

STUDENT / PARENT HAND BOOK **2017_2018**



INTERNATIONAL CHARTER SCHOOL OF TRENTON
105 GRAND ST.
TRENTON, NJ 08611
609-394-3111

MISSION STATEMENT

We all come from different cultures, backgrounds, religions and economic levels; however, we are all joined by one mission of achieving a well-rounded education that will help us make a positive contribution to society. International Charter School of Trenton was created to provide a quality elementary education for Trenton City residents.

Based upon our mission statement, these are our goals:

- maintain a positive ratio of students to teachers with a suggested maximum number of 18 students in each instructional classroom;
- maintain an orderly educational environment through a cooperative system of discipline built on a foundation of rules and regulations, which promote self-discipline and social responsibility;
- continue to offer a comprehensive, whole day Kindergarten program;
- offer accelerated language skills development in English and Foreign Languages
- foster a knowledge and understanding of the heritage of the students and the city in which they live;
- develop and implement specialized educational programs for students with special needs for assistance with basic skills;
- develop and implement an innovative curriculum that allows students to receive appropriate instructional programs to meet their elementary education, provide articulation between the elementary and middle school programs;
- develop a love for learning as students learn to be responsible for their learning;
- build self-confidence that will help students throughout their lives, and
- in order to support and achieve these goals, we hope to obtain the volunteer services of parents, grandparents, and members of the community, to help with school activities and to participate in individual classroom projects;

PLEASE NOTE: All policies and procedures herein are subject to change without notice.

PRINCIPAL'S MESSAGE

Hello ICST families and friends! Welcome to another year of partnership between home and school. I am honored to have you join us as your children move through their elementary education.

Our time together is short only 180 days of each year, and it matters that we stay close. Children learn from everyone. By staying close, whether talking on the phone or face to face, we can help ICST students learn all they can before they move on to middle school. Our goal is to be sure our students learn what is expected for each level. Your support and help makes this task easier. We know every child who walks through our doors is special, and we are committed to doing our best to make sure each student achieves their best. With your help, our children will soar. Times, dates and policies are subject to revision during the school year. Notification of changes will either be mailed or sent home through our Wednesday folders.

**Sincerely,
Melissa Benford**

ICST BOARD OF TRUSTEES

Robert A. Kull – President

Rachel Binz
Thomas Ogren
Kimberly Sdeo
Dr. Jason Briggs

EX-OFFICIO-NON-VOTING

Melissa Benford

Administrative Organization

The Board of Trustees has the responsibility of overseeing the operation of International Charter School of Trenton. In order to accomplish this task, the Board employs a Lead Person to administer school operations. Ms. Melissa Benford is serving as the Lead Person/Principal or Chief School Administrator of the International Charter School of Trenton.

The Board is composed of four members, who are invited to the Board by other Trustees or are solicited through the newspaper and our school newsletter. It is our intent to solicit parents to join the board. A Board member may be reappointed to an unlimited number of terms. **The Board is currently seeking parent membership.**

The Board usually meets each month on the last Wednesday at 5:30 PM at the school. All meetings are open and conducted in compliance with the rules and regulations of the Sunshine Law. Executive sessions or closed meetings are announced and do not allow for public participation. Please accept our invitation to attend Board meetings and play an active part in our school life.

In a small school like ours, everyone tends to serve in many roles. The Chief Administrator is a non-voting member of the Board and has the major responsibility of implementing Board Policy and serving as Policy Advisor. In addition, the Chief School Administrator serves as the building Principal. The job's duties include teacher observations, curriculum development, student discipline and managing day-to-day building activities. If you have any questions about one of these programs, feel free to call the Principal.

School Board/Board of Trustees

The school is located at 105 Grand Street in Trenton, New Jersey. The School Board meets at the school site. The school phone number is 609-394-3111.

The Board meeting schedule is posted on the school website, the school calendar is, noted in our weekly newsletter, and on the monthly calendar sent home with students.

School Song

During the 2004-2005 school year, Mr. Richard Loatman, a former music teacher asked our students to share their ideas, thoughts and dreams about ICST. It was through these shared thoughts that Mr. Loatman created our “School Mission Rap”.

ICST ***Student Mission Rap***

Here at ICST
Futures begin!
Here at ICST
Futures begin!

It is our mission at ICST
to search, discover, and find.
We trust our friends and value ourselves
as we look for ways to be kind.
We do our work and learn the skills
that will make our futures bright.
We explore the present and the past
to keep our goals in sight.

Here at ICST
Futures begin!
Here at ICST
Futures begin!

Grade Organization

International Charter School is an Elementary School with grades K-4.

Kindergarten

At the present time, Kindergarten is an inclusive classroom. The Kindergarten is a Readiness Program designed to develop pre-reading and pre-math skills to be utilized in the Primary Grade Program. An emphasis is placed on Motor Development and Body Coordination. Out Kindergarten is a full day program.

Students in first grade are taught skills appropriate to their developmental and cognitive level. Much emphasis is placed on reading and math skills to ensure a strong foundation for second grade and beyond.

