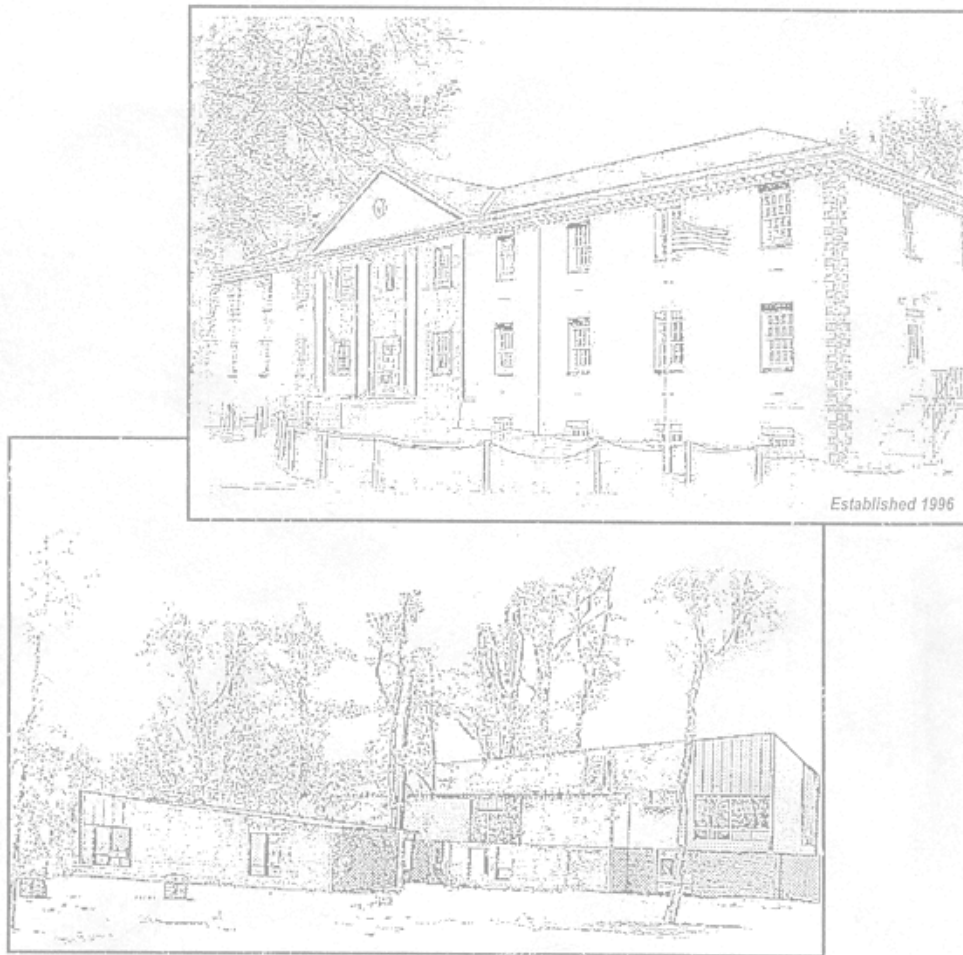


**Princeton Charter School
Student and Parent Handbook**

2010-2011



August 2010

TABLE OF CONTENTS

SCHOOL OPERATIONS.....	1
School Day	1
Arrival and Dismissal.....	1
Absences	3
Emergency Closings	4
Fire or Emergency Evacuations and Drills	4
School Dress.....	5
Cubbies and Lockers.....	5
Lunch and Snacks.....	5
Birthday Celebrations, Holidays, and Special Occasions.....	6
Wellness and Nutrition Policy.....	6
Lost and Found	6
Pest Management Plan.....	6
STUDENT BEHAVIOR AND DISCIPLINARY MATTERS.....	7
Princeton Charter School Code of Conduct	7
Student Rules.....	7
Lunch and Recess Behavior	8
Discipline	8
Suspension and Expulsion.....	9
Harassment, Intimidation or Bullying.....	9
Drugs, Smoking, and Alcohol.....	10
STUDENT HEALTH; SPECIAL SERVICES	10
Special Education and Related Services.....	13
HOME-SCHOOL PARTNERSHIP	14
Communication	14
Involvement of Parents/Guardians	14
Child Abuse.....	14
School Visitors.....	14
ACADEMICS.....	15
Back to School Night	15
Homework	15
Report Cards, Interim Reports, and Grades.....	17
Reading Period and Study Hall	17
Conferences	18
Standardized Tests	18
School Records	18
Computer Policy.....	18
Field Trips.....	18
Co-Curricular Activities.....	19
CALENDAR 2010-2011	20
PRINCETON CHARTER SCHOOL TRUSTEES & ADMINISTRATORS, 2010-2011	22
Board of Trustees.....	22
Administration	22

SCHOOL OPERATIONS

Princeton Charter School intends to provide an orderly environment conducive to learning and based on the principles of student involvement and participation, personal responsibility, respect for others, and good citizenship.

School Day

The school day is from 8:00 a.m. to 3:15 p.m. Students may not be dropped off on campus before 7:30 am. **Students should be prepared and in their assigned homerooms by 8:00 a.m., or they will be marked late.**

Arrival and Dismissal

Late Arrival:

If a student arrives at school after 8:00 a.m., **the parent/guardian must report to the school office** to sign the child in and notify the school secretary whether or not the child wants to order lunch. Students will be marked late if they arrive in homeroom after 8:00 a.m. If a student is repeatedly late for school, the family will be contacted and the student may be subject to disciplinary action.

School Bus Information:

Bus transportation by the Princeton Regional School District buses will be provided for students who live more than two miles from the school or who would have to follow a route that the Township or Borough has designated as dangerous.

Safety is our main concern for students riding the school buses, and the following rules will be enforced. In addition, The Princeton Charter School Code of Conduct applies to the bus ride.

