

Barack Obama Green Charter High School

Plainfield, New Jersey



We plant the seeds

**Policy and Regulations
Student – Parent Handbook**

Revised September 2016

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Barack Obama Green Charter High School

35 Watchung Ave.
Plainfield NJ 07060

The mission of The Barack Obama **Green** Charter High School is to prepare students to become informed, engaged and independent critical thinkers and to inspire leaders for sustainable development with a focus on our environment. Students will be educated in a school community that fosters high expectations for both achievement and conduct and facilitates clear connections between the curriculum, the community and the world.

The Board of Trustees and/or the School Principal reserve the right to amend this handbook. Parents will be given prompt notification if changes are made.

INTRODUCTION

Welcome to the Barack Obama Green Charter High School also known as ‘Obama Green’! You are part of an innovative and rigorous program designed to prepare you to meet your educational and professional goals, and to enable you to take your place as a quality citizen in the world. Our mission is to provide a student-centered rigorous academic education that extends learning beyond the classroom walls and into the local environment. All students will graduate with the knowledge, skills, and values to become life-long learners and quality stewards of their community.

The founders of The Barack Obama Green Charter High School believe in the potential of Plainfield’s youth to achieve much higher than district performance data suggests. Students are supported by a committed and competent community of teachers and administrators who identify high student achievement as their professional priority. The education program draws upon research proven interventions and promising practices of high-performing schools serving a student population comparable to the student population in Plainfield. “Obama Green” students are the leaders in the 21st century low carbon green economy.

Vision Statement

Graduates of the Barack Obama Green Charter High School will demonstrate exceptional capability in communication, critical thinking, problem solving, and responsible behavior. They will acquire and respect knowledge, be life-long learners, and good citizens.

Our vision is that our graduates will:

- Demonstrate proficiency in all aspects of critical thinking and problem solving.
- Demonstrate their communication skills through their ability to write and speak effectively.
- Demonstrate their mastery of a knowledge base, which reflects the wisdom of the great literature of the world.
- Demonstrate their ability to employ their intellectual and aesthetic tools through the lens of conscience with responsibility for self and others.
- Demonstrate their proficiency in The New Jersey Core Curriculum Content Standards at all grade levels.

GOAL A1: TO GRADUATE STUDENTS WITH 21ST CENTURY SKILLS

OBJECTIVE 1 · *The Barack Obama Green Charter High School will graduate students who can COMMUNICATE EFFECTIVELY.*

Measurable Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in writing and speaking as evidenced by both state mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in communication technology as evidenced by the application of technology skills in assignments and learning.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in idea presentation as evidenced by state mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in idea formation and organization as evidences by writing and speaking sections of state-mandated tests and school administered interim performance assessments.

OBJECTIVE 2 · The Barack Obama Green Charter High School will graduate students who can REASON SCIENTIFICALLY AND QUANTITATIVELY.

Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in understanding mathematical and scientific principles as evidenced by mathematics and science sections of state-, mandated tests and school administration interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in applying mathematical and scientific principles as evidenced by mathematics and science sections of state-, mandated tests and school administration interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in interpreting numeric information presented in graphic form as evidenced by mathematics and science sections of state-, mandated tests and school administration interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in applying scientific methods to the inquiry process as by mathematics and science sections of state-, mandated tests and school administration interim performance assessments.

OBJECTIVE 3 · The Barack Obama Green Charter High School will graduate students who can THINK CRITICALLY

Measurable Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in reading analysis and understanding complex ideas as evidenced by the state-mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to locate, evaluate, and apply research information as evidenced by state-mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to draw inferences from facts as evidenced by state-mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to evaluate and present well-reasoned arguments as evidenced by state-mandated tests and school administered interim performance assessments.

OBJECTIVE 4 · The Barack Obama Green Charter High School will graduate students with an informed worldwide perspective

Measurable Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to recognize differences and relationships among cultures as evidenced by state-mandated tests and school administered interim performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to recognize the role diversity plays in the development of the United States and in everyday social life as evidenced by state mandated tests and school administered performance assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to recognize the relationships among events and values in different eras as evidenced by state mandated tests and school administered performance assessments.

NON ACADEMIC GOAL A1: TO PREPARE STUDENTS TO BECOME ACTIVE PARTICIPANTS IN A LOW CARBON GREEN ECONOMY.

OBJECTIVE 1 · The Barack Obama Green Charter High School will prepare students to become active participants in a low carbon green global economy.

Measurable Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their understanding of issues of sustainability as evidenced by school administered performance assessments and project reviews.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their ability to work concentrically larger circles to identify, influence and resolve more global concerns as evidenced by school administered performance assessments and project reviews.

OBJECTIVE 2 · The Barack Obama Green Charter High School will provide students with community connections related to areas of sustainability.

Measurable Outcomes:

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in their service learning activities in The Barack Obama Green Charter High School and the community as evidenced by a monitoring of participation levels; school administered interim performance assessments and project reviews and assessments.

80% of The Barack Obama Green Charter High School students will demonstrate proficiency in school based projects, mentoring opportunities and formal internships strengthened through our partnerships as evidenced by project review and assessment, and external feedback from mentors and internship sites.

ACADEMIC PROGRAM AND POLICIES

GRADUATION REQUIREMENTS

The framework which follows is a course by course breakdown of the credit requirements for graduation from The Barack Obama Green Charter High School Charter High School. ***Subject to revision by the Principal and/or School Leader/CEO.***

General Education Curriculum

| Academic Year 1 | Academic Year 2 | Academic Year 3 | Academic Year 4 |
|----------------------------|----------------------------|--|----------------------------|
| English I | English II | English III | English IV |
| Algebra I | Geometry | Algebra II | |
| Environmental Science | Biology | Chemistry | Senior Science |
| US History I | US History II | World History | Leadership |
| Personal Wellness I | Personal Wellness II | Personal Wellness III | Personal Wellness IV |
| Foreign Language | Foreign Language | Foreign Language | Economics & Finance |
| | Elective | Elective Global Studies & Sustainability | |

GRADUATION POLICY

The Barack Obama Green Charter High School (Obama Green) will allow all currently enrolled students to participate in its Graduation ceremonies if they have completed all of the Obama Green course graduation requirements obtaining a minimum of 125 credits and 80 hours of community service with the following exceptions:

Students who have graduation requirements that have been modified and documented in an approved Individual Education Plan (IEP) will be allowed to graduate provided all modified requirements have been met. (Modifications shall not result in a set of requirements less rigorous than New Jersey's minimum graduation requirements.)

Students who have not met all of the Obama Green graduation requirements will not be allowed to participate in Graduation ceremonies.

COUNSELING SERVICES

Obama Green employs counselors who students and families may see on an individual or group basis for social or emotional needs. Students, teachers or parents may refer students to the counselors. The guidance counselor will also provide academic and college counseling. In addition to the counselor, each student is assigned an advisor. Advisors will help each student discover his/her goals and support the student throughout his/her learning process.

DAY TIME FIELD TRIPS

Throughout the school year, the students will take many trips. These trips are a part of the school's interdisciplinary curriculum and may include walking trips, trips by private or school vehicles, buses or public transportation. Participation is required as these are important learning experiences and part of the curriculum. Only excused absences are permitted.

Field Trip Forms are completed at the beginning of each year as part of the enrollment packet. Teachers do not send home trip slips for each individual field trip. Signing the form indicates you have granted your student permission to participate in the ongoing field trip program throughout the school year.

COMMUNITY SERVICE

The mission of The Barack Obama Green Charter High School speaks to the implementation of service learning that will enable students to be environmental stewards in the 21st century low carbon green economy. A steward is a person who contributes and gives back to his/her community. To help students practice these skills, Obama Green requires students to complete two community service hours per month, 20 per year and 80 to graduate.

Students may not graduate without these community service hours. Community services hours can be earned in many ways. Activities are available during class, breaks, lunch, after school and weekends. The following are the Community Service rules and requirements:

1. Community service must positively impact the community, the school, the environment or a group of people.
2. Community Service should take place outside of school organizations. In some cases community service can be done to benefit the school. For example, tending the garden, recycling program, tutoring other students
3. Community service must be done outside of the immediate family (no babysitting younger brother, etc.) and must be for organizations, not individual people. Seek Non-profit, governmental or religious organizations that positively impact the community, the school, the environment or a group of people.
4. Any community service conducted outside of the opportunities listed on the Obama Green website or in the Main Office must be approved by the student's Homeroom teacher or an Administrator. Students may gain this approval by filling out a Community Service Approval Form.
5. It is encouraged that students take part in long term (several months) and various short term community service opportunities.
6. Community service may also be done over the summer or other vacations.
7. Students must fill out the Community Service Log Sheet.
8. Community service hours are checked by a teacher and Guidance Counselor of each student on a monthly basis.
9. A reflection must be completed at the end of each semester.

PORTFOLIOS

Each student at Obama Green is required to complete a Portfolio of their work in order to graduate.

Each year, students add to their portfolios during their enrichment period, following school-wide guidelines. Portfolios allow each student to:

- demonstrate the achievement of the school's mission
- show progress towards the school's values
- practice reflection as a tool for lifelong learning

I. ACADEMIC RIGOR IN SCHEDULING

Students are automatically scheduled into the most rigorous course load offered at The Barack Obama Green Charter High School, even when the minimum graduation requirements have been met.

