

Camden Prep Mt. Ephraim Middle

Family Handbook 2019-2020



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SCHOOL MISSION

Camden Prep is more than a school. Camden Prep is a lifestyle commitment—for teachers, students and parents. As such, it is not for everybody. Camden Prep is a school that expects that teachers will work as hard as they possibly can to help all students achieve success. And if that isn't happening, Camden Prep expects changes. Camden Prep also expects students to work very, very hard toward achieving excellence in academics and personal conduct. Finally, Camden Prep expects that all parents will make their child's education a family priority. It is only by working together—teachers, students, and parents—that our children will receive and benefit from the world-class education that they deserve.

Camden Prep's mission is to prepare each and every student with the knowledge, skills and character to go on to college and to have a successful, happy life. We fulfill this mission by being focused on the needs of our children, by building a real community that shares core values and support each other, and by using every minute of the day to help our students achieve academically and personally.

Camden Prep expects more from its students, more from its parents, more from its teachers, and more from its administrators. For only by expecting more can we achieve more. Our high expectations require us to push our children to reach higher, work harder, and learn more than they have been asked to do before. This pushing requires us to be both tough and loving. Some of our children come from difficult circumstances, so we must be strong to marshal them to our cause. But we must also let them know that we care deeply for them as people. It is a tricky balance but one that will truly help our children to succeed. Teachers and parents must show our children the love and respect we have for them while still holding them accountable to a very high standard for work and behavior.

If we truly care about our children we need to use our energies to ensure that they have the skills they need to succeed. If we only show caring but do not give them the tools to go to college we have not given them enough of a gift. We must ensure that they have the talents that will open doors of opportunity and give them the freedom to choose a future that will be happy. They need a strong knowledge base, the ability to read, write, calculate and problem-solve well. They must be able to analyze, synthesize, apply and evaluate—to think well. Therefore, at Camden Prep academics come first, for they will provide those tools.

One of the greatest motivators is success. We need to help our children be legitimately successful, not by giving some false praise to bolster so-called 'self-esteem', but from real gratification from real learning and real work. They must see and believe that they can achieve. Success increases belief, and belief will motivate them to work for greater success. But in order for our children to be successful and make it to college, we must be tenacious with them. Camden Prep sets a high bar for our students to get over. We cannot lower our high expectations nor can we feel we have done enough if large numbers are failing. So we must cajole, push, coax, demand and even drag our students until they get over this bar. Only this kind of tenacity will achieve what has eluded so many other urban schools.

Good teaching is part of the answer. Teaching that is engaging, rigorous and exciting will make the difference; teaching that is focused on attaining important standards; teaching that is focused on what students actually learn, not just on what we teach; teaching that gets kids working, involved, and having fun. We should not minimize the importance of making it enjoyable, nor should we ever minimize the importance of real results. Real learning yields real results on tests. Remember that teachers are the soul of the school just as parents are the heart of the family. It is teachers and parents working together who make the real difference in the lives of children. By working together, we will ensure their future success.

However, we must be real about the challenges that we face. The challenges of life in Camden can breed resilient anger, despair and hopelessness. The gains we make every day can be undermined and even torn down by the forces of negativity. We must all work every day to get our children to believe in the vision of hope that we have for them. We must work to get them to internalize it—to truly *see the star*. We must be strong, unrelenting, tenacious and loving with an almost religious zeal. Nothing should be able to stop us in our collective endeavor to help our children. We can make no excuses. We have the power to make a difference.

We touch lives daily. We are teachers and parents working together with our children to help them achieve greatness. This is what they deserve.

SCHOOL PROFILE

Camden Prep Mt. Ephraim Middle School was founded in 2017, based on the successful models implemented since 1997 at our North Star Middle schools in Newark, NJ. Mt. Ephraim Middle School will serve 360 students grades 5th thru 8th.

EDUCATIONAL EXCELLENCE

CAMDEN PREP has developed high standards of academic achievement and held students accountable for meeting those standards through rigorous academic assignments, projects, and assessments. Hard work is expected and required. Camden Prep students are driven to perform in the top percentiles on standardized tests, effectively closing the achievement gap.

21ST CENTURY TECHNOLOGY

Mt. Ephraim Middle School is wired for the 21st century so students can master computers as tools. Camden Prep makes sure to expose all middle school students to computers developing their skills with technology supported learning.

SUPPORTIVE, ENGAGING COMMUNITY

Camden Prep creates a strong sense of community, which is a fundamental part of the school's mission. Our students receive individualized support when necessary, providing the opportunity to strengthen the relationship between faculty and students. Students also participate in Community Circle, a gathering where our community's core values are discussed, students are held accountable to the community for their actions, and recognized for their leadership and excellence. Discipline is serious and caring. Students wear school uniforms and conduct themselves with dignity and honor.

CAMPUS LOCATION

Mt. Ephraim Middle School is located at 1575 Mt. Ephraim, Camden NJ. Our campus has a parking lot available to parents and multiple bus stops within walking distance.

FACULTY

Camden Prep recruits nationally to attract and develop the top teachers available. The teachers at Camden Prep design exciting, innovative and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Camden Prep teachers know that students learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the students' lives. They also foster a climate of success via a positive disposition, well maintained and decorated classrooms, honest feedback, positive reinforcement, recognition of success in morning circle, and strong classroom management skills.

Camden Prep teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Teachers ask many critical thinking questions throughout the course of a class period as well as pack each class with a number of activities designed to keep students motivated and on task.

ENRICHMENT PROGRAMS

Mt. Ephraim Middle School believes that education and character are also built beyond the classroom walls. Mt. Ephraim Middle School offers a variety of afterschool enrichment activities to help students develop life skills and explore a variety of activities. Scholars who demonstrate Camden Prep Core Values are eligible to join enrichment programs such as intramural co-ed Basketball, Writing Club, History Club, or our Camden Prep Steppers. Students who participate in our enrichment programs will need to receive permission from their parents, maintain high enough grades and paycheck averages, and be picked up from enrichment once it ends at 5:00pm.

School Culture

IMPORTANCE OF DISCIPLINE

Camden Prep is characterized by a culture that is orderly, supportive and focused on academic work. The ethos of the community is one of mutual care and respect. Students have the right to a quality education that supports their development into productive and responsible citizens. Discipline and order can exist in a school when students are known and cared for by all of the faculty and staff and when their life within the school is meaningful to them. Given the sense of community within the school and the active engagement of students in their learning, there will be less opportunity for disruption and problems. The administrators and teachers strive to ensure that rules are fairly and consistently enforced.

Discipline is a platform for learning. Orderly and structured classrooms are necessary in order to create learning environment in which time is used efficiently. An important component of discipline is structure. Structure provides a framework for learning and creativity to take place. The structure that Camden Prep provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.

Building a strong sense of community where students are responsible to their families, school, education, and selves is what sets Camden Prep apart from many other schools. Camden Prep has developed numerous structures to create a school culture where students learn how to achieve academic success as well as develop social skills that will guarantee their success outside of Camden Prep.

CORE VALUES

Camden Prep is characterized by a culture that is orderly, supportive and focused on academic work. The ethos of the community should be mutual care and respect. Discipline and order exist in a school when students are known and cared for by all of the faculty and staff and when their life within the school is meaningful to them. Given the sense of community within the school and the active engagement of students in their learning, there will be less opportunity for disruption and problems. The administrators and teachers strive to ensure that rules are fairly and consistently enforced.

Five core values – caring, respect, responsibility, courage, and justice – are at the heart of Camden Prep’s community and represent the cornerstones of the school’s Code of Conduct. It is expected that all students will live by these values.

Caring

1. We take care of each other.
2. We help each other. We notice when someone needs help and we lend a hand.
3. We do not hurt each other physically or emotionally.

Respect

1. We treat each person as valuable, worthy of greatness and goodness.
2. We accept all individuals for who they are.
3. We show our respect at all times for each other, for property, for differences, and for opinions different from our own.
4. We are honest with each other.

Responsibility

1. We believe we are the masters of our own destiny and that we have the power to control our lives and shape our future.
2. We are committed to the highest level of achievement: academic, social, and personal. We recognize our strengths and try to improve on our weaknesses.
3. We participate fully in everything we do. We do not do things halfway.

Courage

1. We show courage in the face of adversity.
2. We speak loud and proud.
3. We do what is right, even when doing the right thing is more difficult.

Justice

1. We act with fairness towards each other.
2. We get involved when members of the community are in trouble or need help.
3. We work to improve our community and our world.

School leaders will spend time at the beginning of the year and during the morning circles teaching the importance and application of these core values. Teachers will make frequent reference to the core values when giving instructions and correcting student misbehaviors. The core values are not only codes that students should live by inside of Camden Prep, but by internalizing the lessons, these values will help lay the foundation for responsible decision making outside of the Camden Prep Community.

In order for our students to truly live by these values, it is important that they be reinforced at home. Camden Prep students should be engaged in discussions around these values every time the opportunity presents itself. If the values are a regular part of discussions at

home and are modeled by all of the adults that influence our children they will see their relevance faster and begin to live by the virtues implicit in the Camden Prep core values.

RESPECT

The most important value at Camden Prep is respect. Helping students develop the art of respect is a school-wide goal and will be modeled by all adults at Camden Prep. The code serves as the operational glue that holds the community together. The students are expected to demonstrate the following elements of respect:

SELF-RESPECT – By their manner and in their school uniform dress, students are to carry themselves with a sense of dignity.

RESPECT TO PEERS – By showing support and encouragement; by refraining from insulting, deriding, or humiliating others; and by refraining from physically, emotionally or sexually harassing other students.

RESPECT FOR ALL ADULTS – By listening and following instructions; by using appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to disagree with a teacher's decision; and by accepting corrections to behavior.

