



# STUDENT - PARENT HANDBOOK 2019-2020



***Mastery Schools of Camden***

WWW.MASTERYNJ.ORG

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## A MESSAGE FROM OUR CEO

Welcome!

You are now part of a very special group of students, parents, guardians, and professional educators – the Mastery family. Together, we are dedicated to providing an outstanding education to the over 14,000 students in 24 Mastery schools across Camden and Philadelphia.

Mastery Schools of Camden are “Renaissance Schools.” Renaissance Schools are a unique hybrid of charter and traditional district schools. Like charter schools, Mastery schools are operated by an independent non-profit board – separate from the Camden District. But like traditional district schools, Mastery schools have neighborhood catchment areas. Perhaps most importantly, Mastery’s Renaissance Schools are opened in partnership with the Camden City School District and the local community. The overall goal is to make Camden communities stronger and ensure that every child has access to a great school.

These pages include our key policies -- some required by public school law and some particular to Mastery.

But to understand what binds the Mastery family together and what underlies these policies, simply read the Mastery Mission and Pledge. You will see that all members of the Mastery community are pledged to work together so that every student learns the academic and personal skills they need to fulfill their dreams.

As a member of the Mastery community, you are now part of that collective pledge.

Scott Gordon  
Chief Executive Officer  
Mastery Schools of Camden



## **THE MISSION**

*All students learn the academic and personal skills they need to be truly prepared for postsecondary success and able to pursue their dreams.*

## **THE MASTERY PLEDGE**

*I choose to be here.*

*I am here to learn and achieve.*

*I am responsible for my actions.*

*I contribute to a safe, respectful, and cooperative community.*

*I come with a clear mind and healthy body.*

*This is my school...I make it shine.*

## STUDENT ARRIVAL POLICY

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Students should not arrive to the school building prior to the “Doors Open” time indicated in the campus schedule found in their school’s Parent Guide. Students arriving prior to this time will be unsupervised, and Mastery will not be responsible for the student at this time.

## VISITOR POLICY

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Mastery welcomes and encourages parents/guardians to visit their children’s school and observe their children in the classroom.

To visit, parents/guardians need to:

- a) call or email the school ahead of time so that we are aware of their plan to visit;
- b) check in with the school’s front desk to register before proceeding to the classroom;
- c) show the front desk staff a state ID or driver’s license;
- d) receive a school visitor badge; and
- e) be escorted to the classroom by a school employee.

Please note that some days are not appropriate for visits (e.g., testing days). For this reason, Mastery reserves the right to deny visit requests.

## EMERGENCY SCHOOL CLOSING

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Should a Mastery school close for any reason (e.g., inclement weather), we will communicate closing information on our website ([www.MasteryNJ.org](http://www.MasteryNJ.org)), and parents/guardians will receive an automated phone message. In the event of a school closing, parents/guardians can also tune in to 6ABC, Fox29, and CBS3 for information.

Parents/guardians have the option of not receiving automated calls. To opt out of these calls, parents/guardians should contact their school’s front desk.

## SCHOOL TRANSPORTATION

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For students receiving transportation, the Camden County Educational Services Commission (CCESC) and Mastery Schools of Camden are responsible for their transportation to and from school. For transportation-related questions, parents/guardians should contact their school’s front desk.

## PARENT/GUARDIAN CONTACT & CUSTODY

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At the beginning of the school year, parents/guardians must fill out a parent/guardian location form and a medical/health insurance form so that we can keep parents/guardians informed of their child’s progress and contact them quickly in case of an emergency.

Should a mailing address change during the course of the school year, parents/guardians must complete a Contact Information Change form and provide us with a new proof of address.

Mastery may also request a copy of any court order or agreement affecting the custodial rights of parents/guardians. It is important that Mastery understands custodial arrangements in order to determine who is eligible to pick a student up from school and communicate with school staff.

# RE-ENROLLMENT POLICY

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In the second semester of the school year, all students who plan to return for the following school year are required to submit a re-enrollment packet. These packets are essential for school planning purposes. School staff base materials orders and staffing decisions on the number of packets they receive.

## PRE-KINDERGARTEN SUMMER PROGRAM

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Some Mastery schools may offer a summer program for enrolled students entering kindergarten for the next school year. The goal of this program is to prepare incoming kindergarteners for the expectations and rigor of school. It focuses on the development of early literacy and math skills.

Students may participate in this program only if they have enrolled at a Mastery school for the upcoming school year. Students are considered enrolled if their parents/guardians have returned the following documents to the school prior to the beginning of the summer pre-kindergarten program:

- a) completed enrollment packet,
- b) proof of age (e.g., birth certificate),
- c) proof of residency (e.g., utility bill), and
- d) immunization record.

## HEALTH POLICY

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### The School Nurse

The school nurse maintains medical records for each student. Parents/guardians are required to submit the following medical forms: ***Medical Emergency Contact Form, Physical Form, and Immunization History***. If parents/guardians fail to submit an Immunization History form, their student may be excluded from school.

Parents/guardians must inform the nurse promptly of any special health problems and should contact the nurse if they have questions or would like to schedule a confidential appointment.

If a student becomes ill during the school day, they will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. The nurse or a school staff member will contact the parents/guardians if their child is too ill to return to class.

### School Administration of Medication

Mastery will permit the school nurse to administer medication, with the exception of epinephrine for anaphylaxis, to students provided that:

- a) parents/guardians provide to the school nurse a completed medication administration form from the student's physician;
- b) parents/guardians submit a new medication administration form following any changes to the student's medication;
- c) the parents/guardians or student provide to the school nurse the medication in the original container, and this container is clearly labeled with the student's name, physician's name, medication name, dosage, and frequency of administration; and
- d) parents/guardians submit a new medication authorization form each school year.

Mastery will permit the school nurse to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction and regardless of whether the parents/guardians of the student have:

- a) provided written authorization for the administration of epinephrine;
- b) provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;
- c) received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and
- d) signed a statement releasing the BOE or nonpublic school of liability.

At the end of the school year, it is the parents' or guardians' responsibility to pick up any unused medications from the nurse's office. Medication remaining in the nurse's office following the end of the school year will be properly disposed of in accordance with school policy.

### **Student Administration of Medication**

Mastery will permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses or a life-threatening allergic reaction provided that:

- a) the parents/guardians of the student provide to the school nurse written authorization for the self-administration of medication;
- b) the parents/guardians of the student provide to the school nurse written certification from the physician of the student that the student has asthma or another potentially life-threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication;
- c) the school nurse informs the parents/guardians of the pupil in writing that Mastery and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;
- d) the parents/guardians of the student sign a statement acknowledging that Mastery shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless Mastery and its employees or agents against any claims arising out of the self-administration of medication by the student; and
- e) the permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in paragraphs (a) through (d) of this subsection.

### **Accommodations for Students with Temporary or Chronic Health Conditions**

Mastery shall provide instructional services to an enrolled student when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition, pregnancy, or a need for treatment that precludes participation in their usual educational setting, whether general education or special education.

To request home instruction due to a temporary or chronic health condition, the parent/guardian must submit to the school a request that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten (10) consecutive school days or twenty (20) cumulative school days during the school year.

Mastery will forward the written determination from the student's physician to the school nurse, who will verify the need for home instruction. The school nurse may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and will either verify the need for home instruction or shall provide to the Board reasons for denial. After the school nurse verifies the need for home instruction, Mastery will notify the parents/guardians concerning the school nurse's verification or reasons for denial within five (5) school days after receipt of the written determination from the student's physician. Mastery will provide instructional services within five (5) school days after receipt of the school nurse's

verification or, if verification is made prior to the student’s confinement, during the first week of the student’s confinement to the home or out-of-school setting. Mastery will be responsible for the cost of providing instruction in the home or out-of-school setting either directly, through online services, including any needed equipment, or through contract with another school district, educational services commission, jointure commission, or approved clinic or agency.

**Pregnancy**

It is Mastery’s policy to support pregnant students so that they can maintain academic progress, graduate from high school, and reach their post-graduation goals. Pregnant students are required to disclose their pregnancy status to the School Social Worker. While academic accommodations, such as the provision of homebound instruction, are made to students with health issues related to the pregnancy, academic requirements will not be altered for pregnant or parenting students beyond the prescribed time issued by the observing doctor. All excused absences for maternity leave purposes must be officially documented, complete with signature and date range, by an approved physician.

# THE MASTERY ACADEMIC PROGRAM

Our academic program is designed to bring students rigorous, engaging instruction in a fun, joyful environment. To create this educational environment, we incorporate the following elements: a relationship-driven classroom culture, the thoughtful use of data, and a continuum of student supports. Below is an outline of our academic programming for elementary and secondary schools.

**Introducing Our New Wheatley ELA Curriculum**

This school year, we are adopting Wheatley as our core ELA curriculum for grades K-8. This curriculum offers:

- a standards-aligned program,
- engaging and diverse texts,
- student-friendly resources that facilitate the development of literacy skills, and
- a rigorous curriculum that prepares students for post-secondary success.

**Elementary Program (Kindergarten through Grade 6)**

The following courses are offered as part of the elementary program.

Elementary Grades (K-6)						
K	1	2	3	4	5	6
<b>Reading</b> <ul style="list-style-type: none"><li>• Foundations</li><li>• Guided Reading and Reading Centers</li><li>• Wheatley</li></ul>			<b>Literacy</b> <ul style="list-style-type: none"><li>• Reading Centers</li><li>• Wheatley</li></ul>			
<b>Math</b> Eureka (For grade 6, we offer Core and Foundations Math pathways.)						
<b>Social &amp; Emotional Learning</b> <ul style="list-style-type: none"><li>• Morning Meeting</li><li>• Second Step</li><li>• Recess</li><li>• Cooperative Play (for grades K-2 only)</li></ul>						
<b>Science or Social Studies</b> Course offerings vary by school. For specific information, parents/guardians should contact the student’s school.						
<b>Enrichment</b> Health & Physical Education, Art, Music, Spanish						



## Secondary Program (Grades 7 through 12)

The courses, listed below, are offered as part of the secondary program. Please note that this list is a general overview of Mastery course offerings, and course offerings vary slightly across campuses.

### Middle Grades (Grades 7 and 8)

English	Math	Social Studies	Science	Other
<ul style="list-style-type: none"><li>• Wheatley 7 &amp; 8</li></ul>	<ul style="list-style-type: none"><li>• Core Math 7 &amp; 8</li><li>• Foundations Math 7 &amp; 8</li><li>• Honors Algebra I</li></ul>	<ul style="list-style-type: none"><li>• Ancient World History</li><li>• Geography</li></ul>	<ul style="list-style-type: none"><li>• Science 7</li><li>• Science 8</li></ul>	<ul style="list-style-type: none"><li>• Enrichment (Art, Music, Spanish, Other)</li><li>• Health &amp; Physical Education</li><li>• Technology 8</li><li>• Reading &amp; Math Support</li><li>• Various Electives &amp; Clubs</li></ul>

### High School (Grades 9-12)

English	Math	Social Studies	Science	Other
<ul style="list-style-type: none"><li>• Literature 9</li><li>• Composition 9</li><li>• Literature 10-12</li></ul>	<ul style="list-style-type: none"><li>• Pre-Algebra</li><li>• Algebra I</li><li>• Honors Algebra I</li><li>• Geometry</li><li>• Algebra II</li><li>• Pre-Calculus</li><li>• Calculus</li><li>• Math Elective</li></ul>	<ul style="list-style-type: none"><li>• African American History</li><li>• Modern World History</li><li>• US History</li><li>• Government &amp; Economics</li></ul>	<ul style="list-style-type: none"><li>• General Science</li><li>• Biology</li><li>• Chemistry</li><li>• Physics</li><li>• Science Elective</li></ul>	<ul style="list-style-type: none"><li>• Internship</li><li>• Junior &amp; Senior Seminar</li><li>• Spanish I &amp; II</li><li>• Art</li><li>• Music</li><li>• Dance</li><li>• Theater</li><li>• Health &amp; Physical Education</li><li>• Technology</li><li>• Financial Literacy</li><li>• Reading/Math Support</li><li>• Various Electives and Clubs</li></ul>

Advanced Placement (AP) and Honors options vary slightly from school to school and year to year. Generally, AP courses are offered to students in grades 10 to 12. AP course offerings across campuses include AP English Language and Composition, AP Literature, AP Calculus, AP US History, AP Government, and AP Chemistry. Honors courses are generally offered in grades 7-12 in Literature, Composition, Math, Social Studies, and Science.

