PATERSON CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY

2-3 CAMPUS

2026 – 2027

STUDENT–PARENT HANDBOOK

One School. One Voice. Infinite Possibilities.

Paterson Charter School for Science and Technology — 2-3 Campus
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Message from the Principal

Welcome to the 2026–2027 school year at Paterson Charter School for Science and Technology, 2-3 Campus! Our school community is built on the partnership between scholars, families, and educators. This handbook is designed to help our youngest Lions — and the families who support them — understand the expectations, routines, and resources that keep our campus safe, caring, and focused on learning.

Please review this handbook together as a family at the start of the year and refer back to it whenever questions arise. Our doors and our inboxes are always open — we are proud to partner with you in your child's growth.

Mission Statement

Recognizing that educational success is built upon the harmony of the triad made up of scholars, parents, and educators, Paterson Charter School for Science and Technology creates a partnership among members of this community that helps our scholars fulfill their highest intellectual, social, emotional, and physical potential.

PCSST 2-3 does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any educational program or activity.

Scholars' Rights and Responsibilities

Scholars' Rights

- To feel physically, emotionally, and intellectually safe at school.
- To take full advantage of all learning opportunities.
- To learn in an environment free from disruption.
- To respectfully share opinions, ideas, thoughts, and concerns.
- To be in a healthy environment, free from smoking, alcohol, and drugs.
- To use school resources and facilities for self-improvement under appropriate supervision.
- To be treated with courtesy, fairness, and respect by all members of the community.
- To be informed of expectations and responsibilities.
- To take part in a variety of school activities.
- To be informed of recorded absences upon request, and to have absences accurately recorded.
- To know that absences for religious observance or school-sponsored activities are not counted against a scholar's attendance record.
- To have a fair process (“due process”) followed before any disciplinary decision.

Scholars' Responsibilities

- To be caring and honest, and to do their best to learn.
- To respect school rules, regulations, and policies, including this handbook.
- To make sure personal expression does not interfere with the rights of others.
- To follow school policies regarding safety and substance-free environments.
- To respect and protect the personal property of others and of the school.
- To treat all members of the community with respect, fairness, and courtesy.
- To make regular, punctual attendance a first priority.

- To provide a dated note from a parent/guardian (or doctor, where required) explaining any absence.
- To arrange promptly with teachers to make up work missed during an excused absence.
- To follow the school's due process procedures if a discipline concern arises.

Parents'/Guardians' Responsibilities

- Make your child's school attendance and punctuality a first priority, and arrange for pickup by 2:55 p.m.
- Submit all documentation from previous schools to the front office prior to your child's first day.
- Support the attendance policy by promptly and accurately reporting your child's absence.
- Provide a dated note explaining the reason for any absence, upon your child's return (or in advance when possible).
- Know the dates of your child's absences and understand the correlation between attendance and achievement.
- Schedule medical, dental, and other non-school appointments outside of school hours whenever possible.
- Direct your child to meet with teachers about any work missed during an absence.
- Keep the school informed of any changes to your address, phone number, or emergency contacts.
- Notify the school in writing of any special court orders regarding your child's safety or custody.

1. Introduction

To achieve our mission, every member of the PCSST 2-3 community must respect that every scholar has the right to learn. This means creating an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning. This handbook provides guidelines for the behaviors and attitudes that create a positive environment in which every scholar, parent, and educator can contribute and grow.

2. Counseling Services

PCSST 2-3 offers counseling services through a full-time school counselor. The counselor helps scholars plan for success at school and prepare for the transition to the next grade level, and is also available to support scholars with personal concerns. To see the school counselor, parents/guardians should call the office to arrange an appointment, unless it is an emergency. If the counselor is not immediately available, scholars should speak with a teacher or administrator.

School Counseling Department

The Counseling Department helps scholars grow academically, socially, and emotionally, working closely with scholars, parents, and teachers. Assistance is available throughout the school day. The department also offers developmental and emotional-wellness programs throughout the year, such as peer tutoring, academic mentoring, and small-group support. Please speak with the counselor to learn more about current offerings.

Intervention/Referral Service Team (I&RS)

The I&RS team identifies and plans instructional strategies for scholars experiencing academic, social, or behavioral challenges. The team includes the referring teacher, a chairperson, and at least one additional participant. Parents are invited to attend I&RS meetings regarding their child. Questions about the referral process should be directed to an administrator.

