STUDENT - PARENT HANDBOOK

4-7 CAMPUS

PCSST

Paterson Charter School for Science & Technology

Est. 2002

LITERATE, RESPONSIBLE, SELF-DIRECTED

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Message From the Principal

Dear Students/ Parents,

Welcome to the 2025-2026 school year at Paterson Charter School for Science and Technology 4-7 (PCSST 4-7). This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Paterson Charter School for Science and Technology is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning environment for students.

We believe that education is a shared responsibility, and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of the PCSST 4-7 is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

PCSST 4-7 is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, rules, and procedures. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire PCSST 4-7 staff and community, best wishes for a great 2025-2026 school year!

Sincerely,

John Demir

Principal

MISSION STATEMENT

The mission of the Paterson Charter School for Science and Technology is to provide a responsive educational model that will empower all students, through a standard – equity based academic program founded on expectations for high achievement that will graduate literate, responsible, self-directed persons who have the core knowledge and skills needed to be successful, contributing members of society.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights

- ✓ To be informed of recorded class absences upon request;
- ✓ To be notified of any class cuts;
- ✓ To have absences from school accurately recorded in the office;
- ✓ Know that absences occasioned by religious observances and school-sponsored activities are not charged toward your total absence record;
- ✓ To examine any notes explaining absence provided by you;
- ✓ To appeal in writing to the appropriate administrator any decision concerning your attendance;
- ✓ To request, in writing, a review of any penalty imposed for cutting of accumulated absences;
- ✓ Be permitted to make up work, quizzes, tests missed during an excused absence or Suspension.
- ✓ To feel safe in the school environment
- ✓ To take full advantage of all learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To respectfully express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol and drug free

Students' Rights

- ✓ To use school resources and facilities for self-betterment under appropriate supervision

Students' Responsibilities

- ✓ To make regular and punctual attendance to school and individual classes your first priorit for scheduled days;
- ✓ To provide a dated doctor's note on the day yo return that details the date and reason for your absence;
- ✓ To read and become familiar with the policies and procedures for absenteeism and class cutting;
- ✓ To appreciate the correlation between regular attendance and academic achievement;
- ✓ To keep and periodically review an accurate record of your absences;
- ✓ To be aware of the total number of unexcused absences that will result in denial of credit;
- ✓ To know that class cutting, and any other unexcused absence will result in a zero (0) for class participation and a zero (0) for any test /quiz missed without the opportunity for make-up;
- ✓ To arrange immediately with your teacher(s) t make up work missed during an excused absence;
- ✓ To attempt to schedule medical/dental appointments, and other non-school matters outside school hours;
- ✓ To notify the school as far in advance as possible through a note from your parent/guardian of any scheduled absences(s)

Students' Responsibilities

- ✓ To be caring and honest
- ✓ To do his or her best to learn and master all

- ✓ To expect courtesy, fairness, and respect from all members of the community
- ✓ To be informed of expectations and responsibilities
- ✓ To take part in a variety of school activities and
- ✓ To have the right to due process.

- ✓ he/she can
- ✓ To respect school rules, regulations, and policies
- ✓ To honor their grade level handbook
- ✓ To be sure that personal expressions do not interfere with the rights of others
- ✓ To follow state law and school policies concerning substance abuse
- ✓ To respect and protect the personal and property rights of others and of the school
- ✓ To treat all members of the community with full respect, fairness, and courtesy
- ✓ To abide by all the expectations of the school and its community
- ✓ To follow the prescribed guidelines for participation in school activities, and
- ✓ To adhere to due process procedures

PARENTS'/GUARDIANS' RESPONSIBILITIES

- ✓ To make your child's school attendance and punctuality your first priority for all scheduled school days and that they are picked up in a timely manner (**No later than 10 minutes after dismissal**);
- ✓ To ensure that all documentation from previous schools are given to the front office prior to the first day of school for new students:
- ✓ To support the integrity of the attendance policy by accurately and punctually reporting your child's absence from school;
- ✓ To provide a dated note explaining the reason for and date of your child's absence immediately upon his/her return to school or, when possible, in advance (see suggested format);
- ✓ To appreciate the correlation between regular attendance and academic achievement;
- ✓ To be aware of the dates of your child's absences;
- ✓ To inform your child that you do not condone illegal class absence (cutting);
- ✓ To know that class cutting, and any other unexcused absence will result in a zero (0) for the class participation and a zero (0) for any test/quiz missed without the opportunity for make-up;
- ✓ To direct your child to meet with teachers about work missed during his/her absence;
- ✓ To attempt to schedule medical/dental appointments and other non-school-sponsored matters outside school hours;
- ✓ To honor the cited attendance procedure.

1. INTRODUCTION

To achieve our mission, every member of the PCSST 4-7 community must respect that every student has a right to learn. This means creating an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. COUNSELING SERVICES

Paterson Charter School for Science and Technology 4-7 offers counseling services. The school has three (3) full time counselors. The school counselors, or his/her designee, can help students plan and succeed in school, and help them look ahead to high school and college. The school counselor can also help with personal issues and concerns. To see the school counselor, make an appointment in advance unless it is an emergency. Parents/Guardian may call the office to arrange an appointment with a counselor. If the counselor is not available and students have a problem, they must make sure they speak with a teacher or administrator.

School Counseling Department

The main purpose of the School Counseling Department is to assist students in attaining their greatest potential both academically and personally. A counselor has been assigned to help students grow and develop in the present and the future. The counselor is the central figure who coordinates efforts with those of the students, the parents, and the teachers. A counselor is trained to advocate for the academic, social, and emotional well-being of a student. Thus, it is important for students and parents to work together with the counselor, as well as the teacher.
Assistance is available throughout the day. If there is a need to meet with a counselor, students are to request a meeting with a counselor during the school day. Counselors will discuss subjects related to interpersonal conflict, grades, personal concerns, or one of many topics that may arise during the school year. Furthermore, the School Counseling Department presents various developmental and emotional programs throughout the year such as a bereavement group, divorce group, peer tutoring, and academic mentoring. Please discuss these programs further with a counselor.

Elementary College Coaching

Started in the 2012-2013 school year, PCSST is proud to offer our College Coaching Program. This unique opportunity is designed to allow high achieving students in Grade 6&7 to reach their full potential. Students enrolled in the College Coaching Program will benefit from having a staff member working with them throughout their enrollment at Paterson Charter School for Science and Technology, to ensure that they become the well-rounded individuals that colleges yearn for. The program is organized to address academics, athletics, arts, career awareness, technological fluency and volunteer work.

There are two different options offered to eligible students and their families.

COMPONENT	COLLEGE COACHING	COLLEGE COACHING PLUS
Team Size	5 students per group	5 students per group
Student Registration Deposit (will be returned upon completion)	None	None
Requirements for Students	GPA >3.3 Points < 20	GPA >3.5 Points < 15
Weekly Team Meetings	2 hour meetings every week	3 hour meetings every Saturday
Boot Camp	1 Day in Winter 1 Day in Spring	3 Day in Winter 3 Day in Spring
NJSLA-MA/ ELA / S Practice	1000 total questions from provided resources	2000 total questions from provided resources
Trips	1 out of state, 1 in state	2 out of state, 1 in state,
Parent Involvement	One home visit for each student Three face to face meetings at school	Two home visits for each student Three face to face meetings at school
Coach Meetings	Once per month	Twice per month

INTERVENTION/REFERRAL SERVICE TEAM (I&RS)

The purpose of the Intervention/Referral Service Team is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team is a committee consisting of the referring teacher, the chairperson and at least one other participant. Parents are invited to attend I&RS meetings regarding their children. The I&RS process provides problem- solving strategies and instructional support for teachers. Questions concerning the referral process should be referred to an administrator.

SPECIAL EDUCATION SERVICES

PCSST 4-7 recognizes the Federal and State laws that govern services to students with disabilities. It is the school's responsibility to ensure compliance with those laws. Students with disabilities will be educated in the least restrictive environment (LRE). This means that students will be placed in the setting that puts the fewest limits on their opportunities to be educated with students who do not possess disabilities. PCSST 4-7 utilizes an inclusive and holistic approach to special-education services. All identified students will receive support, resource room class remediation, modifications and consultation services to classroom teachers who serve special education students as needed. PCSST 4-7 shall comply with federal and state law that ensures that all students with disabilities will be provided with a free appropriate education (FAPE). Parents must notify the registrar's office if their child has an IEP from any previous school.

3. UNIFORM AND PERSONAL APPEARANCE

DRESS CODE

Students are expected to wear the PCSST 4-7 uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular use of the school uniform is in a violation of the spirit and/or the intent of this school uniform policy.

Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. **At no time will a student be permitted in the building with improper uniform**, The student's parent will be notified of this violation by verbal (phone call)), or written notification given to the student. **Inappropriate attire jeopardizes the instructional climate and therefore will <u>not</u> be tolerated.**

Guidelines for clarification are as follows:

- ✔ Students will not be permitted to enter or wear flip flops, sandals, crocs, slides or open toe shoes in the building.
- ✓ Uniforms should *always* be neat and clean.
- ✓ Uniforms may not be worn inside out or backwards.
- ✓ Students must wear a pair of all-black, all-white, or all-grey sneakers; or sneakers with a mixture of the three basic colors: black, white, grey.
- ✓ Thermals, hats, caps, curlers, head scarves (except for religious purposes), bonnets, bandanas, doo-rags, sweatbands, hoodies, chains, sunglasses, gloves, and coats are not to be worn during school hours.
- ✓ Pants should be worn at the waist and not sag. Belts must be worn with all pants. Pants should also not fit too snuggly, this includes: leggings, jeggings, spandex or any other tight fitting types.
- ✓ P.E. uniforms are only permitted on P.E. days. PCSST team gear (T-shirts only) can also be worn on P.E days.
- ✓ Uniforms with rips, tears, holes, or frayed edges are considered inappropriate for school.
- ✓ Undergarments must not be exposed.
- ✓ Hair, face, and body paint are inappropriate for school.
- ✓ Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Students risk the following being confiscated:
    a) Only stud earrings will be allowed with the limit of 1 per ear.
    b) No other visible piercing will be permitted such as tongue rings, facial piercing, etc.
    c) All necklaces must be tucked in their shirts and not be made visible.
- ✓ No makeup should be worn to school.
- ✓ Extreme dyes or sprays are not permitted (Red, blue, pink, yellow, green, etc.)
- ✓ All shirts ***must be*** tucked in pants at all times,
- ✓ Street Clothing (jeans, sweats, hoodies, slickers, etc.) cannot be worn under uniform.
- ✓ Belts must be a plain and solid black or brown in color (no metallic belts)
- ✓ Nails must be an acceptable length to ensure the safety of the student and others.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parent(s) or guardian(s) (court appointed). When a child looks and feels good about him/her, he/she acts and works accordingly. Personal appearance that constitutes a distraction is NOT PERMITTED.