## GRADING AND PROMOTION

At Mastery, we value outcomes-driven instruction based on student data. Teachers implement daily, informal checks to ensure students are understanding the material and formal end-of-quarter assessments to gain insight into concept mastery, growth, and gaps. Data analysis informs daily lessons, report period goals, targeted student supports, and differentiation. Robust data systems and reporting tools put actionable information into teachers' hands.

## Elementary (Grades 3 through 6)

### Elementary School Grading Policy

Assignments are consistently weighted in every Mastery elementary school classroom. The chart below identifies grading weights for each grade type.

Assignment Types	Weight
Benchmark Assessments	10%
Major Report Period Assessments	30%
Exit Tickets	20%
Classwork	30%
Homework (Graded for Accuracy)	10%

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of 4 report periods).

Report cards are distributed via mail or during Parent-Teacher Conference Nights. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet.

### Elementary School Grading Scale

A modified ten point +/- scale is used to determine student grades and calculate GPAs for all Mastery elementary school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1
F	Below 65	0

### Honor Roll for Elementary School Students

To be eligible for honor roll, students must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Distinguished Honors	≥3.75
High Honors	3.5-3.74
Honors	3.25-3.49

GPAs in elementary school are for honor roll purposes only and will not have an impact on the student's high school cumulative grade point average.

## Elementary School Promotion and Retention Policy

When an elementary school student is not experiencing academic success, several factors will be considered prior to recommending retention for the student. Please note that our goal is not to retain students in elementary grades, and retention is strongly discouraged unless the school team and parents believe it is the best decision for the student. Elementary schools follow the process described below when making retention recommendations for students.

1. Any student who fails two or more of their core classes (ELA, Math, Science, Social Studies) is flagged for retention review.
2. The school team uses Light's Retention Scale to examine the additional factors that may influence the retention recommendation (intellectual skills, number of schools attended, age, English-language status, participation of parents in school-related activities, preschool experience, student's motivation, attendance, emotional disorders, and conduct patterns).
3. The school uses the final score derived from Light's Retention Scale to determine if retention would be helpful or harmful to the student.
4. The school presents the results from Light's Retention Scale to the parent(s) of the student and requests feedback.
5. The Principal makes the final retention decision.

## Middle School (Grades 7 and 8 or Grades 6-8 in a Grades 6-12 School)

### Middle School Grading Policy

In every Mastery secondary classroom, assignments are classified as summative or formative assessments. Because summative assessments provide a measure of what students know at the end of an instructional unit, summative assessments account for 70% of the student's grade. Formative assessments account for 30% of the student's grade.

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of 4 report periods).

Report cards are distributed via mail or during Parent-Teacher Conference Nights. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet.

### Middle School Grading Scale and Grade Point Average

A ten-point +/- scale is used to determine middle school student grades and calculate GPAs for all middle school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1
F	Below 65	0

### **Honor Roll for Middle School Students**

High school students can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on student achievement in courses taken during each report period. Please note that students cannot be eligible for Honor Roll based on summer school achievement.

To be eligible for Honor Roll, a student must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

<b>Honor Roll Chart</b>	
<b>Achievement</b>	<b>GPA Range</b>
Distinguished Honors	≥3.75
High Honors	3.5-3.74
Honors	3.25-3.49

### **Middle School Promotion Policy**

Students in grades 7-8 must pass ELA, Math, and Science to be promoted to the next grade level. Students who fail any of the three aforementioned courses must take and pass the course(s) in summer school. If the student does not pass the course(s), they may be recommended for retention by the school.

Retention decisions for students with IEPs must be made by the student's IEP team in accordance with the student's IEP goals. Retention recommendations for English Learners must be made in accordance with EL guidance on grading and in consultation with the EL instructional staff.

All recommendations for retention must be approved by the school principal. Schools must send a letter to parents if a student is in danger of being retained by the end of the third report period.

### **Middle School Summer Instruction Policy**

Starting with the Summer of 2020, middle school students who fail ELA, Math, and/or Science must enroll in summer school. Teachers will provide direct instruction of content standards for the upcoming school year in an attempt to ensure students have a smoother transition to the next grade.

At Mastery, we value data-driven instruction. Teachers implement daily, informal checks to ensure students are understanding the material and formal end-of-quarter assessments to gain insight into concept mastery, growth, and gaps. Data analysis informs daily lessons, report period goals, targeted student supports, and differentiation. Robust data systems and reporting tools put actionable information into teachers' hands.

### **High School (Grades 9 through 12)**

#### **High School Credit and Course Requirements**

The credit and course requirements below align with New Jersey state requirements. To graduate, students must receive the credits listed below in each content area.

Content	Credits	Mandatory Courses	Additional Qualifying Courses
Math	20.0	Pre-Algebra and Algebra or Algebra I, Geometry, Algebra II	Pre-Calculus, Calculus, AP Calculus, Business Math
English Language Arts	25.0	Literature 9, Composition 9, Literature 10, Literature 11 or AP Language, Literature 12 or AP Literature	
Science	15.0	Earth & Physical Science, Biology, Chemistry	Environmental Science, Physics, AP Sciences, Select Credited Electives
Social Studies	20.0	African American History, Modern World History, US History, Government/Economics, or AP versions of these courses	
World Languages	10.0		Spanish I, Spanish II, Select Credited Electives
Visual & Performing Arts	5.0		Select Credited Electives
21 <sup>st</sup> Century Life, Careers & Wellness	24.5	Internship (5 credits), Senior Seminar (2 credits), Financial Literacy (2.5 credits), Health & Physical Education (15 credits)	Select Credited Electives
Additional Electives	1.5		Any Credited Elective

In order for students to receive credit for a course, they must complete the duration of the course and receive a passing grade for the final grade. No partial credit will be granted for courses that are not completed or courses in which the student does not pass the entire year.

The chart found below should be used to determine the number of credits earned by high school students.

Schedule Type	Course Duration	Credit Earned
Traditional Schedule (49-65 minutes)	One period/day for 90 days	2.5
	One period/day for 180 days	5.0
Block Schedule (90 minutes)	One period/day for 45 days	2.5
	One period/day for 90 days	5.0
	One period/day for 135 days	7.5

### Crediting for High School Enrichment, Elective, & Club Courses

In order to earn enrichment/elective credits to meet the above requirement, students must take credited enrichment courses and/or credited elective courses. Students may also participate in uncredited club courses during the school day, but those courses do not count towards students' GPAs or the above course requirements.

**Credited Enrichment Courses:** Credited enrichment courses are uniform nonacademic courses in which all students participate and include Art, Music, and Technology. These courses appear on students' transcripts. Students receive numerical grades, which count towards their GPAs. Enrichment course offerings vary by campus.

**Credited Elective Courses:** Students can choose to opt in to credited elective courses. These courses appear on students' transcripts. In these elective courses, students receive numerical grades, which count towards their GPAs.

**Uncredited Club Courses:** Uncredited club courses are courses that some students opt in to and may be taught by uncertified teachers. Uncredited club courses can include classes that have no concrete academic or learning outcomes, such as Study Hall (Mastery Class) and Advisory. Uncredited club courses do not appear on students' transcripts. Additionally, these courses are graded as pass/fail and do not count towards students' GPAs. Club course offerings vary by campus.

### **High School Graduation Requirements**

In order to receive a diploma from Mastery, all students without Individualized Education Plans must meet the following requirements:

- earn a minimum of 122 credits in the content areas outlined above;
- pass the PARCC/NJSLA Algebra I and PARCC/NJSLA Literature Grade 10 assessments or successfully complete an alternative pathway, as required by the NJ Department of Education;
- complete the Senior Project; and
- complete an Internship Practicum or alternative activity.

Students with disabilities who satisfactorily complete a special education program developed by their Individualized Education Program team shall be granted a regular high school diploma.

### **High School Grading Policy**

In every Mastery secondary classroom, assignments are classified as summative or formative assessments. Because summative assessments provide a measure of what students know at the end of an instructional unit, summative assessments account for 70% of the student's grade. Formative assessments account for 30% of the student's grade.

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of 4 report periods). This course grade is reported on the student's transcript.

Report cards are distributed via mail or during Parent-Teacher Conference Nights. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet.

### **High School Grading Scale and Grade Point Average**

For students in grades nine through twelve, grade point average (GPA) is used to measure and represent academic achievement at the end of each marking period and course. All credited courses count towards the GPA.

The cumulative GPA is the total average GPA of the student while in high school. The cumulative GPA is one metric that colleges and other post-secondary institutions use to determine college admissions and program eligibility. For this reason, Mastery emphasizes the importance of maintaining a strong GPA.

GPA is calculated by multiplying the course points earned by credits attempted. Honors and AP courses have a different quality points to account for their level of rigor.

Cumulative grade point averages are re-calculated at the end of each course. If a student takes courses that are all one year in duration, the cumulative grade point average will not change until the end of the year, upon completion of coursework.

If a student takes five courses that are a year in duration and two courses that are a semester in duration, the cumulative GPA calculation will be influenced by the two semester grades in the middle of the year when final grades have been logged for those two courses.

A ten-point +/- scale is used to determine high school student grades and calculate GPAs for all high school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA by Course Type		
		General	Honors	AP and Dual Enrollment
A	93-100	4	4.5	5
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.84	4.33
B	83-86	3	3.5	4
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.84	3.33
C	73-76	2	2.5	3
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.84	2.33
D	65-66	1	1.5	2
F	Below 65	0	0	0

### Honor Roll for High School Students

High school students can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on student achievement in courses taken during each report period. Please note that students cannot be eligible for Honor Roll based on summer school achievement.

To be eligible for Honor Roll, a student must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Distinguished Honors	≥3.75
High Honors	3.5-3.74
Honors	3.25-3.49

### High School Promotion Policy

High school students must earn a minimum of 28.75 credits in a single school year to advance to the next grade classification. If a student fails to earn the required 28.75 credits to be promoted to the next classification (Sophomore, Junior, Senior), they will be required to re-take any courses that were not passed, but may take new courses in the course progression, as long as the courses do not have unmet prerequisite coursework.

The following chart illustrates the number of credits high school students must have in order to be promoted to the next grade classification in New Jersey.

Grade Classification	Required Credits Earned
Sophomore	28.75
Junior	57.5
Senior	86.25

### **High School Summer Instruction Policy**

Starting with the Summer of 2020, we will offer summer school as one of two credit recovery opportunities to high school students. The purpose of summer school is to allow students to have an opportunity to recover lost credits from failed courses by receiving instruction that is aligned to the portion of the course that was not passed. Because we want to ensure that students receive additional instruction on specific content standards, and because we think that one month of instruction is not enough time to provide quality instruction on the entire duration of a course, a student must pass at least one semester of a course in order to be eligible to recover credit in summer school. If a student fails both semesters of a course, the student will be required to re-enroll in the course during the following school year.

