

Camden Prep



Mt. Ephraim Elementary School
Copewood Elementary School

*One School, One Vision
Together We Are On A Mission*

Family Handbook

School Year 2019-2020

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SCHOOL MISSION

Camden Prep is more than a school. Camden Prep is a mission. Our mission is to be a high-quality public school that takes any student who is selected through Camden Enrollment, with special preference given to our neighborhood students, and prepares him or her with the knowledge, skills and character to go on to college and lead a successful, happy life. We fulfill this mission by being focused on the needs of our students, by building a real community that shares core values and supports each other, and by using every minute of the day to help our students achieve academically and personally.

Camden Prep expects more from its students, more from its parents, more from its teachers, and more from its administrators. For only by expecting more can we achieve more. Our high expectations require us to push our children to reach higher, work harder, and learn more than they have been asked to before. This pushing requires us to be both tough and loving. Our children may come from difficult circumstances so we must be strong to marshal them to our cause. At the same time we must let them know that we care deeply for them as people. It is a tricky balance but one that will truly help our children to succeed. In many ways we must become an additional set of parents and live by the standard that whatever we would do for our own children is what we will do for our students. We must show our students the love and respect we have for them and for our profession while still holding them accountable to our higher standard for work and behavior.

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

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

Good teaching is the answer. Teaching that is engaging, rigorous and exciting will make the difference: teaching that is focused on attaining important standards; teaching that is focused on what students actually learn, not just on what we teach; teaching that gets kids

working, involved, and having fun. We should not minimize the importance of making learning enjoyable, nor should we ever minimize the importance of real results. Real learning yields real results on tests. Remember that teachers are the soul of the school. It is the teachers who make the real difference in the lives of children and teachers who make results happen.

However, we must be real about the challenges that we face. The challenges of life in Camden can breed anger, despair and hopelessness. The gains we make every day can be undermined and even torn down by the forces of negativity. We must work every day to get our children to believe in the vision of hope that we have for them. We must work to get them to internalize it—to truly see *the star*. We must be strong, relentless, tenacious and loving with an almost religious zeal. Nothing should be able to stop us in our collective endeavor to help our children—not poverty, not racism, not low family incomes, not histories of abuse, not the state bureaucracy, not even a low budget. None of these should keep us from teaching well. We can make no excuses. We have the power to make a difference.

We touch lives daily. We are teachers.

SCHOOL PROFILE

Camden Prep is committed to preparing each student to succeed in college and life beyond. Camden Prep is a part of Uncommon Schools which since it opened its first school in 1997 has shown that the most revolutionary teaching practices are not just happening in the suburbs or elite private schools. They're happening in urban districts like ours. Every day we challenge our own ingenuity and mettle, and that of our scholars. Along the way, we celebrate the tenacious effort that leads to true achievement – and ultimately, to a college diploma. In order to guarantee the same high quality education for every child, Camden Prep supports student achievement with educational excellence and a strong school culture.

SCHOOL CULTURE

RESPECT

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

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

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

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

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

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

ACADEMICS & LEARNING

Camden Prep is committed to nurturing the growth and development of students and moral leaders while maintaining a rigorous academic program that prepares them to graduate from a four-year college. To achieve this goal, Camden Prep operates on a longer school day and a longer school year. Students go to school for over 185 days from 7:30 a.m. to 4:00 p.m.

A Challenging Curriculum

Camden Prep's curricula are aligned to the New Jersey Core Curriculum Content Standards, Camden Prep Standards and Camden Prep Assessments. In all of these ways, we are getting your child ready to succeed in a college-preparatory environment.

Top Notch, Caring Teachers

Camden Prep elementary classes have two teachers in every classroom. This ensures that we can have small group instruction and give one-on-one help to all students. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Camden Prep teachers know that students learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the students' lives. They also foster a climate of success through a positive disposition, well maintained and decorated classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills.

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

CHARACTER DEVELOPMENT

Students will learn to live up to the core values each and every day – Caring, Respect, Responsibility, Justice, Courage...and Hard Work! We ensure that students create good habits of behavior by ***sweating the small stuff***.

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

Camden Prep students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Camden Prep students are expected to use good manners and say "Please" and "Thank you" as well as to

excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism will prepare our scholars for life outside of the Camden Prep community.

STARS SYSTEM

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

S**Stand/Sit Up Straight.**

Students are expected to demonstrate good posture at all times. Unless given permission, students may not put their heads down on their desks. When sitting on a chair, students must have their bottoms on the chair. When standing, students must have equal weight on both feet and their hands behind their backs or by their sides. When sitting on the rug, students must sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.