Special Education Services

PCSST 2-3 complies with all federal and state laws governing services to students with disabilities, including educating students in the Least Restrictive Environment (LRE) and providing a Free Appropriate Public Education (FAPE). PCSST 2-3 uses an inclusive, holistic approach and provides fully inclusive instruction for all special education scholars, along with support, modifications, and consultation for classroom teachers. Parents must notify the registrar's office if their child has an IEP or 504 Plan from a previous school.

3. Uniform and Personal Appearance

Dress Code

Scholars are expected to wear the PCSST 2-3 uniform each day and to dress and groom themselves neatly and safely. Clothing should never disrupt or interfere with the educational program. The Principal, or another authorized administrator, determines whether an item of clothing violates the intent of this policy.

Families are expected to honor the uniform policy so that valuable class time is not spent addressing appropriateness of attire. A scholar who is out of uniform will not be permitted in class until the issue is corrected. Parents will be notified by phone or in writing on the first occasion. Repeated violations will follow the school's behavior-response steps described in Section 8 (Student Conduct and Behavior Management).

Uniform Guidelines

- Scholars must wear all-black, all-white, or all-gray sneakers, or sneakers combining these colors. Flip-flops, sandals, crocs, boots, and slippers are not permitted.
- Uniform tops and bottoms should be neat, clean, and worn right-side out.
- Shirts must be tucked in; pants should be worn at the waist (not sagging) and fit properly, with a belt.
- Uniforms with rips, tears, holes, or frayed edges are not permitted.
- Hats, hoods, sunglasses, bandanas, and headphones may not be worn during instructional time (religious head coverings are always permitted).
- Only one pair of small stud earrings per ear is permitted; other visible piercings are not.
- Necklaces must be tucked into the shirt.
- Make-up, unnatural hair colors/dyes, and extreme hairstyles are not permitted for scholars in grades 2-3.
- Street clothing (jeans, sweatshirts, hoodies) may not be worn underneath the uniform.
- P.E. uniforms are for P.E. class only, except on designated Spirit/P.E. days.

If a scholar must be out of uniform for a specific reason, a note of explanation from a parent/guardian should be sent to the office in advance.

Official Uniform Items

All uniform items should be purchased from the vendor designated by PCSST. Uniform pieces should not be mixed with non-uniform or P.E. items (for example, P.E. sweatshirts should not be worn with khaki pants).

- Polo shirt with school logo (short or long sleeve)
- Cardigan or pullover sweater with school logo
- Properly fitting khaki pants
- Brown or black belt with a standard buckle
- P.E. uniform: navy or gray sweatpants, gray sweatshirt, gray t-shirt (all with school logo)
- All-black, all-white, all-gray, or combination sneakers

Dress-Down ("Tag") Days

On designated dress-down days, scholars may wear clothing other than their uniform, provided it is appropriate for school. A small fee may apply. On these days, scholars may not wear: open-toed shoes, shorts or skirts above the knee, shirts that expose the midriff, ripped clothing, pajamas, hats/bandanas, or clothing with inappropriate images or messages. Families will be contacted if a scholar's dress-down attire is not appropriate, and repeated concerns may result in the loss of future dress-down privileges.

Field Trip and Presentation Attire

Scholars must wear full school uniform and appropriate sneakers on all field trips unless otherwise noted. Scholars may occasionally be asked to dress up for a special presentation; teachers will communicate these expectations in advance. Please message your child's teacher if you are ever unsure what to send your child in on a given day.

4. Reports and Grading Scale

Scholars receive a progress-report grade partway through each of the four marking periods, and a report card grade at the end of each quarter. Teachers and staff encourage families to stay actively engaged in their child's education and can be reached by email (first.last@pcsst.org). Families may also request a login to view grades and progress online at www.pcsst.org.

