



**GOLDEN DOOR CHARTER SCHOOL**  
**2015 - 2016**  
**PARENT STUDENT HANDBOOK**  
**&**  
**CODE OF CIVILITY**

3044 Kennedy Boulevard  
Jersey City, NJ 07306  
(201) 795-4400 p (201) 795-3308 f



**MISSION**

The Golden Door Charter School was founded on the simple convictions that a first-rate education is the birthright of every individual, that all children can learn, and that every child should be challenged to reach his or her full potential. The overarching goals of the school are to:

Demonstrate the benefits of academic achievement that public school students can routinely attain when the advantages of charter school governance are coupled with ambitious new academic standards

Offer Jersey City families rich new choices in public education

Create new professional settings for teachers that permit them to succeed, free from debilitating work, financial constraints, and excess regulations.

**LEADERSHIP**

The Golden Door Charter School benefits from a highly skilled and experienced leadership team, composed of the following members, eager to serve you and your child through the provision of a world-class education:

- |                |  |
|----------------|--|
| Brian Stiles   | Chief Academic Officer                     |
| Fanny Lopez    | Assistant Director/High School Coordinator |
| Tabitha Madera | Curriculum Supervisor, PK-4                |
| Diana Figueroa | Curriculum Supervisor, 5-8                 |
| Paul Velelis   | Business Administrator                     |

Your satisfaction is the school’s highest priority, so we hope you will contact the school’s Leadership Team with any questions, concerns, or suggestions.

**OFFICE STAFF**

In our front office, you can also receive information or assistance from the following skilled professionals:

- |                |   |
|----------------|---|
| Linda Figeoroa | School Secretary                        |
| Cindy Brown    | Admissions/ Truancy Officer             |
| Carolyn Valdez | Assistant to the Business Administrator |

**HOURS OF OPERATION**

Instruction will begin promptly at 8:00am and end at 3:30pm Monday through Friday. NO student should come to school before 7:35 am and *no student should remain in the building or on school property after 3:30pm unless they are a part of the after school program.* This policy regarding students on the property after 3:30pm will be **strictly**

enforced. The Golden Door is proud to offer a longer day, (7 1/2 hours instead of the typical 6 1/2 hours) and school year (190 days instead of the typical 180).

## **CURRICULUM**

At the heart of The Golden Door Charter School is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. The Golden Door Charter School provides a strong academic foundation for students at the elementary and middle school levels that will prepare them for demanding academic studies in high school.

A brief outline of the curriculum follows. The school has detailed curriculum guides upon request and also available on the school website at [www.goldendoorschool.org](http://www.goldendoorschool.org).  
Elementary Curriculum

### **K-5<sup>th</sup> & Middle School**

#### ***Balanced Literacy (Reading and Writing Workshop)***

- **Reading Aloud** (various titles)
- **Shared Reading** (core resource- *Prentice Hall*)
- **Guided Reading** (core resource- *Scholastic and Ready Readers*)
- **Independent Reading** (core resource- *Reading A-Z leveled readers*)
- **Modeled/Shared Writing** (core resource- *Units of Study, Teaching Qualities of Writing, Craft Lessons and/or teacher created*)
- **Interactive Writing** (core resource- *Units of Study, Teaching Qualities of Writing, Craft Lessons and/or teacher created*)
- **Independent Writing** (student generated)

#### ***Mathematics***

- *Everyday Mathematics*
- *Exemplars*

***Middle School:*** Connected Mathematics Program 2

#### ***Social Studies***

***K–Third Grade:*** Houghton Mifflin supplemented with seasonal/thematic lessons

***Fourth Grade:*** Afton NJ History

***Fifth Grade:*** Scott Foresman Social Studies

***Sixth Grade:*** History of Our World The United States

***Seventh Grade:*** America History of Our Nation

***Eighth Grade:*** America History of Our Nation

#### ***Science***

***K–Fourth Grade:*** Scott Foresman

***Middle School:*** Integrated Course

***6<sup>th</sup> Grade:*** Course 1 | ***7<sup>th</sup> Grade:*** Course 2 | ***8<sup>th</sup> Grade:*** Course 3

### ***Specials***

- Computer Science
- Music
- Health
- Physical Education
- Spanish
- Art

### **Curriculum Guides**

As per the Department of Education (DOE), all school districts must revise their curriculum according to the Revised Common Core Standards completed in Spring 2014.

### **MIDDLE SCHOOL DESIGN**

Having established a firm foundation of basic skills and knowledge, students in the middle school (6-8) will delve into the rigorous study of classic and modern American literature, master the skills associated with mathematical analysis and computation, develop the skills necessary to write and communicate well, explore the fundamentals of earth science, life science, physical science, and American and Early World History, including Geography and current events, among other disciplines.

### **HOMEWORK**

The Golden Door Charter School believes that homework is an essential component in improving student learning. We believe that this meaningful after-school activity reinforces and supports students in their efforts to successfully achieve academic standards. Homework is an integral part of an effective, well-planned instructional program. Students can reinforce academic skills taught in school and learn how to, for example, conduct research effectively, develop ideas creatively, and become life-long learners. We also believe, that the Leadership Team, the teachers, the parents/guardians, and students share the responsibility for ensuring the success of homework in order to enhance and support the student's instructional program.

Homework shall relate directly to classroom work and be non-punitive. It should be reasonable in length to allow time for extra-curricular and out-of-school activities. The objectives of homework are as follows:

- ÉTo reinforce learning through the practice, application, integration, and extension of knowledge and skills
- ÉTo encourage independent learning by developing study skills, work habits, and a sense of personal responsibility
- ÉTo stimulate originality and creativity
- ÉTo prepare for classroom participation
- ÉTo enhance home-school communication

Your child will be given homework assignments regularly. Students in grades K-2 will be assigned 15-20 minutes of homework per night; students in grades 3-4 will be

assigned 25-30 minutes of homework; 5<sup>th</sup> grade students should have approximately 60 minutes of homework; middle school students will receive 1-2 hours of homework per night. Each student is responsible for completing all homework assignments and turning them in on time.

Assignments for our younger students will come home in a folder with a signature page for you. Please sign or initial this page prior to sending it back to school with your child to verify that you have seen the homework and that it has been neatly completed.

Assignment of homework shall be consistent with the following guidelines:

ÉThe student is responsible for the completion of homework. To successfully complete assignments, the student is expected to listen carefully to all directions in class, ask question if the assignment is not clear, maintain a schedule of study time, and turn in assignments when they are due.

ÉThe Parent/guardian is responsible for monitoring the completion of homework. This may include assisting the student to plan and schedule time, establishing an appropriate environment, participating in assignments that call for parent involvement, and maintaining consistent communication with the teacher.

ÉThe Leadership Team and the teaching staff are responsible for establishing homework requirements consistent with these guidelines. They are expected to provide information which describes homework expectations, how homework relates to the student's grade, how parents/guardians can best help their children, and the importance of planning and organizing to meet deadlines. School planning should occur in coordinating assignments so that the students do not receive an overload of homework one day and very little the next day.

ÉThe teacher has the responsibility to communicate and explain expectations for homework to students and parents and to monitor homework. As part of their responsibilities, teachers shall do the following:

1. Assign homework in a timely manner to allow for student questions and planning
2. Evaluate assignments promptly
3. Inform students of results
4. Notify parents/guardians when students are not meeting requirements.
5. Teachers will promptly evaluate assignments and inform students of the results in order to assist them in the improvement of their work and reinforce the value of the assignments.

### **MAKE-UP WORK AND TESTS**

Students are responsible for all of their assignments even when they are absent. They will be allowed to complete all assignments and tests missed during an excused absence. The student will receive full credit if the work is turned in according to a reasonable make-up schedule as determined by the teacher.

Teachers are not required to provide make-up work or allow students to take tests missed because of absences that have been designated "unexcused".

Teachers will require a suspended student to complete assignments and/or tests missed during the suspension period.

Please feel free to contact your child's teacher or the Leadership Team if you have questions about homework.

### **FIELD TRIPS**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. Students without signed permission slips will remain at the School in another class. Some students are not allowed to participate in field trips due to behavioral issues that could compromise the safety and well being of that student or other students. The teacher will inform the parents if there is a situation such as this.

Occasionally, parents may be needed to serve as chaperones on class trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the student's needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones.

### **SCHOOL ENVIRONMENT**

The Golden Door Charter School recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parent's efforts to teach basic values to their children. The School's Code of Civility clearly defines expectations for student conduct, focusing on ten character virtues: responsibility, perseverance, respect, kindness, truth, citizenship, courage, self-discipline, fairness, and true friendship. These "Keys for Success" are the cornerstone of the School's character education curriculum and students focus on each in turn throughout the school year. Students are encouraged to model the character virtues in their every action and thereby to develop the habits that characterize a civil society. Parents can help reinforce such lessons by talking about the virtues and encouraging students to model them at home.

A complete copy of the *Code of Civility* is provided in Section II of this booklet. Please read the Code thoroughly, discuss it with your children, and sign and return to your child's homeroom teacher the contract on the last page to indicate that you understand and agree to the school's rules and expectations. Students are also asked to sign the form to indicate that they will be responsible for maintaining self-management. The Code will thus serve as a contract among students, parents, and the school staff, involving parents at the fundamental level in their children's character development. The Chief Academic Officer, Mr. Brian Stiles, will make appointments to discuss the *Code of Civility* with any parents who have questions regarding the Code or have any concerns regarding the signing of this document.

