



2019-2020
PARENT/ STUDENT POLICY HANDBOOK
AND
CODE OF CIVILITY

NEW HORIZONS COMMUNITY CHARTER SCHOOL
NEWARK, NEW JERSEY

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NHCCS SCHOOL OVERVIEW

OVERVIEW

New Horizons Community Charter School (NHCCS) is a Kindergarten through eighth grade school, with a student enrollment of over 700 students. The school boasts of a diverse faculty, all entrusted with providing our students with rigorous, data driven instruction as well as supporting their social and emotional development. Class size ratio is 21:1 in grades K-8.

MISSION

The mission of New Horizons Community Charter School is to educate, enlighten, and enrich the lives of our students by providing them with standards of excellence. We believe that all children can learn, and in collaboration with our school community they will flourish into productive citizens of society.

VISION

New Horizons Community Charter School is a healing centered learning environment where all students feel safe, welcomed and supported to be their best selves. All stakeholders leverage trauma informed principles and a whole child approach to meet the social, emotional and academic needs of every child. We guide staff members with coaching, professional development, and a multitude of opportunities to collaborate, practice and reflect. We partner with families to share resources, skills, and increase supports available to our school community. We foster relationships with local and global based agencies to provide students, families and staff with access to a variety of experiences.

BOARD OF TRUSTEE MEMBERS

- Mr. Edgar Nemorin, President
- Dr. Obiefuna Okafor
- Ms. Cecilia M. Faulks

LEADERSHIP

The school's highly skilled and experienced leadership team, composed of the following, is eager to serve you and your child through the provisions of a world-class education:

- Ms. Rhonda E. Wilson, Chief School Administrator
- Mr. Tom Omwega, School Business Administrator
- Ms. NaTasha Jones, Principal
- Ms. Yashmine Cooper, Vice Principal
- Mr. Charles Mugambe, ESSA Director

Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions, concerns, or suggestions.

NHCCS EXTRAORDINARY SCHOOL PLEDGE

I am an extraordinary person.
I am in a league of extraordinary students.
I am who I say I am and choose to be the best.
I am responsible for everything I say and do.
I am dependable, reliable, and honest.
I will do my best to be my best at all times.
Because I am brilliant, and I am a winner.

OPERATIONS

SCHOOL HOURS & STUDENT ARRIVAL AND DEPARTURE

NHCCS is open from 7:30 am to 3:30 pm, Monday through Friday. Upon dismissal, all students must be picked up promptly at 3:30 pm. Any student who is picked up after 3:45 pm will be taken to the late room and late fees will be charged. If you do not pick up your child within a certain timeframe, the Newark Police Department may be contacted.

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points, and visitor parking areas at the school. Carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school.

SCHOOL CLOSURES

Information regarding school closings due to snow, excessive heat, etc., and other emergency information will be announced via parent/guardian phone blast, ClassDojo postings, and the school's website - www.nhccschool.org.

EMERGENCY DRILLS/ EVACUATIONS / EMERGENCY PLANS

New Horizons Community Charter School has monthly drills to practice safe, speediness, and calm evacuation of the building in the case of an emergency. If you are in the building at the time of an emergency, please adhere to our safety procedures.

NON-SOLICITATION

To avoid disruption of business operations or disturbance of staff, students and/or visitors, New Horizons Community Charter School has a Non-solicitation Policy. It shall include, canvassing, soliciting or seeking to obtain membership or money in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on school property or using New Horizons Community Charter School resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

Members of the school community, inclusive of parents/guardians and students are not to engage in any form of pan handling or commercial Solicitation on behalf of the school. No member of our school community may conduct outside business for profit or personal economic benefit on New Horizons Community Charter School's property or using New Horizons Community Charter School's resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Non-solicitation Policy.

DAMAGED, LOST OR STOLEN ITEMS

New Horizons Community Charter School is not responsible for any student's personal property or school issued materials to the student that are damaged, lost, or stolen. Students should only bring necessary school supplies with them to school. New Horizons Community Charter School strongly discourages students from bringing in costly items such as electronics, jewelry, toys or other valuable possessions. The school will not reimburse students for damaged, lost or stolen items.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

HOMELESS STUDENTS/MCKINNEY-VENTO

The McKinney-Vento EHCY program ensures homeless children and youth have equal access to a free, appropriate public education and are able to enroll in and attend school. New Horizons Community Charter School provides services for students who qualify as homeless under the McKinney Vento Act. Referrals may be made to the School Social Worker. The School Social Worker will assist the family to find the resources they need.

CURRICULUM AND INSTRUCTIONAL DESIGN

CURRICULUM

At New Horizons Community Charter School, our curriculum is aligned to the New Jersey Student Learning Standards and has a college-readiness focus. We provide additional resources in the manner of academics and social-emotional support to ensure that NHCCS students with diverse needs have the same access and opportunities as their peers.

Through the use of technology, New Horizons Community Charter School (NHCCS) supports the enhancement of the educational experience to enrich the lives of our students. We are committed to provide our students access to high speed internet, up to date equipment, and interactive software that prepares our students to develop into productive responsible citizens of the 21st Century. Educational technology is infused into classes to maximize student achievement of the New Jersey Student Learning Standards and prepare them for College and Career Readiness.

Our students are also cycled through exploratory electives such as Art, Music, Technology and World Language. New Horizons Community Charter School also houses a large technology lab that supports and enhances lesson activities that are going on in the various classrooms. All of our classrooms are equipped with SMART Boards and ELMO Document Cameras, as well as a 1:1 laptop program for grades Kindergarten through 8, as a means to capitalize on the benefits of technology in the classroom.

AFTERSCHOOL & EXTRACURRICULAR ACTIVITIES

Our students are afforded the opportunity to take advantage of extracurricular activities such as Basketball, Drama Club, Debate Team, NJ Orators Program, Cheerleading, Boys II Men Mentoring & National Junior Honor Society, After-School Title 1 Program, and Saturday Academy.

TEACHERS AND INSTRUCTIONAL STAFF

New Horizons Community Charter School hires and maintains highly qualified, committed and dedicated staff. We continually seek to provide our teachers with extensive professional development in instructional methods and best practices to ensure that all of our students receive the necessary and individualized, tailored instruction that will allow them to develop academically as well as socially.

FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. Students without signed permission slips will remain at the school in another class.