RESPECT FOR DIFFERENCES – By demonstrating sensitivity to physical, cultural, religious, gender and sexual orientation differences, and by refraining from the use of stereotypes.

RESPECT FOR PROPERTY – By respecting their personal property and the property of other students; by maintaining their textbooks and other materials; and by caring for the school grounds and property, especially by pitching in to keep them clean and neat. (Items that could be used to deface property are forbidden in school.)

BEHAVIOR EXPECTATIONS/DISCIPLINE

Discipline is a platform for learning. Orderly and structured classrooms are necessary in order to create learning environment in which time is used efficiently. An important component of discipline is structure. Structure provides a framework for learning to take place. The structure that Camden Prep provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.

Camden Prep students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Camden Prep students are expected to say “Please” and “Thank you” as well as to excuse themselves when they need to speak to people who are already engaged in a conversation. This culture of professionalism will prepare our students for life outside of the Camden Prep community.

To help students learn professional habits, Camden Prep has instituted the S.T.A.R.S.: behavior code:

S **Stand/Sit Up Straight**—Students are expected to demonstrate proper posture at all times. Under no circumstances may students put their heads down on their desks unless they have been given permission to do so due to temporary illness. When sitting, students must have their backs against their chairs and both feet on the floor. When standing,

students must have equal weight on both feet and must not be leaning on chairs, desks, or walls. Professional posture will help students to perform as students in a professional manner.

- T** **Track the Speaker with Your Eyes**—Students are expected to track the speaker at all times. Normally, the speaker will be an adult authority. But it is equally important to track student speakers. Tracking the speaker will help all students to stay on task and concentrate on instruction. It is also the polite thing to do.
- A** **Always do your work and be on task**—Camden Prep students are expected to be on task 100% of instructional time with very few reminders by teachers.
- R** **Respect at all times**—There are no excuses for disrespectful behavior at North Star. A student who has a disagreement with another student is expected to follow a three-step procedure in order to address the problem: (1) ignore the offending student, (2) tell the offending student directly to stop, and (3) tell a teacher about the problem. Students who have been corrected by a teacher may not respond to that correction in any way other than immediate compliance. If a student feels that a consequence has been unfairly applied, the student must keep in mind TIME, TONE, and PLACE. Students may not address their concerns with teachers during instructional time, with an inappropriate tone, or in front of other students. They should, instead wait until after class or after school, when both they and the teacher are free from any academic responsibilities to address the issue. The teacher has the right to disagree with the student. All decisions made by the teacher will be final.
- S** **Smile**—A smile indicates that students are positive people who are ready to learn and work.

COMMUNITY CIRCLE

The core values and emphasis on community are also instilled via our morning circle activities. At circle, the community is called to attention by the beating of drums, as is tradition in many African and Caribbean cultures. Morning circle is not only a forum to announce important events, but it is a time when stories are told that emphasize the core values of Camden Prep. Circle is also a place where the community celebrates students' accomplishments and display their learning, and serves as a forum for students to apologize to the community for violations of the core values. Assembling the community together each morning is one of the ways that Camden Prep sets a positive tone for learning to occur.

FUNCTIONS OF COMMUNITY CIRCLE

- ✓ *Building school culture and reinforcing core values. Many morning circles will begin with a story, such as a folktale or parable. These stories will often follow a theme for a week, such as "leadership" or "caring". Students will often be asked about the lesson of the story being told.*
- ✓ *Celebration. Morning circle is an ideal time to recognize the achievements of classes or individual students.*
- ✓ *Sharing. Since this is the only time that the entire school gathers together, circle is an appropriate venue for classes to share speeches, class projects, current events, or summaries of class trips.*
- ✓ *Communication. Although this is not the primary function of morning circle, important school-wide announcements can be made at this time*
- ✓ *Apologies. Students who have been disrespectful or who have been suspended for any reason must make a formal apology to the entire community. The apology must include an explanation of what was done wrong, which core values were violated, and how the student plans to improve in the future.*
- ✓ *Enthusiasm. The morning circle is a good opportunity to start the day with energy and a positive attitude. One of the Call-and-Response chants or another instructional chant can help to get students ready for the day.*
- ✓ *Visitors. Camden Prep is justifiably famous for its positive morning routines. For many visitors, this is a memorable event. Students should be encouraged to greet all visitors with a handshake. Also, it is common for students to take visitors on short tours of the school before the drums begin. During circle, students should welcome visitors to stand with them.*

We encourage parents to attend and participate in morning circle as often as their schedule will allow.

STUDENT APOLOGIES

Because Camden Prep strives to create a safe, professional environment where all people are shown equal treatment in accordance to the core values, students who commit a significant infraction of school rules (such as the disrespect of a teacher, fighting, or skipping a detention) will make an apology to the school community during morning circle. This apology will be made in reference to the core values that the student has violated. In addition, the student will make a personal apology to the person or people they offended.

After the apology, the student will ask if anyone in the community finds the apology unacceptable. If no one finds the apology unacceptable, the student will ask the greater community if he or she may return to the community to get their education. If an apology is deemed unacceptable by school

leaders, students will participate in classes, but will not be considered a full member of the community until a new apology is given and accepted. Apologies are deemed unacceptable if they do not sound sincere, if they are not delivered at a tone that is audible by the entire community, or if they do not address the issue requiring the apology in a direct, remorseful way.

PAYCHECK SYSTEM

Camden Prep Mt. Ephraim Middle School students are young professionals who are learning the habits of adult professionals. Just as adults earn a paycheck for fulfilling their professional responsibilities, Camden Prep students earn a paycheck for fulfilling theirs. But in the case of Camden Prep students, they can lose part of their paycheck due to misbehaviors, arriving to school late, or incomplete, poor or missing homework.

PAYCHECK REQUIREMENTS

If a student does not 'earn' at least 35 dollars (5th and 6th grade) or 40 dollars (7th and 8th grade) on his or her 50 dollar weekly paycheck (based on a five-day week), he or she will have to serve the consequences of **daily silent detentions at lunch. These detentions will last until the next paycheck period.** If the next paycheck is above 35 dollars (5th and 6th grade) or 40 dollars (7th and 8th grade), the consequences will end. If the paycheck is below 35 dollars (5th and 6th grade) or 40 dollars (7th and 8th grade), the consequences will continue.

STUDENT ACCOUNTABILITY

After students receive their paychecks on Thursdays, they have until Friday to get them signed by their parent and returned to school. Students who do not turn in their paycheck on Friday may have their parent called that afternoon to inform their family and/or will lose additional dollars on his/her paycheck.

STUDENT REWARDS

Students who consistently earn their paychecks will be able to go on all school trips. They will also earn their spot on our end-of-year trips. In addition, students may earn rewards for high paychecks like recognitions in Community Circle, certificates, and snacks or treats.

CONSEQUENCES

At Camden Prep teachers are trained to identify and correct even the slightest infractions of school cultural norms. Students will receive deductions from their paychecks (see above) for their violations of the STARS behaviors as well as their attendance and the quality of their work.

Students who show high levels of disrespect or consistently break school rules may be given more severe consequences, including, but not limited to, those outlined in the Code of Conduct section.

ACADEMIC PROGRAM

This is the most fundamental aspect of the school. Camden Prep's mission is to help students meet elevated standards through high expectations in an academic program that will prepare students for college. Therefore, students are expected:

- ✓ TO BE ON TIME to school and to each of their classes and activities every day;
- ✓ TO WORK HARD in their studies;
- ✓ TO BE PREPARED for class;
- ✓ TO BE ON TASK in class;
- ✓ TO PARTICIPATE in all activities; and
- ✓ TO COMPLETE HOMEWORK assignments, which will be given each night, as well as all assigned school projects.

LONGER INSTRUCTIONAL TIME

Camden Prep is committed to providing its middle school students with the requisite skills to be successful in high school and college. To achieve this goal, Camden Prep works on a longer school day and a longer school year.

Students receive daily instruction in English, Math, Science, and History in addition to supplemental instruction and tutoring tailored to their academic needs.

Additional instruction may be required of any student based on academic performance as determined by a school leader.

A Day at a Glance

The following is a sample schedule for a typical day at Camden Prep.

7:00 – 7:30	Brain Breakfast
7:30 – 8:00	Morning Circle
8:00 – 8:20	Homeroom
8:20 – 9:50	Math
9:50 – 11:50	English
11:50 – 12:20	Lunch
12:20 – 1:20	Performing Arts
1:20 – 2:20	Science
2:20 – 3:20	History
3:20 – 3:40	Small Group Instruction
3:30-3:40	Checkout
4:00	Dismissal
3:30-5:00	Study Hall/Tutoring After School Activities

FRIDAY DISMISSAL

On Fridays, students are dismissed at 12:30 in order to make time for teacher professional development meetings. There is no detention on Fridays. Please make sure to make transportation arrangements for your child on Fridays.

A CHALLENGING CURRICULA

Camden Prep's curricula are aligned to the New Jersey Core Curriculum Content Standards, the Camden Prep Standards, the Camden Prep Assessments, as well as the New Jersey State Learning Assessment (NJSLA) In all of these ways, we are getting your child ready to succeed in a college-preparatory environment.

UNIVERSAL CLASSROOM PRACTICES

Structure and routine are the basis for strong learning environments. In knowing this, Camden Prep has created classroom structures that are universal to all classes despite grade or subject.

DO NOWS

Each class at Camden Prep begins with a "Do Now" activity. "Do Nows" are short activities that students do immediately as they enter class. "Do Nows" help to reinforce the learning that students have been doing, as well as keep older skills fresh. They also serve the function of getting the students immediately started and on task from the minute the class begins.

ORAL DRILL

It is expected that students be able to produced certain knowledge instantly. Examples of this type of knowledge are multiplication facts or the state capitals. To reinforce the automaticity of such knowledge, all Camden Prep classes employ oral drills when students are asked questions to which they respond in unison or individually. Oral drills not only reinforce knowledge but they also bring energy and fun to the classroom.