In addition to the expectations described in the *Code of Civility*, the following rules apply in every classroom:

- É Follow directions the first time they are given;
- É Give your attention to the teacher when requested;
- É Keep hands, feet, and objects to yourself;
- É Get the teacher's attention the right way;
- É Transition quickly and quietly;
- É Be prepared for each class.

Helping your child to meet these expectations will facilitate the creation of a safe and orderly learning environment.

### **VOLUNTEERING**

Parents are encouraged to participate in School-related activities, including those pertaining to curriculum and instruction, such as tutoring or working with one student who needs additional assistance. Volunteers may also be involved in monitoring the playground and assisting with School events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects.

All volunteers must follow all policies and procedures defined by the school. If an activity occurs that is not in keeping with the School policies, the Chief Academic Officer reserves the right to relieve the volunteer of his or her responsibilities.

### **PARENT-TEACHER ASSOCIATION**

The Golden Door Charter School's Parent Teacher Association (PTA) has been formed to support student learning and the overall success of the school. The PTA will provide School leaders with ongoing input on the operation of the school, serving as a vital link between the School and you. All parents are encouraged to join the PTA.

### **PARENT CONFERENCES**

Formal parent-teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding student progress. Refer to the School Calendar and reminders within the monthly newsletter for specific dates.

The Golden Door Charter School maintains an open door policy and parents are encouraged to visit their children's classrooms anytime to see them in action. Arrangements to visit classrooms must be made in advance with either the CAO or Assistant Director. No teacher may stop during a teaching session to meet with a parent while other students are before them. Informal conferences or conversations with teachers will need to be scheduled.

### **Translator Request for Meetings Policy**

If a parent or guardian requires the presence of a translator at a school related meeting, the parent or guardian must notify the school at a minimum of 10 days prior to the

meeting to allow for appropriate arrangements to be made. The notification may be verbal or in writing.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued quarterly with specific information on the academic and social progress of your child. A parent or guardian must pick up report cards during Parent/Teacher conferences for Quarters 1, 2 & 3. Report Cards for quarter 4 are sent home with students on the last full day of the school year. If your child is failing or in danger of failing you will be notified during the parent/teacher conference as the status is indicated on the report card. By signing the report card, you are indicating that you are aware of your child's academic status. Notification during the parent/teacher conference allows enough time for an effort to be made in order to improve your child's performance and grade on the quarterly report card.

### **TEXT BOOKS AND SUPPLIES**

All textbooks and instructional materials are furnished by The Golden Door Charter School and they remain the property of the School. Students are responsible for keeping up with and not defacing or writing in the textbooks. All of our books are up-to-date issues. Workbooks are all brand new. As all of these books are expensive, **parents will be required to reimburse the school for lost or damaged books before new books are issued.** The school will number each textbook and keep an inventory of each book issued. This will eliminate students being able to take other students' books.

### **UNPAID INVOICES POLICY**

If a parent or guardian has any unpaid invoices (i.e. **lost/damaged textbooks**, late room fees) payable to the Golden Door Charter School at the end of any given school year, no school supplies, including textbooks, will be provided in the forthcoming school year to the relevant student until these invoices are resolved.

There are other supplies that students will need to furnish for themselves. Teachers will provide to each student a list of materials and supplies required for their classes. Please get these supplies as soon as possible. If there is a problem in your getting those supplies for your child in a timely manner, please call the school and let the teacher know.

### **SCHOOL UNIFORMS**

To help create an environment conducive to learning, students at The Golden Door Charter School are required to wear uniforms. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important. ***All students enrolled in The Golden Door Charter School are REQUIRED to wear a uniform.*** Any student not wearing a uniform will have their parent contacted to either bring a change of clothes to school or take them home.

**Specifically, this means if a student comes to school out of uniform (shirt without logo, proper shoes, pants without belt), the parent will be notified and that parent**

**MUST bring a proper uniform to the school. The student will not be permitted into the classroom until he/ she is in full, correct uniform. This will be effective from the very first day of school, without exception.**

**We encourage you to read the uniform policy below and to take the necessary steps to secure your child's uniform well before August. All uniforms may be purchased and ordered from Jay's Uniform Store, 540 West Side Avenue, (201) 332-0576. Please call ahead for hours as Jay's often closes the third week of July for vacation. The earlier you get your child's uniform, the better.**

### **Kindergarten through 5<sup>th</sup> grade:**

#### **Boys:**

- Burgundy shirt (short or long sleeved) with Golden Door logo.
- Khaki pants or long shorts with plain black or plain brown leather belt.
- (Pants **MUST** fit on waist. Pants that sag showing underwear are **NOT** acceptable)
- White, burgundy, khaki or black socks.
- All black dress shoes. Sneakers are not acceptable.
- Sweaters or vests with Golden Door logo.

#### **Girls:**

- Burgundy shirt (short or long sleeved) with Golden Door logo.
- Khaki pants or skort with black or brown leather belt.
- Khaki skirt or jumper dress (Available at Jay's uniform store).
- White, burgundy, khaki or black socks.
- All black dress shoes. Sneakers are not acceptable.
- Sweaters or vests with Golden Door logo.

### **Gym Uniform K-5<sup>th</sup> grade:**

- Gold short sleeve t-shirt with Golden Door logo.
- Burgundy fleece pants or shorts with Golden Door logo.
- Sweatshirt with Golden Door logo.
- BLACK SNEAKERS.**

**\*Please note that sneakers must be ALL BLACK. Any other colors on the shoes or laces are unacceptable. Sneakers may only be worn on gym days. Students may NOT wear sneakers on non-gym days.**

### **Middle School, 6<sup>th</sup> through 8<sup>th</sup> grade:**

#### **Boys:**

- Navy blue shirt with Golden Door logo.
- Khaki pants or long shorts with plain black or plain brown leather belt.
- (Pants **MUST** fit on waist. Pants that sag showing undergarments are **NOT** acceptable)
- White, navy, khaki or black socks.
- All black dress shoes. Sneakers are not acceptable.

- ❑ Navy sweaters with Golden Door logo.

**Girls:**

- ❑ Navy blue shirt (short or long sleeved) with Golden Door logo. Properly fitted.
- ❑ Khaki pants or skort with black or brown leather belt. Properly fitted.
- ❑ Khaki skirt or jumper dress (Available at Jay's uniform store).
- ❑ White, burgundy, khaki or black socks.
- ❑ All black dress shoes. Sneakers are not acceptable.
- ❑ Navy sweaters with Golden Door logo.

**Gym Uniform Middle School 6<sup>th</sup> through 8<sup>th</sup>**

- ❑ Gold short sleeve t-shirt with Golden Door logo. Properly fitted.
- ❑ Navy fleece pants or shorts with Golden Door logo. Properly fitted.
- ❑ Navy sweatshirt with Golden Door logo. Properly fitted.
- ❑ **BLACK SNEAKERS.**
- ❑ **\*Please note that sneakers must be ALL BLACK. Any other colors on the shoes or laces are unacceptable. Sneakers may only be worn on gym days. Students may NOT wear sneakers on non-gym days.**

**Oversized clothes will NOT be allowed. Tight clothing will not be allowed. Baggy shorts and pants will not be allowed. Belts must be worn at all times. Undershirts must be white or match the uniform color (i.e., burgundy, navy). All-black boots may be worn in the winter, subject to administration approval. Any shirt without the Golden Door logo will be considered a violation of the uniform code.**

**Jewelry**

Students may wear simple neckwear that MUST remain INSIDE their shirts, UNSEEN. Girls may wear simple earrings and boys may wear simple studs. Large hoop earrings are prohibited as they pose a danger to the safety of our students. Make-up will NOT be acceptable for girls and fingernail polish should not be worn, except for clear or very light colors. Artificial nail extensions are not allowed.

**Hair**

Students must keep their hair neat and out of their eyes. Students may not wear drastic styles, such as shaved to make designs, or unnatural hair colors, such as blue or green or bright red.

**Body Art**

No body art of any kind can be visible óthis includes tattoos and/or henna tattoos.

The Chief Academic Officer reserves the right to make minor changes to the uniform guidelines. There will also be special times when students will be allowed to come in

their own clothes, instead of a uniform. A special, written notice will be given to those students. Provisions for jewelry and hair can be considered.

A Share and Spare Uniform Bank is maintained at the school for families in need and for children who soil their clothes during the school day and require a change. If a financial need exists in your family and you would like to take advantage of this resource, please contact Mr. Stiles to arrange for assistance. Donated items from children who have outgrown uniforms are appreciated and can be dropped off in the school office.

### **NO UNIFORM CONSEQUENCE POLICY**

The first out of uniform compliance incident the student will not be allowed to attend class and will remain at in school suspension until the parent provides the proper clothing.

The second out of uniform compliance incident, will cause the student to be issued an out of school suspension.

