.

#### Freshman Eligibility

All freshmen are eligible for a fall and winter sports upon entry into the high school.

For freshman to be eligible for the second semester (spring sports) they must be passing 15 credits and have a 2.0 GPA from the 2nd marking period.

#### Sophomore, Junior and Senior Eligibility

For students in grades 10 - 12 to be eligible for the first semester (fall and winter sports) they must have earned 30 credits from the previous school year and a 2.0 GPA from the 4th marking period (fall sports) or the 1st marking period (winter sports).

For students in grades 10 - 12 to be eligible for the second semester (spring sports) they must have earned 15 credits from the fall semester and a 2.0 GPA from the 2nd quarter.

**Note: Eligibility is not cumulative but is based solely upon the previous year or semester.**

### **Appeals of Athletic Eligibility Standards**

Students and/or parents wishing to appeal the requirements should submit a request in writing to the Athletic Director.

It is not within the power of the high school administration or the local Board of Trustees to make exceptions for students falling below these standards. The administration must make such appeals to the NJSIAA Eligibility Appeals Committee.

### Appropriate Use of Technology

All school computer systems and Internet facilities are to be used in a responsible and legal manner by students and staff according to all policies of M.E.T.S. Charter School District. Users must acknowledge their understanding of the policies and guidelines as a condition of receiving an account or using the computer network or Internet.

Acceptable uses of the Internet are activities which support learning and teaching. Students and staff are encouraged to develop uses which meet their individual academic needs and which take advantage of the network's functions such as research sources, databases, electronic mail, conferences, bulletin boards and the World Wide Web. Unauthorized or unacceptable uses of technology include but are not limited to:

1. Violating the requirements of appropriate behavior as noted in handbooks and manuals;
2. Using or posting profanity, obscenity, language or visuals which may be offensive to others;
3. Reporting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Deliberate attempts to degrade or disrupt system or network performance;

7. Such attempts will be viewed as criminal activity under applicable state and federal law;
8. Knowingly spreading computer viruses.

**M.E.T.S. Charter School Board of Trustees**  
**Internet & Electronic Information**  
**Acceptable Use Policy**

Dear Student and Parents/Guardians:

M.E.T.S. Charter School District's goal in providing access to the Internet, Chromebook, and/or other sources of electronic information include:

1. Providing a rich and interesting educational experience;
2. Developing academic growth and excellence;
3. Developing skills related to research, use of computers and computer software, computer etiquette, responsibility and accountability.

Any use of unapproved software to bypass security measures on the M.E.T.S. Charter School District network is forbidden. Please be advised that any unapproved software, or resources used by a student potentially puts the student's personal and private information at risk to parties who may impose harm. The Acceptable Use Policy (AUP) signed and submitted by all students using the M.E.T.S. Charter Chromebook and network specifies that Internet use and communications be related to research and educational objectives only. Any violation of the AUP may result in immediate termination of access to the Chromebook and network. Other disciplinary actions may also be taken in accordance with the severity of the violation.

**Student Agreement**

As a condition of using M.E.T.S. Charter School District's computers and computer networks to access programs and/or information including, but not limited to, the Internet, Netspace, E-Mail, and World Wide Web, I have read and agree to abide by the M.E.T.S. Charter School Board of Trustees Policy and Regulation 2361. I understand that any violation of these guidelines or any inappropriate conduct related to computer usage may result in administrative action including, but not limited to, revocation of my computer use and access, detention, suspension, expulsion, or legal prosecution. I understand and am fully responsible for my actions.

**Student Google Accounts**

The use of the school Chromebook is a privilege. Students are required to follow the guidelines of the district. If a student abuses this privilege, the Network Administrator has the right to inspect and/or removed files from a student's computer and the student faces the possibility of losing privileges to computers and the network. Examples of inappropriate use shall include, but are not limited to; installation of programs, use or attempts to use proxy avoidance websites, playing video games, viewing pornographic images, playing music videos, or playing videos with violent content. The Network Administrator may close an account at any time as required. The administration, faculty and staff of M.E.T.S. Charter School District may request the Network Administrator to deny, revoke, or suspend specific user access.

A student's email address is first initial + last name + student number + m@metscharterschool.org

Your default district Gmail password is: mets12345

Students are not to share their passwords with anyone. It is the responsibility of the student to remember their username and password and to keep this information private.

If the student's Google account does not work, students are to contact the school technology coordinator.

Students should use M.E.T.S. Charter School issued email (@metscharterschool.org) while using the school's network. To transfer data from home to school computers, student should use their Google Drive account as a part of the G-Suite for Education.

Students are expected to know and comply with the guidelines set forth in the Acceptable Use Policy (AUP).

For policy information regarding acceptable use of technology, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on School District Provided Technology Devices to Students (P-7523).

### **Electronic Devices**

The Board of Trustees recognizes technology is always changing and as a result of increased accessibility to technology many students possess technology devices for their use during non-school hours. In an effort to support students in their educational endeavors, and to provide students with access to the growing digital world, all students at M.E.T.S. Charter School are provided a Chromebook and hotspot for use during school hours and at home.