T**Track the Speaker with Your Eyes.**

Students are expected to track the speaker at all times. When the teacher is talking, scholars need to track the teacher with their eyes. Scholars should also track any student who has been given permission to speak by the teacher. Tracking the speaker will help all scholars to stay on task and concentrate on instruction. It is also the polite thing to do.

A**Always do your work and be on task.**

Camden Prep scholars are expected to be on task 100% of instructional time with very few reminders by teachers. Students ask and answer questions by raising their hand and waiting for the teacher to call them.

R**Respect at all times**

There are no excuses for disrespectful behavior at Camden Prep. A student who has a disagreement with another student is expected to follow a three-step procedure in order to address the problem: (1) ignore the offending student, (2) ask the offending student to stop, and (3) tell the teacher. Students who have been corrected by a teacher may not respond to that correction in a way other than following the directions given by the teacher. If a student feels that a consequence has been unfairly applied, the student may speak to the teacher after the lesson has ended. The teacher has the right to disagree with the student. All decisions made by the teacher will be final.

S**Smile!**

Our young scholars have a positive outlook. When they smile they show the world their inner beauty and greatness.

Please see the Code of Conduct section of this handbook for consequences regarding non-compliance of the S.T.A.R.S behavior code.

LIFE'S WORK

Life's Work (homework) is an essential part of the Camden Prep educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Life's Work will be assigned EVERY night at Camden Prep.** It is essential that parents show interest in their child's Life's Work and monitor progress each night.

Life's Work includes 20 minutes of required reading every night (including weekends and holidays), for which a parent/guardian signature is required on the reading log. Life's Work must be completed in full and in accordance with Camden Prep's high standards for hard work and professional presentation.

All students are provided with Life's Work folders that include a nightly Reading Log. Life's Work folders are designed to teach students essential organizational skills. The Reading Logs must be filled out properly with a parent/guardian signature, and all assigned Life's Work must be completed and in the folder. All Life's Work must be neat, clean, and thorough. Life's Work folders are turned in to teachers each morning as soon as students arrive at school.

If the Life's Work is late, missing, incomplete, or of poor quality, or if the Reading Log is not completed properly, the parent will be notified. If the problem continues to exist then the parent will have to attend a meeting with the classroom teacher to develop an improvement plan.

Scholars are expected to complete their Life's Work assignments each day it is assigned. If a scholar has completed less than 90% of Life's Work assignments in a quarter, consequences include parent conferences, out of school suspension or if ongoing, retention.

It is important to note that for 3rd & 4th grades, Life's Work can include additional assignments as per the need of the scholar (i.e. correction of vocabulary and spelling quizzes). These items must be completed and submitted with the nightly assigned Life's Work.

Life's Work Requirements

The teacher should:

- Create meaningful assignments.
- Make sure that the Life's Work is recorded on the daily log.
- Be certain that every assignment is clearly understood.
- Relate the assignment to class instruction.
- Vary the types of assignments.

- Use Life's Work as a way to check for understanding of the skill or content.
- Provide immediate feedback when assignments are completed.

The student should:

- Promptly inform parents/guardians of the Life's Work assignment by showing them the daily Life's Work log.
- Be responsible for completing assignments on time, accurately, and neatly.
- Complete missed assignments due to absences.
- Read every day.
- Always try their best.

The parent should:

- Provide a time and quiet place for study.
- Help the student develop responsibility for completing the assignments.
- Be aware of all assignments (ask for and look at the daily Life's Work log), review the child's work, and assist as needed.
- Make sure every assignment is completed to the Camden Prep Standard.
- Talk to their child about what he or she learned at school and encourage their child to develop a positive attitude about learning.
- Read to or with their child every night for at least 20 minutes & sign the reading log.
- Provide a time for their child to read to them.

Sample Daily Schedule

7:00 AM	Doors Open
7:00-7:30	Breakfast / Bright Work
7:31-7:55	Academics Warm-Up or Morning Circle
8:00-8:10	Question of the Day
8:10-8:40	Read Aloud
8:40-9:25 (45 min)	Literacy Block 1
9:25-10:10 (45 min)	Literacy Block 2
10:10-10:40	Bathroom and Snack
10:40-11:25 (45 min)	Literacy Block 3
11:25-12:10 (45 min)	Social Studies or Science
12:10-12:40	Lunch and Bathroom
12:45-1:30 (45 min)	Special - Fitness or Performing Arts
1:30-2:15 (45 min)	Writing
2:15-2:30 (15 min)	Math Meeting
2:30-3:25 (55 min)	Mathematics
3:25-4:00	Dress Your Chair, Choice Time, Dismissal
4:00-5:30	After School Enrichment (optional)

REPORT CARDS

Report cards are distributed three times during the academic year. At the end of each quarter, your elementary school will hold “Report Card Conference Days.” During these days, parents & guardians must attend a twenty minute conference with their child’s teachers to discuss their progress. **It is mandatory that parents attend their scholar’s report card conference.** Students whose parents do not attend their scheduled conference or fail to arrange an alternate meeting time may lose school privileges (e.g. trips, celebrations).

