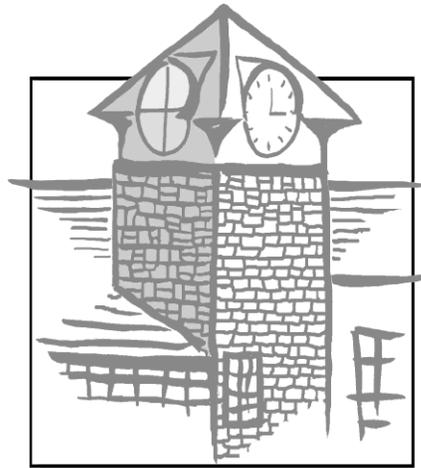


STUDENT HANDBOOK

2018-2019



THE
VILLAGE
CHARTER
SCHOOL

Head of School – Judy Brown

Principal – Keoke Wooten-Johnson

Business Administrator – Paul Dewitt

Contact Information:

101 Sullivan Way

Trenton, NJ 08628

Office: 609-695-0110

Fax: 609-695-1880

Website: www.villagecharter.org

Administration, faculty and staff may be contacted by calling the main office.

FOR STUDENTS AND PARENTS

Welcome to the Village Charter School. This Student-Parent/Guardian Handbook has been prepared to acquaint you with the Village Charter School. The policies and guidelines within this handbook will help ensure that the school environment is consistent with the mission of the school. The school is committed to the academic growth of our students in an environment that fosters respect for oneself and others.

The handbook was prepared for better communication and cooperation among teachers, students, parents/guardians and administration. The handbook sets forth the standards of behavior for the students and the expectations of the school.

Parents/Guardians are encouraged to discuss the contents of the handbook with their children. Parental/Guardian support is critical to a child’s success in school and cooperation in following these guidelines will result in a strong relationship between home and school.

The Village Charter School thanks you for choosing our school for your child and we look forward to a wonderful year.

Please feel free to contact the school with any comments or concerns.



It Takes a Village to Raise a Child

INTRODUCTION

OUR VISION

At the Village Charter School, we will partner with families and communities in creating a learning environment that supports our scholars to achieve their fullest potential.

MISSION

The Village Charter School’s mission is to create a child-centered community of active learners where each child can and will succeed in ways that reflect his or her own unique attributes and interests. The Village Charter School affirms that every child has the right to a quality education and that high academic standards must be set. At the Village Charter School, children will develop critical thinking skills, learn to communicate effectively, feel a sense of well-being and live responsibly in an atmosphere that promotes tolerance and empathy for others. In this endeavor, we seek to unite parents, teachers, and the community in the common pursuit of excellence.

ADMISSION

The Village Charter School is a public school in the Trenton School District and is regulated by the State of New Jersey. There is no charge to attend. Students are enrolled through a lottery and waiting lists are maintained. Preference is given to students residing in the Trenton School District and to students with siblings already attending the school. Applications are available in the school office and on our school website.

CORE VALUES

Seven core values are emphasized for excellence in living, as well as in learning. Through curriculum, school climate, and service, students are encouraged to apply the lessons of the classroom to the world around them. The seven values are:

Honesty, Respect, Responsibility, Compassion, Self-Discipline, Perseverance, and Giving

Our Core Values are:

- **Responsibility:** Being dependable in carrying out obligations and duties. Show reliability and consistence in words and conduct. Being accountable for your own actions. Being committed to active involvement in your school and community.
- **Respect:** Showing high regard for other people, for self, for property, and for country. Understanding that all people have value as human beings.
- **Giving:** Giving to others gives us the opportunity to set a wonderful example and create a ripple effect. By giving to those in need we uplift and encourage them. One simple act of kindness could change lives in more ways than we could ever imagine.
- **Self-Discipline:** Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and restraining from inappropriate behaviors. Being in proper control of your words, actions, impulses, and desires. Doing your best in all situations
- **Perseverance:** Being persistent in the pursuit of worth objectives in spite of difficulty, opposition or discouragement. Exhibiting patience and having the determination and strength to try again when confronted with delays, mistakes, and failures.
- **Honesty:** Honesty is speaking the truth. Lying is not honest (also called dishonest) because you are saying something that isn't true. Honesty means you don't say things about people that aren't true. You are not being honest if you make up rumors about someone. Being honest means you admit to your actions, even if you'll get in trouble.
- **Compassion:** Compassion is helping someone who is in pain. It begins with having sympathy and giving helping hand. It is not enough to just feel sorry for someone.

ORGANIZATION

BOARD OF TRUSTEES

The Village Charter School Board of Trustees is the primary governing body of the school bringing in a varied range of skills to the governance of the school; including educational, accounting, personnel, legal and business expertise. The Board is responsible for the establishment of policy, the appointment of the head of school and principal, the preservation of the school's mission, finances, facilities, and programs. Regular board meetings are open to the public. They are held at 6:00 PM on the fourth Thursday of each month in the Bresnan Center, which is located on the school's campus.

Policies All Village Charter School policies are located on the school's website under the Quick Links tab. A special list of Parent Notification Policies are included at the end of this document. It includes all policies that parents/guardians need notification about and/or for which there is a requirement that parents be notified.

ADMINISTRATION

The head of school, the principal, and the business administrator form the administrative team at VCS. They are responsible for the daily operation of the school and implementation of the school's mission and policies.

FACULTY AND STAFF

The faculty and staff work together with the administration to fulfill the school's mission. Faculty and staff may be reached by calling the main office: 609-695-0110, Ext. 2

PARENT ORGANIZATION

The Village Charter School's Parent Organization is an active and supportive association. It welcomes all to join a group of other parents, guardians and teachers to improve and support the Village Charter School in the education of its students.

DOOR TO DOOR SALES

The Village Charter School will sponsor several fundraising activities during the school year. It is a school policy that children are not permitted to participate in door to door sale of items. There is no exception to this rule.

EDUCATIONAL RESEARCH

If an educational survey is reviewed and planned by an outside group, parents will be notified in advance and given the opportunity of exempting their children's participation. Surveys are always voluntary and anonymous.