WORDS OF INSPIRATION

Just as students learn the call and response in circle, Camden Prep classes employ the chanting of quotes and poems that are designed to reinforce the values of Camden Prep, as well as to motivate students to be their best.

BATHROOM USE

Students use a hand signal to show they have to use the restroom (two fingers crossed in the air). We encourage students to use the restroom during breakfast, at lunch, or during gym, so as not to disrupt classroom time. Students with a medical condition who require immediate bathroom should provide documentation verifying a medical condition. Students are encouraged to use the bathroom during independent work time, not during instruction, so they do not miss out on learning. Only one student at a time will be permitted to use the restroom.

STUDENT ORGANIZATION SYSTEMS

Camden Prep does not rely on textbooks for student learning; each teacher writes their own curriculum or heavily supplements commercially produced instructional materials. Therefore, it is imperative that students are able to refer back to instructional materials that their teachers distribute in order to be successful. Because middle school students tend to struggle with personal organization, the necessity for the school to have a personal organization system for students to use is crucial. All students at Camden Prep are provided with the same system of organization and are expected to use it for the entire time they are students with us.

BINDERS/HOMEWORK FOLDERS

At Camden Prep, each student will receive a binder and homework folder for each subject.

Subjects are color-coded as follows:

Blue: Math

Red: Literature

Yellow: Science

Green: History

Student binders will be organized in a similar way in all subjects, containing 5-7 sections. Teachers may organize the binder using the following sections: Do Nows, Word Study (vocabulary), Classwork/Homework, Notes/Handouts, Quizzes/Tests, and Projects. Teachers will check periodically that students are organizing their lesson materials properly.

Students will also be expected to stay organized with their five-folder homework system. The left side of each of the folders is reserved for *homework resources*, and the right side is reserved for *homework assignments*. Students are expected to take each folder home each night and return the folder each morning. The folder should only contain the assignment from the previous night as outlined in their assignment pads.

AGENDAS/HOMEWORK FOLDERS

STUDENT AGENDAS

Students are provided with agendas on the first day of school. During each class period, students are expected to write down their homework assignment in their assignment pads after they receive their homework. This assignment pad is checked each afternoon by homeroom teachers in 5th and 6th grade or by students themselves in 7th and 8th grade.

HOMEWORK

Even though Camden Prep students have a longer school day and longer school year than other public school students, the amount of instructional time available is not sufficient for students to master our content and skill objectives. It is essential that students continue their learning at home, therefore all Camden Prep students will receive 2 hours of homework each night. There will be homework in each subject each night with few exceptions.

Not consistently completing homework is one of the leading reasons why students do not perform well in class, and therefore are retained. Parents are expected to assist Camden Prep teachers with their child's learning by checking assignment pads and ensuring that their child does the 2 hours of homework and/or independent reading each night.

HOMEWORK SUBMISSION

At Camden Prep, students turn in their homework when they enter the school building every morning. Homework collection is monitored by the teachers on breakfast duty and by student leaders. They turn in each subject's assignments into separate folders that correspond to the subject area and take their seats in the cafeteria.

If a scholar is late, they must turn in their homework in the main office before going to class.

HOMEWORK DETENTION

Teachers look at these assignments for completeness (all work show, all skills shown, all directions followed) in checking over homework assignments. Homework may be marked "Missing", "Poor", or "Incomplete"; this results in study hall for the afternoon AFTER the homework assignment was turned in and a paycheck deduction. Some common causes of homework being marked "Incomplete" or "Poor" include: skipped questions, not following directions fully, not writing enough, and/or incomplete sentences.

Families will receive an automatic phone call the day before a student has study hall to notify them of their scholar's study hall the next day.

Students who arrive to school later than 7:30am are considered late. These students will turn their homework in to a designated "late homework bin" or during study hall that afternoon.

In study hall, students are expected to redo their assignment to their teacher's satisfaction.

Supporting Homework Success

- ✓ Establish a scheduled time for homework that is the same each day
- ✓ Create a homework environment that:
 - Is free from distraction (no TV or radio)
 - Has available resources (pens, pencils, dictionary, paper, ruler, markers)
 - Is organized and neat
 - Is well lit and quiet
- ✓ Help your child get started by asking questions:
 - *Do you understand what you are supposed to do?*
 - *Do you need help in understanding how to do your work?*
 - *Have you done any problems like the ones you're supposed to do now?*
 - *Do you have everything you need to complete the assignment?*
 - *Do your answers make sense to you?*
- ✓ Allow short breaks
- ✓ Check your child's assignment pad to make sure they did all of their assignments
- ✓ Show support to your child by staying nearby while they are working
- ✓ Provide guidance on homework assignments by answering their questions
- ✓ Make sure your child has a "Homework Buddy," a friend in class who they can call if they forgot to write down the assignment or if they are confused about the directions
- ✓ Review assignments for neatness and accuracy (Remember – if it does not look good to you it will not look good to the teachers!)
- ✓ Have our child organize and pack up their homework after it is complete
- ✓ Contact your child's teacher if you feel that your child is having a homework problem

LATE, MISSED OR ABSENT WORK

Grade deductions and other consequences for late work are at the discretion of each individual teacher.

Teachers will place the work for absent students in a designated location, and students will be taught the procedure for attaining absent work early in the year. It is the student's responsibility to collect and submit absent work. Students have two days to make up work from an absence; if the absence is longer than three days, individual arrangements will be made for the student.

GRADING

Camden Prep students are held to a higher standard. Students are graded on a scale of 70-100. The minimum passing grade is a "C." In order for a student to pass a course s/he must earn a cumulative average of at least 70 for the year.

GRADING SCALE

<i>Final Average</i>	<i>Mark</i>	<i>College Prep</i>	<i>Honors</i>	<i>AP</i>
-100	A+	4.33	4.83	5.33
93-96	A	4.00	4.50	5.00
90-92	A-	3.75	4.25	4.75
87-89	B+	3.50	4.00	4.50
83-86	B	3.25	3.75	4.25
80-82	B-	3.00	3.50	4.00
77-79	C+	2.75	3.25	3.75
73-76	C	2.50	3.00	3.50
70-72	C-	2.00	2.50	3.00
68-69	F	1.25	1.75	2.25
65-67	F	1.00	1.50	2.00
0-64	F	0.00	0.00	0.00

HONOR ROLL

Each quarter honor roll certificates are handed out during an honor roll celebration. Students who achieve qualifying grades will receive an Honor Roll certificate, participate in a celebration and have the distinction recorded on their permanent report card.

HONOR ROLL CRITERIA:

Honors: All grades must be a 80(B-) or higher

High Honors: All grades must be a 90(A-) or higher

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed four times during the academic year. Progress reports are distributed to students during the midpoints of these quarters. Parents are required to come to school to pick up their child's report card for the 1st, 2nd and 3rd quarters and to meet with teachers. Parents who cannot attend Report Card or Progress Report Night must schedule an alternative pick-up time.

RETENTION POLICIES

Camden Prep is committed to making sure that our students are prepared both socially and academically for success in the immediate future and beyond; therefore, unlike other public schools, Camden Prep does not practice social promotion. Students who do not meet academic standards for their given grade will be retained. Students may be retained if they fail more than one academic class for the school year, or if they exceed more than twenty unexcused absences in a school year. Students may also be retained if they have failed one academic class per year.

SCHOOL POLICIES

ATTENDANCE AND TARDINESS POLICIES

Attendance—Extended Year: Camden Prep runs from late August through the end of June. Attendance from August through June is a required part of the instructional program. It is not optional. It is mandatory for all students. Choosing Camden Prep entails choosing this extended school year. Parents should be fully aware that when they sign up their child they are committing to the entire program for all the years that their child is enrolled. Parents should not plan family vacations during late June or late August. Any absences for traveling purposes or for summer camps will not be considered excused. They will be considered part of the child's attendance record and, if excessive, may place a child in danger of retention.

Punctuality & Tardiness: Punctuality is very important at Camden Prep. It is an important life skill that students will need throughout their lives. Students who are late will face consequences including public apology, losing Paycheck dollars, and receiving detention.

ARRIVAL

Camden Prep's school day begins promptly at 7:30 am. The last breakfast is served at 7:25am. Any student arriving after 7:30am is considered tardy and will serve receive a paycheck deduction and be ineligible to participate in enrichment activities for that day.

Early Morning Privileges: Camden Prep officially opens its doors at 7:00 a.m. Students may arrive between 7:00 and 7:30 AM, partake of breakfast that is served until 7:25am, and engage in the daily brain breakfast activity. All students should arrive no later than 7:30 am. However, it should be noted that arriving at school early is a privilege and will be revoked at the discretion of the school if there are behavior issues.

DISMISSAL

Camden Prep conducts an array of after-school activities – clubs, sport teams, and study hall . All clubs and athletic activities will run from 4:00pm – 5:00pm. Students are encouraged to stay after school if they are registered for and involved in a structured, supervised, and sanctioned school activity. They may not, however, stay after school to hang out or wait for a friend or sibling. By **4:00 pm**, all students who are not involved in a structured, supervised activity must leave the building.

If students are picked up from school, parents (or their designees) are expected: to do so on a timely basis; to be very familiar with the days on which students have scheduled activities (or detentions); and to communicate in advance about transportation plans.

BUILDING HOURS

All Camden Prep campuses will now abide by pre-set building hours. Doors will open at 6:00am, and the building will close to all faculty, students and visitors at 6:00pm, unless an otherwise scheduled event is occurring.

SCHOOL POLICIES & PROCEDURES

The Camden Prep Code of Conduct outlines behavior policies for all Camden Prep students, regardless of their grade. Below are discipline policies specific to Elementary level students. For a complete review of all policies, please refer to the Code of Conduct section of this Family Handbook.