SCHOOL POLICIES & PROCEDURES

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

ORIENTATION POLICIES

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

MID-YEAR TRANSFER IN AND OUT POLICIES

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

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

ATTENDANCE AND TARDINESS POLICIES

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

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

ARRIVAL & EARLY MORNING PROCEDURES

Camden Prep officially opens its doors at 7:00 a.m. each day. Students may arrive between 7:00 and 7:30 AM to eat breakfast and enjoy independent reading. Coming into school early is a privilege and should be treated as such. Any student who abuses this policy or consistently does not show their core values may not be allowed to enter the building until 7:25 am. Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until 7:00 a.m.

PUNCTUALITY & TARDINESS

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

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

VISITOR POLICY

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

Parent/Guardian Visits:

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

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

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

During the Visit:

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

- Bring a photo identification
- All visitors to the school building must enter via the main entrance, state the purpose of the visit, and sign-in once the appointment has been verified.
- Visitors, students, and staff are asked **not** to open doors for any person at a doorway. It is imperative that each visitor be acknowledged individually for safety reasons.
- All visitors must wear a name badge when they are inside of the school.
- Cell phone use is not permitted in the classroom. Please make sure your phone is on silent
- Taking photos or videos of students is not permitted. We understand that you may want to take a photo of your scholar but we need to respect the privacy of scholars in the room.
- Remain in the back of the classroom in a designated location, assigned by teacher, unless otherwise advised.

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

MORNING & BREAKFAST PROCEDURES

Students must arrive by approximately 7:25 a.m. to eat breakfast. When students enter the room they must place their Life's Work folder in the bin, put away their belongings, and proceed quietly to their seat. Once they are seated they may begin to eat their breakfast. Students must remain seated during breakfast. After students have finished they may work on their Bright Work activities. Students are required to clean and wipe up their tables after breakfast. Students who do not follow the rules for the morning breakfast procedures will lose morning privileges and may lose Choice Time privileges.

LUNCH PROCEDURES

Lunch at Camden Prep is a silent lunch. Students must remain quiet and seated during lunch. Students are required to clean their tables after lunch. Students who do not follow the rules in the cafeteria will lose choice time privileges and may lose table privileges. Lunch behavior, as well as behavior exhibited at any time while at school, can impact whether a scholar receives a star in the behavior log.

STUDENT MEALS

All Camden Prep students have the option to eat a school breakfast (if they arrive on time), snack, and lunch. At the start of each month a lunch menu will be sent home. If a student does not like a particular meal they may bring in their own lunch. However, they are not permitted to bring in foods that are unhealthy or high in sugar. Foods that are not permitted include: candy, soda, juices that are not 100% juice, Gatorade, energy drinks, donuts, cupcakes, chips, candy bars, etc. Camden Prep does not provide food substitutions for students. If a student does not like a particular item, please check the menu and send a bag lunch on the corresponding days.

Camden Prep serves milk at breakfast and lunch. It is very important for all children to drink milk to grow healthy teeth and bones. Any parents wishing to substitute milk with a different beverage must provide a note to the school indicating the reason for the milk substitution. Parents must provide the substitute beverage, which can be kept refrigerated in the cafeteria and served to the child at lunch.

Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any other food restrictions due to religion or custom.

Please note that Camden Prep has a no gum policy. Students are not permitted to bring in or chew gum at any time while they are on the premises.

DISMISSAL & AFTER SCHOOL ENRICHMENT

All scholars will be dismissed and brought outside by their teachers at 4:00 p.m. Parents who buzz prior to 4:00 p.m. will be asked to wait until dismissal. Parents will not be allowed to pick up scholars early except for in pre-planned extenuating circumstances such as doctor appointments. Parents must notify the school in the morning so that teachers can plan accordingly. If a parent needs to speak with a teacher or to check a child's cubby, this should occur after 4:00 p.m. when the doors are open.

Camden Prep conducts several after-school activities. The after-school activities will take place from 4:00 p.m. until 5:30 p.m. Students who are registered in the afterschool activities are permitted to stay after school. They may not, however, stay after school to wait to be picked up. Camden Prep does NOT provide child-care services. By 4:15 p.m., all students who are not involved in a structured, supervised activity must be picked up. Any student who is a behavior problem or abuses the afterschool privilege may be suspended from the after-school enrichment program. If a student is suspended from after school enrichment, he or she will not be permitted to participate in after school activities for the remainder of the quarter. The student will have to be picked up by 4:00 p.m. After-school dues will not be reimbursed.