Students must receive a minimum grade of 60 to recover credit in summer school. Students who participate in summer school will receive a P/F (Pass/Fail) on their transcript. If the student passes the course, the credit earned will also appear on the student's transcript. Students may be eligible to receive quality points aligned up to a C+ to be averaged into their cumulative GPA.

Students may not take a course for original credit during summer school. Students and parents may be required to pay tuition for each summer school course.

### **High School Credit Recovery Policy**

Students may also be eligible to recover credit for failed courses in the local school's credit recovery program. Each school will have the ability to offer the credit recovery program as an after school or Saturday school option.

Similar to summer school, the purpose of credit recovery is to allow students to have an opportunity to recover lost credits from failed courses by receiving instruction that is aligned to the portion of the course that was not passed. A student must pass at least one semester of a course in order to be eligible to participate in credit recovery. If a student fails both semesters of a course, the student will be required to re-enroll in the course during the following school year.

Students will receive direct instruction on content standards that were covered in the semester that was failed via an instructional software program. Certified teachers will be on hand to offer assistance to students who struggle with the content.

Students must receive a minimum grade of 60 to recover credit in credit recovery. Students must also document no less than 45 hours of seat and online learning time for each course. Students who participate in credit recovery will receive a P/F (Pass/Fail) on their transcript. If the student passes the course, the credit earned will also appear on the student's transcript. Students may be eligible to receive quality points aligned up to a C+ to be averaged into their cumulative GPA.

## **SPECIAL EDUCATION OVERVIEW**

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Mastery believes that all students should be supported to reach their potential. We will take the necessary measures (i.e., specialized programming, services, and support) to meet the needs of individual students and to ensure that they receive a world-class educational experience regardless of disability. At Mastery, certified special education faculty, counselors, social workers, related service providers, and psychologists provide on-going support to students who have been identified as needing special education services. Our special education programming complies with federal and state special education laws.

### **Step 1: Identification**

Through the state-mandated Intervention and Referral Service, Mastery identifies and refers students who might be eligible for special education services to the Child Study Team. The Child Study Team is comprised of the School Psychologist, Learning Disabilities Teacher Consultant (LDT), and the School Social Worker. This



team's screening and referral processes include the administration of initial admissions academic placement tests, standardized reading and mathematics assessments, classroom performance, benchmark examinations, vision and hearing screenings, behavior data, and information provided regarding any interventions that have been used for the student. If the Child Study Team determines that there is a need for additional evaluation, Mastery must obtain written consent from parents/guardians before the evaluation can be conducted. Please note that, if parents/guardians consent to the evaluation of their student, they are agreeing to an evaluation of their student's eligibility for services, not to the implementation of special education services.

If parents/guardians think that their child might be eligible for special education services, they should contact the Assistant School Leader of Specialized Services to request a multi-disciplinary evaluation for their child. When parents/guardians make a request for an evaluation, the school must provide a written response within twenty (20) calendar days. If the Child Study Team determines that an evaluation is warranted, they will request permission for the types of additional assessments required. Once the multi-disciplinary evaluation has been completed, the Child Study Team will provide a written report and meet with the parents/guardians to review the findings of the evaluation. The evaluation process and any subsequent Individualized Education Plan must be completed within ninety (90) days of the signed permission.

Students are eligible for special education, assistive technology, and related services if they need specially designed instruction due to a physical or mental disability and meet the criteria for one or more of the following disability categories: auditorily impaired; autistic; cognitively impaired; communication impaired; emotionally disturbed; multiply disabled (qualifying in more than one area of disability); deaf/blindness; orthopedically impaired; other health impaired; socially maladjusted; traumatic brain injury; visually impaired; and a specific learning disability in the following areas: basic reading skills, reading comprehension, oral expression, listening comprehension, math comprehension, math reasoning, written expression, and reading fluency.

### **Step 2: Individualized Education Program (IEP) Process**

If a student is identified as needing special education services, the next step in the process is to develop an Individualized Education Program (IEP). This document describes the child's needs and explains the specific services that Mastery will provide to assist them in achieving academic and/or social-emotional progress in school and must be developed within thirty (30) days of the determination of need. The IEP details the special education, related services, specially designed instruction, accommodations/modifications, and other supports that the child needs to maintain steady and ongoing progress. The IEP is a living document and can be amended at any time in order to consistently reflect the needs of the child. Either parents/guardians or the school staff can initiate the process for reconvening the IEP team to amend the service plan.

The IEP is written by a team of qualified professionals, including Child Study Team members, teachers, related service providers, and appropriate school staff members. Parents/guardians are critical members of the team and are invited to all IEP meetings. We value parent/guardian and student input during these meetings; input allows the team to devise an IEP that will meet the child's individual academic and/or social-emotional needs. Parents/guardians are also allowed to request that invitations be sent to outside service providers in order to coordinate agency supports with school supports. When the student turns fourteen (14) years of age within an IEP term, they must also be invited to the IEP meeting to discuss post-secondary goals and transition needs.

Once the IEP team develops the appropriate programming for the student, Mastery will request that parents/guardians approve the recommendations in writing, providing permission to implement the supports and services outlined in the document.

### **Step 3: Start Services and Progress Monitoring**

When parents/guardians provide permission, the IEP must be implemented within fifteen (15) days, but services cannot start without express written permission. Parents/guardians may withdraw their permission, in writing, at any time. Mastery uses data to monitor the academic growth of all students in order to determine progress towards meeting the goals outlined in their IEP. Progress monitoring reports are sent home at nine-week intervals along with report cards. Parents/guardians, or other IEP team members, may request an IEP team

meeting at any time in order to review progress and/or revise supports and services. A meeting and annual review of the programming plan is required at least once per year. Once the child is receiving special education services, the school must continue to provide services until the parents/guardians withdraw their permission or the school receives permission through due process.

#### **Step 4: Transition Services**

Mastery wants to ensure that all students are able to transition from Mastery into valuable post-secondary opportunities. Consideration of transition needs is required annually for all students once they reach fourteen (14) years of age. Mastery provides transition services to all special education students. This may include linking students to outside agencies and supporting students and families with the identification of post-secondary opportunities for students. When students graduate or complete the school year during which they have turned twenty-one (21), students and their families will receive a copy of the student's *Summary of Academic Achievement and Functional Performance*. The purpose of this document is to provide students and families with information regarding their academic achievement/functional performance and recommendations on how to assist students in meeting their post-secondary goals.

For more information on Mastery's available special education services, programs, processes, and policies, please visit <http://www.masterycharter.org/camden-public-notices/>.

## **SPECIALIZED PROGRAMS OVERVIEW**

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#### **504 Plan**

If appropriate, the school team will, in consultation with the parent/guardian, create and implement a 504 Plan. The 504 Plan will specify the appropriate accommodations or modifications needed to ensure student access to the learning environment. These services and protections for protected students with a disability are separate and apart from those services and protections applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

#### **English Learners (ELs)**

Mastery responds to the language needs of students in the process of developing academic and social English by providing English as a second language (ESL) classes or core instruction in the bilingual classroom for native speakers of Spanish. The ESL and Bilingual program is designed to provide English Learners (ELs) with meaningful access to the school's educational program and support with cultural orientation. In addition to providing language services to students, Mastery will provide interpreters for parent/teacher conferences and other school-related activities.

To identify ELs, we ask families who are new to Mastery to complete a Home Language Survey as part of the registration process. Information from the survey is used as a first-level screening to determine next steps along Mastery's screening sequence, which begins with a phone call home and ends with a screening test using a state approved English proficiency screener. During this screening process, we refer to additional data points, including parental and teacher feedback, when determining the language status of a student. Once we have made a determination, we mail a notification letter to the parents/guardians of the student.

In accordance with New Jersey's law regarding parental consent in bilingual education, parents/guardians of students found to be English Learners through this screening process have the right to refuse some or all English language services. If a parent/guardian decides to refuse English language services, the student retains their status as an English Learner. Additionally, Mastery is obligated to continue monitoring the English language proficiency (ELP) and academic progress of the student whose parent/guardian has refused services. If the student, whose parent/guardian has refused services, does not demonstrate appropriate ELP growth or maintain appropriate academic levels, Mastery must inform the parent/guardian.

Students maintain an EL classification status until they meet Mastery's multiple criteria for exit from English language services. To exit English language services, students must demonstrate English proficiency on the federally mandated assessment, ACCESS for ELLs, and receive teacher recommendations for exit. Once exited from English learner programming, English Learners are monitored for an additional two years. During this two-year post monitoring window, former ELs can be reclassified as current ELs based on test scores and teacher recommendations.

For more information on Mastery's EL program, please contact the Assistant School Leader of Specialized Services. Parents/guardians can also review Mastery's EL policy on our website:

<http://www.masterycharter.org/camden-public-notice/>.

### **Intervention & Referral Services (I&RS)**

Intervention & Referral Services (I&RS) is one of the mechanisms by which Mastery provides student support. I&RS is designed to assist school personnel in identifying issues which pose a barrier to a student's learning and school success, such as behavioral or social concerns; medical problems; psychological issues; and alcohol, tobacco, or other drug problems. At some Mastery schools, the I&RS team also serves to identify students who may require additional academic supports. The primary goal of the I&RS is to link students with the help they need in order to overcome these barriers so that they can remain in school, succeed academically, and work towards graduation and post-secondary success. Mastery I&RS team members do not diagnose students. However, I&RS teams may make referrals to outside or community agencies. These types of referrals take place when the team believes that the supports needed by the student are beyond the scope of services that Mastery provides. It is the parents' and guardians' right to be involved in the I&RS process.

## **EXTRA-CURRICULAR PARTICIPATION & ATHLETIC ELIGIBILITY**

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### **Extra-Curricular Participation**

Mastery provides extra-curricular opportunities at each campus through a variety of clubs, activities, and comprehensive athletic programs. In order to participate in any of these opportunities, students and their parents/guardians must first complete and submit an *Extra-Curricular Participation Waiver*. This form may be obtained from and returned to the campus EC Supervisor or Athletic Director. Students who participate in interscholastic sports at Mastery are also required to complete and submit additional documentation, as detailed below under "Athletic Eligibility."

Participation in extra-curricular clubs, activities, and team sports is a privilege open to all, but students are expected to be in good academic standing and must meet the behavioral expectations for all Mastery students in order to remain active participants. The Academic and Culture Teams at each campus may remove a student from extra-curricular programming if they have not met established academic requirements or behavioral expectations, as outlined in the Mastery Disciplinary Code of Conduct. Additional expectations for Athletic Eligibility are outlined below. Any student who is removed from participation will be given clear, achievable goals to be met in order to rejoin their preferred extra-curricular activities.

### **Athletic Eligibility**

Mastery students who participate in Interscholastic Athletic Competitions, and the campuses that sponsor them, must comply with the policies and bylaws set forth by the Camden City School District for middle school students and *New Jersey State Interscholastic Athletic Association* (NJSIAA) for high school students. A comprehensive handbook may be found on their website, [www.NJSIAA.org](http://www.NJSIAA.org).

Mastery provides additional guidelines that are aligned with Network-wide values and expectations. All campuses that sponsor interscholastic sports must uniformly enforce the Mastery Athletic Eligibility Policy (<http://www.masterycharter.org/camden-public-notice/>). Athletic eligibility at Mastery is determined by a student's ability to meet the expectations set forth in the following categories. An overview of each is provided below, and full details will be provided to participating students by the campus' Athletic Director.

