

**ELEMENTARY SCHOOL GRADES (K – 6)
PARENT/STUDENT HANDBOOK**

2017-2018



**THOMAS EDISON ENERGYSMART
CHARTER SCHOOL**

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Dear Students,

Welcome to our sixth year at Thomas Edison EnergySmart Charter School. This year marks an exciting time for us as we welcome our first high school class! Our ninth graders will embark on a new and highly advanced program that will allow them to graduate high school with an Associates Degree. As this program grows and develops, many more opportunities will be available for our students. TEECS continues to be a learning community that is a place alive with energy, enthusiasm, and excellence. Here's to a wonderful new school year and making each day better than the one before.

We look forward to a very positive and productive year together with many opportunities to learn and succeed in your education. TEECS pledges to you, our students and parents, all the ingredients for a wonderful year of engaging, meaningful, and rigorous work in our classrooms, as well as fun and memorable moments in our extracurricular clubs, activities, and special events. Our job as educators is to introduce you, our students, to the boundless opportunities that are available and to encourage you to always dream big.

During this 2017-2018 school year, we will continue to build upon and refine our foundation of quality instruction and create a warm learning environment, while continuing to build upon our tradition of excellence in education. We believe that each of us shares in the responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. Each is responsible for doing his or her part to make our school a place where we can all work, strive, and ultimately succeed in creating well-rounded students ready for the next step.

TEECS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our staff of highly qualified professional educators and support personnel is committed to providing our students many opportunities, both inside and outside the classroom, for high caliber and quality learning, continual growth, leadership opportunities, and achieving at a high level of excellence. We pledge that this will be our focus daily, and we invite and encourage you, our students and parents, to work in partnership with us to seize these opportunities at TEECS.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it as a family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide all of you with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Thomas Edison EnergySmart Charter School team - best wishes for a great 2017-2018 school year!

Thank you,
Thomas Edison EnergySmart Charter School

MISSION STATEMENT

The Thomas Edison EnergySmart Charter School's (TEECS) mission is to engage students within a dynamic environment inspired by a love of learning, enriched by a diversity of backgrounds and perspectives, and guided by an agreement of common trust.

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

THOMAS EDISON ENERGYSMART CHARTER SCHOOL STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- ✓ To feel safe in the school environment
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions, and chaos
- ✓ To express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol, and drug free
- ✓ To use school resources and facilities for self-betterment under appropriate supervision
- ✓ To expect courtesy, fairness, and respect from all members of the community
- ✓ To be informed of all expectations and responsibilities
- ✓ To take part in a variety of school activities
- ✓ To have the right to due process

STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest
- ✓ To do his or her best to learn and master all he or she can
- ✓ To respect school rules, regulations, and policies
- ✓ To be sure that personal expression does not interfere with the rights of others
- ✓ To follow state law and school policies concerning substance abuse
- ✓ To respect and protect the personal and property rights of others and of the school
- ✓ To treat all members of the community with full respect, fairness, and courtesy
- ✓ To abide by all the expectations of the school and its community
- ✓ To follow the prescribed guidelines for participation in school activities
- ✓ To adhere to due process procedures

1. INTRODUCTION

To achieve our mission, every member of the Thomas Edison EnergySmart Charter School (TEECS) community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a parent/student Handbook, it is written to/and for both parents and students. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. COUNSELING SERVICES

Thomas Edison EnergySmart Charter School has a guidance counselor who is available to see students regarding problems that they may be experiencing at school or home. The class teacher will refer the student to the counselor with the approval of the Lead Person or his designee.

3. UNIFORM AND PERSONAL APPEARANCE

TEECS has a uniform policy that is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these uniforms. Most of the uniform items can be purchased from the companies suggested by the school.

PLEASE NOTE...

**If you arrive at school out of uniform, your parents will be called to bring the proper uniform.
The staff reserves the right to determine and restrict unbecoming styles.
Violations of the dress guidelines will result in incremental disciplinary action.**

OFFICIAL UNIFORM:

Uniform Top for All Students (With school logo)

Grade 6

- Navy Blue Polo TEECS shirts with short or long sleeves
- Gray Sweatshirt
- Navy Blue Sweater

Grades K-5

- Light Blue Polo school shirts with short or long sleeves
- Light Blue Sweatshirt
- Navy Blue Sweater

Shirt should be in good condition, free from stains, holes and tears, long enough to stay tucked in all day and show belt, and collars and sleeves must remain down. Staff reserves the right to determine if the uniform is appropriate.

Uniform Pants or Walking Shorts

- Properly fitting khaki pants or khaki shorts (kneecap length or longer).
- Black or Brown belt (Grades 2 – 6): Must be worn at all times, be properly fitting and visible.
- No jeans except when given explicit permission.

Pants and walking shorts must be free from stains, holes and tears, fit properly, not be baggy or tight, not have a low waist, not be cargo style (no pockets on legs), and not be petal pushers. Staff reserves the right to determine if the uniform is appropriate.

Footwear

- Socks: Solid colored white, navy blue, brown or black must be worn at all times.
- Shoes (boys): Brown or black flat rubber soled lace-up shoes or loafers. Shoelaces must be tied.
- Shoes (girls): Mary Janes (shoe with a strap over the ankle) or ballet flats. Both shoes MUST have a rubber sole.
- No sandals, flip-flops, mules, patent leather shoes, light up shoes, heels or shoes with glitter.
- Sneakers are required on PE days and permitted when given explicit permission. Sneakers must be white, brown or black. No light up or brightly colored sneakers. Shoelaces must be tied.
- Boots can be worn to school in inclement weather. Students must change into uniform shoes during Homeroom.
- All shoes should have backs or secure straps on back of shoe for safety and always remain tied.

PE Uniform (with school logo)

- Navy sweatpants or shorts (kneecap length or longer).
- Turquoise and orange t-shirts.
- Sneakers only. Sneakers must be white, brown or black. No light up or brightly colored sneakers. Shoelaces must be tied.

STUDENTS WILL NOT PARTICIPATE IN GYM ACTIVITIES IF NOT PREPARED WITH PE UNIFORM!

Jackets

- Jackets and sweatshirts other than those with our school logo cannot be worn in the classroom.