All Camden Prep scholars in 2nd grade or above are permitted to walk home at dismissal time if the caregiver or parent has provided written permission. Siblings of scholars in 2nd grade or older are permitted to walk home their younger siblings so long as written permission is granted. Scholars will not be permitted to walk home without written permission. Scholars will not be permitted to walk home prior to dismissal time for any

reason. In the event a scholar needs to leave early, they will need to be picked up from school by an authorized adult.

When children are left at school past 5:00 p.m. frequently (and not registered in a planned school activity), Camden Prep staff members are obligated to notify the Division of Child Protection and Permanency of an instance of child neglect.

AFTERSCHOOL FEES

Parents wishing to enroll their scholar in the after-school enrichment program must pay a fee to help cover the cost of after-school instructions. The program enrollment options are:

1. Monday thru Thursday: \$75 per quarter
2. Friday Half-Day Only: \$50 per quarter
3. Monday to Friday Combined Program: \$125 per quarter

. This fee amounts to just over \$2 per day. Payment must be made prior to the start of each quarter, with the first payment due before the first day of the after-school program in September. After-school enrollment is accepted first come, first served based on payment of dues. If space is available in the program, late enrollment is acceptable. Parents who do not pay for the upcoming quarter may not leave their scholars at school past 4:00 p.m.

By 5:30 p.m., all students enrolled in after-school activities must be picked up. Any scholar who is frequently picked up late may lose his or her spot in the after-school program.

UNIFORM POLICY

School uniforms must be worn at all times. Uniforms are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions, in many schools, lead to unwholesome competition and even violence. The school is a place for serious work and learning.

The uniform must be purchased from Flynn & O'Hara, our official uniform vendor. They are located at Garden State Pavilions Shopping Center, 2240 W. Marlton Pike, Cherry Hill, NJ 08002, and their phone number is (856) 931-8838. There are NO substitutions allowed. No students may wear makeup, temporary tattoos, glitter or shiny lip gloss. Students will not be permitted to attend class if they wear bold or distracting nail polish (e.g. hot pink).. Students are permitted to wear earrings but be no larger than the size of a quarter. Dangly earrings are not permitted. Students may wear one chain but it must be under the uniform, and not visible. One unembellished bracelet or watch is permitted. All shirts must be tucked in.

If a student shows up without the correct uniform, a phone call will be made home indicating that the correct uniform needs to be brought to school immediately. The child will not be permitted to go to class until the correct uniform has arrived. If we are unable to get in contact with you the child will remain out of class for the day.

Parents must write the scholar's name in permanent marker on the tags of all clothing. Since every scholar wears the same clothing, mark your tags clearly.

For Boys:

- **Shirt (Required):**Camden Prep green polo shirt with the school's logo. The shirt is available in short and long sleeves. A white, green, or black short or long-sleeve undershirt, with no collar, may be worn under the uniform shirt. Undershirts must be tucked in.
- **Pants (Required):** Standard Khaki pants with the school approved logo. You may get the pants with a zipper or the pull-on. The pants need to fit correctly (no baggy style) with a belt.
- **Belt (Optional):** Solid black or green belt **(The belt is optional, but highly recommended and does not have to be purchased from the uniform store.)**
- **Sneakers (Required):** Solid black, low top or high top sneakers without any embellishments of any kind. No boots, no sandals, no moccasins, no clogs, no bowling shoes, no shoes with stripes, no multi-colored or two-toned shoes. **The shoe policy is the same in the winter months. Students must have on sneakers or shoes. If they wear boots to school they must change into the proper footwear before breakfast**
- **Shoes (Required):** Solid black shoes with a soft rubber sole. **No boots or Ugg-type shoes are permitted.**
- **Socks :**Green, black, or white socks may be worn.

Optional:

- **Sweater:** Camden Prep green sweater with the school's emblem
- **Fleece:** Camden Prep green fleece with the school's emblem. This item may only be worn as a jacket. The fleece may not be worn in class (no exceptions).