- a) **Attendance:** Any student who is late or absent on the day of a competition or practice will not be allowed to travel/participate in that day's competition or practice unless the lateness/absence has been excused and approved by the campus' Attendance Coordinator.
- b) **Documentation:** Prior to participating in any practice or competition, students must submit the following forms:
- Physical Form,
  - Afterschool Participation Waiver,
  - Extracurricular Travel Permission Form,
  - Sudden Cardiac Arrest Information Sheet,
  - Opioid Fact Sheet,
  - Concussion Fact Sheet,
  - Eye Injury Fact Sheet, and the
  - NJSIAA Athletic Transfer Waiver Request Form (if applicable).
- c) **Academic Standing:** Students who do not maintain a 65% or higher in two or more classes will be subject to participation restrictions, as outlined by the Mastery Athletic Eligibility Policy.
- d) **Behavioral Standing:** Students who commit Level II/III infractions will be subject to participation restrictions, as outlined by the Mastery Athletic Eligibility Policy.

## EQUAL OPPORTUNITY POLICY

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The Board of Trustees requires equal educational opportunity for all students enrolled in the educational programs of the school, including, but not limited to, course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status, or disability.

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

To report concerns about possible violations of this policy, please contact Michael Patron (Senior Director of Compliance), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, Michael.Patron@masterycharter.org.

## ATTENDANCE POLICY

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### Attendance and Promptness Matter!

Students are expected to be in school and on time every day. Mastery has a legal obligation to ensure that all students attend school every day.

New Jersey's Compulsory Education Law mandates that all children between the ages of six (6) and sixteen (16) attend school. Every parent/guardian of a school-age child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for students and their families.

In New Jersey, "truancy" is defined as ten (10) or more cumulative unexcused student absences. Absences without a valid excuse are considered illegal absences. A student with ten (10) or more cumulative unexcused absences can be referred to court if school officials determine that the unexcused absences are violations of the Compulsory Education Law.

## Absence Notification

If a student is ill and unable to attend school, the parent/guardian must call the school no later than 8:00 a.m. If a phone call has not been received, Mastery will notify the parent/guardian via an automated robocall or personal call.

If the student is ill with a communicable disease (e.g., chicken pox, measles), the parent/guardian should notify our school nurse.

## Categories of Absences

There are three (3) categories of absences at Mastery.

Occurrences Per Year	Absences (Illegal or Following Submission of Parent Note)	Late Arrivals
3	<ul style="list-style-type: none"><li>Send a letter to parents/guardians.</li></ul>	<ul style="list-style-type: none"><li>Parent contact via robocall</li><li>Lateness letter</li></ul>
4		Detention
5	<ul style="list-style-type: none"><li>Send a letter to parents/guardians.</li><li>Invite parents/guardians to a mandatory attendance meeting.</li><li>Proceed in accordance with the provisions of N.J.S.A. 9:6-1 <i>et seq.</i> and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected (Repeat for each additional absence).</li><li>Refer to or consult with the building's I&amp;RS team on an as-needed basis.</li></ul>	<ul style="list-style-type: none"><li>Parent Contact</li><li>Detention</li></ul>
6		Detention
7		<ul style="list-style-type: none"><li>Group parent meeting</li><li>One week of detention</li></ul>
10-14	<ul style="list-style-type: none"><li>Send a letter to parents/guardians.</li><li>Visit the student's home.</li><li>Refer to the court program, as required by the New Jersey Administrative Office of the Courts.</li></ul>	<ul style="list-style-type: none"><li>Warning letter regarding possible consequence of grade reduction</li><li>Community service</li></ul>
15-34	Implementation of court-mandated interventions	<ul style="list-style-type: none"><li>Second warning letter regarding possible consequence of grade reduction</li></ul>
35	The student may be required to repeat the grade level the next school year.	<ul style="list-style-type: none"><li>Late arrivals will be noted in truancy documentation for students with 10+ absences.</li></ul>

**Absent – “Excused”:** Mastery may excuse the absences of students under certain circumstances with original documentation. Those circumstances only include emergency (non-routine) doctors’ appointments, court subpoenas, religious observances, and funerals/memorial services. Please note that routine medical and dental appointments are to be made outside of school hours. Students will also be excused if they are required to leave school for the purpose of attending court hearings related to their involvement with the Camden County Department of Health and Human Services or the juvenile probation office.

**Absent – “Excused – Parent Note”:** Parents/guardians and students are required to submit a written explanation of the reason(s) for an absence within three (3) calendar days of the absence. If they provide a

written excuse within three (3) days of the absence, the absence will not be counted as “unexcused.” No more than three (3) parent notes per year will be accepted for excused absences.

**Absent – “Unexcused”:** All absences are treated as illegal until Mastery receives a written explanation of the reason(s) for an absence. If parents/guardians and students fail to provide a written explanation within three (3) days of the absence, the absence is permanently counted as “unexcused.”

### **Consequences for Chronic Absences**

**Please Note:** After ten (10) consecutive “illegal” absences, students will be dropped from Mastery’s enrollment.

### **Early Dismissal**

Requests by parents/guardians for the early dismissal of students during school hours may be made in cases of emergency. Emergencies include crises within the family that cannot be managed without the student’s presence. Early dismissals for private instruction in such activities as music, dancing, gymnastics, and dramatics will not be granted. In addition, early dismissals for religious instruction are not granted, except on a very limited basis as set out in state regulations.

Please make routine medical and dental appointments after school hours. Ordinary household or personal matters involving children are also to be handled outside regular school hours. When students must have an early dismissal for medical/dental appointments, and the pupil is out of school for only part of the session, a follow-up note from the physician or dentist indicating that the appointment was kept is required.

In order to be granted an early dismissal, the parent/guardian must come, in person, to the school’s main office to process the request. Early dismissals will also be granted if the student provides a valid appointment slip from a physician or the court system. Students must hand in these appointment slips during morning entry. Mastery will call the parent to authenticate the early dismissal request. Telephone requests for early dismissals will not be honored except in cases of emergency.

Parents/guardians can pick up their child from school if they are listed as a parent/guardian or an emergency contact. To pick up a child, the parent/guardian must stop by the front desk. They will be asked to present a state ID or driver’s license to ensure the safety of their child.

“Illegal” early dismissals may result in a Level II violation for cutting class. See “Level II Infractions.”

### **Temporary Excusals**

School Leaders may choose to grant temporary excusals from attendance in truly exceptional cases. To request the School Leader’s approval of temporary excusals, parents/guardians must provide written evidence of a severe mental/physical condition or other urgent reason prior to the accumulation of absences.

## **DRESS CODE**

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We believe that school uniforms create a sense of school pride and community while helping to build students’ personal skills around professionalism and presentation. It is expected that students will come to school wearing their school uniforms in a professional manner. This means that clothing should be neat, appropriately sized, and fully cover undergarments. Pants are to be worn at the waistline.

We require students to abide by the following uniform requirements throughout the school year:

- polo shirt (short or long-sleeved) with their school’s logo and color;
- solid color pants, skirts, or (for elementary students only) knee-length shorts in the school’s required color;
- (if necessary) a belt; and
- closed-toe, flat-soled shoes or sneakers.



During the winter months, students are permitted to wear sweaters and sweatshirts (including hooded versions) with the Mastery logo. Students are permitted to wear solid colored tops as a layer underneath their uniform shirts.

Students are not allowed to wear hats or hoods in the building. They are only permitted to wear head coverings for religious purposes.

### **Exceptions to the Uniform Policy**

**Game Days:** Athletes are permitted to wear their team uniform or other team apparel on game days at the discretion of the school's leadership team.

**Dress Down Days:** School campuses will periodically allow students a "dress down" day as an incentive for positive behavior and to celebrate positive achievements (e.g., academic achievement, school pride, and cultural diversity). Schools will provide families with campus-specific guidance around the dress code for scheduled "dress down" days. All "dress down" days should be specified on the school calendar that families, students, and staff receive at the beginning of the school year.

**Formal Attire for the College Seminar Program:** As a part of our mission to prepare students for postsecondary success, high school students will have designated days when they will be required to wear a more formal uniform consisting of an Oxford shirt, standard uniform bottoms, and belt as a part of our college seminar program. Male students may be asked to wear a tie. These "dress up" typically take place during college fairs, internships, mock interviews, and college recruitment visits. Schools' College and Career Counselors will send families a schedule of when College Seminar events will take place.

## **SCHOOL CULTURE**

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### **Non-Violent Community**

Safety is an absolute priority and necessity at Mastery. Students are not to use violence for any reason whatsoever at Mastery, while representing Mastery, or with any members of the Mastery community. Students are officially under the jurisdiction of the school from the time that they leave home in the morning until they reach home in the afternoon. Mastery will follow mandated due process procedures and determine whether the violent incident meets the definition of a Level III infraction.

### **Restorative Practices**

At Mastery, we believe that true learning comes from understanding one's responsibility to oneself and to the community. Therefore, Mastery fully embraces a Restorative Practices approach. This school-wide culture system is built around strengthening and repairing respectful and trusting relationships both in the classroom and across the community. Students and staff are expected to demonstrate positive behavior, pro-social thinking, and social-emotional competencies. Students who violate our community's Code of Conduct will, at the discretion of the administration, be granted the opportunity to give back to the community they violated and repair relationships they have damaged. This concept of honoring the community and the relationships within our community is a foundation of our program and our Code.

### **Kindergarten through Grade 3 Rewards and Consequences**

The culture system in lower elementary is structured to encourage students to make great choices. A color-coded choice chart helps students to see how their choices impact themselves and their community. Students always start the day on "Blue-Good Day" and strive towards "Green-Wow! Great Day!"

The chart below creates a uniform language for teachers as well as a clear visual cue for students to track their progress throughout the day. The following visual cue categories are listed in order from high to low performance.

Green-Wow! Great Day! → Blue-Good Day → Purple-Official Warning → Yellow-Loss of Privilege → Red-Phone Call Home

### Grades 4 through 12 Merit System

The Merit System tracks exemplary behavior/actions. Each student is assigned a merit card and carries the card. When a staff member observes exemplary behavior, they will ask for the merit card and provide a “merit.” Students who meet merit goals receive rewards. In the event that a student loses a merit card, the card will be replaced with a new merit card. Merits that were recorded on the lost merit card will be considered “lost.” Students who solicit merits will not be accommodated.

### Grades 4 through 12 Demerit System

The Demerit System tracks minor misbehaviors. Each report period, students receive a new demerit card (a “clean slate”). If a student receives enough demerits to fill one card, the issuing staff member will take the student’s demerit card and give the card to the Dean. The student will then be required to attend a detention and receive another demerit card.

### Mastery Disciplinary Code of Conduct

The Mastery Disciplinary Code of Conduct is designed to create a safe, respectful, and cooperative community. There are three types of infractions: Level I, Level II, and Level III. For each infraction type, we provide a range of possible consequences. In the charts below, these consequences are listed in order of severity.

#### Level I Infractions: Teacher Response

Level I infractions negatively impact Mastery’s high achievement culture and community of safety, respect, and cooperation.

Level I Infraction Category	Consequences		
	Redirection	Teacher-Assigned Consequence or Demerit	Dean Call, Conduct Referral, and/or Classroom Removal
Failure to Carry Hall Pass and/or Appropriate ID		✓	
Lateness to Class		✓	
Community Infraction	✓	✓	
Disruptive Behavior	✓	✓	✓
Insubordination	✓	✓	✓
Uniform Violation	✓	✓	

#### Level II Infractions: Dean Response

Level II Infractions significantly impact Mastery’s high achievement culture and community of safety, respect, and cooperation.