Hair must be neatly styled. Neither boy nor girl should have their hair covering their eyes. Boys' hair must be trimmed 1 inch above the eyebrows, 1 inch above the ears, and 1 inch above the collar. Tails, designs, faddish shaves,

cuts, styles, Mohawks, or colors are not permitted. Girls' hair must be neatly groomed and cannot be accompanied by a headband, bonnet, colorful decorations, fancy pins, or doobies (wrapping your hair around your head in a circular pattern, then securing it with bobby pins). **All hairstyles should reflect professionalism**.

EARRINGS: Only one pair of stud earrings is permitted per student. The earlobe is the only permissible pierced area of the ear. No distracting hoop or large dangling earrings are permitted. Earrings will be confiscated, and demerit points will be issued each time the student is seen violating this policy. No other jewelry is necessary or appropriate, e.g., nose rings or other types of body piercing.

ELECTRONIC DEVICES & YONDR POLICY

To ensure a safe, focused, and respectful learning environment, our school has implemented the YONDR Program. This program limits access to personal electronic devices during the school day and supports students in staying engaged with learning and in-person interaction.

What Is YONDR?

YONDR is a secure pouch system designed to restrict cell phone and electronic device use while students are on school grounds. All students are issued a personal YONDR case for use throughout the school year, regardless of whether they own a device.

Devices Covered by This Policy

Cell phones, Smartwatches, Headphones/AirPods, iPods/MP3 players, Any other personal electronic device not used for instructional purposes

Morning Procedure

- Before entering the building, all students must present their YONDR pouch and electronic device (if they have one) to a designated staff member.
- The device must be powered off and securely locked in the YONDR pouch on arrival.
- Students must carry their locked pouch with them throughout the school day.
- Students who do not have a personal device will still receive a YONDR pouch, which should be stored in their locker during the day.

Dismissal Procedure

- YONDR pouches are unlocked by staff at the end of the school day.
- Devices may not be turned on or used until the student is off school property and out of sight of the school building.

Usage Rules and Expectations

- Devices must remain off and locked in the YONDR case at all times while students are on school grounds.
- Devices may not be removed, accessed, or used during school hours or on campus.
- Tampering with or attempting to open the YONDR case without staff permission is strictly prohibited.
- Parents and guardians should not contact students directly during the school day. All communication should go through the main office.
- Students may use the office phone before or after school to contact parents/guardians as only in emergency cases.

Violations and Consequences

Failure to comply with this policy will result in disciplinary action:

- First Violation – Device is confiscated and held in the Dean's Office. A parent/guardian must retrieve it during school hours.
- Second Violation – Additional disciplinary action, including detention or behavior contracts.
- Repeated Violations – May result in escalating consequences, including out-of-school suspension.
- Refusal to lock a device, hand over a device, or comply with staff directives will result in immediate out-of-school suspension and further administrative actions.

Lost or Damaged YONDR Cases

- Each student is responsible for the care of their assigned YONDR pouch.
- If a case is lost or damaged, a $15 replacement fee will be charged.

This policy is consistent with NJ Administrative Code (N.J.A.C. 6A:16-5.1) and aligns with guidance from the New Jersey Department of Education. It is designed to support student success, safety, and well-being in a distraction-free learning environment

WRIST WEAR: Only one wrist-item allowed. This item is a watch not a smart watch! Bracelets or a "Live-Strong," type of a bracelet are not allowed. Common rubber bands and athletic bands are not permitted.

CAFETERIA: Throwing any object or food in the cafeteria will result in disciplinary consequences.

MAKE UP:
Students in PCSST 4-7 do not need to wear make-up, nail polish,sculptured nails, or excessive lip gloss. Therefore, these items are not permitted to be worn or used in school. The use of hair spray or perfumes are not permitted in the school building.
Students are expected to always remain in complete uniform while in the school building, on school property (including the school yard/bus) or attending a school function where uniforms are required. If, for some reason, a student must be out of uniform, parents must call the main office and inform them of the situation.
If a student is not dressed in the proper uniform, the student will be placed in in-school suspension until the parent or guardian can bring the appropriate uniform.

OFFICIAL UNIFORM POLICY
All items must be purchased from the uniform establishment designated by PCSST.
(*No other garments can be worn in the school building*)

Uniform Top for All Students (With school logo)
- Polo school shirts with short/long sleeves with logo
- Cardigan or Pullover Sweater with logo

Uniform Pants, Belt, and Footwear
- Properly fitting khaki pants with logo
- Brown or black leather belt with standard buckle
- **ALL Black, All White, ALL Gray or any combination sneakers**

PE Uniform (With School Logo), and Footwear

- **Navy Sweatpants with logo**
- **Grey Sweatshirts with logo**
- **Grey T-Shirt with logo**
- **ALL Black, All White, ALL Gray or any combination sneakers**

*Students are not allowed to mix and match uniforms (Ex. PE sweatshirts should not be worn with khaki pants) *

DRESS DOWN DAY (Tag Day)
Students are given the opportunity to participate in dress down day (optional). Dress down day is an opportunity for students to wear clothing other than their school uniform. Students are still expected to dress appropriately. A fee may be charged in order to participate. Students are prohibited from wearing the following if they choose to participate.

- ✓ Open toe/heel shoes (flip flops, sandals, crocs, UGG slippers, etc.)
- ✓ Skirts
- ✓ Shorts
- ✓ Capris
- ✓ "Belly shirts" or shirts that expose the mid-section
- ✓ Tights, leggings, or jeggings
- ✓ Ripped jeans or any pants resembling rips
- ✓ Sleeveless shirts
- ✓ Open front or back blouses
- ✓ Pajama pants
- ✓ Jewelry (other than stud earrings)
- ✓ Scarves, bandanas, bonnets, flags, hats, gloves, etc.
- ✓ Jackets or "hoodies"
- ✓ Facial piercing
- ✓ Offensive messages/pictures on shirt and pant
- ✓ Body conforming clothing
- ✓ Extremely baggy clothes

If a student violates the policy, a parent/ guardian must bring appropriate clothing to the school. If the parent cannot, the student will be placed in ISS for the day and unable to attend classes.
Repeat offenses can lead up to Loss of Tag Day privileges for the rest of the school year.
**These rules also apply to nonpayment of tag day.*

Field Trip Dress Code:
Students in grades 4-7 are required to wear school khakis, polo, and ALL Black, All White, ALL Gray or any combination sneakers to all field trips. Teachers can deviate if there is extensive walking. In that case students will be permitted to wear all black or all white sneakers.

Presentations Dress Code:
Students may be required to dress up for a presentation or an assignment. Students must bring their school uniform as a precaution if teachers deem their attire inappropriate otherwise, they will be subject to spending the day in ISS.
Parents are advised to call the school office if they are not sure of the dress code for certain events/days. This will save you a trip to school.

ALL GARMENTS MUST COMPLY WITH PCSST 4-7 GUIDELINES AT ALL TIMES!

4. REPORTS, GRADING SCALE, & LATE POLICY

All students will be assigned a progress report grade in all classes at the end of the designated progress report periods. All students will be assigned a report card grade in all classes at the end of each quarter. There are (4) Quarters, reporting periods within a year.

The teachers and administrative staff at PCSST 4-7 support and encourage parents to take an active interest in the education of their children. Any teacher, administrator or office staff member can be reached via e-mail using the person's **first.last name @pcsst.org**. It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at www.pcsst.org. Parents may request a username and password to monitor their children's grades at the same website.

PCSST 4-7 is dedicated to excellence in education, and we strive to create caring and efficient communication between homes and school.

All classes at PCSST 4-7 will follow this standard scale for assigning letter grades for each quarter. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

GRADE SCALE:

3.75 – 4.0	A+ (Exceeding Expectations)
3.375 – 3.749	A
3.125 – 3.374	B+
2.75 – 3.1249	B (Meeting Expectations)
2.5 – 2.749	C+
2.0 – 2.499	C (Approaching Expectation)
1.99 – 0	F (Not Meeting Expectations)

Formative Assessment Grading & Late Policy

Formative assessments include but are not limited to classwork, homework, and quizzes.

- Formative assessments account for 40% of scholars' overall grade.
- **Unfinished classwork is expected to be completed as homework and handed in the next day in order to receive full credit.**
- **Classwork that is not completed as homework is considered late.**
    - Scholars are expected to hand in late classwork no later than the next class period.
    - Late classwork will receive a maximum grade of 2.
    - ***Classwork that is not handed in 1 day after the due date will receive a grade of 0.***
- **Homework is expected to be completed and handed in the next day the class meets in order to be considered on time.**
    - Scholars have 1 day to complete and hand in late homework
    - Late homework will receive a maximum grade of 2
    - ***Late homework that is not handed in 1 day after the due date will receive a grade of 0.***

Summative Assessment Grading & Late Policy

Summative assessments include but are not limited to tests, projects, and writing assignments.

- Summative assessments account for 60% of scholars' overall grade.
- Summative assessments must be handed in on time to receive full credit.
- Late summative assessments must be handed in the day after the due date
    - ***Late summative assessments will receive a maximum grade of 3.***

ACADEMIC RECOGNITION AWARDS

In marking periods 1-3, PCSST 4-7 will recognize scholars who display academic excellence through the honor roll program. The honor roll program requirements are as follows:

- Honors: A's and up to 3 B's Permitted
- High Honors: All A's and 1 B Permitted

POSITIVE REWARD PROGRAM

PCSST 4-7 offers the students several positive reward activities which include, but are not limited to, the following:

- Students of the Month
- Most improved student award
- Excellent student classroom raffles
- Honor Roll Breakfast
- ROAR Scholars
- Math Wizard
- Lion's Den

Students who strive to achieve excellence in academic and behavioral areas will qualify for these reward programs. Awards are given monthly in all the major instructional areas. Further information is available in the Guidance Office.

PREPARATION FOR CLASS

Students are expected to bring completed homework assignments or projects to class each day as well as *fully charged* chromebook. Students who repeatedly are unprepared for class will face disciplinary penalties.

PROMOTION

In order for a student to be promoted to the next grade level the following criteria must be met.