Policy #6162.5 Research

SCHOOL ATTENDANCE POLICIES & AFTER SCHOOL ACTIVITIES

SCHOOL HOURS	Monday-Friday
7:30 – 8:00 AM	Breakfast for students **
8:05 AM	School begins
8:25 AM	Students marked as late
3:35 PM	Dismissal
12:50 PM	Early dismissal

School begins at 8:05 AM each morning. Students who do not participate in the Breakfast Program may not arrive earlier than 7:30 AM as supervision is not available before this time. Students not participating in after- school activities must be picked up no later than 3:45 PM. To ensure the safety of our students the school requires that a record indicating the legal guardian or any person who may legally pick up the student from school be kept in the office. The school cannot release a student to anyone without written authorization of the parent/guardian.

****A completed application must be on file before your child can participate in the lunch program.** Students not participating in the lunch program may bring lunch from home. No glass containers or bottles. Please pack nutritious food for your child. Candy and junk food are not permitted and will be discarded.

Birthday Celebrations are limited to healthy snacks. Please do not bring in decorations or balloons.

ACADEMIC YEAR

The school year is divided into 4- four marking periods. Report cards are given out at parent conferences which are conducted three times per year. See school calendar for dates.

AFTER SCHOOL ACTIVITIES

These will vary year to year and notice will be given during the school year.

EXTRA-CURRICULAR ACTIVITIES

Sixth, seventh and eighth grade students may participate in the following when offered: Boys Basketball, Girls Basketball, Cheerleading, Boys Track-Spring, Girls Track-Spring, Boys/Girls Soccer, and Theater.

EMERGENCY FORMS

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

Policy #5142 Student Safety

STUDENT EVALUATION/REPORT PERIODS

Four report periods have been designated for student evaluation. Please note our school calendar for those dates. All teachers are required to keep a record of progress of each student assigned to their class and keep parents informed about their child's progress.

Policy #5124 Reporting to Parents/Guardians 5142

Parent Progress Report/Report Card Schedule

First marking period Progress Reports distributed/mailed October 15th.

10 day failure warnings October 25th

First marking period Report Cards distributed at Parent Conferences November 19th and November 20th

Second marking period Progress Report distributed/mailed December 21st.

10 day failure warnings January 16th

Second marking period Report Cards distributed at Parent Conferences February 13th and February 14th

Third marking period Progress Reports distributed/mailed March 12th.

10 day failure warnings March 25th

Third marking period Report Cards distributed at Parent Conferences April 17th and April 18th

Fourth marking period Progress Reports distributed/mailed May 21st.

10 day failure warnings May 31st

Fourth marking period Report Cards – distributed/mailed home (middle school) June 21st

Grading Scale

92-100	A	Students receiving an A show deep mastery of the Knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments.
90-91	A-	
88-89	B+	Although students receiving a B may still have some areas to work on, they demonstrate a mastery of knowledge and skills that have been taught.
82-87	B	
80-81	B-	
78-79	C+	Students receiving a C have skill deficits. The quality of their work just meets minimum requirements.
72-77	C	
70-71	C-	

69-60	D	Students receiving a D have significant skill deficits. The quality of their work just meets minimum requirements.
59 and below	F	Students receiving an F have major skill deficits. The quality of their work just meets minimum requirements.

Honor Roll

Village Charter wants to celebrate our students' successes. Students that earn an **A** average (90% or higher) with no failing grades will earn High Honors. Students that earn a **B** average (80% or higher) with no failing grades will earn Honor Roll.

Homework

Homework is a meaningful extension of what has been done in the classroom. All students are expected to complete and turn in assigned work and projects. Homework is factored into overall subject area grades.

Make-up Work

Any student who is absent from school because of illness, religious holidays, suspension or an approved school activity is provided the opportunity to make up the work missed.

Promotion/Retention

Students will be retained at their current grade level:

- If they have failed more than one subject at final average, subject to the conditions in this "Grade/Evaluation" section of this handbook.
- If they have failed to maintain adequate attendance/punctuality per the attendance policy articulated in this handbook.

Parents will be notified of their child's status at each Parent-Teacher Conference and further notified no later than the third marking period conference if their child is at risk of retention for academic and/or attendance deficiencies.

Guidance and Counseling Services

The Village Charter School guidance and counseling program focuses on the student's total development. The main purpose of guidance is to help students find solutions to their problems and in the development of their full potential as individuals. Emphasis is placed upon self-understand and self-direction in academic and social environments.

Policy #6164.2 Guidance Services

Any student who is having difficulty coping with a problem, either in or outside of school, may see the guidance counselor. Parents who detect a problem or feel they can help in solving a problem are urged to contact the counselor as well.

Procedures for Guidance Services

1. Procedures for appointments are coordinated by the guidance counselor and classroom teachers.
2. Should students have a pressing problem which requires immediate attention, they may request a pass from the teacher. If, in the teacher's judgment, the student should be excused, the teacher will issue a pass to the guidance counselor. The student should make every effort, to request appointments at the convenient time so that classes are not interrupted. The counselor will request to see students from time-to-time during the school year.
3. Students should notify their teacher at the beginning of the period. If the teacher feels the student cannot be excused for a few minutes at the requested time, due to a test or other reasons, the teacher should call the office to inform that he/she cannot come at the time. A new appointment will then be arranged by the guidance counselor and the student.

HEALTH OFFICE

The purpose of the Health Office is to maintain, improve and promote the health of the children. The school nurse will give emergency treatment to those children on the playground, in the classroom, or in the school building as needed.

School Nurse

There is a nurse on duty all day. If students need to visit the nurse because they feel ill, they must first get a pass from their classroom teacher. If the nurse determines that the student is too ill to remain in school, the nurse will contact the parent/guardian to pick up the child. Students who are sent home from the nurse's office may not participate in after-school activities that day.

Medication/Prescriptions

No prescription or over-the-counter medication can be administered by the school nurse without written permission from a parent/guardian and a written doctor's order. All medication must be in the original bottle labeled with the student's name, medicine name and dose. All medication will be kept in the nurse's office in a locked cabinet. All permission forms must be renewed annually. Students are not to carry medication to self-administer in school.