Occasionally, parents may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain

vigilant and attentive to the students' needs throughout the trip. Children who are not enrolled in the school may not accompany the chaperones.

SCHOOL CULTURE

Our school offers a safe and secure learning environment. The Ten Keys to Success is integrated in the classroom and throughout the school community. The Ten Keys to Success allows our students to make sound decisions academically, socially, and globally. Each month we adopt a new key to build character development.

The Ten Keys to Success are:

- Responsibility: to fulfill one's obligation in a timely manner
- Perseverance: to demonstrate stick to-it attitude
- Respect: to treat others and self with courtesy and care
- Kindness: to care for others by offering help and showing gratitude
- Truth: to be sincere in character, words, and deeds
- Citizenship: to fulfill one's responsibilities to the community, including to respect and honor the community's rules
- Courage: to act bravely and honorably when there is risk involved.
- Self-discipline: to manage one's time and energy wisely
- Fairness: to use the concept of equality in making a sound decision
- True Friendship: to select and to be true friends

SOCIAL EMOTIONAL LEARNING

New Horizons Community Charter school meets both the academic and social aspect of learning. Social and emotional learning (SEL) is the process in which children and adults develop an understanding of how to manage emotions, set and achieve positive goals, feel and show empathy for others, while establishing and maintaining positive relationships, and make responsible decisions.

PARENT INVOLVEMENT AND COMMUNICATIONS

PARENT/GUARDIAN INVOLVEMENT AND COMMUNICATION

We build strong relationships with parents/guardians by engaging in meaningful, thorough communication, and providing a wide range of activities and opportunities to empower and support families. NHCCS Families can be reached via written communication, call blasts, online postings on the school website and ClassDojo. All families must sign up for our NHCCS' ClassDojo in order to receive regular updates regarding student progress, school activities, announcements and more. Parents can also receive emergency notifications via phone blast, letters, or e-mails. In addition, parents/guardians receive online PowerSchool access to their child's academic and attendance records.

VOLUNTEERING

Parents who are interested in volunteering at our school or contributing their time or talents to assist other families are encouraged to contact the Principal/designee and/or sign up to join the New Horizon Community Parent Teacher Organization.

PARENT TEACHER ORGANIZATION

The New Horizons Community Charter School's Parent Teacher Organization (PTO) will be formed in the months following the school's opening to support student learning and the overall success of the school. The PTO will provide school leaders with ongoing input on the operation of the school, serving as a vital link between the school and families. All parents are encouraged to join the PTO. For more information, contact the school office.

FAMILY CONFERENCES

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates.

NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with New Horizons Community Charter School Community Charter School ("New Horizons Community Charter School") are hereby notified that New Horizons Community Charter School does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities.

NOTICE OF COMPLAINT PROCEDURES FOR PARENTS/GUARDIANS

Anyone who has a complaint is encouraged to first communicate concerns and work with the specific authority closest to or most familiar with the matter (i.e., Chief School Administrator and Principal) to reach a resolution.

SCHOOL CALENDAR

The NHCCS' calendar reflects 190 school days for students and 200 days for staff, having 2 snow days built-in. School will close for students on the 190th day of school. The school calendar is located on the school's website at www.nhccschool.org. We encourage you to visit the website frequently as updates are made throughout the school year.

EMERGENCY CONTACT INFORMATION

All students must have Emergency Contact Information on file, listing the names and phone numbers of any adult(s) 18 or older, who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed on the Emergency Contact Form. If any changes are made, please notify the main office of updates.

NHCCS ADMISSION / TRANSFERS

New Horizons Community Charter School policies may be added or amended during the current school year. Any major policy changes will be communicated to students and parents/guardians in writing via the school website. Additional policies may be found in other New Horizons Community Charter School documents such as parent letters, memos, and program-specific handbooks.

ADMISSION

New Horizons Community Charter School is open to all students on an available space basis within each grade. We do not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as space becomes available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

ENROLLMENT PROCESS FOR NEW STUDENTS

When applying to New Horizons Community Charter School, the parent/guardian must contact the school to be placed on the wait list. When called off the wait list, parents/guardians will receive the application. After receiving the application, the registration process will take place by appointment. As part of the registration process, parents/guardians must submit the following documentation (original documents will be returned to the parents/guardians):

- Application
- 3 Proofs of Address
- Nurse Emergency Card
- Original Birth Certificate
- Social Security Card
- Physical Form
- Updated Immunizations
- Language Survey

LOTTERY PROCESS

As seats become available during the school year, NHCCS will pull students from the waiting list. Each year, during the month of January NHCCS holds an open enrollment for the next school year. Any available openings for the next school year will be filled by lottery during March.

Questions and/or concerns regarding enrollment, residency, emergency contact information, transfers, withdrawals and/or re-enrollment contact the main office at (973) 848-0400.

TRANSFERS

Transfers take place on Tuesdays and Thursdays. Parents/guardians must provide the school with at least two weeks notice. Such notice will allow the school to process the necessary transfer paperwork and enable the school to fill the vacant seat with another student from the waitlist.

Students that have been out for 10 consecutive calendar days will be dropped from the active roster. Students withdrawal date is effective the last date student was in attendance.

NHCCS VISITATION POLICY

VISITOR POLICY

To ensure the safety of all members of the community, the school established the following visitor policy:

- Before being granted access to the school building, all visitors must report to the security desk to identify themselves and present proper government issued identification.
- The government issued ID will be scanned and a badge will be printed. A visitor log book is kept (noting the date; purpose for the visit; individual they are visiting; times of entry and departure; and if applicable, the agency/office they represent, and their badge/pass will be printed and provided to the visitor.
- The visitor's badge that must be worn for the duration of the visit.
- Only visitors with school-related business will be granted access to the school; and the scope and duration of the visit must be directly related to the purpose of the visit.

All visitors must follow the instructions provided to them at the security's desks. The school Principal/designee may, at his/her discretion, direct school security to limit the areas and time during which the visitor may access the school building.

- Before exiting the building, all visitors must return their visitor's badge to the security station.
- Visitors who violate these Check-In Procedures shall be immediately reported to the Principal/designee or security officer, who will determine what, if any, further action is necessary.

