2025-2026

Student - Parent Handbook

“You make your decisions-Your decisions make you”

Paterson Charter School for Science and Technology
K-1 Campus

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MESSAGE FROM THE DIRECTOR ELEMENTARY EDUCATION

Dear Students,

Welcome to the 2025-2026 school year at Paterson Charter School for Science and Technology K-1 Campus. 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 PCSST 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 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 K-1 staff and community, best wishes for a great 2025-2026 school year!

Sincerely,

Krishana Scott M.Ed

Elementary School Coordinator

MISSION STATEMENT

Recognizing that educational success is built upon the harmony of the triad made up of students, parents and teachers; Paterson Charter School for Science and Technology creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional and physical potential.

Because of the nature of its mission, PCSST K-12 does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

PATERSON CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY (PCSST K-1)

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 i 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 administrato 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 misse 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
- ✓ To expect courtesy, fairness, and respect from all members of the community

Parents' Responsibilities

- ✓ To make regular and punctual attendance to schoo and individual classes your first priority for scheduled days;
- ✓ To provide a dated doctor's note on the day you 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 recor 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 unexcuse 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) to make up work missed during an excused absence;
- ✓ To attempt to schedule medical/dental appointments, and other non-school matters outsic 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
- ✓ he/she can

- ✓ To be informed of expectations and responsibilities
- ✓ To take part in a variety of school activities and
- ✓ To have the right to due process.

- ✓ 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 20 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 K-1 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 of 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 K-1 offers counseling services. The school has one full time counselor. 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.

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 K-12 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 K-12 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 K-12 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

Students are expected to wear the PCSST K-1 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 footwear as noted in the Dress Down Policy.

The 1st Dress code violation will result in student's parent will be notified of this violation by verbal (phone call. If a student comes to school on a **second** occasion inappropriately dressed, his/her parents will be notified via written notification.. A student who violates the uniform code on the **third** occasion will be issued an In School Suspension. The **fourth** and all other incurring violations may result in further disciplinary action. **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 the building with flip flops, sandals or Crocs or Fasion boots..
- ✓ Uniforms should 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-gray sneakers; or sneakers with a mixture of the three basic colors: black, white, gray.
- ✓ Thermals, hats, caps, curlers, head scarves (except for religious purposes), bandanas, doo-rags, sweatbands, chains, sunglasses, gloves and coats are not to be worn during school hours.
- ✓ Pants should be worn at the waist and not sag. Pants should also not fit too snuggly.
- ✓ All shirts must be tucked in at all times,
- ✓ P.E. uniforms are only permitted in P.E. classes.
- ✓ 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) All necklaces must be tucked in their shirts and not be made visible, during P.E. days
- ✓ No makeup should be worn to school.
- ✓ Extreme dyes or sprays are not permitted (Red, blue, pink, yellow, green, etc.)
- ✓ 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.

OFFICIAL UNIFORM POLICY
All uniform tops must be purchased from the uniform establishment designated by PCSST. Uniform Khakis may be purchased at any other uniform store(children's place, kids for less, Amazon, etc.)

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 or without logo (**skirts, escorts, and shorts are not allowed, or part of the PCSST uniform policy)**
- **ALL Black, All White, ALL Gray or any combination sneakers**

PE Uniform (With School Logo), and Footwear
- **Navy Sweat Pants 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 chose to participate.

- ✓ Open toe/heel shoes (flip flops, sandals, crocs, etc.)
- ✓ Skirts
- ✓ Shorts
- ✓ Capris
- ✓ "Belly shirts" or shirts that expose the mid-section

- ✓ Tights
- ✓ Ripped jeans or any pants resembling rips
- ✓ Sleeveless shirts
- ✓ Open front or back blouses
- ✓ Pajama pants
- ✓ Jewelry (other than stud earrings)
- ✓ Scarves, bandanas, flags, hats, gloves, etc.
- ✓ Jackets or "hoodies"
- ✓ Offensive messages/pictures on shirt and pant
- ✓ Body conforming clothing
- ✓ Extremely baggy clothes

Any offenders will be subject to one or all of the following:
1st offense: Contacting parent to bring in uniform or proper attire
2nd offense: Loss of Tag Day privileges for the rest of the school year and contacting parent to bring in uniform.