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

- Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.
- TEECS prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him/her (this includes Mohawks or other extreme haircuts, including shaved patterns).
- No jewelry shall be displayed or visible on the male student. Female students are permitted to wear only stud earrings. Watches may be worn that do not have access to the internet.
- Make-up is not permitted.
- Purses are allowed for Grades 5 - 6.
- TEECS prohibits tattoos, body piercings, body writings, sunglasses, pajamas, wallets with long chains, hats, baseball caps, bandannas, and other headgear.

DRESS DOWN DAYS

There will be times throughout the year that students will be permitted to come to school without their designated uniforms. Details on those specific days will be provided via e-mail; please follow the instructions for that day. Students will also be expected to follow basic grooming and clothing requirements listed above under *Additional Dress Code Requirements and Expectations as well as the guidelines below*:

- Skirts and dresses are to be kneecap length or longer or have leggings underneath
- If leggings are worn, shirts must cover the student's bottom and front area
- Belly style shirts are not allowed
- Ripped jeans are not allowed

ALL GARMENTS MUST COMPLY WITH TEECS GUIDELINES AT ALL TIMES!

4. REPORTS and GRADING SCALE

All students will be assigned a progress report grade in all classes at the end of the designated progress report periods. All progress reports will be sent home with the student. All students will be assigned a report card grade in all classes at the end of every **9-week (4 Quarters)** reporting period within a semester.

The school is responsible for issuing progress reports and report cards in a timely fashion. Each report card will be e-mailed. Please notify the school office for any email address or contact number changes. It is the parent's responsibility to request a report from the front office if it was not received on time. If you do not get your progress report or report card, please call the school office at (732) 412- 7643.

It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at www.energysmartschool.org. TEECS is dedicated to excellence in education, and we strive to create a caring and efficient communication between homes and school.

All grades except for Kindergarten and First at TEECS will follow this standard scale for assigning letter grades for each reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale:

A	90 – 100
B	80 – 89
C	70 – 79
F	0 – 69

Comment Legend in Student's report cards:

1 – A pleasure to have in class	8 – Talkative and/or disruptive
2 – Works hard	9 – Parent/Teacher conference requested
3 – Improved effort	10 – In danger of failing
4 – Homework not handed in	11 – Unsatisfactory or no project work
5 – Frequently tardy	12 – Unsatisfactory participation
6 – Frequently absent	13 – Actual grade is 50% or below
7 – Grade reflects poor test scores	

5. EXAMINATION PROCEDURES

At TEECS, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (state mandated standardized test) are used on a state-wide basis as measures of student performance, students at TEECS are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure, and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examination.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within three (3) days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero award is to be made or a lesser/harsher penalty imposed.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.

6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at TEECS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If a student or parent has questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

7. GRADE PROMOTION POLICY

The grade promotion policy from one grade to another in TEECS shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 in Reading/Language Arts.
3. A student must maintain a yearly average of 70 in Writing/Language Arts.
4. A student must maintain a yearly average of 70 in Mathematics.
5. A student must maintain a yearly average of 70 in Social Studies.
6. A student must maintain a yearly average of 70 in Science.
7. If a student fails two subjects (less than 70), they will be retained. If a student fails one subject, by a narrow margin, retention will be administrators/teachers discretion. Only core academic subjects, including Language Arts (Reading), Language Arts (Writing), Math, Science and Social Studies are considered for promotion purposes.
8. A student must not have more than 10 unexcused absences in order to be promoted to the next grade level. More than 10 unexcused absences within one school year could result in an appearance before the Board of Directors.

8. ILLNESS, INJURY, AND MEDICATION POLICIES

TEECS has a school nurse and first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse. If a student has a fever of 100 degrees or more, is vomiting or has diarrhea or the school nurse feels the student is unable to continue classes, a parent/guardian will be notified to come pick the student up immediately. Students cannot be left in the nurse's office.

Please note that if a student MUST be fever and diarrhea free for at least 24 hours before returning to school. If a student returns to school before the 24-hour time frame has passed, a parent/guardian will be notified to come pick the student up immediately.

Illness or Injury During the School Day

Please follow these rules if you become ill or are injured during the school day.

- Report to the nurse's office. If the nurse is not available, you should report to Security.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not leave the building without permission. Always report to Security.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
 - Sent directly from the pharmacy or physician's office.
 - Brought to school by the student's parent or guardian.
- The school must receive a Medication Administration Directions form signed by the student's physical and parent or guardian.
- On the medication container, the following information must be clearly printed:
 - Student's name
 - Name of the medication
 - Dosage
 - Time the medication is to be taken
- Bring in only the amount of medication that is needed for the school day.
- In the case of prolonged need, send in the amount for a clearly specified time period such as one (1) week or one (1) month. Extra medication will not be sent home with a student.
- Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other over the counter drugs are not available at TEECS.
- All medication will be kept in a secure location in the nurse's office.

Head Lice Policy

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

9. LOCKERS

Students in Grades 4 - 6 will be assigned a locker for his/her individual use at TEECS (students in Grades K – 3 will use cubbies). This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. TEECS will not be liable for personal items left in the lockers or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade lockers with another student. Do not let another student share your locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the front office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers need to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. State law permits inspection of student lockers, at the discretion of local school officials. Students attending TEECS should not expect privacy of the contents of their lockers, desks, or other school property.

Backpacks will not be allowed in the classroom per New Jersey state law. Students will be permitted to carry a small cloth Thomas Edison bag to their classes.

In a regular school day, students can go to their lockers on the following designated times only.

- a. Before classes begin in the morning
- b. During the three minute passing periods.
- c. After classes are over

You may not go to your lockers during lunchtime. The school provides combination lockers.

A locker is an essential part of a student's life at TEECS. Use of lockers is strongly encouraged since backpacks will not be allowed in any of the classrooms. Please refer to the locker policy for more information.

10. LOST AND FOUND

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to seven (7) days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost Property shelves located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

11. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school or you may bring a packed lunch. During the lunch period, you will be expected to display good manners and courtesy. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Parents may set up an account online through MealTime Online. Please note that any student with a negative balance at the end of the month will not be able to participate in Clubs or Extended Care.

Students should bring lunch with them to school in the morning if they are not purchasing lunch that day.

Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal (classroom) voice. Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horseplay or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- Do not share food due to allergies.
- Backpacks, books, and computers are not allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside is prohibited. Parents/guardians are prohibited from bringing special ordered lunches to students during lunchtime.