Grades 1-4

There is one of each grade level in grades 1-4. Students are placed on instructional levels for reading and math instruction. ICST follows the New Jersey Common Core State Standards and the teacher deliver instruction in five unit blocks over the course of the school year.

Special Education

If you have a question about the Special Education Program, please call the main office at (609) 394-3111.

Please contact your child's teacher if you have a child in the special education program and need information, have questions, comments, or concerns.

DAILY SCHEDULE

Bell Schedule (Full Day Classes)

K-4

8:00 a.m.

Assemble for Flag Salute, Announcements

8:05 a.m.

Teachers pick-up Children from All-Purpose Room

8:10 a.m.

Front Door Locks, Students are Late.

120 minutes daily

Language Arts

60 minutes daily

Mathematics

30 minutes daily

Lunch

150 minutes weekly

Gym and Health

40 minutes weekly

Art

40 minutes weekly

Music

40 minutes weekly

Computer

Minimum 40 minutes daily

Science and Social Studies

INCLEMENT WEATHER/EMERGENCY CLOSINGS

School closings or delays due to bad weather or other emergencies will be posted on the school's website:

<http://www.internationalcs.org>

In addition, the following television stations will report closings and delays

6 abc Action News - NBC10 Philadelphia - WHYY TV 12

If the school is delayed, the bus service will also be delayed.

If school bus is cancelled for the Trenton School District, it will not run for our school either.

ICST may be open even if the Trenton School District is closed.

AGE REQUIREMENTS AND REGISTRATION FOR SCHOOL

Kindergarten Enrollment and New Students to School

- A child must be 5 years of age before October 1 to be eligible for entering Kindergarten.
- A birth certificate must be presented at the time of enrollment.
- A doctor's certificate confirming triple toxic inoculations (DTP), 3 polio immunizations (Sabin), Rubella (3 day measles), and Rubella (old fashioned measles) inoculations must be presented at enrollment.
- Students must have all immunizations required by the State of New Jersey for admission to school.
- All new students must have a physical examination by their physician prior to entering school.
- All information for records must be supplied at the enrollment time including two proofs of residency.
- Transfer form from Trenton Public Schools.
- Report card from sending school.

A pupil who moves out of our school is required to:

- A. Supply the office with his new address and telephone number in order for a transfer card to be completed and forwarded to the new school. A copy may be given to the parent or guardian. All additional information will be forwarded to the new school at the receiving district's request.
- B. Return all books and school materials to the teacher and settle all obligations with school.

ATTENDANCE & ABSENCE FROM SCHOOL

The Educational Program offered by ICST is predicated upon the regular attendance of the student. It is important that a child be present and on time for each day school is in session. **If a child is absent from school, please call school to inform us of your child's absence. A note from the parent explaining the reason for the absence is required upon return to school. If a child has had a contagious disease, a note from the doctor is required.**

Any pupil that is absent **3 consecutive days or longer** must bring a **doctor's excuse** stating the student has recovered from the illness. This assurance must be presented before **the pupil will be allowed to reenter his class.**

Written documentation from parent or qualified medical professionals may excuse students from being reported as truant.

- A. Sickness/injury
- B. Emergency Medical Appointments
- C. Death in family
- D. Special emergencies such as a sudden illness of parent
- E. Unique special circumstances which may develop on a case-by-case basis.
- F. Religious holidays recognized by the State Department of Education.

Parents should try to make dental and medical appointments, which do not conflict with school hours. All students are expected to make up work they miss while absent. Parents should contact their child's teacher to get work and assignments during an extended absence. Any student who has a legitimate prolonged medical absence will receive medical home instruction from International Charter School.

Any student absent more than 10% of the time (18 days) may be required to attend summer school or repeat the grade. Any student absent 10 or more consecutive days, unexcused, may be referred to the Board of Trustees and removed from the roles.

A parent may appeal these decisions with acceptable written documentation.

International Charter School desires to see all students succeed. Attending school regularly is a key component towards success! The following consequences for unexcused absences are in place to help ensure students come regularly to school.

5 unexcused Absences – Written notice and home visit by school official.

10 Unexcused Absences – Written notice and home visit by school official.

12 Unexcused Absences – Written notice and mandatory meeting with school officials.

15 Unexcused Absences – Written notice that a summons will be issued for Trenton Truancy Court.

Appearances in court and heavy fines are often the result of such actions.

LATENESS

To get the most out of your education, it is important to be in school on time. Students chronically late tend to miss most of the first class of the day. Being on time is important for grades and is good practice for future responsibilities.

- **Please be aware that 5 days late equals 1 day absent.**
- **School hours are from 8:00 a.m. to 3:00 p.m.**
- **Students arriving after 8:10 a.m. will be considered late and a parent must report to the main office to sign the student in before going to the classroom.**
- **A Physicians note must be provided if arriving late to school after a doctor appointment.**

THE SCHOOL CALENDAR YEAR

The New Jersey School Law requires a minimum school year of 180 days. A school calendar is issued at the beginning of each school year listing all school closing dates. Monthly calendars will be sent home from the school office for parent's information and convenience. Certain days during the year are scheduled for early dismissal. On these days, all students attend school from 8:00 AM to 12:30 PM.

