

“The Panthers”

Essex Campus Academy

“Building Bridges to Brighter Futures”

Student Handbook

2017-2018

Essex Campus Academy
369 Passaic Avenue
Fairfield, New Jersey 07004
PHONE #: (973) 575-0469
FAX #: (973) 575-0136

ADMINISTRATION

Superintendent...Laurie W. Newell, Ph.D.

Assistant Superintendent of Schools...Mr. Kevin Guyton

Principal...David R. Pinkney

INSTRUCTORS

Janet Gaston
Marco Gonzalez
Angela Melograno
Maria Minier
Jaime Quinones
John Sebastian
James Sierotko
LeRoy Witherspoon

SOCIAL / BEHAVIORAL COUNSELOR

Patricia Cuttino

INSTRUCTIONAL AIDES

Rashiem Barnes
Shelton Colwell
Fred Thompson

SUPPORT STAFF

Secretary... Lori K. Rose
Nurse... Diane Ferrara

Maintenance... Robert Jones
Security...Aireil Adams



ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
2017-2018 SCHOOL CALENDAR

School Hours 8:20 A.M. - 2:20 P.M. 369 Passaic Avenue
 Extended School Year Summer Hours 8:30 A.M. – 2:30 P.M. Fairfield, NJ 07004
 Telephone 973-405-6262 FAX 973-405-6668 Email Address: school@ecesc.com
 Emergency School Closings for ERESC will be announced on: **NJ12TV and WNBC**

JULY	5	First Day for Extended School Year Students and Staff
AUGUST	15	Last Day for Extended School Year Students and Staff
SEPTEMBER	4	Labor Day School Closed
	5	Staff Reports -- CONVOCATION
	6	Staff Development Day
	7	First Day for Students
OCTOBER	9	Columbus Day School Closed
	31	12:30 Dismissal for Students – Faculty In-Service
NOVEMBER	9, 10	School Closed - NJEA Convention
	22	12:30 Dismissal for Students
	23, 24	School Closed - Thanksgiving Recess
DECEMBER	22	12:30 Dismissal for Students
	25 - 29	School Closed - Holiday Recess
JANUARY	1	School Closed – Holiday Recess
	2	School Resumes
	15	School Closed - Martin Luther King’s Birthday – Observed
	31	12:30 Dismissal for Students – Faculty In-Service
FEBRUARY	19	School Closed – President’s Day – Observed
MARCH	30	Administrative Day School Closed
APRIL	2 – 6	School Closed – Spring Recess
MAY	25	12:30 Dismissal for Students – Faculty In-Service
	28	School Closed - Memorial Day
JUNE	19	12:30 Dismissal - Last Day for Students
	21	Last Day for Faculty

	<u>NO. OF DAYS STUDENTS</u>	<u>NO. OF DAYS FACULTY</u>
July	19	19
August	<u>11</u>	<u>11</u>
Total for Extended School Year Program	30	30
September	17	19
October	21	21
November	18	18
December	16	16
January	21	21
February	19	19
March	21	21
April	16	16
May	22	22
June	<u>13</u>	<u>15</u>
Total for Ten Month Program	184	188

*Emergency School Closings in excess of **three** days will require the calendar to be adjusted to include additional school days accordingly.

OVERVIEW

Essex Campus Academy is a county wide Education Program designed to serve Special Education, Alternative Education and cases of mild Autism. Essex Campus Academy (ECA) provides an alternative to the traditional educational program. Essex Regional Educational Services Commission (ERESC) established Essex Campus Academy in 1996. Potential students may be in danger of not graduating with their class, chronic discipline problems, adjudicated, self-abusive or drug involved. Specific Learning Disability, Emotional Disabilities, Behavioral Disabilities and Multiply Handicapped are the primary educational classifications. The school does currently serve other classifications as well including but not limited to Autism.

Our school uses the most current and unique instructional strategies in the field of education including project based learning and differentiated instruction. ECA encourages and guides our students to embrace the possibilities of their potential. Students earn credits toward graduation by documenting skills demonstrated and proficiencies mastered. Our staff uses Portfolio Assessment to determine grades. ECA offers students the opportunity to become responsible for their education and maintains a low student to staff ratio.

Essex Campus Academy bases curriculum upon the current I.E.P. or I.P.P. which is aligned with the NJCCCS. The school considers the student's interests, specific skills and life goals in the instructional design. The school program addresses the educational, behavioral, social and emotional needs of students using a combination of project based learning, thematic instruction, service learning and portfolio assessment. Staff uses a flexible scheduling format while maintaining a structured learning environment.

MISSION STATEMENT

The mission of Essex Campus Academy is to provide a safe, orderly and appropriate learning environment that encourages students to work to their full potential and develop values that enhance educational, social, behavioral and emotional development. We provide students with opportunities to acquire skills to take responsibility for their personal growth in life and develop the interpersonal skills necessary to become productive and valued individuals in our communities. Earning a passing grade and/or a high school diploma, successfully transitioning back to local districts, acceptance into a post-secondary program, securing employment, and an increase in appropriate behaviors are all symbols of student success.

THEME

Essex Campus Academy provides students with the opportunity to acquire the skills necessary for success in the 21st century. Students develop interpersonal skills, that is, the ability to interact appropriately with others in the world community. The students also develop the practical skills necessary to interface with the technical equipment and machines of the 21st century.

County Code:	13
District Code:	1387
School Code:	020

Note: The remainder of the Student Handbook is arranged alphabetically for quick reference

ACADEMIC Schedule

Typically, each student will carry a full academic program each school year. Content areas will include:

Culinary Art	Up to 10 credits	Life Skills	5 credits
English	5 credits	Mathematics	5 credits
Health	5 credits	Physical Ed	5 credits
History	5 credits	Science	5 credits
Building Trades	Up to 10 credits	Spanish	5 credits

Students can earn additional credits in any of the areas, as indicated in the I.E.P. and/or I.P.P. Additional credits allow students the opportunity to make up course-work from previous years or to advance more rapidly. The school will modify the above listed academic program to accommodate Service Learning & Internships. If students are excessively absent, they will not be able to earn credit for classes.

ACCELERATED LEARNING PROGRAM

The **Accelerated Learning program** is a unique program offered by Essex Campus Academy (ECA) to help students earn additional credits towards graduation. It is a comprehensive approach helping students develop critical thinking, research and reporting skills via research and written assignments on specific topics in a particular subject area. The program seeks to offer students an opportunity to earn extra credits by writing a series of reports.

Students who participate in the program can earn as many as 10 credits, 5 in English and 5 in a designated subject area. Participants are to submit 5 written reports on topics selected by the Principal (or designee). Each report will be discussed and reviewed by the Principal and a teacher. The report will be graded by examining content (designated subject) and form (English). The report may be returned to the student for further work if deemed unacceptable. Once a report is accepted, it will be graded and awarded credits in each subject that apply toward graduation.

Students will have additional opportunities to earn credits based on assignments that are approved by the Principal. These assignments must be approved by the students' individual case manager.

ACCIDENTS

1. Report any accident or injury immediately to a staff member. Staff will give First Aid as emergency treatment only.
2. In an emergency, notify the School Nurse or Principal immediately.

ADULT STATUS

The school considers students 18 years or older adults; however, the school still has the prerogative to contact the parent with information regarding the student if the student is still living at home and/or dependent upon the parent for support.

ARRIVAL-STUDENTS -*UPDATED AUGUST 2014*****

Students are not to leave school property upon arrival. Students are to enter the building through the designated door where they will be "WANDED" with a metal detector. During the wandering process students should be prepared to **remove their shoes, turn in all hats, headgear, book bags, medium/large handbags, cell phones, iPods, tablets, any electronic device and headphones.** In order to make the process more efficient, students should empty their pockets, etc. of any metal objects. Once the student enters the building, the student is to remain in the building until dismissal unless on an approved activity out of the building. **This policy will be strictly enforced. If your child refuses to turn in any items or comply with the new wandering policy, he/she will not be permitted to enter the building.** Students are to report directly to the Cafeteria upon entering the building. Staff members are not to send students to other

rooms at this time. Unassigned staff members are to stand at the doorways supervising students and observing what is occurring in the halls.

ATTENDANCE – STUDENTS

Regular attendance is a high priority of Essex Campus Academy. The State requires that students attend classes a minimum of **four [4]** hours in order for the school to record the student present for the day.