Allowable exceptions:

- 1) If a student's IEP has modified the student's graduation requirements or requires small group instruction;
- 2) If a student has met the minimum requirement with grades of C or better, he or she may petition the Principal to exchange an Obama Green course exceeding the minimum requirements for a transferable course offered at a community college. This enables advanced students to pursue college-level courses in the disciplines not offered at Obama Green.

II. RETENTION POLICY:

- **FULL RETENTION:** In order to be promoted to the next grade level, students of the various grade levels must have at least the number of credits listed below at the end of each grade level:
 - Freshman year: 30 credits
 - Sophomore year: 60 credits
 - Junior year: 90 credits
- Students who fail to achieve the necessary number of credits will be retained. However, they do not have to repeat classes in which they have received passing grades.

NOT ON TRACK FOR GRADUATION: Students who have earned at least 1 F but do not meet the criteria for full retention will promote to the next grade, but will receive the status of "Not on

Track for Graduation.” These students must repeat classes in which they have received a D or an F and should anticipate a “13th Year” of work. The 13th Year may occur after senior year, or could be potentially made up through a combination of night, summer and online courses in addition to their regular class load, subject to availability.

GRADING SCALE

The grade scale is composed of A, B, C, D and F. Some elective courses use a Pass/Fail grade scale.

INCOMPLETE GRADES

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete (“I”), with a deadline to make up the assigned work. Upon completion of the assigned work or by the deadline, the teacher will submit a grade change form to officially change the “I” to a letter grade. If a student does not complete the work by the deadline, he/she risk failing the class.

CONTACTING PARENTS BY TELEPHONE

Staff members call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. The school also uses an automated system to call when a student is marked absent or tardy or to remind parents/guardians of schedule changes, holidays, or other important announcements.

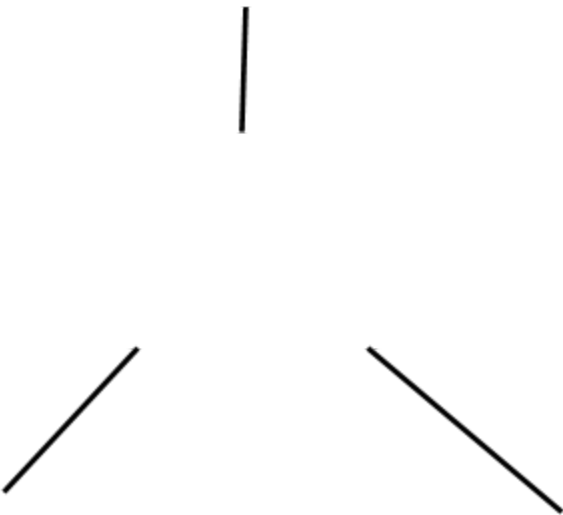
Parents/guardians should make sure to provide the office with the phone number that is best for receiving such calls. When possible, it is suggested that parents/guardians use their cell phones. Should a parent/guardian wish to change this contact number during the school year, please provide the office with the change in writing.

CONTACTING TEACHERS BY EMAIL

All teachers and staff members have email accounts where they can be easily contacted.

Parents/guardians/students can refer to the school website for this information. Parents/guardians can also contact teachers by leaving a message with the Main Office. Parents/guardians can request a conference with their child’s teachers by contacting them directly or by requesting a meeting through the student’s guidance counselor.

Please observe the following communication channels when communicating concerns or comments to our faculty.



PARENT PARTICIPATION

Parent participation at Obama Green is encouraged. Parents are encouraged to participate in our parent advocacy groups, on field trips or by volunteering. There are several important meetings for parent participation:

Please see the website for our meeting schedules.

ADMINISTRATIVE PROCEDURES

EMERGENCY DRILLS

As per N.J.S.A. 18A:41-1 every school of two or more rooms shall have at least one fire drill and one security drill each month within the school hours. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.

If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their next regularly scheduled class or if after school to the safest location. If an emergency occurs when not on Obama Green campus, students are to report to their supervising personnel. Supervising personnel will call the Obama Green campus to report problems.

If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Parents/Guardians will be notified by the honeywell alert system in regards to the situation. Once the all clear is given the students will be released to the parents/guardian as per the protocol of the school's safety & security plan.

MESSAGES AND DELIVERIES TO STUDENTS

Students may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, Obama Green staff will only deliver urgent messages to students during class time.

TECHNOLOGY AND INTERNET USAGE

Obama Green offers computers in the classrooms for student-use on school-related assignments. Students may not use the computers in the office or request to have documents printed from the computers in the office.

Similarly, students may not use computers unsupervised and they may not use the computers for personal use not related to school assignments. Access to these computer systems is a privilege and Obama Green may revoke this privilege and/or take other disciplinary action against any individual who fails to comply with the Barack Obama Green Charter High School Computer Usage document.

Acceptable Use Policies must be signed prior to any computer usage.

INSTRUCTIONAL MATERIALS

The Barack Obama Green Charter High School uses a variety of resources for research. Therefore, students may not necessarily be assigned a textbook for every class. When books are assigned, they will be checked out by each subject area teacher. Students are responsible for the textbooks which are issued to them. Charges will be applied for books that are lost or damaged. The school is not responsible for stolen, lost, or damaged books. For a lost book, if the book cannot be replaced by the student, a replacement fee will be charged and must be paid by the end of the year. All school records will be withheld until the debt has been satisfied. Fines may be paid by cash or by money order. Personal checks will not be accepted.

If students would like to keep their textbooks for future application they may purchase the text on their own.

VISITORS

Parents/guardians of current students are welcome to visit the school. All visitors must sign in at the Main office immediately upon arrival and receive a badge. All visitors will be escorted to their location by staff/security, upon completion of their visit they will sign out at the main office and return their badge.

Students may not have friends, siblings, or other relatives visit them at school at any time.

Prospective students who would like to visit Obama Green, may only do so if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator.

CHANGE OF CONTACT INFORMATION

Parents will be asked at the beginning of each school year to provide Obama Green with current contact and emergency information. If contact information changes during the school year (including all telephone numbers), it is the responsibility of the parent/guardian to provide the Main Office with this new information in writing. **The School cannot assume responsibility for missed communications** in the event that the contact information is mis-reported or not updated by the parent or guardian.

COMPLAINT PROCEDURES

Obama Green attempts to establish an open and caring environment. In the event that a concern occurs, students and parents/guardians are welcome to contact a teacher, counselor or Principal. Most concerns can be resolved by meeting with staff. However, in the event that the filing of a formal complaint is desired, please submit, in writing, your concerns to the School Leader/CEO.

LUNCH

A school lunch form is required by the Barack Obama Green Charter School for all students enrolled in the school.

All students are required to have a school lunch. These monies are due prior to or on the 15th of every month. For the first month of school any student who has not been prepaid will be charged the maximum rate of \$65.00 + a \$10.00 service charge. All enrollees are required to have all fees paid prior to the 1st day of school.

By signing the parent agreement form you are acknowledging that you will pay this fee.

How to Calculate the cost of Food Program

The total numbers of days are calculated by multiplying the rate of your child's payment by the total number of days on the monthly school calendar.

2016-2017 School Lunch Program Pricing

| | |
|------------|--------------|
| Full Lunch | 3.00 per day |
| Reduced | .30 per day |

| | |
|------|-----------|
| Free | No charge |
|------|-----------|

Please note that all payments need to be processed prior to the 15th of each month to ensure that your student will be provided with a lunch.

School Breakfast Program

Barack Obama Green Charter High School offers optional Breakfast to all of our students. It is the school's belief that a hungry student is not inductive to a positive learning environment.

2016-2017 School Lunch Program Pricing

| | |
|----------------|--------------|
| Full Breakfast | 2.00 per day |
| Reduced | .30 per day |
| Free | No Charge |

***Please turn in your school lunch form prior to school closing, to ensure they will be processed in a timely fashion. If during the year your family size increases, decreases, loss of income, etc., please contact the school to re-evaluate your lunch worksheet. This may result in a change in status.**

* The rates for this are set by the Board of Trustees at the beginning of the school year.

Please note that soda and junk food is never allowed in the school.

HEALTH SERVICES

Procedures: Any student in need of health services during class time must obtain a pass from their teacher to leave the classroom. A student must then report directly to the Nurse's Office where a staff member will determine the student's needs and take appropriate action.

Prescription Drug Policy: When a student must take medication at school, a parent or guardian must bring the medication to the office in a pharmaceutical container with the student's name, physician's name, and the name of the medication, dosage and time to be administered clearly labeled along with the proper medical forms filled out (please see the main office for these forms). Students must report to the Main office when the medication is to be dispensed. Students may not carry prescription medication while at school.

Non Prescription Drug Policy: at The Barack Obama Green Charter High School employees may not distribute any non-prescription medication.

EXTRA-CURRICULAR ACTIVITIES

STUDENT COUNCIL

Student council is an important key to what happens at The Barack Obama Green Charter High School. Students, with the help of faculty, plan and carry out the many activities and events which make Obama Green a great school. There are many opportunities for students to become involved. The purpose of Student Council is to promote positive student morale and to plan, fund and sponsor events throughout the year. A student can participate in a variety of roles on Student Council. He/she can run for positions such as Executive or other Class Officer positions.