12. PUBLIC AREAS: HALLWAYS, CAFETERIA, AND RESTROOMS

Hallways, stairways, cafeteria, and lavatories are areas used by all members of TEECS. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories.
- You may not eat in halls or lavatories.
- You may not run in the halls, lunchroom or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You may not draw graffiti, post flyers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of your locker or cubby.
- Clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.
- In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property or at school-sponsored events.

Students are not permitted in the halls during class periods and lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

13. RESTRICTED AREAS

After arrival to school, students may not leave the building for ANY reason without written permission of the Administrator or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any items from a teacher's desk.
- The laboratories are off limits unless a teacher is present.
- The playground of the school is off limits except when permission is given.
- Construction areas are off limits.
- Any other areas that are determined by the Lead Person or Administrator are off limits.
- All restricted areas are off limits during after school activities.

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

14. SCHOOL ACTIVITIES

TEECs will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

Students may not attend any after school activity, club or competition if they are not in school that day.

Field Trips

Field Trips offer exciting ways to learn. TEECS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parent or guardian to school by the specified date. Phone calls will not be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by TEECS code of student conduct while on the field trip.
- You may not qualify for field trips due to standards or requirements set forth by either the field trip leader or by an administrator.
- Students will be responsible to make up work for any classes missed due to a field trip.
- Money will not be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are allowed a five (5) minute window from the designated departure time for any field trip.
- TEECS reserves the right to call Department of Children and Families, Franklin Township Police Department, or related authorities for students who are still on campus after the designated pick up time after the field trip.

After School Activities

There is no better way for students to enrich their education than by taking part in clubs and after school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your ride should arrive promptly at least five (5) minutes prior to the end of the activity.
- You must abide by TEECS code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

After School Club Policy

After School Clubs are scheduled from 3:00 pm to 3:55 pm. There will be a fee to join a Club, Sports Club or Advanced Team. Students that qualify for free lunch will be able to join clubs for free; students that qualify for reduced lunch will receive a 50% reduction in cost. Club sign ups are done on a quarterly basis and you may not add, cancel or change clubs during the middle of a quarter and no refunds will be issued. Cancellations must be made in writing to the Main Office at info@energysmartschool.org. After School Clubs are charged monthly and is not based on the number of school days in any particular month with the exception of September, December, April and June. September, December, April and June will be pro-rated based on the number of times the club meets in those months only. Credit will not be given for holidays, snow days, emergency school closings, early dismissals, field trips, student's absences, or early pick-ups. A late charge will be assessed for any late pick-up at the rate of \$2 per student for every 1 minute.

Club procedures and rules must be understood and followed. There may be prerequisites to join clubs. Dates and times are subject to change and TEECS reserves the right to cancel a club if there is not enough interest. Every member of a "Sports Club" or "Advanced Team" must maintain a B average for all classes each marking period. If he/she fails to meet the requirements, he/she will not be allowed to participate or attend team meetings or practice until their average grade is at the required level. Every member will have until either the progress report or marking period end, whichever comes first, to meet the required B average grade for all classes.

Extended Care Policy

For students that cannot be picked up by 3:55 pm, extended care is offered from 3:55 pm to 6:00 pm. Extended care is charged monthly in one-hour increments and is not based on the number of school days in any particular month with the exception of September, December, March and June. September, December, March and June will be pro-rated based on the number of days in each month. Credit will not be given for holidays, snow days, emergency school closings, early dismissals, field trips, student's absences, or early pick-ups. A late charge will be assessed for any late pick-up at the rate of \$2 per student for every 1 minute.

Payment Policy for After School Clubs and Extended Care

Payment for After School Clubs and Extended Care is due on the 1st of each month to the Main Office. TEECS accepts checks made payable to TEECS, cash or money orders. We are unable to accept credit cards at this time. Payments received after the 15th of the month will be accessed a late fee of \$10. Additionally, students will not be able to participate in clubs or extended care if payment has not been received for the previous month.

Science Fair

Thomas Edison EnergySmart Charter School organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so will result in failing the science class. If a student wins a trophy or medal in the science fair or in any other competition/contest in which he/she represents the school, the school owns the trophy or medal and will display it.

TEECS School Science Fair Committee will provide a Science Fair Handbook to the students. Every student is required to follow the guidelines cited in the Science Fair Handbook.

15. STUDENT ID CARDS

Student ID cards are issued to each student. This card allows students to attend school-sponsored functions and the student must show and use the ID card in order to get breakfast and lunch. If you lose your ID card, go to the activity coordinator before or after school to purchase a new one. Students shall return their Student ID cards if they withdraw from the school.

16. TEXTBOOK AND SUPPLIES

TEECS may use classroom sets for each course. TEECS will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to TEECS immediately.

When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay the current price value of the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

FINAL REPORT CARDS, TRANSCRIPTS AND/OR TRANSFER CARD WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.

17. VISITORS

Visitors for educational reasons are welcome at TEECS. Visitors/parents must sign in with security when they arrive. Visitors/parents must present a valid ID to security. No visitor or parent is allowed to walk in the school without a visitor pass. Visitor passes must be visible at all times. Students' visitors are not permitted on site. Do not bring guests to school without prior arrangements.

18. ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her Education - to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. **To receive credit in a class, a student cannot have 10 or more unexcused absences.** Students with 10 or more unexcused absences may be retained in their current grade, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- All extracurricular activity or public performances that has been approved by the District's Board of Trustees are excused.
- Required appointments related to screening, diagnosis, and treatment for Medicaid-eligible students.
- A temporary absence resulting from any cause acceptable to the teacher, Lead Person, or Superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance that requires immediate attention.

Attendance regulations (N.J.A.C. 6A: 16-7.6) requires each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students, including the adoption of a definition of "unexcused absence" and the provision of mandated services for students with between one and nine cumulative unexcused absences and a mandated court referral for truant students. Truant students are defined as those with ten or more cumulative unexcused absences.

Please note:

- The District shall excuse students from attending school for the purpose of observing religious holidays when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits documentation for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holidays will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holidays shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is tardy if he or she is not in the classroom when the tardy bell rings. Repeated instances of tardiness will result in disciplinary action.
- The administrator must clear all anticipated absences at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or

administrator. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

TEECS has the right to take extreme absence cases to court.