1. Late students are to “Sign In” at the Main Office. The Homeroom teacher will follow up before the end of the day to see that this was done. As a double check on this, the Homeroom teacher is to call the Secretary once observing that the student has arrived. **Be sure to remind the Secretary to call the Bus Company if the late student is the only student present from the respective bus on that day.** This will assure that the bus returns for the student in the PM.
2. Students leaving early are to report to the Main Office where a responsible adult will sign them out of the building. The responsible adult will produce a driver’s license or other form of picture I.D. The License # or other identification will be recorded in the Student Sign-Out book. The Homeroom teacher will follow up before the end of the day to see that this was done.

Note: All students that are involved in a Workplace Readiness program that has been set up with flexible schedules are to call the school **each** morning that they are going to be at work. If no one is available to answer the telephone, leave a message on the answer machine. Workplace Readiness programs include Service Learning & Internships. Students not following this procedure will be marked absent for the day.

BEHAVIOR MANAGEMENT PROGRAM

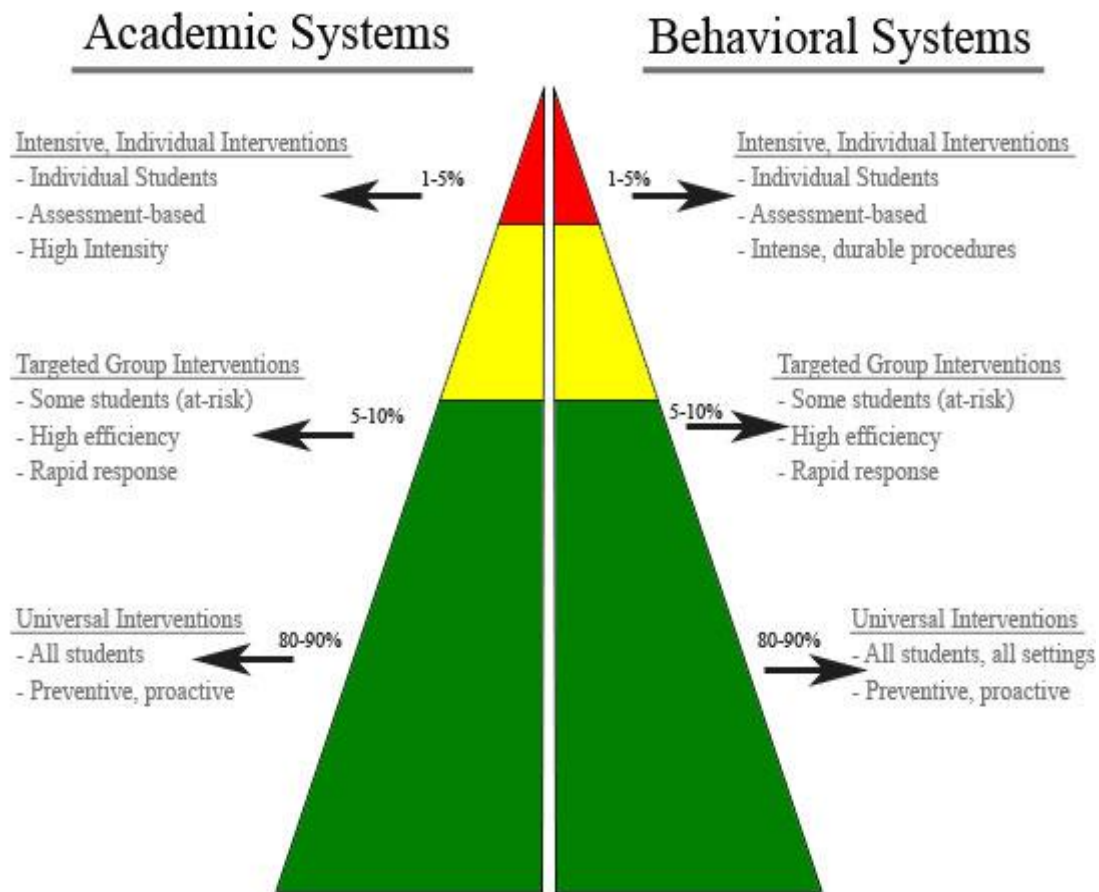


Figure 2: Integration of Academic and Social Behavior Three-Tiered Continuum of Behavior Support

SOURCE: Sugai, G. (June 23, 2001). *School climate and discipline: School-wide positive behavior support*. Keynote presentation to and paper for the National Summit on Shared Implementation of IDEA. Washington, DC. Reprinted with permission.

Our school-wide behavior management program incorporates the emotional and behavioral aspects of student development in the school setting based on the three tiered approach above. The system is designed to promote pro-social behaviors and personal responsibility through a comprehensive program, which closely monitors behaviors and consequences and seeks behavioral change through teaching.

The following components comprise the Behavior Management Program:

- Universal Interventions
- Targeted Group Interventions
- Intensive Individual Interventions

The classroom teams work with the school social worker to develop individualized social/emotional goals and suggestions for therapeutic interventions for each student, which are updated three times during the school year based on the students needs. The Behavior Management Program is based on a point system. Each student earns points throughout the day for working towards his or her personal goals, and following the school rules **to the best of his or her own ability**. It is understood that our student body is comprised of students who exhibit a highly diverse set of abilities and disabilities; therefore our expectations of students are realistic and take into consideration each student's individual disability.

Universal Interventions

CODE OF CONDUCT

Students are responsible for their behavior and must accept (though not necessarily agree with) the consequences of their actions. All ERESC schools use several different approaches to behavior management. All the approaches incorporate positive reinforcement. The students have a greater chance of meeting success when one or more management systems are used. Possible interventions include but are not limited to: Behavior Modification, Assertive Discipline, Contracting, Problem Solving, Time-out, Crisis Intervention, Functional Behavior Assessment, and more.

POINT EARNING

Daily points are the backbone of the Universal Behavior Management Program used to set school wide expectations. Students earn points throughout the day based on their behavior and the effort they put towards their social/emotional goals and academic work. The emphasis on earning points is on each student's **effort** toward their goal(s). It is not realistic to expect that only students who behave "perfectly" will earn all possible daily points. For some of our students, making an effort is a tremendous achievement, which should be recognized.

Students have the opportunity to earn 100 points each day (please see the attached point card), which creates structure and consistency for the students throughout our settings:

Essex Campus Academy

Daily Behavior Card

STUDENT NAME: _____ **DATE:** _____

ACADEMIC SUCCESS – 1 point for a total of 40 points.

	1	2	3	4	5	6	7	8
Remaining in assigned Seat/Area								
Participating in Class/Area								
Attempting to Complete Assignment								
Fully Completing Assignment								
Used Materials Appropriately								

BEHAVIORAL SUCCESS 1 point for a total of 40 points.

	1	2	3	4	5	6	7	8
Following Directions								
Use Appropriate Language								
Did not Disrupt Class								
Refrained from Physical Contact								
Respectful of Staff and Others								

* 20 POINTS ARE AUTOMATICALLY INCLUDED FOR ATTENDANCE

Comments: _____

<p style="font-size: 1.2em;">Total Points Earned Today</p> <p style="font-size: 2em; font-weight: bold;">Out Of 80</p>	
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X _____

PARENT OR GUARDIAN SIGNATURE

Essex Campus Academy

POINT-LEVEL SYSTEM

LEVEL IV

Level IV students are considered exemplary in regards to their ability to maintain the highest level of academic and social/emotional standards. These students are eligible for maximum participation in all school-wide incentives/activities both on and off campus. Once students earn Level IV status, they are given up to 4 weeks (20 school days) to earn LEADERSHIP STATUS. Within this 4 week evaluation period, they must maintain their weekly minimum point average for at least 2 of the 4 weeks.

Once this requirement is met, students will be awarded LEADERSHIP STATUS and will no longer be evaluated via an ECA Point Card. LEADERSHIP students will be treated as if they attended a regular school in their district. This level lets us know if students have internalized the changes or if external controls are motivating their behavior. Students who fail to maintain LEADERSHIP STATUS will be dropped to Level IV and will be required to carry a point card until they can earn LEADERSHIP STATUS again.

