

CAMDEN HIGH SCHOOL @ HATCH

PANTHER PRIDE BEHAVIOR EXPECTATIONS

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S.T.E.A.M. ACADEMY

STUDENT AND FAMILY CODE OF CONDUCT HANDBOOK

2018-2019

Principal
Mr. Alex Jones

Dean of Students
Mr. David McKee

Attendance Coordinator
Mr. Jerry Swindell



Athletic Director
Mr. Mark Phillips

Operations Manager
Mr. Michael Avery

Lead Educator
Ms. Pia Garbutt

Family Operations
Coordinator
Ms. Mia Anderson-Coles

Lead Educator
Ms. LaTane` Bradley

We Are The High!

Feel The LOVE!





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Camden High School @ Hatch

1875 Park Blvd
Camden, New Jersey 08103
(856)-966-5100
<http://camdencityhs.ss12.sharpschool.com>





Camden High School @ Hatch



S.T.E.A.M. ACADEMY

Vision Statement

Through excellent teaching and support all CCSD students will graduate prepared to successfully complete college coursework and/or compete in the global job market.

Our Mission

To provide a safe and nurturing learning environment for the families of the Parkside community, where students will receive the guidance, love and support they need to successfully navigate the road to graduation.

We Are The High!

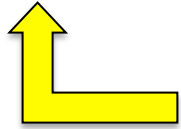




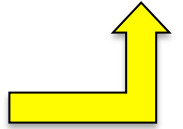


CAMDEN HIGH SCHOOL START TIME & MORNING WELCOME PROCESS

School Starts Each Day @ 8:00AM!



**ALL STUDENTS MUST ENTER
THROUGH THE MAIN ENTRANCE
TO COMPLETE THE MORNING
WELCOME PROCESS**



Station 1 - Safety Check

Complete the Required Safety Check Process with the Assistance of our Camden High School Security Officers.



Station 2 - Attendance

Use your I.D. Number To Record Your Daily Attendance Directly into the School's Genesis System, with the Assistance of School Staff.



Station 3 - Accountability

Visit with the Dean or his Designee to Complete a Dress Code Check and to Receive a Late Pass if You Are Late.

★ School Doors Open each Day at

8:00 am

★ Students MUST Arrive No Later Than

8:25 am

★ Students Who Choose to Arrive After

8:30 am

**1st period starts
@ 8:30am!**

Will be marked tardy when entering the building!



Needs Based Intervention System

Students who arrive late to school **MUST** complete a needs statement:

I AM LATE BECAUSE....

Needs statements will be used to excuse lateness, identify interventions and hold students accountable.





CAMDEN HIGH SCHOOL UNIFORM EXPECTATIONS

To enter into the building each day,
ALL STUDENTS MUST ARRIVE IN THEIR FULL SCHOOL UNIFORM!
School uniforms help staff members to identify students and ensure that students remain safe from intruders or other outside visitors.

2017-18 Camden High School @ Hatch Uniform Expectations

Purple
and
Gold

BLACK
PANTHER



Students Can Wear any Combination of a
Yellow, Purple, or Black COLLARED Shirt
with Khaki or Black Colored Dress Pants



Seasonal Items

Sept 6 - Nov 1 & April 15 - EOY

YES

Sandals
With A Strap



Boy & Girl
Shorts



NO!



YES



NO!



Prohibited Items

No Head Gear!



NO HATS NO HOODS
NO RAGS/ SCARVES

No Tank Tops!



NO Spaghetti
Straps!





CAMDEN HIGH SCHOOL HALLWAY TRANSITION EXPECTATIONS



Needs Based Intervention System

Students who arrive OUT OF UNIFORM **MUST** complete a needs statement:

I AM OUT OF UNIFORM BECAUSE....

Once uniform issues are identified and addressed, students who appear out of uniform will be permitted to return home, gather their uniform, and return to school.