**Please Note:** Mastery does not suspend students for asterisked infractions (denoted with an \*). For these infractions, the most severe consequence is a Mandatory Parent Conference.



Level II Infraction Category	Consequences			
	Phone Call/ Detention	In-School Consequences (In-School Suspension, Community Service, Extended Detentions, and Phone Call Home)	<u>Grades K-2:</u> Mandatory Parent Conference  <u>Grades 3-12:</u> Assignment of Out-of-School Suspension and Mandatory Parent Conference	Disciplinary Hearing with Possible Assignment to Long-Term Suspension with Homebound Instruction or Alternative Placement
Academic Cheating, Plagiarism, and Forgery (Loss of credit for assignment is an automatic consequence.)		✓	✓	
Repeated Level I Infractions*	✓	✓	✓	
Cutting*		✓	✓	
Persistent Disruption/Insubordination	✓	✓	✓	✓
Elopement*	✓	✓	✓	
Presence in a Restricted Area		✓	✓	✓
Disorderly Conduct		✓	✓	✓
Physical Aggression			✓	✓
Provocation		✓	✓	✓
Inappropriate Behavior to Students	✓	✓	✓	
Inappropriate Behavior to Staff			✓	✓
Inciting Violence			✓	✓
Damaging or Stealing (Minor)		✓	✓	
Inappropriate Consensual Sexual Behavior				✓
Inappropriate Use of Technology		✓	✓	✓
Gambling			✓	✓
Obscene Materials or Actions	✓	✓	✓	✓
Possession of Contraband		✓	✓	✓

### Level III Infractions: Dean Response

Level III infractions are very serious violations of our Disciplinary Code of Conduct and/or criminal violations of New Jersey state law. When a Level III infraction occurs, Mastery is required to report the incident to the State, and it becomes part of the student's permanent record. **A suspension and disciplinary hearing are mandated consequences for all Level III infractions.**

**Please Note:** Mastery does not expel students for asterisked infractions (denoted with an \*) if they are first-time offenders.

<b>Level III Infraction Category</b>
Theft*
Bullying/Cyberbullying
Sexual Harassment/Intimidation
Possession or Use of Illegal Drugs, Tobacco, and/or Alcohol and/or Engagement in Illicit Activity on School Grounds
Arson and/or Possession of Fireworks and Other Explosive Devices
Vandalism*
Reckless Endangerment
Threatening a Staff Member or Staff Members
Instigation and/or Participation in Group Assault
Physical Assault
Aggravated Assault
Non-Consensual Sexual Misconduct
Firearm, Weapon, or Dangerous Instrument
Terroristic Threats/Acts
Robbery
Burglary
Extortion
Possession of Pornographic Material*

The following lists contain possible outcomes of disciplinary hearings for Level III infractions.

<b>Possible Disciplinary Hearing Outcomes for Level III Infractions</b>	
<b>Grades K-5</b>	<b>Grades 6-12</b>
Additional days of suspension (grades 3-5 only)	Additional days of suspension for up to ten (10) days and behavior contract with supports
Behavior contract with restrictions	Alternative placement*
Referral to the Intervention and Referral Services team	Long-term suspension with homebound instruction/expulsion

\*Students who have been assigned to an alternative placement will be placed on **probation** for two (2) years upon their return to the home campus. Any probationary student who commits a Level III violation will face expulsion.

## **Definitions of Infractions**

The definitions below are listed in the same order as the infractions in the Mastery Disciplinary Code of Conduct.

### **Level I Infractions**

<b>Failure to Carry Hall Pass and/or Appropriate ID</b>	Students are required to carry merit/demerit cards with them as a part of the school uniform. Additionally, students traveling in the building (outside of normal school-wide transitions) are required to carry a hall pass.
<b>Lateness to Class</b>	Arriving to class after the late bell.
<b>Community Infraction</b>	Community infractions include, but are not limited to, the following list: <ul style="list-style-type: none"> <li>• outerwear and book bags are not appropriately stored;</li> <li>• phones, food/drink, and other distractions are visible;</li> <li>• the student's posture does not convey buy-in to the lesson (as defined by having</li> </ul>

	<p>one's head on their desk);</p> <ul style="list-style-type: none"> <li>• the student is out of their assigned seat without permission;</li> <li>• the student fails to produce materials needed for class (e.g., pencils, notebooks, books); and</li> <li>• the student uses profanity, sexually explicit language, or gestures (in classrooms as well as common spaces such as hallways and the cafeteria).</li> </ul>
<b>Disruptive Behavior</b>	Behavior in classrooms and other school building spaces that disrupts the learning environment and prevents others from learning.
<b>Insubordination</b>	<p>Examples of insubordination in classrooms and other school building spaces includes, but is not limited to, the following list:</p> <ul style="list-style-type: none"> <li>• walking/running away from staff or walking out of class without permission,</li> <li>• refusing to cooperate in any manner with multiple staff members' requests,</li> <li>• demerit card refusal, and</li> <li>• refusal to surrender a cellphone.</li> </ul>
<b>Uniform Violation</b>	Failure to comply with the Mastery uniform policy.

## Level II Infractions

<b>Academic Cheating, Plagiarism, and Forgery</b>	<p>Plagiarism is using, without permission, the ideas and writings of another, either word for word or in substance, and representing such as one's own.</p> <p>Forgery is the signing of a document in another's name.</p> <p>Cheating includes deceit, fraud, or deception (e.g., copying another's assignments, assisting another to cheat by lending one's own work, and giving or receiving aid during a testing period).</p>
<b>Repeated Level I Infractions</b>	Defined as three (3) or more filled demerit cards within a report period.
<b>Cutting</b>	Skipping scheduled classes or rostered activities and leaving the building without permission.
<b>Persistent Disruption</b>	This is behavior that continually disrupts the learning environment and results in a removal from class.
<b>Persistent Insubordination</b>	<p>This is behavior that results in removal from class. Examples of persistent insubordination includes, but is not limited to, the following list:</p> <ul style="list-style-type: none"> <li>• continued and repeated ignoring of redirection,</li> <li>• walking/running away from staff or walking out of the class without permission,</li> <li>• refusing to cooperate despite multiple requests,</li> <li>• demerit card refusal, and</li> <li>• refusal to surrender a cell phone.</li> </ul>
<b>Elopement</b>	Walking out of class or assigned area/activity without permission.
<b>Disorderly Conduct</b>	Engaging in threatening, violent, and/or tumultuous behavior; making unreasonable noise, using obscene language, and/or making an obscene gesture; or creating a hazardous or physically offensive condition by any act.
<b>Presence in a Restricted Area</b>	Knowingly entering a location of the building where the student is not allowed during the school day (e.g., teacher's lounge).
<b>Physical Aggression</b>	Physical contact (e.g., pushing, shoving, hitting, slapping) involving one or more offenders, where no student is physical injured.
<b>Provocation</b>	Argumentative words, not actions, intended to provoke a violent reaction.
<b>Inappropriate Behavior to Students</b>	Harassing another student through the use of profanity, name calling, horse play, or any other disrespectful language or gestures, without the intent to provoke a violent reaction.
<b>Inappropriate Behavior to Staff</b>	This includes, but is not limited to, any nonthreatening words and/or actions that are directed towards a staff member in either an overtly loud, profane, or demonstrative manner (e.g., "cursing out" a staff member or using obscene hand gestures).

<b>Inciting Violence</b>	<p>Watching, encouraging, or instigating a pre-fight/fight before, during, or after school or through the use of any form of social media.</p> <p>It is our belief that bystanders play a role in escalating violence; therefore, anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan, and seeking help.</p>
<b>Damaging or Stealing (Minor)</b>	<p>The act of damaging, defacing, or taking of school or personal property without permission.</p> <p>The damage or stolen items are valued at \$10.00 or less.</p>
<b>Inappropriate Consensual Sexual Behavior</b>	Students who, on school property or at a school-sponsored event and with the consent of witnesses and other participating students, expose or touch their own genitals, breasts, or buttocks, or those sexual parts of another person; or engage in intercourse, oral sex, or simulated sex.
<b>Inappropriate Use of Technology</b>	<p>Inappropriate use of technology includes, but is not limited to, the following list:</p> <ul style="list-style-type: none"> <li>• sexting,</li> <li>• videotaping fights,</li> <li>• videotaping someone in a place where they have an expectation of privacy, and</li> <li>• posting videos of inappropriate student conduct to a social media site that affects the school community in a negative manner.</li> </ul>
<b>Gambling</b>	Betting or wagering for money, favors, or fun.
<b>Obscene Materials or Actions</b>	The possession of materials (e.g., images, objects) or behavioral displays which others would deem offensive or inappropriate in an educational setting.
<b>Possession of Contraband</b>	Possession of any flammable paraphernalia without the intent to use (e.g., matches, lighters, poppers, etc.).

### Level III Infractions

<b>Theft</b>	Taking or attempting to take the property of another student or school community member.
<b>Bullying/Cyberbullying</b>	<p>Repeated intentional conduct that is directed to another student or students, in or outside a school setting, that is severe, persistent, or pervasive, and that either:</p> <ul style="list-style-type: none"> <li>• substantially interferes with a student's education, or</li> <li>• creates a hostile learning environment, or</li> <li>• substantially disrupts school operations.</li> </ul> <p>Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). The conduct may be physical, psychological, verbal, nonverbal, written, or electronic.</p> <p>Cyberbullying occurs through electronic communication devices including, but not limited to, social networking, email, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites.</p>
<b>Sexual Harassment/Intimidation</b>	Unwelcome conduct of a sexual nature that can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature.
<b>Possession or Use of Illegal Drugs, Tobacco, and/or Alcohol and/or Engagement in Illicit</b>	<p>Illegal/inappropriate drug/alcohol possession, use, or illicit activity (selling, storing, producing, or purchasing illegal substances or paraphernalia) on school grounds or at school-sponsored event</p> <p>School administrators will report the incident to the police and provide all information</p>

<b>Activity on School Grounds</b>	concerning the matter to law enforcement authorities.
<b>Arson and/or Possession of Fireworks and Other Explosive Devices</b>	The malicious burning of another's property.  Students may not possess or use fireworks or the paraphernalia needed to explode them on school grounds or during school activity.
<b>Vandalism</b>	Intentional or reckless damage to, or attempt to damage, the property of another or the causing of damage while committing an act contrary to this code or the law.
<b>Reckless Endangerment</b>	Reckless behavior that could cause injury, including, but not limited to, the throwing of objects (e.g., tables, chairs) and the pulling of fire alarms.
<b>Threatening a Staff Member or Staff Members</b>	Physical, verbal, written, or electronic threat and/or intimidation used to unlawfully place another person in fear of bodily harm through verbal threats, without displaying a weapon or subjecting the person to actual physical attack.  This behavior can include, but is not limited to, stalking (i.e., secretly or stealthily pursuing another and/or spying on or watching another person, with or without the intent to harm, frighten, or coerce).
<b>Instigation and/or Participation in Group Assault</b>	Initiation and/or participation, by verbal, written, or physical act, of a simple or aggravated assault by multiple persons on one or more other persons.
<b>Physical Assault</b>	Physical assault involving one or more persons that escalates into punching, wrestling, knocking down, and/or damaging/destroying property.
<b>Aggravated Assault</b>	An unlawful physical attack by one person upon another resulting in serious bodily injury.
<b>Non-Consensual Sexual Misconduct</b>	Attempting or carrying out a non-consensual sexual act with another person.  Depending on the nature of the incident, law enforcement officials may be informed.
<b>Firearm, Weapon, or Dangerous Instrument</b>	Possession of any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon on school property or at a school-sponsored event.  Firearms, weapons, and dangerous instruments include, but are not limited to any firearms (whether loaded or not), cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchucks, or mace. This list does not include ordinary instruments, such as pencils.
<b>Terroristic Threats/ Acts</b>	A communication/act to commit violence, terrorize, evacuate building, or otherwise cause serious public inconvenience or safety risk.  Depending on the nature of the incident, law enforcement officials may be informed.
<b>Robbery</b>	Taking or attempting to take the property of another student or school community member by force or threat of force or by putting the victim in fear.
<b>Burglary</b>	Unlawful entry into a building or other structure without expressed permission and/or the intent to commit a felony or theft.
<b>Extortion</b>	Students who obtain money, property, or services from another student and/or school community member by express or implied threat of force.
<b>Possession of Pornographic Material</b>	The possession, sharing, or production of any known obscene or sexually explicit material in the school environment.