A. Absence and Tardiness

TEECS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand the meanings of each. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Students must provide a note from a parent/guardian or a doctor for an excused absence to be admitted to school.

B. Excused Absences

TEECS accepts only the following as excusable reasons for absence from school with documentation, as per State Law. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the Main Office by e-mail (info@energysmartschool.org) and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Religious observance
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- "Take Our Children to Work Day"
- Participation in observance of Veteran's Day or district board of election membership activities
- The closure of a busing district that prevents a student from having transportation to the receiving school.

C. Unexcused Absences

An unexcused absence does become part of a student's school record. Family travel, personal illness or illness of a family member, professional appointments, performance of household duties and other daytime and non-educational activities are considered unexcused absences as per State Law. You will also be marked for an unexcused absence if you:

- Fail to e-mail the main office the day of the absence or within three school days following an absence that would otherwise be considered excused;
- Leave school without the permission of the Administrator;
- Are absent from class without permission - including walking out of class;
- Are absent from school without parental permission;
- Get a pass to go to a certain place but do not report there, and/or;
- Are absent for reasons considered unacceptable to the Administration.

D. An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

- On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

E. Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected and teachers are not obligated to allow you to make up quizzes or tests.

F. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. TEECS shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work missed as a result of a truancy;
- A record of the truancy will be entered into your permanent file;
- A conference with your parents will be held.

G. Habitual Truancy

TEECS shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or nine (9) total days of unexcused absences during a semester (2 quarters).

H. Tardiness

At TEECS, there are two types of tardiness: tardy to school and tardy to class.

SCHOOL TARDINESS

Per NJ state law (NJSA 18A 38.25-26), a student must be present in school for a **minimum of four instructional hours** in order to receive credit for a given school day. The TEECS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of TEECS's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students makes maximum use of class time and learns to be punctual. **School begins at 7:50 am.** Beginning the day promptly is important and demonstrates commitment to success.

If students are not in the building at 7:55 am, they need to go directly to security to obtain a tardy slip.

Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Problems with tardiness to school may require adjustments in the family's morning routine. Tardiness is excusable by a school official under the following circumstances with e-mail and/or a professional note from the court or doctor/dentist:

- Court Appointment
- Student has a doctor or dentist appointment

A student will receive a recess detention for every five (5) days of tardiness.

The administrator has the right to substitute an alternative disciplinary intervention for repeat offenders.

I. Dismissal Policy

These instructions should be kept all year as a reference for dismissal procedures. Please read through and discuss them with your child. Forward any questions to the Main Office. Please remember that all rules and policies are there to keep the students of Thomas Edison EnergySmart Charter School safe and to get them home in the most efficient way possible.

1. **Regular dismissal time for all students is 2:35 pm sharp.** Dismissal time for "Early Dismissal" days is 12:25 pm. Please do not arrive at school before dismissal times unless you are picking up your student early and have made arrangements beforehand by e-mailing the Main Office (info@energysmartschool.org) and the homeroom teacher. **Arrangements need to be made by 10:00 am on the day you would like to pick up your student early unless it is an emergency.** Students cannot be picked up early between 2 and 2:35 pm..
2. Dismissal time for "Early Dismissal" days is 12:25 pm. Please do not arrive at school before dismissal times unless you are picking up your student early and have made arrangements beforehand by e-mailing the Main Office (info@energysmartschool.org) and the homeroom teacher. **Arrangements need to be made by 10:00 am on the day you would like to pick up your student early unless it is an emergency. Students will not be available for pick up between 11 am and 12:25 pm.**
3. For parents who are unable to pick up their students by 2:35 pm, TEECS provides a fee based After School Program. Any student not picked up on time and not enrolled in a Club or Extended Care, will be sent to the Main Office and parents will be called and charged \$2 per student for every 1 minute that the student remains in the school.
4. Students participating in Clubs must be picked up at 3:55 pm. Any student not picked up on time and not enrolled in Extended Care, will be charged \$2 per student for every 1 minute that the student remains on campus.
5. Students participating in Extended Care until 5 pm must be picked up by 5 pm. Any student not picked up on time and not enrolled in Extended Care until 6 pm, will be charged \$2 per student for every 1 minute that the student remains on campus.
6. Students participating in Extended Care until 6 pm must be picked up by 6 pm. Parents of any student not picked up by 6 pm will be charged \$2 per student for every 1 minute that the student remains on campus.
7. TEECS reserves the right to call Department of Children and Families, Franklin Township Police Department, or related authorities for students who are still on campus after 6:10 pm.
8. Students walking home will be assigned a walker pass, if requested in writing by parents/guardians. TEECS is not responsible for a child who walks home once he/she is off school property.

Dismissal Information: Parents must fill out the electronic form provided by the Main Office with Dismissal Information. Students not registered with an After School Club, must either take a bus home or be picked up. If you need to update the dismissal instructions on file, please email the Main Office. Dismissal changes need to be emailed to the Main Office by 10 am the day of. TEECS is not responsible for students who leave the campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having written permission from an administrator.

For more information, please contact the Main Office.

J. Early Dismissal of Students from School

Because TEECS is very concerned about your safety and well being of their students, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety:

- School administrators may release you before the end of a school day only upon receipt of an email by 10 am by the Main Office or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Lead Person and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Lead Person.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building will be locked at 6:00 pm.

K. Unexpected Closing of School

In case it would be necessary after students have gone home to close school the next day because of weather or other emergency situation, the closing will be posted on the school website and parent's contacted via School Messenger.

19. STUDENT CONDUCT AND DISCIPLINE

TEECs' goal is to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TEECS administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

Rules in every classroom:

1. Be in your assigned seat, ready to work before the tardy bell rings at 7:55 am.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Rolling backpacks are not permitted on school property.
4. Keep your hands, feet, and objects to yourself.
5. Do not engage in behavior that creates classroom distractions.
6. Follow directions the first time they are given.
7. No gum, food, or drinks are allowed in the building except in designated food service areas with the exception of a reusable water bottle.
8. Raise your hand before speaking.
9. Every student must have a hall pass with him/her at all times. No exceptions!
10. No students may leave class without a hall pass.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. Serious matters will be referred to the discipline committee as determined by administration. One or a combination of following consequences for violating daily classroom rules may be implemented:

- Discipline points
- Written warning
- Teacher's option
- Parent contacted
- The privilege of attending school wide events
- Sent to the designated grade level disciplinarian. Please note that if a student refuses to speak to Administration or the disciplinarian, decisions will be made on the information that has been provided from other parties involved.