Privately-owned (BYOD) devices may not be used during the school day unless it is beneficial to students during school hours for approved educational purposes and approved by the student's parent or legal guardian, the school teaching staff member responsible for supervising and/or providing the student's instructional program, and written permission from the building principal. Any use of privately-owned technology by a student shall be in strict accordance with the teaching staff member's specific approval and Board policies and regulations. Any violation will subject the student to appropriate discipline and/or grading consequences, and the privately-owned device(s) in violation may be confiscated.

Use and activation of cell phones and other electronic devices for reasons other than instruction is prohibited during school hours. Devices include, but are not limited to:

- Cell phones
- PDAs
- Mp3 players
- iPods
- iPads
- Video game devices
- Electronic accessories – ear buds, Bluetooth, headphones, etc.

Devices not in use shall be silenced and stored safely out of sight. Devices used and/or activated in violation of this policy will be confiscated.

It is strongly recommended that parents only call their child at school if it is an emergency. This will help the student avoid missing valuable class time and instruction. Do not call or text your child on their cell phone. Call the Main Office at your child's school to deliver a message.

Jersey City Campus – 201-526-8500

Newark Campus – 973-859-5300

### **Student's Rights and Responsibilities**

- The student who possesses a personal electronic recording device will be solely responsible for its care.
- Students may only use personal electronic recording devices before school begins and after school ends.
- These devices must be kept out of sight and powered off during school day.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school.

The teacher and/or school administrator will deal with AUP allegations. The teacher or school administrator will also inform the parent/guardian and a proper and accurate record of the offense will be maintained. The school reserves the right to assign additional penalties based on the severity of the offense.

For policy information regarding electronic devices, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Use of Electronic Communication and Recording Devices (P-5516).

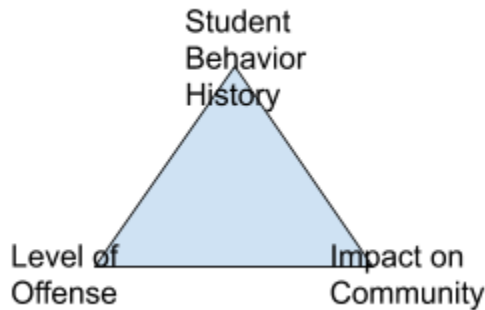
**Code of Conduct**

The M.E.T.S. Charter School Board of Trustees and the Lead Administrator have required all schools to establish codes of conduct that creates safe learning environments for all students. Remember, the Code of Conduct is based on the values of respect for self, respect for others and civic responsibility. Please review the attached chart of unacceptable behaviors and their consequences; however, please pay specific attention to the following:

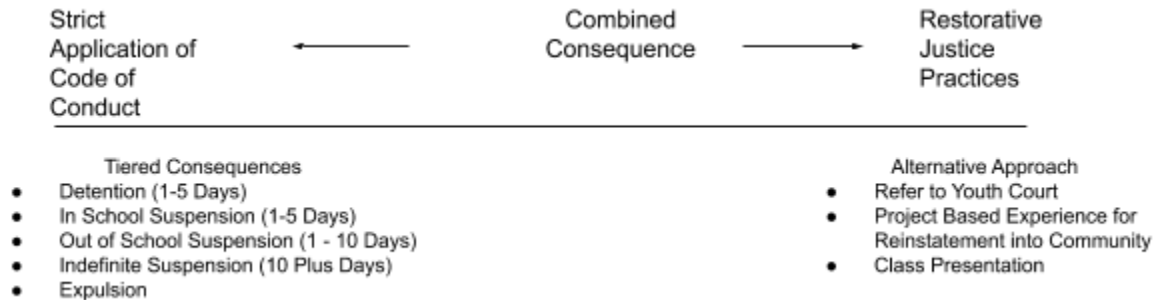
- All students are requested to be aware of their use of profanity. The use of profanity between peers and adults is **not** acceptable.
- Violence and sexual harassment of any kind will not be tolerated in the hallways or at school functions. This includes pushing, grabbing, unwelcome touching, etc.
- All students are expected to treat peers and adults with respect.
- Bullying, Cyber bullying and the use of Electronic Technology Devices used to intimidate are **not** acceptable.
- We want every student regardless of race, gender, or ethnicity to feel valued and safe.

In response to the high number of violent incidents (both in and out of school), inappropriate behavior during class time and reports of bullying, intimidation and/or harassment, the school administration has revised the Code of Conduct structure to represent a continuum of responses rather than a singular approach. This structure, provides the administrative team the capacity to apply specific consequences to specific students as to ensure a fair and balanced approach.

**Triangulation of Determining Consequence:**



**Consequence Continuum:**



For policy and regulatory information regarding the code of conduct, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Student Discipline/Code of Conduct (P-5600 & R-5600).

**M.E.T.S. CHARTER SCHOOL - GUIDELINES FOR STUDENT DISCIPLINE  
TIER I**

**DEFINITION:** Misbehavior which impedes orderly classroom procedures or interferes with orderly operation of the classroom. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school staff personnel.