EARLY DISMISSAL

We ask cooperation so that such requests may be reduced to a minimum. Parents who wish a child to be excused from school early must send a note signed by the parent to the teacher with the child. Early dismissals will be granted in cases involving health (medical or dental appointments that cannot be scheduled outside of school hours), religious instructional classes, and family emergencies.

Early dismissals will be granted only when absolutely necessary. Parents **MUST** send a note or call in the morning requesting early dismissal in order to alert the teacher. Early dismissal is recorded like a late arrival.

No early dismissal will be permitted after 2:30 p.m.

If your child has a doctor's appointment that afternoon you must pick him/her up by 2:30pm, otherwise he/she will NOT be released until 3:00p.m.

WHENEVER PICKING UP A CHILD DURING SCHOOL HOURS, THE PARENT MUST COME TO THE OFFICE TO SIGN THEIR CHILD OUT. PARENTS ARE ASKED TO WAIT FOR THEIR CHILD(REN) IN THE MAIN OFFICE AREA. SCHOOL PERSONNEL WILL CALL YOUR CHILD TO THE OFFICE. THIS MINIMIZES DISRUPTIONS TO THE CLASSROOMS AND YOUR COOPERATION IS GREATLY APPRECIATED. NO CHILD WILL BE DELIVERED TO ANY PERSON, REGARDLESS OF RELATIONSHIP, IF THAT PERSON IS NOT LISTED AS A PERSON WHO IS AUTHORIZED IN WRITING BY THE PARENT/GUARDIAN PRIOR TO PICK UP.

A teacher may keep pupils after school. Pupils may be kept for purposes of making up work missed or for disciplinary reasons. Students are not normally detained after 3:15 PM. In grades K-4, parents will be notified 24 hours in advance of a detention. In the case of an administrative detention, a written notice will be sent home 24 hours in advance.

DISMISSAL

Students being transported by car must be picked up at 3:00 PM on full days, 12:30 PM on half-days and 3:15 PM on days a student has a detention. If there is a delay, please call and notify the main office. *The school reserves the right to impose a fine for tardy pick up.*

VISITORS/PARENTS

For the safety of our students and staff, all visitors are **required** to report to the office upon arrival and sign in and out of the **Visitor's Book. Parents may not go to a classroom or any other room in school before signing in at the Office.**

BREAKFAST AND LUNCH PROGRAMS

The school offers a breakfast and lunch program. The reduced cost of lunch is \$0.40; reduced cost is \$0.30 for breakfast, and full cost for lunch is \$3.75; full cost is \$2.25 for breakfast.

Breakfast is served from 7:30 – 7:50 AM. A menu is sent home at the beginning of each month. Parents should review the school menu with their children.

Students may bring lunch from home or buy a lunch in our school cafeteria. Free or reduced price meals are provided through State/Federal funds for those who qualify. Applications are sent home at the beginning of each school year.

Students are supervised during breakfast and lunch periods by school staff members. Administrators, teachers, and/or aides are on duty in the lunchroom.

Students who demonstrate uncooperative behavior during lunch either in the cafeteria or elsewhere, will be disciplined according to the School Discipline Code. Parents will be contacted if a student's behavior does not improve.

* **Fruit flavored drinks, Candy or Candy like items are NOT ALLOWED** during school hours, including lunch time. If a student brings such items, they will be **CONFISCATED and THROWN AWAY**. *

REPORTING PUPIL PROGRESS

Report Cards

Students are issued report cards 3 times a year. The marking system is explained on the report card. Conferences are held twice a year (fall and winter marking period) and report cards are distributed during the conference. A parent/guardian must come to the conference to receive his/her child's report card. Final report cards are sent home with the student on the last day of school, provided all financial obligations have been met.

Report Periods

Marking Period	Report Cards Issued
Fall	November 20 – 22, 2017 (Conference Required)
Winter	April 25 - 27, 2018 (Conference Required)
Spring	June 14, 2018 (Report Cards Sent Home Conference at teachers' discretion)

Parent/Teacher Conferences

Parent/Teacher Conferences will be scheduled **November 20, 21, and 22, 2017** and **April 25, 26, and 27, 2018**. Information will be sent home later in the year regarding scheduling a conference with your child's teacher.

Student Records

The School Board conforms to laws and regulations providing for creation, maintenance, retention, security of, and access to pupil records. Parents have the right to review the records with the teacher or the principal. Parents may request a copy of pupil records upon permanent departure from the school. After such notification, records no longer necessary to provide educational service will be destroyed.

Testing

In addition to regular classroom tests, students are given achievement and ability tests. The testing data is put on each student's permanent school record. Standardized testing at the school is done for the primary purpose of finding strengths and weaknesses and thus giving the teacher information on how to help children.

Every student's achievement levels derived from the Direct Reading Assessment (DRA), Aimsweb Reading and Math fluency testing, and SuccessMaker proficiency results are collected and reported back to parents at least two times per year.

The Partnership for Assessment of Readiness for College and Careers (PARCC) is administered to Third and Fourth Grade students and Fourth Graders. The PARCC assesses students in the areas of Reading, Language Arts, and Mathematics. Testing is scheduled for the week of May 14 - 18, 2018. Additionally, Fourth Grade's will take the NJ ASK Science test in late May.