### Description of Mandatory Parent Meetings (MPCs)

During a Mandatory Parent Conference (MPC), the Dean of Students and relevant staff members meet with the student's parent or guardian to review infractions and to develop support plans. The Dean of Students serves as

the point of contact for connecting students with challenging behaviors to the appropriate supports. Students with repeated Level I, Level II, and Level III infractions are provided with additional resources and supports. For students in grades K-2, MPCs are used in place of out-of-school suspensions.

Parents/guardians receive both written and verbal communication of the date and time of the scheduled Mandatory Parent Conference, as well as an explanation of the student infraction. If a parent fails to report for the MPC, the student cannot be denied access to school and will be assigned an appropriate consequence based on the infraction type.

### **Student Interventions**

During a Mandatory Parent Conference, the Dean of Students recommends intervention supports. Intervention supports include, but are not limited to, the following list.

- community service,
- creation of a behavior contract,
- creation of safety plans,
- loss of privilege,
- lunch and/or after-school detention,
- parent conferences,
- preferential seating,
- proactive check-ins,
- reflective essay,
- referral to the school-based Intervention and Referral Services team,
- referral to School Therapeutic Services (STS),
- referral to the Student Assistance Program,
- restorative conferencing,
- student behavior trackers, and
- use of classroom-based “Calming Corner.”

## **DUE PROCESS: DISCIPLINE**

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While Mastery believes that positive approaches to inappropriate behaviors are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Penalizing students may require the issuance of short/long-term suspensions and expulsions.

Students in grades kindergarten through grade two:

- shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” and
- shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others.

In accordance with New Jersey state law, certain due process rights and procedures must be afforded to a student when imposing a suspension or expulsion.

### **In-School Suspensions**

Students may be assigned in-school suspension as a result of disciplinary action. Due process includes the following steps.

- a) Students will be informed of the reasons for the in-school suspension and be given an opportunity to respond before the in-school suspension becomes effective.
- b) Parents/guardians will be informed of the in-school suspension.

When the in-school suspension exceeds ten (10) consecutive school days, a disciplinary hearing with the School Leader shall be offered to the student and the student's parent/guardian prior to the eleventh school day.

### **Short-Term Suspensions**

A short-term suspension is the removal of a student for a minimum of one (1) but not more than ten (10) consecutive school days from the general education program or the special education program, but not the cessation of the student's educational services. Prior to the implementation of a short-term suspension, the student will meet with the School Leader or their designee and will be provided:

- a)** an oral or written description of the charge(s) against them and
- b)** an informal hearing (i.e., an opportunity to respond to the charge(s)).

The School Leader or their designee shall provide oral or written notification to the student's parents/guardians of the student's removal from their educational program prior to the end of the school day on which the School Leader or their designee decides to suspend the student. Parents/guardians can appeal a suspension to the NJ State Commissioner of Education.

Should the School Leader determine that the student's presence in school poses a continuing danger to person or property or threat of disruption to the educational process, the student may be removed immediately, and the informal hearing with the School Leader described above shall be held as soon as practicable after the suspension. Students with disabilities shall receive all procedural protections set forth in N.J.A.C. 6A:14.

### **Long-Term Suspensions with Homebound Instruction**

In addition to the procedural due process afforded students in connection with a short-term suspension, students suspended for more than ten (10) consecutive school days are entitled to a formal hearing before the Board of Trustees or the Board's designees, which shall take place no later than thirty (30) calendar days from the day the student is suspended. The student and their parents/guardians will be given adequate notice of the hearing, in accordance with NJ state law.

At the conclusion of such hearing, the Board or the Board's designees will make a decision as to **(a)** whether the charges against the student have been proved and **(b)** the appropriate penalty or other disposition if the charges have been proved. The student shall have the right to appeal this decision to the NJ State Commissioner of Education.

Within five (5) days of the close of the hearing, the Board shall provide a written statement to the student's parents/guardians. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety (90) days of the Board's decision.

Each student suspended from school shall receive academic instruction commencing no later than five (5) school days after the suspension or placement begins, except that the Board may, on the recommendation of the School Leader, assign the student to an alternative educational program to meet their particular needs.

### **Expulsion**

The Board will consider expulsion of a student as a last measure and where all procedural due process rights have been afforded and following a long-term suspension for a separate unrelated offense.

### **Students with Disabilities or Section 504 Services**

Students who have been identified as eligible for special education services and/or Section 504 services have additional protections within the student discipline process.

Prior to a Disciplinary Change of Placement for a student with a disability, the IEP team must conduct a Manifestation Determination Meeting. The general purpose of the manifestation determination review is for the IEP team to determine whether the behavior for which the child is being disciplined is directly related to their



disability or if the school failed to implement the student's IEP. If it is related or if they did fail to implement the IEP, then the school cannot proceed with the proposed disciplinary change of placement.

A disciplinary change of placement occurs if:

- the school removes the student from their educational placement for more than ten (10) consecutive school days, or
- the school removes the student from their educational placement on several occasions that add up to more than fifteen (15) school days, or
- the school moves the student to homebound instruction, or
- the school moves the student to an alternative placement, or
- the school expels the student.

Except in the case of students with Intellectual Disabilities, the school can remove the student from their educational placement for up to ten (10) days without having to hold a manifestation determination review. During these first ten (10) days, the school does not have to provide the student with regular education or special education and related services unless it would provide those services to a non-disabled student in the same situation.

Additionally, under very specific conditions (weapons, illicit substances, or serious bodily harm), the school may unilaterally remove a student for up to forty-five (45) days.

## HIB POLICY

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Mastery Schools of Camden prohibits acts of harassment, intimidation, and bullying (HIB) of a student. Mastery has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, and bullying.

### **Definition of Harassment, Intimidation, & Bullying (in accordance with NJ state law)**

Mastery Schools of Camden establishes that "harassment, intimidation, and bullying" means any gesture; any written, verbal, or physical act; or any electronic communication (i.e., a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager), whether it be a single incident or a series of incidents, that is:

- a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability; or
- b) by any other distinguishing characteristic; and that
- c) takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
- e) have the effect of insulting or demeaning any student or group of students; or
- f) create a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.



**School Anti-Bullying Specialist:** Mastery Schools of Camden shall appoint a School Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another similarly trained individual is currently employed in the school, Mastery shall appoint that individual to be the School Anti-Bullying Specialist. If no individual meeting these criteria is currently employed in the school, the School Leader shall appoint a School Anti-Bullying Specialist from currently employed school personnel. The School Anti-Bullying Specialist shall:

- a) chair the school safety team;
- b) lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- c) act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

**School Safety Team:** Mastery shall form a School Safety Team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going systemic process and practices in the school and to address school climate issues such as harassment, intimidation, and bullying. The School Safety Team shall meet at least two (2) times per school year.

The School Safety Team shall be appointed by the School Leader and consist of the School Leader or their designee who, if possible, shall be a senior administrator, a teacher in the school, the School Anti-Bullying Specialist, a parent of a student in the school, and other members to be determined by the School Leader. The School Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a) receive any complaints of harassment, intimidation, and bullying of students that have been reported to the School Leader;
- b) receive copies of any report prepared after an investigation of an incident of harassment, intimidation, and bullying;
- c) identify and address patterns of harassment, intimidation, and bullying of students in the school;
- d) review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, and bullying of students;
- e) educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, and bullying of students;
- f) participate in state-required training and other trainings which the School Leader or the School Anti-Bullying Coordinator may request; and
- b) execute such other duties related to harassment, intimidation, and bullying as requested by the School Leader or School Anti-Bullying Coordinator.

No parent/guardian who is a member of the School Safety Team shall:

- a) receive complaints of harassment, intimidation, and bullying of students that have been reported to the School Leader;
- b) receive copies of reports prepared after an investigation of a harassment, intimidation, and bullying incident;
- c) identify and address patterns of harassment, intimidation, and bullying of students; or
- d) participate in any other activities of the team which may compromise the confidentiality of a student.

### **Consequences and Appropriate Remedial Action**

Mastery requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, and bullying, consistent with the Mastery Disciplinary Code of Conduct, and the consequences and remedial

responses for staff members who commit one or more acts of harassment, intimidation, and bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders, and consider students' histories of inappropriate behaviors, as per the Mastery Disciplinary Code of Conduct and NJ state law.

### **Procedure for Reporting an Act of Harassment, Intimidation, & Bullying**

Mastery requires the School Leader at each school to be responsible for receiving all complaints alleging violations of this policy. All Board of Trustee members, school employees, volunteers, and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the School Leader or the School Leader's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All members, school employees, volunteers, and contracted service providers who have contact with students also shall submit a report in writing to the School Leader within two (2) school days of the verbal report. The School Leader is required to inform the parents of all students involved in alleged incidents and, as appropriate, may discuss the availability of counseling and other intervention services.

Students, parents, and visitors are encouraged to report alleged violations of this policy to the School Leader on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, and bullying anonymously. Formal action for violations of the Mastery Disciplinary Code of Conduct may not be taken solely on the basis of an anonymous report.

A member of the Board of Trustees or a school employee who promptly reports an incident of harassment, intimidation, and bullying, and who makes this report in compliance with the procedures in Mastery's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

A member of the Board of Trustees or school employee who receives a report of harassment, intimidation, and bullying from a school employee and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, and bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, and bullying, may be subject to disciplinary action.

### **Procedure for Prompt Investigation of Reports of Violations and Complaints**

Mastery requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, and bullying. All reported incidents of harassment, intimidation, and bullying shall be documented in writing and shall include, but not be limited to, the following information:

- a) the taking of statements from victims, witnesses, and the accused;
- b) the careful examination of the facts;
- c) the support for the victim; and
- d) a determination if the alleged act constitutes a violation of this policy.

The investigation shall be initiated by the School Leader or the School Leader's designee within one (1) school day of the report of an incident and shall be conducted by the School Anti-Bullying Specialist. The School Leader may appoint additional personnel who are not School Anti-Bullying Specialists to assist in the investigation.

The investigation shall be completed as soon as possible but not later than ten (10) school days from the date of the written report of the incident of harassment, intimidation, and bullying. In the event that there is information related to the investigation that is anticipated but not yet received by the end of the ten-day period, the School Anti-Bullying Specialist may amend the original report to reflect the additional information.

The results of the investigation shall be reported to the School Leader within two (2) school days of the completion of the investigation and in accordance with law and Board policy. The School Leader may initiate

intervention services; establish training programs to reduce harassment, intimidation, and bullying and enhance school climate; impose discipline; order counseling as a result of the findings of the investigation; or take or recommend other appropriate action.