VISITOR CODE OF CONDUCT

During school visits, all parents/guardians and other visitors are expected to be engaged in activities directly related to the purpose of their visit. If any visitor engages in disruptive, threatening or inappropriate behavior (directed towards a student, staff member, parent/guardian, or visitor) while on school property, the CSA/Principal/designee, at its discretion can

- Remove the individual from the building,
- Permanently bar the individual from the building,
- Ban the individual from attending future NHCCS events, and/or call Newark Police

Examples of disruptive, threatening, or inappropriate behavior include, but are not limited to:

- Disturbing the school environment or operations;

- Compromising the safety or security of the school and any of its members;
- Disrupting the instructional program;
- Refusing to identify oneself to staff members;
- Failure to comply with staff instructions;
- Trespassing on school property while school is not in session;
- Refusing to leave a classroom/or building when asked to do so by any staff member;
- Speaking to any other student that is not their own;
- Endangering the physical safety of another by the use of force or the threat of force;
- Engaging in behavior that endangers or threatens to endanger the health, safety, welfare of others;
- Intoxication; and/or
- Using profanity or yelling

NHCCS HEALTH AND SAFETY

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security need, please inform the school so that appropriate accommodations can be made.

NURSE

The New Horizons Community Charter School has the services of an on-site nurse to assist students who are ill or injured. Parents will be notified whenever a student has been referred to the school's health office. Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

MEDICATION

The school nurse must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the school nurse in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a certified substitute nurse will administer the medication. In the case that no nurse is available, the parent/guardian will be contacted to administer the medication to their child.

Students are not permitted to bring non-prescription medications to school. If during the course of the school day, it is necessary for a student to receive common, nonprescription medication (e.g., Tylenol), the school nurse, a substitute nurse, or a parent will dispense it. Parents must inform the school of any allergies to or restrictions on no-prescription medication that their children might have. If you do not want your child to be administered any non-prescription medication, please so indicate on the "Medication Permission Form". Also, please notify the school nurse in writing if your child has a chronic illness that may affect his or her performance at school.

STUDENT FOOD AND NUTRITION SERVICE

New Horizons Community Charter School has implemented the “breakfast after the bell” program as mandated by N.J.S.A. 18A:33-11.3). NHCCS participates in the National School Lunch Program, School Breakfast Program and Healthy Schools Act.

WELLNESS POLICY

New Horizons Community Charter School encourages healthy eating habits for students. The school abides by the Healthy School Act. Students are discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

CAFETERIA EXPECTATIONS

All students must follow the posted cafeteria rules at breakfast, lunch, and after school. Students are expected to eat lunch in the cafeteria in designated areas.

NHCCS LOCKER POLICY

SEARCH POLICY

To protect the school community against illegal substances and objects and material which may pose a hazard to the safety, sanitation and good order of the school; school bags, lockers and clothing can be inspected by an administrator with reasonable suspicion.

LOCKER USE POLICY

When a student is given a combination code for access to his or her locker, this information must be kept confidential. **DO NOT SHARE YOUR LOCKER COMBINATION ACCESS CODE WITH ANYONE!** You are required to memorize this information and to keep this information at home in a safe place. Please note: lockers and the locks are the property of the New Horizons Community Charter School and therefore must be maintained at all times. To this end, please be sure to adhere to the following rules regarding locker usage:

- Your locker must be kept clean from food, beverages, and debris.
- DO NOT put tape on any of the surfaces - either inside the locker or on the outside of the locker.
- DO NOT paint graffiti or write comments and/or numbers on the lockers.
- Students entering school late/tardy; will not be allowed to go into the hallway for locker usage.
- THERE IS NO SUCH THING AS PRIVACY REGARDING THE CONTENTS OF YOUR LOCKER. SCHOOL ADMINISTRATION AND LOCAL LAW ENFORCEMENT RESERVES THE RIGHT TO INSPECT ALL STUDENT LOCKERS WITHOUT NOTICE, AS LOCKERS ARE SCHOOL PROPERTY - NOT PERSONAL PROPERTY. THE LOCKER IS ON LOAN TO YOU.
- PARENTS/GUARDIANS WILL BE REQUIRED TO PAY IN FULL ANY DAMAGE TO YOUR LOCKER PRIOR TO PROMOTION OR GRADUATION; THERE WILL BE NO EXCEPTIONS!

Each student’s locker is school property and may be searched by school officials at any time.

Violation of the locker policy will result in:

- **1st infraction** – warning
- **2nd infraction** – parent contact and/or disciplinary action
- **3rd infraction** – loss of locker usage privilege

PROHIBITED ITEMS

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items are grounds for expulsion for students and barring notice for adults.

NHCCS TECHNOLOGY

At NHCCS, we pride ourselves as having the latest innovative technology tools available for our staff and students. Through the use of technology, we support the enhancement of the educational experience to enrich the lives of our students. We are committed to provide our students access to high speed internet, up to date equipment, and interactive digital platforms that prepare our students for the 21st Century. Educational technology is infused into classes to maximize student achievement of the New Jersey Student Learning Standards and prepare them for College and Career Readiness. Each class room is equipped with a SMART Board, a document camera, and a wi-fi access point. In addition, there is a 1:1 laptop program and a Technology Lab for all students in grades Kindergarten through Eighth grade.

INTERNET ACCEPTABLE USE / CYBER BULLYING

All students and parents/guardians are required to read, sign, and return the district's Internet Acceptable Use Policy for computer use annually. The following conduct is not acceptable:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using an unauthorized password
- Giving others access to your password
- Trespassing in folders, work, or files
- Intentionally wasting resources
- Employing the network for commercial purposes
- Accessing chat/communication forums unrelated to school study or assignments

Violations of the New Horizon Community Charter School Internet Safety and Acceptable Use Policy will be reviewed on a case-by-case basis. Students in violation of the policy are subject to disciplinary action by New Horizon Community Charter School.

ELECTRONIC DEVICES / CELL PHONES

New Horizons Community Charter School is not responsible for lost, stolen or damaged electronics (e.g. cell phones, game systems, tablets, smartwatches, laptops, e-readers, etc.). All students must turn off phones upon entering the school building and surrender them to their

homeroom teacher. If a student is seen with a cellphone by any staff member, the staff member will confiscate the cellphone and turn it to the main office.

Violation of this policy will result in:

- **1st infraction**- immediate confiscation of cell phone or electronic device to be returned at the end of the school day.
- **2nd infraction**- immediate confiscation of cell phone or electronic device to be returned to a parent or guardian only.
- **3rd Infraction**- student will be banned from bringing his/her cellphone to school.