Grading Scale

Score Range	Grade / Description
3.75 – 4.0	A+ (Exceeding Expectations)
3.375 – 3.749	A
3.125 – 3.374	B+
2.75 – 3.124	B (Meeting Expectations)
2.5 – 2.749	C+
2.0 – 2.499	C (Approaching Expectations)
0 – 1.99	F (Not Meeting Expectations)

Academic Recognition Awards

PCSST 2-3 celebrates a monthly Scholar of the Month in each classroom, recognizing a different achievement area:

- September: Best Citizenship
- October: Highest DIBELS Comprehension
- November: Highest DIBELS Composite Score
- December: Most Improved in P.E.
- January: Artist on the Rise
- February: Best Musician
- March: Most Improved Math IXL
- April: Most Improved DIBELS Comprehension
- May: Most Improved DIBELS Composite Score

Positive Reward Program

Scholars who strive for excellence in academics and behavior may qualify for rewards including the Excellent Scholar Award, GPA Improvement Award, Good Behavior Raffle, Character Trait of the Month, Perfect Attendance recognition, and Scholar Breakfast.

Preparation for Class

Scholars are expected to bring completed homework and materials to class each day. Scholars who are repeatedly unprepared will be supported through classroom strategies described in Section 8.

Promotion

To be promoted to the next grade level, scholars must earn passing grades in the core subjects: Language Arts, Mathematics, Social Studies, Science, and Physical Education. Scholars who fail two or more core subjects will be retained at their current grade level.

Textbooks

PCSST 2-3 supplies textbooks and instructional materials for all courses; duplicate sets are provided for some grades to keep at home so scholars are not required to carry heavy bags. A replacement fee applies for lost or damaged materials before a second copy is issued.

5. Examination Procedures

Formal examinations help assess each scholar's academic progress and build comfort with testing routines used in state assessments. IXL and DIBELS are administered up to three times a year to measure growth, and the New Jersey Student Learning Assessment (NJSLA) is mandatory for grade 3.

Examination Expectations

- Scholars remain quiet during exams unless directed otherwise by the supervising teacher.
- Scholars may not distract others during an exam.
- Scholars must bring their own materials and may not borrow items during a test.
- Scholars may not arrive late to an exam or leave early; latecomers do not receive extra time.
- Make-up exams must be completed within 5 school days of an excused absence.

Any scholar found to have cheated on an assessment will receive a zero for that assignment, and parents will be notified. Disciplinary follow-up will be handled per Section 8.

6. Homework Policy

Homework builds valuable skills including study habits, time management, and perseverance. Teachers assign homework appropriate to the subject and grade level, and it is part of each scholar's regular evaluation. It is the scholar's responsibility to complete and submit homework on time, and the parent's responsibility to check that homework is completed. Questions about a specific assignment should be directed to the teacher who assigned it.

Copying another scholar's homework or classwork is treated the same as other academic-integrity concerns (see Section 8).

7. Attendance

PCSST 2-3 recognizes excused and unexcused absences and tardiness. Please review the definitions below carefully, along with the responsibilities for homework, quizzes, and tests connected to each.

Excused Absences

Parents/guardians must notify the school each morning a child will be absent. A written excuse should be submitted upon the scholar's return and is kept as part of the student record. Excused reasons include:

- Personal illness (a doctor's note is required upon return)
- Family emergency or illness in the family (confirmed with the front office)
- Medical/dental appointments (doctor's note required; please schedule outside school hours when possible)
- Required quarantine (letter from a physician or the Board of Health)
- Religious holiday (advance notice from a parent/guardian is required)
- Death in the family (documentation from the funeral home)
- Legal obligation (copy of a summons or court letter)

A scholar with an excused absence is given the same number of days absent to complete make-up work, and must show the teacher the excused-absence note. Make-up tests are scheduled at a time set by the teacher; it is the scholar's responsibility to attend at that time.

Unexcused Absences

Eighteen (18) unexcused absences in a school year is the maximum allowed before a review of course credit/promotion. A scholar will be marked unexcused if they fail to bring a note within three school days of an absence, leave school without signing out, or are absent without an acceptable reason. A scholar must be in school at least four hours (until 12:00 p.m.) to be considered present for the day.

Scholars are generally not able to make up work missed during an unexcused absence, and may receive a zero for that day's work. Repeated unexcused absences (truancy) will result in parent notification, a meeting with school staff, and — if patterns continue — a referral to the appropriate district or municipal attendance officer, consistent with New Jersey law.

Tardiness

Any scholar arriving after 8:15 a.m. must report to the main office to be marked tardy. Scholars who arrive after the fourth instructional period, without a doctor's note, will not receive credit for the school day.