For Girls:

- **Shirt (Required with pants uniform):**Camden Prep green polo shirt with the school's logo. The shirt is available in short and long sleeves. A white, green, black or tan short or long-sleeve undershirt may be worn under the uniform.
- **Jumper: (Kindergarten and First Grade Only)** Camden Prep green plaid jumper with the school's logo. Under the jumper must be a white long or short sleeved blouse with Peter Pan collar. Underneath the jumper, girls may wear tights or black shorts in warm weather. Stretch pants and leggings are not permitted.
- **Pants (required):** Standard khaki pants with the school approved logo. The pants need to fit correctly (no baggy style) with a belt.
- **Skort: (Grades 2-4 only)** Khaki skort with the school approved logo. This uniform option is not applicable for grades K and 1.
- **Belt:** Solid black or green belt **(The belt is optional, but highly recommended with the khaki pants and does not have to be purchased from the uniform store.)**
- **Sneakers:** Solid black, low-top or high-top sneakers without any embellishments of any kind. No boots, no sandals, no moccasins, no clogs, no bowling shoes, no shoes

with stripes, no multi-colored or two-toned shoes. **The shoe policy is the same in the winter months. Students must have on sneakers or shoes. If they wear boots to school they must change into the proper footwear before breakfast.**

- **Shoes:** Solid black shoes with a soft rubber sole. Shoes may not contain any embellishments (i.e. glitter or decorations). Examples of acceptable shoes include flat dress shoes or sneakers. Heels, wedges or boots are not permitted. **Socks with pants:** Green, black or white socks may be worn.
- **Socks with jumper:** Plain knee-high stockings in green or white. Girls may wear tights. The tights must be green or white (no exceptions). No patterned tights are permitted. Girls may also wear ankle socks. The ankle socks can only be solid green or white (no exceptions).
- **Hair Accessories:** Any hair accessory must be conservative and non-distracting. If a hair accessory is found to be distracting by a School Leader, the scholar will be asked to remove it.

Optional:

- **Sweater:** Camden Prep green sweater with the school's emblem

Backpacks:

- All scholars must bring their backpack to school for their Life's Work and other assignments. **Roller bags are not permitted.**

Extra Clothing:

- All scholars must bring an extra change of clothes in the event of an accident or spill. **Clothes should be sent to school in a plastic bag with the scholar's name written clearly in permanent marker.** Each class has a bin to store extra clothing.
- In the event that a scholar must change into the extra set of clothes, parents must send in a clean set of clothing the next day.
- If your scholar is prone to accidents, we recommend keeping more than one change of clothing at school.
- Spare clothes do not need to be uniform clothing; however, do not send jeans, shorts, or name-brand clothes.

TOYS

Students are not permitted to bring toys to school unless they are instructed to do so by their teacher.

BIRTHDAY CELEBRATIONS

Students are permitted to bring store-bought goodies to be shared with classmates if the teacher is notified in advance. You can notify the teacher by writing a note or leaving a message. The treats must already be prepared in individual servings. Treats can be shared during Recess only.. Birthday celebrations shall not occur during lunch to avoid interference with our food service program.

Birthday treats should be easy and quick to serve. Parents must provide plates, napkins, and utensils as necessary – Camden Prep will not provide these items. Cupcakes are struggle preferred for treats. Cakes should be cut beforehand; the school does not stock cake knives. **If you choose to bring ice cream, please bring individually wrapped ice cream treats.** Helium balloons are not permitted since these often become stuck on the ceiling. Individual goodie bags are permitted as long as every student in the scholar's class receives one. Parents are not required to send birthday treats to school. The Camden Prep community will sing "Happy Birthday" regardless of whether families have sent anything to school. Invitations for individual birthday parties are not to be distributed in school unless there is an invitation included for every child in the scholar's class.

Note, if your child does not celebrate birthdays, or if they are not permitted to celebrate birthdays, please send a note in writing informing us that your child is not to participate in birthday celebrations. This note will be held in their file.

FIELD TRIPS

Field trips are a part of the Camden Prep educational program. We use field trips to enhance learning that is taking place in the classroom. However, attending these programs is a privilege and not a right. If a scholar does not uphold Camden Prep core values, he/she may not be permitted to attend a field trip. If a field trip is scheduled while school is in session, the scholar will still be required to be in school.

LOSS OF PRIVILEGES

Camden Prep offers students many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: specials, choice time, participation in birthday celebrations, participation in field trips, coming to school early or staying late. Teachers, the Principal, or other school personnel may use loss of privileges during specials, lunch, snack, or choice time for violations of the STARS behavior or the Code of Conduct.

WEAPONS

Weapons (firearms, knives, etc.) are not permitted on Camden Prep premises nor at off-site school sanctioned events. For more details about our weapons policy, please see the Code of Conduct section of this Family Handbook.