VIDEO/AUDIO RECORDING

Video and audio recording of events not open to the Community involving a) school employees carrying out their school-related duties, and/or b) students, and/or c) parents and/or d) others involved in school- related business, shall not be permitted. Exceptions to this policy may only be granted by the Chief School Administrator or the Principal. Nothing herein shall be interpreted to prohibit any person from video or audio recording any school-related event which is open to the general Community.

VIDEO SURVEILLANCE

New Horizons Community Charter School is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Video footage is the property of New Horizons Community Charter School and will not be released except to law enforcement or any other authorized state authority.

VANDALISM

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Parents should ensure students have proper supplies at home to complete homework assignments.

NHCCS ATTENDANCE POLICY

ABSENCES AND EXCUSES

New Jersey statutes require every parent/guardian or other person having custody and control of a child between ages 6 & 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least 171 of the 190-day school year (90%) in order to be considered to have successfully completed the instructional program. No more than a total of nineteen (19) absences are allowed.

A student who has excessive absences may be:

- Retained.
- Referred to New Jersey Court Services for truancy.
- Reported to the Department of Child Protection & Permanency.
- Visited by a school designee (home visits)

TARDINESS

All students are expected to arrive on time. If any student arrives to school after 8am, he/she will be considered late and will have to serve after school detention.

EXCUSED ABSENCES

Excused absences count towards a student's total absences. All excused absences must be documented within the next school day.

The following absences are considered excused absences:

- Death in the student's immediate family (verification required);
- Illness of the student (a doctor's certificate is required for students absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School Suspension
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school);
- Bring your child to work day;

When a student is absent, he/she should bring an excuse note to the main office. The note should include the date(s) of absence, the reason for the absence, and any required documentation.

EARLY DISMISSAL

Students will not be allowed to be picked up before 3:30 pm. We encourage parents/guardians to schedule all appointments after school to avoid early dismissal.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- A parent/guardian must call the school and notify the main office in the morning.
- If a student becomes ill during the school day, the nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted.
- Students are not allowed to leave school by telephone request or written note alone.

NHCCS UNIFORM POLICY

DRESS CODE/UNIFORM CODE:

New Horizons Community Charter School dress code guidelines are established to promote a standard of appearance which enhances the learning environment while allowing the reasonable comfort of all students. **The uniform policy is mandatory and needs to be adhered to on a daily basis.** Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and are not to be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child.

GIRLS UNIFORMS:

Girls	Grades K-2	Grades 3-5	Grades 6-8
	<ul style="list-style-type: none"> -Navy Drop Waist Jumper w/ NHCCS Logo -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo -Navy Polar Fleece Jacket w/ NHCCS Logo -Navy Criss Cross Tie -Navy socks or tights -Solid Navy Headband -Black shoes -Black belt 	<ul style="list-style-type: none"> -Navy 2 pleat skort w/ NHCCS Logo -Navy 4-pleat skirt w/ NHCCS Logo -Navy Blazer w/ NHCCS Logo (Grades 5-8 only) -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo -Navy Polar Fleece Jacket w/ NHCCS Logo -Navy Criss Cross Tie -Navy socks or tights -Solid Navy Headband -Black shoes -Black belt 	<ul style="list-style-type: none"> -Navy 2 pleat skort w/ NHCCS Logo -Navy 4-pleat skirt w/ NHCCS Logo -Navy Blazer w/ NHCCS Logo (Grades 5-8 only) -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo -Navy Polar Fleece Jacket w/ NHCCS Logo -Navy Criss Cross Tie -Navy socks or tights -Solid Navy Headband -Black shoes -Black belt

BOYS UNIFORMS:

Boys	Grades K-2	Grades 3-5	Grades 6-8
	<ul style="list-style-type: none"> -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo -Navy Polar Fleece Jacket w/ NHCCS Logo 	<ul style="list-style-type: none"> -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy Blazer w/ NHCCS Logo (Grades 5-8 only) -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo 	<ul style="list-style-type: none"> -Blue/White Short or Long Sleeve Button down Collar Shirt with NHCCS Logo -Navy slacks -Navy Blazer w/ NHCCS Logo (Grades 5-8 only) -Navy V-Neck Sweater w/ NHCCS Logo -Navy Heavyweight Hooded Sweatshirt w/ NHCCS Logo -Navy Zip Front Hooded Sweatshirt w/ NHCCS Logo

	-Navy Tie -Navy socks -Black shoes -Black belt	-Navy Polar Fleece Jacket w/ NHCCS Logo -Navy Tie -Navy socks -Black shoes -Black belt	-Navy Polar Fleece Jacket w/ NHCCS Logo -Navy Tie -Navy socks -Black shoes -Black belt
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GYM UNIFORM GRADES K-8:

Students may only wear their gym uniform on physical education days. All gym uniforms must have the NHCCS Logo on the following - navy gym tee shirt, micromesh nylon gym shorts, sweatpants and sweatshirts. (*Gym shirts are only permitted when the student has Physical Education Class. NHCCS Logo hoodies and sneakers can only be worn on gym days.*)

UNACCEPTABLE CLOTHING:

PANTS	SKIRTS	SHOES	TOPS
-Jeans -Sweats (non-New Horizon Community), exercise or cargo pants -Capri pants -Pajama pants -Torn, ripped or overly worn pants -Excessively large or skin tight pants.	-Colored -Striped, designed or decorated skirts -Excessively large or short skirts -Skin tight skirts	-sandals -flip flops -slip-on shoes -high-heeled shoes -colored sneakers	-hoodies -sweaters -sweatshirts -jackets -cardigans

JEWELRY:

Students may wear modest jewelry. Earrings are not to exceed the size of a quarter. Students may not wear more than one necklace at a time. Necklaces must be worn inside the uniform shirt. Students may not wear more than one bracelet at a time. Students are not permitted to wear pins or decorate their uniform in any manner. Students are strongly encouraged to avoid wearing expensive jewelry in school.

Violation of uniform policy:

- **1st infraction** – parent contact for proper uniform
- **2nd infraction** – afterschool detention
- **3rd infraction** – parent/student meeting with administration

NHCCS ACADEMIC POLICY

ACADEMIC OVERVIEW

New Horizons Community Charter School offers a rigorous college preparatory program with high expectations for student performance and work habits. In each classroom, students will be challenged by teachers and peers to perform at their highest potential. The teachers will deliver instruction based in a rich curriculum that is geared toward helping students become globally competitive.