ORIENTATION POLICIES

When scholars enroll at Camden Prep, families are required to attend an orientation session with a school leader prior to the scholar starting their first day. Orientation is a critical step in the matriculation process by which parents learn the school policies, expectations and key principals.

MID-YEAR TRANSFER IN AND OUT POLICIES

We welcome scholars to join the Camden Prep community throughout the year so long as seats are available. All scholars entering mid-year will be required to attend parent orientation and provide complete documentation from the scholars' previous school, including but not limited to, report cards, health records, etc. In order to make sure each scholar is set up for success, we may ask that the student and family shadow a classroom prior to their start date.

We understand that transferring to a new school mid-year can have a negative impact on a student's academic and social-emotional learning. We encourage all parents to only transfer their scholar if necessary and only in the event of a significant life event (e.g. move, etc.). In order to process a transfer card, a family must sit down with a School Leader to discuss their transfer plans.

ATTENDANCE AND TARDINESS POLICIES

In order for absences to be excused, students must return to school with a doctor's note explaining the nature of the illness. All routine doctor and dentist appointments should be conducted after school hours. If an appointment is scheduled on a school day during school hours, it is expected that the child come to school before the appointment and return to school after the appointment to finish the remainder of the school day. Students will not be excused from school for family vacations.

If a student misses school, Camden Prep staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person. Please see the Code of Conduct section of this Family Handbook for further attendance requirements, expectations and consequences.

ARRIVAL & EARLY MORNING PROCEDURES

Camden Prep officially opens its doors at 7:00 a.m. each day. Students may arrive early to eat breakfast and enjoy independent reading. Coming into school early is a privilege and should be treated as such. Any scholar who abuses this policy or is consistently not showing Camden Prep's core values may not be allowed to enter the building until 7:25 AM. Unless

students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until 7:00 a.m.

PUNCTUALITY & TARDINESS

Punctuality is very important at Camden Prep. It is an important life skill that students will need throughout their lives. At Camden Prep, the learning begins from the moment students walk in the door. For instance, students read and complete Brain Breakfast work during breakfast. Students who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind. Students must arrive between 7:00 a.m. and 7:30 a.m. Students arriving at 7:31 a.m. or later are considered tardy.

Students who arrive close to 7:30 a.m. may not have enough time to finish breakfast, since activities such as Morning Circle start promptly at 7:40 a.m. If you wish for your child to eat breakfast at school, your scholar must be in school by 7:20 a.m. to have enough time to eat without feeling rushed.

VISITOR POLICY

Camden Prep welcomes family members and other community members to our schools per the following guidelines. We encourage open lines of communication between the school and families, and these guidelines have been established to help ensure student safety and to minimize disruption of instruction during visits.

Parent/Guardian Visits:

Parents/guardians or members of the community who wish to visit the school are required to arrange each visit in advance (>24 hours).

- **Meeting with a teacher:** Meetings should be scheduled directly with the teacher. Teachers are expected not to take class time to discuss individual matters with visitors.
- **Classroom visits** (for birthdays, etc.): contact the teacher or school leader directly to schedule a time and date
- **Meeting with the Principal:** Meetings should be scheduled directly with the Principal 24 hours in advance.

No visitors will be granted building access during arrival or dismissal times unless they have a scheduled appointment. Scheduling advanced visits to discuss important matters helps our staff make student safety their primary concern during arrival and dismissal.

During the Visit:

In the interest of maintaining student and staff safety, all Camden Prep campuses will maintain a locked main entrance at all times during the school day. Camden Prep schools reserve the right to deny entry to any visitor at school leader discretion. For security reasons, we have the following expectations of visitors:

- Bring a photo identification
- All visitors to the school building must enter via the main entrance, state the purpose of the visit, and sign-in once the appointment has been verified.
- Visitors, students, and staff are asked **not** to open doors for any person at a doorway. It is imperative that each visitor be acknowledged individually for safety reasons.
- All visitors must wear a name badge when they are inside of the school.
- Cell phone use is not permitted in the classroom. Please make sure your phone is on silent

- Taking photos or videos of students is not permitted. We understand that you may want to take a photo of your scholar but we need to respect the privacy of scholars in the room.
- Remain in the back of the classroom in a designated location, assigned by teacher, unless otherwise advised.

Unauthorized or disorderly persons will be asked to leave. All visitors are expected to abide by the rules for conduct on school property contained in the Code of Conduct; and any additional rules or regulations imposed from time to time. Front office personnel will call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

BRAIN BREAKFAST

Brain Breakfasts are completed and handed in by students in grades 5 through 8 each morning. Students generally arrive to Brain Breakfast between 7:00 and 7:25. Students should pick up breakfast and turn in homework before taking a seat at their assigned table. Once a student takes his/her seat, he/she begins working on their Brain Breakfast activity. This activity typically consists of a quote reflecting Camden Prep's core values and one page of math review. Brain Breakfast is an independent activity. When students finish, they may read independently or study. Brain Breakfast is silent; students who are caught talking or doing things other than eating or working on the activity may lose Paycheck dollars, be asked to stand apart from their peers, or be moved to a seat away from others.

Students must remain seated and silent during breakfast. They are to keep their voices low and controlled. Students are required to keep their tables clean and wiped after both breakfast and lunch. Students who do not keep their tables clean or who do not maintain a silent transition at the end of lunch may lose privileges.

LUNCH PROCEDURES

At Camden Prep lunch is served in a 30 minute period in the middle of the academic day. Lunch is a moment where students are free to talk and interact with their peers, but must remain seated and follow all other Camden Prep protocols. All students who are on Paycheck detention will be seated away from their peers and not enjoy lunch privileges. Students are expected to wipe down tables and maintain a clean and orderly eating environment. Any students who abuse lunch privileges may lose Paycheck dollars, lunch privileges or meet other consequences deemed appropriate by a school leader.

CLASSROOM PROCEDURES

All teachers have classroom procedures and rules. Students must abide by these rules at all times. Students should never question a teacher's policy, nor should they compare it to another teacher's policy. Some general classroom rules and procedures apply:

- ✓ Students should bring all supplies and required texts to class everyday
- ✓ Be on time
- ✓ All purses and bags should be kept off of the desks
- ✓ Book bags should not be on the desk, chair or worn during class
- ✓ At no time should make-up or hair products be applied in class

- ✓ No eating or drinking
- ✓ Students should track the speaker and be intellectually engaged at all times
- ✓ Only CP sweaters can be worn in class
- ✓ No cell phones are permitted in classrooms.

LOCKERS

Each student in grades 7 and 8 at Camden Prep is assigned a locker. Students may choose to purchase a lock for their lockers; however, only combination locks are acceptable. The combination must be recorded by the homeroom teacher before being placed on the locker. Students are brought to their lockers as a class, and they may not use their lockers between/during classes without written permission. Typical locker times include immediately after Community Circle, before lunch, and before dismissal.

TECHNOLOGY POLICY

Middle School students may use recreational electronic devices at teacher discretion during the afterschool hours ONLY. Students abusing this policy will have this privilege revoked. In addition, students are responsible for their own electronic devices. While Camden Prep strives to prevent theft of any item, the school will not spend extra energy tracking down electronic devices that have been reported as missing.

CELL PHONES AND SMART WATCHES

In the interest of student safety during commuting, students are permitted to bring cell phones and smart watches to school. However, the following conditions apply:

- ✓ Cell phones must be labeled with student name and homeroom, and turned in to the cell phone bins as students enter the school each day
- ✓ Students may not have a cell phone on their person at any time during the school day. Cell phones are returned to students at dismissal. If a student is serving study hall, cell phones will be returned at regular dismissal but must remain off and in their backpack.
- ✓ With a teacher's permission, students are permitted to make phone calls during dismissal to coordinate their ride home. Students are not permitted to use cell phones for any other purpose during this time.
- ✓ Students who use cell phones at unauthorized times will have the devices confiscated until a parent comes to retrieve it. Egregious or repeated violations of the cell phone policy may result in suspension.
- ✓ Camden Prep does not accept financial responsibility for cell phones reported missing during school hours. Students who bring cell phones or other electronic devices to school do so at their own discretion, and the school will not reimburse for phones or other electronic equipment reported as missing while on school grounds.

SCHOOL PHONE

Students at Camden Prep are permitted to use school phones, with teacher permission, in situations that stem from health and safety issues; emergencies; or when students need to contact parents for an afterschool activity. Students and their parents must arrange pick-up times in advance of school and should not come to expect a daily phone call from their child. In addition, parents should not rely on Camden Prep staff to relay messages to their children during school hours except in cases of emergency.

UNIFORM POLICY AND DRESS CODE

All students must come to school in the Camden Prep uniform every day. The student uniform consists of khaki pants with the Camden Prep blue star logo, a khaki Flynn and O'Hara skort (girls), brown khaki Flynn and O'Hara pants, (shirts must be tucked inside of the pants), a black, or brown belt (worn with pants) and black, shoes (students must wear shoes that are ALL BLACK). In the winter, students can wear the Camden Prep fleece, sweater or vest with emblem. Substitutions of any kind are not acceptable. The uniform must be purchased from the following approved uniform vendors:

- ✓ Flynn & O'Hara.

SHIRTS & SWEATERS

- ✓ All students must wear the Camden Prep BLUE shirt with at least two buttons buttoned.
- ✓ They may also wear the navy blue Camden Prep button-up sweater or sweater vest.
- ✓ Arms must be through sleeves at all times.
- ✓ No red, purple, or blue t-shirts may be worn underneath the polo shirt. Long-sleeved shirts worn under the t-shirt must be blue, grey, black, or white.
- ✓ Shirts must fit properly—no overly tight or overly loose shirts
- ✓ Shirts must be tucked in at all times.