Check-Outs

A photo ID is required to check a scholar out of school early. Only parents/guardians and adults listed on the emergency card may sign a scholar out. All other arrangements must be approved by an administrator in advance.

Communication with School

Families may reach staff by email, the school's family communication app, written note, or the school website. Please keep contact information updated with the main office at (973) 910-8090 so the school can always reach you.

8. Student Conduct and Behavior Management

PCSST 2-3 believes every scholar has the right to learn in a safe, supportive environment, and that good behavior is built through relationships, clear expectations, and consistent, age-appropriate responses — not just

consequences. The steps below reflect our current Behavior Management Quick Reference Guide, used by every educator on campus.

Our Educators' Core Values

- Mission: We will help our scholars graduate as literate, responsible, self-directed people with the skills to be successful, contributing members of society.
- Leadership: We inspire our scholars to make a difference.
- Empowerment: We empower our scholars to never give up.
- Accountability: We are responsible for every scholar's success.
- Resolve & Resiliency: We never give up on a scholar, no matter what.

"Every child deserves a champion — an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be." **— Rita Pierson**

"Students don't care how much you know until they know how much you care." **— Anonymous**

Referral Protocol: Responding to Classroom Behaviors

When a scholar exhibits an undesirable behavior in the learning environment, educators follow these steps:

Step	Action
1st	The educator uses 2–3 strategies to de-escalate the behavior (classroom strategies and/or PBISWorld.com).
2nd	If the behavior continues (Level 1), the educator calls Discipline Educator. The scholar is removed and later brought back to class.
3rd	The scholar returns to the classroom. If the behavior continues, the educator again uses classroom strategies.
4th	If the behavior continues (Level 2), the educator calls Discipline Educator. The scholar is removed to the Reflection Room for that period, and the educator sends classwork down for the scholar to complete.

Educator-Managed Behaviors (Handled in the Classroom)

Disruption — talking, excessive noise
Head down / disengagement
Classroom noise level
Inappropriate behavior or language
Inappropriate displays of affection
Repeatedly out of seat
Low-level unkind language
Playing around / horseplay
Instigating or teasing another scholar
Cell phone, tablet, or smartwatch out during class
Not prepared for class

Misuse of classroom computers or materials
Late to class
Not following directions (defiance)
Dishonesty / cheating
Disrespectful comments or gestures
Throwing materials across the room
Writing on desks
Food, candy, gum, or drinks in class

Administrator-Managed Behaviors (Escalated to Administration)

Refusing to follow adult direction after multiple redirections
Walking out of class without permission
Possession of drugs, alcohol, or tobacco
Refusing to hand over a cell phone, tablet, or smartwatch when asked
Aggressive or abusive language toward an adult or peer
Possession of a weapon or dangerous item
Fighting or aggressive physical conflict
Disrespect or harassment directed at an educator
Vandalism / damage to school property
Bullying (see the school's Harassment, Intimidation & Bullying policy)
Verbal threats or altercations
Theft or trespassing
Plagiarism / academic dishonesty
Any behavior that may warrant a suspension

Parent Communication & Recordkeeping

If a scholar receives a Level 1:

- The educator is not required to call the parent, though an informational log entry is encouraged.

If a scholar receives a Level 2:

- The Scholar Support Coordinator (SSC) calls the parent to inform them the scholar was sent out of class; the educator follows up later with additional detail.
- The scholar completes a Scholar Reflection Sheet.
- The incident is recorded in Genesis by the SSC.
- At the end of the day, the SSC places the Reflection Sheet in the educator's mailbox.

Educator Responsibilities After a Level 2:

- Retrieve and read the Reflection Sheet from your mailbox at the end of the day.

- Follow up with a call to the parent.
- Use the Reflection Sheet to guide a short restorative conversation with the scholar before class begins the next morning.

If Behaviors Continue:

- Talk, Learn, Collaborate (a restorative session)
- Reflection Room
- Family Council meeting
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

Classroom Strategies & Resources

Educators are equipped with a range of proactive, low-level strategies to use before — and alongside — any formal referral:

- Verbal and nonverbal cues
- Gentle prompts
- Environmental changes (e.g., changing a scholar's seat)
- Caring gestures and humor
- Planned ignoring of minor attention-seeking behavior
- Verbal or written warnings
- "Quarterback" check-ins and positive board messages
- Resources such as PBISWorld.com

Safety, Respect & Due Process

All scholars have the right to feel physically, emotionally, and intellectually safe. Any scholar who feels they are experiencing harassment, bullying, or intimidation — or who is concerned about a peer — should tell a teacher or administrator right away. Reports are investigated promptly and kept as confidential as possible. PCSST 2-3's full Harassment, Intimidation, and Bullying (HIB) policy is available at www.pcsst.org.