- Students must have passing grades in core subjects: language arts, mathematics, social studies, science, and physical education.
- Students who fail two or more core subjects will be retained at their present grade level.
- PCSST 4-7 is not conducting summer school for its students.
- Students who fail two or more subjects are not guaranteed enrollment at PCSST4-6

4th through 7th grade promotion from one grade to another in PCSST 4-7 shall be based on the following criteria:

- Students must have a passing grade in language arts, mathematics, social studies, science and physical education.
- Students who **fail two or more core subjects** will be retained at their present level.

TEXTBOOKS

PCSST 4-7 campuses will supply textbooks (physical or online) for appropriate courses. In addition, duplicate classroom sets, books of core courses are provided for some grades to keep home. This saves the student the need to carry a heavy backpack full of books between school and home. However, students will not receive a second copy of their issued textbook until they pay for a lost or damaged first copy. Report cards and even diplomas may be withheld for students who do not meet their financial obligations for lost or damaged textbooks or other materials.

5. EXAMINATION PROCEDURES

At PCSST 4-7, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (State Testing) are used on a statewide basis as measures of student performance, students at PCSST 4-7 are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure, and technique.
State testing is mandatory for grades 3-7.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- ✓ Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- ✓ Under no circumstances are students permitted to distract other students during examination.
- ✓ Students must leave school bags in their lockers.
- ✓ Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- ✓ Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- ✓ Students are not to be late for examinations and will NOT be permitted to leave early.
- ✓ Latecomers will not be granted extra time to complete the exam.
- ✓ Students are responsible for the collection of their work.
- ✓ Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero award is to be made or a lesser/harsher penalty imposed.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.

PLAGIARISM/CHEATING

Students who cheat on a test/quiz or plagiarize on their assignments (including the use of AI as ones own work) will be subject to the following for the first offense:

- Zero for the assignment

- Parent Conference

Students who cheat on a test/quiz or plagiarize on their assignments (including the use of AI as ones own work) after a first offense will be subject to the following:

- Zero for the assignment
- ISS
- Further discipline action may be taken at the discretion of administration for students with more than two offesnes

Students will not be allowed to make up the assignment or be given any extra credit assignments. Repeated cheating will result in an out of school suspension, denial of credit and/or possible expulsion from
PCSST 4-7.

6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at PCSST 4-7. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

Homework will be given regularly by PCSST 4-7 teachers and students are expected to complete homework assignments. Parents/Guardians have a responsibility to check to see the homework is completed and turned into the teacher. Homework is expected to be completed and handed in the next day the class meets in order to be considered on time.

- Scholars have 1 day to complete and hand in late homework
- Late homework will receive a maximum grade of 2
- ***Late homework that is not handed in 1 day after the due date will receive a grade of 0.***

COPYING HOMEWORK/CLASSWORK

- **Zero for the assignment**
- **Phone call to Parent**

Students will not be allowed to make up the assignment or be given any extra credit assignments.

7. ATTENDANCE

Absences and Tardiness:
PCSST recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand the responsibilities that you and your parents must honor. Also, you need to be very aware of your responsibilities regarding homework, quizzes and tests when you have an excused absence as well as the consequences for unexcused absences.
Students that accumulate ten (10) unexcused absences must have a formal conference with the Truancy Officer and Guidance Counselor. Parents will be required to sign the Parental Statement of Understanding of Student Attendance Form. Accumulation of each 10 days Tardies will result in a mandatory parent meeting. If the parent or guardian is not available for a meeting your child will be assigned a no parent no school until the meeting takes place. Habitual days Tardy may result in further action including but not limited to involvement of Division of Child Protective Services and Court charges.

Excused Absences:
The Paterson Charter School accepts only the following as excusable reasons for absence from school. Parents or guardians must notify the school each morning their child is not attending. The written excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- ✓ **Personal Illness**: Upon the student's return to school, a doctor's note is required.
- ✓ **Emergency**: Your parent/guardian must confer with the Lead Person to have an emergency marked excused.
- ✓ **Illness in the Family**: Your parent/guardian must confer with the Lead Person to have an illness in the family marked excused.
- ✓ **Appointments**: Your parent/guardian must confer with the Lead Person to have an appointment marked as excused. All appointments should be made after school if possible.
- ✓ **Quarantine of the Home**: A letter from the Board of Health family physician is required in order to have days marked as excused.
- ✓ **Religious Holiday**: Notification from your parent/guardian must be received prior to the date in order to have a religious holiday marked as excused.
- ✓ **Death of a Relative**: A copy of the newspaper or a letter from the funeral home is required in order to have the death of a relative marked as excused.
- ✓ **Legal Obligations**: A copy of summons or a letter from Court is required.

Make-up work for excused absences:
An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed. Students who do not complete missed assignments will receive a zero for the assignment.

If you are absent for school-related reasons or for an anticipated or planned absence, plan with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility, however, to take the test at that time. If the student fails to do so, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher may decide not to give you the test.

Unexcused Absences:

Eighteen (18) days is the maximum number of unexcused absences that are allowed before the loss of credit for the entire school year. You will be recorded with an unexcused absence if you:

- ✓ Fail to bring a doctor's note within three school days following an absence
- ✓ Leave school without signing out of school at the main office
- ✓ Walking out of the building without permission
- ✓ Are absent from school without parental permission (truant)
- ✓ Are absent for reasons not acceptable to the administration

Make-up work for unexcused absences:
If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways. You may not make up work following an unexcused absence. An unexcused absence may result in an "F" or "zero" for the day in each class missed. Teachers are not mandated to permit you to make up quizzes or tests.

Truancy: Truancy means that a student is not excused and absent from school without the knowledge of a parent/guardian. Truancy indicates a deliberate disregard for the educational program and is considered a serious matter that will have one or all of the following immediate consequences:

- ✓ Parent notification
- ✓ No Parent/No School
- ✓ Saturday detention
- ✓ Out of school Suspension
- ✓ Referral to guidance
- ✓ See "Make-up Work for Unexcused Absences"
- ✓ Chronic cases may result in denial of credit
- ✓ Notifying local law enforcement

If you are truant, no credit will be recorded for work you missed. A record of the truancy will be entered into your record file.

Habitual Truant:
Paterson Charter School will consider a student a "habitual truant" when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated ten (10) total unexcused days during one marking period.

Tardiness:
Tardiness to school, whether it is the result of oversleeping, missing the bus, car problems, babysitting, athletic workouts, socializing, lingering, etc. is unacceptable. Students should arrive to school by 7:50. Anyone who arrives at school after 8:00 a.m. must report to the truancy room. Your child will stay in the room until homeroom is over and will be sent to first period class. Students who arrive at school after 4th period or do not receive four (4) hours of instruction time will not receive credit for the school day without a doctor's note excusing the students' tardiness. Students who are late for class will be bound by the PCSST 4-7 tardy policy.

Cutting:
When a student is not present in their scheduled class and is not accounted for by a staff member for more than 7 minutes (this includes the transition time) it is considered a cut. He/she will be asked to explain his/her absence to a member of the faculty or an administrator. He/she will then be given one or all of the aforementioned immediate consequences. Walking out of class without permission can be considered cutting. Cutting class will also lead to one or more of the following consequence (not necessarily in this order):

- ✓ Parent Contact
- ✓ No Parent/No School
- ✓ Saturday Detention

- ✓ Out-of-School Suspension
- ✓ Denial of Credit
- ✓ Other Administrative Consequences

Class Tardiness:
Students who are not in their scheduled class *before* the bell rings are considered tardy. Students will be marked tardy and will be subject to administrative action.

Check outs:
ID is required to check a student out of school. Only parents and other adults listed on an emergency card will be permitted to sign a student out of school early. All other circumstances whether written or verbal must be approved by an Administrator.

Communication with school:
Every effort will be made to ensure good communication between the home and the school. Parent/Guardians may communicate directly with the school's staff members via e-mail, voicemail, written request, or by accessing the school's website.
It is important that the school officials are able to contact parents at any time; therefore, it is necessary that school officials maintain updated contact information on file. It is the parents' responsibility to ensure all contact information is updated. If your home or mailing address, phone number(s), e-mail or emergency contacts change, please notify the main office immediately at (973) 345-4400. The school will not be held responsible for any correspondence missed by parents due to not being informed of any changes of contact information

School Sponsored function(s)/Athletic event(s) policy: In order to participate in an after school extracurricular activity, including music, athletics, cheerleading, performances, plays, etc., students must be marked present for the school day. If regarded as absent, these activities will be prohibited.

8. STUDENT CONDUCT AND DISCIPLINE

AFFIRMATIVE ACTION

PCSST 4-7 has in place a policy pertaining to affirmative action, sexual harassment, and bullying. The affirmative action officer is Director of Instruction. Policies are posted on our website. Log onto www.pcsst.org then click on "school board", then click on "policies".

HARRASSMENT, INTIMIDATION, BULLYING (HB)

In accordance with the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) and N.J.S.A. 18A:37-14 through -17, our district upholds a zero-tolerance policy against any form of harassment, intimidation, or bullying—whether physical, verbal, written or electronic (including off-campus cyberbullying that disrupts school or infringes on students' rights). HIB is defined broadly to include actions reasonably perceived as motivated by actual or perceived characteristics—such as race, religion, gender, sexual orientation, ancestry, disability, or any other distinguishing characteristic—that harm or intimidate others or create a hostile educational environment

Incidents must be reported verbally to a principal or designee immediately and documented in writing within two school days. Investigations are led by trained anti-bullying specialists and must conclude within ten school days of the report

By following these statutory and regulatory standards, our school promotes a safe, respectful, and inclusive learning community where everyone is protected, and unacceptable behavior is addressed swiftly and fairly. All reports will be taken seriously and addressed promptly in accordance with school policies and state laws. Together, we strive to foster kindness, empathy, and respect in our school community. More information regarding HIB may be found in https://www.nj.gov/education/safety/sandp/hib/

Due Process:

All students at PCSST 4-7 are entitled to the rights guaranteed by the United States Constitution and Bill of Rights and student rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer stipulated consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspensions and expulsions and will follow New Jersey Education Law. All students at PCSST 4-7 have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator or report it anonymously via STOPit Solutions portal about the problem. The situation will be investigated as soon as possible, and all reports will be kept completely confidential.

Your child will always be provided a platform to be heard!

Individual Actions:

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons, or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. PCSST 4-7, its employees, not the board, assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

Parents/Guardians and students are to read and discuss each segment of the Student/ Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of PCSST.
However, failing to do so will not excuse pupils or their parents/guardians from compliance with the standards, expectations, and penalties in this Code. It is important to note that the policies, as set forth, assist students with establishing the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local law enforcement agencies. In addition to the disciplinary consequences, a student may receive support services.