PANTS & SKIRTS

- ✓ Pants require belts in brown, or black.
- ✓ Pants and skirts must fit properly—no overly tight or overly loose pants or skirts.
- ✓ Girls in skirts should wear knee socks or blue tights.
- ✓ Skirts must be at least knee length

SHOES

- ✓ Shoes must be all black.
 - Knee-length boots or heeled shoes are not permitted.
 - Solid black shoes with a soft rubber sole. **No boots or Ugg-type shoes are permitted.**

The following are examples of appropriate school shoes:



ACCESSORIES

- ✓ Jackets must be removed immediately upon entering the building.
- ✓ Hats may never be worn in the school building.
- ✓ Neither girls nor boys may wear makeup, glitter, shiny lip gloss, etc.

- ✓ Students may wear one chain but it must be under the uniform. Students may also wear one bangle or bracelet per arm.
- ✓ Students may not wear earrings that are larger than a quarter.
- ✓ Students are not allowed to write on themselves. Any writing on the skin or visible ink tattoos must be scrubbed off immediately.
- ✓ Students are not allowed to wear bandanas, arm bands, do-rags, doobie pins, or any other non-uniform paraphernalia.
- ✓ Head scarves or other head coverings may not be worn unless with a note explaining that it is specifically for religious reasons.
- ✓ Belts must be blue, black, or brown with no large buckles and no studs or designs.

The following is a picture of an acceptable belt:



The following are pictures of belts that are **NOT** acceptable:



UNIFORM VIOLATIONS

The paycheck deduction for improper uniform is five dollars. A log of individual uniform violations is kept by the Dean. Upon the first violation, students will receive a uniform warning addressing the violation, and the violation may be corrected with a back-up uniform, if possible. Repeated uniform violations will result in an in-school suspension. Under no circumstances will students be allowed to attend class out of uniform.

Camden Prep students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Being picky about student uniforms is yet another example of one way to “sweat the small stuff”. Attention to minor details like a very strict uniform policy creates an environment in which students are unable to step out of line in large ways.

Girls’ Uniform: Girls must wear pants that are appropriately sized to fit – not tight or not frayed on the bottoms, neat, and secured with a belt. The shirt must be tucked in at all times when they are in the building, even after school. Tee-shirts worn underneath the uniform shirt must not be visible. Girls must wear skirts that are no more than 2 inches above the knee. Skirts must be worn with blue knee-high socks or opaque blue tights.

Boys' Uniform: Boys must wear pants that are properly sized – not oversized, neat, not frayed on the bottoms and secured with a belt. The pants must be worn at the waist and not hanging down. The shirt must be tucked in at all times when they are in the building, even after school. Tee-shirts worn underneath the uniform shirt must not be visible.

Boots: During inclement weather, students may wear boots to and from school. But they must change into dark dress shoes upon arrival.

Professionalism: Students are expected to carry themselves in a professional manner on a daily basis. This requires that all students wear clean, ironed, not ripped or cut and neat uniforms. All students must refrain from wearing flashy jewelry and accessories. Plastic jewelry and large belt buckles are prohibited. Students may wear one metal or wooden bracelet or watch. Earrings must be the size of a quarter or smaller. Hats, doo-rags, bandanas, head scarves (except for religious reasons) are not to be worn in the building.

PUBLIC DISPLAYS OF AFFECTION

Camden Prep is a professional environment and as such all students must conduct themselves as professionals. Therefore, students must show respect for themselves and others by restraining from inappropriate public displays of affection. These actions include, but are not limited to kissing, hand holding, extended hugging, and sitting on another student's lap.

FIRE ALARM

Any time the fire alarm goes off (including regularly scheduled fire drills); students must obey the following procedures:

- ✓ Listen for the fire alarm;
- ✓ Line up immediately and be silent;
- ✓ Walk silently to the designated exit and line up outside.

STUDENT RECORDS

The school administration is in charge of student records. They will discuss, explain, and/or make available to the student or his/her parents/guardians any records on file. If any parent/guardian would like to examine their child's record, the parent or guardian should submit a request in writing to the Office Manager. Within five days, the parent will be allowed to inspect the file and may request a copy of some or all of the information contained in the records.

There are two different types of student records, which will be treated differently:

1. Directory Information – is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be available to others for specific use without the consent of a parent/guardian. For example, teachers may distribute class lists. If a parent/guardian would not like such information released he/she should submit a request in writing to the Office Manager.
2. Confidential Records – include grades, transcripts, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

MEDICAL CARE AT SCHOOL

The school will contact parents or a designated relative or family friend if a student becomes ill or suffers an injury. **Be sure to list all emergency telephone numbers on your child's enrollment information.**

Please be advised: NURSES ARE NOT ALLOWED TO GIVE OUT ANY MEDICATION (PRESCRIPTION OR OVER THE COUNTER) WITHOUT A DOCTOR'S WRITTEN ORDER & PHARMACY LABEL. For example, any young lady needing medication during her menstrual cycle needs to submit a completed doctor's order and parent consent which will enable continued medication administration. This consent—which you will receive from your child's doctor—will state the name of the medication, dosage and frequency of dosage.

Students are not permitted to carry or self-administer over-the-counter OR prescription medication without parent or guardian permission and doctor's written order.

WELCOMING, SAFE, AND SUPPORTIVE ENVIRONMENT

Camden Prep values and embraces its inclusive and diverse school communities and strives to provide a welcoming, safe and supportive environment for all students and families regardless of their race, color, ethnicity, religion, gender, disability, sexual orientation and gender identity. If a student or his or her family would like to explore a particular accommodation based upon cultural or religious practices, or due to one's disability, sexual orientation, or gender identity, the student or the student's parents or guardian should contact the School Principal to schedule a meeting to discuss a plan to address the student's particular circumstances and needs.

Family Involvement

FAMILY SUPPORT

CAMDEN PREP PARENTS ARE ASKED:

- ✓ Establish a daily routine for your child.
- ✓ Provide a quiet space for your child to study.
- ✓ Provide positive reinforcement of student progress and success.
- ✓ Provide a library of books and/or frequent trips to the library and/or book stores.
- ✓ Discuss academics and student work among family members.
- ✓ Help your child take responsibility for his/her actions. Stress the importance of telling the truth. Remind your child that no one is perfect and everyone makes mistakes.
- ✓ Check with your child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- ✓ Chaperone field trips and volunteer at the school.
- ✓ Support other Camden Prep families.

CAMDEN PREP PARENTS ARE REQUIRED TO:

- ✓ Reinforce Camden Prep's Code of Conduct and STARS Behaviors at home.
- ✓ Attend mandatory Parent University workshops.

- ✓ Sign the paycheck in the paycheck folder every week.
- ✓ Encourage your child to read for at least 20 minutes every day, including weekends.
- ✓ Make sure your child completes all five assignments of his/her homework every night.
- ✓ Pick up your child's report card once each quarter.
- ✓ Effectively communicate with your child's teacher by responding to letters or phone calls within 24 hours of receiving the letter or phone call.

SCHOOL-HOME COMMUNICATION

Camden Prep is committed to supporting students achieve the highest levels of success. In order for our students to reach these levels, it is critical that there be an open line of communication between the home and school.

THURSDAY FOLDERS

Each Thursday, students will receive a folder that will contain the students' weekly paycheck, reminders of upcoming events and other pertinent announcements. The folder and paycheck are expected to be returned signed on Friday morning. Students who do not return their folders will automatically receive a fifteen dollar deduction from their paycheck, and will also be put into detention until the folder and paycheck are returned.

MEETING WITH TEACHERS

Teachers are more than willing to meet with parents to discuss issues at the parent's request. Parents seeking to set up a meeting should call the main office and leave a message for the teacher, or they should call the teacher directly. Teachers will respond to such requests within 24 hours to arrange these meetings. Similarly, Camden Prep teachers may contact parents at various times during the school year to arrange meetings. It is expected that parents honor these meeting requests and show up for these meetings at the pre-agreed time.

CLASSROOM VISITATION

Parent visitors must check in with the Main Office if they wish to visit a class. Parents are welcome to observe classes at any time so long as it aligns with the visitor policy above; however, we ask that parents do not interrupt instruction during this time. Any and all visitors must display a visitor's pass on their clothes at all times.

REPORT CARD CONFERENCES

Camden Prep requires parents to meet with teachers at the end of each trimester to pick up their child's report card. The pick-up of report cards is always scheduled between 4:00pm and 6:00 pm, to accommodate busy schedules. A parent's failure to attend these meetings would indicate a lack of commitment to their child's education. Children whose parents do not attend mandatory parent meetings will be placed on in-school suspension until the parent comes into school to pick up the report card.

PROGRESS REPORT CONFERENCES

Parents will also receive progress reports mid-way through the quarter. Parents of students who are failing are required to attend conferences.

Making the Most of Parent/Teacher Conferences

Before the Meeting:

- ✓ Talk to your child before the conference to find out how they think they are doing.

Getting Ready for the Meeting:

- ✓ Be prepared to tell what you know about your child including special interests and skills, study habits, medical problems that may affect learning, and recent experiences that may affect performance in the classroom.
- ✓ Write notes to yourself about questions you want answered.

During the Conference:

- ✓ Listen carefully to what the teacher says about your child's work, effort and homework completion
- ✓ Ask your most important questions first.
- ✓ Ask for explanations about anything you do not understand or are not clear on.
- ✓ Ask for specific suggestions on ways to help your child.

Closing the Conference:

- ✓ Review what has been said during the conference.
- ✓ Review follow-up plans.

After the Conference:

- ✓ Discuss the conference with your child, pointing out the strengths and weaknesses that were discussed.
- ✓ Plan how you and your child will work together and explain that you care for them and their educational success.
- ✓ Be consistent and follow through with the action plan that you created with your child's teachers.
- ✓ Keep in contact with the school; let the teachers know how the follow-up plan is working.
- ✓ Praise your child's efforts, and continually stress the importance of doing one's best.