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways:

1. Oral praise from the teacher
2. Pass to assemblies
3. Note to parents
4. Phone call to parents
5. Parties
6. Trips and/or Picnics
7. Personal notes to student
8. Notes accompanying report cards
9. Notes on papers, tests, etc.
10. Field trips

Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials:

- Do not bring radios, tape players, tapes, MPS players, CD players, virtual pets, games, or any other type of electronic equipment.
- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping, or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classed unless excused by a parent, guardian, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and/or argumentative is prohibited.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is prohibited.

Discipline: Severe Clauses-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed a weapon.
- Damages or destroys property belonging to a student, the school, or a teacher.
- Swears, makes rude gestures, or cruel teasing or put-downs.

If at any time a student's disciplinary record includes five (5) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Students may be questioned by Administrators regarding incidents of HIB (Harassment, Intimidation and Bullying). Lack of participation from a student and/or parent(s) in the process does not preclude action taken by the TEECS administration.

20. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

A. Fight and/or Arrange Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, all students involved in any fight will be disciplined. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

1st Offense: Parents/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion.

2nd Offense: Parents/guardian contacted. Possible expulsion.

B. Bringing Beepers, Pagers, Cellular Telephones or Other Electronic Devices:

Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Administrator. Cell phones can only be used for the purpose of calling parents, between 3 pm and 3:30pm in the gym area. Students are not allowed to chat or play games with their cell phones or any other electronic devices on the school premises.

Consequences:

1st Offense: Parent/guardian contacted. Device will be confiscated and can be retrieved by parents/guardian only along with a \$10 fee. TEECS is not responsible for the confiscated items which are not retrieved within one (1) week after confiscation.

2nd Offense: Parents/guardian contacted and up to two (2) days of Out of School Suspension. Device will be confiscated and can be retrieved by parents/guardian only on or after the last day of school along with a \$10 fee. TEECS is not responsible for the confiscated items which are not retrieved within one week after the last day of school.

3rd Offense: Parents/guardian contacted and up to three (3) days of Out of School Suspension. Device will be confiscated and can be retrieved by parents/guardian only on or after the last day of school along with a \$10 fee. TEECS is not responsible for the confiscated items which are not retrieved within one week after the last day of school. Possible expulsion.

C. Cheating and/or Plagiarism:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

See individual teachers' policies.

D. Abuse and/or Misuse of Computers and Laboratory Equipment:

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate web sites or web pages using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

1st Offense: Parents/guardians contacted. Administrative has discretion. Under supervision, you will repair, undo, reset, delete, replace, or do whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to two (2) days of Out of School Suspension.

2nd Offense: Parents/guardians contacted. Administrative has discretion. Under supervision, you will repair, undo, reset, delete, replace, or do whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to three (3) days of Out of School Suspension.

3rd Offense: Parents/guardians contacted. Administrative has discretion. Student will be banned from using any computer and science labs at TEECS. Under supervision, you will repair, undo, reset, delete, replace, or do whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Expulsion will be recommended.

E. Disrupt Learning:

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/guardian contacted. Teacher has discretion with the recommendation of detention and/or up to a one (1) day In School Suspension.

2nd Offense: Parent/guardian contacted. Administration has discretion including possible detention and/or up to two (2) days of Out of School Suspension.

3rd Offense: Parent/guardian contacted. Administration has discretion including up to three (3) days of Out of School Suspension and/or expulsion.

F. Uniform Violations:

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences:

1st Offense: You will be sent to the office to fix the violation and your parent/guardian will be contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one (1) day of In School Suspension.

2nd Offense: You will be sent to the office to fix the violation and your parent/guardian will be contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible two (2) day of In School Suspension.

3rd Offense: You will be sent to the office to fix the violation and your parent/guardian will be contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible three (3) days of In School Suspension.

G. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

H. Give A False Fire Alarm:

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

Consequences:

Parent/guardian contacted. Three (3) days of Out of School Suspension and recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

I. Forgery

Any attempt by a student to sign a teacher's, administrators, parent/guardian's, or student's name to any school document is considered forgery.

Consequences:

1st Offense: Parent/guardian contacted and two (2) days of Out School Suspension.

2nd Offense: Parent/guardian contacted and a three (3) days of Out of School Suspension.

3rd Offense: Parent/guardian contacted and a recommendation for expulsion.

J. Gambling and Playing Cards:

Gambling includes but is not limited to card playing, dice shooting, and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokémon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards is prohibited.

Consequences:

1st Offense: Parent/guardian contacted and two (2) days of Out of School Suspension. Cards, dice, etc. will be confiscated and can be retrieved by parents/guardian only along with a \$10 fee. TEECS is not responsible for the confiscated items which are not retrieved within one (1) week after confiscation.

2nd Offense: Parent/guardian contacted and two (2) days of Out of School Suspension. Cards, dice, etc. will be confiscated and can be retrieved by parents/guardian only on or after the last day of school along with a \$10 fee. TEECS is not responsible for the confiscated items which are not retrieved within one week after the last day of school.

3rd Offense: Parent/guardian contacted and three (3) days of Out of School Suspension. Recommendation for expulsion.

K. Bring Inappropriate Materials:

Pornographic, criminal, hate related, etc.

Consequences:

1st Offense: Parent/guardian contacted and three (3) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and a recommendation for expulsion.

L. Harass another Student and/or a Teacher, Administrator, or Staff Member:

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

Consequences:

Parent/Guardian contacted. Administrative has discretion with a recommendation for of Out of School Suspension. Possible expulsion. Possible prosecution.

M. Disrespect to teachers or staff or using inappropriate language and behavior. Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

Consequences :

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

3rd Offense: Parent/guardian contacted and three (3) days of Out of School Suspension. Possible expulsion.

N. Hazing Students:

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

Parent/guardian contacted. Administrative discretion with a recommendation for Out of School Suspension. Possible expulsion. Possible prosecution.

O. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense: Parent/guardian contacted and three (3) days of Out of School Suspension. Possible expulsion.

2nd Offense: Parent/guardian contacted. Possible expulsion.