Requirements for LEADERSHIP STATUS

1. Must maintain their minimum weekly point requirement (90%, [earn 360 of a possible 400 points](#))
 - Actively working toward achieving their academic goals
2. Must maintain a good discipline record
 - Actively working toward achieving their social/emotional goals
3. Must have the recommendation of all teachers who service the student (unanimous)

LEVEL III

Level III students are considered “role models” among their peers. These students are able to maintain a higher level of academic and social standards. These students are eligible to participation in all school-wide incentives/activities on campus, and may be considered for participation in off campus incentives/activities. These students are given up to 6 weeks (30 school days) to earn their way to Level III status. They must maintain their weekly minimum point average for 4 weeks of the 6 weeks in their evaluation period. Students who fail consistently to meet their minimum weekly point requirements will be dropped to the next lowest level.(Level II).

Requirements for Level Promotion

1. Must maintain their minimum weekly point requirement (80%, [earn 320 of a possible 400 points](#))
 - Actively working toward achieving their academic goals
2. Must maintain a good discipline record
 - Actively working toward achieving their social/emotional goals
3. Must have the recommendation of all teachers who service the student (unanimous)

LEVEL II

All students enter our school at this level and are eligible to participate in school-wide incentives/activities. At Level II students are expected to put forth effort towards meeting their social/emotional and academic goals. These students may struggle initially with some issues, or may have difficulties in specific classes. With support, however, Level II students are generally able to be redirected and take responsibility for their behaviors. These students are given up to 6 weeks (30 school days) to earn their way to Level III status. They must maintain their weekly minimum point average for 4 of the 6 weeks in their evaluation period. Students who fail consistently to meet their minimum weekly point requirements will be dropped to the next lowest level (Level I).

Requirements for Level Promotion:

1. Must maintain their minimum weekly point requirement (70%, [earn 280 of a possible 400 points](#))
 - Actively working toward achieving their academic goals
2. Must maintain a good discipline record
 - Actively working toward achieving their social/emotional goals
3. Must have the recommendation of all teachers who service the student (unanimous)

LEVEL I

Students are dropped to Level I status as a result of their inability to maintain minimum weekly point requirements due to repeated violation of school rules. These students are not eligible for any school-wide incentives/activities. Students who for many reasons, linger on Level I are often experiencing global difficulties and are in need of additional intervention, i.e. teacher, counselor, administrative, and parent conferences. Please discuss these students with a member of the Support Staff.

It is very possible these students may need to be isolated (In-School Suspension) for an appropriate amount of time in order to safeguard against disruption to the orderly conduct of the school. Any plan of isolation should allow students the opportunity to earn points within the level system. Our goal is to assist these students to reach a level of maturity where they can function successfully within our point-level system.

Requirements for Level Promotion

- There is no point minimum to remain on Level I
- However, students must be able to maintain Level II minimum point requirements (70%, earn 280 of 400 possible points) for at least 1 week (5 consecutive school days) before they are eligible to return to Level II status.
- School Administration can determine a longer probationary period (based on student-readiness) before a student officially is returned to Level II status.

The decision as to whether or not a student is to be elevated or demoted within the level system rests with the Student Support Team (SST). Please do not discuss the status of a student's level until a final decision has been made. The SST will base its decision on the following three criteria:

POINT-LEVEL SYSTEM (continued)

1. Minimum weekly point requirement
 - a. Relative to Point Card
 - b. Actively working toward achieving their academic goals
2. Discipline Record
 - a. Relative to Point Card
 - b. Actively working toward achieving their social/emotional goals
3. Teacher Recommendation

FAST-TRACK

Students are eligible to Fast-Track through the level system if they can maintain Level III (80%) and/or Level IV (90%) minimum point requirements for three 3 consecutive weeks (15 school days).

NOTE:

- **Students failing to meet minimum point requirements in any week will be placed on probation and monitored** (teacher and/or counselor and/or administrative conferences with corrective action plan developed)
- **Students failing to meet minimum point requirement for two consecutive weeks will be targeted for appropriate interventions.**

- **Students assigned to In-School Suspension for disciplinary reasons may continue to earn points while in ISS. Points earned will be based on their academic and behavioral progress while assigned to ISS.**
- **Students are eligible to regain their level status after two consecutive weeks (5 - 10 school days) of meeting minimum point requirements.**
- **It is considered Best Practice if staff allows students the opportunity to make-up lost points in any evaluation period (without threatening the effectiveness of the point-level system).**
- **School Administration reserves the right to adjust the point-level system and its requirements as needed..**

Effort toward achieving personal goals should be considered in the earning of points. Not all of our students are “acting out” students, and have social/emotional goals that may challenge them in other areas of their behavior. Students and teachers should be aware of social/emotional goals. These goals should be written on the point card, so when a particular issue arises, the teacher can refer the student to his/her goal(s) and remind him/her of what they are working on together. It is important that students are aware of the points they are earning throughout the school day. Points should be discussed with each student at the end of each period, so a student can adjust his/her behavior accordingly. Ultimately, in order for students to improve in understanding and taking responsibility for their own behavior, the classroom staff should ask the student how many points he/she earned at the end of each period, and why. The classroom staff can then help the student understand the reason behind the points earned. The only way our children can learn and, most importantly, internalize appropriate social behavior, is when their behavior, both positive and negative, is addressed in a therapeutic manner with opportunities to practice and receive feedback. It is difficult, but important, not to personalize students’ behavior, even though it may seem to be personally directed. Staff is setting an example at all times, and students can be very skilled at “pushing buttons.”

Students are to be measured against **themselves**. It is unfair to judge every student by the same standard of behavior. We must meet students where they are and seek to shape their behavior towards where we would like them to be. For example, a student who exhibits symptoms of hyperactivity and inattention may interrupt the teacher, but points can still be earned for that student’s effort toward improving that behavior. Students should not be punished for behavior that is clearly out of their control. Please feel free to discuss any concerns or questions regarding student behavior with any member of the support staff, i.e. Principal, Assistant Principal, LDT-C, and Social Worker to create a plan that will address areas the student is still having difficulty with (see targeted group/individual intervention section).

Student Point Tally Sheet

Student Name _____ Level: _____

<u>WEEK #1 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #2 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #3 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____
<u>WEEK #4 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #5 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #6 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____
<u>WEEK #7 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #8 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____	<u>WEEK #9 DATE</u> Friday - _____ Monday - _____ Tuesday - _____ Wednesday - _____ Thursday - _____ TOTAL - _____

Level II – 70%	Level III – 80%	Level IV – 90%
5 days = 400 - 280	5 days = 400 - 320	5 days = 400 - 360
4 days = 320 - 224	4 days = 320 - 256	4 days = 320 - 288
3 days = 240 - 168	3 days = 240 - 192	3 days = 240 - 216
2 days = 160 - 112	2 days = 160 - 128	2 days = 160 - 144

A Level Chart/Board Should Be Posted In Each School and Updated Daily!
INCIDENT REPORTS/DROP LEVELS

POINT-LEVEL SYSTEM (continued)

If a student is on Level II or III and does not continue to behave in a manner reflective of the requirements of that level, i.e. the behavior is not in line with the level responsibilities, they can be considered for a level drop. This should occur following a **persistent** violation of the rules and sufficient warning to the student. When a student is dropped to the next level, they continue to earn points and are eligible to go back up a level the following review day if the requirements are met.

When inappropriate behavior exceeds the limits of the classroom and school rules, staff will submit an incident report to the principal/vice principal. Examples include challenge to authority, violation of property, and physical aggression.

Students sometimes exhibit behaviors that require swift intervention, and may result in an immediate drop in level. In a situation in which a student is behaving in an excessively inappropriate manner, our first priority must be to de-escalate the situation as quickly and effectively as possible. If you are having difficulty, please contact the office and alert them to the situation. Once the situation has come under control, an **Incident Report/Drop Level** form must be immediately filled out by the staff that witnessed the behavior, and handed to the Principal or Assistant Principal. **Please be sure that forms are filled out in their entirety.** Incomplete forms will be returned to you, which will delay the consequence for the student. The Principal or Assistant Principal will make a final decision regarding the consequence for the particular behavior. In the absence of the Principal or Assistant Principal, please be sure to bring the student with the form to a member of the Support Staff. **It is imperative that at no time should any student be unsupervised. All final decisions lie with the principal/assistant principal.**

FIELD TRIPS

Must be on **Level II** or higher to attend field trips. Teachers can bring individual considerations to administration.