CONTACTING FACULTY/STAFF

<u>Faculty/Staff Member</u>	<u>Daytime Phone</u>	<u>After 5pm phone</u>
School Leaders		
Jessica King, Principal	856-379-4488	
Hannah Holliday, Director of Operations	856-379-4488	201-259-1523
Dean of Students		
Office Staff		
Office Manager	856-379-4488	

For specific questions about homework, it is best to contact teachers directly. But please do not call after 8:30pm..

COMMUNITY BUILDING ACTIVITIES

EVENING CELEBRATIONS

Camden Prep also sponsors many evening celebrations including a Latino Cultural Celebration, a Black History Month Celebration, as well as The Heroes Dance Showcase. Though these events are

not mandatory, parents are enthusiastically encouraged to attend. School-wide celebrations are a terrific opportunity to share in the accomplishments of all of our children.

ADULTS AS MODELS OF PROFESSIONALISM

Though we encourage parents to meet with teachers as often as they need, it is critical to remember that all adults serve as models to our students. Children take cues from the behavior of adults, especially their parents. For this reason, all adults that enter Camden Prep are expected to model professional behavior. This means that conversations between adults must be conducted in calm, civil tones. Any adult who enters Camden Prep and conducts him or herself in an unprofessional manner will be asked to leave the premises.

CODE OF CONDUCT

Please note that the Camden Prep Code of Student Conduct will be equitably applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other legally protected distinguishing characteristics. All students are afforded records and privacy protections pursuant to Federal and State laws and regulations.

The Camden Prep Code of Student Conduct applies to school grounds, school sponsored events, and school buses.

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities have rights to certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

EXPECTATIONS

Core Values

Core values are at the heart of Camden Prep's community and represent the cornerstones of the school's Code of Conduct. It is expected that all students will try to live by the values outlined in the School Culture section of this manual.

ATTENDANCE AND TARDINESS

To succeed at Camden Prep, students must be present. So much learning goes on each day that cannot be sent home and made up. Students who miss excessive amounts of school do not perform as well as those who attend every day. Therefore, students are expected to come to school on time every day.. If a child is to be out, the parent must call the school before 9:00 am and explain the reason for the absence. Students must not stay home to babysit their siblings. In addition, every effort should be made to schedule routine dentist and doctor's appointments outside of school hours. A student's right to attend Camden Prep is irrespective of his or her marriage, pregnancy or parenthood status.

- **Three Unexcused Absences in a Quarter or Six Unexcused Absences in a Year:** If a student is absent three times in a Quarter or six times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Students or the Principal. At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Nine Unexcused Absences in a Year:** If a student is absent nine times in a year, the student is considered a truant. At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Dean of Students or the Principal. The Principal reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Department of Children and Families.
- **Ten Unexcused Absences in a Year:** Parents/guardians of students who demonstrate a pattern of 10 or more unexcused absences will be notified that their child is truant, pursuant to N.J.S.A. 18A:38-27, and that the school may refer the matter to the Truancy Officer/Court Program

Please be aware of the following specific policies pertaining to absences:

- Excused absences are defined only as those which are accompanied by a doctor's note verifying the dates of absence which were due to illness, those which are due to a religious observance, or those which are due to a death in the family. Under certain circumstances, Camden Prep will also consider students' IEPs, accommodation plans, individualized health care plans, and the observations and determinations of school staff regarding the health of the student in determining whether an absence is "excused." If not "excused" as provided herein, the absence is considered an Unexcused Absence.
- Excessive total absences (including excused absences and tardies) are a factor in retention at all grade levels. Should a student miss more than 20 total days (including excused and/or unexcused) in one school year, it will be at the school's discretion to determine if retention is appropriate for the current grade.
- High School students with excessive unexcused absences or tardies may be assigned summer school to make up the lost educational time.

Punctuality is very important at Camden Prep. See the School Policies section of this manual for specifics related to arrival expectations (e.g., time the school starts). Students may be excused from being tardy **only for extreme situations**, such as serious family emergencies or extreme weather events. Final decisions as to what may qualify as an extreme situation are made by a School Leader.

Consequences for Tardiness

Three Tardies Equals One Absence: Every three tardies will equal one absence and be recorded as such in the student's attendance record.

Six Tardies in a Quarter: If a student is late six times in a quarter, it is considered a serious issue. Upon the sixth tardy, the student may be subject to significant consequences as determined by school leaders.

Since every three tardies will be recorded as an absence, excessive tardiness is a truancy problem. If a student is absent nine times (and some or all of these absences may actually be due to excessive tardiness), the student will be at risk of not being promoted to the next grade.

Excessive tardiness or absences may result in the creation of an action plan by school leaders to ensure punctual and consistent attendance.

REQUIRED IMMUNIZATIONS

Parents must provide updated records of their child's immunizations prior to the student beginning instruction and updated as required by New Jersey law. Any student without the required immunizations, per New Jersey Law, N.J.A.C 8:57, Immunization of Pupils in School, will not be permitted to attend school until records are provided.

LOST OR STOLEN PROPERTY: The school is not responsible for lost, damaged or stolen items brought to school grounds, school sponsored events, or school buses. The school will not pay for, repair or replace, lost, damaged, or stolen student property. Please leave items not related to performing academic tasks at home.

SCHOOL SEARCHES

Camden Prep authorizes the School Leader and his/her designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or any of Camden Prep's rules. In authorizing searches, Camden Prep acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than Camden Prep's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Camden Prep employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the

scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. Camden Prep exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials. Camden Prep will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

STUDENT TECHNOLOGY POLICIES

Student Internet and Computer Use

The Camden Prep computer network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility.

Students are responsible for good behavior using any and all technology, just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Users should not expect that files stored on school file servers will always be private. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students must not allow others to use their network accounts (both Internet and school accounts).

The following misuses of Camden Prep's computer system are not permitted. Additionally, misuse of personal electronic devices off campus may result in discipline, as outlined in the Conduct Off of School Grounds section below.:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords
- Trespassing in other students and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent

- Accessing social networking, blogging, chat and other user groups without approval from the supervising teacher
- Downloading from the internet without approval from the supervising teacher
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)
- Accessing private internet providers from a school computer
- Any use of the systems that violates Camden Prep's HIB policy will be dealt with according to the HIB policy

All student internet usage is monitored and managed with our electronic monitoring systems. The school will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Violations will result in loss of computer use as well as other disciplinary or legal action.

Cell Phone or Smart Watch Use

In the interest of student safety during commuting, students are permitted to bring cell phones or smart watches to school. Specific allowances for on-campus (including all school-sponsored events, whether on or off-campus) cell phone or smart watch use can be found in the School Policies section of this manual. Students who use cell phones or smart watches at unauthorized times will face escalating consequences. Cell phone or smart watch offenses may result in confiscation of the phone or watch, suspension, or other consequences at the school leaders' discretion. In the event of such a confiscation the students' parent or guardian will be promptly informed and arrangements will be made for the return of the student's property.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Camden Prep prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager), whether it by a single incident or a series of incidents, that is motivated 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 by any other distinguishing characteristic, that takes place on school grounds/property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- a) a reasonable person should know, under the circumstances, that the act(s) 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 his person or damage to his property;
- b) has the effect of insulting or demeaning any student or group of students; or
 - c) 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.

Schools are required to address harassment, intimidation, and bullying that occurs off school grounds in cases in which a school employee is made aware of such actions or in which a school administrator should have known of the incident of harassment, intimidation or bullying.

Camden Prep expects students to conduct themselves in keeping with its Core Values. In addition, Camden Prep strongly believes that passive action can be as significant as active action—witnessing a wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform a Camden Prep staff member.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be discipline in accordance with school policies, procedures, and agreements.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to verbally report alleged violations of this policy to school leadership on the same day when such school employee witnessed or received reliable information regarding the alleged violation. All acts of harassment, intimidation or bullying shall be reported in writing to school leadership within two school days of when the school employee witnessed or received reliable information that a student had been subject to harassment, intimidation or bullying. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from school leadership to submit a written or electronic report. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. School leadership shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal 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 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative 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 of the results of the investigation to reflect the information. The results of each investigation shall be reported to the Board no later than the date of the Board meeting next following the completion of the investigation, along with information on any services provided, training established, discipline imposed or other action taken or recommended by the principal. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. A parent or guardian may request a hearing before the Board after receiving the information, and the hearing shall be held within ten days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents. At the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the principal's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety 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 one hundred eighty days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building, all-school network level, or by law enforcement officials.

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, all-school network) responses can range from school and community

surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to 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 behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Camden Prep prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be they student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act.

Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

This policy, as part of the Camden Prep Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Camden Prep website and is distributed annually to all school staff, students, parents and guardians.

SCHOOL UNIFORMS

Camden Prep students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Full school uniforms must be worn at all times (including appropriate and approved belts and shoes). They are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions, in many schools, lead to unwholesome competition and even violence. The school is a place for serious work and learning. Students who do not have the full uniform will not be allowed to attend class. Please see the School Policies section of this manual for detailed description of uniform requirements.

Uniform violations: Parents will be informed if their child is out of uniform, and will be asked to bring the proper uniform to school immediately. Students who come to school with a uniform violation that cannot be corrected (e.g. an item is missing) will receive the following

consequences. After any uniform offense, the student will be required to wear a substitute uniform, stay in the Dean's Office, or will be sent home.

COMPLAINT POLICY

Informal Complaint Procedure (e.g., a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or food service): Anyone with an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the school by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing.

If an informal complaint is not responded to or is not resolved promptly or satisfactorily, the group or individual should contact the Principal or Director of Operations to discuss the matter. The Principal or Director of Operations shall respond in person, by telephone, or in writing. Should any complaint involve a potential violation of law, please contact your school's Principal or Director of Operations for a copy of Camden Prep's complete Complaint Policy.