HOMEWORK

Your child will be given homework assignments daily. Each student is responsible for completing his or her assignments and for turning them in on time. It is the responsibility of the parent/guardian to check their child's homework every night.

Following are some suggestions for ways you can help your child gain the most from his or her homework experience.

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Give your child a healthy snack before he or she begins homework. This should help with concentration.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you" or "I knew you could do this all by yourself!" Please feel free to contact your child's classroom teacher if you have any questions about homework.

Our high standards of excellence require students to complete homework as assigned on a consistent basis. K-8 classes will receive homework as developmentally appropriate.

NHCCS GRADING POLICY

New Horizons Community Charter School recognizes that a system of grading student achievement will help students, teachers and parents/guardians assess progress toward educational goals. A grade represents the total student academic achievement in a given class. The district provides equity in the grading policy. The grading policy provides pertinent information as to how your child is excelling and performing.

Grades in all core subjects are to be determined through the use of these guidelines:

Report card marks shall be calculated by giving weight to categories. Gradebook category weights have been standardized school wide and are as follows:

- Classwork: 40%
- Assessments: 35%

- Projects/presentations: 20%
- Homework: 5%

A letter grades (A, B, C, D, F) is provided to evaluate student performance in all subjects in grades 1-8. Grades assigned to course performance are to be based on the following numerical equivalents: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = Below 60

GRADES K-8 PROGRESS REPORTS AND REPORT CARDS

The school year is divided into four quarters. Midway through each quarter, students/parents will receive progress reports. At the end of each quarter, students will receive a report card. If concerns arise, please contact the teacher. To schedule a parent-teacher conference, please contact your child's teacher. The dates of school-wide family conferences will be conducted during the first and the third quarter. Dates are provided on the school calendar.

NHCCS POWERSCHOOL PARENT PORTAL

New Horizons Community Charter School provides online access for parents/guardians to their child's educational records.

Through the PowerSchool Parent Portal, parents/guardians will have instant access to important information such as grades, student schedules, attendance information, progress reports, report cards, etc.

PROMOTION AND RETENTION

For Students in Grades K through 8, to be promoted to the next grade level, must do the following:

- Demonstrate proficiency in the core subjects of ELA, Mathematics, Science and Social Studies
- Maintain compliance with the school's attendance policy.

GRADE 8 GRADUATION REQUIREMENTS

The school recognizes that students advance through the grades by demonstrating proficiency of required key skills at each grade level. For students to graduate in eighth grade, the following criteria must be met:

1. A minimum report card grade of D or above in at least two of the areas of English/Language Arts Literacy, Mathematics, Science, and/or Social Studies
2. Meet attendance requirements as outlined in the student handbook.

Students who do not demonstrate proficiency based on the above criteria, will be recommended to participate in a summer school program.

Students who do not meet the proficiency requirements by the end of the summer school program may be retained.

Decisions pertaining to retention should not be made until all possible interventions have been exhausted.

STANDARDIZED TESTING

All 3rd to 8th grade students take mandated standardized tests including but not limited to NJSLA - ELA, NJSLA - Math, and NJSLA - Science(grades 5 and 8). Students with disabilities qualify for accommodations on mandated testing, as per their Individualized Education Plan.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Intervention & Referral Services (I&RS) is an interdisciplinary team of educators within our school who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined to be in need of special education programs and services.

According to N.J.A.C 6A:16-8.1.,8.2 the goal of the committee is to see measurable student improvement in the identified targeted areas. Staff members refer students to the I&RS Committee through the building principal, who then advises the parents of the referral. The I&RS Committee develops an Action Plan containing goals, interventions, and a timeline for the plan's duration.

The I & RS committee follows a multidisciplinary approach with a well-articulated system of supportive activities and services for staff who have identified student difficulties and those who will be involved in the amelioration of the identified educational concerns.

MANDATORY REPORTING

At New Horizons Community Charter School, we work with families and the community to ensure that students are safe and ready to learn. As caregivers all adults in the building have the legal obligation to report child abuse and neglect. All employees of NHCCS, is a mandatory reporter. Before making a report, please contact a school administrator.

NHCCS CODE OF CONDUCT

DISCIPLINE POLICY

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission, or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions, and other school policies that parents must review with their children. New Horizons Community Charter School considers the age of the child when considering all discipline matters and consequences and seeks to make age-appropriate and developmentally-appropriate aligned decisions.

JURISDICTION

While the provisions of this Code of Conduct claims to control, regulate, or establish standards for the actions, behavior, or activities of students of New Horizons Community Charter School (NHCCS), those provisions are enforceable by school authorities, both during regularly

scheduled school hours, as well as such other times and places, including, but not limited to, the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra- curricular activities, field trips, or class trips sponsored by NHCCS
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school (this specifically includes, but is not limited to, bullying and cyberbullying)
- When the student is off school grounds while wearing the school's uniform and traveling on Community transportation or transportation provided by NHCCS; and
- En-route to and from school while wearing the school's uniform

DISCIPLINARY ACTION

Students who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration. A student's failure to adhere to any of the following may result in further disciplinary action.

NHCCS MINOR/MAJOR DISCIPLINE INFRACTIONS

Minor Infractions:

Minor infractions are those that are commonly handled by teachers in a classroom. Repeated or excessive minor infractions can become major infractions and result in administrative referral. Minor infractions can result in a teacher seeking the help of parents or a designated staff, changing class structure to prevent misbehavior, re-teaching expectations, observing and monitoring more consistently, increasing positive interactions, and correcting without emotion as outlined in the class behavior management plan.

Minor infractions may include but are not limited to such things as:

1. Disrupting class,
2. Horseplay without malice,
3. Dress code violations,
4. Defiance, insolence, insults,
5. Public displays of affection,
6. Inappropriate language, gestures and actions,
7. Tardies,
8. Truancy,
9. Cheating or plagiarism,
10. Chewing gum
11. Littering,
12. Noncompliance,

Major Infractions:

Major infractions are those that warrant the intervention of a school administrator. In the event a student's behavior violates the safety of others, or if the student demonstrates defiance of school staff, or disrupts the learning of others, the student may be dismissed from class and referred to an appropriate administrator.