The Middle School students are FREQUENT offenders of the Uniform Policy. Students are told at the beginning of the school year that there will be consequences for coming to school out of uniform and parents will be called. Please help us enforce this uniform code thereby avoiding phone calls for the pick up of a student out of uniform.

The school uniform must be purchased at Jay's Uniform Store, 540 Westside Avenue, JC, NJ and consists of the following:

### **ARRIVAL/DISMISSAL POLICY**

In order to ensure the safe and orderly arrival and dismissal of all of our students, the Golden Door Charter School will allow registered students, faculty and board members **only** inside the building between 7:30 - 8:30 a.m. and 3:00 - 3:45 p.m.

Parents/guardians of registered students will be permitted access only to the main office during these times. Only the school's Chief Academic Officer or the school's Assistant Director can grant an exception to this policy.

### **TARDINESS**

Instruction at The Golden Door Charter School begins promptly at 8:00am and it is critical that all students be prepared to begin at that time. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the School.

Any student who arrives after 8:00am **MUST SIGN- IN AND OBTAIN A LATE PASS BEFORE** proceeding to the classroom. Once the 8 o'clock bell has rung, the student is marked absent in his/her classroom. For this reason, the student **MUST** sign in, in order to have his/her "absent" status changed to a tardy status. Please review this policy carefully with your child(ren) to ensure an erroneous "absence" does not remain on his/her attendance record. If a student is tardy four consecutive times, the problem will be regarded as chronic, and there will be a phone call made to the home by a school official, to determine what remedies can be made to insure that the student can arrive to

school on time. The State of New Jersey holds our school responsible for student attendance practices. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education and being in compliance with state regulations.

## **Attendance Regulations Golden Door Charter School**

Regular attendance by all students in the Public/Charter Schools of New Jersey is a well established, long standing State Policy (N.J.S.A. 18A-38:25, 26) that has been repeatedly upheld by the courts of the State as well as by the Supreme Court of the United States.

Regular attendance is fundamental to the academic achievement of students. The self-discipline and sense of responsibility students acquire clearly relate to post elementary and high school experiences in the world of work or in additional educational endeavors. The Golden Door Charter School places high value on student attendance and requires high standards for its students.

Attendance is required for all Golden Door students during the days and hours the school is in session. It is expected that each student be in full attendance in all classes and reports to all classes on time.

All student absences, except those that are exempt from the policy, are classified as "chargeable" absences. These chargeable absences are applied toward the maximum number of chargeable absences that a student may have for the year. See "Absences" below.

### **Chargeable absence**

A student may not exceed a total of 19 chargeable absences for a full academic year.

The teacher is responsible for record keeping of the daily period attendance.

### **The Notification Process:**

#### **A) The warning letter**

The classroom teacher will generate a form letter that he/she will mail to the home of the student informing the parent/guardian of excessive absences. The teacher will keep a copy of the letter and also send a copy to the administration. This warning will state that because of excessive absences, their son/daughter is in danger of failing.

#### **B) Phone Call to Parent/Guardian**

A phone call will be made to the parent/guardian of the student alerting them that because of their child's excessive absences, he/she is in danger of failing.

**C) Administrator & Parent Conference**

If the excessive absences persist after the phone communication has been made, the Administration will require the parent come in for a conference regarding the excessive absences. The parent will be given a second in danger of failing notice to sign.

**D) Denial of Promotion**

Once the Administration has exhausted all of the above precautions, notices and warnings and the student continues to maintain excessive absences having reached the twentieth chargeable absence, he/she will be retained in their current grade for the upcoming school year.

Absences that are exempt from the Attendance Policy (not chargeable) include the following:

1. Post Elementary School Visits- Students will be allowed 5 days in the eight grade in order to visit high schools of interest. Written verification from the institution will be required. The verification must include the date of visit and must be signed by the appropriate school official.
2. Field Trips- which are out of school as approved by the administration.
3. Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education.
4. Death in the immediate family, which includes a parent or guardian, sibling, grandparent, and others at the discretion of the administration.
5. Bedside/Home instruction
6. Administrative excuse with required documentation, which includes, but is not limited to, the following:
  - a. Chronic illness with written verification from a physician, which should be registered in the nurse's office by September 15<sup>th</sup> of the academic year or within three weeks of the diagnosis. In the event that verification of the chronic illness is not provided within the time limits set forth above, it must be provided promptly after the first absence caused by the chronic illness.
  - b. Court appearance with written documentation from the court.
  - c. Suspension from school.

Classified Students are expected to adhere to the same attendance regulations as general education students unless otherwise specified in the student's Individualized Education Plan (IEP). Any additional exception would be determined by the child study team in consultation with the school administration.

## **ABSENCES & Procedures**

Parents must contact the School Office by phone *whenever* a child is going to be absent and send a **written excuse** to the teacher when the child returns to school. *Phone calls will be made to the home of every student who is absent every day.*

The following reasons are considered unexcused absences:

• Illness

• Inclement weather, which would be dangerous to the life or health of the child

• Emergency conditions

• Prior permission from the CAO and consent from the legal Guardian

Following is a list of excused absences:

• Religious Holiday

• Suspension from school

• Illness excusing student from school by doctor

• Death in the family

• Legal quarantine

In the event that extraordinary circumstances require that the student be absent from School for an extended period, the teacher, the Curriculum Supervisor and the student's parent or legal guardian, may develop an Authorized Absence Plan jointly. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the Chief Academic Officer and the parent/legal guardian prior to the student's absence.

If a student returns to School after an absence without a note of explanation from the parent, a representative of the school will call the parent to remind him or her to send a note the following day. If a note is not received within two days of the absence, the absence will be regarded as unexcused. Parents are reminded that it is their legal obligation to make certain their children are in school.

***Any student with 19 or more unexcused absences may be retained in the current grade.***

## **TRUANCY POLICY AND PROCEDURES**

All students admitted to Golden Door Charter School are subject to all applicable state laws and regulations issued by the New Jersey Department of Education which mandate compulsory attendance of students.

The Board of Trustees of Golden Door Charter School encourages the regular attendance of all students. Towards that goal, parents and guardians along with pupils are charged with the responsibility to consistently ensure attendance for all instructional programs.

It is necessary for parents/guardians to make the School Administration aware of potential absences as soon as possible to avoid confusion and disruption of the pupil's educational progress.

A pupil will be considered truant from school under the following circumstances. First, when the pupil is absent from school without the knowledge of the parent/guardian, the pupil is considered truant. Second, when there are a number of unexcused absences and the parent/guardian has failed or refused to return the pupil to regular instruction. The above circumstances do not limit the authority of the School to declare that a pupil is truant. Truant shall be defined as 10 or more cumulative unexcused absences.

Pupils considered truant may be subjected to loss of extra-curricular activities, suspension and expulsion.

The School Truancy Officer is charged hereunder with undertaking the duties outlined in **N.J.S.A. 18A:38-27 et seq.** Under such circumstances, the School's Truancy Officer is to find the child and return him/her to the parent/guardian or to the teacher responsible for the education of such child. Attempts shall be made to consult with the parent/guardian of the truant child to support their return to regular education. However, the School's Truancy Officer is authorized to bring charges in the Jersey City Municipal Court against the truant pupil and as may be appropriate the parent/guardian of such pupil. The School's Attendance Officer must cooperate with local law enforcement personnel towards these ends.

No pupil shall be considered truant if the pupil is excused for a religious holiday.

Before any punitive and remedial measures are enacted against pupils with disabilities, individualized education programs, procedural protections, accommodations and individualized health care plans shall be reviewed by the administration and appropriate action shall thereafter be taken in connection with same.

### **EARLY DISMISSAL**

If it is necessary for a student to be dismissed from School before the end of the school day, parents must notify the School Office by 2:00 pm the day of the early dismissal. In such cases, parents must inform the School of the specific time that the child will be picked up and the person who will come for the child. Only adults who are listed in the School's records, as being authorized, will be allowed to take students from the school in these cases.

***Please note: There will be no early dismissals after 3:00 pm.*** It is very disruptive to classroom instruction when students are regularly picked up before teachers have completed their instruction at 3:15. Not only is the class disrupted, but the student being picked up misses instruction and assignments. Please understand the School's position and all teachers will dismiss their classes by 3:30pm.

All students will be dismissed by 3:30 pm in the front of the building.

### **Late Pick-up Room/ Late Pick-up Policy**

In an effort to ensure the safety of our students, Golden Door will once again institute a "Late Room." Any students (**including middle school students**) who are on school grounds after 3:45 p.m. will be escorted to the "Late Room" where they will be monitored by the approved after school program. Students who are not picked up by 3:45 will be brought to the after school program by their homeroom teacher. A fee will begin to accrue at 3:45 p.m. at the rate of \$1.00 per minute. Payment is due when the child is picked up.

If a parent/guardian arrives after 3:45 p.m. they will need to find parking, enter the building and pick up their child in room 211.

Parent/guardian will be given an invoice for the amount owed to the school for student after-school care. The parent must pay the invoice upon pick-up by cash or check.

### **Late Pick-up Room Rates: \$1.00 per minute**

After 60 minutes local authorities will be contacted.

After the third late pick-up, the school will contact child services authorities.

We understand that emergencies arise that may prohibit you from picking your child up on time. Should this happen, please contact the main office as soon as possible. After 3:45 p.m. please contact the Late Pick-up Room directly at 201-795-4400, extension 3422.