ACADEMIC INTEGRITY (CHEATING & PLAGIARISM)

Cheating is considered a serious offense at Camden Prep. If a student copies another student's work or if a student gives another student his or her work, it is considered cheating. Plagiarism involves the stealing and passing off of someone's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's own original work. See the School Policies section of this manual for further details on academic integrity.

Plagiarism and Cheating carry severe consequences:

- **1st Offense:** Student fails assignment and may receive a one-day suspension
- **2nd Offense:** Student fails assignment and receives up to a two-day suspension
- **Continued Offenses:** Student may fail the course and may face additional consequences, at the discretion of school leaders, up to and including expulsion.

All matters of plagiarism require a conference with the student, parent/guardian, and School Leader.

SUBSTANCE ABUSE POLICY

Each fall, parents or guardians may request a copy of Camden Prep's complete Substance Abuse policy. In short, any student who is suspected to be under the influence without legal authority of a controlled dangerous substance will be required to have an immediate physical examination and drug test by a physician. Any examination or test completed by a physician of the parent or guardian's choice will be at the parent/guardian's expense, per N.J.A.C. 6.25-6.3a. If a student's parent/guardian cannot arrange an immediate examination then the school will take the student to the school's physician at the school's expense. The student will also be subject to suspension for up to 24 hours while the school determines the results of these tests. If the test results are positive then the student will have to have an evaluation and assessment done by a drug and alcohol counselor to determine the nature and severity of the problem. The student must then follow the given recommendations and treatment in order to continue at Camden Prep. Repeated violations

may result in escalation up to and including expulsion. Possession of, selling or use of controlled dangerous substances on school property, without legal authority, may also result in expulsion. . Additionally, students may be sanctioned for being intoxicated, inebriated or otherwise under the influence while on school grounds. Such sanctions may include, but are not limited to, suspension and will be consistent with N.J.A.C. 6A:16-4.4 and 7.

SECURITY OF OUR STUDENTS

Camden Prep is committed to protecting our students' right to attend a safe and secure school. As such, students are never allowed to admit anyone to the school premises except for a teacher, staff member or fellow student unless a staff member is present and gives permission.

Students who make any threat directed at others will be instructed to seek immediate psychiatric care and the student will be restricted from returning to the school until they provide a letter from a doctor indicating that the student is no longer considered a threat to themselves or others.

If a school staff member receives any indication that a student is contemplating harm to themselves and/or suicide the School staff member shall immediately notify the school social worker and the school staff shall notify the student's parent or guardian and request that the parent/guardian come to the school immediately for a conference. The student will be kept under adult supervision by at least one staff member until the parent/guardian is contacted. At the conference, school staff shall encourage the family to agree on an intervention plan, which shall include immediate emergency psychiatric screening. The parent/guardian will notify the school of the results of the screening and provide written psychiatric medical clearance prior to the pupil's return to school.

Staff Responsibilities

Camden Prep staff members are obligated to notify the Division of Child Protection and Permanency of an instance of child neglect.

Parent Behavior

Parents are expected to model good behavior for the children. All concerns may be brought to the Principal and discussed professionally. However, Camden Prep is not a school that will tolerate shouting, threats, or cursing by parents. Such behaviors will result in severely limiting a parent's access to teachers and to visiting the school, and may result in consequences for the children. In extreme cases school leaders may engage local authorities.

DISCIPLINARY PROCEDURES

The disciplinary procedures apply to behaviors that occur on school grounds, at school-sponsored events, or on school buses. Additionally, students may be disciplined for behavior that occurs off of school grounds if it jeopardizes the safety or well-being of other students, teachers or school property.

Group Consequences

Camden Prep retains the right, during particularly difficult circumstances, to keep groups of students or an entire class of students during lunch or after school. The school does not seek to punish the good with the bad, but it believes that we are all responsible for each other – that the actions of some of us do impact, and are impacted by, the entire group.

Other Rules

Camden Prep retains the right to create other rules and consequences as required by specific situations.

Consequences

When students break the code of conduct, the teacher will correct them, review the correct behavior and practice the behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by all the teachers and parents. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences, school personnel will take into account such factors as the severity of the offense, the age of the student offenders, students' histories or inappropriate behaviors, and any other factors deemed relevant.

Behavior Intervention and Remediation

When deemed appropriate by School Leaders, a student may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. Students not meeting the goals in their behavior plan face consequences as outlined below. Supportive interventions and referral services (I&RS) are available for all students with demonstrated need. When appropriate, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans.

Seclusion and Restraint

As part of our emergency procedures, physical restraint is permitted in limited circumstances where a student is in imminent risk of injury to him/herself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. No student will be placed in seclusion and/or restrained by school staff as a form of discipline or punishment. As soon as possible, during or after any such use of restraint and/or seclusion, the parent(s) or guardian(s) will be informed when any of these actions have occurred and will be provided with an account of the incident, including the circumstances that led to the use of seclusion and/or restraint. Additionally, situations where there is the potential for significant harm may be reported to crisis services for additional support.

Zero Tolerance for Fighting

There is zero tolerance for fighting. In almost every case, all involved students will be suspended. Parents will be required to come to school and to pick up the students involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

Loss of Privileges

Camden Prep offers students many privileges that can be taken away as a consequence for poor behavior. These include but are not limited to arriving at school early or staying late on school grounds, participating in specials classes and after school clubs and teams, attending field trips, attending dances and social events, attending end of year events including graduation and other senior events, and using the computer room or other school equipment.

Detention

Teachers may keep students after school in “detention” due to behavior problems, tardiness, and/or poor or incomplete work. Parents will be informed of a child's detention record and of office referrals but may not receive daily contact about detentions. By signing the covenant the parent agrees to support all after school detentions and understands that their child will have to stay late on the day of his/her offense, without exception.

In-School Suspension

Camden Prep may require students to serve an in-school suspension during which they are not allowed to take part in their classes but must spend the school day doing their schoolwork away from their class. During an in-school suspension a student will be given work and grade-appropriate reflective essay assignments that must be completed and signed by his/her teachers before he/she can be dismissed.

Students who violate rules while on in-school suspension will be placed on Out-of-School suspension. Multiple in-school suspensions will result in an Out-of-School Suspension.

Out-of-School Suspension

To create and maintain a safe, supportive, fair and reliable school community and culture, Camden Prep will suspend students from school when there are serious breaches of the Core Values or of the discipline code. A student may be suspended for one to ten days by a School Leader. In certain circumstances, the board may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension and will be required to attend a conference and the school will follow the appropriate procedures, as indicated in N.J.A.C. 6A:16-10.2. Suspended students are required to apologize before rejoining the community. Parents must meet with the Dean of Students or the Principal before the student is allowed back to school. While serving out-of school suspension, students may not be allowed to make up any work they have missed during the duration of their out-of school suspension unless approved by a School Leader. During any removal from school, students may not attend school or any school activities or events, or enter onto any Camden Prep property unless granted specific permission otherwise by a School Leader. The School reserves the right to contact legal authorities and/or take all other necessary action in the event a student violates his/her suspension and trespasses on School property.

Causes for student suspension, both in-school and out-of-school suspension, include, but are not limited to:

- ✓ Physical contact, fighting or physical assault of another student
- ✓ Physical harm or assault of a teacher, staff member, or other adult at school

- ✓ Taking or attempting to take money or property from another student, faculty member, or school
- ✓ Constant disruptive behavior or continued and willful disobedience
- ✓ Violation of Internet Use and Technology Policy
- ✓ Excessive disrespect of staff, teachers, peers, or other adults at school
- ✓ Harassment or violent threats, including cyber bullying of any kind and/or creating images or videos of another student in a manner intended to harass or exacerbate an incident of harassment
- ✓ Open defiance of authority
- ✓ Willfully causing or attempting to cause defacement or substantial damage to school property
- ✓ Skipping class or truancy—this may also result in a mandatory Saturday session
- ✓ Possessing, using, or dispensing controlled dangerous substances (as defined by N.J.S.A. 24:21-2) without legal authority, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.)
- ✓ Accruing many office referrals
- ✓ Repeated uniform violations
- ✓ Skipping detention or tutorial
- ✓ Failure of the parent to live up to other requirements of the covenant
- ✓ Failure of a child to serve a required detention because the child or parent refuses to have them serve it
- ✓ Repeated in-house suspensions
- ✓ Using a cell phone in school
- ✓ Engaging in sexual activity or inappropriate touching
- ✓ Academic integrity violations
- ✓ Significant lack of preparation for school (ie, failure to complete homework regularly, failure to complete multiple assignments)
- ✓ Gang recruitment and/or expression of gang membership through symbols, jewelry, insignia, etc.
- ✓ Possession of a weapon
- ✓ Arrest for criminal activity
- ✓ Other actions deemed suspendable offenses by a School Leader

Conduct Off of School Grounds

A student may be subject to appropriate discipline for a violation of this Code of Conduct which occurs off school grounds if the school determines that the violation jeopardizes the physical or emotional safety, security, and well-being of the student, any other student, staff or school grounds, and/or materially and substantially interferes with the orderly operation of the school and a positive school environment.

Discipline, Including Removal From School, For Certain Offenses

We will not tolerate violence, or the potential for violence, at school, and reserve the right to take all necessary steps to ensure a safe school for our students. There will be zero tolerance for weapons at school. This includes, but is not limited to, bringing a gun, knife, taser, or other weapon to school or for any assault on school employees or students. Students who do shall be immediately removed from school and disciplined as appropriate. This includes but is not limited to any of the following offenses:

- Conviction or adjudication of delinquency for possession of a deadly weapon, or for committing a crime while in possession of a deadly weapon, on any school grounds, on a school bus or at a school-sponsored function. Deadly weapon shall mean a “weapon” as defined by N.J.S.A. 18A:37-2.2.
- Possession of a firearm on any school grounds, on a school bus or at any school-sponsored function
- Assault with a weapon upon a teacher, administrator, other employee, board member or another student on any school grounds, on a school bus or at any school-sponsored function.
- Assault, without a weapon, upon a teacher, administrator, other employee or board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to the school.