STUDENT MOVEMENT/SUPERVISION

Students maybe in the hall with a pass or they must be escorted by staff member! There are no exceptions to this. Students are to go to the restrooms one at a time and a staff member is to remain present. Only students on level two and three may travel with a pass. All level one students must be escorted.

SUSPENSIONS

In-school or at home suspensions may be required for persistent, significant behavior infractions, or a single, severe behavioral infraction. Suspensions are recorded and taken seriously by the school and sending districts and are only utilized when the safety of the school or the learning process is severely compromised. The decision to suspend rests with the Principal based on the information provided in the incident report. **Students returning to school following a suspension will remain on Level 0.**

POINT-LEVEL SYSTEM (continued)

PRIVILEGES

It is imperative that we recognize the positive strides and efforts our students make towards their social/emotional and academic goals. For this reason, we have built in a number of opportunities for recognizing our students' achievements. Please see Privilege Sheet. This is a scheduled time students can spend doing an activity or with a staff member. The sign up sheet and schedule will be determined by the school you attend. Students on level two and three will be allowed one privilege period a week. Students will sign up on Monday during their level review conference.

PRIVILEGES SIGN-UP SHEET

WEEK OF: _____

Friday 1:00 – 2:25 – Game Room Privilege Time
Friday 1:00 – 2:25 – Gymnasium Privilege Time
Friday 1:00 – 2:25 - Computer Lab Privilege Time
- Friday 1:00 – 2:25 Movie Privilege Time
Friday 1:00 – 2:25 - Fitness Center Privilege Time
Friday 1:00 – 2:25 School Newspaper Privilege Time

STUDENT OF THE MONTH

It is expected that on the last day of each month each classroom submit a name and justification for a student of the month. These slips are to be given to the principal/vice-principal. The students will receive lunch from an outside vendor such as Chinese Food for their success. Pictures should be taken of the students and posted in the school.

BUS RIDE

The bus ride is part of the school day. **The Code of Conduct applies during the bus ride.** The bus ride includes any transportation vehicle supplied by the Sending District [Home School] such as a car, van, etc. Students are to remain on the bus [van, car, etc.] for the entire ride from door to door. Students are not to get picked-up anywhere other than the assigned location. Students are not to get off anywhere other than the assigned location. Students are not to get off the bus to “go to the store”.

CASH

Students do not need large amounts of cash in school. Students are not to exchange cash for any reason.

*****CELL PHONES/ELECTRONICS*****

Staff will confiscate all cell phones and other electronic devices at the front door. Thus, students must leave them at home or turn them in at the front door to be locked up for the school day. The items will be returned at the end of the school day. **If a student refuses to turn in his or her cell phone, iPod or any other electronic device they will not be permitted upstairs to attend class. As soon as the student agrees to turn in the device, entry to class will be permitted.** If a student is found with a cell phone or other electronic device he/or she will be removed from the classroom area and sent to ISS (in school suspension) for the remainder of the day and face an out of school suspension. If items are confiscated from the same student on a daily basis, the items will be held until a parent/guardian comes in to pick it up. **ECA is not liable for any lost or stolen cell phones, iPads, tablets or any other type of electronic device.**

CLASSROOM LEVEL

Students assigned to classroom level of privilege cannot use the student lounge or participate in special school activities including activities or any other special events going on at the time. During the times they would normally report to the student lounge they are to report to the designated area for off level students. Teacher(s) will leave appropriate school work for the student to complete. They are to remain in the assigned area for the entire time or they will be subject to disciplinary action.

CODE OF CONDUCT

Students are responsible for their behaviors and must accept [and not necessarily agree with] the consequences of their actions. Essex Campus Academy uses several different approaches to behavior management. All the approaches incorporate positive reinforcement. The students have a greater chance of meeting success when using one or more management systems in the classroom. All approaches used are effective. Some of the possible systems include, but are not limited to: Behavior Modification, Assertive Discipline, Contracting, Problem Solving, Timeout, and Crisis Intervention. The selection of which behavior management system to use is an individual Staff decision.

Described below is a school-wide Code of Conduct based upon **Levels of Privileges**. The Principal places all new students on the Building Level unless otherwise restricted. The Principal places all returning students on the Building Level unless they finished the previous year on a higher level. In that case, the Principal places the students on a higher level. Individual Student Contracts will supersede this Code of Conduct.

The Principal assigns students to the next level of privilege. Moving up the level of privileges is NOT automatic. It requires the approval of the Principal. Students can move up only AFTER completing the required number of days without an incident. [For example, students going five days without an incident may be moved to the next level at the start of the SIXTH day.] It is five full days, **then** the next level. Administration reserves the right to modify this Code of Conduct as needed.

LEVEL OF PRIVILEGES

LEVELS	CURRENT PRIVILEGE
CLASSROOM	No Privileges. Restricted from all trips. Escorted about the building at ALL times.
BUILDING	Access throughout the building with teacher permission and a call to the other room. <i>Line of Sight</i> supervision is always in effect.

	Use of Student Lounge. Recess Privileges Eligible for academic trips.
OFF – CAMPUS	Eligible for academic trips. Eligible to go off campus for lunch with parent or guardian permission. Eligible to drive to school with parent’s or guardian’s permission for employment purposes only. Also requires CST and Principal’s written approval to drive. Eligible to leave Campus to go to work during school day with parent’s or guardian’s permission. Also requires CST and Principal’s written approval. Eligible for recreational trips.

PRIVILEGE LEVEL ACHIEVEMENT SEQUENCE

Students achieve the different levels of privilege according to the following sequence:

To attain BUILDING Level of Privilege	The student must not receive an Incident Report for 5 [five] consecutive school days. Student must not receive three unexcused absences.
To attain OFF CAMPUS Level of Privilege	The student must be at Building Level of Privilege and must not receive an Incident Report for ten [10] consecutive school days. Student must not receive three unexcused absences.

To ensure student safety and security as well as provide students with the highest quality of education, the following set of rules and parameters guide decision making:

Rules:

- Any alcohol, drugs, and/or paraphernalia or the possession of the same will not be permitted.
- Possession or use of a cell phone, iPod, tablet or any other electronic device.
- Extortion or stealing will not be permitted.
- Students will not set off any fire alarm.
- The possession of weapons, fire crackers, razors, dangerous substances, or any instrument or device which may be harmful to one self or other individuals will not be permitted.
- No smoking will be permitted in any area of the school building, on school property, or on school buses.
- Physical attack (i.e. fighting) on any person or property (vandalism) is not permitted.
- Any direct physical assault and battery upon any staff member will not be permitted.
- Bullying, intimidation or coercion by students will not be tolerated.
- Leaving a classroom, the school building, or any other supervised area during school hours without faculty permission is not permitted
- Verbal threats and constant use of abusive language are not permitted.

Any infraction of School Rules will result in immediate administrative action. The consequences students receive are based on their points, level and specific behaviors at the time of the infraction.

Please see attached policy for more information.

COMPUTERS

The use of Essex Campus Academy's computers, networks or Internet service is a privilege, not a right, and when it has been determined that inappropriate use has occurred, suspension of that privilege will result. The Principal or other Administrator may request that an individual's access be temporarily denied, revoked, or suspended. Serious or repeated infractions will lead to permanent revocation of privileges.

RULES

1. Respect the equipment.
2. Use the computer during scheduled times.
3. Only the Principal is to install, edit, or delete any computer programs or passwords.
4. The primary use of the computers will be for educational purposes only. Any unauthorized usage will result in the suspension of computer privileges

PROCEDURES

- a. Students may only use the computer assigned by the Staff.
- b. Students can only use programs approved by Staff.
- c. Turn off all computers at the end of the day.

CONTRABAND

The following is a list of items not allowed on school grounds and/or in the possession of students. **This includes on the bus.** Possession of any weapon means immediate confiscation **and** police involvement. The school WILL NOT RETURN confiscated weapons. The school may consider additional items not mentioned as contraband, subject to the County Prosecutor's Office guidelines as interpreted by the Principal. According to the County Prosecutor's Office, a weapon is ANY item a person brings to school without a just reason that may cause injury or threat of injury. For example, a baseball bat is a weapon since there is no need for a student to bring one to school. The school provides bats for sports activities.