P. Steal and/or Vandalize Private Property:

This means to cause or attempt to cause damage to private property, such as lockers, cubbies, desks, textbooks, etc. or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties

Consequences:

1st Offense: Parent/guardian contacted. Administrative has discretion. Restitution if required. Up to three (3) days of Out of School Suspension. Possible expulsion.

2nd Offense: Parent/guardian contacted. Administrative has discretion. Restitution if required. Up to three (3) days of Out of School Suspension. Possible expulsion. Police report filed.

Q. Habitual Tardiness:

This includes being late to school and/or late for classes.

Consequences:

See Tardy Policy of TEECS.

R. Display Threatening Behavior:

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/guardian contacted. Administration has discretion. Up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted. Administration has discretion. Up to three (3) days of Out of School Suspension recommended.

3rd Offense: Parent/guardian contacted. Administration has discretion. Possible expulsion.

S. Be Truant:

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

Parent/guardian contacted. Administrative has discretion on full range of disciplinary measures including expulsion from the school.

T. Bring Any Kind of Weapon to School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or

injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/guardian contacted. Three (3) days of Out of School Suspension with a recommendation for expulsion. Possible prosecution.

U. Possession or Use of Fireworks:

Using or possessing any amusement device, smoke bomb, etc.

Consequences:

1st Offense: Parent/guardian contacted and Saturday Detention. Administration has discretion.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion. Administration has discretion.

V. Gang and Secret Society Symbols:

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs is prohibited. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

Consequences:

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension. Administration has discretion.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Administration has discretion.

3rd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion. Administration has discretion.

W. Possession of Stolen Property:

Having in one's possession property obtained without permission of the owner.

Consequences:

1st Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Administration has discretion.

2nd Offense: Parent/guardian contacted. Possible expulsion. Administration has discretion.

X. Arson:

Intentionally starting any fire or combustion on school property.

Consequences:

1st Offense: Parent/guardian contacted. Possible expulsion. Administration has discretion.

Y. Public Display of Affection:

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

Consequences:

1st Offense: Parent/guardian contacted and a conference with student. Up to two (2) days of Out of School Suspension. Administration has discretion.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion. Administration has discretion.

Z. Harrassing, Intimidating and Bullying (HIB): Per State Law, all incidents of HIB will follow the State mandated process for such cases.

1. Conspiracy

Any two (2) or more persons mutually agreeing to do any unlawful act.

Consequences:

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion.

2. Failure Of Identify (lying to staff or giving incorrect Information)

Refusal to stop, provide name and/or other information when asked to do so by a staff member.

Consequences:

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion.

3. Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

Consequences:

1st Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted. Possible expulsion.

4. Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

Consequences:

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion.

5. Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

Consequences:

1st Offense: Parent/guardian contacted and up to two (2) days of Out of School Suspension.

2nd Offense: Parent/guardian contacted and up to three (3) days of Out of School Suspension. Possible expulsion.

DISCIPLINE POINT SYSTEM (Grades 4 – 6)

Along with the established disciplinary procedure, TEECS will enforce a Discipline Point System (DPS) for Grades 4 and higher in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the Administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences associated with the behavior.

Rules of Discipline Point System

1. Every unwanted behavior has a numerical point value (see Discipline Point Case File).
2. Every teacher is required to mention the DPS system in his/her syllabus and use it.
3. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues and contact the designated grade level disciplinarian.
4. An accrument of 15 points or more within a year period may result in attending After School Detention.
5. An accrument of 20 points or more within a year period may result in attending Saturday Detention.
6. Failing to attend a Saturday Detention without a confirmed excuse may result in one (1) day of Out of School Suspension.
7. An accrument of 25 points or more within a year period may result in one (1) day of In School Suspension.
8. An accrument of 50 points or more within a year period may result in one (1) day of Out of School Suspension.
9. An accrument of 70 points or more within a year period may result in three (3) days of In School Suspension.
10. An accrument of 75 points or more within a year period may result in expulsion.

DISCIPLINE POINT CASES

Case	Points	Case	Points
Lack of materials	1	Throwing things in class	2
Not working on assigned tasks	2	Vulgarity	3
Not turning in assigned work or homework	2	Not being in assigned location	1
Not sitting properly	2	Dress code violation	2
Bringing pop or drink to class	1	Talking back to teacher/disrespecting staff	3
Inappropriate behavior to another student/invading personal space	2	Gossiping/spreading tale	2
Sleeping in class	2	Throwing things in hallway/cafeteria	1
Running in hallway	1	Writing or passing notes	2
Lack of cooperation	2	Humming/Singing/making noises	2
Antagonistic behavior	2	Leaving paper/trash on the floor	1
Excessive talking	2	Not having hall pass card in class	1
Inappropriate cafeteria behavior	2	Disturbing class	2
Eating/drinking in class	2	Using profanity/vulgarity	4
Chewing gum	2	Horse-playing	2
Unexcused tardy to class	1	Cheating	4
Plagiarism	5	Possession of weapons or drugs	5

21. TYPES OF CONSEQUENCES

A. Detention

There are two types of detentions: After School and Saturday Detention.

AFTER SCHOOL DETENTION

Rules and Regulations

1. Students are required to sign in.
2. Students will bring materials to work on (only school acceptable materials permitted: homework, books to read from the Library or classroom materials sent by teacher). No chromebooks will be allowed.
3. Sleeping is not permitted.
4. Do not address staff or teachers. No other form of communication will be allowed.
5. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
6. Students will follow all rules concerning classroom behavior. Failure to comply could result in School Suspension.
7. Any student assigned detention must sit the time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned the Thursday immediately following the incident.
9. Students placed in after school detention will not be permitted to partipate in any extra-curricular activities that day.
10. Students that do not report to detention in a timely fashion once dismissed will received a second detention.

Failure to follow After School Detention rules may result in one (1) day of Out of School Suspension

SATURDAY DETENTION

Saturday Detention serves as an alternative to Out of School suspension for the violation of school rules. During the hours of detention, students will work to increase academic skills, engage in activities to improve self-concept, and address discipline.

The purpose of Saturday Detention is to provide positive, worthwhile, educational experiences and a meaningful misbehavior deterrent for those students who have violated school rules.

Saturday Detention will prevent students from losing instruction time by keeping them in school.