This policy will be interpreted as broadly as necessary to ensure a safe environment for our students and staff.

Expulsion

A student may be liable for expulsion for possession of any weapon on school grounds, on a school bus or at any school function; assault on any school official or another student; possession, use of, or selling of alcohol or controlled dangerous substances while on school property, such as a school bus or at any school-sponsored activity; for sexual misconduct; for intentional, severe or repeated violations of the Academic Integrity Policy; continued and willful disobedience or open defiance of authority; and/or any of the causes included in the Code of Conduct as suspendable offenses. For a student to be expelled, a process consistent with N.J.A.C. 6A:16-7.5 and N.J.A.C. 6A:14-2.7 and 2.8, as applicable, must be initiated by the principal and must include a formal hearing with the student's parents before the Board, a committee of the Board, a school administrator or an impartial hearing officer . Any student or parent challenging an expulsion may do so by way of petition to the Commissioner of Education, pursuant to N.J.A.C. 6A:3.

APPENDIX A

TITLE 1: PARENT INVOLVEMENT POLICY

As a Title I Schoolwide district, Camden Prep implements a Parent Involvement Policy in adherence to the Elementary and Secondary Education Act, offering programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures are planned and operated annually with the consultation of the Parent Council and the Title I Stakeholders Committee. This Parental Involvement Policy supplements the Family Handbook, distributed to all parents, and the School-Parent Compact. Camden Prep commits to the following:

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Camden Prep will provide full opportunities for the participation of parents with limited

English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- Camden Prep defines parental involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-
 1. that parents play an integral role in assisting their child's learning;
 2. that parents are encouraged to be actively involved in their child's education at school;
 3. that parents are full partners in their child's education and are included, as appropriate and as determined by Camden Prep, in decision-making and on advisory committees to assist in the education of their child;
 4. Carrying out other activities, such as those described in section 1118 of the ESEA.
- Camden Prep implements effective parental involvement activities throughout the year to improve student academic achievement and school performance. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. These activities include but are not limited to ongoing Report Card Nights, Parent University orientations, literacy nights, and college prep evening events for parents. Camden Prep recognizes the important role that parents play in their child's success, and requires parents to meet with teachers at the end of each grading period to monitor their child's progress.
- If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Camden Prep will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Camden Prep, as part of its Title I Schoolwide Plan, will involve the parents of all children in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. This discussion will generally take place at the annual Title I meeting, in conjunction with Camden Prep's Back to School Night.
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey

In addition to the above, and as described in detail in the Family Handbook and School-Parent Compact, Camden Prep parents are involved in the community in the following ways:

- **MIDDLE SCHOOL WEEKLY INFORMATION FOLDERS:** Every week, parents receive a blue folder with all announcements, permission slips, a monthly calendar, and a weekly Camden Prep Paycheck that shows how well their child(ren) did behaviorally. These folders are signed and sent back to school as evidence that the parent has received and read the information. Over 95% of the parents report reading the information in their folders on a regular basis.
- **SCHOOL-PARENT COMPACT:** Parents of Camden Prep students voluntarily sign the School-Parent Compact, pledging their support for and involvement in the educational program for their children.
- **PARENTS PICK UP REPORT CARDS AT SCHOOL:** All Camden Prep parents pick up their children's report cards at the end of each trimester or quarter during the school year. At that time, all faculty members are available to discuss with parents their children's progress. Parents also attend teacher-scheduled conferences during trimester mid-points, for updates on their children's work.
- **PARENTS ATTEND WORKSHOPS TO SUPPORT THEIR WORK AS PARENTS:** School-wide events for parents (beyond Parent Council meetings) included high school enrollment meetings, Parent University (for all incoming 5th grade parents), Back to School Nights, Awards Nights

and New Student Orientation. The elementary campuses host two mandatory workshops for parents of incoming kindergarteners to help train them on how to help scholars with literacy and mathematics homework at an age when parent help with homework is essential.

Parents are actively involved in the Camden Prep community, and are given the opportunity to participate in the joint development of this policy. Camden Prep parents are eligible to participate in parent-elected Parent Council and attend its activities, events, and workshops. Parent Councils meet regularly to organize events and coordinate school fundraisers. Parent Council representatives sit on the Title I Stakeholder committee, which, along with the Board of Trustees, annually develops, reviews, and improves Camden Prep's Title I Schoolwide Plan and Parent Involvement Policy.

Camden Prep will conduct an annual evaluation of its Parent Involvement Policy. At the annual Title I Stakeholder Committee meeting, Parent Council representatives participate actively in this evaluation of parent involvement events, communication, and policies, in addition to the thorough evaluation of Camden Prep's Title I Schoolwide program as a whole.

Camden Prep will build the community's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. Camden Prep will provide assistance to parents of children, in understanding topics such as the State's academic content and achievement standards, and the State and local academic assessments including alternate assessments. In addition, Camden Prep will work with parents to help them monitor their child's progress and collaborate with educators to further their child's progress.
- B. Camden Prep will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. This includes the periodic offering of Parent University orientations, as well as college-prep evening events, which are open to all parents.
- C. Camden Prep will educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. These trainings will focus on Camden Prep's ongoing parental involvement events, including Parent University, Report Card Nights, and college-prep evening events.
- D. Camden Prep will ensure that information related at school and parent programs, meetings, and other activities, is shared in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

As a component of the school-level parental involvement policy, Camden Prep handbooks outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

In carrying out the parental involvement policy, Camden Prep, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.

This Title I Parent Involvement Policy supplements the 2015-16 Camden Prep School-Family Compact and Family Handbook, which outline in detail the expectations of Camden Prep parents, and the opportunities for involvement that are offered as part of the Title I Schoolwide Plan.

SCHOOL-PARENT COMPACT

Camden Prep, and the parents of the students, all of whom participate in its schoolwide activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2015-16.

School Responsibilities

Camden Prep will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Camden Prep works on a longer school day and a longer school year. Instead of the normal 180 days, Camden Prep operates from late August through June, with a day that begins at 7:30 am with the first dismissal at 4:00 pm.
 - All Camden Prep students receive maximum amount of instruction time focused on college readiness. Each student will receive extended Math and ELA instruction (at least 70 minutes per day and 120 minutes per day, respectively, depending on grade level) year-round in addition to instruction in other core subjects such as Science and Social Studies
 - Structure and routine are the basis for strong learning environments. In knowing this, Camden Prep has created classroom structures that are universal to all classes despite grade or subject, such as beginning each class with a "Do Now" activity, and employing oral drills regularly.
 - Camden Prep's curricula are aligned to the New Jersey Core Curriculum Content Standards, the Camden Prep Standards, the Camden Prep Assessments, the TerraNova Skills Test, as well as the New Jersey Assessment of Skills and Knowledge (NJ ASK). In all of these ways, we are getting each child ready to succeed in a college-preparatory environment.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held in conjunction with Report Card Nights following each grading period.
- 3. Provide parents with frequent reports on their children's progress.** After each grading period, parents are required to attend a Report Card Night in order to receive their child's report card. During these times, parents and guardians must attend a twenty minute conference with their child's teachers to discuss their progress. It is mandatory that parents attend their child's report card conference.
- 4. Provide parents reasonable access to staff.** Camden Prep has an open door policy. They are more than willing to meet with parents to discuss issues at the parent's request. Parents seeking to set up a meeting should call the main office and leave a message for the teacher, or they should call the teacher directly.
- 5. Provide parents opportunities to volunteer and to observe classroom activities.** Parent visitors must check in with the Main Office if they wish to visit a class. Parents are welcome to observe classes at any time provided it is approved by a school leader; however, we ask

that parents do not interrupt instruction during this time. Any and all visitors must display a visitor's pass on their clothes at all times.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Attend Camden Prep Parent Orientations, where the school leaders will review the Family Handbook
- Reinforce Camden Prep's Code of Conduct and STARS behaviors at home.
- Attend mandatory workshops that will focus on math and/or literacy, and/or attend mandatory Parent University (dependent on child's grade level).
- Read with our child (or encourage them to read independently) for at least 20 minutes every day, including weekends.
- Make sure our child completes their nightly homework and turns it in completed each morning.
- Attend all mandatory report card conferences to pick up our child's report card each grading period and meet with our child's teacher at the scheduled date and time.
- Actively participate in school-wide fundraisers and school-wide performances, as planned by each campus based on grade level.
- Effectively communicate with our child's teacher by responding to letters or phone calls within 24 hours of receiving the letter or phone call.

Camden Prep Parents, while not required, are asked to support their child's learning in the following ways:

- Establish a daily routine for our child.
- Provide a quiet space for our child to study.
- Provide positive reinforcement of student progress and success.
- Provide a library of books and/or frequent trips to the library and/or book stores.
- Discuss academics and student work among family members.
- Help our child take responsibility for his/her actions. Stress the importance of telling the truth. Remind our child that no one is perfect and everyone makes mistakes.
- Check with our child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- Chaperone field trips and volunteer at the school.
- Support other Camden Prep families.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Live by the values of Camden Prep: Caring, Respect, Responsibility, Courage, and Justice.
- Be on time to school and each of our classes and activities every day
- Work hard in our studies
- Be prepared for class
- Be on task in class
- Participate in all activities
- Be responsible for completing assignments on time, accurately, and neatly.
- Promptly inform parents/guardians of the homework assignment by showing them the daily homework log or assignment pad.
- Complete missed assignments due to absences.
- Read every day.
- Wear school uniforms at all times.

School	Parent(s)	Student
Date	Date	Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)