- Students are expected to sit at all times.
- Shouting, fighting, and putting hands, arms, or heads out of the windows is not permitted at any time.
- Princeton Regional School district regulations do not allow students to ride on any bus other than their assigned bus. (i.e. parent may not write a note allowing their child to ride a different bus.) Students may **never** ride home on any school bus other than the one to which they are assigned.
- Students are expected to walk to and from the bus stop and while entering or exiting the bus.
- Riding the bus is a privilege, not a right. The bus driver and/or the school administrators may discipline students who misbehave on the bus. If the problem is severe or ongoing, the student could lose the bus riding privilege. Please discuss proper bus conduct with your child. If a child has a problem on the bus, he or she should inform the bus driver or a school administrator.

For more information about bus transportation, call the Transportation Coordinator for Princeton Regional Schools at **806-4209**.

Drop Off:

Follow the direction of traffic as indicated.

After 7:45 am the center entrance on Bunn Drive will be closed. All cars should enter through the upper parking lot.

5-8 building drop-off: cars stay to the right and drop students off before the stop sign in the designated area (cars should pull over to the right)

K-4 building drop-off: cars stay to the left and proceed all the way down to the bottom of the parking lot (cars should pull over to the curb)

Children should be dropped off at the drop-off zones marked by the signs (5-8 in the upper parking lot, K-4 in the lower parking lot)

Please stop your car only long enough to drop the student off.

If you need to get out of the car, the car should be parked in a lined parking space.

Do not leave your car unattended if you are *not* parked in the designated lined area.

Do not park in the school bus/fire lanes. No exceptions. For school events where additional parking is needed, you will be directed where to park.

Walking to and from School:

Students must cross the street at the marked crosswalk and obey all traffic signals. When students arrive, they should enter the building directly.

Bicycles:

All traffic and safety rules should be obeyed when riding a bicycle to and from school. For safety reasons, students riding a bicycle should always **walk their bicycles** on the school grounds and in the parking lot. Bikes should be stored in the bike rack during the day.

It is recommended that students have chains and locks to secure their bikes. Helmets are mandatory in New Jersey.

Dogs on Campus:

Dogs are not allowed on campus at **any time**. This includes the parking lot, sidewalk, and playground areas. (However, dogs may stay in a car when picking up a child.)

Regular Dismissal:

The school day ends at 3:15. After school, the students will be supervised on the designated play area until their bus or parent/guardian arrives to pick them up. The student may also be inside working with a teacher until his/her bus or parent/guardian arrives.

K-1 procedure: Students will stay in the "Charterette" room until pick-up or his/her bus arrives. The outside dismissal supervisor will call into the building for students to be dismissed if he/she recognized the parent/guardian. If he /she does not recognize the person picking up, that person must park, enter the building and present identification to the office.

Grades 2-8 are dismissed to the supervised playground area until bus or pick-up. Parents of grade 2 students need to notify the designated staff member when they pick up their child.

Once a parent or guardian has picked up a child, he/she is considered under the supervision of the parent/guardian.

Change in Regular Dismissal:

Sometimes it is necessary to alter a child's regular dismissal routine. If a child is walking home to another child's house or is being picked up by another parent/guardian, the school office is to be notified in writing of the change.

If a student is to be picked up by someone other than a parent or guardian, the school must receive written permission from the parent.

The school will not accept changes in procedures for pick up of a student after 2:15. The school must be notified before that time.

Early Dismissal:

It is highly recommended that dental and medical appointments be made after school hours. When picking a student up early, the parent/guardian should report to the school office to sign the student out. Unless prior arrangements are made with the office staff, a child will be released only to the custody of a parent/guardian. If the student returns to school on the same day, the parent/guardian must report to the office to sign the student in.

Absences

Absence Due to Illness:

If illness or an emergency prevents a child from attending school, the parent/guardian should call the **Nurse's office**, Ext. 2403 or email: nurse@princetoncharter.org to notify the school of the absence before 8:00 a.m.

If we do not hear from you before 9:00 am, the nurse will contact you at home, work, or via cell phone to verify the reason for the absence.

If a student needs to leave school early due to illness, the student must be dismissed by the school nurse, *i.e.* parents should not make arrangements directly with the student via cell phone or office phone.

If a student is absent for more than three (3) days due to illness, the student should have a note from a physician indicating that the absence was due to illness.

If a student has an excessive number of unexcused absences for a marking period, the Assistant Heads of School will be in contact with the student's parent/guardian.

Homework when Absent:

In order for the work to be available for pick-up at the end of the day, requests for daily assignments must be made in the morning when reporting the absence.

Work will be collected only for students who have requested work in the morning.

Alternatively, for grades 5-8, the parent/guardian can obtain the homework from the school's homework website.

If a child is too ill to complete homework while out, upon return to school he/she will need to meet with teachers to arrange any necessary work to be made up.

Whether work is requested during an absence or assigned upon the child's return, the student is responsible for making up the missed work.

Unexcused absences: Students will be responsible for the work that is missed.

If you know that your child will be absent from school, please let the school know in advance. Your child should also inform teachers of the absence and request any work in advance.

Sports Participation:

If students are to participate in sports, plays, or other extra-curricular activities, they must be in school by noon of that school day.

Vacations:

Vacations should not be planned during the school year. If a vacation is planned during the school year, the absence will be unexcused, and the student is expected to make up missed class and homework assignments upon his or her return to school. Students may receive some general guidelines or supplemental work from the teacher, but they should not expect individual tutoring or assignments and tests ahead of time because of a vacation absence.

Extended Leave:

The enrollment status of students with lengthy planned absences such as sabbatical travel will be decided on a case-by-case basis by the Head of School and reviewed by the Board of Trustees, subject to enrollment requirements of state law and regulations. As much advance notice as possible is requested.