PCSST 4-7's main goal is to help every student fulfill his/her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the PCSST 4-7 administrators and teachers shall not allow the below listed behaviors during school, on school property, or at any school sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the board for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Appropriate behavior, reinforced by firm and fair rules and consequences becomes the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. PCSST 4-7 takes seriously its responsibility to educate its students in a safe and drug-free school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. Students who violate PCSST 4-7 rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops and other sites used for school-sponsored activities.

Conduct Information: It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline, a close cooperative relationship must exist between the home and the school. The policy developed provides close communication with parents at the onset of discipline problems, so that together we can find alternatives for students so they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot and should not place blame on the environment, parents, the school and/or peers. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

Disorder and Demonstrations: The Board will not permit any willful activity by a pupil or group of pupils that interferes with the orderly operation of the schools or the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of the law or school rules. Behavior contrary to these expectations may be reprimanded.

Types of Infractions: Infractions outlined below may not be immediately reported to the administration or parents. Parents will be notified pending the investigation and collected evidence with the next steps. Teachers are equipped with strategies and de-escalation practices to help students make better choices so that they receive the maximum amount of instruction that can take place. Depending on the severity of such offenses, offenses will be subjected to Level One and/or Level Two disciplinary actions that can lead up to and include out-of-school suspension or expulsion. Level One offenses are behaviors handled at the moment and may require time in the Reflection Room (RR) room for that period. Level Two offenses are behaviors dealt with at the moment. Still, they will need time spent in the ISS room for multiple periods or days, which can lead to severe consequences if the behavior continues. **All students are administered due process at all levels to ensure ethical practices are followed.**

Such conduct shall include, but may not be limited to, any of the following:

- ✓ Pencil noises, spitballs, acts of unkindness
- ✓ Excessive talking/ Classroom disruptions
- ✓ Hall disruptions such as yelling and running
- ✓ Name calling, profanity, disrespect, refusal of any kind
- ✓ Possession of hats, other unnecessary hair accessories, pocketbooks, sunglasses, curlers, electronic devices, water guns, skateboards, etc. (These items will be taken from the student by the Dean of Students and held until they are picked up by the parent.)
- ✓ Headbands, bonnets, wristbands, pins, etc. the administrators deem inappropriate to wear on school grounds.
- ✓ Sunflower seeds, candy, potato chips, and gum are not permitted on school grounds.
- ✓ Inappropriate behavior in the lunchroom (loud talking, being out of seat, playing with food, cutting in line, failure to return tray, failure to clean up, throwing food, etc.)

- ✓ Eating in unauthorized areas
- ✓ Public displays of affection
- ✓ Unexcused tardy/unprepared for class, defiance
- ✓ Being in the hall without a pass or in an off-limits area (teachers' workroom, conference room, etc.)
- ✓ Disruptive behavior/Fighting/Arguing
- ✓ Failure to serve public or private detention, failure to follow the directions of an adult
- ✓ Obscene or inappropriate language, gestures, or acts
- ✓ Unexcused tardy to school or class
- ✓ Dress code violations
- ✓ Improper use of lockers
- ✓ Littering on school property/Vandalism
- ✓ Behaviors that warrant a suspension under the Student/Parent Handbook

DISCIPLINE SYSTEM (DS)

Students have a fundamental right to a free public education and PCSST has a clear responsibility to provide an atmosphere which will promote a quality learning environment for all students. This safe climate can be deeply undermined by not complying with the school rules and regulations. Students also have the right and responsibility to live by the rules of the law and to have equal protection under the law. It is the student's obligation to obey school regulations and the school authorities who enforce them. This responsibility relates to conduct on school buses, at school-sponsored events and in the school building.

In order to identify infractions and keep a record of each student, PCSST uses an Online Discipline System (DS) included in the Genesis information portal, in which students' behavior will be documented for the parents and students to view positive and negative behavior infractions. The teacher and Administration will fill out a referral form with some severe cases and DS records. Each teacher and staff must use this system, and the Administration has the discretion to implement certain consequences for students who have exhibited undesirable behaviors that led to unsafe practices according to PCSST policies. Parents will be notified about the consequences associated with the behavior.

Discipline Folder

- ✓ PCSST have a disciplinary portfolio for every student in the school via Genesis
- ✓ Every disciplinary action that is done by staff and admin will be saved in their portfolio

Teacher Intervention Process for Level One (L1) behaviors:

- ✓ Students will immediately be removed from class and counseled by the school's counselor, discipline educator (hall monitor) or administration
- ✓ Students will be brought to the Reflection Room (RR) for further counsel and behavior reflection
- ✓ If the agreed-upon expectations are met, the students will return back to class

Teacher Intervention Process for Level Two (L2) behaviors:

- ✓ Students will immediately be removed from class and sent to RR
- ✓ A referral will be entered into Genesis by the teacher and teacher will call parents

- ✓ Students will stay in the RR room for that period, pending their behavior
- ✓ If a student is sent to RR before lunch that student will stay there until lunch is over
- ✓ If a student is sent to RR three times in a day, they will serve ISS for the remainder of the day/serve additional days in ISS/out-of-school suspension/parent meeting
- ✓ Parent will be notified, and a meeting will be scheduled for the same day or the next day
- ✓ Teacher will hold a restorative meeting with the student before their class (Re-entry meeting)

Reflection Room and ISS Rules

- ✓ Students who are sent out of the classroom must stay in the Reflection Room (RR) or ISS room with a monitor
- ✓ Students will be required to fill out the "Reflection" form (Parent is also called)
- ✓ Students who are in the RR or ISS room must complete work in Math, ELA, S.S., and Science etc.
- ✓ Students who complete all work before time is finished must read their AR book for the rest of the time
- ✓ Attempting to talk and socialize with other students or staff is not acceptable - may result in 1 day out-of-school suspension and a parent call

Saturday Detention

- ✓ Between 8:00 AM and 12:00 PM.
- ✓ During the detention students will not talk
- ✓ A reasonable amount of work will be assigned by the monitor and work must be completed and handed in before time is over
- ✓ Work must be neat and legible to be accepted
- ✓ Failure to show up or not completing the assigned work will result in 1 out of-school suspension

Student Meeting with Guidance Counselor

- ✓ The guidance counselor may schedule a meeting with the student who received a referral
- ✓ Students will be counseled on strategies to help with behavior de-escalation

Guardian Meeting with Admin

- ✓ Admin will meet with the guardian and the student
- ✓ Admin will explain the reason(s) of the meeting to the guardian
- ✓ Admin will explain the further actions will be taken by the school to the guardian
- ✓ Guardian will sign a form based on the information which were explained

Major Infractions: Serious violations as outlined below are immediately reported to the administration. Such offenses are considered serious and therefore, the consequences for such action may result in immediate short-term or long-term suspension. If the school deems the behavior is a severe violation, the administration will recommend expulsion pending a board hearing of a pupil guilty of such conduct. Such incidents shall include, but may not be limited to, any of the following:

- ✓ Continued and willful disobedience
- ✓ Failure to identify oneself or giving false identification
- ✓ Forgery or altering school form/documents
- ✓ Open defiance of the authority of any teacher or person having authority over him
- ✓ Acts of bigotry
- ✓ Possession or use of laser pointers
- ✓ Issuance of a bomb threat

- ✓ Infrared lasers
- ✓ Theft or possession of stolen/lost property
- ✓ Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- ✓ Willful or dangerous acts (ex. Firecrackers, stink or smoke bombs and throwing objects such as bottles or rocks with intent to do harm)
- ✓ Threatening another pupil, or staff member
- ✓ Physical assault upon another pupil
- ✓ Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- ✓ Willfully causing, or attempting to cause, substantial damage to school property, Vandalism
- ✓ Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- ✓ Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
- ✓ Incitement which is intended to and does result in truancy by other pupils
- ✓ Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sponsored activities
- ✓ Truancy and class cutting; leaving school property without permission
- ✓ Poor attendance and lateness without bona fide justification
- ✓ Use or possession of unsafe or illegal articles
- ✓ Use of any tobacco product on school property or possession of tobacco-related products such as e-cigarettes, lighters, matches, or papers
- ✓ Use, possession or sale of a controlled dangerous substance, vapes, drug paraphernalia, anabolic steroids or alcohol
- ✓ Excessive use of profanity or abusive language
- ✓ Turning in a false alarm
- ✓ Tampering with or damaging property of other pupils or staff members
- ✓ Selling or buying lottery tickets or any other gambling paraphernalia on school property
- ✓ Being convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus or at a school-sponsored function
- ✓ Engaging in conduct, which if committed by an adult, would constitute a crime or quasi crime according to New Jersey statute
- ✓ Excessive inappropriate behavior on the school bus

Substitute Teachers: Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is deserving of the same respect as members of the regular PCSST 4-7 teaching staff; failure to do so will result in a report to your regular teacher and/or to the administration.

Technology in Labs and Classrooms: Students should respect all the technological equipment. Any misuse, mishandling or tampering with computers or systems may result in loss of computer privileges at school. In addition, disciplinary action may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students

should not bring food items or beverages into the classroom setting; this includes candy and gum. Students are not permitted to go on any websites not authorized by a PCSST 4-7 Staff member or Administrator. Behavior contrary to these expectations may be reprimanded. See *Consequences*.

Corridor Expectations:

- ✓ Walk, do not run in the hallway.
- ✓ Report directly to your next class.
- ✓ Do not shout, yell, or scream in the hallway.
- ✓ No loitering by the lockers, water fountain, or bathroom areas.

Bathroom Policy

Students are not permitted in the bathroom between class periods unless they have a hall pass from an authorized staff member. Students cannot ask to go to the bathroom during the "First ten (10) and Last ten (10)" minutes of class. Behavior contrary to these expectations may be reprimanded. There are rules of conduct that all students must follow:

- ✓ Students should not be allowed to go to the bathroom without a pass.
- ✓ Students should not loiter in the bathroom.
- ✓ Students should not eat in the bathroom.
- ✓ Students should refrain from use of any profane or vulgar language.
- ✓ Students may not yell, scream, or make excessive noise while in these areas.
- ✓ Students must do their part to keep these areas clean and safe.
- ✓ Make sure you clean up after yourself and appropriately dispose of all trash.
- ✓ Report any leaks, spills, or other problems in the lavatory (restroom, bathroom) to a teacher or the main office.
- ✓ Students should not roughhouse, push, or wrestle with others.
- ✓ Students should refrain from writing on the bathroom walls.
- ✓ Students should not use the bathroom to perform any acts of unkindness, cut class, or engage in unsafe activity.