<b>EXAMPLES OF POSSIBLE INFRACTIONS:</b>	<b>DISCIPLINE OPTIONS:</b>
<ul style="list-style-type: none"> <li>• Inappropriate language/actions</li> <li>• Disruption of Class</li> <li>• Not following teacher’s direct and reasonable request / Defiance</li> <li>• Calling out/excessive talking</li> <li>• Pass violations</li> <li>• *Cheating</li> <li>• Mishandling/misuse of materials</li> <li>• Minor Theft</li> <li>• Inappropriate display of affection</li> <li>• *Tardiness (late to class)</li> <li>• Plagiarism</li> <li>• Defacing property</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Teacher/student conference</li> <li>• Time-out with Buddy Teacher</li> <li>• Withdrawal of privileges</li> <li>• Behavior contract</li> <li>• Counselor mediation</li> <li>• Contact parent</li> <li>• Teacher-issued Lunch Detention</li> <li>• Teacher/student / parent conference.</li> </ul>

\*Misbehaviors which are included in other hierarchical levels of discipline.

**TIER II**

**DEFINITION:** Misbehavior which in frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of disciplinary options at Level I have failed to correct the situation. Also included in this level are misbehaviors which cannot be handled by the classroom teacher and are serious enough to require corrective action on the part of administrative personnel.

<b>EXAMPLES OF POSSIBLE INFRACTIONS:</b>	<b>DISCIPLINARY OPTIONS:</b>
<ul style="list-style-type: none"> <li>• Chronic/repeated Level I offenses</li> <li>• Dangerous Behavior / Horseplay</li> <li>• Cutting class</li> <li>• *Lying to one in authority</li> <li>• Blatant disrespect / Defiance</li> <li>• Profanity/obscene gestures</li> <li>• *Harassment</li> <li>• No cooperating with sub/staff</li> <li>• Abuse of others (verbal/physical)</li> <li>• Possession of pornographic materials</li> <li>• Producing graffiti</li> <li>• Forgery</li> <li>• Leaving School Grounds</li> <li>• Sleeping during class</li> <li>• Possession of tobacco, lighters, vaping, etc.</li> <li>• Violation of Dress Code</li> <li>• Cell Phone Policy Violation</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation of Phone</li> <li>• Call to Parent</li> <li>• Parent Conference</li> <li>• Detention</li> <li>• Saturday Detention</li> <li>• Out of School Suspension (1 to 10 days)</li> <li>• Loss of Daily Privileges</li> <li>• Removal from classroom</li> <li>• Restitution/Community service</li> </ul>

\*Misbehaviors that is included in other hierarchical levels of discipline.

**GUIDELINES FOR STUDENT DISCIPLINE  
TIER III**

**DEFINITION:** Misbehavior directed against persons or property whose consequences may seriously endanger the health or safety of others in the school. This level includes criminal acts. This level includes two (2) types of serious acts of misconduct. While both types can be considered being criminal in nature, the first type (which can include fighting and harassment) may be handled by the disciplinary mechanism found in the school; whereas infractions of the second type (e.g., arson, weapons, possession of drugs, etc.) are so serious that they always require the immediate removal of the student from school and the intervention of law enforcement authorities (and possible expulsion).

<b>EXAMPLES OF POSSIBLE INFRACTIONS:</b>	<b>DISCIPLINARY OPTIONS:</b>
<ul style="list-style-type: none"> <li>• Continuation of Level I or II infractions</li> <li>• Arson</li> <li>• Assault</li> <li>• Destruction of property</li> <li>• Pulling Fire Alarm / False alarms / fictitious 911 calls</li> <li>• Fighting</li> <li>• Harassment</li> <li>• Possession of weapons/parts of weapons</li> <li>• Possession/use of alcohol/vaping devices/other drugs</li> <li>• Possession/use of fireworks</li> <li>• Smoking</li> <li>• Theft</li> <li>• Threats/terroristic threats directed toward students/staff</li> <li>• Vandalism</li> <li>• Sexual Contact with another Student or Staff Member</li> <li>• Chronic Misbehavior of Tier II or III Level Over Time</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-School Suspension (1 to 10 Days)</li> <li>• Criminal charges/court</li> <li>• Administrative Referral to Board of School Directors / possible expulsion</li> <li>• Police involvement</li> <li>• Alternative placement</li> <li>• Community service/restitution</li> </ul>

**SUMMARY:**

It must be recognized that to establish and maintain an atmosphere of openness and mutual respect for the personal worth and dignity of each and every person in our schools, the entire school community, students, staff, parents, and administration, must work together to achieve this goal. It must be recognized, however, that extenuating circumstances might arise regarding the interpretation of the application of the school’s discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative prerogative will be utilized. Furthermore, please be informed that a student’s behavioral history over time factors into any decision on what consequence should be assessed. A student with a recent history of frequent Tier II or III offenses may merit a 10 day out-of-school suspension for each and every Student Code of Conduct infraction after his or her second out of school suspension in a one school year.

**Passes**

Loitering in halls, in the academic areas, stairwells and lavatories is not permitted at any time. Students are not permitted in halls, or stairwells while classes are in session unless they have passes. It is the responsibility of the student to have the correct pass when they leave campus.

**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.



## **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.

## **Profanity or Obscene Language**

The use of profanity or obscene language by students is prohibited by State Law (Title 18 A:37-2). Any student who uses such language in school or at a school function will be subject to disciplinary action.