HALLWAY TRANSITIONS



Students have **2 (TWO) Minutes** to transition to their next class once they are dismissed by their teacher!



Students **MUST** report directly to class at the start of each period!

**GET
TO
CLASS!**



Students should **NOT**:

- Use the restroom!
- Go to their locker!
- Visit the office!

Students **Should**:

- Report directly to class!
- Wait 10 minutes, and then ask for a pass to enter the hallway!



Students **MUST** have a pass to enter the hallway.



NO PASSES DURING



**THE FIRST AND
LAST TEN MINUTES**

TEACHERS ARE NOT ALLOWED TO WRITE PASSES DURING THE FIRST AND LAST TEN MINUTES OF THE CLASS PERIOD.

BATHROOMS WILL BE LOCKED DURING ALL TRANSITIONS AND DURING THE FIRST AND LAST TEN MINUTES OF THE CLASS PERIOD.





Needs Based Intervention System

The needs based intervention system allows for Camden High School Students to be held accountable for their decisions and actions in a manner that responds to their individual needs and behaviors, while remaining in line with district discipline policies.

Students who exhibit undesired behaviors will be assigned interventions based on the severity and frequency of their behavior as deemed appropriate by the Dean of Students based on their knowledge of individual student needs.

TIER 1

Behaviors & Interventions

- Unauthorized use of electronic device
- Speaking to school community member or guest with disrespect
- Uniform violation
- Talking out of turn in class

- Tardy to class
- Missing class materials
- Using profane or offensive language
- Excessive noise in the hallway
- Making profane or lewd gestures

Classroom Interventions

- Redirect or verbal warning
- Praise for other students in the area
- Parent phone call
- Loss of classroom privileges
- Seat change
- Office referral

Administrative Interventions

- Written Needs Statement
- Written reflection or apology
- Afterschool /Lunch detention
- Sealing of electronic device
- Loaner uniform provided
- School community service
- ISS
- 1-3 day suspension (habitual violations)





TIER 2

Behaviors & Interventions

- Damage to personal property
- Excessive use of profanity
- Academic dishonesty or plagiarism
- Failure to respond to staff directions
- Persistent or excessive absence from school
- Skipping class on campus
- Habitual repetitions of tier 1 behaviors

Classroom Interventions

- Office referral

Administrative Interventions

- Written Needs Statement
- Loss of opportunity to participate in co-curricular activities
- Conflict mediation
- Change in schedule or class
- Parent conference with teacher
- Pair student with peer
- Daily progress report
- Detention
- ISS
- 1-5 day suspension (habitual repetitions)
- Habitual repetitions of tier 1 behaviors



Needs Based Intervention System





TIER 3

Behaviors & Interventions

- Failure to follow directions leading to the harm of self or others
- Setting off or dismantling fire alarm
- Sale, possession, or use of drugs, alcohol, or tobacco
- Possession of weapon other than firearm or explosive device
- Vandalism
- Trespassing or unauthorized school visitation
- Physically threatening member of school community
- Stealing
- Extortion
- Fighting
- Gang activity
- Gambling
- Harassment, Intimidation, or Bullying (including cyber bullying and sexual harassment)
- Property damage
- Leaving campus without permission
- Habitual repetitions of tier 2 behaviors

Classroom Interventions

- Office referral

Administrative Interventions

- Written Needs Statement
- Parent Conference with Administration
- Functional behavioral assessment
- Referral to community organization
- Alternative placement request
- Referral to drug/alcohol counseling
- Parent accompanies child to school
- ISS
- 1-5 day suspension
- 5-10 day suspension (habitual violations)



Needs Based Intervention System





TIER 4

Behaviors & Interventions

- Possession or use of firearm or explosive device
- Starting a fire
- Bomb threat
- Inciting a riot or campus wide disturbance
- Habitual repetitions of tier 3 behaviors

Administrative Interventions

- 10 day suspension
- Police notification
- District notification
- Administrative home instruction
- Expulsion referral
- Expulsion (after Board hearing)

C.H.S. PROCEDURE FOR REINSTATEMENT FROM SUSPENSION

IMPORTANT

IMPORTANT

A Parent/Guardian **CONFERENCE IS REQUIRED** for each student to Return to School From Suspension!