Homework

ICST understands the educational value of homework as an extension of the instructional program of the school. The following is a recommended amount of time pupils should spend on the homework at various grade levels. Actual time spent will vary from pupil to pupil. **Pupils are expected to read every night.**

Grades K-4

15 to 60 minutes. Work will vary from grade level and subjects. Occasionally long term assignments are given during the year.

Suggestions for making homework study more profitable:

- Provide a quiet place for your child to complete homework;
- Create a routine time for homework;
- Encourage your child to set high standards when completing homework;
- Show interest in your child's schoolwork/homework;

- Read with your child everyday.

PROMOTION/RETENTION POLICY

Board Policy and Administrative Guidelines stipulate that promotion or retention be based on academic achievement. Promotion for Kindergarten shall be determined on the basis of the individual pupil needs. The factors to be considered are:

Academic achievement in relation to ability

General Education Pupils in Grade 1 will be promoted by passing at least 3 of the following 4 subject areas: Language Arts, Mathematics, Social Studies; and Science and Reading at a level of at least primer.

General Education Pupils in Grades 2-4 shall be promoted by passing at least 3 of the 5 following subject areas: Language Arts, Mathematics, Social Studies and Science and Reading at a level not more than 1 grade behind.

ICST Grade Scale

Content Mastery Level Term	Percentage Score	Report Card Grade
Secure	95 - 100%	4
Established	80 - 94%	3
Developing	60 - 79%	2
Beginning	0 - 59%	1

Attendance

Students must be present in school at least 90% of the time (170 days). All absences will be included except for state approved religious holidays and absences during home instruction period.

Grading and Final Averages

In order to determine whether a student has satisfactorily completed a course of the year, the subject teacher will calculate a final grade average. The final grade average will be used to determine whether a student is promoted or retained in accordance with the school policy. The final yearly average for full year courses shall be determined by using the following methods:

HEALTH SERVICES

International Charter School of Trenton has a full-time nurse.

In order to protect your child and their classmates we ask students be kept home if they have any symptoms of illness. Children displaying symptoms of illness in school will have parents contacted and be sent home from school.

Children are not to bring any form of medication to school (this includes cough medicine, lozenges, aspirin, etc.) In certain circumstances, medication may be given during school hours. This may only be done by the parent or school nurse with certification of the family physician and approved by the school nurse. Forms for this are available through the nurse's office.

The school nurse's care is limited to first aid only. Follow up care is the responsibility of the parents. Children who become ill during school hours will be referred to the school nurse and will remain in the office until arrangements can be made to be taken home. Transportation under such circumstances is a parental responsibility.

It is extremely important that the school health office is informed of any changes in your child's health status. (e.g. allergies).

Weighing and measuring are done each year. The nurse does vision screening and audiometric screening. Again, the nurse will refer any problem to you and be available for consultation if you wish.

Health education is a part of the curriculum. The physical education teacher and the nurse teach health education.

SAFETY

Safety is very important in and around the school. Teachers are continually emphasizing its importance with pupils. Every effort is made to prevent accidents. When they do occur, the nurse or teacher with first aid training gives emergency treatment in the order of availability. The school is equipped to give Emergency First Aid for accidents. The nurse will consult with you on any particular health problem.

Playground Safety

Teachers and aides supervise recess and free play times. Students, who demonstrate uncooperative behavior on the playground, will be disciplined according to the School Discipline Code. Parents will be contacted if a student's behavior does not improve. Students may be denied access to the playground due to inappropriate behavior.

FIRE DRILLS & EMERGENCY DRILLS

Drills are conducted twice monthly to prepare students for an emergency. Exit procedures are placed in every classroom. Students will quickly and quietly leave the building and wait outside until further notice is given. If you are in the building, please go to the nearest exit and walk away from the building. State law requires b-monthly fire drills. (Title 18A:41-1)

Lost and Found

The Lost and Found Box is located in the cafeteria. Found items should be brought to the Lost and Found box. If you have lost an item please check the Lost and Found box or speak with an adult to help locate your missing items. Please write their names on their clothing tag.

CHILD STUDY TEAM

Hunterdon County Education Services Commission provides the Child Study Team services.

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|-----------------------|--|
| Speech: | ICST has a certified Speech Therapist who provides service to those students with specific speech and language difficulties. |
| Counseling: | ICST has a certified Guidance Counselor who meets with children who have need for counseling. The Counselor also provides character education classes at all grade levels. |
| Occupational Therapy: | ICST has a certified Occupational Therapist (OT) who meets with children who have need for therapy. |

SCHOOL ACTIVITIES

Assembly Programs

Special assemblies are scheduled throughout the year. These assemblies are sponsored with PTO funds. Students perform as culminating activity for a class project. The entire school performs in our school concerts usually held in the winter and spring.

Holiday Parties

ICST classrooms celebrate all birthdays and or holidays for the month on the last Friday or in cases of vacation, the last day of school during the month, at 2:30pm. If you choose to opt out of the celebration, please arrange to pick your child up early, or ask for an alternate placement. There is NO NEED to keep them home for the full day.