Policy #5131.6 Substance Abuse

Illness

If a child has any of the following symptoms he or she should not attend school. Any student with these symptoms will be removed from the group and the parent/guardian will be contacted:

- Constant runny nose
- Severe pain or discomfort
- Acute diarrhea
- Acute vomiting
- Elevated oral temperature of 101.5 F
- Yellow eyes or jaundiced skin
- Blood in urine
- Red eyes with discharge
- Skin rashes lasting more than 24 hours
- Swollen joints

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

Fever: A student with a temperature of 100 degrees or more is excluded from school and shall not return until remaining fever free for 24 hours

Pink Eye: Students need to be on antibiotic therapy for 24 hours and have no purulent discharge from the eye. Ringworm: Students with ringworm may be sent to school if lesion is covered and verified that antifungal treatment was given.

Sore Throat/Strep: Students need to be on antibiotic therapy and have no fever for 24 hours. Chicken Pox: All lesions crusted or until 7 days after onset.

Immunization

The State of New Jersey requires all children in public school to be immunized against certain vaccine- preventable diseases. Parents are required to provide a doctor's certificate stating the month, day and year each immunization was administered.

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

ITEMS NOT PERMITTED IN SCHOOL

Students are not permitted to have the following items on their person in school unless given specific permission by the teacher for special occasions. These items must be kept in a book bag or locker and will be confiscated and returned only to parents/guardians, if this rule is not followed. The school is not responsible for lost or stolen items brought to school.

E.g.: Electronic devices: cell phones, walkie talkies, IPOD and MP3 players, PSP players, Gameboys, and Nintendo DS game systems. **Policy #3515.1 Electronic Portable Communication Devices**

Candy, gum and sugary snacks are not part of a healthy lunch and are also not allowed. Do not allow your child to bring junk food to school. Birthday parties, balloons etc. are no longer allowed per State Health Mandate. (Healthy Hunger Free Kids Act)

All birthday students will be allowed to dress down on their birthday to celebrate instead. Birthdays that are on the weekends will be allowed to dress down that following Monday. Summer birthdays will be celebrated on a designated day in September.

LOST AND FOUND

Lost and found articles will be kept in the school lobby and may be claimed during school hours by students and parents.

SCHOOL CLOSING

If school is closed or has a late opening due to weather or other emergency problems, the Honeywell Alert System and television stations will announce the information.

Policy #5142 Student Safety

Closing information will be broadcast on the following television and radio stations:

Television Stations:

- Channel 6 (ABC)
- Channel 10 (NBC)
- Channel 12 (NJ News)

Radio Stations:

- 101.5 (WKXW)
- 1300 (WIMG)

Additionally, closing information will be posted to the school website. www.villagecharter.org and the school's Facebook Page.

Early Closing

Inclement weather or another emergency may cause school to close earlier than the regular 3:35 PM dismissal time. This decision is made by the Head of School. Parents/guardians should make contingency arrangements for their child or children in the event of an early school closing.

Early Dismissals

To ensure the safety of our students, the school requires parents/guardians to submit a note to the classroom teacher whenever an early dismissal is requested. This note should indicate the time and date of the request. Parents/guardians and emergency pick up contacts will be asked to show identification before student release can occur. Please know leaving early will affect perfect attendance and academic grades.

STUDENT ATTENDANCE

Students will not be dismissed after 3:10 PM for early dismissal. Students are expected to be present on all days that the Village Charter School is in session. The Village Charter School is required to comply with New Jersey policy: NJSA #18:38:26 which requires regular attendance if a student is to receive full credit for any course.

There are two general categories of absences:

Excused Absences – Examples of excused absences are illness, religious observance and family emergencies. If an absence is excused, the student is permitted to make up class assignments, including quizzes and tests.

Unexcused Absences – When a student misses school for family vacation or other reasons that do not fit in the above categories the student is marked truant. If a student is going to be absent from school, the parent/guardians should notify the school before the absence. If the absence is unanticipated the parents/guardians should call the school office (609-695-0110, Ext. 100) before 9:00 AM. If you have questions about an absence, please call the office.

Policy# 5113 Attendance, Absences, and Excuses

School Attendance and School-Related Activities

Students are expected to attend school on the day they participate in an activity. These activities include sporting events, plays, concerts, dances, trips or other school related activities.

If a student is absent or tardy to school on the day of an activity, he or she may not participate in these activities. If a student reports to school later than 8:25 AM on the day of an activity, they may not participate in the activity. **Students cannot report to school after 11:00 AM on full days and 9:30 AM on early dismissal days.**

Student Tardiness

A child is tardy if he/she arrives at school on or after 8:25 AM. Students are to report directly to the Home School Coordinator's Office with their parents/guardians who will sign them in. They will receive a late pass. Students who are late and who are picked-up for early dismissal three or more times in a one month period, **may not be able to participate in monthly incentive activities.** Students must arrive to school before 11:00 AM. We request and encourage parents/guardians to make every effort to have their children arrive to school on time. Three days or more tardy will result in a letter being sent home by the Social Worker. Tardiness totaling up to five days should be counted as one day absent; continued infractions of lateness will result in additional consequences, including possible retention and referral to the courts. The school social worker will investigate chronic absences of three or more days.

BREAKFAST PROGRAM

The Village Charter School's breakfast program is scheduled from September to June. All children are invited to have breakfast beginning at 7:30 AM. Breakfast is served in the cafeteria until 8:10 AM.

CUSTODY AND GUARDIANSHIP

Please report a change in legal custody or guardianship, in writing to the office. The school will need a copy of that part of your legal agreement that specifies the custody and visiting rights of parents.

This information will be kept confidential. The school needs this information in order to meet its legal obligations.

SCHOOL UNIFORM DRESS CODE

Research shows that school uniforms support a safe and disciplined learning environment. Students who are safe and secure and who learn the essentials of good citizenship are better students. The following are observed benefits of school uniforms:

- helping students concentrate on their work by removing distractions;
- instilling a sense of community;
- helping school officials recognize intruders who come to the school;
- instilling students with discipline;
- helping students resist peer pressure;
- decreasing violence and theft, even life threatening situations, among students over designer clothing or expensive sneakers;
- helping to prevent gang members from wearing gang colors and insignias at school.