## **Substance Abuse**

The Board of Trustees prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with N.J.S.A.18A:40A-9 et seq and N.J.A.C.6A 16-4.1 et seq. The district also follows the New Jersey State Interscholastic Athletic Association (NJSIAA) position on random testing of students in grades 9-12 who participate in extracurricular activities and interscholastic athletics.

### **Drugs/Alcohol Policy**

Any use, possession or sale of drugs/alcohol by a minor is a violation of state law; consequently, any student found in violation of this law on or near school grounds, in school vehicles, at school activities, or at school athletic events may be:

- Suspension/loss of privileges
- Counseling as deemed necessary by the administration and excluded until meeting this requirement as per Board of Trustees;
- Subject to future random urine screenings;
- Required to undergo a physical examination within two hours of suspicion of drugs and 1 hour for suspicion of alcohol. The examination may be performed by a physician selected by the parents/caregiver or by a school designated health provider.
- The student and parent/guardian will be advised by the Student Assistant Coordinator (SAC) of available counseling and support services in the community in the case of a positive lab result indicating use.
- Required to undergo drug/alcohol assessment at a pre-agreed upon school provider or at an outside facility of their choice, at their own expense;
- Banned from participating in school athletics or activities;
- Expelled from school
- Additionally, concerns over student use of chemicals, alcohol or steroids outside of school (memorandum of agreement between law enforcement and education) may be passed on to a Student Assistance Counselor, school nurse or any administrator who can follow through on the process of investigating non-emergency cases of suspected chemical/alcohol or steroid use.

For policy and regulatory information regarding drugs/alcohol, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Substance Abuse (P-5530 & R-5530).

## **Smoking/Vaping**

In Compliance with P.L. 1989 C.96 of New Jersey, a district policy to prohibit smoking/vaping including e-cigarettes, JUULs, or any other device in which nicotine or any aerosol substance is used has been approved by the Board of Trustees.

Smoking is not permitted in any area of any district building, on or near building grounds or in district vehicles. Smoking in or on school grounds is cause for a fine ranging from \$250-\$1000 per NJSA 26:3D-62.

Athletes will be referred to the Athletic Director for further discipline if caught smoking or vaping.

For policy and regulatory information regarding smoking/vaping, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Student Smoking (P-5533 & R-5533).

### **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.

For policy and regulator information regarding assaults, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Assaults on District Board of Trustees Members or Employees (P-5612 & R-5612).

### **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.

### **Weapons and Dangerous Instruments**

Many times you will be aware of serious problems that may have happened in the community the night before and spill over into school the next day. We encourage you to inform a responsible adult of any prior knowledge of anything that you suspect could lead to a threat to yourself or others. Confidentiality of the source of information will be maintained whenever possible.

Weapons brought to school shall be confiscated by school personnel and reported to the police. In the event a student should threaten another person with a weapon, the incident must be reported immediately to an administrator. All serious incidents are to be reported to the Lead Administrator and police for immediate action.

For policy information regarding weapons offenses, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Removal of Students for Firearms Offenses (P-5611) and Removal of Students for Assaults with Weapons Offenses (P-5613).

### **Search and Seizure**

In the continuing effort to ensure a safe and orderly environment for our students, student searches may be conducted for weapons, drugs and/or other prohibited objects/materials in the event that there is reasonable suspicion. All students are subject to metal detector searches (walk through and handheld type) whenever on school property or at any school-sponsored activity. Any baggage (i.e., backpack, book bag, handbag, carryall, etc.) of the student may also be searched. Additionally, student lockers remain the property of the school even when used by students and student locker searches may be conducted.

**DO NOT PUT ANYTHING IN YOUR LOCKER YOU WOULD NOT WANT THE POLICE OR SCHOOL OFFICIALS TO KNOW ABOUT. YOUR LOCKER IS SCHOOL PROPERTY AND MAY BE RANDOMLY SEARCHED!**

A student's person and possession may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Any student refusing to participate in, and/or cooperate with, a search will be detained and the parent/ guardian will be contacted. Additionally, any student so refusing is subject to disciplinary action. If there is a reason to believe that the student is refusing to participate because the student is in possession of a weapon, the police shall be asked to immediately intervene.

Police can enter school if they have a warrant for arrest, or search students if a crime is committed on school property. They may also come if school officials invite them. Student searches shall be done in accordance with the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

For policy information regarding search and seizure, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Student Right of Privacy (P-5770).

### **Care of School Property**

School property must be protected at all times. Marking or destruction of any school property must be paid for in full and the student is subject to disciplinary action.

For policy and regulatory information regarding care of school property, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Care of School Property (P-5513 & R-5513).

### **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.

### **Suspected Gang Activity**

Students that initiate, advocate, or promote unacceptable activities or conduct, 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 district. This unacceptable conduct, including but not limited to, physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee believes any unacceptable activities or 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 students representing a "criminal street gang" (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:33-29.

If it is determined unacceptable activities or conduct was committed by students representing a gang or by students that may be representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent of the victim(s) and the offender(s). The Principal or designee will also inform the Lead Administrator of Schools and local law enforcement.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding student discipline and/or the school district's student code of conduct.

For policy information regarding suspected gang activity, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Suspected Gang Activity (P-5615).