Emergency Closings

Should inclement weather force the cancellation of school, the decision will be made as early in the morning as possible. Since our students share buses with Princeton regional schools, the Charter School will follow the closing decision of the Princeton Regional Schools. Therefore, if the radio (101.5 FM) or the cable TV network announces that the Princeton Regional Schools will be closed for the day due to travel safety concerns, Princeton Charter School will also be closed. If inclement weather occurs on a day when Princeton Regional Schools are not in session, Princeton Charter School will make its own announcement. Please note that there may be rare occasions when the Princeton Regional Schools close, but Princeton Charter School remains open. In this case, Princeton Charter School will make its own announcement.

Early school closing: If it becomes necessary to close school during the day because of travel safety concerns or emergency situations, an announcement about early dismissal will be made on the radio or TV. Again, Princeton Charter School will dismiss early whenever the Princeton Regional Schools dismiss early for travel safety concerns. Class parents will attempt to call all parents/guardians on the phone prior to dismissal, but each parent/guardian is urged to plan in advance with their child for this type of early dismissal situation.

Fire or Emergency Evacuations and Drills

We have two fire drills per month. When students hear the alarm, they must follow the instructions of the classroom teacher. All students, teachers, and other personnel must leave the building immediately. Silence is mandatory until everyone is outside, attendance is taken, and the signal is given to return to the building.

In an emergency, it is essential for everyone's safety that students follow the directions of the teachers and administration. There are emergency plans in place for various contingencies and school personnel are trained for this purpose.

School Dress

Students should come to school dressed in clothing that is safe, neat, comfortable and appropriate, and displays modesty and good taste.

Footwear must be worn at all times. In order to ensure student safety, flip-flops are not allowed. Sneakers are required for physical education classes.

Students are not permitted to wear the following during school hours or at school-related functions:

- sunglasses or hats (in buildings)
- low-cut tops, bare midriffs, extremely short skirts, ragged clothing, torn clothing, or clothing that reveals undergarments (Shorts and skirts must come down to the mid-thigh, four inches above the knee)
- tank tops unless they have at least one inch wide straps
- clothing that draws inappropriate attention or reference to alcohol, drugs, cigarettes, violence, or weapons; draws attention to illegal activity; or contains inappropriate language or messages

Any clothing that is violates these guidelines, is disruptive to other students or classes or is a possible safety or health hazard will not be permitted and students may be asked to change.

Cubbies and Lockers

No Princeton Charter School student is to carry a book bag in the school building during the school day. K-5 students have cubbies where they can keep their school materials and book bags during the day. They will be given the opportunity to get their possessions out of their cubbies during the school day.

Students in grades six (6) through eight (8) have lockers for their supplies, possessions, and book bags. Because of time limitations, they will not be permitted to go to their lockers after each period. They should take all materials for two or three periods with them at one time.

School lockers and cubbies are the property of the school and may be inspected by school officials in the interest of school safety, health and hygiene, enforcement of discipline, and other school regulations.

Lunch and Snacks

Students may either bring a bag lunch or buy a lunch at school. Students who opt to buy lunch must order it at the beginning of the day. **All payments must be made by check and submitted to the division office.** Checks should be made payable to Princeton Charter School. The amount of money owed by an individual student should never exceed \$20.

A child may be eligible for free or reduced cost lunches. Eligibility is determined after the appropriate form is completed. Students who qualify for a reduced lunch pay \$.40 cents a day (\$2.00 for the week). Application forms are sent home in the Back to School mailing in August, but a parent/guardian may request one at any time during the school year. All matters regarding free or reduced lunch are kept strictly confidential.

Food is to be eaten at lunchtime or during K-4 designated snack “break” time only. It is not to be eaten in the hallways or classrooms.

Birthday Celebrations, Holidays, and Special Occasions

Parents/guardians may provide special treats for special celebrations. Please arrange treats with the teacher in advance of the day. Classroom celebrations (for example, Halloween and Valentines' Day) should encourage healthy choices and portion control. Please consider the restrictive diets and allergies of other students in the class.

Invitations to a child's private birthday party, thank you notes, and all personal mail are not to be distributed to individual students unless the entire class is included. The school strongly encourages students to invite their whole class to out of school celebrations such as birthday parties. This guideline lessens the distress to those students who are not invited. However, the school recognizes that birthday parties held out of school may not always include the entire class. We therefore ask parents/guardians to refrain from drawing attention to their child's party in the parking lot at the end of the school day. Finally, if a child misses a birthday party, please do not send him or her to school with a present for the birthday child because it may upset the children who were not invited to the party.

Wellness and Nutrition Policy

Under new state regulations, snacks with "zero nutritional value" may not be served at school during school hours as provided in Princeton Charter School's Wellness and Nutrition Policy. The definition of snacks with "zero nutritional value" includes soda, candy, gum, and similar items. A list is maintained in the office of each building that gives examples of snacks with "zero nutritional value." No food that lists sugar as the first ingredient is allowed. Bake sales and candy sales during the school day are not permitted. If you have additional questions, the Wellness and Nutrition Policy in its entirety is available for review in the Business Office.

Lost and Found

"Found" articles will be placed in a designated area. If a student's name is on the article of clothing, notebook, or book cover, it can be returned directly to the owner. Unclaimed articles will be given to charity four times a year. **Please mark every item that your child brings to school; this includes clothing, books, assignment pad, and notebooks.**

Pest Management Plan

The school contracts with an outside provider for pest control services. In the past year, only "low impact" pesticides (such as permethrin) were used, and the school's policy is to use the lowest impact control methods available. It is always possible, however, that a higher-impact product may be necessary on occasion. In accordance with state regulations, the school has adopted a Pest Control Policy and the following excerpts from that policy indicate how pesticide use is handled. If you have additional questions, the Pest Control Policy in its entirety is available for review in the Business Office.