The Village Charter School has a uniform dressing policy which requires students to wear certain types and colors of clothing at all times. By wearing their school uniforms, students will become part of a team. It is this team effort that the Village Charter School Community hopes will help students experience a greater sense of school identity, belonging, and promote academic excellence.

The Village Charter School uniform colors are Hunter Green and White with Khaki pants. In addition to the Uniform Policy the following are uniform norms that must be adhered to:

- **KHAKI PANTS –must be worn with a black belt at the waist.**

Pants must remain UNTUCKED from boots. Khaki jeans and leggings are not acceptable forms of uniform attire. Absolutely **NO** pajamas, logos, insignias, pictures or messages should be on clothing.

- **KHAKI SHORTS, SKIRTS, or JUMPERS**—must be knee level or longer and can have an elastic waist. Absolutely **NO** logos, insignias, pictures or messages should be on clothing.

- **SHIRTS** –All shirts must be **collared and have Village Charter logo.** Polo shirts, dress shirts, long or short sleeve, must be tucked into pants. Absolutely **NO** logos, insignias, pictures or messages should be on clothing other than the VCS logo.

- **GYM UNIFORMS** – Students may wear only green athletic shorts or sweatpants, and green tee shirts **with logos.** All other colors will not be considered appropriate. Black sneakers are required on physical education days. ****Non-compliance with the uniform dress policy is a violation of our discipline code, and will be processed as an act of continued willful disobedience.** Students will receive further administrative actions.

- **SWEATSHIRT OR SWEATERS** – can be worn in school but, they must be the uniform colors. **NO HOODS are allowed in school.** Absolutely **NO** logos, insignias, pictures or messages should be on clothing.

- **SHOES OR SNEAKERS** – Shoes/Sneakers must fit securely on the foot. Shoes/Sneakers must be **ALL BLACK.** (Sneakers with additional colors and/or patterns are not uniform. eg. No Gray) Appropriate footwear is to be worn at all times. For safety, closed toes shoes must be worn. All black shoes or sneakers are the required footwear allowed. * Students are not permitted to wear flip-flops, slides, or open toe sandals as part of their uniform attire. * Black shoes/sneakers with any decorations and additional colors are also **not acceptable.** Boots are acceptable during winter months if they do not restrict the student from walking properly. Pants must remain untucked while wearing boots. Any concerns, questions or requests for exemptions should be directed to the principal.

- **SOCKS** – ONLY SOLID COLORED BLACK OR WHITE SOCKS WILL BE ALLOWED.

- **ACCESSORIES-** must be moderate in size. **They must also be in compliance with school uniform colors.**

i.e. socks, headbands, jewelry, and pocketbooks. Additionally, uniform clothing and footwear must be plain and not “bedazzled with glitter, rhinestones, or studs”.

No colored wrist bands, neck beads, head bands, or wave caps are allowed. The School has a right to stop any pattern, for example groups wearing identical earrings, chains,

**beads, bracelets, etc., or anything
that may be mistaken for gang affiliation.**

**NO COATS, JACKETS, HOODED SWEATSHIRTS/SWEATERS, CAPS OR HATS
ARE TO BE WORN DURING SCHOOL.**

•**Middle School STUDENTS ONLY** – ALL middle school students will be required to wear white collared button down shirts and green ties daily (with the exception of gym days.)

•**BACKPACKS/LARGE POCKETBOOKS (Middle School Students)**- Backpacks and large pocketbooks may not be carried during the school day. They may be brought to school but must be stored in the locker prior to the start of homeroom. Be advised, backpacks with wheels will NOT fit in the locker.

ENFORCEMENT

The school always strives to achieve full compliance through the use of positive reinforcement measures, and will resort to disciplinary action when positive measures and supports fail to assure compliance. The school will assist students in meeting the dress code due to true financial hardship. Please contact the principal for exceptions to the uniform dressing requirement on the basis of sincerely held religious beliefs.

CONSEQUENCES FOR NON-COMPLIANCE

• **FIRST OCCURRENCE** – A call will be made to the parent/guardian to bring in clothes. Students will receive **lunch detention and infractions towards monthly incentives** will be given.

• **SECOND OCCURRENCE** – A call home to have parents bring in clothes, infractions towards monthly incentives will be given, and students **will receive after school detention.**

• **THIRD OCCURRENCE** – A parent is notified and student will receive **in-school suspension. If student is a member of a school sponsored team they will be suspended from the team until further notice from the principal.**

Every write-up for non-compliance in regards to the uniform will result in a phone call from the parent liaison.

No student will be considered non-compliant with the uniform policy in the following instances:

• When the student's parent or guardian has secured an exemption from the school policy for

religious or health considerations.

- When a student is on school grounds outside of normal school hours, although appropriate attire is still required.
- When a field trip or school event may require specialized clothing, appropriate attire is required.

LOCKERS

Lockers will be assigned to middle school students. In the event a locker fails to open a pupil should report this to his or her homeroom teacher and assistance will be provided.

School lockers are the property of the Village Charter School and are subject to search and inspection by school authorities. Students are responsible for any and all items which are stored in the locker which has been assigned to them. Encourage students not to share their lockers or give their combination to other students.

Lockers that do not close properly because of clutter will be opened, emptied, and the contents taken to lost and found. Staff may conduct periodic checks.

VISITORS

We welcome all visitors!

To ensure the safety and security of children and staff, all Village Charter School visitors will be required to report to the guest security desk at the main entrance or to the Main Office upon arrival to sign in. Each visitor will be issued a visitor's tag which must be carried during the school visit and returned upon leaving the building. No person who leaves the office area and remains on school property during the day will be exempt from this procedure.

DISCIPLINE and POSITIVE INCENTIVE POLICIES

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

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

EXPECTATIONS FOR STUDENT BEHAVIOR

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

Any student who does not comply with the school policies/rules or who exhibits disruptive or particularly dangerous behavior will be liable to disciplinary action, suspension and/or expulsion from school. Discipline policies 5131 and 5114 can be requested for additional information.