American Education Week

November is American Education Week. We hope to plan special events to allow the students to show appreciation to their teachers and invite parents/guardians to visit classrooms for special events.

SCHOOL ATTIRE, GROOMING AND APPEARANCE

Experience indicates that there is a real and reasonable connection between proper dress and grooming and the successful operation of the educational system. **Students are expected to dress in uniform at all times.** Good personal appearance plays an important role in the general atmosphere established within the school. Your cooperation is appreciated in helping our school maintain high standards. Children should wear sneakers and gym uniform on Tuesdays and Thursdays.

WEDNESDAY FOLDERS/COMMUNICATIONS

Each Wednesday students bring home folders with a weekly newsletter and other information about general school activities. In some cases, we request that items be signed so we know that parents have read them.

Money being sent to school should be placed in an envelope and clearly labeled with the student's name, grade, homeroom teacher and purpose of the money. Notes that are sent to school should also be clearly addressed to the person who is to receive the note.

TELEPHONE

Students should not be using the school phone on a daily basis. They may use the telephone before school begins or at the end of the day for special needs or emergencies. **The office phone is not be used to make daily transportation arrangements or to ask parents to bring homework or other forgotten items. Please make these decisions prior to your child's arrival to school.** Only in emergencies will students be allowed to use the office telephone. The teacher, nurse, secretary or administrator will decide on the necessity of the call.

CELL PHONES/ELECTRONIC DEVICES

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices during school hours.

Students are **not** permitted to possess a cell phone or any other electronic device for any reason on school grounds. Any student caught violating this policy will have their cell phone or electronic device confiscated. The electronic device will be kept in the office and a parent will be notified. The electronic device will only be released/returned to the student's parent or guardian at the end of the school day. If it becomes a problem, further action will be taken.

VISITORS

In order to insure the safety of our students, only persons who have official school business are permitted to be on school premises. All visitors must report to the Main Office as soon as they enter the building and sign-in and out in the **Visitor's Book**.

SMOKING

School Law and Board Policy prohibit smoking in the school. Violators will be subject to a fine and reported to the Board of Health.

HOME AND SCHOOL ASSOCIATION

Please contact Jessica Duran at 609-394-3111. Parental involvement is needed.

Fund Raisers: ICST has **4 Fund Raisers** during the school year. **All families are asked to participate.** The proceeds from these sales fund the Field Trips buses and Assembly Programs for the students.

CHAIN OF COMMAND

The teachers and Principal have the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of school policies and procedures. Please follow these guidelines when you have a concern/question about your child's progress, general attitude, discipline, etc.:

- A. Contact the teacher first;
- B. If a consultation with your child's teacher does not satisfy your concerns, then make an appointment with the Principal.

STUDENT CONDUCT

International Charter School respects the right of each student to learn in a quiet and safe environment. We believe that each student must respect the right of all other students to learn by conducting him or herself in an appropriate manner for school and following school procedures and regulations. Each student must agree to the following:

- I am responsible for my own words and actions. Whatever I do or say is my own choice;
- I will come to school prepared to learn;
- I will be courteous when speaking listening and working with everyone in the ICST community and visitors;
- I will not curse or use profanity;
- I will keep my hands and feet to myself at all times'
- I will avoid verbal and physical confrontations:
- I will not throw objects in the school;
- I will not vandalize any school or classroom property and will report any vandalism to teachers or Principal;
- I will conduct myself properly during assembly programs, polite, courteous, quiet, attentive and express appreciation by applause only.
- I will follow classroom rules and procedures.

Lunchroom Rules

- Stand in line patiently and quietly while waiting to be served or leave.

- Use proper table manners when eating breakfast/lunch (do not talk with food in mouth or throw food).
- Stay in your seat. Raise your hand for assistance. Clean up your area and place tray on the cart.
- Keep hands and feet to yourself. Respect yourself, your classmates, your aides, and your servers at all times.
- Do not ask for, take or trade food.

Consequences

- Moved to the end of the line.
- Last student to be served.
- Sit at table by oneself for lunch.
- Loss of Tiger Stripe.
- Parent will be notified for continued disobedience. Parents may be required to sit with their child during lunch.
- Assigned at least one day of after school detention for willful disobedience and continuous misbehavior.
- Fighting and verbal assaults will be disciplined according to the school discipline code.
- Write an assignment to complete during the recess portion of lunch.

RESPECT FOR PROPERTY AND OTHERS

Respect for public and personal property is essential. Care for school property and equipment as if it were your own. ICST is your home away from home. Stealing, vandalism and graffiti will not be tolerated. The offender will pay for damages. Pupils are expected to exercise care of school property at all times. Any pupil who shall cut, deface, or otherwise injure the house building, furniture, or the property shall be liable to suspension and punishment, and his parents or guardians shall be liable for damages to the amount of injury to be collected by the School Board in any court having jurisdiction together with the costs of the action. (18A:37-3). Food is not permitted outside the cafeteria. Chewing gum is not permitted in school or on school grounds.