Princeton Charter School Principles Governing Pest Control

Princeton Charter School (PCS) shall consider the full range of pest management options, including no action at all;

PCS shall use non-pesticide management methods whenever possible;

PCS shall only use pesticides based on a review of all other available options and a determination that these options are not effective or reasonable; and

When PCS determines that a pesticide must be used, the school will first consider for use low impact pesticides and methods.

Use of Pesticides Other than Low Impact Pesticides

If the PCS Board of Trustees or Head of School determines that a pesticide other than a low impact pesticide must be used on school property during any period of time when children are authorized to use the school, all staff members and parents or guardians shall receive notice at least 72 hours before the pesticide is used on the school property.

STUDENT BEHAVIOR AND DISCIPLINARY MATTERS

Princeton Charter School Code of Conduct

The basic principle of conduct at Princeton Charter School can be stated simply: treat others as you would like to be treated. We all want to be treated respectfully and honestly, so our rules are these:

- 1. *Respect yourself and other students.***
 - Help others learn, especially younger students, by setting a good example.
 - Help keep the classroom environment conducive to learning.
 - Be courteous and considerate of others and their ideas, even when disagreements arise.
 - Harassment, intimidation, and bullying of any kind are unacceptable.
- 2. *Respect all members of the school community.***
 - Follow teachers' directions.
 - Be polite to all school staff members.
 - Be courteous to parents, visitors to the school, and to each other.
- 3. *Be honest and fair in all areas of your work and interactions with others.***
 - Be positive and honest in all interactions, wherever they occur.
 - Come to class prepared with appropriate materials and completed homework.
 - Take pride in completing your own work. Copying from another student's work – homework, papers, quizzes, tests – constitutes cheating.
 - Insure that all written work is your own. Using the words or thoughts of another without crediting the source is plagiarism.
- 4. *Be honest and fair in all areas of play and interactions with others.***
 - Contribute positively and honestly in all play, wherever it occurs.
 - In all play, respect the play in progress, play by established rules, and take turns.
 - Treat other people's property with respect.
- 5. *Respect the goals and environment of the school.***
 - Help keep the school and its surroundings clean and in good repair.
 - Acknowledge and respect the efforts of all those who work to maintain the school buildings and grounds.
 - Weapons, other dangerous materials, drugs, and alcoholic beverages are prohibited at school.
 - Healthy relationships are expected among all members of the community.

Student Rules

- Students are expected to attend school and all classes regularly and on time.
- Students may not deface school property either inside or outside the building. This includes writing in books, on desks, bathrooms, walls, etc.

- Students may never borrow, touch, or take another student's property or money without permission.
- Students may not sell anything in school.
- Students may not borrow money from other students in school.
- Students may not use electronic devices on school grounds (CD/radio players, mp3 players, etc.). Such devices are subject to being confiscated by the administration.
- **Cell phones** are to be turned off and kept out of sight inside the school buildings and between 7:40 a.m. and 3:15 p.m. After school, students may use cell phones **outside**. Students found using a cell phone during school hours or in the school building without permission may have their cell phones confiscated until the end of the day. In the case of repeat offenders, a parent may need to come into school to get the cell phone.
- Students may not record, photograph or videotape students, teachers or the classroom setting without express permission from the teacher.
- Students should not bring large sums of money, expensive jewelry, toys, or other valuable property to school. The school will not assume responsibility in the event of their loss, damage, or theft.
- Students need to walk safely in the hallways and on school grounds. There should be no running or jumping when moving from activity to activity.
- Chewing gum is not allowed in school for any reason.
- Everyone should use courtesy words as often as possible- "please," "thank you," and "excuse me."
- Students are not allowed to consume food or drinks in the hallways or on the playground.

Lunch and Recess Behavior

The lunch periods at Princeton Charter School are 30 minutes long. At lunchtime, students are expected to use good manners within a friendly, informal atmosphere. We expect students to use at least the first 15 minutes of the lunch period eating and talking with their classmates. All students are expected to dispose of their trash properly and to leave the area clean.

After students finish eating, they will be dismissed by table to go outside in good weather. The students are expected to cooperate and to follow the rules of the school at this time. When the weather dictates, recesses will be held inside.

Students who do not follow the rules, will be asked to sit out of the recess period. Any student who repeatedly causes disruptions in the lunch or play period will be subject to disciplinary action and the parents/guardians will be notified of our concern.

Discipline

All students are expected to abide by the rules and the Code of Conduct of Princeton Charter School. Disciplinary consequences for violating the rules or Code of Conduct depend on whether the violation was "major" or "minor" and whether there is a pattern of repeated rule violations. The Disciplinary Committee confers on major disciplinary issues.

Minor Offenses: Teachers are expected to handle minor offenses that occur in the classroom and elsewhere in the school. Minor offenses include, but are not limited to, being uncooperative, causing a disruption in the class or during an outside activity, making inappropriate responses to teachers or classmates, or engaging in rough-housing or other inappropriate behavior. Such offenses may result in being kept in from a break, a lunch period, or after school.

Major Offenses: In the event of major offenses, the Head or Assistant Heads of School and discipline committee will become involved. Major offenses normally constitute a student's removal from class with orders to report immediately to the appropriate administrator's office. The school's

administrator should be notified by the teacher of the major offense and discuss the problem with the offending student. The administrator will set an appropriate penalty and inform the student's parents/guardians of the offense and penalty.