DANCES AND SCHOOL-SPONSORED EVENTS

Dress for most school-sponsored social events is regular social attire. Formal attire is required for specified dances. Any special attire will be announced prior to the dance. Any student who is not dressed appropriately will not be allowed into the dance.

Parents/guardians are expected to pick up their child immediately following the end of the event. Parents/guardians are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

After School Program

The Barack Obama Green Charter High School offers an after school program that is designed to enhance the rigor of the school, build community, and add to the activity offerings of the school. The program is made up of various opportunities that may include remediation classes, advanced classes, clubs, and sports. All rules that apply to the regular school day also apply to students participating in the after school program.

TRANSPORTATION AND PARKING

SKATEBOARDS, SCOOTERS AND BIKES

Students may ride a skateboard, scooter or bike to school. Upon arriving to school, students must store their skateboard, scooter and/or bike in designated storage areas. Students may not ride their skateboard, scooter or bike during the school day. Skateboards, scooters and bikes ridden

during the school day will be confiscated. Only the parent/guardian may retrieve the confiscated item. Obama Green is not responsible for any loss of equipment.

STUDENT PARKING

Students are not allowed to drive and park at the school. Public transportation and bicycle riding is encouraged as in line with the school's 'green' focus.

STUDENT CONDUCT AND DISCIPLINE

PREFACE

The Barack Obama Green Charter High School is committed to establishing a safe environment where students are able to become informed, engaged and independent critical thinkers. The Barack Obama Green Charter High School values preventative measures as a means to creating a safe, connected, supportive environment. At The Barack Obama Green Charter High School all staff members, students, and family members will be valued members of The Barack Obama Green Charter High School community. All constituents will have a voice, responsibilities, the right to participate, and opportunities to succeed. The Barack Obama Green Charter High School encourages social excellence in the students—an expected behavior that will be modeled by all staff.

Students who, by their disruptive behavior, consistently deprive others of this right will be subject to disciplinary action, including suspension and expulsion from the school. A student may be suspended or expelled from The Barack Obama Green Charter High School based on criteria determined by the Board of Trustees, which are consistent with the provisions of N.J.S. 18A: 37-2, and approved by the commissioner as part of the school's charter. The Principal, after teacher consultation, may recommend student expulsion. Extreme violations or multiple lesser violations of the Board approved Code of Conduct will be considered grounds for expulsion.

Engaging and Rigorous Academic Program

Above all else, The Barack Obama Green Charter High School will ensure student safety and a low number of disciplinary actions by investing in preventative measures.

Character Education

Character Education is embedded into all areas of the educational program. Teachers at The Barack Obama Green Charter High School will be encouraged to teach to all parts of the student.

Students need to develop positive character attributes and appropriate behaviors in order to achieve high standards in school and be good citizens as adults.

Character-Centered Teaching

Character-Centered Teaching will be integrated into the teaching methods in place at The Barack Obama Green Charter High School. It provides a framework for integrating guiding principles into the curriculum and the fabric of school life. It is based on the idea that developing character in students begins with the teacher modeling positive character attributes and actively coaching students to learn and practice the guiding principles which form the basis of sound character. Character-Centered Teaching also rests on the knowledge that there is a clear relationship between sound character and academic achievement. Character-Centered Teaching makes a clear statement that promoting sound character leads to high academic standards.

The approach of Character-Centered Teaching acknowledges that teachers are an important source of social influence for students. Social influence is based primarily on the style of interacting that occurs every day, both in and out of the classroom.

A character-centered approach to teaching is a systematic method for providing academic instruction through a teaching style that emphasizes positive character attributes. In the classroom, the approach is practiced by using specific methods and strategies to integrate guiding principles naturally into instructional lessons and class activities. The goal is to help students develop positive character attributes, to reduce conflicts in The Barack Obama Green Charter High School, and the community at large and to achieve high academic standards.

The 12 Guiding Principles of Exceptional Character

International Center for Leadership in Education

- **Adaptability** -The ability and willingness to change. To put oneself in harmony with changed circumstances. To be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.
- **Compassion** - Kindness. The desire to help others in distress. To show kindness and concern for others in distress by offering help whenever possible.
- **Contemplation** - Giving serious consideration to something. To think things through with proper care before taking action.
- **Courage** - Bravery. The willingness to put one's beliefs into practice, the capacity to meet danger without giving way to fear. To face difficulty or danger and express your beliefs even if you are afraid.

- **Honesty** - Truthfulness, sincerity. The act or condition of never deceiving, stealing, or taking advantage of the trust of others. To be truthful in all that you do and never deceive, steal, or take advantage of the trust of others.
- **Initiative** - Eagerness to do something. To take responsible action on your own, without prompting from others.
- **Loyalty** - Faithfulness, dependability. The quality of being faithful to another person in the performance of duty; adhering to a contract with another person. To show others that you are dependable when you have a commitment to them.
- **Optimism** - Positive beliefs. The inclination to take a hopeful view or think that all will work out for the best. To strive to be positive in your beliefs about yourself, others, and the future.
- **Perseverance** - Hard work. The quality of trying hard and continuously in spite of obstacles and difficulties.
- **Respect** - Regard, value, admire, appreciate. Special esteem or consideration in which one holds another person or thing. To show regard for yourself, others, and the world around you.
- **Responsibility** - Accountability. To consider oneself answerable for something. To demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.
- **Trustworthiness** - Reliability. Dependable, deserving of trust and confidence.

Professional development will also include implementing overall consistent and effective behavior management and discipline strategies in the classroom and greater school community

Pupils who display chronic behavioral or academic problems may be referred to the Intervention & Referral Services (I&RS) Team, following interventions adopted by this team. If there is no improvement, a referral to Child Study may follow, including behavioral modification plans. Teaching staff members and other employees of the School having authority over pupils will take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this School.

The Principal will ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The School will review all related policies on a regular basis.

I. PUNISHABLE OFFENSES

Zero Tolerance Anti-Violence Policy

The Zero Tolerance for Fighting Policy became effective on February 24, 1997. It's an anti-violence policy that makes schools a safer place for learning. The Barack Obama Green Charter High School is making a public statement which states: it is never accepted to use violence as a solution to solve problems. With your help, our school can be 100% fight-free.

In the event of a fight, all parties will document the statement of events. The School Principal or appropriate designee will call the appropriate law enforcement authorities for every fight involving students who are 14 years of age or older. Appropriate law enforcement authorities include assigned School Security Officers and/or Violence Prevention Officers.

If there are no assigned School Security Officers or Violence Prevention Officers available, the local law enforcement authorities will be called: Plainfield Police Department.

These law enforcement authorities will investigate the fight and recommend one of the following actions: issuing the student a misdemeanor summons; releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court; taking the student directly to the Juvenile Detention Facility; or arresting the student.

Expulsion

Students involved in a fight at Barack Obama Green Charter High School will be subject to expulsion after an appropriate hearing per N.J.S.A 18A:37-1, 6A:16-7.1, 6A:16-7.2.

Pushing, shoving, and non-aggressive self-defense are not considered as fighting, but once a punch or kick is thrown, a "fight" has occurred. Since pushing and shoving leads to fighting, and are violations of school policy, students will be subject to suspension. Non-aggressive self-defense allows the student to defend himself (herself) against an attack, but only to the point where the attacker backs off.

Effective

This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home from the time the school day ends. It is also in effect during all school-related activities.

Student Responsibility

It is the student's responsibility to alert a principal, teacher, coach, etc., to any hostile attempt directed at himself (herself). Administrators are then required to take immediate action to prevent further hostile attempts.

Listed below in sections A - F are many types of student offenses, infractions, and misconduct which are defined as unacceptable and for which school staff are directed to take preventative and/or corrective action. (This list is not exhaustive).

A. Offenses Against Students

- Fighting with other students.
- Stealing the property of other students.
- Inciting others to fight, threaten, or harm.
- Driving dangerously on school grounds.
- Creating disorder in classes, hallways, or assemblies.
- Sexual offenses such as inappropriate touching (whether consensual or not), verbal abuse, or inappropriate sexual expressions.
- Violating codes of conduct of organized school groups; e.g., athletic code, honor society code, etc.
- Bringing to or using in school dangerous weapons such as knives, guns, chains, or explosives.
- Running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of other students.
- Intimidating, threatening with harm, or otherwise creating fear on the part of other students.
- Use of foul, abusive, derogatory, or demeaning language, including ethnic remarks, to other students.
- Lying about other students' actions or intentions in such a way as to harm them.
- ***Digital recording or use of digital images of students within the school, without that students expressed consent or permission by the teacher or school official.***
- Procuring another student's money or possessions by use of threats or fear.