REINSTATEMENT CONFERENCES ARE HELD EACH DAY FROM:

8:00am – 9:30am

NO EXCEPTIONS!!

ALL STUDENTS MUST BE ACCOMPANIED BY THE PARENT OR GUARDIAN ON FILE. ALL ADULTS MUST PRESENT PROPER I.D. TO PARTICIPATE!



Needs Based Intervention System





NO PHONE ZONE



ALL CAMDEN HIGH SCHOOL CLASSROOMS ARE NO PHONE ZONES UNLESS PERMITTED BY THE INSTRUCTOR!

STUDENTS MUST HAVE ALL CELL PHONES AWAY AND ON SILENT UPON ENTERING THE CLASSROOM!

- **First cell phone violation** - Students will receive a verbal warning from their teacher.
- **Second cell phone violation** - Students will be required to turn off phone and place it in a locked case (student will keep case) Teacher will also place a phone call to the students guardian.

Students will be able to remove phones from locked case upon dismissal from class!

HOW THIS WORKS



①
CASE



②
LOCK



③
UNLOCK





CAMDEN HIGH SCHOOL INDEPENDENT STUDY SESSION (I.S.S.)

Camden High School's **Independent Study Session** program or I.S.S. is an alternative to out of school suspension, which will allow students to be held accountable for their choices and behavior without missing time away from school.

Independent Study Session is held every day!

Students assigned to I.S.S. MUST:

- 1) Report to Camden High School ***No LATER THAN 8:35am***, and enter via **The Main Entrance!**
- 2) Complete the required character development lesson in addition to work provided by their teacher!
- 3) Maintain the expectations of the I.S.S. room!

IMPORTANT

IMPORTANT

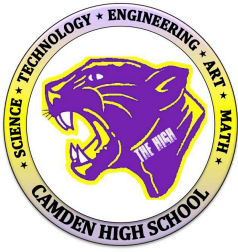
Students will receive an **Out of School Suspension:**

- They fail to report to ISS by 8:35am.
- They are absent from school or do not report to I.S.S.
- They fail to complete the required character development lesson.

Camden High School's **Independent Study Session Program** ***is a PRIVILEGE*** and will be ***offered*** to students ***at the discretion of the school administrator***, based on availability and the severity and/or frequency of a student's behavior.

In School Suspension still counts as a suspension on the student's record and will be reflected as such on official attendance documents and the student's permanent record.





POSITIVE BEHAVIOR SUPPORT SYSTEM

Camden High School is committed to recognizing our students who demonstrate positive behaviors and maintain high academic standards of achievement. Camden High School's positive behavior support system will provide monthly and quarterly incentive based programming for our most deserving students, who best exemplify "Panther Pride."

September:

- Ice Cream Social

October:

- Homecoming Pageant
- Harvest Party Behavior Incentive Event
- CARTOON Costume Contest

November:

- Big Event – Behavior Incentive Trip
- Awards Assembly & Parent Luncheon

December:

- Ugly Sweater Contest
- CHS Behavior Incentive Theatre
- CHS Winter Arts Performance

January:

- Class of 2018 Family Feud

February:

- 2nd qtr Awards Luncheon
- Valentine's Day Dance Party
- Black History Month Program

March:

- Pi Day Math Block Programming
- Spring Assessments Pep Rally

April:

- Awards Assembly and Luncheon
- TRIP - Spring

May:

- CHS Cinco de Mayo Celebration Event
- Fire and Ice party PARCC incentive event
- College Signing Day Event

To participate in incentive events, students MUST:

- *Have NO UNEXCUSED absences*
- *Have NO Suspensions*
- *Have approval from all of their teachers and the school's Dean.*



Luncheons





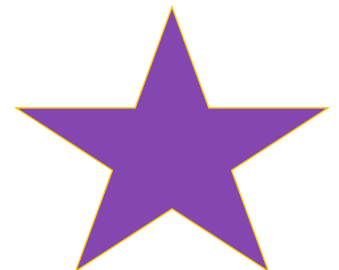
The National Honor Society (NHS) at Camden High School provides students who consistently demonstrate high academic achievement a platform to gain national recognition and garner interest from colleges, institutions and private companies. Membership in The NHS is highly recognized in the United States and its members are linked together nationwide.

Members must possess a 3.4 GPA and higher and score well in areas of character, service, leadership and scholarship. NHS members traditionally maintain leadership roles in their high school, future colleges and the work place.

SAT[®]



Students who score 1000 and above on the SAT are entered into this exclusive club with exclusive benefits!





MAKE-UP WORK

TO RECEIVE MAKE-UP WORK:

- ✓ Students **MUST** obtain a **MAKE-UP WORK RELEASE FORM**, which must be signed by the school principal, from the main office and present the form to their teacher.
 - Forms are given to students who provide evidence of an excused absence or who are excused by a school staff member. School staff members who wish to excuse a student from class must submit a request to the principal on behalf of the student via email.
- ✓ Students **MUST** be included in the official Field Trip attendance list which instructors are required to submit to the main office by the end of the day upon which a trip has taken place.

IMPORTANT NOTICE:

- ✓ **Students WILL NOT receive make-up work without receiving a release form.**
- ✓ **Teachers ARE NOT ALLOWED to provide make-up work to students who do not have a release form.**
- ✓ **Students SHOULD NOT miss a class period to visit another classroom, school office, or staff person without permission from the teacher they are assigned to for the period.**
- ✓ **School Staff members ARE NOT ALLOWED to excuse a student from a class period without receiving permission from the teacher to which a student is assigned for the period.**
- ✓ **ONLY THE TEACHER TO WHICH A STUDENT IS ASSIGNED DURING THE PERIOD CAN GIVE A STUDENT PERMISSION TO MISS THE CLASS PERIOD TO VISIT ANOTHER CLASSROOM, OFFICE, OR SCHOOL STAFF MEMBER.**





CAMDEN HIGH SCHOOL

ATTENDANCE POLICY: UNEXCUSED ABSENCES

Regular attendance is critical to the mission of the district and is a legal requirement for all school-aged children. According to the New Jersey Quality Single Account Continuum (NJQSAC) ninety percent (90%) attendance is required for all students to ensure students meet the New Jersey Core Curriculum Content Standards.

IMPORTANT

Students who are excessively absent from school will be in danger of Failing Class, Being Retained, and/or MAY NOT be eligible for Graduation!

The school will attempt to notify parents via phone each day a student is absent from school. Parents will be notified in writing or in person by the school after the student has accumulated (3), (5), (8), and (10) unexcused absences from school.

After three (3) unexcused absences, the attendance officer will mail a three-day warning letter to the known residence of the student.

After five (5) unexcused absences, the attendance officer will mail a warning letter and conduct home-visit #1.

After (8) unexcused absences:

- The attendance officer will conduct home-visit #2.

After (10) unexcused absences:

- The attendance officer will conduct home-visit #3.
- The attendance officer will proceed with court filings after the 10th unexcused absence.
- Absences need not be consecutive, but are accumulative,

IMPORTANT

EXIT PASSES / STUDENT PICKUP

Students who will need to leave school early for an outside appointment or other obligation will need to receive an exit pass or must be signed out from school by a parent or guardian in the attendance office located in room M205.

To receive an exit pass: Please call the attendance office at 856-966-5100 ext. #3, no later than 10:00AM to request that your child is able to receive an exit pass at the time requested. You must correctly answer specific questions to verify your identity before a student is released.