Major offenses include, but are not limited to, the following:

- Hurting others by physical or repeated verbal abuse or harassment
- Demonstrating conduct that constitutes a continuing danger to the physical well-being of other pupils
- Stealing or deliberate damage to PCS property or the property of others
- Possession and or use of weapons, drugs, or alcoholic beverages
- Disobedience, disrespect or defiance to a faculty member
- Repeated cursing or use of vulgar, offensive or abusive language
- Plagiarism, cheating, or lying
- A major disruption of a class
- Disruption of a school event
- A repeated pattern of minor offenses
- Inappropriate use of the computer or misusing the internet

Any student who causes or commits a major offense will, at a minimum, be detained after school after notification of the parent/guardian. A student who receives a detention will serve it from 3:15-4:15 p.m.. These detentions will be scheduled by the Assistant Heads of School and may require work projects like cleaning the school or other service activities. **The detention will take priority over practices, rehearsals, extracurricular activities, family business, etc.** In some cases, after a student has committed a major offense, the parent/guardian may be asked to pick the student up from school during the day and to meet with the administration and faculty before the student can return to school and class.

At the discretion of the administration, after a major offense (or a pattern of repeated minor offenses, which itself is a "major" offense) a student may lose a leadership position or the privilege of attending school functions or trips.

Suspension and Expulsion

Any student who is guilty of serious acts of misconduct or repeated acts of minor misconduct shall be subject to more serious discipline and/or to suspension or expulsion from the school.

Any student who is guilty of a firearms violation shall be treated in accordance with the State of New Jersey's Zero Tolerance for Guns Act.

The Head and Assistant Heads of School, after appropriate consultation, may for good cause suspend a student for a period of up to 10 days. The Head shall report the suspension to the Board of Trustees for further action.

Any student who commits an assault upon a teacher, administrator, or other employee of the Charter School shall be immediately suspended from school.

A student may be expelled by the Board upon recommendation of the Head of School, in consultation with the student's teachers.

The procedures used for suspension and expulsion of students shall be consistent with New Jersey Statutes 18A, such that each student is assured a due process hearing.

Harassment, Intimidation or Bullying

Princeton Charter School expects the members of its community, including students, administrators, faculty and staff members, and volunteers to treat each other with civility and

respect. **Acts of harassment, intimidation or bullying are prohibited**, and are subject to disciplinary and remedial action. Such acts interfere with the learning process, undermined the provision of a safe, civil and respectful environment, and often constitute the first step towards more violent behavior. Bullying takes many forms, from verbal cruelty or intimidation to physical aggression. For ease of reference, every use of the term "bullying" in this policy includes harassment, intimidation or bullying as defined below.

Definition: As provided under applicable New Jersey law, "harassment and intimidation or bullying" means any gesture, written, verbal or physical act, or electronic communication that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function or on a school bus, or via the school's means of electronic communication (collectively, The School Environment). Princeton Charter School considers bullying behavior that is harmful to the health or well-being of a student or staff member, or interferes with maintaining a constructive learning and working School Environment, to be actionable under this Policy whether or not a specific group or other listed characteristic is targeted. "**Electronic communication**" is defined as a communication transmitted by means of an electronic device, included but not limited to a telephone, a cellular phone, a computer, or a pager.

Note: Bullying between students that occurs outside the school environment also may be subject to disciplinary and remedial action by Princeton Charter School, as prescribed by law

Also Note: Students are expected to report instances of bullying and are expected not to participate actively or passively as an "audience," to bullying behavior initiated by others since such participation reinforces bullying behavior.

Any student who believes that he or she is being bullied, who has witnessed, or who has reliable information that a student has been subject to bullying, shall report the incident(s) to a supervising adult or one of the school administrators as soon as possible. Oral reports shall be considered official reports. Individuals may report bullying anonymously, and the administrators shall initiate further investigation of the complaint.

The school's policy on bullying, harassment and intimidation, adopted by the Board of Trustees, is available for review in the school office.

Drugs, Smoking, and Alcohol

Princeton Charter School adheres to the laws of our society. Illegal drugs and alcohol are not to be used by our students. Title 18A:40A-9 and other laws in New Jersey apply.

By state law and our commitment to health, no smoking or other use of tobacco products is permitted in our school buildings, school vehicles, or on the school's property.

STUDENT HEALTH; SPECIAL SERVICES

Emergency Information:

It is required that each parent/guardian return the student health questionnaire and emergency Information Form in August before the start of school. If an accident or illness happens at school, first aid will be administered, and the parent/guardian will be notified. If the injury or illness is serious, appropriate intervention will be activated. Please let us know whom to contact if the parent/guardian can not be reached.

School Nurse:

There is a Registered Nurse on campus every day that school is in session. The Nurse's Office is located in the K-4 building. In the event that the nurse is not in the office, sick or injured children should report to the school office so that the nurse may be contacted.

When a student feels ill or is injured, he/she should notify the nearest teacher.

Students who feel ill and do not think that they can remain in school **must be evaluated by the nurse**. Students should not call the parent directly to request to be picked up. Once evaluated by the nurse, the nurse will call the parent and /or emergency contact.

Illness:

Actively ill children do not belong in school. Headache, nausea, diarrhea, and earache are signs that demonstrate that your child may need to spend a day recuperating at home. Sore throats, swollen glands, and skin rashes will probably need professional medical attention as well.

Please remember that your child's day includes outside breaks and recess. Students are to participate in outside time. The nurses can only accept a physician's note to exclude a student from outside breaks/recess. As parents, if you feel your child is too sick or has a bad cold that would prevent participation in gym or outside play, then please do not send the student to school.

We are not equipped to keep an ill child at the school. Any child who has symptoms of a potentially contagious illness (vomiting, diarrhea, temperature of 100.5° or above) will be sent home. If their temperature is slightly elevated but below 100°, they will be sent home if they exhibit other symptoms such as those listed above. Please have an emergency contact available to pick up your sick child if you are unable to do so. Injuries or illnesses incurred at home should be treated at home. Please call the school if a student is home with a contagious illness or condition: chicken pox, strep infection, conjunctivitis (pinkeye), influenza, ringworm, impetigo, or head lice (pediculosis).