1. Weapons include, but are not limited to:

Ammunition	Nail clippers & files
Chains	Needles
Fireworks, Noisemakers, etc	Pins or picks
Guns [powder, air, water, stun, toy, etc.]	Razor blades or box cutters.
Handcuffs	Rope [string, wire, etc.]
Incendiary Devices [also exploding devices]	Sticks [canes, bats, clubs, etc.]
Knives [any length/any kind]	Studs [on belts, wrist bands, etc.]
Knuckles [made of any material]	Rocks, bricks, etc.
Mace [repellent sprays, stink bombs, etc.]	Scissors
Martial arts [stars, nun-chucks, etc.]	Lighters

Note: The opinion of the school is that if a student is old enough to have a knife or other item considered a weapon, for any legitimate reason, then the student is old enough to remember to leave it at home.

[SEE Also WEAPONS]

2. Drugs including, but not limited to:

- Alcohol in any form
- Cigarettes, Cigars, Black & Mild, Tiporillos, etc.
- Controlled substances as defined by the law
- Drug Facsimiles
- Drug Paraphernalia
- Beverages containing alcohol [Goya, etc.]
- Hand rolled or tied cigarettes
- Inhalants [unless accompanied by Rx note and with Nurse approval]
- Medication not registered in the Main Office

3. Cellular telephones, iPod's, tablets or any other type of electronic device.

4. Cameras including, but not limited to video, digital, film, etc. Attendance at Essex Campus Academy is considered confidential information. The taking of photographs or likenesses of any kind is prohibited unless written permission is obtained from the parent/guardian **and** the Principal.

5. Gambling paraphernalia including, but not limited to:

- Dice
- Cards [The school supplies cards for appropriate social play]

6. Glass of any kind [bottles, jars, picture frames, etc]

7. Aerosol sprays of any kind [silly string, hairspray, spray paint, etc.]

8. Any gang related items including, but not limited to:

- "Colors"
- Scarves/hankies/bandanas
- Pins
- Any item or symbol associated with discrimination, anti-Semitism, intolerance, etc.

CRISIS INTERVENTION

Students are to leave an area during a crisis [fight, argument, etc.] as directed by Staff. Failure to do so **immediately** [after being told the first time] will result in suspension. Staff may need to restrain students engaged in, or threatening to harm people or property. Students are to follow staff directives at the first request during a crisis.

DIPLOMA

Students completing all graduation requirements, as described in the I.E.P. or I.P.P. will receive a diploma from the sending district. Essex Campus Academy issues a Certificate of Completion only.

DIRECTED LEARNING

Directed Learning [D/L] is an alternative program option that allows students to continue working toward earning grades and/or graduation credits on an individual basis. It is an alternative form of independent projects. Directed Learning takes place off school grounds. Students do not report to the school on Directed Learning days. As an alternative, the students report to a location(s) in the community to: complete research, make observations, compose writing assignments, or compile reports, information and data. Students are marked present on Directed Learning days.

A staff member, usually the classroom teacher, develops a performance contract called “The Directed Learning Project Record” **before** the start of the program. On the back of this form, the students list which Core Standard & Indicators will be address by the activity. The parent/guardian, LEA Case Manager, Directed Learning coordinator, homeroom teacher and subject teacher(s) all sign the form **before** starting the activity. The Principal or designee is last to sign the form. The Directed Learning Project cannot begin until all parties agree and sign the sheet.

Directed Learning Projects can be one-day or several days in duration. Directed Learning Projects are limited to one month in duration. If, at the end of the month, all parties wish to continue the project, it can be renewed. The project can be renewed often provided that all parties are in agreement and sign the new Directed Learning Project Record. At the end of the year, all Directed Learning Project Records are placed in respective students’ folders.

DISMISSAL

Students are to remain in their classrooms until called for dismissal. Staff will inform classes over the communication system as buses arrive. Teachers are only to send out students whose buses have been called. Students are to exit the building by the front door only. Students are to board their buses immediately. Students need Staff permission to re-enter the building.

DRESS CODE

Essex Campus Academy (ECA) students will wear a grey polo/collared (long or short sleeve) with the ECA logo.

Bottoms: Essex Campus Academy students will wear Khaki/Navy pants; capris; (length should meet ECA standard dress code requirement). Belts are to be worn through belt loops and pant bottoms should fir properly and not sag below the waist. These can be picked up from Target, Walmart, Forman Mills, Khol’s and Old Navy.

Shoes: Students may wear their choice of shoes. However, they must be safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes and/or outdoor activities. Cleats, slippers and flip flops are not to be worn on campus.

Special Days: School “Spirit Days” will be announced throughout the school year. These designated days will allow students to wear clothing other than their uniforms in compliance with that particular “Spirit Day”. A letter will be sent in advance notifying you of that particular “Spirit Day”. The various school “Spirit Days” are the only exception to the school uniform code.

Pricing: Essex Campus Academy has received an incredible deal for our student's uniform shirts. The cost of the polo short sleeve shirt is \$13.00 and \$18.00 for the long sleeve shirts. We encourage parents and/or guardians to purchase two to three shirts so they can be worn throughout the week.

Assistance: We offer assistance to families who need help purchasing items in order to meet the standard school uniform code. Please feel free to contact me, Mr. Pinkney, Principal at (973) 575-0469 ext. 201 for further information

Head apparel is not permitted at Essex Campus Academy. This includes, but is not limited to, hats, scarves, bandanas, clothing, babushkas, sweat bands, towels, wave caps, skullies, ski hats, ski masks, visors, earmuffs and hoods. Gang colors on head apparel include, but are not limited to red, blue, yellow, green and grey.

NO MATTER HOW YOU FEEL...GET UP. DRESS UP. SHOW UP. AND NEVER GIVE UP.

Note: Students failing to adhere to these criteria will be considered Non-Compliant and may receive an Incident Report. Administration reserves the right not to allow any clothing that staff considers disruptive.

Essex Campus has created a school uniform bank. It would be greatly appreciated if you would send any uniforms that your own child has out grown.

DRIVING – STUDENTS

ALL students need administrative approval to drive to school. The Principal can revoke the driving privilege at any time. Students may apply for Driving Privileges if employment makes it necessary. To apply for Driving Privileges **all** students **MUST** submit:

1. A copy of their current Driver's License.
2. A copy of their current Insurance Card.
3. A copy of their current Registration.
4. Written proof of employment.
5. Written permission from a parent or guardian, see the school form.
6. Written permission from the sending district.

Administration will review all applications and make a decision based upon necessity. Students that are 18 years old may *apply for permission* to drive back and forth from school. Permission is not automatic.

Rules

1. Park your car where staff assigns you.
2. Observe all traffic laws.
3. Do not transport anyone else in your vehicle at any time. [Other students, visitors, etc.]

DRUG SCREENING

If staff suspects [and only needs to suspect] that a student **may** be under the influence of an illegal substance, they will follow this procedure in compliance with New Jersey State law: **18A:40A-12:**

- Staff will attempt to contact the parent or guardian.
- Staff is not to allow the parent or guardian to speak with the student over the telephone. The Administration requires Staff to make personal contact with the parent or guardian.

- The parent or guardian will take the student for an “**immediate examination**” by a doctor to determine if he/she is under such influence of drugs or alcohol.
- Staff will not allow the student to go home on the bus unless given permission by the parent.
- School staff is not responsible for transporting the student. This is the parent’s or guardian’s responsibility.
- The parent or guardian may use the school recommended laboratory free of charge or the parent or guardian may take the student to the family physician, at the parent’s expense.
- “A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian **and** to the . . . Principal.”
- The doctor must give the Principal a letter stating that the student is not presently under the influence of an illegal substance and may safely return to school.
- **The doctor must send such a letter to the Principal before the child’s return to school.**
- Included in the letter there is to be an indication that a drug screening has occurred.
- The Principal will share the results of this screening with appropriate school staff.