### **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.

### **Inappropriate Use of Cell Phone or Electronic Devices**

The Board of Trustees believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff

members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Trustees adopts this Policy regarding student use of electronic communication and recording devices.

The taking or sharing of pictures and/or video during school hours is prohibited unless required for an academic task and under the direction of a staff member. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities or school hours, unless otherwise allowed by a staff member.

Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification.

Unauthorized use of personal electronic recording device may include, but not limited to, the following:

- Possessing, recording, viewing, sending video or audio information having sexual, violent, bullying or threatening content on school grounds, school events or school buses will be prohibited and may result in disciplinary action, up to and including suspension or expulsion.
- Transmitting school materials for unethical purposes, such as cheating will be prohibited and may result in disciplinary action, up to and including suspension or expulsion.

District staff may confiscate personal electronic device when such devices are being used in violation of this procedural directive and/or internal school procedure.

For policy information regarding electronic communication, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Use of Electronic Communication and Recording Devices (P-5516).

### **Sexual Harassment**

Sexual harassment is not only wrong, it's against the law. It will not be tolerated at M.E.T.S. Charter School. Sexual harassment is any unwanted and unwelcome behavior of a sexual nature including requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or status in a course, program or activity; or,
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or,
3. Such conduct has the purposes or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive work environment.

Sexual harassment includes such as actions as gestures, jokes, notes, graffiti, rumors, touching, grabbing, exposing and any unwanted kissing or other sexual contact. Any student who feels she/he is being sexually harassed should inform the offender that the behavior is unwanted and unwelcome and then immediately inform a teacher, counselor, or administrator.

The Grievance is a written complaint through the Affirmative Action Office.

1. Grievant is any student, employee or parent aggrieved by a decision or condition falling under the guidelines of Federal and/or State anti-discrimination laws.
2. The administrators and the faculty will adamantly pursue any complaints and provide opportunities for all students to learn about their rights to protect themselves from sexually harassing behavior.

We encourage students to report to a responsible adult any incident that they are aware of as soon as possible. Your reporting will be handled discreetly.

For policy and regulatory information regarding sexual harassment, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Sexual Harassment (P-5751 & R-5751).

### **Harassment, Intimidation, and Bullying**

The Board of Trustees prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Please note the following Board Policy P-5512 which is available on the M.E.T.S. Charter School District website under District Board Policy includes the following:

- Harassment, Intimidation, and Bullying Definition
- Student Expectations
- Consequences and Appropriate Remedial Actions
- Harassment, Intimidation, and Bullying Reporting Procedure
- Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
- Harassment, Intimidation, and Bullying Investigation
- Range of Responses to an Incident of Harassment, Intimidation, or Bullying Reprisal or Retaliation Prohibited
- Consequences and Appropriate Remedial Action for False Accusation
- Harassment, Intimidation, and Bullying Policy Publication and Dissemination
- Harassment, Intimidation, and Bullying Training and Prevention Programs
- Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
- Reports to Board of Trustees and New Jersey Department of Education
- School and District Grading Requirements
- Reports to Law Enforcement
- Collective Bargaining Agreements and Individual Contracts
- Students with Disabilities

Anti-Bullying Coordinator

Michelle Green  
mgreen@metscharterschool.org

Anti-Bullying Specialist  
The Heights

Gabrielle Figueroa  
gfigueroa@metscharterschool.org

Anti-Bullying Specialist  
Vailsburg

Nicole Duarte  
nduarte@metscharterschool.org

### **Sexting**

The Board of Trustees prohibits acts of harassment, intimidation, or exploitation of a student. The Board of Trustees has determined that the phenomenon of "sexting" falls under such prohibited acts. While its definition varies, "sexting" in this school district is defined as the production, possession, or dissemination of sexual materials, including sexually suggestive text messages and nude or semi-nude photographs via cellular telephone or any other technological device:

- A reasonable person, under the circumstances, has the effect of insulting, intimidating, harassing, demeaning, or exploiting any student, or placing a student in reasonable fear of physical or emotional harm to his person, and/or;
- Has the effect of insulting, intimidating, harassing, demeaning, or exploiting any student in such a way as causing any disruption or interference with the orderly operation of the school.

Sexting shall not be tolerated on school property or at any school-sponsored function. Consequences for a student engaging in sexting shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's disciplinary record, history of problem behaviors and performance, and must be consistent with the district's Code of Conduct.

### **Dating Violence**

Dating violence is defined as a pattern of physical, sexual, verbal or emotionally abusive behavior delivered through any means whereby one person attempts to coerce, control or abuse another considered a dating partner.

The term "at school" means in a classroom or anywhere on school property, on a school bus or school-related vehicle, at an official bus stop, or at any school sponsored activity event whether or not it is on school grounds.

The District will not tolerate acts of dating violence. A student's safety shall be the first priority in an act or incident of dating violence. School administrators will implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school code of student conduct.

A report of such violence will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District Dating Violence at School Policy.

For policy and regulatory information regarding dating violence, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Dating Violence at School (P-5519 & R-5519).