To pickup a student early: You must be listed on the student's information sheet as a parent or guardian. You must present photo identification to verify your identity before a student is released.





CAMDEN HIGH SCHOOL

ATTENDANCE POLICY: EXCUSED ABSENCES

EXCUSED ABSENCES = Excused absence is a student's absence from school for a full day or portion of the day for one or more of the following reasons:

- Illness
- A death or critical illness in the student's family
- Quarantine
- Observance of a religious holiday, approved by the board of education
- Suspension from school
- Requirements of a student's I.E.P.
- Short or long term accommodations for students with disabilities
- Required attendance in court
- Necessary and unavoidable medical, dental, or other healthcare appointments that cannot be scheduled at a time other than the school day
- Such good cause as determined by the school principal

IMPORTANT

IMPORTANT

ALL absences must be accompanied by appropriate documentation!

Students are responsible for providing documentation of an unexcused absence to the attendance office and requesting make-up work from their instructors.

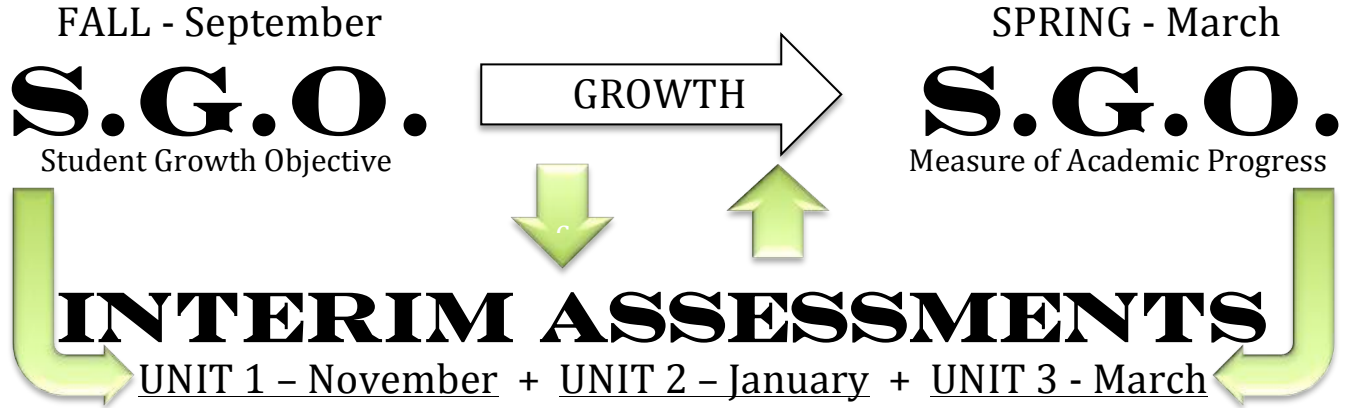
Instructors will only provide make-up work for students whose absence has been approved and excused in the attendance portal.

Contact the attendance office at (856)-966-5100 option# 3





**CAMDEN HIGH SCHOOL
TESTING AND ASSESSMENT**



PARCC ASSESSMENT
SPRING - April



Test Date	Registration Deadline
August 25	July 27
October 6	September 7
November 3	October 5
December 1	November 2
March 9	February 8
May 4	April 5
June 1	May 3

Test Date	Registration Deadline
September 8	August 10
October 27	September 28
December 8	November 2
February 9	January 11
April 13	March 8
June 8	May 3
July 13	June 14