Keep all ill children at home for 24 hours following the establishment of a normal temperature or after 24 hours of an antibiotic, as directed by the child's physician. Children who have recovered from an infectious disease must be evaluated by the nurse before returning to class. Children with chicken pox must remain out of school for at least seven days. Students who have been found to have live lice or nits must be treated with an approved shampoo. The American Academy of Pediatrics and our school physician recommend a shampoo containing permethrin 1%. This is available over the counter. You may consult with the student's primary care physician for any questions. Once the child has been shampooed, the remaining nits must be removed, using a fine-tooth comb. Before entering the classroom, the student must be evaluated by the nurse to determine if live lice are still present. Follow-up examinations for lice and nits are required. Parents should frequently check the student and other family members. Repeat shampoo may be required according to the directions on the shampoo.

Medication:

Students are not allowed to carry their own medication, whether it is prescription or non-prescription medication. It can only be kept and dispensed by the school nurse, her designee, or the parent/guardian. However, students may self-carry their asthma inhalers if they have a signed doctor's permission, but the physician must be the prescriber, not a parent who is a physician. Prescription medication will be dispensed in school if we have permission from the parent/guardian, the medication is in the original container, and we have a written statement from the physician which indicates the type of medication, the dosage, the times to administer the medication, and the purposes of the medication. Non prescription medication may only be given with the written

permission of the parent or guardian, as per our over the counter medical policy. No student is allowed to share or dispense medication (prescription or over the counter) to another student.

If your child has a chronic condition like asthma or allergies, we recommend that you confer with the school nurse and that medication be kept at school.

Medication orders of any kind are only valid for the current school year. New orders must be obtained by the parent at the beginning of each school year. The nurse has all of the medication request forms, and can assist you with any questions.

Injuries and Special Physical Needs:

Temporary or permanent physical needs that affect a child in school should be immediately reported to the nurse. Physical education or recess restrictions should be requested in writing, with the reason and time period included. Generally, students who are well enough to return to school after an illness are well enough to participate fully in all school activities. Students who are unable to participate in school activities are also unable to participate in extracurricular activities. They must be in school by noon to participate in an extra-curricular activity that day.

Physical Examinations:

NJ State law requires that all parents submit documentation of a student's health examination within 30 days of enrolling into school. This is true for new as well as transfer students. School policy requires subsequent medical examinations of the student at least once during each developmental stage (grades 3 and 6). History and Physical forms will be sent to applicable students, and are also available in the nurse's office.

Sports Physicals:

NJ State law requires that any student wishing to participate in interscholastic sports must have a physical examination conducted within 365 days prior to the first practice session for the sport. This physical examination must be documented on a NJ State Department of Education approved form which is available in the nurse's office. Prior to the student's examination, the parents must complete a Health History Questionnaire, also approved by the Department of Education. This questionnaire must be presented to the examining physician at the time of the visit.

The sports physical should be performed at the student's medical home so that their primary care physician can completely evaluate the student. If a student does not have a medical home, or cannot obtain the required examination prior to the start of practice for the sport, our school physician will be available on specific days to perform the examination.

Each student whose medical examination was completed more than 60 days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent.

Prior to the start of each sport season, our school physician will review the documentation of the student's physical examination as well as the health history questionnaire. The school physician will then either approve or disapprove the student's participation in sports. The parent and the coach will be notified of this approval/ disapproval in writing

Screening:

The school nurse will be conducting the following health screening at some time during the school year:

Screening for height, weight, and blood pressure will be conducted annually for each student.

Screening for visual acuity will be conducted every other year for each student (grades K, 2, 4, 6, and 8).

Screening for color blindness will be performed on 1st grade students.

Screening for auditory acuity will be conducted annually for students in K through grade 3, and in grade 7.

Screening for scoliosis will be conducted every other year for students once they reach the age of 10.

All screening will be conducted by the school nurses. The student's privacy and confidentiality will be ensured.

Any parent who wishes that these screenings, including scoliosis, be performed by their primary care physician must obtain the required documentation form from the school nurse. This documentation must be provided before June 1 of the current school year in order to insure completion of records before the end of the school year.

Parents will be notified of any concerns or abnormalities found in the process of screenings. This will be a written notification. Parents must then have the required follow-up screening and documentation of findings returned to the nurse's office before June 1 of the current school year.

Immunizations:

NJ State Law requires that all students enrolled in school must have the required immunizations against communicable diseases. Documentation of immunization is required upon enrollment to the school. Any child who does not have the required immunizations will be excluded from school. The school nurse or your primary care physician can provide you with a current list of required immunizations.

NJ state law allows exemptions only for medical or religious reasons, not for conscientious exemptions. The school nurse can provide you for the criteria for these exemptions.

Please provide the nurse's office with an updated immunization record whenever your child receives any new immunizations. This must be an official document from your child's medical home.

Special Education and Related Services

Princeton Charter School is committed to the success of its students and provides special education and related services to individual students in accordance with their needs. Special educational services are provided to students with documented learning differences in accordance with federal and state laws.

Parents/guardians concerned about persistent difficulties their child is having in school, or who believe that their child needs the services of a speech therapist should schedule an appointment with the Assistant Head of School for the relevant division, K-4 or 5-8, to discuss possible testing, available accommodations, extra help, and related issues.

Princeton Charter School has an in-place tutoring plan. If the daily tutoring period proves to be insufficient, Princeton Charter School may recommend participation in its after-school program, where students may receive tutoring from after-school staff or other professional educators. Scholarships for the after-school program are available. Princeton Charter School employs college-educated tutors, many of whom are also certified teachers in the state of New Jersey.