Any one or more of the following consequences may occur for demonstrating behaviors that interrupt instruction:

Teacher/student conference
Parent/guardian notification
Parent/teacher/student conference with possible counselor intervention
Suspension of privileges
Lunch detention
Referral to the Principal / Dean of Students and Instruction
In-School suspension (ISS) (Alternative Education Program)
Community service
After-school detention
Saturday detention
Loss of monthly incentives/activities
School suspension/expulsion

STUDENT CODE OF CONDUCT

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

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

Expectations of Student Behavior

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

Any student who does not comply with the school policies/rules or who exhibits disruptive or particularly dangerous behavior will be liable to disciplinary action, suspension and/or expulsion from school. Discipline policies 5131 and 5114 can be requested for additional information.

Range of Consequences and Remediation

- A. Any one or more of the following consequences may occur for demonstrating behaviors that interrupt instruction:
 - 1. Teacher/student conference;
 - 2. Parent/guardian notification;
 - 3. Parent/teacher/student conference with possible counselor intervention;
 - 4. Suspension of privileges (Demerit system);
 - 5. Referral to the principal;
 - 6. School suspension/expulsion;
 - 7. After school detention;
 - 8. Loss of monthly incentives/activities;

Consequences for any behaviors not listed above that violate the expectations of student behavior shall be determined at the discretion of the teacher or the principal in accordance with the guidelines herein.

B. Detention

Detention will be held from 4:00 PM until 5:00 PM. Parents are expected to provide transportation. Students must bring school work to do or they will be assigned work. Suspension is reserved for more serious violations of the Code of Conduct.

- C. Alternative Education Program - In School Suspension [ISS] (suspension from regular classes)

The Alternative Education Program may be assigned for any part or number of days depending on the circumstances. The function of this program is to provide the student with an opportunity to take “time out” from his/her regular schedule and participate in a program which is

customized for his/her individual needs at that time. Students are expected to complete all school assignments, as well as participate in programs which will assist them in developing more positive behavior.

The Alternative Education Program requires the student to attend school and do assigned work. Students must bring school work to do or they will be assigned work. Suspension is reserved for more serious violations of the Discipline Code. The Alternative Education Program requires the student to attend school and do assigned work isolated from the other students in school. While students are in the Alternative Education Program, they are expected to complete all work assigned by their classroom teachers. If a student needs additional work a learning packet will be supplied by the Alternative Education Program teacher.

Any student who misbehaves or refuses to do assigned work during the Alternative Education Program will have additional days added to the suspension or be served with an out of school suspension at our discretion.

D. Out of School Suspension

Out of school suspension requires the student to remain home from school, be marked as an excused absence, and necessitates a mandatory parent conference before the student returns to school. Written assignments should be completed and submitted for credit on the day the student returns to school from suspension. A provision will be made to take all makeup tests, etc.

Due process shall be afforded all students before a suspension is imposed. This due process shall include:

- A. Informing the student of the charges against him/her.
- B. Giving the student a chance to reply to them.
- C. The parents or guardians of the student shall be notified by telephone (if possible and/or by letter).
- D. Records of suspension shall be filed in a confidential file for reference.

The following rules will apply during the Alternative Education Program (ISS):

- A. Report to the Alternative Education Program room at the beginning of the school day.
- B. Students should bring pencils, paper and textbooks in order to complete their work assignments.
- C. Lunch will be eaten in the Alternative Education Program room.
- D. If students are absent on the date assigned for the Alternative Education Program, it will

be re-assigned.

- E. It is the student's responsibility to make up any missed class work while in the Alternative Education Program.

Students should check with teachers concerning class activities which are occurring during their assigned time in the Alternative Education Program (ISS).

Bullying

"Harassment, intimidation or bullying" (HIB) is defined as any gesture, any written, verbal or physical act, or any electronic communication*, whether it be a single incident or a series of incidents, that is perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical or sensory disability, or by any other distinguishing characteristic.

The HIB could take place on school grounds, at any school-sponsored function or a school bus or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

This information is to be posted throughout hallways, playground and cafeteria areas. Students being harassed by a bully should:

- A. Tell the person, "Stop! I don't like that!"
- B. Report any bullying behavior to a teacher, administrator, and/or Office of Student Support Services.

- C. Tell the adult what happened and how you feel.

Staff responding to a report of harassment, intimidation and bullying should:

- A. Respond in a positive and accepting manner;
- B. Let student know that he or she did the right thing by telling you;
- C. Create a culture that establishes rules that will not tolerate bullying behavior;
- D. Report any repeated incidences of bullying to the Office of Student Support Services.

Character Education is an important part of the Village Charter School curricula and shall be taught to not only build character in the students, but to instill the importance of caring for others and fair play.

Teacher Bully Prevention Requirements

Below are strategies that you can use to minimize bullying in your class and around the school.

- A. Teachers should supervise their students at all times;
- B. Intervene immediately in any bullying situation (Response Plan);
- C. Have an award system in place to reward pro-social behaviors;
- D. Model pro-social behaviors when interacting with other teachers and students.

Below are places to keep a close watch for possible bullying incidences:

- A. Playground (before and after school);
- B. In front of the school (before and after school);
- C. Bathrooms (at all times);
- D. Hallways;
- E. Classrooms.

Bullying Preventions

- A. Arrange indoor and outdoor activities for lunch and recess;
- B. Teach appropriate and enjoyable playground games;

- C. Provide supervised activities for rainy days;
- D. Reduce crowd changes during transition through procedures;
- E. Create a culture that establishes rules that will not tolerate bullying behavior school-wide;
- F. Clean, organized classroom environment that is conducive for learning;
- G. Well planned classroom instruction;
- H. Supervision at all times;
- I. Clearly stated rules and procedures that are consistently delivered according to Harry Wong 's model;
- J. Students and parents will sign the Anti-Bullying/ Harassment contract and students will be held accountable for their actions

Consequences for Violation of the Anti-Bullying/Harassment Policy

Depending on the severity and nature of the incident, Village Charter School will take one or more of the following steps when bullying occurs:

- A. Intervention, warning, and redirection

A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.

- B. Notification of parents

School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school counselor.

- C. Resolution with the target of the bullying

The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

- D. Referral to professional school support staff

The student may meet with the school counselor to help prevent future violations.