You may only go to the bathroom during appropriate times.
Do not say it is a bathroom emergency unless it really is! Trustworthiness and Responsibility are essential. We are not here to deny bathroom privileges. But we will if we see that students are abusing the policy.

Inappropriate times to use the bathroom: (4^{th}-7^{th} grades)

-First ten minutes of any period
-Last ten minutes of any period

- Students will be monitored on the number of bathroom usage.

LUNCH/NUTRITION PROGRAM

Due to the **National School Breakfast and Lunch Program for New Jersey**, students will be provided with a free breakfast, lunch, and snack. Additional snacks can be purchased during lunch.

CAFETERIA CONDUCT

It is important that all students act in an orderly fashion and display appropriate manners at all times in school – including the cafeteria.
1) While in the cafeteria, you must still act like a professional student.
2) Wait in line patiently; all students will be served in a timely manner.
3) Keep your voice at an appropriate level. This means that the others at your table should hear you, but those at other tables should not be able to hear you.
4) If you are assigned lunch detention, you will get lunch and report to the detention table/room in a timely manner.
5) Throw away your own garbage and clean your table before exiting.

Please remember that the PCSST 4-7 rules apply to you from the moment you step into school until the moment you exit the building.

- ✓ Return disposable trays, trash, and debris to trash cans.
- ✓ Keep tables, chairs, and floors clean.
- ✓ Running is not allowed in the cafeteria.
- ✓ Talk in a normal voice (classroom voice) or even less than that voice.
- ✓ Keep cafeteria lines orderly… no pushing or cutting in lines.
- ✓ No loitering in the cafeteria.
- ✓ Keep hands, feet, personal belongings, and food to oneself.
- ✓ No backpacks, books, or Chromebook allowed in the cafeteria.
- ✓ Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

Assemblies:
Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program. Behavior contrary to these expectations may be reprimanded.

Media Center (Library):
PCSST 4-7 provides services and materials to support the curriculum, help broaden knowledge and develop critical thinking skills for all members of the school community. Students are responsible for the materials they borrow, fines they owe, and are expected to respect staff and peers in abiding by the policies of the center and maintaining an environment that is conducive to learning. **Parents are expected to cover the cost of all books and textbooks, or any other items they check out of the library, if they are not returned two weeks before school ends**. Behavior contrary to these expectations may be reprimanded.

Restricted Areas:
After arrival at school, students may not leave the building for ANY reason without written permission of the Administrator or being accompanied by a teacher.

Students may not use a classroom without the permission of a teacher.

- ✓ Students may not use or remove any item from a teacher's desk.
- ✓ The laboratories are out of bounds unless a teacher is present.
- ✓ The playground of the school is off limits except when permission is given.
- ✓ Construction areas are out of bounds.
- ✓ Any other areas that are determined by the Lead Person, School Coordinator or Administrators
- ✓ All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- ✓ Students may not use cell phones during the day without permission of the Lead Person, Elementary School Coordinator or Administrators.

Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

STUDENTS DRIVEN TO SCHOOL

Students who are transported in cars should be dropped off in the designated area in front of the school. Parents/Guardians **should not drop off their children on the opposite side of the street**. Automobiles must not drive through or park in the bus loading areas. When picking up at dismissal time, please use the gym entrance or the front doors at 2:40 pm. Students must enter the school from the playground and not the teacher's parking lot.

Bicycles, Skateboards, Roller Blades and Scooters
Bicycles, skateboards, roller blades and/or scooters are not permitted on school property.

Bus Conduct Expectations: Students are only permitted to board the bus they are assigned to use. Conduct on the bus is expected to be the same as in the classroom. Safety depends on the skill of the drivers, and nothing should be done to distract them. Students may be denied bus privileges when behavior is inappropriate. Riding on the school bus extends the regular school day for those students. All actions taken by administration can and will be enforced. Consequences include, but are not limited to, bus suspension or out of school suspension.

Riding the bus is a privilege. Students who wish to enjoy this privilege must abide by the following rules and regulations in order to help to ensure safe and orderly bus transportation. Students, who engage in any bus misconduct, may be suspended from the bus for five (5) to ten (10) days or may be recommended for bus expulsion. Parents will be notified of the students' bus violations. Failure to abide by these safety procedures will result in the following sequence of events:

- **First Referral-** Students may be suspended from riding the bus for **one (1) to five (5) days** with parent contact or conference requested. **(Depending on the severity of the incident)**
- **Second Referral**- Students may be suspended from riding the bus for **five (5) to ten (10)** days with parent contact or conference requested. **(Depending on the severity of the incident)**
- **Third Referral**- Students may be suspended from riding the bus permanently for that corresponding school year and may lose their bus privilege for the duration of their enrollment at PCSST 4-7.

Parents/Guardians are expected to review proper bus conduct with their children (Rules located on our web page). PCSST 4-7 will expect students to adhere to the follow Bus Conduct Expectations:

- ✓ Ride only the bus designated by the school (Sticker will be provided)
- ✓ Show respect for the driver at all times
- ✓ Enter and leave the bus in an orderly manner
- ✓ Remain seated while the bus is in motion (in seatbelt)
- ✓ Avoid reckless and boisterous activity at all times, including during waits at pickup points
- ✓ Talk in a reasonable tone of voice and avoid loud noises or profane language
- ✓ Extend no portion of the body or other object out a bus window
- ✓ Keep aisles clear at all times
- ✓ Refrain from bringing animals or bulky, unmanageable projects onto the school bus
- ✓ No horseplay or physical contact with others on the bus
- ✓ No bullying
- ✓ No extortion of property of others by threat or intimidation/Theft
- ✓ No vandalism
- ✓ No tampering with emergency doors or windows
- ✓ Refrain from partaking in any physical altercation (Fighting)
- ✓ Refrain from smoking, eating, and drinking on the bus

- ✓ Shall not possess, use, or distribute any substance in violation of Policy No. 5530.

During an Emergency: During an emergency, whether practice or actual drill, students must adhere to all instructions to ensure their safety. Fire drills are held at various intervals throughout the school year. Students must follow their teachers' instructions and go to the designated areas as quickly as possible. Students must not run or push. A signal will be given for returning to class. **Any misconduct during this procedure** will **result in administrative action.**

Lock Down: Upon occasion, PCSST 4-7 will conduct a lock down to ensure the safety of the students and staff during times of an emergency. Students must follow their teachers' instructions and must not talk. **Any misconduct during this procedure will resort to administrative action.**

Evacuation: PCSST 4-7 has an evacuation procedure in place in order to ensure the safety of the students and staff in case the school must be evacuated.

Discipline Options: Once an office referral has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of student's discipline problems and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline transcript via Genesis. The consequence may be one of the following according to the seriousness of the misbehavior, but not necessarily in this order:

- ✓ Administrative Warning
- ✓ Referral to Guidance for corrective behavior modification session(s)
- ✓ Lunch Detention
- ✓ Teacher Detention
- ✓ Saturday Detention
- ✓ Restorative Practice (Restorative meetings)
- ✓ No Parent/No School
- ✓ Daily Behavior Report (Goal tracker)
- ✓ Withholding of Privileges
- ✓ Parent Shadowing
- ✓ Administrative Detention
- ✓ Out of School Suspension
- ✓ Behavioral Contract
- ✓ Option to Withdraw
- ✓ Recommendation for Expulsion
- ✓ Expulsion from PCSST 4-7

DESCRIPTION OF DISCIPLINE OPTIONS

In-School-Suspension: An assignment will be given for a period of time not to exceed school hours where a student may be required to complete classroom work in a supervised place designated by an administrator. This is an informal disciplinary action that must have PCSST 4-7 administrative approval. Any disruptions or failure to complete assignment will lead to the following consequences:
Referral to Guidance: Guidance counselors can meet with students to introduce them to strategies they can utilize to improve their behavior in the classroom.

Lunch Detention: Students will be assigned a designated place to eat their lunch and may be required to complete work assigned by the supervising staff member.

Teacher Detention: A teacher may assign detentions to students whose behavior does not improve after an initial warning and one-on-one discussion. Teacher detentions can be during or after school. After school detentions are served between the hours of 2:40 to 3:40 Monday through Friday in the classroom or on a Saturday morning. Students may be required to complete work assigned by the supervising staff member. Parents will receive a phone call by the teacher when a detention is assigned. Should a student fail to appear to an assigned detention or if the student is not picked up in a timely manner, the *consequence will be determined by an administrator.*

School-wide Detention: A weekday detention is a formal disciplinary action that can only be assigned by the PCSST 4-7 administrative staff and requires written correspondence to parents. An assignment will be given for the time spent in detention and must be completed within a specific timeframe. Failure to complete an assignment can led to further consequences determined by an administrator. If a student fails to appear for Saturday Detention, they will have to serve an out-of-school suspension.

Saturday Detention: Saturday Detention is a formal disciplinary action that can only be assigned by the PCSST 4-7 administrative staff and requires written correspondence to parents. An assignment will be given for the time spent in detention and must be completed within a specific timeframe. Failure to complete an assignment can led to further consequences determined by an administrator.

If a student fails to appear for Saturday Detention, the following consequences will occur:

- 1st missed detention: 1 day out-of-school suspension
- 2nd missed detention: 2 days out-of-school suspension
- 3rd missed detention: 3 days out-of-school suspension
- 4or more missed detentions: Further Administrative action

Please note that when parents "reschedule" Saturday detentions, it is considered a *missed detention* unless excused by an Administrator.

No Parent/No School: Students will not be permitted to attend school unless they are accompanied by a parent or court appointed guardian. Students that attend school without a parent or legal guardian will face an out-of-school suspension unless prior arrangements are made with an administrator. Please be advised that individuals listed on your emergency card will not be permitted to attend conferences on the parent or legal guardian's behalf.

Daily Behavior Report (Goal tracker): A daily behavior contract is an informal tracking tool used by the school to monitor a student's day-to-day behavior and academic progress until satisfactory results are achieved. The students are responsible for owning their behaviors. The form is reviewed and explained to the parent/guardian. A discipline educator (hall monitor) will review the report periodically to determine whether the student has improved. This process is recorded on the student's discipline records via Genesis.

Withholding of Privileges: Students may be denied an opportunity to participate in school-related activities and/or events as deemed appropriate by an administrator. Students may also be required to be accompanied by a parent or court appointed guardian. Consequences may include field trips that have already been paid for, dinner/dances, graduation ceremonies, etc. In these instances, *no refund will be provided*.