### **Unpaid Invoices Policy**

If a parent or guardian has any unpaid invoices (i.e lost/damaged textbooks, **\*late room fees**) payable to the Golden Door Charter School at the end of any given school year, no school supplies, including textbooks, will be provided in the forthcoming school year to the relevant student until these invoices are resolved.

## **ADMISSION, RE-ENROLLMENT, TRANSFERS**

### **ADMISSION**

The Golden Door Charter School is open to all children on a space-available basis within each grade. The School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency, in English, or any other basis prohibited by law.

There are no admission requirements, outside of the requirement of being a Jersey City resident, and no tests of any sort are given to determine whether or not admission is granted. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as seats become available in each grade, in the order that the applications were filed according to the lottery results. Preference is given to siblings of admitted students.

### **RE-ENROLLMENT**

To secure your child's place at The Golden Door Charter School for the next school year, you must officially re-enroll him or her. Re-enrollment packets will be sent home in

November. ***The deadline for re-enrollment will be during the third week of November.*** Students whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis. Students who fail to return the re-enrollment packet will not have a seat reserved for the next academic year.

## **TRANSFERS**

The Golden Door Charter School asks that, whenever possible, parents provide at least two weeks notice if a student must transfer from the school for any reason. Such notice will allow the School to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the school to fill a vacant seat with another student from the wait list.

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- Proof of the child's age* (birth certificate)
- Proof of Jersey City residency* (any utility bill)

### *Public School Transfer*

- Completion of Registration Form* – This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent/guardian complete this form accurately.
- Free and Reduced Price Meals Application* – This form allows families to apply for federally funded meals and it must be completed for all students. Student name, address, signature, and proof of income or federal assistance number must be included. All such information must reflect the student's status no more than 30 days prior to the first day of school.
- Transportation Application*- This form allows students to apply for and receive public transportation/bus tickets from the regular public school district. All students who wish to receive bus tickets must complete this form. The home address and phone number should be indicated on this form, in addition to the nearest cross streets in the student's neighborhood. Notification of acceptance will be sent to the student's home. Please note that a student must live at least **2.1** miles (calculated by Jersey City Public Schools) from the Golden Door Charter School in order to receive bus tickets.
- Medical Forms* – This set of forms, which must be submitted for all students within the first 30 days of attendance, included immunization schedules, family medical information, and the child's medical history, including allergies and a Medical Permission Form, which will permit the School to dispense specified medication to the student, as necessary.

•*Record Release* – This form gives the School permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of the parent/guardian.

It is critical that the School be notified immediately of any changes in a student's name, address, phone number, custodial parent(s), or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Office Administrator, Mrs. Cindy Brown.

### **STUDENT RECORDS & CONFIDENTIALITY**

The Golden Door Charter School is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents/guardians, appropriate members of the School's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The School may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at The Golden Door Charter School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent-Teacher Organization.

The Golden Door Charter School's strong academic offerings and impressive results have generated significant public interest and media coverage. If for any reason, you do not wish to have your child photographed, videotaped, or otherwise contacted by the media, please inform the School immediately.

### **BREAKFAST AND LUNCH**

The Golden Door Charter School's commitment to offering children a superior education extends to the meals that are provided for students. The School aspires to the highest possible quality in its breakfast and lunch programs and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

All students should submit a Free and Reduced Priced Meals Application so that payment status may be established. While these forms are being processed all students who desire meals provided through the school will receive them.

Parents are asked to make breakfast and lunch payments by check, weekly, bi-weekly, or monthly. These checks should be made payable to the Golden Door Charter School and delivered to the school office. When it is necessary for a student to pay in cash, parents are encouraged to seal the money in an envelope with the student's name printed on the front. The envelope should be delivered to the office at the beginning of the school day to reduce the risk of loss or theft.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reactions.

Students will practice etiquette and clean up skills during meal times.

Students' health and safety is the School's foremost responsibility. The following information describes the precautions taken to protect the well being of all students. If your child has any specific health, safety, or security needs, please inform the School so that appropriate accommodations can be made.

### **NURSE**

The Golden Door Charter School has the services of an on-site nurse to assist students who are ill or injured. Should the school nurse feel that an illness or injury is serious enough to warrant the child to be sent home, the parent/guardian MUST comply.

Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

### **MEDICATION**

The School Nurse must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the School must receive a written order from the student's doctor and a permission slip from the student's parent/guardian. All medication should be brought to the School Nurse in its original container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

Students are not permitted to bring non-prescription medications to School. If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g. Tylenol, Midol), the School Nurse will dispense it. Parent must inform the School of any allergies to or restrictions on non-prescription medication that their child may have. Also, please notify the school if your child has a chronic illness that may affect his or her performance at school.

### **ACCIDENTS**

The School Nurse will administer initial treatment for minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, or an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the School has working phone numbers for parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the information for your child up-to-date.

### **VISITOR IDENTIFICATION**

To help ensure a safe and secure learning environment for your children, all visitors to The Golden Door Charter School are required to sign-in at the School office and to wear

a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

### **FIRE DRILLS/EVACUATIONS/LOCK-DOWN DRILLS**

The School will average at least two safety drills per month within the school hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. Lock-down drills will be conducted once a month.

### **STUDENT ARRIVAL AND DEPARTURE**

Parents should thoroughly familiarize themselves with designated pick-up and drop-off points and visitor parking areas at the School and carefully follow the School's instructions for operating a motor vehicle in the vicinity of the School and its students.

### **SOLICITATION**

Solicitation of or by any students, parent or staff member on School property for any cause except those authorized by the Chief Academic Officer, is strictly prohibited. No student, parent, or staff member should bring anything to sell without the expressed permission of the CAO or bring such goods to the school grounds.

### **MONEY AND OTHER VALUABLE PROPERTY**

Students are encouraged to leave all money and other valuable property at home. The School assumes **NO RESPONSIBILITY** for the loss or theft of such articles. This list includes, but is not limited to:

**GAMEBOYS**

**PSP GAMES**

**CD PLAYERS/CD'S**

**POKEMON CARDS**

**JEWELRY**

**CELL PHONES**

**CAMERAS**

**MP3 PLAYERS**

Should these items be confiscated, they will be given to the CAO, Mr. Stiles and will only be released to a parent or adult representative of the parent. For a second offense, the item will remain the possession of the CAO until the end of the academic year.

### **CANDY, GUM, TOYS**

Students may not bring candy, gum, toys, and other non-school related items to School unless approved by the classroom teacher. The student assumes responsibility for any items brought from home.

### **TOY WEAPONS**

Toy weapons are strictly prohibited from being brought to school. The authorities will be contacted if a child brings a toy weapon to school.

## **BULLYING**

Please read the School's Anti-bullying policy. Bullying of **any** type will not be tolerated and will be dealt with severely.

### **Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying**

**In accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9 requirements for all New Jersey Schools**

Providing a safe school environment for our students is of the utmost importance for the Golden Door Charter School. The Golden Door School board of trustees prohibits acts of harassment, intimidation or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

#### **Definition**

The Golden Door Charter School board of trustees establishes that "harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any use of electronic communication (N.J.S.A. 18A:37-15.1) that takes place on school property or at any school-sponsored function and that:

- a) is motivated by race, color, religion, national origin, gender, sexual orientation, gender identity, or mental, physical or sensory disability; or,
- b) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to self or property; or
- c) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **Expected Behaviors**

The Golden Door Charter School board of trustees expects students to conduct themselves according to their levels of development and maturity, with a proper concern for the rights and welfare of other students and school staff, school facilities and equipment, consistent with the code of student conduct.

#### **Consequences and Remediation**

The Golden Door Charter School board of trustees requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or

bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors at a minimum will be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying of students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

The following consequence and remedial measures will be strictly enforced.

- 1<sup>st</sup> offense:
- 1) Student sent to the office
  - 2) Parent notified
  - 3) 1-3 day suspension or longer, depending on the severity of the offense
  - 4) Mandatory meeting with the parent/guardian, student and administrator
  - 5) Restitution will be established
  - 6) Corrective instruction provided by administrator or counselor

- 2<sup>nd</sup> offense:
- 1) Student sent to the office
  - 2) Parent notified
  - 3) 3-5 day suspension or longer, depending on the severity of the offense
  - 4) Mandatory meeting with the parent/guardian, student and administrator
  - 5) A no-contact contract will be established
  - 6) Behavior management plan will be established and closely monitored
  - 7) Referral to school counselor
  - 7) Restitution will be established

- 3<sup>rd</sup> offense;
- 1) Student sent to the office
  - 2) Parent notified
  - 3) 5-10 day suspension or longer, depending on the severity of the offense
  - 4) Mandatory meeting with the parent/guardian, student and administrator
  - 5) Behavioral assessment or evaluation with referral to Child Study Team
  - 6) Notification of the behavior to the board of trustees
  - 7) Restitution will be established

### **Remedial Environmental Measures**

- 1) School surveys will be taken annually to determine the conditions contributing to harassment, intimidation or bullying
- 2) School policy and procedures revisions on an annual basis
- 3) Small or large group presentations will take place to fully address the behaviors and the responses to the behaviors
- 4) General professional development programs for certificated and non-certificated staff will be recommended
- 5) Disciplinary action for school staff who contributed to the problem
- 6) Family counseling may be recommended
- 7) Law enforcement (e.g. juvenile officer) may be asked to be involved

### **Reporting**

The Golden Door Charter School board of trustees requires the principal and/or the vice principal to be responsible for receiving complaints alleging violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, are required to report alleged violations of this policy to the principal or the vice principal. Reporting may be anonymous, but formal action against violators of the policy will require a written, verbal or electronically transmitted report of the alleged incident.