Tier 1 Infractions

These infractions interfere with and/or compromise a student’s ability to learn and develop. Tier 1 infractions carry consequences designed to ensure that the student understands why the behavior is inappropriate.

Tier 1 Infractions Behaviors Include (But are not limited to):	Tier 1 Infraction Disciplinary Responses
<ul style="list-style-type: none">● Failure to complete assignments● Cheating or plagiarism● Refusal to carry out instructions● Lack of class participation● Eating in class w/ exception of breakfast, lunch or designated snack times● Tardiness● Running in the building● Excessive noise in the school building● School uniform violations● Sleeping in class● Inappropriate computer internet use● Use of cell phones, tablets, smart watches, etc.	<ul style="list-style-type: none">● Verbal warning/correction● Teacher/student conference● Loss of classroom or school-wide privilege● Change of seat within the classroom● Parent/guardian contact in writing or via phone● Student reflection● Disciplinary consequences may apply such as detention, lunch detention, etc.

Tier 2 Infractions

These behaviors disrupt the learning environment and interfere with another students’ opportunity to learn. Disciplinary consequences are in place to reinforce the need for adherence to rules so that each student remains a responsible member of the school community.

Tier 2 Infractions Behaviors Include (But are not limited to):	Tier 2 Infraction Disciplinary Responses
<ul style="list-style-type: none">● Repeated violations of Tier 1 Infractions● Use of inappropriate language or profanity● Disrespecting a fellow student, staff, parent, or visitor● Throwing objects● Disrespectful behavior (i.e. eye rolling, teeth sucking, back talking)● Use of hurtful or threatening language● Insubordination (repeated refusal to follow instructions/directions)● Intentional or unintentional horseplay or roughhousing (resulting in emotional distress or physical harm)	<ul style="list-style-type: none">● Behavior contract● Meeting with student, parent./guardian, teacher, and/or designated staff● Teacher held Detention● Phone call home● Reflection assignment● Referral to designated staff and/or social worker

<ul style="list-style-type: none"> ● Forgery (including but not limited to forgery of passes for the bathroom, nurse, etc.) ● Inappropriate displays of student affection (including but not limited to inappropriate touching with hands or other parts of the body, hugging, sitting in each other's lap, kissing, unwanted advances or contact) ● Leaving class without permission 	
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Tier 3 Infractions

Serious misconduct that disrupts the classroom environment, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences

Tier 3 Infractions Behaviors Include (But are not limited to):	Tier 3 Infraction Disciplinary Responses
<ul style="list-style-type: none"> ● Repeated violations of Tier 2 Infractions ● Leaving school without permission ● Throwing objects that have the potential to (or) cause serious injury and/or harm ● Bullying or harassment (physical, verbal, or electronic) ● Fighting or other violent behavior ● Any behavior inciting or causing injury ● Activating a false alarm ● Any behavior or other conduct not specifically enumerated in any other Tier in this section that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others. ● Violation of a fellow student's privacy rights (i.e. unauthorized viewing of another students' records, files, or report card) ● Threatening behavior (verbal or non-verbal) 	<ul style="list-style-type: none"> ● Written discipline referral ● Detention with administration ● Reflection assignment with administration ● In-School Reset ● Parent/guardian meeting with administration to discuss corrective action plan ● Due Process Rights ● Long Term Suspension ● Short Term Suspension ● Formal Hearing ● Possible Police Contact ● School level intervention ● Possible HIB investigation

Tier 4 Infractions

Serious misconduct that disrupts classroom instruction, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences

Tier 4 Infractions Behaviors Include (But are not limited to):	Tier 4 Infraction Disciplinary Responses
<ul style="list-style-type: none"> ● Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student’s physical or emotional distress ● Threatening behavior (verbal or non-verbal) that shows a clear, direct danger to the safety of the student and/or others ● Aggravated assault / Fighting or other violent behavior that results in significant injury ● Any behavior inciting or causing significant injury ● Use, possession, or distribution of cigarettes, e-cigarettes, other tobacco product, or drugs, ● Any behavior or other conduct not specifically enumerated in any other Tier in this section that causes a clear threat to safety and/or cause significant harm to self or others. ● Possession of a weapon ● Possession of a knife, including a switch- blade ● Possession of mace or pepper spray ● Possession of any illegal item ● Any criminal act ● Communication slurs based on actual or perceived race, color, religion, national origin, sex, sexual orientation, age marital status, family responsibilities, matriculation, political affiliation, generic information, disability, source of income, status as a victim of an inter-family offense, or place of residence or business, including derogatory sexual language. ● Sexual harassment ● Extortion ● Possession of sexually explicit material ● Engaging in sexual acts on school premises or school related functions ● Possession of incendiary devices ● Damage to property or willful destruction of property ● Gambling ● Theft ● Trespassing ● Gang/crew affiliation/recruitment, Participation in activities or association with groups that threaten the safety of students or staff (gang affiliation or conduct in neighborhood “crew” or other similar groups) 	<ul style="list-style-type: none"> ● Written discipline referral ● Parent/guardian meeting with administration to discuss corrective action ● Due Process Rights ● Long Term Suspension ● Formal Hearing ● Contact Police ● Possible HIB investigation

CODE OF STUDENT CONDUCT RUBRIC

Behavior	1st Offense	2nd Offense	3rd Offense
<p>Firearms-Mandatory Removal N.J.S.A. 2C:39-1(f)"Firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. Also included is any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compresses or other gas/vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.</p>	<p>-Due Process Rights -Long term suspension -Formal hearing -Contact Police</p>		
<p>Assault with weapons -Mandatory Removal N.J.S.A. 2C:39-1(r) "Assault with weapons" means anything readily capable of lethal use or of inflicting serious bodily injury. The terms 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) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, black jacks, bludgeons, metal knuckles, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.</p>	<p>-Due Process Rights -Long term suspension -Formal hearing -Contact Police</p>		
<p>Assault on district personnel- Mandatory Removal N.J.S.A. 2C:12-1 "Assault" means (1) the</p>	<p>-Due Process Rights -Long term suspension -Formal hearing</p>		