The school will **require** follow-up intervention for those students that have a positive drug screening as a condition of returning to school

Note: *The school will not allow the student to return to school without a signed note indicating that a drug screening has occurred. The Principal may place students that have not submitted signed documentation that a drug screening has occurred on Directed Learning until documentation is submitted.*

EARLY DISMISSAL

On days when the school closes early due to inclement weather, In-Service or alternative activity, students will adhere to the following schedule:

Time	Activity
8:40 – 9:20	PERIOD #1
9:25 – 10:05	PERIOD #2
10:10 – 10:50	PERIOD #3
10:55 – 11:35	PERIOD #4
11:40 – 12:20	PERIOD #5

EARLY RELEASE - STUDENTS

In order for the school to record a student present for the day, the student needs to be in school a minimum of **four [4] hours**. The Administration requires that a responsible adult sign the Sign-Out book when taking a student out of the school building. The Principal requires written permission from the parent or guardian. If there are any questions, please contact the Principal [or designee] first. Staff will make random telephone calls to confirm any written note brought in by students. Students signing out of school are to leave school grounds immediately. They are not to return to school grounds for the remainder of that day. The school will consider any students returning to school grounds as trespassing.

ELECTRONIC MUSICAL DEVICES

The school does not allow iPods, iPads, tablets, MP3 players, Boom Boxes, tape players or radios of any kind. Students are to leave them at home. All electronic musical devices brought in by students must be given to staff upon arrival. They will be locked up **until** dismissal. Students **CANNOT** use them during Lunch, etc.

Disregarding the rule pertaining to having electronic music devices during the school day may result in an Incident Report being written. **ECA is not liable for any lost or stolen electronic device.**

EXCHANGING ITEMS

Exchanging goods [Radios, food, clothing, etc.] and/or money usually leads to a confrontation between students; therefore, exchanging items is against school rules.

- Students are to refrain from exchanging money.
- Students are to refrain from exchanging any items whatsoever.
- Any violation will result in an Incident Report.

FIELD TRIPS

- * **Only students with written permission on file** will be allowed to participate in any trip.
- * Staff will send a notice home to every parent or guardian describing the trip and its purpose.
- * Parent/guardians have the option to deny students' permission to attend any field trip.
- * Written permission must be obtained for each and every time the student leaves the building.

FIRE DRILLS

The school schedules fire drills periodically. The Principal maintains a written record of each drill. The school nurse or Principal, as Safety Officer, will coordinate the drill. During a fire drill, **all** students and staff will immediately vacate the premises following these procedures:

1. Each room in the school contains an evacuation map. The map tells which exit should be used. Please take note of the evacuation maps found in each room.
2. Close all doors and shut off all lights.
3. In order to assure that there is no interference with emergency equipment arriving, be sure to keep the roadways clear. **Students are to assemble in the rear parking lot area extending from the gymnasium.**
4. Classes should wait together as a group in an orderly fashion.

Note: *Should weather become a factor, administration may direct all students to another location.*

GANG ACTIVITY

Essex Campus Academy does not tolerate any kind of gang activity. "Colors", articles, symbols, etc., that can be interpreted by Staff as indicating membership in a gang are not permitted into the school. Students who fail to comply will be subject to appropriate disciplinary action. Staff will direct students displaying any gang "signs" to stop or be subject to disciplinary action. Students verbalizing anything gang related (unless within the structure of a Staff sanctioned discussion) will be asked to stop or be subject to disciplinary action. The Principal (or designee) will make the final determination if anything is gang related.

GRADES

The school issues report card grades four (4) times a school year: November, January, April, and June. Check the detailed school schedule for specific dates. A short narrative will accompany grades.

Essex Campus Academy has a unique and alternative curriculum and format. Students earn grades and credits per marking period. Grades and credits are cumulative. At the end of the year, the final grade and credits are totaled and added to the report card. The last grade listed becomes the Final grade for the year.

Teachers will assign letter grades [A, B, C, D, F and I]. If an “I” (*Incomplete*) is given, students will work with teacher to select due date to make up schoolwork. Staff recognizes various ways for students to demonstrate proficiency in core academics.

Projects Tangible items such as paintings, poems or pottery.

Observation During the Activity Period(s), the teacher will observe the student using what he or she has learned correctly and appropriately while engaged in such things as a musical performance, theatrical performance or instructional information period.

Mastery Test Essex Campus Academy provides the opportunity for students to take a mastery test in some subject areas. The test is designed, administered and graded by ECA staff. Students who qualify to take the mastery test must demonstrate 85% mastery or better. In other words, the student passes 85% of the test or better.

Participation Students will participate in activities such as a debate or an experiment.

The school issues letter grades to students. An explanation of each letter grade follows:

Grading Scale

<p>A (90% - 100%) Exceptional, Impressive, Exemplary Achievement,</p>	<p>P Passed</p>
<p>B (80% - 89%) Strong, Notable, Commendable Achievement</p>	<p>X Excused</p>
<p>C (70% - 79%) Capable, Effective, Adequate Achievement, Developing</p>	<p>W Withdrawal</p>
<p>D (60% - 69%) Limited, Minimal evidence of Achievement</p>	<p>I Incomplete Inadequate evidence of Achievement</p>
<p>F (Below 60%) Unacceptable, Lacks evidence of Achievement</p>	<p>NA Not Applicable</p>

If you have any questions regarding the grading system, contact the Principal for a complete explanation.

The columns found on the Report Card are defined as follows:

Demographic Information	Name, date of birth, sending district, last school attended, enrollment date, and grade.
Days Absent	The number of days absent counting from the Official Start Date for this year by month, including the number of excused absences.
Subject/	This column indicates subject and the teacher responsible for grades.

Teacher	
Grades/Credits Earned	This column indicates the grade the student earned and the credits earned for that marking period. The school awards credits by the Marking Period. At the end of the year or the students enrollment period the final grade and credit column will be filled in.
Comment	This section indicates how the student is doing in class.

GRADUATION REQUIREMENTS

To qualify for a state endorsed high school diploma; the requirements of the sending district must be met. The curriculum will be consistent with respective Individual Educational Plan [I.E.P.] or the Individual Program Plan [I.P.P.], and State Core Content Standards. Where appropriate, individual students may be exempt from requirements by the local Child Study Team within the I.E.P. Please contact your district or speak to a school counselor to inquire what your district graduation requirements are.

GROUP COUNSELING

Group Social/Behavioral Counseling sessions are attended by the assigned Social Worker and/or School Psychologist, all of the assigned students, the Homeroom Teacher, & the Teacher Assistant, unless otherwise assigned by the Principal.

HARASSMENT, INTIMIDATION & BULLYING

Staff is to report any suspicion and/or evidence of harassment or hazing immediately to the Principal or designee. The Board of Directors prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definition:

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by an 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 property, at any school sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of others students and that:

1. A reasonable person should know, under the circumstances, what actions would 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/her person or damage to his/her property;
2. Has the effect of insulting or demeaning any student or group of students; or
3. 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.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents, (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior, (e.g., bullying).

HEADGEAR

No headgear is allowed within the school. Upon entering the school, students must remove all headgear, including hats, beads, wave caps, bandannas, and/or anything that covers the head. If a student continues to wear headgear they will be removed or denied access to the classroom until head gear is confiscated and consequences will be determined.

HONOR ROLL

Students will make the Honor Roll if they earn **As** and/or **Bs** in all of their classes for the Marking Period.

INCIDENT REPORTS

When inappropriate behavior exceeds the limits of the classroom rules, staff will submit an Incident Report to the Principal. The Principal may reassign students to a new Level of Privilege according to the following table:

<u>Category of Behavior</u>	<u>Consequence</u>
Challenge to Authority	Drop one level of Privilege.
Violation of Property	Drop two levels of Privilege. Students will not attain the next level <i>until</i> they make restitution.
Physical Aggression	Drop a minimum of three levels of Privilege.

Level drops for Physical Aggression are effective immediately. Level drops for other behaviors may occur immediately at the discretion of the Principal. The Principal will suspend students out of school if they are a continued danger to themselves or others. The school will provide or recommend appropriate support. Severe or repeated behaviors may result in a reassessment of the appropriateness of the placement. Assaults may result in up to ten (10) days out of school suspension.

The school routinely sends Incident Reports to parents & local districts. They are also placed in the students' **permanent file**.

INTERNET

The Internet provides Essex Campus Academy with a significant opportunity to enhance its educational services. The Internet provides instant access to a significant fraction of human knowledge. Each year the Internet Use form will be reviewed with all students **before** accessing the Internet. The Principal must have a signed permission form on file from the student & parent before allowing a student access to the Internet. Be sure that you read and sign the guidelines before using the Internet. The signed permission forms must be on file regardless if a staff member is working with the student. Students are not allowed to use the Internet without a staff member **directly** supervising. Internet use is to be consistent with the students' I.E.P. **General computer use will be supervised at all times**. Internet Access is denied until the Principal approves the acknowledgement form.