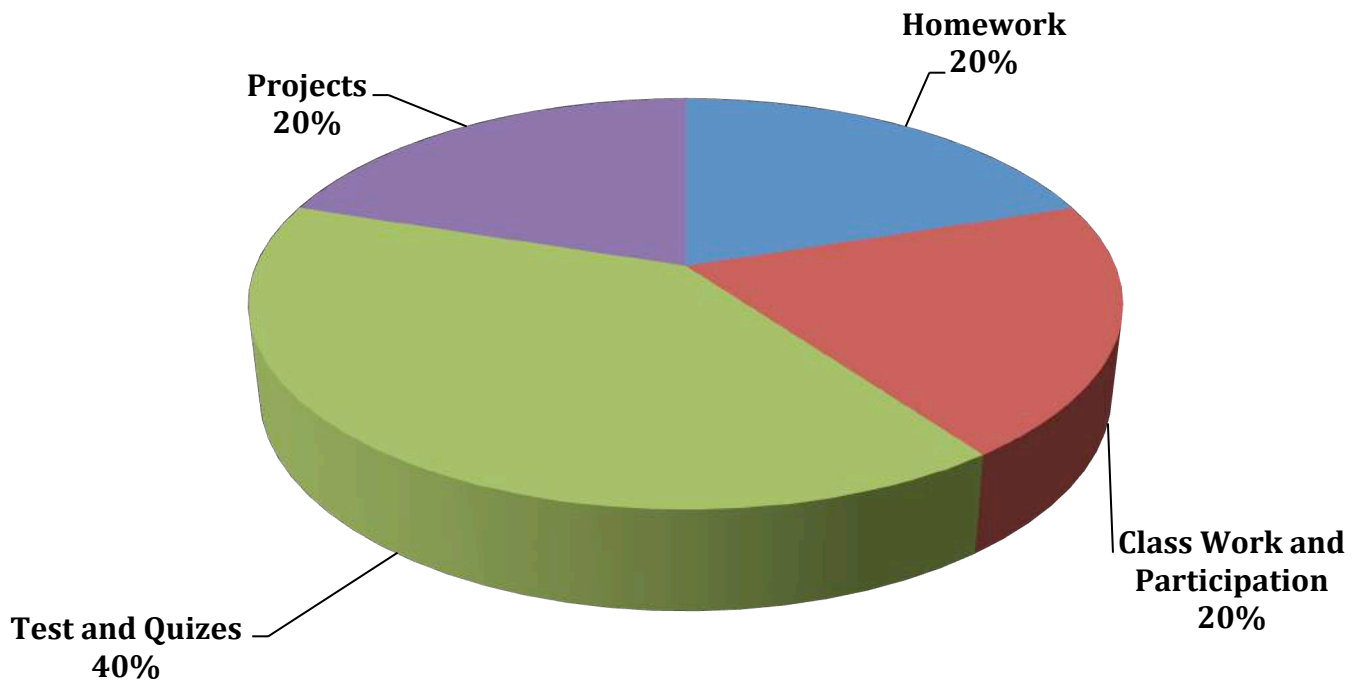


CAMDEN HIGH SCHOOL GRADE SCALE AND BREAKDOWN

➤ Grade Scale:

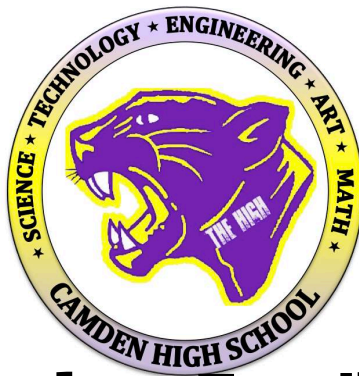
- **100-90 = A**
- **89-80 = B**
- **79-70 = C**
- **69-65 = D**
- **64-0 = F**

Grade Percentage Breakdown



Grades are broken down into four categories each representing a percentage of the student's grade in each subject area.