attempt to cause or purposely, knowingly or recklessly cause bodily injury to another; or (2) negligently cause bodily injury to another with a deadly weapon; or (3) attempt by physical menace to put another in fear of imminent serious bodily injury.	-Contact Police		
Possession N.J.S.A. 2C:39-5 (Reference File Code: 5131) Any person who knowingly has in his possession any other weapon not manifestly appropriate for such lawful uses.	-Due Process Rights -Long term suspension -Formal hearing -Contact Police		
Arson/explosive device N.J.S.A. 2C:17-1(b) "Arson" means that the student purposely starts a fire or causes an explosion there; (1) recklessly placing another person in danger of death or bodily injury; or (2) recklessly placing a building in danger of damage or destruction.	-Due Process Rights -Long term suspension -Formal hearing -Contact Police		
Bomb Scare Possession of a bomb or a bomb-like device, bomb threat or false information concerning the placement of explosives or destructive substances	-Due Process Rights -Long term suspension -Formal hearing -Contact Police	-Due Process Rights -Long term suspension -Formal hearing -Contact Police	
Distribution of Intoxicants/Drug Paraphernalia Selling or giving away any drugs, alcohol, placebos, or any other dangerous substance, including prescription medications.	-Due Process Rights -Long term suspension -Formal hearing -Contact Police	-Due Process Rights -Long term suspension -Formal hearing -Contact Police	
Using Intoxicants/Drugs Paraphernalia Possession or use of drugs, alcohol, placebos, or other dangerous and/or illegal substances including drug paraphernalia in the school, on school property, or within the drug-free school zone (1000 feet) at any time. This constitutes a violation of State Law and will be strictly enforced.	-Due Process Rights -Long term suspension -Formal hearing -Contact Police -Drug Testing/Referral	-Due Process Rights -Long term suspension -Formal hearing -Contact Police -Drug Testing/Referral	-Due Process Rights -Long term suspension -Formal hearing -Contact Police -Drug Testing/Referral
Prolonged Intimidation (Verbal abuse and/or Threat) and Bullying including Cyber Bullying frightening or tormenting another student by verbal threats and taunts. Use of offensive or insulting language directed at staff members or other students. This may include racial, ethnic, or sexual epithets or references used to degrade another person.	-Parent contact -School level intervention -Possible police involvement -Possible HIB investigation	-Due Process Rights -Short term suspension -Informal hearing -School level intervention -Possible police involvement -Possible HIB	-Due Process Rights -Long term suspension -Formal hearing -Possible police involvement -Possible HIB investigation

(Reference File Codes 5131, 5131.1, 5131.8)		investigation	
Extortion The student attempts to secure money or property through threat of physical harm (explicit or suggested).	-Due Process Rights -Long term suspension -Informal hearing -Contact Police	-Due Process Rights -Short term suspension -Informal hearing -Contact Police	-Due Process Rights -Long term suspension -Formal hearing -Contact Police
False Fire Alarm Pulling the fire alarm without a legitimate cause	-Due Process Rights -Short term suspension -Informal hearing -Contact Fire Department for fire safety program	-Due Process Rights -Long term suspension -Formal hearing	
Physical Assault on Student/Bullying An unprovoked attack on a student on school grounds or in conjunction with a school activity (severity level and Involvement determines degree of offense). (Reference File Codes 5131, 5131.1)	-Due Process Rights -Short term suspension -Long term suspension -Informal hearing -School level intervention -Possible police involvement -Possible HIB investigation	-Due Process Rights -Short term suspension Long term suspension -Informal hearing -School level intervention -Possible police involvement -Possible HIB investigation	-Due Process Rights -Long term suspension -Formal hearing -School level intervention -Possible police involvement -Possible HIB investigation
Sexual Harassment Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature on students or staff (severity level and involvement determines degree of offense).	-Parent contact -School level intervention -Possible involvement of DCP&P and Police	-Due Process Rights -Short term suspension -Informal hearing -School level intervention -Possible involvement of DCP&P and Police	-Due Process Rights -Long term suspension -Formal hearing -Possible police involvement
Vandalism/Theft Destruction or defacement of any school property, including books, supplies, district issued electronic devices, facilities and equipment. Also to include staff's and/or student's personal property.	-Parent contact -School level intervention -Restitution -Possible police involvement -Short term suspension	-Due Process Rights -Short term suspension -Informal hearing -Restitution -School level intervention -Possible police involvement	-Due Process Rights -Long term suspension -Formal hearing -Restitution -Possible police involvement
Computer/Electronic Device Data Misuse Inappropriate and/or unauthorized access to electronic devices or computer equipment including altering of electronic computer data, misuse of equipment, or access to	-Parent contact -Due Process Rights -Formal hearing -Contact police -Short term suspension		

inappropriate electronic content.			
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***ANY OFFENSE OF A SEVERE NATURE MAY RECEIVE CONSEQUENCES AND POLICE REFERRAL**

ANTI-BULLYING POLICY

New Horizons Community Charter School policy reflects the guidelines established for educational institutions under the New Jersey’s Anti-Bullying Law. As specified in this Act, bullying is defined as:

New Jersey anti-bullying laws and regulations include the following definitions of harassment, intimidation and bullying:

“Harassment, intimidation or bullying” means 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 reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school, 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 person or damage to his property;
- 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 a student’s education or by severely or pervasively causing physical or emotional harm to the student.

N.J. Stat. § 18A:37-14 (2011)

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

Consequences:

- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension (In-School Reset) during the school week or the weekend;
- After-school programs;
- Out-of school suspension (short-term or long-term);
- Legal action; and
- Expulsion

The Board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the Board approved Code of Student Conduct, which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions. The school-based anti-bully specialists, under the supervisions of the District Anti-Bullying Coordinator, shall investigate all reported incidents of harassment, intimidation, and bullying promptly and in accordance with law.

DETENTION

Detentions are held daily afterschool. Teachers, Administrators, and other Designated Staff may assign and hold detentions. Any student who has to serve detention, will receive it the day it is issued. Parents/guardians are responsible to pick up their child on time. Students who do not comply with the rules of detention will be assigned to In School Reset, out of school suspension, and/or another form of discipline as warranted by the behavior.

IN SCHOOL SUSPENSION

Called In-School Reset

An In-School Reset (ISR) may be assigned when a student disregards school expectation. Parents/guardians will be notified when students are assigned to ISR. During this time, the student remains in school, but has limited contact with other students, in order to provide the opportunity for individuals to reflect on their behavior and reset to the proper modifications. ISR is assigned by a school administrator.