### **Investigation**

The Golden Door Charter School board of trustees requires the principal and or the assistant principal to be held responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or the assistant principal shall conduct a thorough and complete investigation of each alleged incident.

### **Response to Harassment, Intimidation or Bullying**

The Golden Door Charter School board of trustees recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom or school building or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A: 37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A: 16-7.2, Short-term suspensions, N.J.A.C. 6A: 16-7.3, Long-term Suspensions and N.J.A.C. 6A: 16-7.5.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident occurred. Institutional (i.e., classroom, school building) responses can range from school and community surveys to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organization, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers.

### **Reprisal/Retaliation**

The Golden Door Charter School board of trustees prohibits reprisal or retaliation against any person who reports and act of harassment, intimidation or bullying. The administrator shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act.

### **Accurate Reporting**

The Golden Door Charter School board of trustees prohibits any person from falsely accusing another as a means of harassment intimidation or bullying. Students who violate this policy will be subject to administrative action in accordance with the School's Code of Civility.

**The Golden Door Charter School's H.I.B. Policy is available in the School Parent/Teacher handbook, on the school website and hardcopies are available in the administrative offices.**

### **The Code of Civility**

## **A Blueprint for Living and Learning**

#### **Introduction**

The faculty and staff of The Golden Door Charter School are dedicated to providing the School's students with the skills necessary to reason, communicate, and live with dignity in a civil society. Central to this mission is the creation of a school community characterized by caring, discipline, order, and respect.

The School's *Code of Civility* has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce the primary mission of the School: rigorous academic learning. The *Code*, which states clearly all School-wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a contract among parents, students, and the staff.

The *Code of Civility* identifies ten character virtues that will be at the center of the School's character education curriculum and that will be cultivated with care and consistency at the school. In addition, it describes the ways in which appropriate choices will be encouraged as well as the roles and responsibilities of students, parents, teachers, and faculty.

Establishing a policy that promotes character education and discipline is an ongoing process. Alone, this *Code* will not ensure School discipline, nor will it develop an individual's character. As a part of a comprehensive effort supported by all members of the School community, however, it will guide the process. Faculty and staff will work continuously to achieve as much consistency as possible with regard to disciplinary matters and they will be prepared to revise and adapt disciplinary procedures as necessary.

Embracing the principles outlined herein is a first and vital step toward creating the type of environment in which all children can thrive. It will not only minimize physical harm

and disruption among students, it will help establish among all members of the School community the habits that characterize a civil society. This is our *Code*, a blueprint for living and learning.

## **KEYS TO SUCCESS**

Staff, students, and parents at The Golden Door Charter School will work together to help each student reach his or her full potential in academic achievement and moral maturity. Toward this end, staff will make every effort to keep students focused on the following ten character virtues, our Keys to Success in school, the workplace, and society at large.

### ***Responsibility: To fulfill one's obligations in a timely manner***

Teach students to fulfill obligations and duties even when it is difficult to do so.

Responsibility entails order---putting things back where they belong-and stewardship taking care of personal property and common spaces. It also includes doing one's work, including homework, neatly, completely, and in a timely fashion. Responsibility for common spaces means that vandalism, graffiti, or littering will not be tolerated at school.

Personal accountability is central to responsibility. In the Book of Virtues, William Bennett notes "responsible persons are mature people who have taken charge of themselves and their conduct, who own their actions and own up to them-who answer for them."

In teaching responsibility, faculty and staff at the School will emphasize the importance of punctuality and personal accountability. By holding students accountable, staff will underscore a powerful two-fold lesson: students' claims and actions matter and their words and deeds-whether intentional or unintentional-have consequences.

### ***Perseverance: To demonstrate steady persistence in a course of action, a purpose in spite of difficulties, obstacles or discouragement***

"Slow and steady wins the race" is the moral of Aesop's fable of the tortoise and the hare.

Of course, like other virtues, perseverance must be linked with other worthy goals.

Someone who persists in a pointless endeavor-or even worse a misguided or harmful one-achieves little, but knowing what should be done, without having the perseverance to accomplish it, will simply result in failure. Thus developing the habit of perseverance is an important goal and one that is not always easy for students as well as many adults.

Laziness or distractions sometimes get the better of all of us and for young people, the allure of television, video games, and rap music is especially strong. Such distractions too often consume valuable time that might otherwise be devoted to schoolwork.

Perseverance helps students resist inappropriate diversions and stick to worthwhile tasks.

The faculty and staff at The Golden Door Charter School will guide students in practicing perseverance on worthwhile tasks, most prominently schoolwork and learning proper behavior. Students will be taught to start tasks promptly and enthusiastically, and to finish them with attention to detail and pride in the final product. Hard work and consistency will be emphasized and special attention will be paid to the gradual

improvements that result from quiet and steady efforts from day to day. As students get older they will develop the judgment to decide when to apply perseverance in other areas of life. Rarely do we fail for lack of knowledge about when to practice perseverance, far more often we fail for lacking the strength to persevere.

***Respect: To treat others and oneself with courtesy and care***

By teaching respect for others, faculty and staff at the School will help students learn what it means to care for all persons as individuals, regardless of race, religion, socioeconomic background or disability. In the early grades, courtesy and sharing will be emphasized and good manners will be taught. Courtesy denotes respect for others and it is practiced by being polite toward everyone and considering seriously the views of others.

In the later grades, staff will state explicitly that there is not a place for vulgar or mean-spirited language in the School community. Instead, the students learn to communicate and debate constructively, to look people in the eye when speaking to them, and to greet everyone with a smile or a warm handshake. Students will be required to demonstrate respect by walking quietly in the halls, without pushing, shoving, or hitting others. Ultimately, practicing respect for others will enable students to avoid negative behaviors such as name-calling, teasing, and blaming.

By Teaching respect for oneself, teachers, and staff, will help students learn what it means to take care for one's physical self (i.e. personal disposition, respecting oneself also means taking care to develop one's character and drawing satisfaction from meeting high ethical standards. Students who value themselves physically and ethically are more likely to make positive choices that promote good health and strong character.

Showing respect helps to support healthy relationships and obedience to rightful authority. When everyone demonstrates respect for themselves and others, a safe, clean, and welcoming School is the result.

***Kindness: To care for others by offering help and showing gratitude***

At The Golden Door Charter School, students will learn to be kind to one another: to include rather than exclude children on the playground, to cheer someone who is sad, and to treat others the way they would like to be treated. Perhaps the greatest challenge in practicing kindness consistently is to grant forgiveness. Grudges and ill will destroy the bonds of trust in our friendships and communities. To be kind means to be willing to apologize for our own mistakes and to forgive the mistakes of others. Students will learn that kindness can prevent personal conflicts and forgiveness can resolve.

***Truth: To be sincere in character, words, and deeds***

To live by the truth, to be sincere in character, means to seek objective understanding, to recognize falsehood to learn from mistakes, and to seek wisdom. At the school, students will learn to lead lives of integrity by telling and seeking the truth. Students will be encouraged to practice honesty, sincerity in words and deeds, by saying what they mean, meaning what they say, keeping their promises to others, and setting realistic goals for

themselves. Honesty also includes never manipulating others for personal benefit. Intellectual honesty will be fostered by teaching thoughtful rejection, the ability to think logically, consider reliable evidence, and make informed judgments rather than hasty conclusion based on opinion, impulse, or prejudice. Cheating and lying will not be tolerated at the school.

***Citizenship: To fulfill one's responsibilities to country and community, including respect and honor of the law***

Citizenship at The Golden Door Charter School will help to develop school spirit and promote responsibility to the community. Citizenship also includes patriotism/loyalty to our country and its democratic principles, an ideal essential to the flourishing of our society. Students will be encouraged to demonstrate patriotism by reciting the Pledge of Allegiance with respect, recognizing national heroes and their contributions, understanding our political institutions and current affairs, and developing a deep appreciation for our civic and cultural traditions.

***Courage: To act bravely and honorably when there is risk involved***

At the Golden Door Charter School, students will learn that taking physical or social risks for things that are worthwhile is courageous and honorable. For example, students will learn that it takes courage to tell the truth, to accept the consequences of inappropriate behavior, and to participate in games in which they may not excel. At the same time, students will learn to be prudent and avoid risks that are reckless or potentially harmful. Careful distinctions will be drawn between rational and irrational fears to help students overcome the latter and deal with the former.