4. REPORTS and GRADING SCALE

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 K-1 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 K-12 is dedicated to excellence in education, and we strive to create a caring and efficient communication between homes and school.
All classes at PCSST k-6 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)

COMMENT LEGEND IN STUDENT REPORT CARD

CONDUCT SCALE

1 - A pleasure to have in class
2 - Works hard
3 - Improved effort
4 - Homework not handed in
5 - Frequently tardy
6 - Frequently absent
7 - Grade reflects poor test scores
8 - Talkative and/or disruptive
9 - Parent teacher conference requested
10 - In Danger of Failing
11 - Unsatisfactory or no project work
12 - Unsatisfactory participation
13- Actual grade below 2

PREPARATION FOR CLASS

Students are expected to bring completed homework assignments or projects to class each day. 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 level.

5. EXAMINATION PROCEDURES

At PCSST K-12, 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 K-1 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 3-6.

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 cubbies.
- ✓ Students are not permitted to have any paper, including worksheets and scratch paper unless directed otherwise by the supervising teacher.

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 will be subject to the following:

- Zero for the assignment
- No Parent/ No School

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 K-1.

6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at PCSST K-1. 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 K-1 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. The following policy applies for students who routinely fail to do so: teachers will document the incident on the PCSST K-1 a Non-completion of Homework Log in the following manner:

1. Verbal warning
2. Teacher/parent discussion initiated and documented by the teacher.
3. Parent/administrator conference request forwarded to the Dean of Students.

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:
The Paterson Charter School 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 or guardians 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.
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 are absent for school-related reasons or for an anticipated or planned absence, make arrangements 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.

Unexcused Absences:
Twenty (20) days is the maximum amount 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

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 8:20. Anyone who arrives to school after 9:00 a.m. must report to the main office and be signed in by a parent or guardian. Students who arrive to 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 K-12 tardy policy.

Communication with school:
Every effort will be made to ensure good communication between the home and the school. Parents/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) 333-4729. 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 K-12 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".

Due Process:

All students at PCSST K-12 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 K-12 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 about the problem. The situation will be investigated as soon as possible, and all reports will be kept completely confidential.

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 K-12, 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.

PCSST K-12'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 K-12 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 K-12 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 K-12 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. See *Consequences*.

Minor Misconduct: Minor violations as outlined below may not be immediately reported to the administration or parents. Such offenses are considered minor and therefore, the consequences are subject to consequences in accordance with the Discipline Point System. Citations will be issued for misconduct outside the classroom. Such conduct shall include, but may not be limited to, any of the following:

- ✓ Horseplay, wrestling, pushing, scuffling, clowning, acting out
- ✓ Excessive talking
- ✓ Pencil noises, spit balls
- ✓ Hall disruptions such as yelling and running
- ✓ Name calling
- ✓ Possession of hats, **other unnecessary hair accessories,** 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, wristbands, pins, etc. the administrators deem inappropriate to wear on school grounds.
- ✓ Sunflower seeds 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
- ✓ Being in the hall without a pass or in an off-limits area (teachers' workroom, conference room, etc.)
- ✓ Disruptive behavior
- ✓ Failure to serve public or private detention
- ✓ Obscene or inappropriate language, gestures, or acts
- ✓ Unexcused tardy to school or class
- ✓ Dress code violations
- ✓ Improper use of lockers
- ✓ Littering on school property

Major Misconduct: Serious violations as outlined below should be 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 pending a board hearing for expulsion 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
- ✓ Open defiance of the authority of any teacher or person having authority over him
- ✓ Possession or use of laser pointers
- ✓ Issuance of a bomb threat
- ✓ 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

- ✓ 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 classroom 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 lighters, matches, or papers
- ✓ Use, possession or sale of a controlled dangerous substance, 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
- ✓ Inappropriate behavior on the school bus

Technology in Labs and Classrooms: Students should respect all of 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 K-12 Staff member or Administrator. Behavior contrary to these expectations may be reprimanded. See *Consequences*.

Corridor Expectations:

- ✓ Walk, do not run in the hallway.
- ✓ Do not shout, yell, or scream in the hallway.
- ✓ No loitering by the classrooms, water fountain, or bathroom areas.

ELECTRONIC DEVICES (Cell phones, I-pads, Hand-held video games, etc.): These items are not allowed in the classrooms. **They must be kept in the cubby/backpack in the off-position anytime the student is in the school building**. These items should not be turned on or used for any reason until the students leave the building and are out of sight of the school. If this rule is violated, the students device will be confiscated and parent will be notified via phone call or written communication.

Discipline Folder

- ✓ PCSST have a disciplinary portfolio for every student in the school.
- ✓ Every disciplinary action that is done by admin will be saved in their portfolio.
- ✓ If necessary hard copy DPS points will be kept in this portfolio.