IN-SCHOOL SUSPENSIONS

Camden Prep may require students to serve an in-school suspension during which they are not allowed to be in their classes but must spend the school day supervised in one of the school offices while doing their schoolwork. These in-school suspensions may be given for students who demonstrate disruptive behavior or consistently violate the STARS behavior or Code of Conduct. In-school suspensions may also be given in cases where a student needs to be sent home but Camden Prep is unable to reach a parent. Please see the Code of Conduct section of this Family Handbook for additional guidelines regarding In-School Suspensions.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

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

ELECTRONIC DEVICES AND PHONES

Students should not have electronic devices in school. Electronic devices include games (*Gameboys etc.*), CD-players, and portable stereos (*iPods*), iPads/tablets, smart watches, and cell phones/smartphones. None of these devices are needed and often represent a distraction from successful academics and a serious atmosphere. In addition, these are items that cause conflict and lead to grief when lost or stolen. While Camden Prep obviously strives to prevent theft of any item, the school will not spend extra energy tracking down electronic devices that should not be in school in the first place. In the event that a student disobeys this rule and is seen with an electronic device or uses a prohibited electronic device in school, a staff member will confiscate it. It will be returned only after a parent/guardian has come to school to pick it up. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

School Phone Use

Although Camden Prep aims to have as much communication as possible with its families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Students may not receive incoming phone calls during the school day unless it is an emergency that requires immediate attention. If it is an emergency, please call the main office number and leave the message with the Office Manager. Students are prohibited from using school telephones, and students are not permitted to have cell phones in school. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members.

STUDENT REWARD OPPORTUNITIES

At Camden Prep students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship.

Daily Praise/Stickers/Notes

Teachers will recognize students who follow the code of conduct and STARS behaviors by giving praise and sometimes providing students with stickers or notes.

Community Shout Outs!

Teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment.

Star Awards

Every day a student has the opportunity to earn a star on their monthly Stars Chart. Students can earn a star by completing their Life's Work (this includes the reading log and getting it signed), and demonstrating STARS behaviors throughout the day. Any student who has

earned five stars for the week may go into the class Treasure Chest and select a “surprise” treasure to keep.

Students of the Month

At the end of the month any student who has earned 19 out of 20 (assuming there are 20 school days in the month) stars will be a Student of the Month and receive special recognition. If a student misses school for any reason other than an excused absence, they are no longer eligible to earn Student of the Month, which in turn jeopardizes their ability to earn Student of the Year.

Homework Superstar

At the end of the month any student who has completed Life’s Work assignments to the Camden Prep standard for every single day of the month will receive a Homework Superstar certificate.

FIRE ALARM

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

- Listen for the fire alarm.
- Line up immediately and be silent.
- Follow their teacher to the designated exit and line up outside.
- Once outside they must remain silent and listen to instruction from their teacher.

HEALTH POLICIES

Camden Prep provides the health services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

If a student requires routine medication of any kind (including Tylenol, aspirin, and asthma inhalers), the student’s parent/guardian must submit an Authorization to Dispense Medication form and must give the medication in the original container to the nurse.

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

The parent/guardian of any student who is required to carry an asthma inhaler on his/her person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the inhaler with him/her and a second inhaler that is kept in the nurse’s office.

The school abides by all New Jersey State immunization requirements. Each new student must have a certificate of immunization at the time of registration or no later than the first day of school. Parents/guardians must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Parents seeking to waive the immunization requirement should submit their request to the school nurse. The nurse will review the request and will advise the Principal, who will make the final decision on whether to grant the waiver request.

As a public school, we are required by law to conduct health screenings for every child which requires parent consent. If you do not want your child participating in these screenings, please write a letter to the school nurse/school administration explaining your reasons. If parent's do not consent to the school screenings, then it is their responsibility to ensure your child receives the required screenings and that proper documentation is provided to the school.

WELCOMING, SAFE, AND SUPPORTIVE ENVIRONMENT

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

FAMILY INVOLVEMENT

Camden Prep is a community of students, parents, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. Although the job of making decisions about school policy belongs to the Board of Trustees and the Principal, family involvement is not only welcomed, but absolutely critical to the success of the school. We want all parents to be actively involved in the education of their child.

Camden Prep Parents are asked to:

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

Camden Prep Parents are required to:

- Attend a chat with the principal to review the family handbook.
- Reinforce Camden Prep's Code of Conduct and STARS behaviors at home.
- Attend 2 mandatory workshops that will focus on math and/or literacy.

- Read to your child for at least 20 minutes every day, including weekends, and sign the reading log.
- Make sure your child completes the nightly Life's Work, sign the Life's Work folder, and return it daily.
- Attend a total of three mandatory report card conferences to pick up your child's report card each quarter and meet with your child's teacher at the scheduled date and time.
- Effectively communicate with your child's teacher by responding to letters or phone calls within 24 hours of receiving the letter or phone call.