A serious violation or repeated violations of the behavior code is cause for a student to serve a Saturday detention.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up work, or remedial work, under the supervision of a teacher. Each student will be given a Behavior Modification Packet, which may help students to understand why they break school rules and the consequences students will face thorough introspection. Hopefully this counseling session will guide students toward acceptable alternatives through goal setting exercises given to students from the Behavior Modification Packet. Also, students may do some physical exercises during detention.

E-mail notification of a Saturday detention is sent home to the email addresses on file. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday Detention is a verified illness (doctor's note) of the student.

Rules and Regulations

1. Saturday Detention will be held from 9 am to 10 am in the cafeteria at Thomas Edison EnergySmart Charter School. The doors will open at 8:45 am.

2. Parents are expected to provide transportation to and from the detention and students are required to wear their school uniforms.
3. Students must be picked up at 10:00 am. Students picked up after 10:00 am, will be subject to late fees of \$5 for every 15 minutes. In case of emergencies, please call (732) 412-7643 to notify us.
4. Should a student arrive late for a Saturday Detention without a note for an "emergency excusal", he/she will be required to attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in an Out of School Suspension on that following Monday, plus be required to attend the next scheduled Saturday Detention.
5. Students may be asked to bring appropriate materials with which to work. Chromobooks will not be allowed.
6. There are no radios, food, beverages, candy, comic books, etc. allowed at Saturday Detention.
7. Students are expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
8. No student is permitted to sleep during Saturday Detention.
9. Any student acting disruptively will be removed from Saturday Detention and referred to the Administrator for further disciplinary action.
10. Lavatory privileges will be at the discretion of the Saturday Detention administrator.
11. If an emergency arises and the student cannot attend Saturday Detention, the parent must contact the Administrator at (732) 412-7643. If the reasons are acceptable, the detention will be rescheduled.
12. If a student does not participate in their scheduled Saturday Detention without a confirmed excuse, the student will receive one (1) day Out of School Suspension plus attendance will be required at the next scheduled Saturday Detention.
13. Failure to follow Saturday Detention rules may result in one (1) day Out of School Suspension plus attendance will be required at the next scheduled Saturday Detention.

HOMEWORK DETENTION POLICY (Grades 3 – 6)

Homework Detention will be assigned to students that do not complete their homework. Homework Detention is held on Thursdays and/or Saturdays.

Students who attend Homework Detention may receive academic assistance and will be given the opportunity to do homework, make-up work, or remedial work, under the supervision of a teacher.

E-mail notification of a Homework detention is sent home to the email addresses on file. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Homework Detention is a verified illness (doctor's note) of the student.

1. Teachers will provide students with multiple (at least three) chances to complete the Homework.
2. If the student fails to turn in the Homework after three chances, the teacher will assign Thursday Homework Detention. Thursday Homework Detention is held from 3 – 4 pm and pick up will be the responsibility of the parent.
3. If the student makes arrangements to complete the Homework and submit it to the teacher on Friday, he/she may be permitted to attend after school activities on Thursday. It will be the responsibility of the student to submit his/her Homework to the teacher.
4. Teachers will assign Saturday Homework Detention if the student fails to turn in his/her work on Friday.
5. If a student fails to show up for Saturday Detention, he/she will be given In School Suspension (ISS) the following Monday.

Rules and Regulations of Saturday Homework Detention

1. Homework Detention will be held from 9 am to 12:30 pm in the cafeteria at Thomas Edison EnergySmart Charter School. The doors will open at 8:45 am.
2. Parents are expected to provide transportation to and from the detention and students are required to wear their school uniforms.
3. Students must be picked up at 12:30 pm. Students picked up after 12:30 pm, will be subject to late fees of \$5 for every 15 minutes. In case of emergencies, please call (732) 412-7643 to notify us.
4. Should a student arrive late for a Homework Detention without a note for an "emergency excusal", he/she will be required to attend the next scheduled Saturday Detention.
5. Students will be asked to bring appropriate materials with which to work. Chromobooks will not be allowed.
6. There are no radios, food, beverages, candy, comic books, etc. allowed at Homework Detention.
7. Students are expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
8. No student is permitted to sleep during Homework Detention.
9. Any student acting disruptively will be removed from Homework Detention and referred to the Administrator for further disciplinary action.
10. Lavatory privileges will be at the discretion of the Homework Detention administrator.
11. If an emergency arises and the student cannot attend Homework Detention, the parent must contact the Administrator at (732) 412-7643. If the reasons are acceptable, the detention will be rescheduled.
12. If a student does not participate in their scheduled Homework Detention without a confirmed excuse, the student will receive one (1) day of In School Suspension.
13. Failure to follow Homework Detention rules may result in one (1) day of In School Suspension.

B. Suspensions

Thomas Edison EnergySmart Charter School will use two kinds of suspension: In School Suspension and Out of School Suspension.

IN SCHOOL SUSPENSION

Rules and Regulations

1. Students must report to the designated room at 7:50 am. If you come after 7:55 am, you will be considered absent. In School Suspension will run from 7:50 am to 2:35 pm.
2. Students will bring materials to work on. Students are to bring an In School Suspension assignment list with each teacher's name, subject, and assignments listed. It is the student's responsibility to go and ask their teachers for assignments.
3. Students must sign in when they report for In School Suspension and sign out when the suspension is over. Students may not leave the room without an administrator's permission. Students are required to keep the room clean.
4. There will be talking during In School Suspension. Students must remain seated at all times.
5. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. Lunch will be eaten in the detention room.
7. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
8. No disruptive behavior will be allowed
9. Unexcused absences will be referred to the Administrator.

10. Food, beverages, gum or illegal substances are not allowed.
11. Visitors, including parents, relatives and other students, are not allowed in the detention room.
12. Sleeping is not permitted during In School Suspension.
13. Students are responsible for lost, stolen or damaged items.
14. Transportation to In School Suspension is the responsibility of the students and their parents/guardians. Transportation arrangements must be made prior to arrive at school. Telephones are not available for student use.
15. Student Handbook rules apply.
16. Physical contact of any kind between participants is not permitted.
17. If a student does not attend their scheduled In School Suspension without a confirmed excuse, the the student will have one (1) day Out of School Suspension and attendance will be required at a rescheduled In School Suspension. If it occurs again, student may face possible expulsion.
18. If a student does not turn in the Parent Notification form on the due date without a confirmed excuse, he/she will have one (1) day of School Suspension.
19. Failure to comply with the rules will be reported to the Administrator for further action, which may include up to a three (3) day School Suspension.