- Threatening, in oral or written form, including electronic/cyber threats and text messages, another student’s safety.

| Incident 1 | Incident 2 | Incident 3 |
|---|---|---|
| Notify parent/guardian Same day mandatory conference with administration Detention 1-3 days Possible 1-3 day suspension Mandatory parent/guardian administration conference upon return Possible notification of Police Department | Notify parent/guardian Same day mandatory conference with administration Detention 2-4 days Possible 2-5 day suspension Mandatory parent/guardian administration conference upon return Possible notification of Police Department | Notify parent/guardian Same day mandatory conference with administration Mandatory 5 day suspension Mandatory parent/guardian administration conference upon return Possible Board Disciplinary Hearing Possible notification of Police Department |

B. Offenses Against Teachers or Other School Personnel

- Insubordination, disregarding or defying the authority of school staff, or disregarding their instruction and directions.
- Use of foul, abusive, derogatory, or demeaning language to teachers or other school staff.
- Lying about school staff’s actions, directions, or intentions, in such a way as to harm them.
- Stealing the property of school staff.
- Creating disorder or disruptions in classes, hallways, or places of assembly.
- Running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of school staff.
- Demonstrating discourtesy or disrespect of school staff by word or action.
- Physically assaulting, intimidating, or otherwise creating fear on the part of school staff.
- Disregarding instructions of school bus drivers, distracting drivers, or interfering with the safe operation of school buses, whether from inside or outside the bus.
- ***Digital recording or use of digital images of teachers, staff, and/or classroom activities within the school, without expressed consent or permission by a teacher or school official.***
- Threatening in oral or written form, including electronic/cyber threats and text messages, a staff member’s safety.
- Inappropriately contacting a staff member outside of the school day, with or without his/her permission.
- Indirectly obtaining personal information of a staff member.

For Acts of Defiance

| Incident 1 | Incident 2 | Incident 3 |
|------------------------|------------------------|------------------------|
| Notify parent/guardian | Notify parent/guardian | Notify parent/guardian |

| | | |
|--|--|--|
| <p>Same day mandatory conference with administration Detention 1-3 days Possible 1-3 day suspension administration conference upon return Possible notification of Police Department</p> | <p>Same day mandatory conference with administration Detention 2-4 days Possible 2-5 day suspension Mandatory parent/guardian administration conference upon return Possible notification of Police Department</p> | <p>Same day mandatory conference with administration Mandatory 5 day suspension Mandatory parent/guardian administration conference upon return Possible Board Disciplinary Hearing Possible notification of Police Department</p> |
|--|--|--|

For Acts of Assault (including fighting)

| Incident 1 | Incident 2 |
|---|---|
| <p>Notify parent/guardian Same day mandatory conference with administration Mandatory 3-5 day suspension Mandatory parent/guardian administration conference upon return Possible notification of Police Department Recommendation for Expulsion</p> | <p>Notify parent/guardian Same day mandatory conference with administration Expulsion Possible notification of Police Department</p> |

C. Offenses Against Property

- Unauthorized entry into school buildings or vehicles.
- Vandalizing, destroying, damaging, or defacing school buildings, grounds, or school-owned equipment, including technology equipment and vehicles owned by the district or used for school purposes.
- Stealing the property of the district.
- Misusing district property or equipment.
- Vandalizing, destroying, damaging, or defacing the personal property of students or staff including automobiles, books, locker contents, clothing, etc.
- Littering in classrooms, hallways, public areas, or on school property.
- Unauthorized occupancy, takeover, or misuse of any school facility or equipment intended for shared student use, such as lavatories, hallways, classrooms, offices, and sidewalks.

D. Offenses of the Student Against Himself/ Herself

- (Self-Deprivation of Educational Benefits)
- Cheating or other forms of academic dishonesty.
- Leaving school grounds without authorization during the school day.
- Failure to do required homework or class work or to bring required learning materials to class.
- Unauthorized or inappropriate dress that might endanger one's own safety or health or create disruption, distraction, or disorder in the school.
- Lying about any matter or jeopardizing one's reputation for honesty and integrity.
- Gambling.

| | | |
|---|---|---|
| Incident 1 | Incident 2 | Incident 3 |
| Notify Parent/Guardian Administrator Parent/Guardian conference 1-3 day detention Possible 0-3 Day Suspension | Notify Parent/Guardian Administrator Parent/Guardian conference 1-3 day detention Possible 0-3 Day Suspension | Notify Parent/Guardian Administrator Parent/Guardian conference 1-3 day detention Possible 1-3 Day Suspension |

E. Offenses Against the School

- Violation of any school rule, regulation, or procedure established by principals.
- Being in unauthorized places in the school or on the school grounds.
- Smoking in the school, on school property, or at school-sponsored activities.
- Falsifying the names of parents/guardians or school staff on passes, excuses, or other official school documents.
- Arson: purposely setting fire to school buildings or equipment and material in the school.
- Sounding or causing to be sounded or sent false fire alarms, bomb scares, or other false or misleading messages to the school or community safety agencies.
- Bringing to school or exploding in the school or on school grounds firecrackers or other explosive devices.
- Littering in classrooms, hallways, public areas, or on school property

| | | |
|--|--|---|
| Incident 1 | Incident 2 | Incident 3 |
| Notify Parent/ Guardian: Possible same day mandatory Administrator/ Parent/ Guardian conference Possible notification to Police Department Possible Community Service Mandatory administrator/ parent/guardian conference upon return | Notify Parent/ Guardian: Possible same day mandatory Administrator/ Parent/ Guardian conference Possible notification to Police Department Restitution 3-5 Day Suspension Mandatory Administrator/ | Notify Parent/ Guardian: Possible same day mandatory Administrator/ Parent/ Guardian conference Possible notification to Police Department Community Service Board Disciplinary Hearing Possible 5 Day Suspension Mandatory Administrator/ |

| | | |
|---|---|---|
| Restitution Possible 1-3 Day Suspension 1-3 Day Detention | Parent/ Guardian conference upon return Possible Community Service Possible Board Disciplinary Hearing | Parent/Guardian Conference upon return Restitution |
|---|---|---|

Drugs and alcohol

Please see SAC (Substance Awareness) policy

Dangerous Weapons and Instruments

Notify Administration (Director of School Climate & Culture)
 Notify Security
 Notify Parent/Guardian
 Notify Police by Director of School Climate & Culture
 Mandatory long term suspension or expulsion
 Referral SCHOOL LEADER/CEO & Board Disciplinary Hearing

Classroom violations that fall outside of the above infractions will result in a call to the parent/guardian.

Where and when appropriate the school will use other behavioral incentives such as Mediation to address student behavior.

Where there is a recommendation by the School Leader/CEO for expulsion or long-term suspension, the student has a right to a hearing before the Obama Green administration. The student and his/her parents or guardians will be given adequate notice of the hearing. Such notice will provide the student and parent/guardian with:

1. A list of the charges against the student.
2. The names of all witnesses who will be called along with a description of their testimony.

3. The student's right to be represented by counsel, at the student's expense.
4. The student's right to testify and present evidence.
5. The student's right to call witnesses to testify.
6. The student's right to cross examine any witness called by the school administration.

At the conclusion of such hearing, Obama Green will make a decision as to (1) whether the charges against the student have been proved; and (2) the appropriate penalty or other disposition if the charges have been proved.

(a) Obama Green may expel, that is discontinue the educational services or discontinue payment of educational services for, a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after Obama Green has provided the following:

1. The procedural due process rights set forth at N.J.A.C. 6A:16-7.3 and 7.4, subsequent to a long-term suspension, pursuant to N.J.A.C. 6A:16-7.3.
2. An appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f).
 - i. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever are applicable.
 - ii. 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 the provisions of N.J.S.A. 18A:38-25.

(b) Any appeal of Obama Green's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

1. Obama Green shall continue to provide an appropriate educational program or appropriate educational services, in accordance with N.J.A.C. 6A:16-7.5(a)2, until a final determination has been made on the appeal of Obama Green's action to expel a student.

(c) An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

Any pupil who commits an assault with a weapon or firearm, or who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or who is found knowingly in possession of a firearm on any school property, on a school bus or at a

school-sponsored function will be immediately removed from the school's regular education program pending a hearing before Obama Green administration to remove the pupil from the educational program for a period of not less than one calendar year. The School Leader/CEO may modify the removal prior to Board action on a case-by-case basis. Each pupil so removed will be placed in an alternate educational program or on home instruction and will be entitled to a hearing before Obama Green administration.

The hearing will take place no later than 30 days following the day the pupil is removed from the regular educational program and will be closed to the public.

The Principal/designee will be responsible for the removal of such student and will immediately report the removal to the School Board at the regularly scheduled meeting.

The Principal also will notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

Obama Green further reserves the right to initiate disciplinary action for conduct involving weapons which occurs away from school grounds where such conduct constitutes a threat to the safety and well being of students and staff.

The School Leader/CEO will determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established in the Administrative Code.

General

Pupils on home suspension will be counted absent (excused) unless the duration of the suspension requires home instruction.

Pupils under suspension are prohibited from participating in or attending any school functions during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the School Leader/CEO. Any pupil under suspension who enters the school buildings or grounds without the permission of the School Leader/CEO may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Trustees, acting upon the recommendation of the School Leader/CEO.

Making Up Missed Work

Suspended pupils will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. Upon their re-admission, failure to complete the makeup assignments will result in a meeting with the parents/guardians.

SAC POLICY

The Board of Trustees recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in this school. The Board directs the Principal to develop a program of annual in-service training for appropriate teaching staff members involved in the instruction of students.