### **Disciplinary Consequences**

We would hope that very few students would be involved with this section of the handbook. It is added as reference in case you find yourself in a situation where you might want to ask yourself the questions, **what would happen if I did X, Y or Z?**

#### **After School Detention (ASD)**

The After School Detention program will be a silent study hall under the direction of a detention monitor. The ASD will be assigned by the Assistant Principal or Dean of Students to students who have infractions of the M.E.T.S. Charter School Discipline and/or Attendance Policy.

After School Detention Rules:

1. Students must report on time or will not be permitted to stay and serve.
2. Students must bring enough school-related work to occupy them the entire detention time.
3. Students may not eat, drink, talk, or sleep in detention.
4. Students may not use any type of electronic device, including cell phones.
5. Students who do not attend detentions on their assigned date will be assigned to the In-School Suspension Program.
6. Any infraction of ASD rules may result in dismissal from ASD and further disciplinary action.

#### **Community Service**

A student may be assigned a task within the school or on school grounds that serves the school community.

#### **Activity Restriction/Social Probation**

A student is encouraged to take part in the wide variety of out of classroom activities offered at M.E.T.S. Charter School. These include, but are not limited to, clubs, sports, organizations, field trips, dances, proms, etc. However, students may also be restricted from participation in these activities as a consequence of inappropriate behavior. The imposition of such a restriction will be by administrative decision where necessary or in place of other types of disciplinary consequences when deemed more effective or convenient. The goal of this action is to help students see the relationship between their privileges and their responsibilities. Often students will participate in

activities where they represent M.E.T.S. Charter School. Our standards must be consistent and maintained at a high level.

A student is automatically placed on "Social Probation" after five disciplinary referrals (including tardiness) or at the discretion of the Principal, Assistant Principal or the Anti-Bullying Specialist depending on the severity of the offense. Any act deemed to be egregious by the M.E.T.S. Charter School administration may be grounds to immediately place a student on Social Probation. In this case the student does not need to have 5 disciplinary referrals to be placed on Social Probation.

Social Probation is defined as the denial of a student to participate in all extra-curricular or co-curricular activities including but not limited to: school social functions, prom, class trips, or field trips. To further elaborate any student on Social Probation is ineligible to attend school events such as sporting events. Attendance and participation in athletic events will also be denied. Any offenses after prom by a graduating senior may result in the student not being allowed to participate in commencement.

The following are rights regarding hearings:

1. Under ordinary circumstances students are entitled to demonstrate to the authorities that there is a case of mistaken identity or some compelling reason why one should not be suspended pending a full hearing: Where school officials believe that a student may be dangerous to him/herself or others, he/she may be suspended for a period of 10 school days. If the suspension is to be extended, he/she is entitled to a full hearing.
2. Court and school law decisions have held that, in any situation where a fundamental right may be denied, students must be afforded all appropriate elements of due process.
  - a. The hearing must be held within 21 days after the informal hearing.
  - b. A student may be represented by a lawyer.
  - c. The hearing may be held by the Board of Trustees by a hearing examiner appointed by them.
  - d. A student is entitled to a translator where necessary.
  - e. He/she is entitled to the rudiments of an adversary proceeding. Courts have held that these rudiments may include the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses, the right to demand that any such witness appear in person to answer questions, and the right to testify and produce witnesses on the student's behalf. The precise nature of the hearing depends upon the circumstances of the particular case, such as the sanctions to be imposed or what level the hearing is held.
  - f. A record must be kept of the hearing procedures. A student is entitled, at his/her own expense, to a copy of that transcript.
  - g. The proceeding must be held with reasonable speed. If a student is found innocent, he/she may request that any written entry referring to the incident be expunged from school records.

### **In-School Suspension**

The In-School Suspension Program (ISS) will be held as an alternate option to Out-of-School Suspension. ISS will be assigned to students who have infractions to the M.E.T.S. Charter School Code of Conduct & Attendance Policies. Students will be responsible for bringing work to the ISS classroom to complete.

Conduct in In-School Suspension:

1. Student will write a one-page essay explaining why they were assigned In-School Suspension and how they plan to avoid being reassigned in the future. This essay will be placed in students individual discipline file.
2. Student must bring academic work to do (i.e., book or magazine to read, homework). If a student is without work, an additional assignment will be given that must be completed.
3. Student must be prepared to work (i.e., pencil, paper, necessary text).
4. Student will not bring food, drink, cell phone, MP3 players, iPods, iPads, etc.

5. Student will not sleep.
6. Student will not talk.
7. Student will be permitted to use the bathroom during scheduled times.
8. Students who arrive tardy or who are disruptive will be assigned an additional full day of In-School Suspension.
9. Students will eat lunch in the ISS setting at their own desks. (This is not a social period)
10. Attendance in ISS is for a full day.

### **Out-of-School Suspension**

A student is not allowed on school property and cannot participate in nor attend interscholastic sports or other school activities when they are serving an Out-of-School Suspension. Suspensions are in effect until the morning of the day you return to school.

Suspensions can last from one to ten days. A parent/caregiver conference is required prior to re-admittance from an Out of School Suspension. Seniors should be cautious in assessing multiple disciplinary infractions as they may jeopardize the privilege of prom attendance and participation in the senior activities at the end of the school year.