OUT OF SCHOOL SUSPENSION

Notice of Out of School Suspension and the reasons for the suspension will be given to the student by the Administrator after the discipline committee meeting.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Lead Person. Consequences will not be deferred pending the outcome of the appeal. The Lead Person will make the decision within two (2) school days after the appeal is made and their decision is final.

Suspension Policy

Grounds for suspension will include, but not be limited to:

1. Damage or destruction of school or private property.
2. Smoking on or near school property.
3. Profanity or obscene language or materials (including obscene gestures or signs).
4. Insubordination or refusing to comply with directions of school personnel.
5. Truancy from, or repeated tardiness to class or school.
6. Theft of school property or equipment, or personal property of any school personnel, another student or visitor.
7. Fighting among two (2) or more students on school property, including busses, or at any school sponsored activity.
8. The act of extortion from any person on school property, including busses, or at any school sponsored activity.
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior.
10. Using a fire exit door at inappropriate times.
11. Selling food or items without an approval form from an administrator.
12. Skipping class, including clubs and electives or not being in an assigned location.

Rules and Regulations

1. A student who is suspended from school is not allowed on school property.

2. A student who is suspended is responsible for all assignments missed.
3. Parents or guardians of the student will be notified in advance of the dates of suspension.
4. If the incidence is severe, the Lead Person or Administrator may keep the student in the detention room, until parents are notified and can pick up the student.
5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or mail.
6. If a student not turn in the Parent Notification form on the due date without a confirmed excuse, he/she will have one (1) day Out of School Suspension.
7. Failure to follow school suspension rules may result in extra disciplinary action.

ANY STUDENT SUSPENDED DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO TEECS THE FOLLOWING SCHOOL YEAR.

C. Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Administrator after hearing the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending.

You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Superintendent in writing. Consequences will not be deferred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of the Superintendent is final.

Expulsion Policy

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity.
2. Instigating false alarms, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs.
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (this shall include the use of same to incite others toward acts of disruption).
5. Arson or attempted arson to any school building or property.
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate.
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 75 DPS points within a year.

22. COMPUTER POLICY

TEECs' students are expected to act in a responsible, ethical and legal manner in accordance with school policy, accepted rules of network etiquette and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity.
- Commercial or for-profit purposes.
- Non-school related work.
- Hate mail, discriminatory remarks and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- Access to obscene or pornographic material.

- Access by students to material that is harmful or deemed inappropriate for minors in accordance with school policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentionally obtaining or modifying files, passwords and data belonging to other users.
- Impersonation of another user, anonymity and pseudonyms.
- Fraudulent copying, communications or modification of materials in violation of copyright laws.
- Loading or using unauthorized games, programs, files or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software or files.
- Quoting of personal communications in a public forum without the original author's prior consent.
- Granting Internet or network access to unauthorized persons intentionally or unintentionally.
- Failing to notify a teacher or administrator if you suspect someone is using your password.
- Posting personal contact information.
- Posting false or defamatory information.
- Attempts to disrupt access.
- Overriding desktop security software and changing system settings.
- Other as defined by the school and/or administration.

Students in violation of TEECS' Computer Policy will be reported to an Administrator. The Administrator will determine the appropriate consequence based on the severity of the violation.

23. DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage school property must report this promptly to the Lead Person or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

24. DUE PROCESS

All students at TEECS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Types of Student Behaviors" listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at TEECS have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

25. WITHDRAWAL FROM SCHOOL

When a student must withdraw from TEECS during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of their teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. That all textbooks and checked out materials have been returned.
2. All assigned equipment has been returned.
3. All make-up work has been completed.
4. All outstanding fees have been paid.

The withdrawal form will then be returned to the main office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in the current marking period.

A PARENT SIGNATURE IS REQUIRED ON ALL WITHDRAWAL FORMS.

26. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers, monitor your student's progress and keep current on school activities, including:

1. You may call the teacher's extension directly during school hours (7:45 am – 4:00 pm). Call (732) 412-7643 and dial the extension you want to reach. If a teacher is in class, please leave a voice message. Teacher extensions are available in the main office.
2. You may send e-mail to teachers. E-mail addresses are available in the main office.
3. Your student's academic progress and conduct can be viewed on our website, www.energysmartschool.org.
4. A newsletter is e-mailed to e-mail addresses on file weekly.

Please note that it is the parent/guardian's responsibility to monitor student's progress and conduct.

27. GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores, etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

28. ACTIVITIES

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school Lead Person or the superintendent of schools.

Sales

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school Lead Person.

Demonstrations or Meetings on School Premises (non-school sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the Lead Person at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the Lead Person will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Arts and Activity Groups Procedure

The TEECS philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. Students will be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

1. Performing groups have responsibilities in and away from school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.
2. Students are expected to attend rehearsals and performances for the school organization, in which they are a member of.
3. Participation and service in the performing group outside of the classroom will be a determining factor of the grade received. Any student who has an unexcused absence from a scheduled required rehearsal or performance might have his/her semester grade lowered one letter grade.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. An out of town trip with family provided prior approval was obtained from the activity director and notice was given five (5) days prior to the school in writing.
2. A family emergency.
3. Unexpected illness (director should be notified prior to the required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with the activity director or Lead Person.

The Lead Person will determine whether an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building Lead Person will be informed of the need to review the request.

The Lead Person will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the Lead Person concerning resolution of disagreement will be provided all interested parties.

29. PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

30. EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter.

SPECIAL NOTE

It is the school's responsibility to publish the student handbook on the school website. It is important that each student attending TEECS and their parents have read, understood, and agreed with the content of the student handbook.

TEECS reserves the rights to delete, add, and amend policies in this handbook. Any changes to this handbook will be posted on the school web page.

31. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to TEECS, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

STUDENT CONTRACT

Students in Grade K - 2 are to return the following contract to their Homeroom Teacher. The student contract is to be electronically signed on Community Pass for students in Grades 3 – 6.

As a student of TEECS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave school grounds without the permission of the Lead Person.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I agree to follow all requirements of the TEECS Student Handbook.
- I agree to follow the Student Code of Conduct.

I give my consent for TEECS to use pictures/videos of my child.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date