Teacher Intervention Process for MINOR Misconduct:

- ✓ Students will receive in class consequences
- ✓ Communication to parent
- ✓ If escalated, student will be removed from class.

Teacher Intervention Process for MAJOR Misconduct:

- ✓ Students will immediately be removed from class
- ✓ If a student is sent to ISS before lunch that student will stay there until lunch is over
- ✓ If a student is sent to ISS after lunch that student will stay there until school is over
- ✓ Parent will be notified and a meeting, if necessary will be scheduled for the same day or the next day

Student Meeting with Guidance Counselor:

- ✓ The guidance counselor will schedule a meeting with the student who have frequent misconduct issues
- ✓ Students will be informed about further consequences.
- ✓ Groups will formed for behaviorl misdirection
- ✓ Possible referral to Behavorist

ISS Rules

- ✓ Students who are sent out of classroom must stay in ISS room with a moitor
- ✓ Students who are in ISS must complete a pack of work from Math, ELA, S.S., and Science etc.

Paterson Charter School for Science and Technology **K-1 Disciplinary Referral Form**

Student's Name	Grade	Date of Incident	Time
Staff member completing form		Place	

Student behaviors which lead to parent communication Category I	Student behaviors which lead to in school suspension Category II	Student behaviors which lead to out-of-school suspension Category III
❑ Failure to comply with school regulations ❑ Disruptive element in class ❑ Violation of dress code ❑ Use of obscene/profane language ❑ Rudeness to staff ❑ School bus misconduct	❑ Repeated occurrence of category I offenses ❑ Disorderly conduct ❑ Repeated disruptive element in class ❑ Leaving classroom or assigned area without permission ❑ School bus misconduct ❑ Repeated violations of the dress code ❑ Play fighting/horse play ❑ Misuse of technology ❑ Open defiance of authority; continued willful disobedience ❑ Habitual use of obscene/profane language ❑ Possession of imitation weapon	❑ Repeated occurrence of category II offenses ❑ Theft ❑ False fire alarm or bomb threat; tampering with the alarm system ❑ Weapons – possession of any instrument that can inflict injury to another person that is used in a hostile or threatening manner. ❑ Defacing school property/vandalism ❑ Assault on a teacher or other Board of Education employee ❑ Fighting/assaulting another student or other person ❑ Possession and/or use of any explosive devices *Sexual misconduct or harassment Harassment, intimidation and/or bullying, verbal, physical, cyber-bullying Automatic three (3) days out of school for 1st offense.
Administrator's Recommendation ❑ Parent Conference ❑ Teacher conference ❑ Guidance Office ❑ In-school-suspension ❑ Elimination of all student activities ❑ If Classified student Explain If checked _____	**Administrator's Recommendation** ❑ Parent Conference ❑ Teacher conference ❑ Guidance Office ❑ Out of-school-suspension ❑ Elimination of all student activities ❑ I &RS ❑ Child Study Team ❑ If Classified student Explain If checked _____	**Administrator's Recommendation** ❑ Admin Conference ❑ Board of Trustees Conference ❑ Extended Out of-school-suspension ❑ Elimination of all student activities ❑ I &RS ❑ Child Study Team ❑ If Classified student Explain If checked _____

Administrative Name _____Signature _____Date _____Student

Name_____ Signature_____ Date _____

LUNCH/NUTRITION PROGRAM

Due to the **National School Breakfast and Lunch Program for New Jersey**, students will be provided with a free breakfast and 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 a lunch detention, you will get lunch and report to the detention room in a timely manner.
5) Throw away your own garbage and clean your table before exiting.
6)Keep hands, feet, personal belongings and food to oneself.

CAFETERIA: Throwing any object or food in the cafeteria, will result in loss of privileges, a phone call home. Depending on severity and frequence of occurrence, ISS may be assigned,

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. See *Consequences*.

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.
- ✓ 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.

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

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.

- **Second Referral**- Students may be suspended from riding the bus for **five (5) to ten (10)** days with parent contact or conference requested.
- **Third Referral**- Student 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 K - 1

Parents/Guardians are expected to review proper bus conduct with their children. PCSST K-1 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
- ✓ 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
- ✓ Refrain from partaking in any physical altercation
- ✓ Refrain from smoking, eating, and drinking on the bus; and students
- ✓ Shall not possess, use, or distribute any substance in violation of Policy No. 5530.