E. Consequences

The student may serve one or more days of detention during recess, or lose school privileges.

F. Suspension

In cases of severe or repeated bullying, the student may be suspended under school board policies.

It is not possible for any list to cover all situations, therefore do not assume that any behavior not specifically forbidden is permitted. **Policy 5114 Suspension and Expulsion**

POSITIVE BEHAVIOR SUPPORT PLAN

The Village Charter School behavior expectations are designed to help teach young children responsible behavior. Just as students must learn academic skills, they must also acquire the requisite knowledge that will enable them to become ethical and responsible citizens.

A positive school climate is characterized by quality teaching by instructors and effective learning by students. This requires a safe and orderly environment for all who work in and attend the school, along with an emphasis on citizenship and adherence to rules applied equitably and fairly to all in the Village Charter community. We believe that parents/guardians and the community are essential partners in the educational process and must be properly involved and accountable for the achievement and behavior of their children.

This program makes provision for the school and home to intervene and correct inappropriate behavior as soon as possible. Early intervention permits the school to identify issues or concerns for the student and the parent/guardian, giving parents/guardians and school personnel the opportunity to closely work together.

The Positive Behavior Support Model in the Village Charter School District

What is Positive Behavior Support (PBS)?

School-Wide Positive Behavior Support (PBS) is a proactive, team-based approach for creating and sustaining safe and effective schools. Positive Behavior Support (PBS) will be utilized as a tool in the Village Charter School to help improve the social and learning behaviors of students, and decrease disruptions that interfere with learning.

PBS provides a positive focus to encourage desirable student behaviors. A set of universal expectations for behavior, positively stated, is established for all students in all locations of the school. These expectations generally promote our core values such as responsibility, respect, giving, self-discipline, perseverance, honesty and compassion. Interventions and strategies are implemented to teach and reinforce these expectations.

These include:

- Periodic direct instruction in specific student behaviors that demonstrate the core values in various locations in the school. (Character Education)
- Generous quantities of positive adult/teacher incentives and other kinds of reinforcement to students for demonstrating positive behaviors, especially specific behavioral expectations identified by the school. (Incentives)

Examples:

- Leadership
- Awards/Pinning
- Monthly Incentives
- Teacher Classroom Awards
- Token Economy Systems
- Principal Breakfast
- Readers Tickets
- Perfect Attendance
- Dress Down Passes

- Predictable consequences for behavioral infractions that are delivered consistently by all staff in a professional manner throughout the entire school. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she made.

(Restorative Justice)

Examples:

- Apology
- Restitution of Property
- Research and present topic of offense
- Other
- VCS Community Service
- Participate in peer mediation with Counselor.
- Lead a character circle/meeting with peers.

What is the purpose of Positive Behavior Support (PBS) at Village Charter?

The purpose of PBS at the Village Charter School is to foster a positive school community. All students, staff, and parents will collaboratively be responsible for building and maintaining a learning environment that promotes the academic, behavioral, and social growth of children. We will demonstrate our personal best with Eagles *PRIDE*.

Positive Words and Actions

Responsibility for Self

Integrity and Honor

Display Self-Control

Excellence in Everything

PBS also incorporates a few simple practices that are crucial to sustaining the program over time.

These include:

- The establishment of a school-based PBS team with a strong administrative presence and support. The PBS team uses the “framework” of school- wide PBS to design our school’s unique set of practices.
- PBS activities are embedded into existing school activities such as Response to Intervention (RTI), Student Recognition and Character Education.
- The school establishes a system for collecting behavioral data using Educators Handbook. Data is analyzed monthly and used in a way to guide the design and implementation of additional behavior supports.

GENERAL SCHOOL RULES

School Wide:

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and adherence to school rules and expectations.
- No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.
- Students are expected to come prepared each day. They need to bring books, pencils, homework and all other necessary materials.
- Students are expected to dress properly for school in complete uniform. Excessively baggy or tight-fitting clothing, torn clothing, or clothing with inappropriate messages are **not** acceptable.
- Students are expected to demonstrate respectful behavior in the hallway by walking quietly and keeping their hands and feet to themselves.
- Students are responsible for replacing any lost or damaged materials, such as books or computers.

The following is a list of expectations required for each area in conjunction with the Code of Conduct and other Village Charter behavioral policies:

Anti-Bullying:

The Village Charter School Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing;
- Stealing or damaging another person's things;
- Ganging up on someone;
- Teasing someone in a hurtful way;
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl;
- Spreading rumors or untruths about someone;
- Leaving someone out on purpose, or trying to get other kids not to play with someone.

Students at Village Charter School will do the following things to prevent bullying:

- Treat each other respectfully;
- Refuse to bully others;
- Refrain from cyber-bullying through any/all electronics and social media;
- Refuse to let others be bullied;
- Refuse to watch, laugh, or join in when someone is being bullied;
- Try to include everyone in play, especially those who are often left out;
- Report bullying to an adult.

Teachers, staff and parents of the Village Charter School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground;
- Watch for signs of bullying and stop it when it happens;
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching child on what to do in the future);
- Look into all reported bullying incidents;
- Monitor all electronics and social media activity to prevent cyber bullying.

Cafeteria:

- Once seated, students are to remain seated;
- Students should raise their hands if they need help and must ask one of the supervisors for permission should there be a need to leave their table or the cafeteria;
- The area around the tables and floor are to be cleaned before students are dismissed from the cafeteria;
- No food is to be taken from the cafeteria unless it is in a lunchbox. No food is to be eaten outside of the cafeteria;
- Voice levels should be conversational (low and quiet). No shouting.

Recess:

- Students are to follow all directions given by the supervisors;
- Students are expected to wear clothing appropriate to the weather and the season; i.e., coats, boots, gloves, and hats;
- Students should remember that recess is a time for fun and good sportsmanship is expected. Rough games that may result in injury are not permitted;
- Students must have the permission of a supervisor to leave the playground and come into the building. When returning to the playground, the student must let the supervisor know that he/she has returned;

- All accidents must be reported immediately to the adult supervisor present so that help can be given;
- Immediately report bullying behavior to an adult;
- When reentering the building, everyone should clean off mud, snow, grass, etc., to help keep the school looking its best.