Access Student Email & Student Grades/Attendance



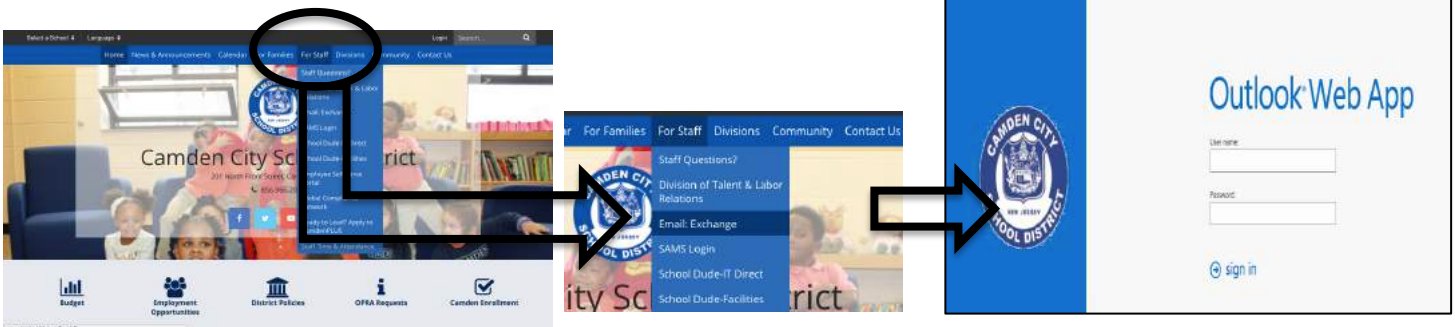
Students can now view their grades and attendance records on GENESIS, by setting up their school email account through OUTLOOK!

To activate your GENESIS account, you must first login to your school's OUTLOOK email account.



To access your school email account you must:

- ***Step 1:*** Visit the Camden City School District Site and select the “staff” drop down link to access the “email exchange” button and then click it to open up the outlook login screen.



- **Step 2:** Login to your school email account using your personal login and password:

Outlook Web App

User name:

Password:

[sign in](#)

Username: 123456@camden.k12.nj.us
 (StudentID#@camden.k12.nj.us)

Password: ccsd
 (Must be lowercase)

IMPORTANT- The 1st time you login to your email you will be prompted to select your time zone. You should click the drop-down list and select:

(UTC-5:00) Eastern Time (US & Canada)

Outlook Web App

Choose your preferred display language and home time zone below.

Language:

Time zone:

Please select your time zone.

[save](#)

Outlook Web App

Choose your preferred display language and home time zone below.

Language:

Time zone:

You are now able to access your district email and can now begin to setup your access to GENESIS, where you can review your Grades and Attendance records!!

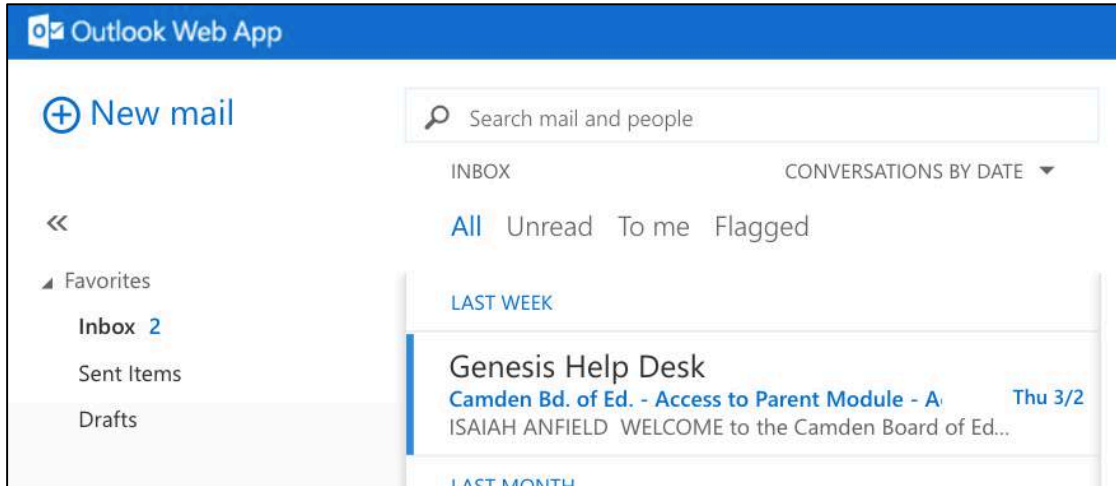
NOTICE:
If you received an email titled "Terrell Hurst - IT Service" then delete this email, it is SPAM!