AFTER MISCONDUCT AND REFERRAL

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. The consequence may be one of the following according to the seriousness of the misbehavior, but not necessarily in this order:

- ✓ Administrative Warning
- ✓ Temporary Class Removal
- ✓ Referral to Guidance for corrective behavior modification session(s)
- ✓ Lunch Detention
- ✓ No Parent/No School
- ✓ Daily Behavior Report
- ✓ Withholding of Privileges
- ✓ Out of School Suspension
- ✓ Option to Withdraw
- ✓ Recommendation for Expulsion
- ✓ Expulsion from PCSST K -1

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 K-1 administrative approval. Any disruptions or failure to complete assignment will lead to the following consequences:

First offense:Verbal warning

Second offense: Parent Conference
Third offense: Paren/Admin conference and out of school suspension

Referral to Guidance: Guidance counselors will 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.

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 conference on the parent or legal guardian's behalf.

Daily Behavior Report: 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 such time that satisfactory results have been achieved. The student's teachers complete this report each day. The form is returned the next school day after being reviewed and signed by a parent/guardian. An administrator will review the report to determine whether the student will be permitted to return to class. This process is recorded on the student's discipline transcript.

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*.

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 K-1. 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 K-1 School rules by amassing excessive discipline points will also be required to sign a Behavioral Contract in order to remain a student at PCSST K-1. This is critical, in that PCSST K-1 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 K-1 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 for a minimum of three (3) days 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

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 K-1 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.

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 K-1. No students are not allowed to carry cough drops to school.

Head Lice Policy

PCSST K-12 follows the **No–Nit** Policy. At the time head lice are positively identified, the students parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check if there are nits visible, the student will not be allowed to remain in school.

10. SCHOOL ACTIVITIES

SCHOOL SAFETY DRILLS

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 K -1 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 in administrative action.**

Evacuation: PCSST K-1 has an evacuation procedure in place in order to ensure the safety of the students and staff in case the school must be evacuated.

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 your own transportation to arrive promptly at the end of the activity.
- ✓ Students must abide by the PCSST K-1 code of student conduct while participating in the activity.
- ✓ **Their school activity privileges will be cancelled if discipline becomes a problem.**

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 K-1 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 K-1 codes of student conduct while on the field trip.
- ✓ Sudents that do not adhere to the following policies will not be permitted to attend the trip. .

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 Elementary School Coordinator 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.

11. 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.

12. 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 K-12 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 K-1 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 publishing, 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 7:40 a.m. (unless transported by school bus) or remain after 3:15 p.m. (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 3:15 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 Ms. Scott Krishana.Scott@pcsst.org please remember that all rules and policies are there to keep the students of PCSST K-12 safe and to get them home in the most efficient way possible.

1. Regular dismissal time for all students in grades K through 1 is sharply **2:40 p.m**. Dismissal time for the "Early Dismissal" days is **12:30pm**. **Please do not arrive at school before 2:40pm on regular dismissal days unless you are picking up your student early and have informed the front office before 2:00 p.m.** Parents are expected to pick up their children **no later than 3:15pm**
2. ***Students will not be dismissed to parents between 2:05- 2:40 pm unless parents call in before 2:00 pm and make necessary arrangements with the office.***
3. PCSST K-1 has a right to call DCPP, Paterson Police Department, or related authorities for the students who are still on the campus after 4:30 PM.

H. Early Dismissal of Students from School

Because PCSST K-1is 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 insure 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.
- 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 5:00 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 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 20-minute grace period will be enforced in consideration of traffic, weather, etc. Twenty-one minutes after dismissal, students will not be released from school. 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' cubby's.

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.

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.

OUTSTANDING BALANCES

Any outstanding balances attributable to Lion Pride Morning and Aftercare, lunch,and or property damage, etc. must be paid before your child graduates or transfers from PCSST K - 1. 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 Genisis.

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 among 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, give parents all notices and information received from the school, and take 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 INCLUSION 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.

13. 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 or back 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 designated pick up area (K) gym entrance or (1st) he front doors . Students may enter the school from the back gym entrance or the front main entrance.

14. 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.

15. 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 parent conference will be requested to any student who does not meet expectations during any drill. Please see *School Safety Drills.*

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 K-12 and their parents have read, understood, and agreed with the content of the student handbook.

PCSST K-12reserves 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.

16. 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 K-12.
- I will meet with my child's teacher as requested.
- I will volunteer to spend some time to help the Governing Board to discuss the needs of PCSST K-12.
- 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 Governing Board has the authority to suspend, expel, or withdraw my student from PCSST K-12 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 K-12 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

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 K-12 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 PC 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: _____