A student returning from an Out-of-School Suspension is responsible for approaching each of his or her assigned teachers to retrieve missing assignments. A student will have one week to make up missing work. When possible, a student may also e-mail teachers during the Suspension to retrieve missing assignments. Under no circumstances should a student come into school to retrieve assignments from teachers, other students or from his or her locker. It is, however, acceptable for parent/caregiver to come to school to retrieve assignments from teachers. Remember to take all books that will be needed with you when leaving school grounds for your suspension.

### **Youth Court**

Students may be referred to the Youth Council for these infractions throughout the school year:

- Disruptive Behavior
- Disrespect to School Personnel
- Roaming hallways/ Leaving Class without Permission
- Vandalism/ Destruction of Property
- Theft
- Inappropriate Comments/ Language
- Possession of Prohibited Non-Prohibited Paraphernalia
- Bypassing School Security/ Metal Detectors

### **Police Notification**

Serious infractions of the Conduct Code may result in police notification as per the Memorandum of Agreement.

### **Memorandum of Agreement**

In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the NJ Department of Law and Public Safety and the NJ Department of Education, documents the commitment for schools and law enforcement agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.



## **Expulsion**

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.

For policy and regulatory information regarding disciplinary consequences, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on Student Discipline/Code of Conduct (P-5600 & R-5600), Suspension (P-5610 & R-5610), and Expulsion (P-5620).

## **Disciplinary Action Guidelines for Students with Educational Disabilities**

Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students (unless stated otherwise in their Individualized Education Program) for short-term suspensions. Administration shall consult with the case manager/member of the Child Study Team prior to disciplinary action entailing changes in the student's current educational setting. For more information refer to The Parental Rights in Special Education Booklet (PRISE) and the New Jersey Department of Education State Code, New Jersey Administrative Code 6A: 14-2.9.

During a short-term suspension the disabled students can be placed in in-school suspension following the same procedures used for non-disabled students for a period of no more than 10 consecutive or cumulative school days in a given school year. At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the child study team. The disabled student is afforded the same due process procedures as the non-disabled student.

Long-term suspension can constitute a change in placement without benefit of the IEP process; suspension from the student's educational program for a period of 10 or more consecutive school days in a given school year; a series of lesser suspensions that result in 10 or more cumulative school days during a given school year; or placing a student in an IAES for a weapons or drug offense or for inflicting serious bodily injury.

Therefore, whenever any such action that constitutes a long-term suspension (and possible change in placement) is being considered, the case manager of the disabled student must be provided with written notification immediately so that the parents can receive the mandated written notification to convene a Manifestation Determination hearing as required under the state special education code, New Jersey Administrative Code 6A:14.

The purpose of the Manifestation Determination is to examine the relationship between the student's behavior and his/her disability. If the IEP team determines that there is no relationship between the inappropriate behavior and the student's disability, the student can then be disciplined in the same manner as a non-disabled student, provided that educational services continue. If it is determined that the inappropriate behavior is a manifestation of the student's handicapping condition, then a Functional Behavior Assessment (FBA) of the behavior must be conducted and an appropriate Behavior Intervention Plan (BIP) developed and implemented. If a BIP is already in effect for the student, the IEP team must review it and make any needed modifications. The appropriateness of the current placement must also be considered. The

district cannot proceed with the proposed disciplinary action. In either instance, the IEP team must provide a written report to the appropriate school official.

Disabled students can be removed to an Interim Alternative Educational Setting (IAES) for a period not greater than 45 calendar days. The IEP team must conduct a Manifestation Determination hearing during the 45-day period. The student's behavior and placement must be reviewed. If the behavior is determined not to be a result of the handicapping condition, the student can be placed in an IAES for up to one year. If it is determined that the behavior is a manifestation of the disability, then an FBA and BIP must be developed and the appropriateness of the placement reviewed.

Disciplinary Actions for Students Suspected of Having a Disability: If the student has been suspected of having an educational disability, then he/she is to be treated as if he/she were a disabled student. If a Child Study Team has been requested, the student is considered to be afforded the same due process rights as identified disabled students.

### **Due Process/Appeals**

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion.

A student may appeal a decision made by school officials to the Lead Administrator. If this is unsuccessful, he/she has two more appeals within the state system: First, to the Commissioner of Education, and then (within 30 days after the Commissioner has made his decision) to the State Board of Trustees. He/she may appeal his/her case in court without going through the administrative procedures outlined above, but the court may require him/her to first exhaust those channels within the local and state school systems. A local board of Trustees also has this right of appeal.

### **Prom/Prom Eligibility**

Attending the M.E.T.S. Charter School Prom is a privilege which must be earned. No student that has reached or exceeded 5 disciplinary referrals is eligible to attend. Any egregious act such as but not limited to: HIB, Fighting, Stealing, Substance Abuse, Criminal Charges, or a Weapons referral may result in the immediate placement of the student on Social Probation and would therefore make that student ineligible to attend the prom.