The definition of "substance" can be defined in N.J.S.A 24:21-2 and N.J.S.A 2A: 170- 24:25-9.

The Board prohibits the use and possession of a substance on or near (within 1000 feet of the outermost boundary of the school property) school premises, or where sale or distribution of a substances are involved, from any local residence and/or in any area surrounding the school community, at any event on or away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board. A student, who uses, possesses, sells, or distributes a substance in violation of this provision, on or off school premises is subject to discipline, mandatory treatment, suspension and/or expulsion. The Principal and/or SAC staff member will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A: 16-6.3 (a).

If a student is suspected of being under the influence, in possession of a controlled subject or paraphernalia (including cigarettes), and/or in possession of counterfeit substances, the student will have to submit to a drug test, within one hour, at the parent's expense. If a parent refuses such screening DFYS must be contacted as this is medical neglect. For more information on this policy please request so through the Guidance Office or visit the Guidance Website at <http://obamagreencharter.org/>. The detailed policy and procedures are located therein.

REMOTELY ACTIVATING COMMUNICATION DEVICES—PAGERS & SMART PHONES, IPADS, CELLULAR TELEPHONES

Electronic Devices Policy for Students

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

I. Definitions

For purposes of this policy, "Electronic Device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

Electronic Devices may include but are not limited to:

- Existing and emerging mobile communication systems, and smart technologies (cell phones, smart phones, walkie-talkie, pagers, etc.);
- Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.);
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions;
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving storing, etc.

II. Rules of Use

Student possession of electronic devices at school are subject to the following:

- Students are not allowed to carry and possess electronic devices at school and school-sponsored activities.
- Use of electronic devices during the school day, including pass-time between classes is prohibited.
- Upon entrance into the school building, students are required to power off their cell phones.
- At no time may electronic devices be used in restrooms or locker rooms.
- Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals or be used to exploit personal information, and or compromise the

integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.
- Electronic devices may not be used during New Jersey High School Proficiency Assessment or during any student assessments unless specifically allowed by law, student IEP, or teacher directions.

III. Confiscation

If a student violates this policy, his/her electronic device will be confiscated. When a Teacher and/or other School Professional confiscate an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The following discipline procedures will be followed:

- 1st Violation:
 - a. Electronic device confiscated
 - b. Electronic device picked up by the student after school

- 2nd Violation:
 - a. Electronic device confiscated
 - b. Parent retrieves electronic device after school

- 3rd Violation:
 - a. Electronic device confiscated
 - b. 1 day school suspension
 - c. parent retrieves electronic device after school
 - d. loss of electronic device privilege at school for one Marking Period or the equivalent thereof.

- 4th Violation:
 - a. 3 day suspension
 - b. parent retrieves electronic device after school
 - c. Loss of electronic device privilege at school for the remainder of the school year.

- The use of an electronic device which invades an individual's personal privacy will result in suspension and referral to the School Administration and appropriate Law Enforcement Agencies.

- The use of an electronic device for the purpose of cheating will result in the loss of credit on the test or assignment, possible suspension, possible removal from the class and the loss of the privilege to use electronic devices at school for the remainder of the year.

IV. Security of Devices

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

V. Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP;
- The use is at the direction of a teacher for educational purposes;
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.

WEAPONS AND DANGEROUS INSTRUMENTS

The School believes an effective educational program requires orderly school operations and respectful, lawful student behavior. All students, staff, volunteers, and visitors are entitled to safety and security in the school environment. The possession of weapons and dangerous instruments (DI) implies violent intent. Therefore, the School prohibits the possession, use or exchange of weapons or other instruments which can be used as weapons on school property before, during, or after school, on school buses, or at a School sanctioned activity.

For the purpose of this policy, "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r and 18 U.S.C. 921 as anything readily capable of lethal use or inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) gravity knives, switchblades, daggers, dirks, stilettos or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti, or similar leather bands studded with metal filings or razor blades imbedded in wood; (3) dangerous instruments intended to inflict harm; (4) components which can be readily assembled into a weapon; (5) explosive devices; (6) imitation firearms; and (7) stun guns and any other weapon or device which projects, releases, or

emits tear gas or any other substances intended to produce temporary physical discomfort or permanent injury.

For the purpose of this policy, “dangerous instruments” are:

1. Any imitation firearm or weapon which could be confused with a real firearm or weapon.
2. Any item capable of causing harm or bodily injury and for which the bearer cannot demonstrate an educational or other legitimate purpose.

In any case in which a person is alleged to possess, has possessed or has used an object as a weapon or DI, the possessor or user of the object shall be required to demonstrate by clear and convincing evidence that the particular object is not a weapon or DI as defined herein. The Principal or designee shall make the final determination that a particular object is a weapon or dangerous instrument.

Any act, including possession, involving a weapon or dangerous instrument which results in threats of violence to a person or property, or which threatens the safety of others in the school, on school property, on school buses, or at any school activity is extremely serious and will result in administrative penalties appropriate to the offense, in accordance with state and federal law, and in accordance with the Safe School Initiative-The Zero Tolerance for Guns Act of 1995.

Any individual who has reasonable grounds to suspect the presence of a weapon or DI prohibited by this policy shall immediately report his or her suspicion to the Principal. The Principal shall conduct an appropriate search and confiscate any weapons discovered in the search. He or she, if appropriate, and feasible, will summon the aid of law enforcement officers to conduct the search.

Any school employee who confirms the presence of a weapon under circumstances that place persons at risk may use force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Principal/designee shall immediately place the confiscated weapon in a securely locked box or container and report the presence of a weapon to the Superintendent. The School Leader/CEO / Principal shall notify, by telephone call and by letter, the Chief of Police of Plainfield Township that a weapon is present on school premises, and request removal. The School Leader/CEO / Principal shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil involved in the purchase or sale of a weapon, found to be in possession of a weapon or DI, or committing a crime or assault upon a member of the school community with a weapon or DI on school property, school buses or at school-sponsored activities will be immediately removed from the school program. The Principal/designee will be responsible for the removal of such a student from the school premises and program and will immediately report the removal to

the School Leader/CEO / Principal who in turn will advise the School. In accordance with Chapter 29 of the 1995 The Zero Tolerance for Guns Act, each pupil so removed will be provided with an alternate educational program or home instruction as determined by the Superintendent, pending a hearing before the School. Removal will be in accordance with due process. As in all disciplinary cases, parental/guardian notification is required.

The pupil will be provided with a hearing before the School to decide the removal of the pupil from the educational program for a period of not less than one calendar year. The hearing will take place within a reasonable time and will be closed to the public. The removal may be subject to modifications on a case-by-case basis by the Superintendent. The School Leader/CEO / Principal will determine at the end of the expulsion period whether the student is prepared to return to the regular education program in accordance with procedures established in the Administrative Code.

School personnel may order a change in the placement of a child with a disability to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten school days (to the extent such alternatives would be applied to children without disabilities); and to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty five days if the child carries a weapon to school or to a school function under the jurisdiction of a state or local educational agency.

Either before or not later than ten days after taking a disciplinary action, if the school district did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such child before the behavior that resulted in the suspension, the district administration shall convene an IEP meeting to develop an assessment plan to address that behavior; or if the child already has a behavioral intervention plan, the IEP team shall review the plan and modify it, as necessary, to address the behavior.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of the federal or state law to crimes committed by a child with disabilities.

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

When law enforcement officials become involved with a student in the schools, the following procedures shall be followed.

1. The building School Leader/CEO shall be contacted by the law enforcement official prior to contacting the pupil regardless of whether the pupil is in the school building or on another part of the campus.

2. The SCHOOL LEADER/CEO or his/her designated representative shall determine the purpose of the officer's business and shall require proper identification from the officer.

3. Police interviews of students on school premises shall be avoided whenever possible. If unavoidable, the SCHOOL LEADER/CEO or his/her designated representative shall make every effort to notify the parents or guardians and provide them with the opportunity to be present for the interview.

4. The SCHOOL LEADER/CEO or his/her designated representative shall call the student who is to be interviewed to the office and inform the student of the officer's presence.

5. The law enforcement official shall conduct the interview in a private office or room and in the presence of the SCHOOL LEADER/CEO or his/her designated representative, unless a parent or guardian is present. The Principal or his/her designated representative shall not join in the interview of the student.

6. The law enforcement official shall be responsible for informing the student of his/her rights and privileges in accordance with the law.

7. No student shall be released to police custody except as follows:

a. Pursuant to an order or warrant of the juvenile and domestic relations court or other court having jurisdiction.

b. For delinquency, when there has been no process issued by a court, a law enforcement officer may take any juvenile into custody without process, pursuant to the laws of arrest and rules of court.

c. A juvenile may be taken into custody if the law enforcement officer has reasonable cause to believe that the juvenile is in need of supervision.

8. Refer to the Memorandum of Agreement (MOA)

PERSONAL MAIL

Not Permitted

STUDENTS WITH DISABILITIES

Students with disabilities are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with the IEP, determinations as to manifest determination must however be taken into consideration.

When suspensions may exceed mandated limits, it must be determined whether:

1. The pupil's behavior is primarily caused by his/her disability, and
2. The program that is being provided is consistent with the IEP and continues to meet the pupil's needs.