Although Princeton Charter School views all subject areas as important, success in reading, writing, and basic mathematics are seen as crucial for Kindergarten through fourth grade. During these years, special steps are taken to support any student who appears to be at risk in these areas. If the daily tutoring period proves insufficient, the Assistant Head of School for K-4 or 5-8, as applicable, in consultation with the Head of School and the student's parent(s) or guardian(s), may consider adjusting the student's weekly academic schedule, so that some additional time is made available.

Princeton Charter School contracts with Middlesex Regional Educational Services Commission for its Child Study Team and teachers of special education and/or providers of related services. The Princeton Charter School Child Study Team consists of a psychologist, a social worker, and a learning disability teacher consultant (LDTC). The service providers used in recent years have included a speech teacher, a supplemental special education instructor, an occupational therapist, and a physical therapist.

HOME-SCHOOL PARTNERSHIP

Communication

Please note that any official communication must be reviewed by the administration prior to being sent out.

Weekly Newsletter: A weekly newsletter is sent electronically each Tuesday. This newsletter will include information about school happenings, programs, meetings, and other pertinent information. Parents/guardians should check this important school-parent/guardian communication for up-to-date information about school activities and events. Copies will be made available in the main office for parents/guardians who would like a hard copy or who do not have computers.

Parent-Teacher Communication: If a parent/guardian has any questions, concerns, or problems about his or her child's classes or needs, he/she should contact the teacher for a conference. It is important that issues regarding a student's work or classroom decisions be discussed with the teacher first, and a telephone call or scheduled private conference rather than the school hallway, playground, or classroom is the appropriate setting for such a discussion. More general issues should be directed to the Assistant Heads of School. Contact the appropriate division office to arrange for a conference or return phone call from a teacher or an Assistant Head of School.

Involvement of Parents/Guardians

Princeton Charter School values both formal and informal involvement of parents and guardians through a variety of activities and services requested by the teachers, Friends of Princeton Charter School, or the Administration. We often look for volunteers to act as chaperones, lecturers, substitutes, leaders for after-school activities, coaches, or tutors. New ideas are welcome.

Child Abuse

Princeton Charter School will strictly observe all laws, statutes, and regulations governing the reporting of suspected child abuse.

School Visitors

Parents/ Guardians: Parents or guardians **must report to the school office upon arrival in the building**, sign in, and obtain and wear a name tag while on school premises.

Parent/guardian visits to classrooms are disruptive to the learning environment. Therefore, any requests will be reviewed by and subject to the approval of the administration.

Student Visitors: Students are usually not expected to bring visitors to school. However, if they are expecting a visitor from out of state, they may request the Assistant Head of School's permission to bring the visitor to school. The request should be made in writing and include the visitor's name, age, place where he/she lives,. Visits are limited to a ½ day. This request to the Assistant Head should be made **prior to the date of the visit.**

ACADEMICS

Back to School Night

Back to School Night is held early in the year. Parents/guardians will have the opportunity to meet their child's teachers and the other school staff. Teachers will give an overview of the curriculum and discuss other classroom procedures and homework policies. This is not be a time for discussing individual students.

Homework

Faculty members in all subject areas may assign homework as needed to support Princeton Charter School's dedication to delivering a program of the highest quality in all academic areas. Each teacher will give guidelines concerning the nature and quantity of homework on Back to School Night. In general, students should not require the assistance of parents/guardians or friends in completing these assignments. If a child consistently has difficulty with assignments, parents/guardians are requested to confer with the teacher

Princeton Charter School views nightly homework (with exceptions at the teacher's discretion) as essential in language arts, mathematics, and foreign language, and regular homework (especially reading) as important for history and science.

Princeton Charter School cannot establish precise guidelines as to total homework load. Homework may vary during the year to meet the needs of the academic program. Accelerated programs (especially in mathematics) may require lengthier assignments. With these caveats in mind, the following rough guide represents the expected homework load at Princeton Charter School in minutes of work. (End-of-week homework should be comparable in volume to that assigned on other weeknights. Holiday homework should be avoided completely.)

	Mathematics	English	Foreign Language	History	Science	Art and Music
Grade						
1						
2	10	10	10			
3	10-20	10-20	10	10	10	
4	15-25	15-25	15	15	15	10
5	20-30	20-30	15	15	15	15
6	25-35	25-35	15	20	20	15
7	30-40	30-40	20	30	30	30
8	30-45	30-45	20	30	30	30

If your child is having great difficulty completing homework assignments, please address the issue with the relevant teacher.

Report Cards, Interim Reports, and Grades

Halfway through each marking period, you will receive a checklist interim report on your child’s progress for grades 3-8. This communication will keep you aware of how your child is doing with homework, in-class work, class discussions, and tests and quizzes. **A parent or guardian must sign the envelope and give it to the student to return to school.**

Other interim reports may be sent to you periodically by the teacher, or a phone call made, to alert you about your student’s work in a particular class.

Report cards with written comments will be mailed home four times a year. Students who receive an average of A or above earn High Honor Roll; students who receive an average of A- earn Honor Roll. The grades are based on the following numerical equivalents:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	under 60

Effort grades are given based on the following scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Final grades are averaged from all marking periods. In grades 6-8, the final grade is averaged from all marking periods plus the final exam.

Reading Period and Study Hall

Study halls are a time for students to do homework, read, or meet with a teacher; they are not free periods for students to talk or fool around.

A sustained silent reading period is part of the charter of Princeton Charter School. Students are to read silently or be outside the room working with another teacher. Students are not to be doing homework, talking, working in groups, etc. They are to be reading an age appropriate book that they bring to reading period with them. **Reading periods are not study halls.**

Conferences

Parent-teacher conferences are held twice a year, in late fall and spring, to help answer questions about your student's progress. All parents/guardians are expected to call and schedule an appointment and to attend the conference. At other times, special conferences can be held upon the request of the teacher or parent/guardian when either deems it necessary. These should be scheduled in advance to ensure adequate time for discussion of the student's progress and to prevent disruption of classroom instruction.