Weapons, drugs, and gang-related activity are never tolerated on campus, on a school bus, or at any school-sponsored event, and any such incident will be reported to school administration and, where required by law, to local authorities. Scholars are entitled to the due-process rights guaranteed by the U.S. Constitution before any suspension or expulsion decision.

Discipline Options

Depending on the nature and frequency of a behavior, PCSST 2-3 may use any of the following responses. Families are always notified when a formal step is taken.

- In-School Suspension (ISS): Supervised, on-campus removal from class for part or all of a school day, with classwork provided.
- Reflection Room / Recess Detention: A short, supervised period of reflection, often paired with a restorative conversation.
- Referral to Guidance: The school counselor meets with the scholar to build strategies for improving behavior.
- Teacher Detention: An after-school detention (2:40–3:40 p.m.) assigned by a teacher after a warning and one-on-one conversation, with advance parent notice.

- Daily Behavior Report: A simple daily tracking sheet reviewed and signed by a parent/guardian each day until behavior improves.
- Family Council Meeting: A meeting between the family, the scholar, and an administrator to build a support plan together.
- Withholding of Privileges: A scholar may be asked to sit out of a specific activity (such as a field trip) if behavior concerns make participation unsafe.
- Out-of-School Suspension (OSS): A formal action taken only by administration, requiring parent notification and, in most cases, a re-entry meeting before the scholar returns to school.
- Behavioral Contract: For scholars with repeated concerns, a written agreement signed by the scholar, parent, and school outlining expectations and support.
- Expulsion: A formal action that can only be approved by the PCSST Board of Trustees, following a recommendation from school administration and required notice to the family.

A scholar (or family) who disagrees with a disciplinary decision may request a meeting with an administrator to discuss the matter. Families always have the option to withdraw a scholar from PCSST 2-3 at any time and enroll in another public school within their district of residence.

Cafeteria Conduct

Scholars are expected to act respectfully and use good manners in the cafeteria at all times.

- Scholars wait in line patiently and are served in a timely manner.
- Scholars have approximately 20 minutes to receive, eat, and clean up after their lunch.
- Scholars have 20 minutes of recess either before or after lunch. During inclement weather or when temperatures fall below 40°F, recess is held indoors in the classroom.
- Talking is limited so scholars have time to eat.
- Scholars throw away their own garbage and clean their own table space before leaving.

Throwing food or objects in the cafeteria is treated as a Level 2 (Administrator-Managed) behavior. Not cleaning up after a meal is addressed with a reminder and classroom-level follow-up.

Assemblies & Corridor Expectations

- Walk (do not run) in the hallway, and report directly to the next destination.
- Use a quiet, indoor voice in the hallway.
- No loitering near lockers, water fountains, or restroom areas.
- Show courtesy and full attention to presenters during assemblies.

School Bus Conduct

Transportation is provided for scholars living in areas designated by the county transportation department. Riding the bus is a privilege connected to safe, courteous conduct.

- Ride only the assigned bus, and board/exit only at the regularly scheduled stop.
- Remain seated, facing forward, while the bus is in motion.
- Use a quiet, respectful voice and keep the aisle clear.
- Keep hands, arms, and objects inside the bus at all times.
- No eating, drinking, or throwing objects on the bus.

A scholar who does not follow bus safety expectations may lose bus privileges for a period of time, consistent with the school's progressive response steps, and parents will be notified of any bus-related concern.

Substance-Free Campus

PCSST 2-3 is committed to a substance-free environment. Any concern involving drugs, alcohol, or tobacco on school property is treated as a serious, Administrator-Managed matter: parents are notified immediately, and the school follows New Jersey law (N.J.S.A. 18A:40A-12), which may require a medical evaluation before a scholar returns to school.

9. Illness, Injury, and Medication Policies

A school nurse or first-aid-trained staff member is available to assist with medical concerns. Unless it is an emergency, please make an appointment with the nurse in advance.