Bus:

- Remain seated at all times;
- Objects are not to be passed through or held outside of the windows;
- Talk to the friends around you using a normal conversational tone;
- Talk without using abusive language;
- Hands and feet should be kept to yourself at all times;
- You are responsible for any damage that you cause to the bus or someone else's belongings;
- Food, beverages, tobacco products, gum and littering are not permitted on the bus;
- The bus driver has the authority to assign students to specific seats.

All of these expectations have been established so that the Village Charter School will continue to be a safe and orderly environment where everyone can learn and grow.

OVERVIEW OF STEPS FOR ADDRESSING STUDENT BEHAVIOR

At Village Charter School, addressing student behavior issues involves different levels of support and interaction depending upon the behavior and its severity. We believe that a proactive progressive discipline system will allow the student to adjust his/her own behavior within the three opportunities given in order to avoid major consequences that could result in the loss of instruction. VCS staff members will follow the action plan listed below.

OPPORTUNITY ONE:

The teacher/staff member will meet with the student to:

1. Complete the mandatory student reflection form.
2. Discuss and identify the inappropriate behavior with the student and help the student to problem-solve;
 - The teacher/staff member must notify parent/guardian at this level.

These behaviors are usually handled by individual teacher/staff members but sometimes require the intervention of other support personnel.

Discipline Options (examples, but not limited to):

- Reprimand by teacher
- Parental notification
- Seating change
- Teacher may assign teacher detention (lunch/recess)
- Reflection Sheet

OPPORTUNITY TWO:

Before the following steps occur, the teacher/staff member must reach out to the team teachers to gather further strategies on how to best work with the student in a positive manner.

If a change in behavior is *not observed*, the teacher will do all of the following:

1. Complete the mandatory student reflection form.
2. The teacher/staff member will meet with the colleagues and student to:
 - a. Discuss and identify the inappropriate behavior with the student and help the student to problem-solve.
 - b. The teacher/staff member will schedule a parent conference at this level.

These infractions, which usually result from the continuation of opportunity one misbehaviors, require the intervention of personnel on the administrative level because the execution of low level disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Some of these discipline options may be used under opportunity one as well.

Discipline Options (examples, but not limited to):

- Verbal reprimand
- Parental contact (phone, DoJo, email, etc...)
- Restitution of school property and damages resulting from misconduct
- Parental contact / conference (teacher, principal, or other staff members)
- Special assignments given which are educational in nature
- Temporary relocation within the classroom (special seat/calm down corner/etc..)

Options must have administrative review:

- Withdrawal of privileges
- Administrative detention
- In-school suspension

- After completion of ISS, student will have mandatory meeting with Dean of Students and/or Guidance Counselor.
- Out-of-school suspension
- Referral to outside agencies as per Guidance Counselor and Social Worker

OPPORTUNITY THREE:

Before the following steps occur, teachers must request a meeting with the Dean of Students and/or Guidance Counselor to discuss actions taken in opportunities one and two. All evidence and meetings notes should be present at this time.

1. Complete the mandatory student reflection form.
2. The teacher/staff member must conduct a parent/student conference at this level with someone from administrative team.
3. The teacher/staff member will meet with the Dean of Students/Guidance Counselor and the student to:
 - Mediate meeting with teacher / student.
 - Create Behavior Plan (Administrative and Teacher Collaboration)

Discipline Options (examples, but not limited to):

Options at this level are administrative issued

- Referral to outside agencies as per Guidance and Social Worker
- Restitution of school property and damages resulting from misconduct
- Withdrawal of participation in school activities
- In-school suspension
- Out-of-school suspension
- Removal from class
- Referral to appropriate law enforcement agencies and charges filed under criminal code
- Implementation of arrest procedures
- Legal Hearing before a committee appointed by the Board of Trustees.
criminal code

If a change in behavior is not observed after the three opportunities have been followed, the staff member will complete a disciplinary referral in the Educators Handbook portal. Upon receipt of a referral, administration will take action as outlined in later sections of this code of conduct. (Copies of all disciplinary referrals are sent home to parents indicating the reasons for the referral, staff member's actions taken prior to the referral, and administrative actions taken after the referral.)

If the behavior continues after administrative involvement, the I&RS process will begin. The parent/guardian will be informed of such by the teacher.

Most behavioral issues can be resolved at opportunities one and two; however, students will be referred DIRECTLY to the administration for high level infractions. In those instances, appropriate consequences will be imposed. Students and parents should note that appropriate

administrative action may include lunch detention, after school detention, in-school suspension, out-of-school suspension, permanent removal from class, suspension of other school privileges, peer or staff mediation, counselor referral/I&RS referral, police contact, and/or recommendation for expulsion.

IN ADDITION, AT ALL TIMES THE ADMINISTRATION RESERVES THE RIGHT TO INTERVENE AND TAKE ACTION IF BEHAVIOR IS DEEMED INAPPROPRIATE OR IN VIOLATION OF DISTRICT-WIDE POLICIES.

If an infraction of any level takes place outside the classroom the administration may need to intervene at a lower level

CONSEQUENCES FOR STUDENT INFRACTIONS REACHING LEVELS REQUIRING ADMINISTRATIVE ACTION.

These consequences should occur after teacher/staff member opportunities 1-3 have been utilized.