***Self-Discipline: To manage one's time and energies wisely***

Students at the Golden Door Charter School will learn that there is a time for work and a time for play and that they may not always get what they want in the time or place that they want it. Faculty and staff will cultivate patience as part of the development of self-discipline, which is important both as a virtue in itself and as a virtue that helps us in carrying our other virtues. For example, sometimes it takes self-discipline to demonstrate perseverance. The individual who possesses self-discipline has developed the ability to manage his or her temper, habits of work, and habits that show consideration of others. Students will be taught that being self-indulgent or demonstrating a lack of self-control can have negative consequences for themselves and others.

***Fairness: To use the concept of equality in making sound decision***

At The Golden Door Charter School students will learn to play by the rules, not for the rules's sake alone, but because to do so is fair and just. Prior to beginning a game or activity, for example, students may ensure fairness by establishing an agreement among all participants concerning the rules. Students will be taught to value what is just and to discern what is not.

***True Friendship: To select and to be true friends***

Faculty and staff at the Golden Door Charter School will help students distinguish between types of relationships often described as friendships: friendships based on

pleasure (i.e. fun); friendships based on usefulness (for example, in business); and friendships based on virtue (i.e. those which in addition to being fun and perhaps useful are also built on shared goals, with the individuals committed to each other's welfare). A true friend is defined as someone who will always try, for your sake; to do what he or she believes is good for you.

Students will be encouraged to develop true friendships, the most rewarding type, with those who share sound values and live by them. They will learn that the characteristics of true friendship include loyalty and dependability and that true friends demonstrate other virtues such as good sense of humor, intellectual curiosity, and kindness. Students will be taught that deception, manipulation, and insensitivity are not signs of a true friendship.

Each member of the Golden Door Charter School community has a role to play in creating a safe, orderly environment that is conducive to learning. The various roles and responsibilities that accompany each are outlined on these pages.

## **ROLES & RESPONSIBILITIES OF STAFF**

### **CLASSROOM TEACHERS AND INSTRUCTIONAL ASSISTANTS**

The classroom teacher at the Golden Door Charter School is the center of the school's character education and discipline policy. Teachers will continually emphasize to both students and parents the importance of the Keys of Success. The Keys will be established as rules for each classroom and students will be encouraged to live by the ten character virtues; teachers will underscore expectations for student behavior by relating student actions to the Keys of Success. In this way, teachers will focus on teaching and encouraging appropriate conduct, rather than just trying to "control" behavior.

Three basic principles of classroom management and discipline will be implemented by all teachers.

At the beginning of the school year, students will be taught how to behave responsibly in each type of classroom activity and these lessons will be reinforced throughout the year as necessary.

Teachers will strive to interact frequently with each student when the student is behaving appropriately.

When misbehavior occurs, teachers will calmly and consistently implement mild classroom "consequences", corrective actions taken in response to inappropriate behavior, using such instances as teaching opportunities. The focus of interaction with each student will continue to be primarily positive, with a ratio of at least three positive interactions to every one correction.

Though these principles will serve as useful guides, each teacher, student, and situation is unique. Teachers will use professional discretion to select the specific procedures that fit individual student needs and particular situations.

Teachers will work in collaboration with other staff to solve problems that are chronic or severe. Techniques that may be used by teachers in dealing with minor behavior problems as well as procedures for responding to chronic misbehavior are described in these pages.

### **CHIEF ACADEMIC OFFICER [CAO]**

The role of the Chief Academic Officer is the educational leader of the school. In that regard, the CAO guides staff and students in their efforts to ensure student success, the central mission of The Golden Door Charter School. The Chief Academic Officer will have a thorough working knowledge of the curriculum and the Code of Civility and when necessary, will assist staff in implementing classroom and school-wide management procedures. Working with School's two curriculum supervisors and the AD, the Chief Academic Officer will provide training and continued support to teachers as they strive to implement our curriculum and assist staff as they teach students to follow the Keys to Success and School Rules.

The Chief Academic Officer (CAO) will assist staff in responding to severe misbehavior, such as insubordination and physically dangerous and/or illegal acts, as well as any chronic or recurring problems. In certain cases, the CAO will initiate parent conferences, in-school suspensions, or other severe consequences. The CAO may also contact the appropriate law enforcement authorities, depending on the nature of the infraction.

The CAO will serve as the lead on the School's Leadership Team, described in detail on the following page and will be responsible for ensuring that the Team meets on a regular basis. In addition, the CAO will assist teachers with the implementation of their curriculum and classroom management plans, as needed.

### **THE ASSISTANT DIRECTOR (AD)**

The Assistant Director reports to the Chief Academic Officer and is responsible for attaining the School's objectives for high student achievement through the accurate implementation of the school design for a safe and orderly school climate. The AD will lead the accurate implementation of the Code of Civility, The Golden Door Charter School's character education program, and the instructional discipline model. The AD also monitors parents' concerns and provides parents with information and education for effective parenting and behavior management strategies in the home. In the absence of the CAO, the AD is the acting lead person for the school and will handle any emergent situation.

### **THE ELEMENTARY CURRICULUM SUPERVISOR (ECS) AND THE MIDDLE SCHOOL CURRICULUM SUPERVISOR (MSCS)**

The Elementary and Middle School Curriculum Supervisors report to the Chief Academic Officer and are the primary teachers of the School's faculty. They work to attain the School's objectives for high student achievement through the accurate implementation of the School's K-8 curriculum.

## **SUPPORT STAFF**

The Golden Door Charter School's staff includes the CAO, AD, CS, two (2) special education coordinator, a full-time school nurse, school counselor and other support personnel to assist with instruction and help meet students' special needs.

The School Nurse will be available to faculty, staff, and students for consultation on such matters as personal hygiene, nutrition, substance abuse, depression, child abuse, or neglect. The nurse will also provide medical care for students who are ill or injured.

The School has the services of two full-time special education teachers to address the needs of students with physical or emotional disabilities. The School has also contracted with local providers for speech and language, psychological services, occupational therapy, physical therapy, and other relation services identified by students' IEP's.

## **OTHER STAFF**

All staff, including instructional assistants, office staff, our security guards, our food service personnel, and our custodian has an equal part to play in teaching the ten character virtues at the School. The School's guidelines for promoting a safe and orderly environment require that all students and staff exhibit mutual respect and cooperation. Through positive interactions with students, staff members will encourage the practice of good character. Each staff member will be knowledgeable of the Keys of Success, School rules, and the procedures for School-wide areas and each will be prepared to implement the disciplinary procedures outlined in the Code of Civility.

## **THE LEADERSHIP TEAM**

The Leadership Team will be composed of the Chief Academic Officer, Assistant Director, the Elementary Curriculum Supervisor, the Middle School Curriculum Supervisor, the Business Manager, the Office Administrator, the Special Education Coordinator, and other personnel, as needed. The Leadership Team is formed in order to:

- Review and assess student achievement in all areas of the curriculum on a weekly basis;
- Coordinate the dissemination of information to parents regarding student discipline and character education;
- Review records of student office referrals and make recommendations regarding development and/or changes in student management policy;
- Refer students with repeated office referrals, chronic trancies, grade decline or other non-productive behaviors to the Intervention Planning Team (IPT)
- Gather input from staff regarding current School policies so appropriate actions may be taken;
- Conduct a formal year-end review of the School's discipline policy and procedures. This process will include a review of all suggestions made during the year, a review of all office referrals, and all circumstances for student suspension, and a staff review of all common area problems. Policies will be assessed and rewritten, as necessary based on staff feedback;
- Review the Keys to Success and the School's disciplinary policies with staff at the beginning of each new year to ensure that students will be taught (or re-taught) the

School's rules and the expectations for conduct and character development are understood in all classrooms and in common areas.

### **INTERVENTION PLANNING TEAM**

Even after establishing a positive classroom environment with clear behavioral expectations, students may continue to demonstrate inappropriate behavior. In such cases, the teacher may wish to explore additional behavioral or academic interventions that may help the student(s) be more responsible. The School's Intervention Planning Team (IPT) may be convened to assist in this effort.

The IPT may include the teacher bringing forth the concern, the CAO, the Curriculum Supervisor, the AD, other teachers with whom the student interacts, and other staff members who work with the student. The IPT will help develop creative approaches to discipline problems, targeting the specific needs of individual students.

To convene an IPT, the teacher should contact the Special Education Coordinator to review concerns. Meetings will follow a prescribed format and will be limited to 25 minutes in length.

### **STUDENTS**

Students at the Golden Door Charter School will take pride in their efforts to follow the School's motto, "Our expectation is that all students will succeed" no exceptions, no excused. Throughout the day, students will practice the School's Keys to Success, cultivating the virtues embodied therein. In the Classroom, students will follow the teacher's rules for group instruction, which will be articulated for each activity.

### **PARENTS**

As essential partners of The Golden Door Charter School, parents will be encouraged to participate fully in the education of their children. The support and cooperation of parents are vital to helping each student reach his or her full potential. First and foremost, parents will be expected to support the academic learning of their children by maintaining high expectations for both the students and the School. The major role of parents with regard to discipline and character education at the School is to demonstrate consistent interest in the children's progress at School and support the children's best efforts. Parental support provides an enormous incentive for children to strive for excellence. Parents will be kept informed of students' efforts through conferences, monthly progress reports for any student whose progress has declined, quarterly report cards, phone calls, and notes.