When the pupil's IEP does not exempt him/her from Obama Green's discipline policies, the pupil with educational disabilities may be suspended for up to 10 consecutive or cumulative school days without initiating action by the Child Study Team.

Educationally handicapped pupils, for whom it has been determined that the behavior is caused by their disability, may not be suspended or expelled and shall be returned to their educational program. However, the Child Study Team may propose a change in the behavior plan or the pupil's placement.

If the Child Study Team determines that the pupil's behavior was not primarily caused by his/her disability, the school may suspend or expel the pupil.

However, at no time will Obama Green cease services to the pupil.

Staff will comply with the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of classified pupils.

HAZING POLICY

Definition

Hazing is a process, based on tradition that is used by groups to maintain hierarchy within a group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, demeaning, intimidating, and exhausting, all of which results in physical or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of a specific group. The newcomer, or victim, is hazed. Once accepted by the group, the victim becomes a bystander and watches others get hazed. Eventually the bystander typically achieves senior status and power, and becomes a perpetrator.

Pursuant to New Jersey Statue 2C:40-3

A person is guilty of hazing, a disorderly persons offense if he/she knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletics, which places or may place another person in danger of bodily injury.

Prohibition on Hazing:

A student shall have the right to be free of all activities which may constitute hazing while in school or participating in after school activities.

HARASSMENT, INTIMIDATION, BULLYING & CYBER- BULLYING

ANTI-BULLYING POLICY

The Barack Obama Green Charter High School Board of Trustees prohibits acts of harassment or bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment 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 environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, and staff to provide positive examples for student behavior.

"Harassment or bullying" is a gesture or written, verbal, graphic, or physical act (Including electronically transmitted acts i.e. internet, cell phone, personal digital assistants (PDAS), or wireless hand held device.) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, and expression; or a mental, physical or serious disability or impairment, or by any other distinguishing characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- Is directed at one (1) or more pupils;
- Interferes with educational opportunities, benefits, or programs of one (1) or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, persuasive, and objectively offensive as to have this effect; and, is based on a pupil's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one (1) or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one (1) or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the schools educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress, and; is based on a pupil's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

The Barack Obama Green Charter High School Board of Trustees expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff. The Barack Obama Green Charter High School executive board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students and staff.

The Barack Obama Green Charter High School Board of Trustees believes that the best discipline is self-imposed, and that it is the responsibility of the staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage student's abilities to develop self-discipline.

The staff should encourage students, to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. The Barack Obama Green Charter High School Board of Trustees requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one (1) or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences and appropriate remedial actions for a student or staff member who commits one (1) or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. In the case of a student, or suspension or termination in the case of the employee, as set forth in the board's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board's approved student code of conduct. Remedial measures shall be designed to; correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school wide approach to bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to the examples listed below:

Examples of Consequences

- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to school principal or designee
- In-school suspension during the school week for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength based approach
- Peer support groups
- Modifications of schedules
- Adjustments in hallway traffic
- Targeted use of monitors (hallways, cafeteria)
- General professional development programs for certified and non-certified staff
- Disciplinary for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Involvement of PTO
- Development of a general bullying response plan
- Peer support groups
- Violence prevention(Violence Prevention Officer)

The Barack Obama Green Charter high school Board of Trustees requires the principal and/or the principal's designee to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the school principal or the principal's designee. All other members of the school community, including students, parents, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Barack Obama Green Charter High School executive board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within two (2) school days after a report or complaint is made.

The Barack Obama Green Charter High School Board of Trustees prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity, and circumstances of the act.

The Barack Obama Green Charter High School executive board prohibits any person from falsely accusing another as means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as means of harassment or bullying shall be disciplined in accordance with school policies, procedures, and agreements.

The Barack Obama Green Charter High School executive board requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored events, or on a school bus. The principal shall develop an annual process for discussing the school's policy on harassment and bullying with students and staff. The school shall incorporate information regarding the policy against harassment and bullying into each employee training program and handbook.

GANG AND GANG-RELATED ACTIVITY

A. Prohibited Items/Behaviors

In addition to and consistent with the general prohibitions set forth in the policy, the administration has generated the following list of specifically prohibited items/behaviors as prohibited and indicative of students who have possible involvement in gangs or who have connection to gang-related activity.

1. Bandanas.
2. Beads in gang colors and patterns.
3. Clothing, accessories or symbols promoting or endorsing gangs or gang activity.
4. Any nonverbal method of communication that can be taken as promoting or endorsing gangs or gang activity, i.e. hand signals.
5. Clothing, accessories or symbols identifying relationship with: Latin Kings, Bloods, Crips, Netas, or any subset of a gang.
6. Comments/verbal signals referencing a connection to a gang, i.e. blat, what's crackin', snitches get stitches.
7. Writings or other media that promote or endorse gangs or gang activity.
8. Tattoos indicating gang relations/involvement.

B. Interventions and Responses

In the face of indications of gang affiliation or the endorsement or promotion of gangs or gang activity by any student, the school administration shall have the discretion to implement any of the following interventions, in lieu of or in addition to, taking disciplinary action. The interventions are not in order of priority, and nothing in this paragraph shall preclude the immediate imposition of disciplinary action under C below.

- Conversation with the student about his/her behavior, clothing, or conduct during a situation or event.
- Meeting with student(s), parent(s)/guardian(s), school administration, Plainfield Police Department.
- Recommendation that the individual attend a township or county program to further educate the student on the danger of gangs and gang behaviors.
- With respect to items listed in paragraph A above, the student may be directed to immediately remove or cease using any specific item or behavior determined by the

administration to be in violation of paragraph A above, without the imposition of discipline for the wearing or display. A student who refuses to follow such a directive, however, may be disciplined. The decision to intervene in lieu of imposing discipline is left to the discretion of the school administrator, based upon all of the circumstances, including the nature of the violation, the adequacy of notice that the item was prohibited and the student's overall behaviors in the school setting. In addition, a student who has been warned through such intervention that a particular behavior or item is prohibited, may be disciplined thereafter for any subsequent incident or occurrence.

C. Disciplinary Action

1. Disciplinary action may be taken for any violation of this regulation, or of any other policy, regulation, statute, or school rule, including failure to comply with directives from school staff.
2. Disciplinary action may include, but is not limited to, any of the following:
 - i. Detention
 - ii. Suspension
 - iii. Expulsion
 - iv. Mandated attendance at a township or county program to further educate the student on the danger of gangs and gang behaviors.
 - v. Replacement or repair of school property damaged by the student. If the student is a minor, the parents may also be held liable for damages under state statute N.J.S.A. 18A:37-3.
 - vi. Participation in a form of community service may, at the discretion of the administration, be imposed by way of substitution, in whole or in part, for punishment that would otherwise be imposed.
3. For any disciplinary matter covered by this regulation a finding that the conduct was gang related or gang affiliated shall be considered an aggravating factor in determining the appropriate punishment.

PUPIL GRIEVANCE

The Barack Obama Green Charter High School believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful

procedures for the resolution of disputes. Accordingly, the School will establish and observe procedures by which the grievances of pupils will be heard.

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

A pupil grievance will be heard in the following manner:

1. A pupil should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly.
2. A grievance not resolved at the first step must be reduced to a written statement in which the pupil sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate.
3. The written grievance may be submitted to the Principal, the Superintendent, and the Board, in that order and within a suitable period of time not to exceed five working days allowed at each level for the hearing of the grievance and the preparation of a response.
4. At each step beyond the first, the board hearing the grievance may summon the parent or legal guardian of a grievant who is not an adult. The grievant may summon the assistance of his or her parent or legal guardian at any step.
5. A pupil grievance that proceeds to the board will be determined promptly and the board will issue a decision within 30 calendar days. The pupil will be informed of the right to appeal a decision of the School to the Commissioner of Education.

The School Leader/CEO shall direct all staff members to respect the right of pupils to seek redress of grievances by lawful procedures without fear of reprisal.

The Barack Obama Green Charter High School ATTENDANCE Policy

SCHOOL ATTENDANCE

The law in New Jersey provides that every parent, guardian, or other person having custody and control of a child between the ages of six and 16 years shall cause such child to regularly attend the public schools of the district or any day school in which there is given instruction equivalent

to that provided in the public schools for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school.

The curriculum for pupils enrolled in the Barack Obama Green Charter High School is designed to achieve certain educational goals within the limited number of school days provided by our resources. Maximum attendance is a prescribed condition upon which all courses of study are predicated. Absence from school jeopardizes the ability of the student to meet minimum attendance requirements for each course and/or school day and may violate New Jersey State law requiring pupils regularly to attend school. The frequent absence of a student from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of the student to complete the prescribed curriculum requirements successfully.

Pupils are expected to attend school daily when schools are in session.

The Board cannot condone nor permit absences from school for any reason not specified in the law. Obama Green will deny course credit and/or grade level promotion if the pupil attendance requirement is not met.

B. Parental Responsibility

Parents and/or guardians bear a legal and ethical responsibility for their child's regular attendance at school. Excessive absences for any student jeopardize academic performance and success. In addition, a parent or legal guardian who fails to cause his/her child to regularly attend school is subject to prosecution in municipal court and can be fined up to \$25 for a first offense and \$100 for each subsequent offense. If the parent/guardian is unable to cause their child to attend school, the school will attempt to assist the parent/guardian. If such efforts are unsuccessful, the child is subject to truancy charges being filed in the Family Court and being adjudicated a delinquent.