If a Scholar Becomes Ill or Injured During the Day

- Report to the nurse's office; if unavailable, report to the Main Office.
- A scholar who does not check in with the office before leaving class will be marked with an unexcused absence.
- Scholars may not leave the building without permission from the Main Office.

Medication Policy

Medication should only be brought to school when essential to a scholar's health, and must be sent directly from the pharmacy/physician or delivered by a parent/guardian — never carried by the scholar. The school requires a signed Medication Administration Form from the physician and parent/guardian, and the medication container must clearly show the scholar's name, medication name, dosage, and time to be administered. Only the amount needed for the specified period should be sent in; all medication is kept securely in the nurse's office. Scholars may not carry any medication, including cough drops, with them during the school day.

Head Lice Policy

PCSST 2-3 follows a no-nit policy. When head lice are identified, the parent/guardian will be contacted to pick up the scholar. Before returning to class, the scholar must be re-checked at the office; if nits are still visible, the scholar will need further treatment before returning.

10. School Activities

Field Trips

Field trips offer exciting, hands-on learning opportunities throughout the year. To participate, scholars must:

- Return a signed Field Trip Permission Slip by the date specified (phone calls cannot substitute for a signed slip).
- Submit any required payment by the date specified.
- Follow the PCSST dress code, unless otherwise noted by the classroom teacher.
- Follow all PCSST 2-3 conduct expectations while on the trip.

A scholar who is currently serving an out-of-school suspension, or who has significant, ongoing behavior concerns, may not be able to participate in a given field trip, at the discretion of administration.

Fundraising & Sales

No individual may solicit funds or sell items to scholars or staff on school property, at school events, or on school transportation without the written permission of the Principal or Lead Person. This includes school-approved activities such as bake sales and cultural fundraisers.

Non-School-Sponsored Meetings

A scholar or family who wishes to hold a meeting on school premises outside of school-sponsored activities must request approval from the Lead Person at least three school days in advance.

11. Lockers

Assigned lockers are used to store coats, books, and personal items needed for school, and should not be used to store valuables. PCSST 2-3 is not liable for personal items brought to school or left in a locker. Scholars should not trade lockers, share a locker with a friend, or store belongings in another scholar's locker.

A locker always remains school property, and scholars should not expect privacy in its contents; state law permits school officials to inspect lockers at their discretion. No combination lock is needed, and personal locks are not permitted. Any item considered unsafe by the administration will be removed if found in a locker.

12. Lost and Found

Found items should be turned in to the main office. Families and scholars may check with the main office for lost articles.

13. General Information

School Pictures

A contracted photographer takes individual and class photos each fall. Families may purchase a full or partial photo package.

Photography/Video Release

PCSST 2-3 occasionally uses photos and videos of scholars — including from local news coverage of school events — on our website and in school publications to celebrate student involvement. If you do not wish for your child's image to be used in this way, please contact the school office to complete an opt-out form.

Supervision Before and After School

Scholars should not arrive before 7:45 a.m. (unless riding the school bus or attending Before-School Care) or remain after 2:55 p.m., unless participating in a supervised after-school activity. Scholars in After-School Tutoring must be picked up by 3:55 p.m.

Dismissal

Regular dismissal for scholars in grades 2–3 is at 2:41 p.m., Monday through Friday. On Early Dismissal days, dismissal is at 12:30 p.m. Families should not arrive before 2:30 p.m. on regular dismissal days unless picking up a scholar early with advance notice to the front office (by 2:15 p.m.). We ask that families pick up their scholar within 20 minutes of dismissal.

- After the dismissal bell, scholars being picked up remain with their homeroom teacher until notified of their family's arrival.
- Scholars will not be dismissed between 2:15 p.m. and 2:41 p.m. unless a parent has called the office before 2:00 p.m. to make arrangements.
- A written, signed request is required to assign a scholar a Walker Pass; PCSST 2-3 is not responsible for a scholar once they leave school property.

Early Dismissal of Scholars

For the safety of every scholar, early dismissal requires a written or in-person request from a parent/guardian (phone calls alone are not sufficient, except in an emergency). Scholars may only be released to a parent/guardian on file or another adult authorized in writing.

Late Pick-Up

A 20-minute grace period is provided after dismissal in consideration of traffic and weather. Twenty-one minutes after dismissal, a scholar will not be released without the parent/guardian meeting with an administrator; repeated late pick-ups may require the parent/guardian to accompany the scholar into class the following day.