Parents may be asked to help teach their child specific skills, such as remembering homework, learning to become more independent, or taking responsibility for their actions and behavior. If parents are asked to assist staff, specific information will be provided on techniques to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In cases such as this, it is important to remember

that parents are a vital and contributing member of the School community and are essential in teaching skills that will enable our children to grow into responsible members of the greater community. We cannot stress enough the importance of the school and parents working together to increase opportunities for success throughout life for our children. If a student is unable to correct disruptive behaviors and/or the family is unable to or refuses to work with the school in order to create a more responsible student, there will be steps taken to exclude the student from the Golden Door student body. This will occur only in the most severe cases and in accordance with the State of New Jersey's Administrative Code for dealing with disruptive students.

Parents who have concerns about their child's adjustment to The Golden Door Charter School or any aspect of the School's program and policies will be asked to discuss their concerns first with their child's teacher. Every teacher at the School will be prepared to work with parents and will respond to parental concerns appropriately and expeditiously. The School's Assistant Director and the Chief Academic Officer will also be available if there are issues that exceed the scope of a parent-teacher conference.

The *Code of Civility* will be sent home with student each new Fall semester. Students and parents will be asked to discuss the *Code* together and to sign a form indicating that they understand and agree to the School's rules and expectations. The *Code* will thus serve as a contract among students, parents, and the School staff, involving parents at the most fundamental level in their children's character development. The CAO will make appointments to discuss the *Code of Civility* with any parents who wish to discuss any area of concern or disagreement with its policies.

### **Encouraging Appropriate Conduct**

At The Golden Door Charter School, students will be encouraged to make appropriate choices regarding their personal conduct. Following are the chief means by which faculty and staff will ensure order and support the development of good character and self-discipline at the School.

### **Positive Interactions and Positive Feedback**

Daily interactions between staff and students provide the best opportunities for encouraging appropriate behavior and promoting the development of good habits. Staff at the School will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt to interact with each student more frequently when the student is engaged in appropriate behaviors than when the student is behaving inappropriately.

Positive interactions will include greeting students, talking to students, making eye contact, smiling, and overtly praising students when such accolades are deserved. When praising students, staff will attempt to provide them with specific information about which behaviors are contributing to success.

### **Student of the Day/Green Team for the Elementary School (K-5)**

At the end of each day, teachers will grant Student of the Day Awards to acknowledge and reward students for demonstrating exceptionally responsible behavior, trying their

best, cooperating, or showing respect. Award-winning students will receive special certificates, which they will take to the office. The CAO will personally announce these students during the morning announcements.

### **Classroom Positive Management System for the Elementary School (K-5)**

At the beginning of each day, elementary teachers will have on display the pocket chart showing each student's name and a green card, indicating a clean slate for student behavior.

After a student violates a school rule, along with 2 warnings, the teacher of the student will replace the green card with a yellow card as a warning. Upon the second violation, the student will be issued a blue card and he or she will miss 15 minutes of valued recess time. Upon a third violation, the student will receive a red card, lose 30 minutes of their recess time. The parent of the student will be contacted regarding the violation. The student will also be required to write a note to his or her parents describing the nature of the conduct violation. The parent will be asked to sign the note and return it the next day to the classroom teacher. Teachers will maintain a wall chart with every student's name on it and a record of who maintains their "green" status throughout the day. These students are recognized as a part of The Green Team. When entire classes "stay on green" for the duration of the day, the CAO will recognize them over the PA system as a part of the morning announcements. After a class has realized 10 green days, the CAO will sponsor a special celebration for that classroom, i.e. an ice-cream party or pizza for lunch.

### **Class-Wide Goal of the Month**

Each class at the School will be encouraged to identify a specific goal toward which it will strive during each month, using the Keys to Success as a guide. As students identify class-wide goals, teachers will help them understand how their objectives relate to School-wide goals. For example, if a class chooses to focus on timely homework completion as its goal of the month, teachers will discuss how that relates to our school-wide goal of trying to do one's best. Teachers will incorporate this instruction into their daily lessons and the class period dedicated to Character education. These goals will be reinforced through role-playing, goal setting, read-aloud stories, writing assignments, or art projects.

At the end of the month, each class will evaluate its progress through discussion or a simple evaluation procedure established by the students. Upon achieving its goal of the month, the class will be presented with a certificate documenting its accomplishments.

### **Consequences for Minor Misbehavior**

It is essential that the great majority of students at the school will strive to meet the expectations for responsibility and self-discipline outlined herein. It is also understood, however, that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not been motivated by the School-wide procedures. As teachers and faculty adapt disciplinary procedures to meet individual

needs, the focus will remain positive and an emphasis will be placed on monitoring the continuing need for calm and consistent consequences.

Students will learn that certain actions are unacceptable at the Golden Door Charter School and misbehavior has consequences that are neither amusing nor pleasant. Students, who engage in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology, community or School service, or fixing, replacing, and/or paying for damage caused. The CAO, AD and/or the teacher will determine the type of restitution required for a particular infraction. The restitution assignment will be communicated to the student's parents prior to his or her completion of the task. In all cases, parents will be informed of the child's inappropriate behavior and the restitution requirement.

### **Consequences for Severe Misbehavior**

Most misbehavior will be handled with discussion or the use of mild consequences. However, severe misbehavior will be met swiftly with equally severe consequences. Such behavior is defined as belonging to at least one of the following categories:

- Insubordinate/Defiance/Disrespect
- Fighting of any kind
- Illegal behavior
- Bullying

Insubordinate behavior is the direct refusal to comply with a reasonable staff instruction within a specified period of time. In such cases, the staff member involved will, first explain to the student why his or her actions are inappropriate and will issue a mild consequence for the offense. If the student continues to disregard the staff member's instruction, he or she will be sent to the office.

Insubordination is a breakdown in communication. When a student has been referred to the office for this offense, the CAO or AD will arrange a conference between the student, the staff member involved, and the student's parent or guardian. The purpose of the conference will be to establish a plan that will help the student communicate more responsibly in the future.

In cases of physically dangerous behavior---fighting, assault, and physical intimidation---staff will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. The CAO and/or the AD will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

The following is a summary of consequence that may be applied in cases of severe behavior:

### **Office Referrals**

Referrals to the office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is "no big deal".

### **Exclusionary Time-Out within the Building**

At The Golden Door Charter School, exclusionary timeouts will be used for students who need a neutral environment to help manage their own behavior or to cool down or reflect on inappropriate behavior. Such timeouts involve removing the student from the instructional setting to a supervised area, specifically the room outside of the CAO's office or the AD's office. This Exclusionary Time-Out may also be imposed as a consequence of misbehavior. Faculty, staff, and School will adhere to the following procedures when imposing an exclusionary timeout. No student shall ever be unsupervised during a timeout situation.

If a student is asked to leave the classroom because of misbehavior, the child will not receive credit for that class.

In the younger grades, "Time-out" can be within the classroom or in a nearby teacher's classroom. The student will be told in a firm, non-emotional voice, that he or she has made the choice to continue this inappropriate behavior and that a timeout is the consequence.

When the appropriate time has passed, the student will be required to return to the classroom and given firm directions of the expected behavior.

If the child does not return to the expected behavior, then an office referral can be issued or the timeout will be imposed by the CAO or AD. The CAO or AD will also contact the parents of the student.

### **Suspension**

In response to cases of severe misbehavior in which a student violates School policies, rules, or regulations, or otherwise interferes with the orderly operation of the School, The CAO or AD may suspend or temporarily remove the student from the School for 1-5 school days. A second suspension can be from 5-10 days. Suspension will be regarded as a serious consequence and students will be removed immediately. If there are extenuating circumstances preventing immediate removal from the School grounds, the CAO or AD will assume full responsibility for the student until he or she is removed. Parents/Guardians are required to pick up their child in a timely manner following a suspension. Before a student is allowed to return to the school following a suspension, the parents or guardians of the student will have to come to school to reinstate their child in school. The student cannot return to class without the teacher's consent.

A suspended student must makeup missed work and will not be allowed to be on the School grounds or to attend any school-related functions at any time during the suspension. In addition, the student may be required to complete homework related to the disciplinary infraction. This policy does not diminish the due process rights under the

federal law of a pupil who has been determined to be eligible for special education programs and services.

There are designated "non-negotiable" acts that can result in an immediate student suspension. These acts include, but are not limited to:

- ❑ Fighting, with the intent to hurt another
- ❑ Vandalism, including graffiti
- ❑ Chronic misbehavior/disruption of class
- ❑ Disrespect/defiance/Insubordination toward any adult in the building (please see Board approved Conduct Policy)
- ❑ Verbal abuse directed to a teacher or a staff member
- ❑ Bringing a weapon or anything that can be used as a weapon
- ❑ Illegal drugs/cigarettes/alcohol
- ❑ Inappropriate sexual advances
- ❑ Bullying or threats
- ❑ Cursing/Swearing

### **Expulsion**

Expulsion is defined as the removal of the right and obligation of a pupil to attend the school under the conditions set by The Golden Door Charter School, Board of Trustees. A pupil can be recommended for expulsion if the pupil has had three or more suspensions for severe misbehavior (as defined in the section on suspension). The CAO will make a recommendation to expel a pupil to the Board of Trustees. They will serve as the hearing officer. The parent or guardian will be notified of a hearing via a certified letter 7 days prior to the hearing. The hearing is the place where the parent or guardian can challenge the description of the pupil's behavior that resulted in the recommended expulsion. The attendees representing the school attending this meeting will be: The Chief Academic Officer, the Assistant Director, the Elementary Curriculum Supervisor, the Middle School Supervisor, the classroom teacher, and any other additional teachers who have relevant information about the student. If the Board of Trustees expels an individual, the Board shall ensure that within 3 days after the expulsion, the parent or guardian of the student will receive the Board's decision in writing.