Additionally, regular attendance improves the opportunity for optimal student learning. In accord with these assumptions, parents/guardians can serve as models by encouraging prompt and regular attendance, and by scheduling family vacations, medical and dental appointments, and similar necessities so that they do not conflict with school attendance.

School attendance is a basic responsibility of the student and his/her parent/guardian(s). Students who avoid responsibility for learning by being absent from school/class are clearly impeding and complicating the teaching/learning process. It is the goal of this school district to motivate students to attend school regularly in order to take full advantage of the learning opportunities provided for them in our schools. Accordingly, the following regulations and procedures governing student attendance at The Barack Obama Green Charter High School are designed to encourage such regular school attendance by our students.

REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE

1. If a student is absent from school, the parent or guardian is expected to call the secretary in the attendance office. If the student's absence is likely to be prolonged, the school's nurse should be notified of this fact.

2. The school will require notes of verification following any and all absences including occasions when students are sent home from school by the nurse.

Notes must be received on the day the student returns to school. The note must contain the reason for the absence, the date(s) of absence, and the signature of the parent/legal guardian, along with the original signature of the medical/legal authority, when such verification is required. All absences whether verified or not are still counted towards the overall attendance policy and 15 day attendance threshold.

3. The student is responsible for submitting the note of verification to the attendance office on the day that he/she returns to school. All notes will be examined by the appropriate administrator during an attendance appeal if necessary. Every two days late will be counted as one day absent and will also be calculated for overall attendance.

ARRIVAL AT SCHOOL

The official start of each school day is 7:45 AM. All students are required to be in their assigned first period class for attendance, other school-related matters and instruction. Any student arriving after 7:45 AM must report to the attendance office to sign in. Failure to do so will result in the appropriate disciplinary action. Students arriving late to school will automatically be assigned a detention for that afternoon or the following day. Students arriving to school prior to 7:30 AM are required to:

A. have a teacher pass verifying their need to report to a specific teacher and/or classroom.

B. remain outside of the building until the entry alarm is sounded.

On days when inclement weather exists, students are permitted to wait in the vestibules at entrances.

Leaving School During The Day

For the protection of all, students may leave school ONLY under the following conditions:

- Permission has been obtained from one of the administrators in case of an emergency.
- Permission has been obtained from the nurse. (See Health Services)
- **Notes requesting an early dismissal must be brought to the Main Office prior to 8:30 a.m. for verification.**

- Arrangements have been made to be excused from school for medical appointments. The student must submit a note from the doctor, dentist, etc. upon return to school.
- Involvement in special classes scheduled for vocational cooperative work programs.

Students leaving school must sign out in the Attendance Office. Students leaving school grounds illegally will be disciplined in accordance with the discipline policy.

Attendance in school of at least four (4) hours is necessary for the student to be counted present for the day. Parents/guardians shall present ID when signing students out. **More than four sign-outs per year are viewed as excessive. These issues will be addressed by the appropriate administrator with the student and his/her parent/guardian.**

NOTE: All the above conditions are permitted only with parental consent.

Hall Passes

Any student in the corridors during class periods must be in possession of a hall pass issued to that student only and signed by the classroom teacher.

The teacher to whose area the student is scheduled is the teacher with the authority to grant or deny the pass privilege. Passes from the Main Office, Guidance Office, or Nurse's Office will be honored, except if students are being tested or for other good cause. If a student is called to an office over the PA the teacher will immediately issue a hall pass unless a delay is necessary due to reasonable cause.

Teachers do not have the authority to excuse a student who is scheduled to be in attendance in another class or to issue passes permitting a student to attend another class without the prior approval of the student's scheduled teacher.

All students are scheduled to be in an assigned area every period of the school day. Any student not present in an assigned class must, therefore, have a pass.

1. If it is necessary for a student to leave a classroom for any reason, the student **must** secure a hall pass from the teacher before leaving.
2. No teacher has the authority to keep a student out of another teacher's class. If a request is made by a teacher, the class teacher to whom the student is assigned has the right to deny the request.
3. A student coming in late should not be allowed to go to another area even if a pass is presented.
4. A hall pass is a "one time only" pass. Passes are not to be written for the month or the week, etc.

5. No student should be allowed to remain in your class area if not assigned to that class without a pass from the teacher to which the student is assigned.
6. When issuing a hall pass, place only one student's name on a pass. Fill out the pass completely. Be sure to put the time on the pass that the student is leaving the area.
7. Students must show their hall pass to any school authority who may ask for it while out of the classroom.

CHANGING CLASSES

Students will be allowed four minutes to change classes. This is sufficient time for a student to get to any part of the school building. During the changing of classes, students are expected to walk and to be courteous not only to staff members but also to other students. Students are asked to please keep to the right at all times and are reminded that running is not permitted. When arriving at the next period class, students should enter promptly. Congregating around the door of the room slows traffic in the halls and makes it difficult for students having long distances between classes to be on time.

EARLY RELEASE FROM CLASS

A student on crutches or with any injury, which impedes his/her ability to move with the general student population, will have access to the elevator and/or early release from each class. The school nurse is responsible for approving these criteria.

ATTENDANCE POLICY REGULATIONS AND PROCEDURES

ABSENCE FROM SCHOOL

It is recognized that certain occurrences may occasionally cause the student to be unable to attend school.

LIMITS ON STUDENT ABSENCES

Although it is understood that reasons do exist for absences, even when excessive, they will interfere with the student's success in school. Therefore, BOGCHS. has placed a limit on student absences in order for successful completion of coursework to take place. Absences exceeding fifteen (15) class periods will result in loss of credit for the course. A school administrator or three member faculty appeals committee will hear the appeal for absences beyond fifteen days.

ATTENDANCE APPEAL PROCEDURE

The Board is cognizant of possible unforeseen factors that may create hardships relating to the operation of the attendance policy.

PETITION FOR HEARING:

A. A written petition must be presented to the appropriate assistant principal by the parent/guardian no later than Ten (10) school days after receipt of notification of non-credit status or notification of maximum tardies. Upon issuance of such notices, the student's counselor will advise the student of his/her appeal rights noting the date limitations and time.

The counselor will serve as the advisor to the student throughout the appeal process.

- Appeal petitions are located in the Attendance Office and Guidance Office.
- It is the student's responsibility to obtain copies of all absences on file in the Attendance Office.
- Students should complete the "Request for Copies of Absences form" and submit it to the Main Office

B. The assistant principal or faculty appeals committee will review the petition with the guidance counselor, student, and/or parent. The petition may be upheld or denied depending upon the circumstances. An appeal request may be denied conditionally; i.e., Student behavior/attendance contract, parental agreement, etc.

Notification of the appeal status will be sent to the parent, to the guidance counselor, the attendance secretary, and the principal.

C. If the parent/guardian desires to appeal the decision of the assistant principal or faculty appeals committee, he/she may make an appointment with the building principal for further consideration.

D. Appeals to the superintendent relating to the decision of the Attendance Appeal Committee must be made in writing seven (7) school days of receipt of the decision from the Appeal Committee. The superintendent/ principal of schools will respond to the written appeal within seven (7) school days.

E. Appeals to the Board of Trustees regarding to the decision of the superintendent/ principal of schools must be made in writing within ten (10) school days of receipt of the superintendent/ principal decision. The Board of Trustees will respond within ten (10) days or as soon thereafter as possible, except in cases involving graduation requirements when an emergency session will be called.

F. Board of Education decisions may be appealed to the Commissioners of Education.

G. Appeals which develop during the last marking period and which involve graduation requirements may be appealed directly to the school principal, who will respond in sufficient

time to allow for further appeal to the superintendent/ principal and the Board prior to graduation day.

TARDY POLICY

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class period. Lateness (tardy) to class hinders the proper conduct of such activity, imposes a distraction, which leads to loss of instructional time for other students in attendance, and represents school time loss for the student.

Rules and procedures governing student lateness to school (tardiness) include:

1. Students who arrive late to school (after 7:45 a.m.) must report to the Main Office.
2. On the day of a late arrival to school, the student must present to the Main Office a note signed by the parent/guardian explaining the reason for the tardiness along with any required verification of appointment or required court appearance.
3. Students receiving a “lateness to school” slip will automatically receive a phone call home
4. Two (2) lates to school will equal one (1) day’s absent from a student’s period one class.
5. Ten (10) lates equal five absences; twenty lates equal ten absences; thirty lates equal fifteen absences from class.
6. Upon the 30th late to school, the student will be issued his /her fifteenth (15) absences. At this time a student will be in “no credit status” for his/her period one class.
7. All extenuating circumstances should be reported to the attendance office immediately.
8. Students who participate in extracurricular activities must arrive to school on time to be eligible for participation that day. Any student who is tardy will not be able to participate in the scheduled event on the day the student is tardy.

NOTE: extenuating circumstances are subject to administrative examination and determination.