While in ISR, students will not be allowed to participate in any school activities but will be expected to complete their missed work for the day. Failure to complete assigned work or to follow ISR expectations will result in additional disciplinary consequences.

OUT-OF-SCHOOL SUSPENSION (OSS)

Suspension

Suspension of a student is a consequence for dangerous or repeated infractions that warrants the removal of a student from the school community for a period of time. This is done with great care since it will result in the loss of in-school instructional time and participation in classroom and school activities. Suspension may only be issued by a school administrator.

Before a student is suspended, the school will (as age appropriate):

- Notify the student of the infraction of which the student is being accused of
- Conduct a thorough investigation
- Accept information from the student(s) and other persons who have knowledge of the incident.
- The student involved shall have the opportunity to express his/her side of the incident.
- Determine the accuracy of the infraction(s) based on this information.
- If a suspension is given, the reason and length of the suspension

The following steps will be taken when a student is assigned OSS:

- Parent/guardian will be contacted
- Academic work will be provided for the duration of the out of school suspension

- During out of school suspension, a student is not allowed to return to the school grounds or participate in any school sponsored activities, field trips, or programs
- The school may request a parent/Guardian of a student prior to returning to school after an out of school suspension

A School Administrator or a designee may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of any long-term suspension.

EXPULSION

An expulsion is the permanent removal of a student from New Horizons Community Charter School. An expulsion is a denial of a student's right to attend our school and to take part in any school function permanently.

Students may be expelled for:

- Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of New Horizons Community Charter School or harm the safety or security of students, staff, faculty, or others associated with NHCCS.
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Plan or Final Plan Contract.
- Any student violating the Gun Free School Act will be permanently expelled.

When a student commits an offense that is eligible for expulsion, the school will (age appropriate):

- Notify the student of the infraction(s).
- Conduct a thorough investigation.
- Accept information from the student(s) and other persons who have knowledge of the incident.
- The student involved shall have the opportunity to express his/her side of the incident.
- Determine the accuracy of the infractions(s) based on the investigation.
- Send written notification, within one (1) school day of the conclusion of the investigation to the parent/guardian that includes:
 - The disciplinary infraction,
 - The date and time for the Disciplinary Hearing,
 - The student's status pending the hearing Appeal process

If it is not possible to provide written notification within one (1) school day of the conclusion of the investigation. New Horizons Community Charter School will email, hand-deliver, or send via certified mail a copy of the notification. Any student who is pending a Disciplinary Hearing will not be able to attend or participate in school programming or activities.

NHCCS DISCIPLINARY HEARING

A Disciplinary Hearing will be held for any student recommended for a long-term suspension or expulsion. The principal or designee will attempt to schedule the Disciplinary Hearing upon conclusion of the investigation identifying the disciplinary infraction.

The CSA or his/her designee has sole discretion to implement long-term out of school suspension or expulsion based on the Discipline Hearing. After the designee conducts the Disciplinary Hearing and determines that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the student of the Disciplinary Hearing outcome—long-term suspension or expulsion—and the reason(s).
- Send written notification (mail, email, hand deliver), within three (3) school day of the Disciplinary Hearing when possible, to the parent/guardian that includes:
 - The Disciplinary Hearing outcome and the reason(s),
 - The length of the suspension, where applicable,
 - The student’s right to return to school at the end of the suspension (if applicable), and
 - Any conditions for that return.

DUE PROCESS PROCEDURES FOR STUDENTS WITH DISABILITIES

Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses listed above. The Child Study Team will hold a manifestation meeting to determine if the incident was a manifestation of their disability if the student is approaching or has approached their tenth (10th) suspension day or shows a pattern of behavior(s).

DISCIPLINARY PLANS/BEHAVIOR CONTRACTS

A student who has committed repeated violations of the Code of Conduct or any major violation of the Code of Conduct may be placed on a disciplinary plan. Prior to the imposition of a disciplinary plan, New Horizons Community Charter School will provide the student and his/her parents with an opportunity for an informal conference to discuss any Disciplinary Plan or Behavior Contract. If placed on a Disciplinary Plan or Behavior Contract, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from NHCCS. If, while on a Disciplinary Plan or Behavior Contract, a student violates another major school policy, s/he may be suspended or expelled. Each violation is treated on a case-by-case basis.

The length of Disciplinary Plan or Behavior Contract and its conditions will be determined individually for each student by the Administration. Plan is a serious status with severe consequences. Students can be expelled for violations of Disciplinary Plan and Behavior Contracts.

The principal or designee will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student’s Disciplinary Plan status. If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted. A final copy of the contract will be provided to the parent/guardian.

DISCIPLINE DUE PROCESS

The decision to suspend a student shall be made by a school administrator without the recommendation of the student's teacher or other staff. The administrator issuing the suspension will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall become effective immediately unless otherwise stated by the administrator issuing the suspension.

The parent/guardian may appeal a student's suspension of less than 10 school days. The parent/guardian should follow these steps noted in the Student Handbook. All long-term suspensions and expulsions shall have a Disciplinary Hearing as noted in the Student Handbook.

NHCCS STUDENT & PARENT COMPACT

I have read New Horizons Community Charter School’s mission, visions, and Parent Student Handbook. I commit to support NHCCS in the pursuit of fulfilling this mission.

I understand that a major focus of NHCCS’s mission is to build a foundation of knowledge and critical thinking skills necessary for students to become independent learners for life. I will support this effort by accepting and performing my parent responsibilities as outlined in **NHCCS’s Parent/Student Handbook.**

I understand that my child will be required to wear a school uniform. If accepted to NHCCS, I will ensure my child is in daily compliance with the school uniform policy.

I understand that NHCCS does not provide transportation to and from school and that we (parents) are responsible to drop off and pick up our child each school day within the specified time frame published in the school handbook.

I will work in a cooperative manner to promote the school mission. I understand that cell phones and electronic devices may not be used during school hours, even during lunch times (this includes taking pictures or text messaging), any student found using an electronic device during school hours may have their device confiscated. NHCCS is not responsible for lost, stolen or damaged property belonging to individual students.

I understand that there may be fees associated with damage to the school property.

My signature in the appropriate space below will indicate my commitment to helping fulfill the New Horizon Community Charter School’s primary mission of rigorous academic learning.

Print Student’s Name

Student’s Signature and Date

Print Parent/Guardian’s Name

Parent/Guardian’s Signature