Any student who brings a dangerous weapon to School or uses an implement in School in any way that makes another student, staff member or volunteer feel threatened will be subject to an expulsion. If any pupil enrolled in the school commits a physical or verbal assault at school against a person employed or contracted by the school, then that student shall be expelled from the school permanently. In addition, if a student makes a bomb threat or similar threat directed at the school building, other property, or at a school-related event, then the student will be expelled from the school.

An expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. If an individual is expelled, it is the responsibility of his or her parents/guardians to locate a suitable educational program and to enroll the individual in such program/school.

## BOARD APPROVED CODE OF CONDUCT POLICY

### Jersey City Golden Door Charter School Student Conduct Policy

Golden Door has high expectations and standards, especially when it comes to student behavior and conduct—both of which are clearly defined in our Code of Civility, Character Education Curriculum and Character Virtues.

In line with our character virtues, Golden Door will hold its students to these high standards as it relates to conduct, attitude and respect toward adults and fellow classmates.

**Any student who conducts themselves in a way that is interpreted by a school administrator as disrespectful, conduct unbecoming, or displaying and/or having an attitude that is not in line with the school’s code of civility, will be considered to have violated the “no tolerance” Student Conduct Policy.**

Students who have violated this no-tolerance policy will be subjected to the following disciplinary actions:

*First Offense:* Student will be suspended from one to four days (out-of-school), and will not be allowed to return to school until a school administrator conducts a conference with the student and his/her parent/guardian.

*Second Offense:* Minimum four days of out-of-school suspension and the student will not be allowed to return to school until a formal hearing takes place with the school’s Board of Trustees (the Board). The hearing will take place during Executive Session of the Board’s next regularly scheduled public meeting.

The student and his/her parent/guardian must attend the hearing. Home instruction will be provided to the student after the fourth day of out-of-school suspension and continue until the any further disciplinary actions are imposed by the Board as a result of the hearing.

## **MIDDLE SCHOOL BEHAVIOR MODEL**

### **Golden Door Charter School Middle School “Self-Management” Behavior Level System**

The Golden Door recognizes the psychological, emotional and physical growth of our middle school students during this period of their lives. We are committed to providing a sound transition between elementary and high school. We are committed to providing a place where academic excellence is the expectation, not the exception.

In order to achieve academic excellence, the learning process must not be compromised during the school day. Constant classroom disruptions make it impossible for our teachers to teach and our students to learn effectively. Therefore, disruptions must be kept to a minimum and students must be fully aware of the expectations at all times. Our system ensures that the student is aware and in control at all times, regardless of the situation. It builds accountability by giving students responsibility for the behavioral choices they make.

#### **History:**

Our Middle School model behavior model was adopted after several behavior programs were researched and tried. Because our school population is so unique, one specific program was unable to properly address the School's behavioral needs. Therefore, our program was designed with our School's specific needs in mind, using aspects of existing, successful behavior programs. In addition, this combination is similar to the School's K-5 behavior model, thus providing much needed consistency throughout the school.

#### **Description of Level System:**

##### ***Level One: GOLD PIN STATUS***

All students begin the School year on level one. Each student is given an information folder during the first week of school. In this folder, several forms must be reviewed.

This information includes:

- Student behavior agreement
- Parent contract of support
- Guidelines for activities
- Student self interest survey

Note: All activities for the monthly activity calendar are taken from student suggestions.

Once the folder is completed and reviewed by the A.D., the student is given a gold lapel pin to be worn each day. The pin entitles the student to take advantage of the following privileges:

- Participation in activities listed on monthly activity calendar
- Your name posted on the bulletin board

Surprise activities periodically

Lunch with Lopez: students are allowed to eat lunch in the AD's office

### ***Level Two: Loss of Gold Pin***

In order to drop to a yellow band, a student would have to be reminded AT LEAST THREE times during one class period to modify an unacceptable behavior. Initially, a reminder is given. This can be in the form of a nonverbal or verbal reminder. At this time, the teacher redirects the student and the interaction is ended on a positive note. If the behavior is noticed again, a physical warning is given to the student in the form of a Behavior Tracking Sheet which is placed on the corner of the student's desk. If the behavior improves, the blank slip is given back to the teacher at the end of class. If the negative behavior continues, the slip is collected and filled out and sent to the A.D. along with the student's gold pin.

### ***CONTRACT:***

There are a few students who need the extra attention during periods throughout the school year. These are students who cannot seem to achieve the behavior standards of the school on a consistent basis. Those students are given the option of a positive behavior contract. The A.D. meets with the student discussing the issues the student is experiencing. Both the student and the A.D. then decide upon a contract. Once on contract, the student checks in with the A.D. three times per day. The parent is aware of the contract and encouraged to call the school periodically to check the student's status. The contract period is usually ten school days. However, the student is given the option of extending the time period.

### ***FEEDBACK***

The A.D. meets with the middle school teachers every Monday for feedback on what aspects of the program are successful and which are not. In addition, the A.D. meets with the entire middle school Monday afternoon to discuss school issues, issues that the teachers are noticing, gold pin activities and future privileges. There is also a portion of every meeting that allows the students to express issues that they are experiencing in school.

### ***RESULTS:***

The program is in its seventh year of implementation and it proves to be increasingly more successful each passing year. The School's office referrals continue to drop each year; however the serious incidents (as reported to EVVRS) are minimal.

We are very proud of the Behavior program and its effect it is having on our students. In addition to maintaining order in our building at all times, this program is furthering our efforts to ensure that our students clearly understand that self management is the cornerstone they will need to build a solid foundation for future success.

## **GENERAL INFORMATION FOR MIDDLE SCHOOL STUDENTS**

### **DETENTION**

Detentions are given to students in response to minor behavior issues that take away from instructional time. If your child is issued a detention, it must be served. If the student does not show up, it automatically doubles. If a detention is issued, a parent/guardian will be contacted.

### **LOCKERS**

Lockers are the property of The Golden Door Charter School. They are issued to students as a privilege that must be earned and maintained. Students who abuse their locker privileges will have that privilege revoked.

### **CELL PHONES**

Students are not permitted to use or carry a cellular telephone within the school, during normal school day hours.

Students who are found to have a cell phone in their possession will be required to surrender the cellular phone to the staff member and it will be given to school administration.

Confiscated cell phones for the first two offenses will be sent to the main office where they will remain until the parent/guardian of the child comes to the school to pick up the phone.

**On the third offense, the cell phone will remain in the main office until the last day of the school year.**

### **DROP EVERYTHING AND READ (D.E.A.R.)**

All middle school students are expected to participate in this very important weekly initiative. Please make sure your child has a DEAR book.

### **COMPUTER USE**

We strongly urge all parents and guardians to closely monitor your child's computer use while at home. Several websites are being visited which are dangerous. Visiting websites that are not authorized by school personnel is strictly prohibited and will be dealt with severely.

### ***A special note to parents:***

If you are not in agreement with a decision made by the school and its administration regarding any issue, including behavioral consequences, you are entitled to a hearing conducted by our Grievance Committee (parents and teachers of the school). For more information, please see the CAO.

Our goal at the Golden Door is to provide to our teachers, parents and students, a suitable climate for learning. We want our students to spend time in a place where instruction can

be provided in a safe and orderly environment. We intend to create and sustain such a climate.

Please know that we will adhere to this mandate í öno exceptions, no excuses.ö

# THE AGREEMENT BETWEEN THE GOLDEN DOOR CHARTER SCHOOL AND STUDENTS AND PARENTS

The success of the Golden Door Charter School's Code of Civility depends on the support of each of the School Community. Working together, faculty and staff, parents and students, we can promote academic achievement and good character. We want to ensure that our students are successful.

On behalf of the administration, The Board of Trustees, Faculty and Staff, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Code of Civility.



Chief Academic Officer

Your signature in the appropriate space below will indicate your commitment to helping fulfill the School's primary mission and our promise to our families.

**"It is our expectation that all students will succeed-no exceptions, no excuses."**

As the *parent* of \_\_\_\_\_, I pledge:

- É To maintain high expectation for my child and the School
- É To demonstrate consistent interest in my child's progress in school
- É To support my child's best efforts
- É To model the ten Character virtues described in the Code of Civility
- É To support and work with the School's staff to promote my child's learning
- É To abide by, support and help enforce school policies
- É Agree to attend all required parent meetings

I have read the Code of Civility and support the rules and expectations outlined herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

As a *student* of the Golden Door Charter School, I pledge:

- É To follow all school rules & policies
- É To be responsible
- É To preserve
- É To respect myself and others
- É To be kind
- É To be a good citizen

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return to your child's teacher*