The results of each investigation shall be reported to the Board of Trustees no later than the date of the next board meeting following the completion of the investigation and include:

- a) any services provided,
- b) training established,
- c) discipline imposed, or
- d) other action taken or recommended by the School Leader.

The School Leader or their designee shall ensure that parents/guardians of the students who are parties to the investigation receive information about the investigation. This information shall be provided in writing within five (5) school days after the results of the investigation are reported to the Board and include:

- a) the nature of the investigation;
- b) whether the school found evidence of harassment, intimidation, and bullying; or
- c) whether discipline was imposed or services provided to address the incident of harassment, intimidation, and bullying.

### **Appeal Process**

Parents/guardians may request a hearing before the Board or the Board's designees after receiving the information from the School Leader regarding the investigation. The hearing shall be held within ten (10) days of the request. The Board or the Board's designees shall meet in an executive session to protect the confidentiality of the students. At the hearing, the School Anti-Bullying Specialist may provide details regarding the incident, recommendations for discipline or services, and a description of any programs instituted to reduce such incidents.

At the next Board of Trustees meeting, following its receipt of the report (regardless of whether a parent/guardian requests a hearing), the Board shall issue a decision, in writing, to affirm, reject, or modify the School Leader's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the ninety (90) days after the issuance of the Board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, and bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

### **How Mastery Will Respond Following the Identification of a HIB Incident**

Mastery authorizes the School Leader of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, and bullying is confirmed, and the Chief School Administrator shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described below and in this policy. Mastery recognizes that some acts of harassment, intimidation, and bullying may be isolated incidents requiring that school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, and bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, and bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s)

occurred. Institutional (i.e., classroom, school building, and school district) responses can include any of the following:

- a) school and community surveys;
- b) mailings;
- c) focus groups;
- d) adoption of research-based HIB prevention program models;
- e) training for certificated and non-certificated staff;
- f) participation of parents and other community members and organizations;
- g) small or large group presentations for fully addressing the actions and the school's response to the actions in the context of the acceptable student and staff member behavior and the consequences of such actions; and
- h) the involvement of law enforcement officers, including Safe Schools Resource Officers.

This policy and Mastery Disciplinary Code of Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, and bullying occurring off school grounds when:

- a) the alleged harassment, intimidation, and bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other students; and either
- b) a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
- c) the alleged behavior has the effect of insulting or demeaning any student or group of students; or
- d) the alleged behavior creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **Consequences and Appropriate Remedial Action Following a False Accusation**

Mastery prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation, and bullying by any student, school employee, board member, contracted service provider, visitor, or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the School Leader or their designee after consideration of the nature, severity, and circumstances of the act, in accordance with case law and Board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation, and bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer, or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequences and appropriate remedial action. In cases where any NJ state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

## **SUBSTANCE ABUSE POLICY**

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Drug and alcohol abuse prevents students from achieving their potential. For the welfare of our student body, the law requires that, if a staff member suspects a student of being under the influence of alcohol or other drugs, they must immediately report such suspicion to the School Leader and the school nurse (or medical inspector). If a student is suspected of being under the influence of alcohol or other drugs, they must receive an immediate examination by either a physician of their parents' or guardians' choice or be taken to the emergency room, at the parents' or guardians' expense, to undergo an alcohol and/or drug examination. Mastery will automatically take the student to the emergency room, unless parents/guardians request that the examination be conducted by a physician of the parents'/guardians' choice.

According to New Jersey state law, the physician who conducted the examination shall furnish a report within twenty-four (24) hours that includes the following data to Mastery Schools of Camden:

- a) the physician's examination form documenting whether the student was in fact under the influence of alcohol or drugs;
- b) the physician's verification as to whether the student's ability to perform in school is impaired by their use of alcohol or drugs; and
- c) a signed Release of Information for laboratory results and the physician's exam.

If there is a positive report from the physician, the student will not be permitted to return to school until the physician determines that their drug use no longer interferes with their ability to perform in school. If the report is not furnished within twenty-four (24) hours, the student will be allowed to return to school pending any receipt of a positive drug or alcohol report.

Failure to comply with the above steps shall be deemed a violation of the Compulsory Education and/or Child Neglect Laws. A student's refusal to submit to the aforementioned examination will result in Mastery imposing disciplinary actions against the student, in accordance with the Mastery Disciplinary Code of Conduct.

While a student is at home because of a medical examination or a disciplinary action or after their return to school, Mastery is required to perform an assessment of the student's drug and/or alcohol use to ascertain whether they need additional treatment. If necessary, Mastery will refer the student to alcohol and/or drug abuse treatment. Mastery may require a student to obtain an additional assessment by a certified and licensed professional. If such an additional assessment is required, Mastery will provide the parent/guardian with notice. Please note that neither the results of the assessments discussed in this paragraph nor the recommendations made by either Mastery or the certified and licensed professional will prohibit the student from being readmitted to school.

All of the information, records, and data related to the student's possible alcohol and drug use will be kept confidential; such information will not be included in the student's official transcript.

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## **LOCKER USE POLICY**

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Lockers are provided for the use of students but remain the property of the school. Students may not use a locker to store a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Students are required to:

- keep their lockers locked at all times;
- avoid sharing lockers, switching lockers, or using any locker other than the one assigned to them; and
- notify the administration when a lock is lost or a locker is malfunctioning.

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## **SEARCH POLICY**

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Mastery holds the right to search any and all lockers, bags, and clothing. When school authorities have a reasonable suspicion that the locker or bag contains/possesses evidence of a violation of the law or school rules, lockers and bags may be searched without prior warning or without the request of a student's presence.

Parents/guardians and students should be aware of the following.

- The school maintains a record of every locker number and every lock combination.
- The school assumes no responsibility for loss of student's personal property.
- Random "locker sweeps" and bag searches are conducted periodically throughout the year.

- Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. At least two (2) staff members will be present when searching a student's locker, bag, or person.
- Person searches will be limited to shoes, outerwear, pockets, and pat-downs, unless performed by the police. Some campuses may require all students, staff, and visitors to enter through a metal detector and pass all personal belongings and bags through a scanner.

## **STUDENT TECHNOLOGY POLICY**

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### **Technology and Business Equipment**

All Mastery technology devices and business equipment are to be used in a manner that protects the information on the equipment and the equipment itself. Mastery students are fully responsible for Mastery technology and business equipment when taken off campus.

Students are responsible for taking appropriate precautions to prevent loss, theft, or damage to Mastery equipment. In the event that Mastery's property is stolen, damaged, or misplaced, students will be responsible for reporting the loss to their school immediately.

In the event of damage to Mastery technology or business equipment, students will be responsible for all or part of the repair or replacement cost and may be subject to discipline in the event of negligence.

Mastery will retain ownership of all technology and equipment issued to students, including but not limited to computers, phones, and tablets. All technology and equipment must be returned to Mastery at the end of the class or project for which the technology was issued.

### **Laptops and Desktops**

Use of Mastery-issued laptops and desktops must conform to all use and etiquette policies, and use is restricted to authorized Mastery students. Use of Mastery-issued laptops and desktops for personal purposes should be within the standards of good judgment and common sense and as required through the terms and conditions of applicable software license agreements.

Care for Mastery-issued laptops and desktops is the student's responsibility, including taking appropriate precautions to prevent loss, theft, or damage. Loss of, theft of, or damage to a laptop or desktop must be reported to the school as soon as it is discovered.

Students will be responsible for all or part of the repair or replacement cost for any equipment damaged by the student.

### **Limited Rights of Use**

Use of Mastery technology and business equipment is a privilege, not a right. When necessary to protect and ensure the operability, integrity, security, and reliability of Mastery's resources, students may be denied access to Mastery's technology or network.

Materials created by students using Mastery's technology are the property of Mastery, and Mastery retains the right to review, edit, and/or delete any material created by students.

### **Security**

Mastery technology used by students may contain tracking and monitoring software that may provide Mastery with information pertaining to students' use of the technology, including internet activity, documents and files, and emails, or other communications.

Mastery retains the right to enable the location tracking function at any time, including if the technology equipment is lost, stolen, or not returned.

Mastery will provide content filtering to help protect students from inappropriate content at all times while using Mastery technology equipment. Mastery uses third party services to filter or block inappropriate content. As a result, Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

### **No Expectation of Privacy**

Any issued equipment is not for personal use. Students have no expectation of confidentiality or privacy with respect to any communication or access made through Mastery's technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Mastery may, without prior notice or consent, log, supervise, access, view, monitor, and record use or access of Mastery technology (including reviewing files, e-mails, voicemail messages, and other materials) at any time. By using or accessing Mastery's technology, students agree to such access, monitoring, and/or recording of their use.

Monitoring will be limited to student use of Mastery technology and the technology itself. At no point will students be viewed or recorded using the technology via remote video or image capture.

### **Responsibility for Use and/or Misuse**

Mastery is not responsible for any information that may be lost or damaged (including being rendered unavailable) by use or access of Mastery's technology or business equipment, including the Internet and e-mail.

Mastery denies any liability or responsibility for communications made by any student using Mastery technology or business equipment.

Please also note that Internet communications can be a source of entry and computer system corruption by malware, computer viruses, or hackers seeking to modify, destroy, or gain access to data. This is something to take seriously, as it poses a threat to students' personal information, Mastery records, confidential records and data, and the integrity of our computer systems.

### **Internet and E-mail Etiquette**

- Mastery students shall ensure that all communication through Mastery's technology is conducted in a professional and courteous manner. The use of suggestive, vulgar, or obscene language is prohibited.
- Mastery students shall not reveal private or personal information of their own, other Mastery students, or their families through school e-mail or technology without clear and specific approval from their school.
- Students should share messages and documents only to those students with a specific need to know.
- Students should avoid sending e-mail to large groups and e-mail distribution lists.
- Students should avoid sending messages with large file attachments (attachments larger than 5.0 MB).
- E-mail and document privacy cannot be guaranteed. For security reasons, messages and documents transmitted through the Mastery system or network infrastructure are the property of Mastery and are subject to inspection. Students should also be aware that deleted messages and documents can and will be inspected, if deemed necessary.

### **Computer, Device, and Internet Use**

- Mastery students who identify or perceive an actual or suspected security problem shall immediately alert their schools.
- Mastery students shall not reveal their account passwords to others or allow any other person to use their accounts. Similarly, students shall not use other students' accounts.
- Any and all use of technology assets is subject to monitoring by Mastery, and access to the Mastery network shall be revoked for any student with a history of security problems.



- All terms and conditions as stated in this document are applicable to all students of Mastery. Any student violating these policies or applicable local, state, or federal laws while using the Mastery network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate.

## Digital Citizenship

Students must follow the six (6) principles of being a good digital citizen below.

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, and other sources. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6) **Protect Intellectual Property.** I will request the use of software and media that others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these materials in a manner that violates their licenses.

## PHOTOGRAPHY & VIDEO PERMISSION POLICY

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From time to time, photographs or videos may be taken of students for Mastery public relations publications, professional development of staff, or other school-related purposes. Additionally, students' school-related work may be displayed in a school building in conjunction with displays of other students' work. These photographs, videos, and school-related work (which are not considered student records) will be used/displayed in a manner designed to ensure that confidential information about the child's educational program will not be revealed. Parents/guardians provide consent in the enrollment and re-enrollment packets. Parents/guardians who had provided consent in this packet and currently object to the use of their child's photograph, the videotaping of their child for our professional development program, the posting of their child's name or image on our district website, and/or the display of their child's work by the district in any manner should contact the School Leader of their child's school.