Standardized Tests

Students in grades 3-8 take the ERB standardized test and writing assessment each year as a way to determine whether they need additional work in reading, writing, or mathematics. Parents/guardians should not make doctors' appointments for their child on the testing days and should make sure that their child goes to bed early on those nights and eats a good, healthy breakfast.

Each spring, on dates specified by the state, the third through eighth grades will do the New Jersey Assessment of Skills and Knowledge (ASK). Any student who misses a section of either of these tests will be required to do a makeup test. Therefore, do not schedule appointments for students during these important state tests.

School Records

Student records are maintained which include name, address, birth date, attendance, health history, academic performance, and other pertinent information about the student. The parent or guardian upon request may review these records. The Head or Assistant Heads of School or a staff member will explain and help you to interpret these records.

Computer Policy

Computers will be available to provide resources and information to the school community, students, staff, and parents/guardians. Computers at Princeton Charter School will support the instructional, research, and administrative activities of the school.

The use of the computer services by faculty, staff, and students should be consistent with the educational and institutional objectives of our school. All users must adhere to the same code of ethics that governs every aspect of life at our school. Therefore, all school rules, particularly those pertaining to privacy, safety and security, academic honesty, plagiarism, and copyright laws, are applicable.

At the beginning of the year, each student and a parent or guardian will be asked to read and sign a computer use policy. **Students will not be permitted to use the computers until this policy is signed and returned to the school.** Students will then be taught how to log on, how to save documents in their own file, and how to log off the computer.

Anyone who changes the control panels, manipulates the functioning of the computer, or misuses the internet will be subject to school disciplinary measures and will lose computer privileges for a period of time.

Field Trips

Some out-of-school experiences and activities will take place throughout the year. Teachers will send permission slips home for a parent or guardian to sign whenever a bus trip off the school grounds is planned. A blanket permission slip will be sent out at the beginning of the year to cover

some local field trips. Should additional adult chaperones be desired, the teachers will request volunteers to help. If you are interested in chaperoning, please let the teachers know.

Co-Curricular Activities

According to the Princeton Charter School Charter: “Leadership and service are part of the Princeton Charter School student experience. Within the school, students are encouraged to participate in school improvement projects, and may propose projects of their own, such as leading a reading circle or a discussion group.”

The major components of Princeton Charter School’s co-curricular program are: overnight trips to Camp Mason and to the Fairview Lake Environmental Center; field trips; character development program; student council; after-school sports programs; after-school clubs, athletic teams and community service programs.

Princeton Charter School maintains an after school program that is open to all Princeton Charter School students. The program begins immediately following the regular school day. Students who are eligible for the free or reduced lunch program are eligible for scholarships.

Princeton Charter School fields middle school teams in girls’ and boys’ basketball, girls’ lacrosse, field hockey, cross country, and soccer. The teams play against local schools, including independent schools and public charter and district schools. Presently, Princeton Charter School leases gymnasium space offsite.

All students in grades 6-8 are eligible to participate in the after-school sports programs (under the supervision of the Athletic Director) and the annual musical (under the supervision of the Music Director).

Students also participate in the National French Contest, Le Grand Concours, a Spring Recital, the NJ Math League contest, and MATHCOUNTS.

CALENDAR 2010-2011

August 31; Sept. 1, 2	Staff Development
September 1	New student orientation for grades 5
September 2	New student orientation for Kindergarten and grade 3
September 7	First day of school
September 9	No School- Rosh Hashanah
September 21-22	Teamwork Challenge, grades 7-8
September 22	Back to School Night K-4 from 7 to 9 pm
September 23	Picture Day
September 24	Fall all school picnic (rain date: October 1)
September 30	Back to School Night 5-8 from 7-9 pm
October 5	Field Day (rain date: October 7)
October 9	Rummage Sale
October 18-22	ERB testing, grades 3-8
October 19	Picture Make-Up Day
October 28, 29	Half days – Parent conferences
November 3 - 4	ERB writing assessment, grades 3 - 8
November 4	Evening parent conferences
November 5	Half day – school dismisses at noon
November 9	1 st marking period ends
November 24	Half day --Thanksgiving recess begins at noon
November 29	Classes resume
December 6-10	Book Fair
December 17	Half day – Winter recess begins at noon
January 3	Classes resume
January 13	Concert for grades 5-8
January 17	School closed – Martin Luther King Day
February 1	2 nd marking period ends
February 18	School closed for faculty development day
February 21	School closed for President’s Day
February 22	No School (make day if needed for snow day)
March (Date TBD)	Auction Benefit
March 24 - 25	Half days - parent conferences
March 31	Evening parent conferences
April 1	Half day – school closes at noon
April 8-9	Musical
April 7	3 rd marking period ends
April 18 - 22	Spring Break (dismissal at 3:15 on April 15)
April 25	Classes resume
April 28	Concert for grades K-4
April 29	Art Show and Spring all school picnic (Rain date: May 6)
May 3 – 6	NJ ASK, Grades 6 - 8
May 9 - 12	NJ ASK testing Grades 3 and 5
May 9 - 13	NJ ASK testing Grade 4
May 19-20	Teamwork Challenge, grade 5-6
May 23-24	Algebra I EOY state test
May 30	School closed for Memorial Day
June 1-3	Civics trip, grade 8
TBD	5-8 Recital
June 3	Cool Day
June 17	End of 4 th marking period Last day of classes, depending on snow days

Half Day for grades K – 5
8th grade graduation at 1 pm

PRINCETON CHARTER SCHOOL TRUSTEES & ADMINISTRATORS, 2010-2011

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