Unexpected School Closing

If school must close due to weather or another emergency, the closing will be posted on the school website and communicated through the school's family notification system.

Visitors to the Building

All visitors must check in at the security desk, present a photo ID, and wear a visitor's badge before entering other parts of the building. Visitors are escorted by school personnel at all times.

Classroom Observation

Parents wishing to observe a classroom should contact the main office at least 24 hours in advance to schedule a visit that does not disrupt instruction.

Outstanding Balances

Any outstanding balance (lunch, library, lost book, property damage, etc.) must be resolved before a scholar transfers or graduates from PCSST. Unresolved balances may result in a hold on report cards, transcripts, or access to the family portal.

Title I Parent Involvement

Families have the opportunity to be involved in decisions about how Title I funds are used to support family engagement. An annual meeting is held to share families' rights to participate in the planning and review of the Title I program, including the curriculum and assessments used at PCSST 2-3. The full Title I Parent Involvement Policy (#2415.04) and School-Parent Compact are available on our website.

14. Going To and From School

Transportation is provided for scholars living in areas designated by the county transportation department. Scholars must follow driver and school instructions, ride only their assigned bus, and board/exit at their regularly scheduled stop.

15. Protective Orders / Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any court order or directive concerning a scholar's safety or authorized pick-up procedures. The school cannot enforce an order that has not been placed on file.

16. Emergency Procedures

Fire, lockdown, evacuation, and other emergency drills are practiced regularly throughout the year and discussed in every classroom so scholars know how to stay safe. Please reinforce with your child the importance of listening carefully and following adult instructions during any drill or real emergency.

SPECIAL NOTE

It is the school's responsibility to publish this handbook on the school website. During the school year, a copy of the handbook is provided to each family, and copies remain available in the front office. It is important that every scholar attending PCSST 2-3, and their families, have read, understood, and agreed to the contents of this handbook.

PCSST 2-3 reserves the right to delete, add to, or amend this handbook at any time. Any changes will be posted on the school website.

17. Family Contract 2026–2027

Scholars are expected to read and discuss the Code of Conduct and Behavior Management Plan with their parent(s)/guardian(s), and to indicate understanding and acceptance by returning this signed contract.

Scholar's Name: _____ Grade: _____

I/We, the parent(s)/guardian(s) of the above-named scholar, in consideration of their enrollment at Paterson Charter School for Science and Technology, agree to the following:

- I will help make learning a priority for my child.
- I will supervise my child's homework to ensure assignments are completed on schedule.
- I will make sure my child is dressed according to the PCSST 2-3 dress code.
- I will meet with my child's teacher(s) as requested.
- I understand this contract reflects an agreement with other families to support the staff and volunteers who help my child grow.
- I understand the Governing Board may suspend, expel, or withdraw a scholar whose behavior violates this handbook, or if the family does not cooperate in addressing the scholar's conduct.
- I understand that promotion is based on both academic and behavioral performance.
- I will take responsibility for my child's behavior at school.
- I will keep the school informed of a current phone number and address.
- I will send my child to school healthy, clean, and ready to learn.
- I understand my child's academic records may be held if outstanding obligations are not met.

I have read and understand the Code of Conduct, Behavior Management Plan, and this Family Contract, and I agree to uphold its terms.

Scholar (print name): _____ Date: _____

Parent/Guardian (print name): _____ Date: _____

Parent/Guardian (signature): _____ Date: _____

18. Scholar Conduct Contract

Directions: After thoroughly reviewing this handbook, the scholar and parent/guardian should sign, date, and return this page to the homeroom teacher by the first day of the school year.

Scholar

I have reviewed and agree to abide by each of the policies, procedures, and expectations outlined in the Paterson Charter School for Science and Technology 2-3 Student–Parent Handbook. I understand that not doing so may result in further action as described in Section 8.

Print Name: _____ Date: _____

Signature: _____ Date: _____

Parent(s)/Guardian(s)

I/We have reviewed the handbook and signed the Family Contract with my child. I agree to support PCSST 2-3 by volunteering where possible, communicating regularly with my child's teacher(s), and promoting positive learning habits at home.

Print Name: _____ Date: _____

Signature: _____ Date: _____