PHILOSOPHY

Education is a lifetime process, which neither begins nor ends with the International Charter School of Trenton. It is our belief that the best interests of our students are served when school officials, teachers, and parents/guardians work together on behalf of the students. ICST believes that an effective instructional program requires an orderly school environment. We have

formulated clear expectations especially for the conduct of all students in order to provide a nurturing environment that fosters active learning and positive student-teacher interaction, respecting the developing nature of the learner.

STUDENTS RIGHTS TO DUE PROCESS

Students shall not be deprived of their rights to an education in the International Charter School of Trenton without notice of the charges against them and an opportunity to be heard in their behalf before the person or body with the authority to reinstate them. Each student shall be afforded the opportunity of an informal hearing before the suspension from school, or if circumstances prohibit, as soon as possible after the suspension.

Administrators shall observe the following rights of due process before a student is suspended:

INFORMAL HEARING BEFORE THE PRINCIPAL OR HIS/HER DESIGNEE

1. Explain to the student orally the offense of which he/she is accused.
2. Provide the student with an opportunity to be heard and convey other information he/she thinks is relevant.
3. Advise the parents/guardians of the student.
4. Provide the parent/guardians with an opportunity to consult with the principal of his/her designee.
5. In addition to the foregoing, if the offense is of a more serious nature the principal will make a concerted effort to notify the parents/guardians and provide them with an opportunity to be present at the informal hearing or otherwise consult with the principal or his/her designee.

AFFIRMATIVE ACTION AND DESECRATOR POLICIES

The policy of the ICST is to promote an educational environment that will meet the needs and encourage the development of the abilities of each individual student to the extent of his/her potential within a system that provides equal educational opportunity for all, without regard to race, color, age, creed, religion, sex, national origin, ancestry, handicap, social or economic status.

HANDLING INFRACTIONS OF BEHAVIORAL EXPECTATIONS

Level Number	Behaviors	Consequences
Level 1	<ul style="list-style-type: none"> • Disrupting learning environment • Class Attendance 	First Incident: Parents/Guardians receive Disciplinary Action Form.

	<ul style="list-style-type: none"> • Preparedness • Disrespect to teacher/staff • Uncooperative/Open defiance 	<p>Second Incident: If behavior persists, parent called to discuss student goals and behavior expectations. In-school detention from 2:45 pm to 3:15 pm.</p> <p>Third Incident: In-school detention from 2:45 pm to 3:15 pm.</p> <p>Fourth Incident: In-school detention from 2:45 pm to 3:15 pm. May result in referral to counselor for behavior modification plan.</p>
Level 2	<ul style="list-style-type: none"> • Dishonorable activities • Possession of restricted items • Unacceptable language 	<p>First Offense: Parents/Guardians receive Disciplinary Action Form and in-school detention from 2:45 pm to 3:15 pm.</p> <p>Second Offense: Parents/Guardians receive Disciplinary Action Form, student will receive two in-school detentions from 2:45 pm to 3:15 pm, and referral to counselor for behavior modification plan.</p>
Level 3	<ul style="list-style-type: none"> • Gang related activity • Bias incident • Inappropriate sexual behavior • Possession/Use of weapons • Substance abuse • Acts of violence/Fighting • Harassment • Vandalism 	Parents/Guardians receive Disciplinary Action Form and school will follow New Jersey mandated procedures for the Harassment, Intimidation, and Bullying Laws.
Uniform	<ul style="list-style-type: none"> • Not wearing appropriate school and gym uniform 	<p style="text-align: center;">*First weeks of school student will receive a warning*</p> <p>First Incident: Parents/Guardians receive Disciplinary Action Form; parents are called immediately, and must bring an acceptable uniform to school. Student will lose 1 tiger stripe for unpreparedness and may be excluded from gym.</p> <p>Second Incident: Above actions are repeated and student receives an in-school detention 2:45 pm to 3:15 p.m. Student will lose 1 tiger stripe for unpreparedness and may be excluded from gym.</p>
Homework	<ul style="list-style-type: none"> • Missing homework/assignment 	<p style="text-align: center;">*First weeks of school student will receive a warning*</p> <p>First Incident: Parents/Guardians receive Disciplinary Action Form and in-school detention 2:45 pm to 3:15 pm.</p> <p>Second Incident: Parents/Guardians receive Disciplinary Action Form, student will receive two in-school detentions 2:45 pm to 3:15 pm, and parent meeting to discuss student homework.</p>

GENERAL NOTE:

The Administration may apply other appropriate discipline beyond consequences described in this policy for good cause. Consequences may include but are not limited to: Teacher Detention; General Detention; Lunchroom Detention or Suspension; Community Service; Parent Contract; Parent Presence at School; Suspension; Expulsion. Parents will be notified through writing, telephone, or emergency contract as appropriate.

In the case of a suspension, an In-Person Parent Conference is mandatory for a child to be readmitted to school.

In the case of chronic misbehavior, such as on the playground, parent attendance may be required. The general detention times are 3:00 – 3:15 PM, Monday through Thursday. Students **must** be picked up by 3:15 PM.