Parent Shadowing by Appointment Only: Parent shadowing is a very effective method that is used when other informal and/or formal discipline measures have been ineffective. When parents visit the school and "walk in their child's shoes," they are often better equipped to understand and assist their child and the school in resolving the identified problem.

Administrative Detention: An administrator may assign administrative detention to students who fail to comply with school rules or fail to report to an assigned teacher detention. Parents will be sent a notification when administrative detention is assigned. All administrative detentions are documented on the student's permanent discipline record. Failure to appear for administrative detention will result in the student being assigned to in-school or out-of school suspension. Students assigned after school detention must be picked up no later than 10 minutes after students are dismissed at the front of the school.

Out-of-School Suspension: Out-of-School Suspension is a formal disciplinary action that can only be assigned by the PCSST administrative staff and requires written or verbal correspondence to parents. Out-of-school suspension may increase on successive occasions when it becomes necessary for the same student to be suspended from school. A meeting between a parent and an administrator is required prior to any out-of-school suspended student's return to PCSST 4-7. Any student that knowingly reports to school after being notified they are suspended will be considered trespassing and will not be permitted on school grounds.

All students under suspension are prohibited from participating in after school activities and therefore required to leave the school campus immediately upon dismissal.

Discipline Transcripts are maintained in the students' Permanent Record Folders. In-school suspension assignments will be noted on the student's discipline transcript.

Behavioral Contract: Students who violate the Paterson Charter School for Science and Technology 4-7 School rules may also be required to sign a Behavioral Contract in order to remain a student at PCSST 4-7. This is critical, in that PCSST 4-7 believes in engendering youth responsibility. A parent/guardian will also be required to sign the contract as well. The contract includes a daily behavior sheet which students must have completed each school day. Students must return the sheet to school the next day with a parent or legal guardian signature. Students may lose other privileges (Activities, clubs, field trips, etc.)

Option to Withdraw: A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which such student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall also be entitled to enroll in a local school within the local school system in which student resides, if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local board shall not be required to independently verify the nature or occurrence of the applicable conduct or any evidence relating thereto.

Expulsion: Expulsion is a formal disciplinary action that can only be approved by the PCSST board after receiving a recommendation by the PCSST 4-7 administrative team due to the student's involvement in repetitive discipline offenses. A written correspondence to the student's parents, containing the date and time of a board hearing, will be mailed to the parents within ten (10) days of the suspension.

DRUG/ALCOHOL/SUBSTANCE ABUSE ENFORCEMENT POLICY

Any pupil suspected of being under the influence or buying, selling, possessing, or using drugs/alcohol/controlled dangerous substances on school property or at school functions shall be suspended from school pending the severity and/or recommended for expulsion. Parents will be notified, and a full report of the incident shall be made to the police. Pursuant to New Jersey Statute **NJSA 18A:40A-12**, the parents of a pupil who shall appear to be under the influence of illegal substances/alcohol to any teaching member, school nurse or other educational personnel shall be required by law to have their child immediately evaluated by a physician or taken to the emergency room of the nearest medical facility for a

medical evaluation, the report of which evaluation shall be furnished to the school within 24 hours. If it is determined that the pupil was under the influence, the pupil may not resume attendance at school without producing a written report by the examining physician certifying that said pupil is physically and mentally able to return.

Harassment, Intimidation and Bullying

Available on our website www.pcsst.org

Staff Privacy and Responsible Technology Use Policy Purpose

This policy is intended to protect the privacy, dignity, and safety of school staff. Students must refrain from engaging in any behavior—digitally or in person—that violates the personal privacy of any school employee. Such behavior is strictly prohibited and may result in disciplinary action.

Prohibited Conduct

Students are prohibited from:

- Searching for, obtaining, or sharing personal information about teachers or staff without authorization, including:
    - Full name, address, phone number, photographs, social media profiles, or family details.
- Posting or distributing this information on social media or any online platform.
- Encouraging others to view, share, or comment on such material.
- Using staff information in a manner that may cause embarrassment, emotional harm, harassment, or safety concerns.

Policy Classification

Violations of this policy may be considered:

- A violation of school conduct or technology use policies (N.J.A.C. 6A:16-7.1)
- Harassment, intimidation, or bullying (HIB), if targeted and intended to cause harm (N.J.S.A. 18A:37-14)
- An invasion of privacy
- A disruption to the school environment or a threat to school safety

Note: Depending on the nature and severity of the behavior, violations may also be referred to law enforcement for further investigation (N.J.A.C. 6A:16-6.3).

Disciplinary Consequences

Students found responsible for prohibited behavior may face any of the following actions:

- Immediate removal from class
- Loss of digital privileges or access to school technology
- Parent or guardian conference

- Suspension (in-school or out-of-school)
- Referral for counseling or intervention services
- Recommendation for expulsion in severe cases

Disciplinary measures will be proportionate to the severity, frequency, and intent of the behavior, in accordance with **N.J.A.C. 6A:16-7.2**.

Technology Expectations

Students are expected to use school technology responsibly and with integrity. Misuse—including any behavior that compromises the privacy, dignity, or safety of staff or others—will not be tolerated.

School Commitment

Our school is committed to maintaining a safe, respectful, and supportive environment for all staff and students. Acts that threaten or undermine this environment will be addressed swiftly and seriously.

Student Policy: Disruptive TikTok Challenges

Our school community values safety, respect, and responsibility. Any actions that disrupt the learning environment or endanger others—such as inappropriate participation in social media trends or TikTok challenges—will not be tolerated.

Policy Statement:

Students who engage in TikTok or other social media challenges that disrupt the flow of school, damage property, endanger the safety or well-being of others, or violate school rules will face serious disciplinary consequences.

This includes but is not limited to:

Participating in viral challenges during class or school hours

Filming or posting videos on school grounds without permission

Engaging in pranks, vandalism, or physical harm under the guise of a "challenge"

Encouraging or inciting others to participate in disruptive acts

Consequences:

All incidents will be thoroughly investigated. Students found guilty of such actions may face the following disciplinary responses:

Immediate removal from class

Loss of privileges (e.g., extracurricular activities, school events)

Parent meeting

Suspension

Recommendation for expulsion in severe cases or repeated infractions

Note: Disciplinary actions are progressive but may be accelerated depending on the severity of the incident.

We are committed to providing a safe, respectful, and productive learning environment. Engaging in disruptive social media behavior undermines this commitment. All students are expected to act responsibly, both in person and online.

GANG INSIGNIA/ACTIVITY

New Jersey law requires that students shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by a teacher or administrator as evidence or membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence or membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of District rules or policies, or (d) inciting other student to act with physical violence on any person. The term "gang" means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption, or are likely to cause disruption to the educational process.

9. ILLNESS, INJURY, AND MEDICATION POLICIES

PCSST 4-7 will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

Major Illness or Injury During the School Day

Please follow these three rules if you become ill or are injured during the school day.

- ✓ Report to the nurse office. If the nurse is not available, you should report to the Main Office.
- ✓ If you do not inform the office and simply miss class, it is an unexcused absence.
- ✓ Do not leave the building without permission. Always report to the Main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be:

- ✓ sent directly from the pharmacy or physician's office; or brought to school by the student's parent/guardian.

The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

On the medication container, the following information must be clearly printed:

- ✓ Student's Name
- ✓ Name of the medication
- ✓ Dosage
- ✓ Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day.

- ✓ In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- ✓ All medication will be kept in a secure location in the nurse office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from PCSST 4-7. PCSST 4-7 students are not allowed to carry cough drops to school.

Head Lice Policy

- PCSST 4-7 follows the **No–Nit** Policy. At the time head lice are positively identified, the student's parent/guardian will be notified to pick the student up immediately. The student and parent/guardian will need to check in at the office to have the student re-checked. At the time of re-check, if there are nits visible, the student will not be allowed to remain in school. The child would be unable to return to school unless seen by a physician and given clearance.

10. SCHOOL ACTIVITIES

AFTER SCHOOL ACTIVITIES

There is no better way for students to enrich their education than by taking part in clubs and after school activities or working with a teacher. These opportunities will allow students to explore things they already enjoy and to try other areas that sound interesting. Extra-curricular clubs and/or enrichment activities are offered for students. Nominal fees may be charged for participation in order to cover the cost of materials and or supplies. In order to participate in any after school extra-curricular activity, including athletics, music performances, plays, etc., students must arrive in time to be counted present during the school day. Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served.

- ✓ Students must be with a teacher or other staff member at all times.
- ✓ Students must arrange for their own transportation to arrive promptly at the end of the activity.
- ✓ Students must abide by the PCSST 4-7 code of student conduct while participating in the activity.
- ✓ Students may not stay after school to wait for another student.
- ✓ Students must clear the school building immediately following after school activities by using the front door.
- ✓ **Their school activity privileges will be canceled if discipline becomes a problem.**

A limited number of extracurricular clubs and/or enrichment activities are offered for students. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. In order to participate in any after school extra-curricular activity, including athletics, music performances, plays, etc., students must arrive on time to be counted present during the school day. Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow students to explore things they already enjoy and to try other areas that sound interesting. If students stay for an after-school activity, they will be expected to follow these rules. If they do not follow these rules they will be prohibited from participating in after school activities.

- ✓ Students must meet all academic and behavioral guidelines.
- ✓ Students must be with a teacher or other staff member at all times.
- ✓ Students must arrange for their own transportation **to arrive promptly at the end of the activity**.
- ✓ Students must abide by the PCSST 4-7 code of student conduct while participating in the activity.
- ✓ Students may not stay after school to wait for another student.
- ✓ Students must clear the school building immediately following after school activities by using the front door.
- ✓ Students' school activity privileges will be canceled if discipline becomes a problem.
- ✓ **BICYCLES, SKATEBOARDS, ROLLER BLADES and SCOOTERS are not permitted on school property.**

FIELD TRIPS

Grade level, team or activity sponsored day field trips are offered to most students. Students suspended during the marking period that the trip is scheduled are not permitted to participate. Any student who has demonstrated the inability to follow rules may also be prohibited from participating. This determination will be made by the administration. Field Trips offer exciting ways to learn. PCSST 4-7 students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, they will be expected to follow these rules:

- ✓ Students must bring to school the **Field Trip Permission Slip** signed by their parents or guardian by the specified date. No phone calls will be accepted as permission.
- ✓ Students must follow the Dress Code unless otherwise specified.
- ✓ Students must abide by PCSST 4-7 codes of student conduct while on the field trip.
- ✓ Students will be responsible for any classes they miss.