**\*NOTE: STUDENTS MUST REMAIN IN SCHOOL FOR THE ENTIRE DAY IN ORDER TO ATTEND THE PROM. IF SENIORS OR ANY STUDENTS ARE DISMISSED PRIOR TO THE END OF THE SCHOOL DAY THEY MUST STAY UNTIL THE DESIGNATED DISMISSAL TIME. NO APPOINTMENTS MAY BE MADE ON PROM DAY UNTIL A STUDENT IS DISMISSED. IF A STUDENT LEAVES SCHOOL FOR ANY REASON OR CUTS ANY CLASS HE/SHE IS NOT PERMITTED TO ATTEND THE PROM. ALL STUDENTS ATTENDING NEED TO BE IN ALL OF THEIR CLASSES ON PROM DAY. IF A STUDENT GETS TO SCHOOL AFTER HIS/HER FIRST CLASS IS OVER HE/SHE IS NOT PERMITTED TO ATTEND THE PROM.**

## Affirmative Action

In the spirit of Title 6, Title 9, and Section 504 of the statutes of the state of New Jersey, M.E.T.S. Charter School is striving to ensure equal educational and employment opportunity regardless of race, sex, creed, color, religion, handicap, national origin or social or economic status, has instituted open and equal access in employment and school sponsored courses and activities, and has submitted an action plan to the County Office to ensure compliance.

The M.E.T.S. Charter School Title 6, Title 9 and Section 504 Officer is the Michelle Green, 746 Sanford Avenue Newark, NJ 07106, 973-859-5300.

More information on the Affirmative Action Program can be found at <http://www.metscharterschool.org>.

## **Affirmative Action Grievance Procedure**

In accordance with federal/state anti-discrimination legislations M.E.T.S. Charter School District has formulated the following procedure for Title VI, Title IX and Section 504 infractions.

Purpose: To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affectional or sexual orientation, sex, gender identity, gender expression, ancestry, national origin, disability, or socioeconomic status.

Procedure:

1. The grievant must present the complaint in written form to the District Affirmative Action Officer, Michelle Green. Michelle Green can be reached by email at [mgreen@metscharterschool.org](mailto:mgreen@metscharterschool.org) or by phone at 973-859-5300.
2. The District Affirmative Action Officer has five working days from the time the complaint is received to investigate and provide a response. Depending on the nature of the investigation, additional time may be needed and the grievant will be notified accordingly.
3. If the grievant is not satisfied, the grievant may appeal within ten-working days to the District Lead Administrator.
4. Response by the Lead Administrator or designee must be given within five working days from the time the appeal is received by the Lead Administrator.
5. If the grievant is not satisfied at this level, an appeal may be made within ten working days to the M.E.T.S. Charter School Board of Trustees, which will hear the complaint at the next regular meeting or within thirty calendar days of receiving the appeal. The appeal can be written in business letter format with documentation from steps 1-4 attached.

A Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

6. The M.E.T.S. Charter School Board of Trustees shall respond to the grievant within thirty calendar days from the hearing date.
7. If the grievant is not satisfied with Board's decision, the grievant can have it referred to the County Lead Administrator of Schools.

### **Hudson County Office of Education**

830 Bergen Avenue, Suite 7B  
Jersey City, NJ 07306-4507

Ms. Melissa Pearce, Interim Executive County Superintendent  
Phone: (201) 369-5290  
Fax: (201) 369-5288

8. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

**The Commissioner of Education**  
**Bureau of Controversies and Disputes**  
**New Jersey Department of Education**  
PO Box 500  
Trenton, New Jersey 08625  
Phone: (609) 292-5705

**Equal Employment Opportunity Commission**  
**Newark District Office**  
1 Newark Center, 21st Floor  
Newark, New Jersey 07102  
Phone: 800-669-4000 or 973-645-6383

**U.S. Office for Civil Rights**  
**U.S. Department of Education**  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Phone 646-428-3900 or TDD: 877-521-2172  
Email: OCR.NewYork@ed.gov

**New Jersey Division on Civil Rights**  
140 East Front Street, 6th Floor  
PO Box 090  
Trenton, NJ 08625-0090  
Phone: 609-292-4605 or TDD 609-292-1785

For policy information regarding affirmative action, please reference the M.E.T.S. Charter School Board of Trustees Policy Manual on Affirmative Action Program (P-1140).

## Annual Integrated Pest Management Notice for School Year 2019-2020

### **Annual Integrated Pest Management Notice for School Year 2019-2020**

This notice is being distributed with the New Jersey School Integrated Pest Management Act. The M.E.T.S. Charter School Board of Trustees 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 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 the M.E.T.S. Charter School is: Michelle Green (973) 859-5300, 746 Sanford Avenue, Newark, New Jersey, 07106.

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 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 in the school.

As part of a school pest management plan the M.E.T.S. Charter School Board of Trustees 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 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.

For policy and regulatory information regarding the pest management plan, please reference the M.E.T.S. Charter School Board of Trustees Policy and Regulation Manual on School Integrated Pest Management Plan (P-7422 & R-7422).

## Asbestos Hazard Emergency Response Act

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.

Mrs. Gail Long is our designated asbestos program coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to her at [glong@metscs.org](mailto:glong@metscs.org).



### Student/Family Handbook Acknowledgement

Please read the preceding material with your child and sign the form below to acknowledge that you have reviewed and understood the 2019-2020 Student and Family Handbook. 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/photographed/videoed.

Thank you!

I agree that I have reviewed M.E.T.S. Charter School 2019-2020 Student and Family Handbook. 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