Parents of students receiving a detention will be notified 1 day in advance when their child is assigned a general detention. (Subject to change by the Principal)

The penalties provided will be invoked under normal circumstances. The administration may impose more severe punishment if special circumstances exist or may modify the punishment for individuals based on extenuating circumstances. Classroom behavior management will be used as the first line of defense in order to establish the teacher/student respect of the school rules and following directions.

In order to promote a better learning environment, ICST will be implementing a *CUMULATIVE DISCIPLINE POLICY* with the hopes of reducing habitual offenses. This policy went into effect at the beginning of the 2005-2006 school year. Any student who accumulates 5 *general detentions* may be subject to suspension from school for one (1) day. A parent contact meeting will be arranged through the office for re-admitting the child to school following the suspension. General detentions will be earned for the following infractions:

1. One General Detention for:

- a. Continued willful disobedience
- b. Defiance of Authority
- c. School uniform violation
- d. Verbal assault or threat which intends to intimidate or abuse a person *
- e. Forged signatures/ school forms etc.

- f. Use of actions which are disruptive to the academic atmosphere of the building *
- g. Throwing or projecting dangerous objects *

* Depending on severity, both parent notification and referral for counseling may take place. More restrictive consequences such as Suspension and/or referral to the RTI team may be imposed.

2. Two General Detentions for:

- a. Threat to physically harm or assault a staff member *
- b. Extortion *
- c. Leaving school grounds without permission
- d. Damage to property of school personnel *

* Depending on severity, both parent notification and referral for counseling may take place. More restrictive consequences such as Suspension and/or referral to the RTI team may be imposed.

3. Three General Detentions for:

- a. Wrestling/Rough playing
- b. Pushing/Shoving of peers

Parent contact and referral for counseling will take place as needed.

4. Loss of privileges for:

- a. Inappropriate breakfast/lunchtime and recess behavior
- b. Breaking breakfast/lunch rules.

Appropriate lunch behavior is discussed on earlier in this Handbook. Please refer to that section. These offenses will result in loss of recess, games and/or activity privileges. Continued inappropriate behavior will result in further discipline to include parental contact, parental presence, and other measures as needed.

5. Suspension

- a. **Threat** to physically assault or harm a member of the school community – 1 day suspension, parent notification.
- b. **Smoking** – 1 day suspension; parent notification; referral for counseling.
- c. **Starting Fires** – Fire Department and Police notification; 3 day suspension; parental contact; referral for counseling, payment for damages.
- d. **False Alarm/Bomb Threat** – Fire Department and Police Notification; 3 day suspension; parental contact; referral for counseling.
- e. **Stealing/Theft** – 2 day suspension; Police notification; parental contact; referral for counseling; reimbursement for items stolen.
- f. **Indecent Exposure** – 2 day suspension; Parental contact; referral for counseling.
- g. **Inappropriate sexual/gestures, comments, physical contact** – 2 day suspension, parental contact; referral for counseling
- h. **Possession of Pornography** – 2 day suspension; parent contact.
- i. **Assault upon a Teacher, Administrator, Board Member or other member of the School Community** - 3 day suspension; Police notification; referral for counseling.

j. Distribution/Possession of controlled, dangerous substance or use of items such as drugs, alcoholic beverages, firecrackers, live ammunition, etc. - 3-9 day suspension; **parental contact**; Police notification; referral for counseling.

k. Possession, custody, or use of weapon

“Weapon” defined as anything readily capable of lethal use or inflicting serious bodily injury or pain. The term includes but is not limited to:

1. Knives
2. Sharpened or pointed pieces of metal or hard materials
3. Items which can be used to club or hit another person
4. Any toxic, coercive, explosive or flammable material
5. Any device which releases or emits tear gas or any other substance
6. Any item which can be used to inflict pain or injury to another person ,the possession of which is not otherwise explained by the person to the satisfaction of the appropriate authorities.
7. Components which can be readily assembled in each of the above
 - 1st Offense – Police Notification; Parental Contact; 10 day suspension; Parent and Child appearance before the School Board; Referral to the Child Study Team.

2nd Offense – Same as 1st Offense: 10 day Suspension; Possible expulsion proceedings.

l. Possession of a Firearm: Police notification; parental contact; Child Study Team referral; immediate expulsion/removal from the student’s regular program; Parent/child appearance before the School Board.

International Charter School Disciplinary Action Form

Students Name: _____
 Reported by: _____
 Location: _____

Grade: _____
 Date: _____
 Time: _____

Indicate Infraction(s):

- | | | |
|---|--|--|
| <input type="checkbox"/> Disrupting learning environment

<input type="checkbox"/> Disrespect to teacher/staff

<input type="checkbox"/> Uncooperative/Open Defiance

<input type="checkbox"/> Class Attendance
<input type="checkbox"/> Uniform
<input type="checkbox"/> Possession of restricted items

<input type="checkbox"/> Unacceptable language
<input type="checkbox"/> Acts of violence/Fighting
<input type="checkbox"/> Substance abuse
<input type="checkbox"/> Possession/Use of weapons
<input type="checkbox"/> Vandalism
<input type="checkbox"/> Inappropriate sexual behavior
<input type="checkbox"/> Harassment
<input type="checkbox"/> Bias incident
<input type="checkbox"/> Gang related activity
<input type="checkbox"/> Dishonorable activities
<input type="checkbox"/> Preparedness
<input type="checkbox"/> Homework | <input type="checkbox"/> Continuous talking
<input type="checkbox"/> Leaving seat without permission
<input type="checkbox"/> Purposeful distracting of peers