SCHOOL LEADERSHIP & LOCATIONS

The Camden Prep Elementary Schools include the following campuses:

Mt. Ephraim Elementary School

1575 Mt. Ephraim Avenue
Camden, NJ 08104
Phone: 856-379-4488

School Leaders: Natalie Cooper, Principal & Mary Kate Miller, Director of Operations
Grades Served: K-4

Copewood Elementary School

1650 Copewood Street
Camden, NJ 08103
Phone: 856-605-5520

School Leaders: Laura Fern, Principal & Sunita Yadavalli, Director of Operations
Grades Served: K-3

BUILDING HOURS

All Camden Prep campuses abide by pre-set building hours. Doors will open at 7:00am, and the building will close to all faculty, students and visitors at 6:00pm, unless an otherwise scheduled event is occurring.

CODE OF CONDUCT

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

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

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

EXPECTATIONS

Core Values

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

ATTENDANCE AND TARDINESS

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

- **Three Unexcused Absences in a Quarter or Six Unexcused Absences in a Year:** If a student is absent three times in a Quarter or six times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Students or the Principal. At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Nine Unexcused Absences in a Year:** If a student is absent nine times in a year, the student is considered a truant. At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Dean of Students or the Principal. The Principal reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Department of Children and Families.

- **Ten Unexcused Absences in a Year:** Parents/guardians of students who demonstrate a pattern of 10 or more unexcused absences will be notified that their child is truant, pursuant to N.J.S.A. 18A:38-27, and that the school may refer the matter to the Truancy Officer/Court Program

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

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

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

Consequences for Tardiness

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

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

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

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

REQUIRED IMMUNIZATIONS

Parents must provide updated records of their child's immunizations prior to the student beginning instruction and updated as required by New Jersey law. Any student without the

required immunizations, per New Jersey Law, N.J.A.C 8:57, Immunization of Pupils in School, will not be permitted to attend school until records are provided.

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

SCHOOL SEARCHES

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

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

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

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

STUDENT TECHNOLOGY POLICIES

Student Internet and Computer Use

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

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

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

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords
- Trespassing in other students and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Accessing social networking, blogging, chat and other user groups without approval from the supervising teacher
- Downloading from the internet without approval from the supervising teacher
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)
- Accessing private internet providers from a school computer
- Any use of the systems that violates Camden Prep's HIB policy will be dealt with according to the HIB policy

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

Cell Phone or Smart Watch Use

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

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

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

- a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b) has the effect of insulting or demeaning any student or group of students; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

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

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

School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. School leadership shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information. The results of each investigation shall be reported to the Board no later than the date of the Board meeting next following the completion of the investigation, along with information on any services provided, training established, discipline imposed or other action taken or recommended by the principal. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with federal and State law and regulation, including the nature of the investigation, whether the district found evidence of

harassment, intimidation or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. A parent or guardian may request a hearing before the Board after receiving the information, and the hearing shall be held within ten days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents. At the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the principal's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, all-school network) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

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

Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a

means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

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

SCHOOL UNIFORMS

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

Uniform violations: Parents will be informed if their child is out of uniform, and will be asked to bring the proper uniform to school immediately. Students who come to school with a uniform violation that cannot be corrected (e.g. an item is missing) will receive the following consequences. After any uniform offense, the student will be required to wear a substitute uniform, stay in the Dean's Office, or will be sent home.

COMPLAINT POLICY

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

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

ACADEMIC INTEGRITY (CHEATING & PLAGIARISM)

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

Plagiarism and Cheating carry severe consequences:

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

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

SUBSTANCE ABUSE POLICY

Each fall, parents or guardians may request a copy of Camden Prep's complete Substance Abuse policy. In short, any student who is suspected to be under the influence without legal authority of a controlled dangerous substance will be required to have an immediate physical examination and drug test by a physician. Any examination or test completed by a physician of the parent or guardian's choice will be at the parent/guardian's expense, per N.J.A.C. 6.25-6.3a. If a student's parent/guardian cannot arrange an immediate examination then the school will take the student to the school's physician at the school's expense. The student will also be subject to suspension for up to 24 hours while the school determines the results of these tests. If the test results are positive then the student will have to have an evaluation and assessment done by a drug and alcohol counselor to determine the nature and severity of the problem. The student must then follow the given recommendations and treatment in order to continue at Camden Prep. Repeated violations may result in escalation up to and including expulsion. Possession of, selling or use of controlled dangerous substances on school property, without legal authority, may also result in expulsion. . Additionally, students may be sanctioned for being intoxicated, inebriated or otherwise under the influence while on school grounds. Such sanctions may include, but are not limited to, suspension and will be consistent with N.J.A.C. 6A:16-4.4 and 7.