LATENESS TO CLASS

1. Students who are late (tardy) to class because they have been detained by another teacher or an administrator will be given a signed “admission to class” slip. With such an authorized late pass, the student will not be marked late (tardy) to class.
2. First and second occurrences of unauthorized lateness (tardiness) to any class will result in a phone call home.
3. A third unauthorized lateness (tardiness) will result in central office detention.

4. Each subsequent tardiness will result in a parent meeting.

EARLY RELEASE/LATE ARRIVAL

The school recognizes the following situations, which create a legitimate need for release time from school during normal school hours:

1. Verified appointment with a physician/dentist that cannot be scheduled during non-school hours.
2. Driver's test with verification of appointment
3. Death in the family
4. Family emergency
5. Interview for employment or college entrance (but not for a college visitation)
6. Required court appearance/legal obligation with verification
7. Religious holidays on the list issued by the State Board of Education
8. Other reasons approved by the building principal or designee

With the exception of release times from school for a State-approved religious holiday or for a verifiable, required court/legal appearance, all other reasons for an early release from school are chargeable as absences (or half-day absences) if the time away from school exceeds ninety (90) minutes. Documentation of reason for early release must be provided to the main office by 8:30 am in order to be verified.

The administration reserves the right to review and verify the conditions and reasons for any early release request. The student will be released from school according to the prescribed procedures below. The student shall be permitted to make up all work missed during approved release time requests.

Procedures governing approved release of students during school time:

1. In cases of a request for release time during school hours, whether early release or late arrival, a note from home is necessary. The note of request from the parent **must** be presented to the attendance secretary before school starts. The note must be verified in person or by telephone before the student will be allowed to leave. A telephone number where a parent may be reached must be provided on the note.

2. The building nurse must first clear students leaving school early because of illness. The nurse or school administrator prior to the release of the student must make contact with the parent/guardian from the school.

3. Permission to leave school early in cases of emergency must be obtained from an administrator. He/she will verify the circumstances of the emergency and the arrangements for the release of the student.

4. All students leaving school early will be dismissed from the Main Office.

MAKE-UP WORK

Students are provided an opportunity to complete assignments missed because of their excused absences and approved release time, as detailed above. However keep in mind that a student can only fully and completely experience the learning activity by attending class.

Rules governing make-up work include:

1. The time allowed to make up work missed is equal to the amount of time a student is absent. However, the make-up period is not to exceed more than ten (10) school days or extend more than ten (10) school days after the end of a marking period without the permission of an administrator. Responsibility to make up work rests with the student and not the classroom teacher.

2. Students may complete assignments for time missed because of actions initiated by the authorities of the school (i.e.; suspension, exclusion, etc.) within the time period stipulated above.

3. This provision relates to absences/release time from school and not to loss of course credit situations.

CUTTING CLASS

A student who is physically present in school or on school grounds at any time of the day (regardless of attendance sign-in) and who does not have an approved absence from class shall be deemed as cutting that class.

1. An unauthorized absence from class will result in a grade of zero in all classes missed.

Work cannot be made up. In addition, the following will occur:

First cut: Teacher/student contact; teacher/parent contact; warning letter.

Second cut: Teacher/student contact; student/counselor contact; administrator/parent contact.

TRUANCY

Any student absent from school without the knowledge and consent of a parent/guardian or present in a public place or on the public street unaccompanied by a parent/guardian during school hours will be considered truant.

Procedures for dealing with truant students:

1st and 2nd offense

1. Phone and written notification to parent by the attendance officer and/or building administrator
2. Counseling by guidance counselor
3. Assignment of suspension

3rd offense

1. Phone and written notification to parent by school principal or his/her designee of loss of course credit
2. Possible removal of student from class(es) with a grade of WF and placement in study hall. Students removed from class(es) MAY NOT make up these courses in any summer school

Repeated truancy may result in charges of truancy being brought before the local court if the student is under sixteen (16) years of age. If the student is over the age of sixteen (16) and continues a practice of truancy, he/she may be removed from school rolls after a due process hearing before the principal, and/ or Board of Trustees.

LOSS OF COURSE CREDIT

Students will not receive the assigned credit for an enrolled course if they amass unexcused/unauthorized absences as follows:

- Sixteen (16) school days of a school year course
- Eight (8) school days of a semester course
- Twelve (12) meetings of a grade 9 or grade 10 physical education class
- Fourteen (14) meetings of a grade 11 physical education class
- Four (4) meetings of a grade 9 or grade 10 health education class
- Two (2) meetings of a grade 11 or grade 12 health education class

NON-CREDIT STATUS: REQUIRED COMPLETION OF COURSES

The school maintains a consistent obligation to require students to be present in school in order that they may be taught. The non-credit status is a temporary condition totally predicated upon the attendance performance of the student.

Student attendance is a definite part of each course requirement. Students missing sixteen (16), but no more than thirty (30) school days, and who remain in class throughout the regular school year, may complete the course requirements in an approved, accredited summer school.

In order to gain credit for the course, the student must do one of the following:

1. Repeat the course during a subsequent school year.
2. Repeat the course at an accredited summer school. The student pays the tuition fees, if required:
3. Repeat the course with a certified tutor, if approved by the principal for a minimum of 30 hours the student pays the tutors. The student must receive a passing grade on both the midterm and final exams.

WITHDRAWAL FROM COURSE

Students with non-credit status who subsequently withdraw from class will have a “Withdrawal Passing” (WP) or “Withdrawal Failure” (WF) recorded on their permanent records. Subjects from which a student has withdrawn cannot be made up in a remedial summer school program.

The Barack Obama Green Charter High School Board of Trustees is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the *School Uniform Dress Code* shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; and to encourage a high level of program participation. At the Barack Obama Green Charter High School, our sole focus is education, and therefore it is imperative to implement a strong uniform and dress code policy for all of our students.

The uniforms are modeled in the mindset of preparing young professional leaders that dress and carry themselves in this manner. Maintaining the spotlight on learning and student achievement will ensure a culture of success at the school.

The Uniform Policy is as follows:

Excessive jewelry, headgear and alternative clothing are not permitted unless religious in nature, under the Free Exercise Clause. Student safety is crucial and therefore students reported displaying gang affiliation or gang colors in their dress will be subject to strict disciplinary action and possibly suspension or expulsion. Bandanas are never allowed and will be confiscated and given back only to parents.

High School Uniform: All of the items listed below are available through the uniform company in very affordable packages:

- Green Uniform blazer
- Necktie
- Standard khaki pants: only 2-4 pockets, correct fit with a belt (no baggy style), or khaki or plaid skort. Black or Brown Belt.
- White button down Oxford shirt. Oxfords must be white and must be tucked in to the skirt or pants of a student and not sticking out.
- Black or Brown shoes or Sperry topsiders available through uniform company
- Khaki socks
- BOGCHS sweater vest, sweater

Physical Education Uniform:

In addition to the regular uniform, students need certain items to participate in physical education classes:

- Sneakers
- BOGCHS green Sweatshirt/ white t-shirt and green sweatpants.
- During summer Gym shorts of acceptable length may be used.

Senior Attire

Senior students will have the option of wearing the exact same uniform except the permissible color will be black, as opposed to green.

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. In addition, a complete uniform (blazer, shirt, necktie, slacks, skirt, belt and shoes) will be displayed in school for parents to view. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green color are also not acceptable. If there is any doubt about a purchase regarding style and/or color, refer to the display at the school or visit an approved vendor.

APPROVED VENDOR FOR THE BARACK OBAMA GREEN CHARTER HIGH SCHOOL UNIFORMS---2016-2017 SCHOOL YEAR

| |
|---|
| The BUS Shop (Patch) 410 Leland Avenue Plainfield, New Jersey 07060 |
| Kids Place (Blazers) 123 Broad Street Elizabeth, New Jersey |

2% of every purchase is deposited into the Uniform Fund for students living below the poverty level.

Student Compliance With the School Uniform Dress Code:

The *School Uniform Dress Code of The Barack Obama Green Charter High School* shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the *School Uniform Dress Code* will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled or to limit freedom of expression rights. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the *School Uniform Dress Code*. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the *School Uniform Dress Code* in the following instances:

- A. When administrators allow exceptions to the uniform code for special events. (Ex. Dress - up day, athletes on game days, academic teams, clubs, picture day, etc.)
- B. When a student is on campus outside of normal school hours.
- C. When a student has been authorized by the school principal to wear a school activity uniform such as those worn by members of the cheerleading squad, dance team, band or athletic teams
- D. Non Compliance of the School Uniform Dress Code shall result in the following disciplinary action:

1st Offense

Phone call home to parent/guardian

2nd Offense

Central Detention

3rd Offense

Saturday Detention, Conference with parent/guardian and student

4th Offense

Two (2) Saturday Detentions and loss of privileges which is determined by the school Principal

5th Offense & Above

One (1) day suspension, conference with parent/guardian

PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that my student and I have received a copy of the Barack Obama Green Charter High School ("Obama Green") Student/Parent Handbook and we understand that it sets forth the terms and conditions of student enrollment at Obama Green, as well as the duties, responsibilities, and obligations of our students. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, standards

set forth within the handbook. We understand that this is our formal notification of school policies and procedures and we must abide therein.

We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

Date Parent/Guardian Name Printed

Parent/Guardian Signature

Date Student Name Printed

Student Signature