<input type="checkbox"/> Verbal
<input type="checkbox"/> Talking back to staff
<input type="checkbox"/> Physical
<input type="checkbox"/> Eye rolling
<input type="checkbox"/> Inappropriate physical contact

<input type="checkbox"/> Refusal to follow instruction
<input type="checkbox"/> Violation of school rule, regulation, or procedure
<input type="checkbox"/> Enters unauthorized area without permission or an adult
<input type="checkbox"/> Late to class <input type="checkbox"/> Purposeful avoidance of class
<input type="checkbox"/> Not in gym uniform [Tuesday/Thursday]
<input type="checkbox"/> Electronics <input type="checkbox"/> Food in the classroom
<input type="checkbox"/> Other _____
<input type="checkbox"/> Profanity <input type="checkbox"/> Suggestive language
<input type="checkbox"/> Horseplay <input type="checkbox"/> Inappropriate physical contact
<input type="checkbox"/> Use <input type="checkbox"/> Distribution
<input type="checkbox"/> Object used _____
<input type="checkbox"/> Destruction to school, student, or staff property
<input type="checkbox"/> Obscene drawings <input type="checkbox"/> Gestures <input type="checkbox"/> Consensual <input type="checkbox"/> Written material
<input type="checkbox"/> Verbal <input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Threats <input type="checkbox"/> Obscene drawing
<input type="checkbox"/> Verbal <input type="checkbox"/> Written
<input type="checkbox"/> Intimidation <input type="checkbox"/> Covert activity
<input type="checkbox"/> Lying <input type="checkbox"/> Cheating
<input type="checkbox"/> Missing book bag <input type="checkbox"/> Paperwork not returned
<input type="checkbox"/> Missing homework <input type="checkbox"/> Missing assignment | <input type="checkbox"/> Disturbing class w/ noises
<input type="checkbox"/> Food, drink, gum in class
<input type="checkbox"/> Inappropriate Internet usage

<input type="checkbox"/> Inappropriate volume or tone

<input type="checkbox"/> Inappropriate gestures

<input type="checkbox"/> Refusal to leave as requested

<input type="checkbox"/> Missing detention
<input type="checkbox"/> Not in school uniform
<input type="checkbox"/> Toys

<input type="checkbox"/> Throwing objects
<input type="checkbox"/> Possession
<input type="checkbox"/> Theft
<input type="checkbox"/> Plagiarism |
|---|--|--|

Comments:

- Action Taken:
- Disciplinary Action Form sent home
 - Parents called to discuss student goals and behavior expectations on _____ at _____ AM / PM
 - One-hour after school detention on _____ from 3:00 PM to 4:00 PM
 - Two one-hour after school detentions on _____ and _____ from 3:00 PM to 4:00 PM
 - Referral to counselor for behavior modification plan
 - Parents called to bring in acceptable school uniform on _____ at _____ AM
 - Parent meeting to discuss student homework on _____ at _____ AM / PM
 - Follow New Jersey HIB procedures if applicable
 - Behavior Modification

Teacher Signature _____	Date _____	
Teacher Signature _____	Date _____	
Parent Signature _____	Date _____	

Handling Infractions of Behavioral Expectations

Level Number

Behaviors

Consequences

Level 1

Disrupting learning environment

Class Attendance

Preparedness

Disrespect to teacher/staff

Uncooperative/Open defiance

First Offense: Parents/Guardians receive Disciplinary Action Form.

Second Offense: If behavior persists, parent called to discuss student goals and behavior expectations.

Third Offense: One-hour after school detention.

Fourth Offense: Referral to counselor for behavior modification plan.

Level 2

Dishonorable activities

Possession of restricted items

Unacceptable language

First Offense: Parents/Guardians receive Disciplinary Action Form and a one-hour after school detention.

Second Offense: Parents/Guardians receive Disciplinary Action Form, student will receive two one-hour after school detentions, and referral to counselor for behavior modification plan.

Level 3

- Gang related activity
- Bias incident
- Inappropriate sexual behavior
- Possession/Use of weapons
- Substance abuse
- Acts of violence/Fighting
- Harassment
- Vandalism

Parents/Guardians receive Disciplinary Action Form and school will follow New Jersey mandated procedures for the Harassment, Intimidation, and Bullying Laws.

Offenses regarding uniforms

Missing gym or school uniform

First Offense: Parents/Guardians receive Disciplinary Action Form, parents are called immediately, and must bring an acceptable uniform to school.

Second Offense: Above actions are repeated and student receives a one-hour after school detention.

Offenses regarding homework

Missing homework/assignment

First Offense: Parents/Guardians receive Disciplinary Action Form and a one-hour after school detention.

Second Offense: Parents/Guardians receive Disciplinary Action Form, student will receive two one-hour after school detentions, and parent meeting to discuss student homework.