LEAVING CAMPUS—STUDENTS

1. The school considers students' eighteen (18) years of age or older as adults. Unless otherwise restricted by privilege level, these students may leave campus after informing their Homeroom teacher and signing out in the Main Office.

2. Once a student signs-out of school they may not return.
3. Students seventeen (17) years old, with approved driving privileges, may leave campus to attend work. Students are to sign out in the Main Office each day when leaving for work.
4. Minors may **not** transport **any** other student.
5. Adult status students may **not** transport **any** minor.
6. Minors may leave campus **only** with parental permission.

Students leaving campus without permission will be subject to the school Code of Conduct and the local authorities will be contacted.

LOST AND FOUND

Bring lost and found items to the Main Office and leave them with the Secretary. The school keeps lost items for one week. If not claimed by that time, the school may dispose of them.

LUNCH OPTIONS

1. Bring in a lunch from home. The school has a refrigerator to keep items cold. The school does not have the facility to heat lunches.
2. Bring money to pay for a school lunch [Students should not have more than \$10.00, if denied free lunch status. Students are not allowed to receive a second serving.

MAIN OFFICE

RULES

1. Students are to behave as expected in a corporate setting while in the Main Office.
2. Students need Staff permission *before* visiting the Main Office.
3. Only one student is allowed in the Main Office at a time [unless accompanied by a staff member].
4. Students are excluded from the Main Office during lunch [unless assigned by the Principal].
5. The School Secretary will remind students to leave the Main Office so as not to be late to class.

PROCEDURES

- A. A staff member is to accompany any student using any office equipment. (Copy machine, paper cutter, etc.).
- B. Students are *not* to make or receive telephone calls in the Main Office unless accompanied by a staff member [not the School Secretary].

MARKING PERIOD SCHEDULE

MARKING PERIOD SCHEDULE

Marking Period	Starts	Progress Report	Ends	Report Cards Due	School Days
1 st	9/8/16	10/19/16	11/15/16	11/18/16	46
2 nd	11/16/16	12/15/16	1/26/17	2/1/17	46
3 rd	1/27/15	3/2/17	4/4/17	4/7/17	44
4 th	4/5/17	5/12/17	6/19/17	6/21/17	47

MEDICATION

Give **all** medication to the school nurse. Students are not to carry **ANY** medication about the building unless so directed by the nurse (i.e., asthma inhaler). The nurse needs a prescription signed by a physician to dispense any controlled medication. The nurse needs a note signed by a parent or guardian to dispense any over the counter medication. The school does not supply aspirin, etc., to students.

METAL DETECTOR

In the interest of Public Safety, the school follows a procedure of “Wanding” students, staff & visitors with a Metal Detector. Students will be met at the door each day and checked for any Contra-Band. In order to expedite the process the staff member “Wanding” will expect the students to remove their shoes, empty their pockets, handbags, backpacks, etc. before entering the building. All cell phones, iPods, tablets and any other electronic devices must be turned in to Staff. **Students refusing to comply will be denied entrance to the building.** Students must remain on school property. If a student chooses to leave school grounds the Fairfield Police Department will be contacted. Administration considers this a serious matter. Non-Compliant students risk disenrollment. Staff will check students again when returning from off campus. Staff will conduct random “Wandings” on any student, at any time.

Note: Students allowing other students, visitors, strangers, etc. into the building will be considered non-compliant and an Incident report will be filed. Students leaving exterior doors open, ajar, etc. will be considered non-compliant and an Incident Report will be filed.

MID-DAY APPOINTMENTS

Administration recognizes that some students meet with various community agencies during the school day. Students are not to walk, unsupervised, to an appointment during the school day. The school prefers that students & parents make appointments **after** school hours. To provide the proper supervision, Staff will not allow students to walk to any meetings or appointments during the school day. A parent may sign a student out of school early following proper procedures.

Students and parents are to be encouraged to make appointments outside school hours. Should it become necessary to make an appointment during school, the Principal will allow students to leave for their appointment **ONLY** if the parent or guardian submits a note by 10:00 A.M. of the day in question. The note should include the date, time, and telephone number where the parent can be reached to confirm the appointment. Once students have left the building for an appointment, they are not to return to school. The Secretary will remind the parents to inform the bus driver of the change in transportation.

NEW STUDENTS

New students are on a thirty [30] day, provisional status. At the end of thirty days, the Staff will review the student's progress. Staff will then decide if the student can remain at Essex Campus Academy. The Counselor will send a report to the parent or guardian and the L.E.A. Case Manager.

PHOTOGRAPHS & VIDEOS

Students are prohibited from taking photographs of other students with out permission from the parent or guardian of the subject. Students need the prior approval of the Principal before bringing cameras of any kind to school. The Principal will restrict photographs taken and will approve all photographs and likenesses.

PHYSICAL EDUCATION [PE] ROOM

RULES

1. Remain engaged in an appropriate activity or be seated at all times.
2. Respect all equipment.
3. Follow all rules of the game or activity.
4. Remain in the room until dismissed by Staff.

PROCEDURES

- a. Students will arrive to the PE Room in an orderly fashion. Students will then be seated before starting any PE.
- b. Students not participating are still to report to the PE Room and remain for the duration of the PE.
- c. Students remaining in the classroom during P.E. are to remain with a staff member for the entire period, working on an appropriate activity. [Health]

PROBLEM SOLVING

One of the goals of the school is to prevent negative behaviors from reoccurring. Problem Solving can be very effective in accomplishing this goal. Problem solving is not punitive. It is an opportunity for students to repair relationships. For this reason, Problem Solving is a fundamental component of Essex Campus Academy's behavior management program. Problem Solving occurs between staff members and students or between student and student with Staff facilitating [as appropriate]. It **must** take place, on some level, after each behavior resulting in an Incident Report. The appropriate method will be discussed and selected by staff based on the Incident. These can include but are not limited to: restorative practices, classroom/community meetings, conflict resolution, administrative conferences, counselor conferences, parent involvement, collaborative problem solving, etc.

An example of one model is shown below: The model consists of four [4] steps. Staff works to help students answer these questions:

Step One – What is [was] the issue?

Step Two – What are [were] my choices?

Step Three – What are the advantages of each choice?

Step Four – What will [shall] I do next time?

PROGRESS REPORTS

The school sends Progress Reports to the home and to the Case Managers approximately ½ way through each marking period. The school will keep a copy of each report in the Student Record File. The Progress Report is to notify a student on how he/she is working toward a grade for the marking period.

RESTRAINT

The staff will initiate the use of physical restraint, if necessary, in the following situations:

- * When the student is harming another person.
- * When there is a genuine threat to harm another person.
- * When a student is destroying property.
- * When there is a genuine threat to destroy property.
- * When a student is disrupting the program to the point that a dangerous situation is developing.

SCHEDULES—STUDENT

Students generally follow their schedule throughout the school day. Students generally follow their Group Schedule. Student's schedules may be changed only with administrative approval. Schedules are based on the student's academic needs. Staff can recommend changes to an individual student's schedule, but authorization must come from the Principal.

SCHOOL CLOSINGS

During inclement weather, Emergency School closings will be announced under Essex Regional Educational Services Commission. Watch Channel 12 – or access the Internet www.eresc.com

SCHOOL PROPERTY

The school considers all desks, lockers, etc. as school property. As such, they are public property. Students are to expect that they will be subject to periodic or random inspection and search. Students are not to have any expectations of privacy.

SLEEPING IN CLASS

Students are not allowed to sleep in class. Any student that is ill will be directed to the Main Office. The Secretary will call the Parent or Guardian to see if he or she can pick up the student.

SMOKING

The school discourages smoking. Signed legislation **S-412** prohibits smoking anywhere on school grounds, by any person. Violation of this law carries a \$100.00 fine.

According to this legislation, **Smoking is prohibited at all ERESC schools and offices**, including, but is not limited to – inside of the building, in the parking lots [regardless if you are sitting in your vehicle or not], on the playing field lots, anywhere adjacent to the building and on the sidewalks adjacent to the school as they are considered part of the school property. Smoking on and/or near school grounds will result in disciplinary action.