Students that do not adhere to the following policies will not be permitted to attend the trip. This may include forfeiting payment(s). Students also may not be able to attend field trips if they exceed 60 discipline points.

SCIENCE FAIR

PCSST 4-7 organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a project in one of these areas (individual or group). Failure to do so will result in failing the science class for that marking period. If students choose to not complete a project they will be in ISS with a Math, ELA, S.S., and Science packet to complete as a separate grade from the science fair grade.

Science fair outline, rubric, and expectations will be distributed to students by their science teachers. **None** of the work for the science fair will be worked on at school; everything is to be done at home.

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the Principal or the Lead Person.

Sales

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school Lead Person.

Demonstrations or Meetings on School Premises (Non-school-sponsored)

Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the Lead Person at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the Lead Person will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

11. LIBRARY / MEDIA CENTER/MISUSE OF ELECTRONIC DEVICES

The library is a resource center used by all PCSST 4-7 students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, lifelong learners. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move any furniture. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

The media center is a resource center for all print and non-print materials. Media center services offered to students include assistance with research assignments and book selections.

MISUSE OF ELECTRONIC DEVICES:

Any misuse of electronic devices (Not limited to the following offense):

1. Unauthorized website during instruction (Tier I)
2. Vulgar language or inappropriate website (Tier 2)
3. Websites that contain nudity or violence (Tier 2)

Tier 1 Consequences:

1. First offense: Parent Contact
2. Second offense: School wide detention
3. Third Offense: No Parent/No School, Saturday Detention and Restorative Practice
4. Fourth Offense: No Parent/No School and ISS
5. Fifth Offense: Out of School Suspension and restriction placed on device
6. Sixth offense and beyond will result in further administrative action

Tier 2 Consequences:

1. First offense: No Parent/No School and Restorative Practice
2. Second offense: No Parent/No School, Saturday Detention and Restorative Practice
3. Third Offense: No Parent/No School, ISS, Restorative Practice and restriction placed on device
4. Fourth Offense: Out of School Suspension & Restorative Practice
5. Fifth Offense and beyond will result in further administrative action

12. LOCKERS

The assigned lockers are for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. PCSST 4-7 will not be liable for personal items left in the lockers or brought to school with you. To keep your school items safe, we strongly advise you to keep your locker and its combination private**. Do not trade lockers with another student. Do not let another student share your locker**. **Do not let a friend put your belongings in their locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism, or non/working condition of your locker to the front office. If you do not report vandalism, damage, or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. State law permits inspection of student lockers, at the discretion of local school officials. **Students attending PCSST 4-7 should not expect privacy of the contents of their lockers, desks, or other school property**.

In a regular school day, students can go to their lockers on the following designated times only.

a. Before classes begin in the morning
b. Before and After Lunch
c. Dismissal

You may not go to your lockers during lunch or class.

You will not need to purchase a combination lock for your locker. Student **may not** put their personal lock on their lockers.
A locker is an essential part of a student's life at PCSST 4-7. Use of lockers is strongly encouraged since no backpacks will be allowed in any of the classrooms.
Having your own locker is a privilege, not a right.

Locker Policy:

-Your homeroom teacher will assign you a locker and its combination.
- Personal locks that require keys are unacceptable.
- Keeping any items that are not allowed in school may result in a locker search & confiscation of the items.

13. LOST AND FOUND

Personal items that are found should be turned in to the main office. Students should check with the main office secretary or lost and found for lost articles.

14. GENERAL INFORMATION

SCHOOL PICTURES

A contracted photographer will photograph students in school sometime in fall. Students may purchase the entire package of photos or a partial package.

Photography/Video Release Policy

The PCSST 4-7 website is a tool to communicate with school families, teachers, prospective students, and the larger community. To enhance this experience, we use photos and videos to show student involvement in various activities. In addition, there will be times that we will invite the Local News to our school to cover an event and your child's picture or videos may be taken.

In order for students' images and videos to appear on the PCSST 4-7 website or any news publication, it is not required, however **recommended, that** we obtain parental permission. If you are not giving permission to release your child's photo or video, you need to contact our school office to fill out the form not to release them.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Teachers arrive at 7:40 a.m. Students should not arrive before 7:30 a.m. (unless transported by school bus) or (unless they are in a specific activity under the supervision of a teacher). Adults will supervise those students participating in activities at times prior to 8:00 a.m. and after dismissal. All students must be picked up by 2:40 p.m. Students who are consistently retrieved late from school activities may be prohibited from participation.

G. Dismissal Policy:

These instructions should be kept all year as a reference for dismissal procedures. Please read through and discuss them with your child. Forward any questions to the main office please remember that all rules and policies are there to keep the students of PCSST 4-7 safe and to get them home in the most efficient way possible.

1. Regular dismissal time for all grades 4 through 7 students is sharply 2:40 pm on Mondays-Friday. Dismissal time for the "Early Dismissal" days is 12:30 pm. There will be no admittance into the building to pick up your child after 2:00 pm on regular dismissal days. If you need to pick your child up before, you MUST call the main office before 1:30 pm. Parents are expected to pick up their children no later than 10 minutes after dismissal. After the dismissal bell (2:40 pm), 4-7 grade students who are picked up will report to the GYM. All 4^{th} -7^{th} grade students who do not have a walker pass or whose parents/legal guardians have not arrived yet must wait in GYM. Unless they have a walker pass, students will not be released until their ride comes.
2. ***Students will not be dismissed to parents between 2:00 pm and 2:35 pm unless parents call in before 1:30 pm and make necessary arrangements with the office.***

3. PCSST 4-7 has a right to call DCPP, Paterson Police Department, or related authorities for the students who are still on the campus grounds after 3:30 PM.
4. Students walking home will be assigned a walker pass, if requested by parents / legal guardians. PCSST 4-7 is not responsible for a child who walks home once he/she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from the after school coordinator or teachers on duty.

Dismissal Information Form: Parents must fill out a form provided by the After-School Coordinator about dismissal information of their children. PCSST 4-7 is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

Dismissal Procedures:

1. Bus Dismissal:
    - PCSST staff members will guide students to their buses. No action is required from parents. If you have questions related to transportation, please reach out to our central office at 973-750-4401
    - Students are expected to report to the cafeteria immediately after the dismissal bell rings.
2. Walker Dismissal:
    - Walkers need to have a pass. Please fill out the walker form.
    - Walkers will be dismissed via the back parking lot on Lehigh Avenue.
    - Walkers are not allowed to stay on school grounds after dismissal.
    - Walkes are not allowed to come back into the building.
    - Parents can make pick-up arrangements with their children; however, once students are on the Walker list, they will be dismissed accordingly.
    - PCSST is not responsible for student-parent pick-up arrangements for Walkers.
3. Pick-Up Dismissa**l:**
    - The gym doors will open at 2:40 PM for pick-up on regular days and 12:30 For half-days
    - Parents must pick up their child by 2:55 PM on regular days and 12:55 pm for half-days
    - All students will be asked to leave the school grounds after 2:55 p.m. on regular days and 12:55 p.m. on half days.
    - Students will not be brought back to the main entrance for dismissal.
    - Parents are responsible for being on time to pick up their children.

H. Early Dismissal of Students from School

Because PCSST 4-7 is very concerned about your safety and wellbeing, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to ensure student's safety.

- School administrators may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.

- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Lead Person and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Lead Person.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 4:00 PM.

I. **Unexpected Closing of School**

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency situations, **OR** if there is an early school closing during the school day, the closing will be posted on the school website and also the School Reach program will be used.

J. **Late Pick Up Policy**

PCSST understands that circumstances arise where you are unable to pick up your child in a timely manner. A a 10-minute grace period will be enforced in consideration of traffic, weather, etc.
The individual who is picking up the student(s) must sign
them out. The child must report to school with a parent or court appointed guardian the next day and meet with an administrator in order to attend class.

BOOK BAGS: Students may use book bags to transport only school materials to and from school. During the school day, however, PCSST requires that all book bags remain in the students' lockers.

WATER BOTTLES: PCSST understands water is a necessary nutrient to maintain and improve health. Providing access to drinking water gives students a healthy alternative to sugar-sweetened beverages. It helps to increase students' overall water consumption, maintain hydration, and reduce energy intake if substituted for sugar-sweetened drinks. Your child's health, safety, and comfort remain among our top priorities, so we assure you that we will provide them ample opportunities to drink water throughout the day.
PCSST allows scholars to carry a **clear, plastic water bottle** on campus. (This excludes see-through colors that appear clear and Stanley cups)

To limit any confusion, the following rules apply to scholars:

-The container must contain plain water. (There can be no juice, soda, energy drink, beer, or liquor.)
-Educators can request to investigate any suspicious liquids contained in the bottles.
-Educators have discretion in determining classroom use.
-Water bottles may not be used in computer labs, science labs, and the library.
-Classroom rules regarding the use of the restroom will be in effect. Scholars must be responsible for the water that is taken in during classroom time. (Scholars should not misuse bathroom privileges)
-Water bottles are not to be played with in classrooms. (This includes throwing, inappropriate gestures, crumbling the bottle, and pouring the contents onto a person or equipment.)
-Students may not share water bottles
-All water bottles must be placed in their bags under their desks when not in use.
-Empty bottles should regularly be recycled (if appropriate), discarded, or taken home for sanitized reuse.

EMERGENCY DRILL: Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in the event of an actual emergency. These drills will include fire and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the main office.

ID Cards (4-7th Grades): All newly enrolled students are issued a free school ID Card. It is used for many purposes and must be worn at all times. ID codes (Bar Code, Q-Code) are used for attendance, lunch payments, special school sponsored events and for hallway identification. Students must adhere to the following or face administrative action:

- I.D. cards must be worn and clearly visible the entire school day.
- I.D. cards should not be altered in any way (front or back). If they are, the card will be confiscated, and students are responsible for purchasing a new I.D. card.
- Replacement I.D. cards must be paid immediately, or students will be issued a school wide detention. Price of ID: $3.00 Lanyard: $1.00 ID Holder: $1.00

HALL PASS/STUDENT AGENDA: All 4-7 students are required to have a hallway pass while classes are in session. Students should only go to destinations posted on pass.

Students are required to have an agenda book on their persons daily with the exception of lunch. These student agendas are to be utilized as an organizational tool, so students are able to prioritize work and important information. Students are expected to have this with them throughout the day and utilize it to jot down homework and other important information. If a student is caught using another student's plan book the student using it as well as the rightful owner will be given administrative consequences.