SECURITY OF OUR STUDENTS

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

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

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

Staff Responsibilities

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

Parent Behavior

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

DISCIPLINARY PROCEDURES

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

Group Consequences

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

Other Rules

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

Consequences

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

Behavior Intervention and Remediation

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

Seclusion and Restraint

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

Zero Tolerance for Fighting

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

Loss of Privileges

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

Detention

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

In-School Suspension

Camden Prep may require students to serve an in-school suspension during which they are not allowed to take part in their classes but must spend the school day doing their

schoolwork away from their class. During an in-school suspension a student will be given work and grade-appropriate reflective essay assignments that must be completed and signed by his/her teachers before he/she can be dismissed.

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

Out-of-School Suspension

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

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

- ✓ Physical contact, fighting or physical assault of another student
- ✓ Physical harm or assault of a teacher, staff member, or other adult at school
- ✓ Taking or attempting to take money or property from another student, faculty member, or school
- ✓ Constant disruptive behavior or continued and willful disobedience
- ✓ Violation of Internet Use and Technology Policy
- ✓ Excessive disrespect of staff, teachers, peers, or other adults at school
- ✓ Harassment or violent threats, including cyber bullying of any kind and/or creating images or videos of another student in a manner intended to harass or exacerbate an incident of harassment
- ✓ Open defiance of authority
- ✓ Willfully causing or attempting to cause defacement or substantial damage to school property
- ✓ Skipping class or truancy—this may also result in a mandatory Saturday session
- ✓ Possessing, using, or dispensing controlled dangerous substances (as defined by N.J.S.A. 24:21-2) without legal authority, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.)
- ✓ Accruing many office referrals
- ✓ Repeated uniform violations
- ✓ Skipping detention or tutorial

- ✓ Failure of the parent to live up to other requirements of the covenant
- ✓ Failure of a child to serve a required detention because the child or parent refuses to have them serve it
- ✓ Repeated in-house suspensions
- ✓ Using a cell phone in school
- ✓ Engaging in sexual activity or inappropriate touching
- ✓ Academic integrity violations
- ✓ Significant lack of preparation for school (ie, failure to complete homework regularly, failure to complete multiple assignments)
- ✓ Gang recruitment and/or expression of gang membership through symbols, jewelry, insignia, etc.
- ✓ Possession of a weapon
- ✓ Arrest for criminal activity
- ✓ Other actions deemed suspendable offenses by a School Leader

Conduct Off of School Grounds

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

Discipline, Including Removal From School, For Certain Offenses

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

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

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

Expulsion

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

APPENDIX A

TITLE 1: PARENT INVOLVEMENT POLICY

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

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Camden Prep will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Camden Prep defines parental involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-
 1. that parents play an integral role in assisting their child's learning;
 2. that parents are encouraged to be actively involved in their child's education at school;
 3. that parents are full partners in their child's education and are included, as appropriate and as determined by Camden Prep, in decision-making and on advisory committees to assist in the education of their child;
 4. carrying out other activities, such as those described in section 1118 of the ESEA.
- Camden Prep implements effective parental involvement activities throughout the year to improve student academic achievement and school performance. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. These activities include but are not limited to ongoing Report Card Nights, Parent University orientations, literacy nights, and college prep evening events for parents. Camden Prep recognizes the important role that parents play in their child's success, and requires parents to meet with teachers at the end of each grading period to monitor their child's progress.
- If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Camden Prep will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- Camden Prep, as part of its Title I Schoolwide Plan, will involve the parents of all children in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. This discussion will generally take place at the annual Title I meeting, in conjunction with Camden Prep's Back to School Night.
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.
-

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

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

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

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

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

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

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

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

This Title I Parent Involvement Policy supplements the 2017-18 Camden Prep School-Parent Compact and Family Handbook, which outline in detail the expectations of Camden Prep parents, and the opportunities for involvement that are offered as part of the Title I Schoolwide Plan.

SCHOOL-PARENT COMPACT

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

This school-parent compact is in effect during school year 2017-18.

School Responsibilities

Camden Prep will:

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

5. **Provide parents opportunities to volunteer and to observe classroom activities.**
Parent visitors must check in with the Main Office if they wish to visit a class. Parents are welcome to observe classes at any time provided it is approved by a school leader; however, we ask that parents do not interrupt instruction during this time. Any and all visitors must display a visitor's pass on their clothes at all times.

Parent Responsibilities

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

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

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

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

Student Responsibilities

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

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

School

Parent(s)

Student

Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)