<u>Low Level Infractions</u> Infractions in this level will be handled by the teacher/staff member the first two offenses. At the third offense the administration will become involved via Educators Handbook. Infractions listed in this section would fall under the teachers' authority of classroom management. *Must be reported as a minor incident only in EH.	1st Offense	2nd Offense	3rd Offense
Disruptive Behavior	LD/ASD	ASD/ROP	ASD/ISS/RJ
Excessive Horseplay	LD/ASD	ASD/ROP	ASD/ISS/RJ
Extended Time Unsupervised	LD/ASD	ASD/ROP	ASD/ROP
Hallway Disruption	LD/ASD	ASD	ASD/ISS
Cell Phone Violation	PPU	ASD	ISS/ROP
Computer Violation	Refer to computer violation agreement		
Uniform Violation	CIC	LD/ASD	ISS
Cheating/Plagiarism	LD/ASD/ROP	ISS/RJ	ISS/OSS
Inappropriate Language/Gesture	LD/ASD	ASD	ASD/ISS
<u>Middle Level Infractions</u> Infractions listed in this section would fall under the teachers' authority of classroom management. However, certain infractions at this level may be directed to the administration.			
Mistreatment of Peers	LD	LD/ASD/CS	ASD/ISS

Bus Referral	Refer to bus violation agreement		
Cutting Class	LD/ASD	LD/ASD	ASD/ISS
Defiance / Non-Compliant	ASD	ASD/ISS	ISS/CS/RJ
Disrespect to Staff	LD/ASD	LD/ASD	ASD/ISS/CS
Fire Drill Misbehavior	LD/ASD/ROP	ISS/ROP	ISS/OSS
Physical Aggression (minor)	ASD/ISS/ROP	ISS/CS	ISS/OSS
Threatening (minor)	LD/ASD/ROP	ISS/CS	ISS/OSS
<u>High Level Infractions</u> Infractions at this level will result in direct administrative action.	Refer to New Jersey Statues		
Fighting	OSS	OSS/CS	OSS/RE
Initiating a False Alarm	OSS	OSS	RE
Inappropriate Touching / Sexual Behavior	ISS/OSS/CS	OSS/CS	OSS/CS/RE
Possession/Use of Drugs	OSS/CS	OSS/CS	OSS/CS/RE
Possession of Fire Works / Lighters	ISS/OSS/CS	ISS/OSS/CS	ISS/OSS/CS/RE
Teasing/Bullying Harassment Intimidation	ISS	ISS/OSS/CS	OSS/CS
Physical Aggression (major)	ISS	ISS/OS/CS	OSS/CS
Theft	OSS/RJ	OSS/RJ/CS	OSS/RJ/RE
Endangering Student /Adult	ISS	ISS/OSS/CS	OSS/CS/RE
Threatening (major)	ISS/OSS	ISS/OSS/CS	OSS/CS/RE
Truancy	LD	ISS/ASD/CS	ISS/CS
Violent Behaviors /	OSS/RE/PC	OSS/RE/PC	RE/PC
Assault	OSS	OSS/RE	RE/PC
Weapons	PC/OSS/BH	OSS/RE/PC	PC/RE
Damage of School Property	ISS/OSS/RJ	OSS/RJ	OSS/RE
Dangerous Substance (Alcohol / Tobacco / Prescribed Medication)	OSS/CS	OSS/CS	OSS/CS/RE

Key for abbreviate terms in the consequence chart on preceding page(s).

ASD	After School Detention
LD	Lunch Detention
RJ	Restorative Justice
OSS	Out of School Suspension
ISS	In School Suspension
ROP	Removal of Privileges
PC	Police Contact
RE	Recommendation of Expulsion
CIC	Change Inappropriate Clothing
CS	Counselor Services
BH	Board Hearing
PPU	Parent must pick up

Grievance Procedures

If you have a disagreement with an individual and it relates to the school's operations you should try to work things out with that individual. If the matter is still not settled you may then choose to explain your concerns to someone at the next level of authority. Individuals or groups who feel that their concerns have not been resolved through this process may choose to bring a complaint directly to the Principal and Head of School. They, in turn will submit it to the Board for consideration. There is a Grievance Committee made up of two parents and two teachers that is advisory to the Board. Please contact 609-695-0110 ext. 114 and speak with Ms. Law for concerns. **Policy #1312 Community Complaints and Inquires**

Student Intervention Services/Child Study Team Referrals

The Intervention and Referral Service Team (I&RS) is comprised of a group of your professional colleagues with various areas of expertise and is intended to help students who are at risk of academic failure and their teachers to be more successful. The team, in collaboration with the teacher, parents and other professionals will make recommendations aimed at supporting the students in the classroom. Ms. Hinton is the Chairperson, Mrs. Wooten-Johnson is the Administrator, and Mrs. Flim is the Co-Chair on the team. In order to expedite the process and assure that we are doing all we can to meet the needs of everyone, we have prepared the following step-by-step outline to clearly define the procedures for all formal referrals to the I&RS.

Step I – Initial Documentation

Teachers will collect dated samples of the child’s work in all relevant subject areas, report cards, test scores, and a written narrative detailing your observations and interventions over a minimum of one month. This is then submitted to Ms. Hinton in a clearly marked CONFIDENTIAL FOLDER. It is **IMPORTANT** to remember that students who are struggling in the classroom may be experiencing vision and/or hearing difficulties. **Therefore, it is necessary to have the nurse check the child’s vision and hearing prior to making a referral.**

Step II – I&RS Initial Review

The I&RS will then meet, review the material, possibly invite you to meet with them for additional clarification, and reply to you in writing with their suggestions for possible additional interventions and strategies.

Step III – Implementation of Additional Classroom Interventions

The team’s suggestions should then be put in place and utilized for a period of not less than one month. If the teacher feels that the student is still not making adequate progress, they will again submit dated samples of the student’s work with the suggested accommodations in place, and second narrative describing their observations and concerns. These interventions will be monitored by Team Leaders.

Step IV – Second Review

The I&RS will meet again to review all the materials submitted by the teacher. After the team has had time to consult with the teacher, possibly the parents, and other appropriate professionals they will make recommendations for further steps aimed at helping the student to reach their academic potential.

Policy# 6164.1 Intervention and Referral Services for General Education Students

Student Support Services

- A. CST referrals are to be submitted to Social Worker.
- B. IRS referrals to Guidance Counselor. IRS referrals should be used to help remediate difficulties in the classroom. Failures on report cards warrant referral to IRS.
- C. Parents are to be informed of referrals by the Social Worker or Guidance Counselor ONLY.
Policy# 6171.4 Special Education

Affirmative Action

The Village Charter School is an equal opportunity institution which does not discriminate on the basis of race, color, creed, religion sex affectional or sexual orientation, ancestry, national origin, age, marital status, social or economic status, or disability.

The Affirmative Action Officer for the Village Charter School is:
Jill Cummings
jcummings@villagecharter.org

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Trenton, New Jersey 08628 Phone: 609-695-0110 x8

Equal Opportunity Institution for Education and Employment