An agenda will be issued to each child at no charge in September. ***A fee is required for a lost or damaged agenda.***

TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most urgent circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to an administrator.

We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus or be picked up by car in the afternoon. We also ask that parents with students in grades 4-7 contact the front office and email the teacher or send a note with their child. Parents should also please know whether or not their children are planning to stay for an after-school activity.

CELL PHONE/ELECTRONIC DEVICES

Cell phones and electronic devices (i.e., Camera, iPod, smart watches, recording device, handheld game, etc.) will be confiscated from the student if they're seen, heard or used. A parent ***or legal guardian (court appointed)*** will be required to come to school to pick up the item. Repeat offenders will be subject to disciplinary actions.

Any student refusing to hand over an electronic device will serve an out-of-school suspension and may be subject to other administrative actions.

VISITORS TO THE BUILDING

All visitors **must** first check in at the security desk by scanning their license or presenting a state issued I.D and wearing a visitor's badge before visiting other parts of the building. Visitors will be escorted by school personnel.

CLASSROOM OBSERVATION

PCSST 4-7 values the concept of parents as partners in education. Parent and community support and assistance are vital in all aspects of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer. Related requests are welcomed. Contact the main office for more information. Parent visitations must be scheduled with the Principal or Lead Person.

OUTSTANDING BALANCES

Any outstanding balances attributable to lunch, library, book, property damage, etc. must be paid before your child graduates or transfers from PCSST. Failure to fulfill your child's financial obligation will leave us no recourse but to withhold your child's report card, access to student information center, academic transcripts, diploma, and or deny access to the Student Information System.

TITLE I PARENT INVOLVEMENT POLICY #2415.04

Parent and/or legal guardians will have the opportunity to be involved in decisions regarding how funds will be allotted for parental involvement activities. An annual meeting will be convened to inform parents of their right to be involved in the planning, implementation, and review of the Title I Program. Parents will receive a description and an explanation of the state and local curriculum used in the school and of the assessments used to determine expectations and proficiency levels of the students.
Refer to the school's website and the link to NCLB for the full text of this policy.

Title I School-Parent Compact
The School-Parent Compact is an agreement between the school, the parents/guardians, and the students which outlines the responsibilities of each party to help the students achieve the State's high standards.
The school will provide the students high quality curriculum, offer parent-teacher conferences, provide reports to parents about their child's progress, and provide parents with reasonable access to the staff to discuss their child's progress.
The parents will support their children by monitoring attendance, making sure that homework is completed, monitoring time spent watching television and the use of other electronics, volunteering in the classroom, participating in decisions affecting their child's education, promoting positive use of their child's extracurricular time, staying informed about their child's education, and serving, when possible, on policy advisory groups.
The student is responsible for doing homework, reading at least 30 minutes each day outside of school, giving parents all notices and information received from the school, and taking advantage of any Title I programs offered by the school. Refer to the school's website and the link to NCLB for the full text of this compact.

PARA SU INCLUSIÓN EN LA GUIA DE ESTUDIANTES:

Título I padre participación política # 2415.04
Los padres o tutores legales, tendrán la oportunidad de participar en las decisiones sobre cómo se asignaran los fondos para actividades con las participación de los padres. Se convocará una reunión anual para informar a los padres de su derecho a participar en la planificación, aplicación y revisión del programa título I. Los padres recibirán una explicación del Estado y planes locales de estudios en la escuela y de las evaluaciones para determinar las expectativas y los niveles de aptitud de los estudiantes.
Consulte la página Web de la escuela y el vínculo a NCLB para el texto completo de esta política.

Título I compacto de escuela primaria
El Pacto de escuela primaria es un acuerdo entre los alumnos, la escuela y los padres y tutores que se describen las responsabilidades de cada parte para ayudar a los estudiantes a alcanzar altos niveles del Estado.

La escuela ofrecerá al plan de estudios de alta calidad de estudiantes, ofrecen a los padres y maestros conferencias, proporcionar informes a los padres sobre el progreso de su hijo y dar a los padres con un acceso razonable al personal para discutir el progreso de su hijo.
Los padres apoyarán a sus hijos mediante la supervisión de la asistencia, asegurándose de que se haya completado la tarea, supervisión de tiempo dedicado a ver la televisión y el uso de otros aparatos electrónicos, el voluntariado en el aula, participar en las decisiones que afectan a la educación de sus hijos, promover el uso positivo de tiempo extracurriculares de su hijo, mantenerse informado sobre la educación de sus hijos y sirviendo cuando sea posible en grupos consultivos de la política.
El estudiante es responsable de hacer los deberes, leer al menos 30 minutos cada día fuera de la escuela, dar a los padres en todos los avisos y recibió información de la escuela y aprovechar cualquier título programas ofrecieron por la escuela.
Consulte el sitio Web de la escuela y el vínculo a NCLB para el texto completo de este Pacto.

ATHLETIC PHILOSOPHY AND PARTICIPATION/ EXPECTATION

(Teams, clubs and activities are also available for students in grades fourth through sixth)

PCSST 4-7 believes individual students will benefit physically and intellectually through competitive interscholastic and intramural team and individual sports activities. Any person who wishes may try out for any sports team must complete all forms and/or registration packets, including a medical history form, which can be obtained from the coach of the sport the student wishes to join. All completed forms must be returned to the Athletic Office. Students must pass a physical administered by their family physician. This will be sufficient for the entire school year. Students are responsible for obtaining copies of practices during their fall, winter, and spring sports schedules.

N.J. STATE ELIGIBILITY STANDARDS

The academic eligibility standards adopted by the New N.J.S.I.A.A. (New Jersey State Interscholastic Athletic Association) for students wishing to participate in competitive athletics are as follows:

1. To be eligible for athletic competition during the first semester (September 1 to January 31) or the second year of attendance in the secondary school or beyond, a student must have passed 27.5 of the credits required by the State of New Jersey for graduation during the immediately preceding academic year.

2. To be eligible for athletic competition which begins during the second semester (February 1 to June 30) during the ninth grade or higher, a pupil must have passed the equivalent to 13.75 of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31). Full year classes shall be equated as one half the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

3. The above paragraphs (1 and 2) shall not apply to incoming students from grammar school (eighth grade).
4. Notwithstanding the provisions of Paragraphs 1 and 2 above, a pupil who is eligible at the beginning of a sports season shall be allowed to finish that season. c.f. N.J.S.I.A.A.
5. A student cannot be 19 years of age prior to September 1.

Furthermore, if the student fails to meet the standards of conditional participation, that student will be subject to further sanctions, including immediate removal from the activity. In spite of meeting N.J.S.I.A.A. eligibility standards, PCSST reserves the right to withhold any student(s) from participating in any PCSST or district sponsored sport, activity or club.

15. GOING TO & FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

School Buses

Transportation is provided for students living in areas designated by the county transportation department. Students should understand that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and local school. Any student failing to do so may be denied the privilege of riding the bus. Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. Any student who misses the bus on purpose will be referred to the board for expulsion due to safety and liability issues.

Car Riders

Students who are transported in cars should be dropped off in the designated area in front of the school. Parents/Guardians should not drop off their children on the opposite side of the street. Automobiles must not drive through or park in the bus loading areas. When picking up at dismissal time, please use the driveway at the front of the building.

Bicycles, Skateboards, Roller Blades and Scooters

Bicycles, skateboards, roller blades and/or scooters, are not permitted on school property.

16. PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

17. EMERGENCY PROCEDURES

Fire, lockdown, evacuation, and tornado drill instructions will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter. A Saturday detention will be given to any student who does not meet expectations during any drill. A letter will later be sent home notifying the parent/guardian of the time and date of said Saturday detention. *See sections detention section for repercussions of missing a Saturday detention.

SPECIAL NOTE

It is the school's responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is important that each student attending PCSST 4-7 and their parents have read, understood, and agreed with the content of the student handbook.

PCSST 4-7 reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school web page.

18. FAMILY CONTRACT 2025-2026

Students are expected to read and discuss the **Code of Conduct and Discipline Plan** with their parents/guardians and indicate both understanding and acceptance of it by returning this contract as completed and signed.

Student's Name _____ **Grade** _____

I/we, _____, the parent(s)/guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Paterson Charter School for Science and Technology do hereby agree to the following:

- I will help the school to make learning a primary occupation for my child.
- Students that do not bring home written correspondence from teachers or administrators must understand that the consequence that was originally given may double.
- I will supervise my child's homework to ensure that all assignments are on schedule.
- I will ensure that my child is dressed according to the dress code of PCSST 4-7.
- I will meet with my child's teacher as requested.
- I will volunteer to spend some time helping the Governing Board to discuss the needs of PCSST 4-7.
- I will encourage my child to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.
- I understand that the principal and or his designee has the authority to suspend, expel, or withdraw my student from PCSST 4-7 if their student's behavior violates the Discipline Code and/or the parents, guardian, or the mentor fails to take responsibility for the conduct of the student or fails to cooperate with the academy to help in correcting the student's behavior.
- I understand that the policy of PCSST 4-7 is to promote students based upon academic and behavior performance.
- I will take responsibility for the behavior of my child in the school.
- I will keep the school informed of a current phone number and address given below where I can be reached during daytime hours.
- I understand that Paterson Charter School is governed by a Board of Trustees.
- I will send my child to school healthy, clean, and prepared to learn.
- I understand that my child's academic record may be withheld if all school requested obligations are not met.

I have read and understand the code of Conduct, Discipline Plan, and the Student/Parent contract. I agree to uphold its tenets.

Student (Print): _____ Date: _____

Parent (Print): _____ Date: _____

Parent (signature): _____ Date: _____

19. STUDENT CONDUCT CONTRACT

Directions: After thoroughly reviewing this document, parent and student must sign, date, and return the handbook agreement form to your homeroom teacher by the first day of the school year.

STUDENT

I, _____ have thoroughly reviewed and agree to abide by each of the policies, procedures, and expectations outlined in the Paterson Charter School for Science and Technology 4-7 Grade Level Handbook. I understand that failure to do so may result in other administrative action.

Print Name: _____ Date: _____

Signature: _____ Date: _____

PARENT(S)

I/We, _____, parent(s) of _____, have reviewed the Grade Level Handbook and signed the Student/Family contract on the previous page with my child. I agree to support PCSST 4-7 by volunteering at the school to the degree possible, communicating regularly with my child's teacher(s), and promoting positive educational practices at home with my child by providing ongoing supervision and guidance with homework and school-related projects.

Print Name: _____ Date: _____

Signature: _____ Date: _____