STORES IN THE COMMUNITY

The school considers visits to stores in the community as part of the Socialization Component of the school program. The school considers visits to local stores during the day as Field Trips. The School Code of Conduct is in effect while visiting local stores. This applies also to any incident that may occur during the

school day while in the community. The school day starts from the time the student is at the bus stop in the morning to the time the student is at the bus drop in the afternoon.

STUDENT LOUNGE

The Student Lounge is a PRIVILEGE for students who maintain a minimum of Building Level. The school allows students to use the Lounge to interact & socialize with others in a positive way. The pool table, Ping-Pong table, television, Foosball and equipment are there for students to enjoy. When students misuse, abuse or vandalize furniture and equipment, the following will be in effect:

- The student(s) will receive an Incident Report.
- The student(s) will drop TWO levels.
- The student(s) must make restitution **before** staff allows the student's return to the lounge.
- Restitution can be Reimbursement or another measure set forth by the Principal.
- No Cash! The student(s) must reimburse the school by check or money order made out to - **Essex Regional Educational Services Commission.**

RULES

1. Remain engaged in an appropriate activity or be seated on the chairs provided.
2. Respect all equipment.
3. Follow the rules of the game or activity.
4. Remain in the room until dismissed by staff.

STUDENT NEWSLETTER

The name of the Student Newsletter is "THE RUNDOWN." The students periodically publish an edition. Any student can contribute to each edition.

STUDENT OF THE MONTH

CRITERIA:

1. 90 ± % attendance for the month.
2. All assignments completed with app. 80% accuracy for the month
3. No Incidents Reports for that month.
4. A "Random Act of Kindness" or other exemplary behavior.
5. Shows progress and consistency in academics and behavior.

ACKNOWLEDGEMENTS:

- I. Staff will place the selected students' digital picture on display in the front showcase.
- II. The selected students' will each receive a certificate with their picture on it.
- III. The selected students' will each receive additional incentives to be determined by the school.
- IV. Staff will mention the selected students in the next edition of the school newspaper.

STUDENT RECORDS COLLECTED

The following is a list of typical records kept in a student's file:

Accident Reports	Evaluations	Placement Waiver
Behavior Contracts	I.E.P.	Present Level of Educational Performance

Brigance Record Book	Incident Reports	Report Card
Conference Summary	Intake Interview	Transcript
Correspondence	Medical	Transition Plan

Note: Immunization records are kept in a separate file for easy access and examination. Copies of these records can be kept in the students complete records file.

STUDENT RECORDS RELEASED

Individuals or agencies requesting for the release of Student Records must be made to the Sending District [L.E.A.] according to New Jersey Administrative Code 6:3-6.6 (a) 2,4,34 CFR 300.571 (a) 1,2. The school Secretary must receive a form from the L.E.A., signed by the parent or guardian, before the school sends any records. Administration must also approve the sending of all student records.

SUBSTANCE ABUSE

Substance abuse and related issues are very serious matters at Essex Campus Academy. The school will deal with them accordingly. **Any** staff member who has a REASONABLE SUSPICION that a student is consuming, possessing, under the influence, or attempting to procure or distribute any mood altering substance or related paraphernalia **MUST**, by law, report that student to the Building Principal or designated Staff member immediately.

1. If the student is thought to be under the influence of a mood altering substance, the Principal or his designee will remove the student to a safe environment (usually the nurse's area). The Main Office will make every reasonable effort to contact the student's parent or guardian and request that the parent take the student immediately for a medical check up and drug screening.
2. If the school cannot reach a parent or guardian, the school will arrange for the student to be examined by a medical professional and to have a drug screen performed.
3. The Medical Examiner will furnish a written report to the parent or guardian and the Principal or his designees within twenty-four hours.
4. If the results of the drug screen are not available in twenty-four hours, the student may return to school with a medical clearance where appropriate, until a result of the drug screen is received.
5. If the results of the examination or drug screen indicate substance use, the student, parent or guardian, Principal or designee, and the Student Assistance Counselor will all meet to determine a further course of action before the student being readmitted to school. Actions will include, but are not limited to: drop in level of privilege, loss of any additional privilege previously in effect for a minimum of one month, and a minimum of two (2) sessions with the Student Assistance Counselor.
6. The student may return to school when the medical examiner certifies, in writing, that substance use no longer interferes with the student's physical and mental ability to perform in school **and** the student agrees to the course of action arrived at during the meeting described above.
7. The school will notify the appropriate law enforcement officials if the student is in the possession of controlled substances and/or related paraphernalia.
8. Refusal or failure by a parent or guardian to comply with the provisions of the laws which dictate these procedure (N.J.S.A. 18A:40A-12) will be deemed in violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 seq.) laws.
9. Any Staff member who reports a pupil to the Principal or designee in compliance with the provisions in this policy shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 18A:40A-13 and N.J.S.A. 18A:40-14.

SUSPENSION

Essex Campus Academy does not **routinely** suspend students (see Code of Conduct). However, should it become necessary to suspend a student, the Principal or designee will inform the Superintendent. The Principal will also contact the parent and district as soon as possible by telephone and in writing. The Principal or designee will relay the reason for the suspension, the effective date and the date when the student may return to school. Return to school will require a meeting with the student's parent unless otherwise indicated. The Secretary will remind the sending district to adjust transportation. Suspensions will be considered for the following:

- Possession of a weapon
- Possession and or use of a cell phone or electronic device
- Verbalizing possession of a weapon

- Chronic disruptive behavior
- When a student is considered a danger to him/herself or others
- Verbal threat involving any weapon
- Behaviors outlined in individual behavior contracts
- Under extenuating circumstances, as determined by the Principal or designee
- Sales and/or possession of drugs
- Assault on students or staff
- Chronic non-compliance
- Chronic disruptive off-campus behaviors
- Failure to leave the area during a Crisis
- Blatant disregard for school rules & procedures
- Disrupting on the bus
- Throwing snowballs

TECHNOLOGY ROOM

The Technology Room is used to compose and record music, video, and stills. The Technology Room teacher also instructs students in the specific uses of the Computer. This room is also used for activities involving other electrical equipment.

RULES

1. Remain engaged in an appropriate activity at all times.
2. Respect all equipment.
3. Conserve materials.
4. Sit on chairs only.

VIDEO/MOVIE SELECTION

If there is a movie that Staff feels is relevant to the class and/or lesson plans that contravenes the Motion Picture code, it may be shown after obtaining permission from the Principal and the parents of students that fall below the age range for each movie.

VISITS TO OTHER STUDENTS' HOMES

Essex Campus Academy strongly discourages students from visiting each other's home. Thus, the school will not allow students to take another bus home for the purpose of visiting other students.

NOTE: The school does not allow minors to drive with other students for any reason.

VISITORS

Essex Campus Academy does not allow any student visitors during the school day. The Parent, Guardian or Case Manager will accompany any potential students for intakes. Parents, Guardians, family members are welcome to visit the school by making an appointment directly with the Principal. All expected visitors will be "Wanded" by the metal detector.

Note: Students allowing other students, visitors, strangers, etc. into the building will be considered non-compliant and an Incident report will be filed. Students leaving exterior doors open, ajar, etc. will be considered non-compliant and an Incident Report will be filed.

WEAPONS

If a student brings a WEAPON to school, the consequences include:

- Notifying the Police immediately
- Informing the Principal immediately
- Isolating the student until the Police arrive, if it is practical & safe
- Waiting for the Police to arrive to disarm the student, if it is practical & safe
- Turning the weapon over to the Police
- Filing charges
- Suspending the student for up to ten [10] days
- Placing the student on Classroom Level
- Contacting the Parent & Case Manager

Note: The opinion of the school is that if a student is old enough to have a knife, etc. for any reason, then the student is old enough to remember to leave it at home. The Administration may take other disciplinary action depending upon circumstances. *In ALL cases, the Superintendent or Designee will decide if the student will be allowed to return to the school.*

Return this completed form to the Main Office A.S.A.P.

ESSEX CAMPUS ACADEMY
STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I have read all the information contained in the Essex Campus Academy STUDENT Handbook. I will abide by all the rules and policies contained within. Furthermore, I understand that Administration may revise the rules and policies during the school year as needed.

[Student Signature]

[Date]

[Print Name]