## NOTIFICATION OF RIGHTS, POLICIES, & PROCEDURES

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### Child Abuse Reporting Policy

**Summary:** All Mastery employees are mandated by the State of New Jersey to report suspected child abuse. They are required to make a report when they have reason to suspect that a student is being physically abused, sexually abused, emotionally abused, neglected, or abandoned. When school staff members suspect child abuse, they are required to either **(a)** immediately call the Child Abuse Hotline (State Central Registry) at 1-877-NJ-



ABUSE and then inform the school social worker that they reported the abuse or **(b)** notify the School Social Worker who will then help the staff person to report the abuse to the Child Abuse Hotline. School staff members should consult with the School Social Worker before making a report only ***if this action will not delay immediate notification***. There is no law requiring parental notification of reports of suspected child abuse. All school staff members are mandated to keep confidential any discussions regarding suspected child abuse; however, the School Social Worker may share limited information with school staff members on a need-to-know basis if it benefits the student and does not hinder investigations of the Division of Child Protection and Permanency (DCP&P) or the Institutional Abuse Investigation Unit (IAIU). Following a report of abuse, all school staff members are required to cooperate with DCP&P and/or IAIU investigations related to the report of suspected abuse.

**Contact:** School Social Worker

**Information:** Parents/guardians may contact their child's school to request additional information regarding Mastery's child abuse reporting procedure.

### **Education for Homeless Children & Youths**

**Summary:** Mastery shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youth in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

**Contact:** School Social Worker

**Information:** The McKinney-Vento Homeless Assistance Act can help provide school stability for the student if the student **(1)** does not have a permanent home and is staying with friends or family because they lost housing; **(2)** is living in a shelter, including transitional programs; **(3)** is staying in motels because they cannot get their own home; and **(4)** is living on streets, in a car, van, tent or other nonpermanent structure. Parents/guardians may contact their child's school to request additional information regarding Mastery's procedures for homelessness.

### **Grievance Procedure**

The grievance procedure, described below, is available to parents/guardians or students who are dissatisfied with an action of a Mastery employee or school policy.

1. Address the issue directly to the party concerned.
2. If the matter is not resolved, address the concern to the School Leader. The School Leader will direct academic issues to the Assistant School Leader of Instruction or Specialized Services and disciplinary issues to the Assistant School Leader of School Culture. The School Leader is the final decision maker regarding concerns or grievances related to the grading of individual assignments.
3. If the matter is still not resolved, the concern can be addressed to the Regional Schools Officer. Depending on the nature of the matter, the Regional Schools Officer may ask the Executive Chief of Schools to decide the matter. The Regional Schools Officer will respond within ten (10) school days.
4. If the matter is still not resolved, the concern can be addressed to the CEO. The CEO will respond within ten (10) school days.

### **Notification of Rights Under the Protection of Pupil Rights Amendment**

**Summary:** Parents/guardians can refuse to have their student participate in certain types of surveys and physical examinations. Mastery lets parents/guardians know when their children are scheduled to participate in surveys or physical examinations. To request that their student opt out of surveys or non-emergency physical exams, parents/guardians must contact the School Leader.

**Contact:** School Leader

**Information:** Federal law affords Mastery students and their parents/guardians certain rights regarding their participation in surveys, the collection and use of student information for marketing purposes, and participation in certain physical exams. Please visit <http://www.masterycharter.org/camden-public-notice/> for more information regarding the specific rights, or request a copy of the policy at the front desk.

### **Parents' and Students' Privacy Rights to Student Information and Education Records**

**Summary:** Mastery usually has to seek permission in order to release student records. However, there are times when Mastery is allowed to release student records without students' or parents'/guardians' permission. Parents/guardians who do not want the release of their student's records must contact the School Leader.

**Contact:** School Leader

**Information:** Mastery is generally required to obtain parents'/guardians' permission or consent before we may release any information from the student's education record. Under federal law, a student receives this right when the student reaches the age of eighteen (18). This includes access to a student's records by others, as well as the right to deny parental access to their records. However, information from a student's education record may be released, **without** consent, to certain parties, including the military, school officials, and state and local authorities. Visit <http://www.masterycharter.org/camden-public-notice/> for a full list of parties.

Additionally, Mastery can release the following directory information, **without** consent: the **student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance**. However, Mastery must inform students prior to the release of directory information and allow students a reasonable amount of time to request that the school not disclose directory information pertaining to them.

If parents/guardians want to request that Mastery NOT disclose their child's directory information, they should write and sign a letter to the school containing the statement below.

*I have read this statement of my privacy rights to information in my education record and request that Mastery NOT disclose any personally identifiable information from my student's education records, including what is called "directory information," without my prior written consent to any outside person or organization except where the disclosure is to the financial funders and supporters of Mastery. I recognize that Mastery relies on the financial funding and support provided by outside organizations for the operation of the school.*

### **Pupil Privacy Rights: Confidentiality of Personally Identifiable Information**

**Summary:** Mastery protects the confidentiality of personally identifiable information. Parents/guardians are allowed to review their child's permanent record or other educational records upon request. See the policy below regarding disclosure of personal information.

**Contact:** School Leader

**Information:** Mastery's full confidentiality policy can be accessed at <http://www.masterycharter.org/camden-public-notice/>. Parents/guardians can also request a copy at the front desk of their student's school.

### **Special Education**

**Summary:** Mastery complies with all applicable special education laws. Mastery will provide each protected student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability that substantially limits a major life activity or prohibits participation in or access to an aspect of Mastery's school program.

**School Contact:** Assistant School Leader of Specialized Services

**Information:** Mastery's overview of special education services can be accessed at <http://www.masterycharter.org/camden-public-notice/>, or parents/guardians can request a copy at the front desk of their child's school. This overview contains details on the following topics:

- how to request Mastery's special education services and programs;
- Mastery's systematic screening activities (required under the federal Child Find mandate) that we use to identify, locate, and evaluate children with disabilities;
- the *Procedural Safeguard Notice*, which informs parents/guardians of their rights related to their child with a disability and is provided during annual meetings with the Assistant School Leader of Specialized Services; and
- Section 504, which ensures that eligible students receive services regardless of their disability.

### **Teacher Qualifications**

**Summary:** Parents/guardians have the right to know the qualifications of the teachers instructing their child. Parents/guardians have the right to request the following information about each of their child's classroom teachers:

- whether the teacher meets the state qualifications and licensing criteria for the grades and subject they teach;
- whether the teacher is teaching under emergency or provisional status because of special circumstances;
- the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline for the certification or degree; and
- whether paraprofessionals provide services to their child and, if so, their qualifications.

**Contact:** Director of Human Resources, 5700 Wayne Avenue Philadelphia, PA 19144, (215) 866-9000

**Information:** Mastery's full Teacher Qualification Policy can be accessed at <http://www.masterycharter.org/camden-public-notice/>, or parents/guardians can request a copy at the front desk of their child's school. Parents/guardians will receive a copy of this policy at Back to School Night.

### **Title I: Parental Involvement Policy**

**Summary:** Title I is a federal program designed to provide a high-quality education to all students. One goal of Title I is to increase parental involvement within schools. Mastery provides a variety of activities and venues for parents/guardians to become involved in the school.

**Contact:** Michael Patron (Senior Director of Compliance), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, [Michael.Patron@masterycharter.org](mailto:Michael.Patron@masterycharter.org)

**Information:** Examples of parental involvement activities include, but are not limited to, the following list.

- Back to School Night (held in September).
- School Carnivals or Block Party – Schools host events for families at the beginning of the school year.
- Parent Association Meetings – The Parent Association provides parents/guardians with the opportunity to support their school by planning and raising funds for student celebrations, academic support, and community pride-related activities.

- Parent Action Team – Mastery’s Parent Action Team organizes and prepares parents/guardians to advocate for broader school reform. Parent representatives from each Mastery campus meet monthly.
- Parent Teacher Conferences – Twice a year, parents/guardians meet with their children’s teachers to review report cards and discuss their children’s academic progress.
- College and Career Preparation Meetings.

Additionally, parents/guardians sign the “Whatever It Takes Pledge,” which serves as a compact among parents/guardians, students, and Mastery Schools of Camden. For a copy of the full parental involvement policy, please visit <http://www.masterycharter.org/camden-public-notices/>, or request a copy at the front desk. Parents/guardians will receive a copy of this policy at Back to School Night.

### **Title IX Notice and Complaint Procedure**

**Summary:** Mastery complies with Title IX regulations and does not discriminate on the basis of sex in its education programs and activities. All questions regarding Title IX and its implementation within Mastery Schools may be referred to Mastery’s Title IX Coordinator, Michael Patron (Senior Director of Compliance).

**Contact:** Michael Patron (Senior Director of Compliance), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, [Michael.Patron@masterycharter.org](mailto:Michael.Patron@masterycharter.org)

**Information:** Mastery’s full Title IX Notice and Complaint Procedures can be accessed here: <http://www.masterycharter.org/camden-public-notices/>.

### **Transgender and Gender Non-Conforming Youth Policy**

**Summary:** When a student or a student’s parent or guardian, as appropriate, notifies the school administration that the student will assert a gender identity that differs from previous representations or records, the school will begin treating the student consistent with the student’s gender identity.

**Contact:** School Leader

**Information:** Mastery’s full Transgender Policy can be accessed on this page: <http://www.masterycharter.org/policies/>.

# WHATEVER IT TAKES PLEDGE

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## SCHOOL PLEDGES

- **Do Whatever It Takes** to support each student's achievement.
- **High Expectations** for every student. Expect the best of each student because we believe they can succeed.
- **Be A Community that is Safe, Orderly, and Positive** – an environment that promotes student success.
- **Provide High Support** for all students, especially those who are falling behind or struggling emotionally.
- **Communicate** frequently with parents/guardians about their child's successes and struggles.
- **Partner with Parents/Guardians** to ensure that every student succeeds and reaches their highest potential.

## STUDENT PLEDGES

### Whatever It Takes:

- I will do whatever it takes to be successful.

### Choose to Be Here:

- I will attend school every day on time and prepared.

### Work Hard:

- I will work hard and remain focused on my academic achievement.
- I will complete all homework nightly.
- I will ask for help when I need support, don't understand, or feel I am falling behind.
- I will attend academic support during and after school hours when I am requested to do so.

### Be A Citizen & Leader of The School Community:

- I will abide by the Mastery Disciplinary Code of Conduct.
- I will be an active member of the school community and support my peers.
- I will follow our school community's rules outlined in the Student-Parent Handbook.
- I will celebrate success.
- I will accept the consequences of my actions.

## PARENT/GUARDIAN PLEDGES

### Whatever It Takes:

- I will do whatever it takes to ensure my child's success.
- I will communicate regularly with my child's teachers and attend parent-teacher conferences.
- I will notify Mastery when my address, telephone, or email information changes.
- I will ensure that my child attends school every day on time and prepared to learn.

### High Expectations:

- I will hold my child to the highest expectations because I know that they can succeed at the highest levels.
- I will ensure that my child completes their schoolwork and homework nightly.
- I will support and encourage my student to seek out and attend academic support programming during and after school hours.

### School Community:

- I recognize that I am an important member of the Mastery school community and will participate in and support the community as we collectively work to support our children's success.
- I will support the school community's rules outlined in the Student-Parent Handbook.
- When my child struggles, I will work in partnership with the school to reinforce the community's rules and Code and support my child's personal growth and development.
- I will celebrate our children's success.