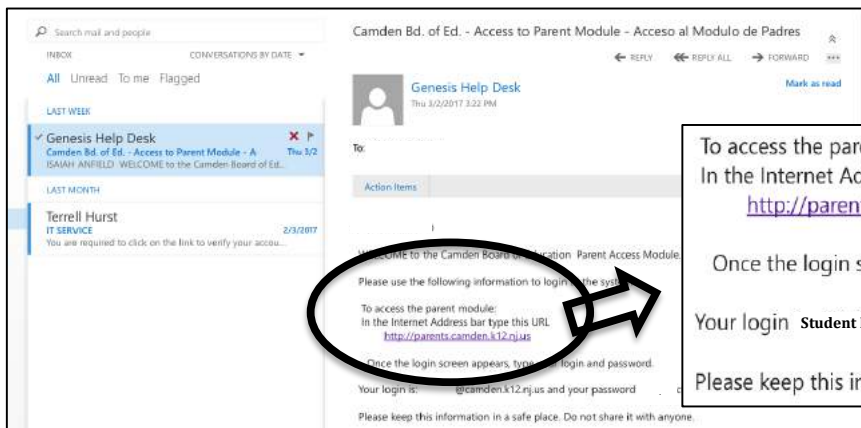


To access your Student GENESIS account you must:

- **Step 1:** Login to your district email and open the email “Genesis Help Desk” from the “Camden Board of Edu”



- **Step 2:** Follow the link provided inside of the email and input the user name and password you have been given to access your account.

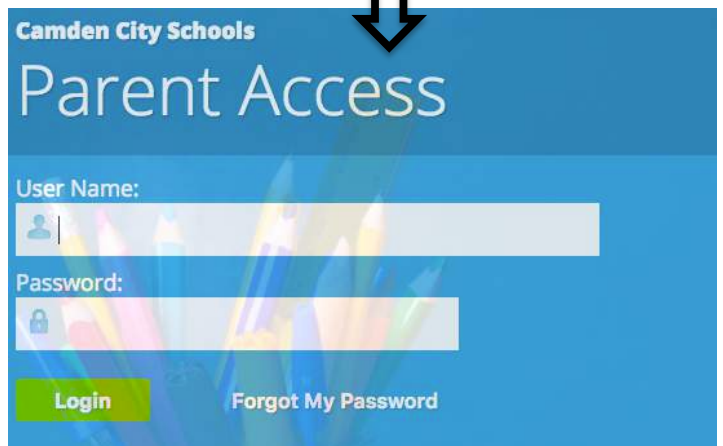


To access the parent module:
 In the Internet Address bar type this URL
<http://parents.camden.k12.nj.us>
 Once the login screen appears, type your login and password.
 Your login Student ID #@camden.k12.nj.us and your password is: 1A2bC34xyZ
 Please keep this information in a safe place. Do not share it with anyone.

You must input your login and password exactly the way it appears in your email.

You will receive a prompt to change your password the first time you login.

Please choose a password that you can remember!!





CAMDEN HIGH SCHOOL

BELL SCHEDULES

Regular Day			
Period	Start Time	End Time	Minutes
Breakfast	8:00	8:25	25 min
1	8:30	9:14	44 min
2	9:16	10:03	47 min
3	10:05	10:49	44 min
4 - Lunch	10:51	11:35	44 min
5	11:37	12:21	44 min
6 - Lunch	12:23	1:07	44 min
7	1:09	1:53	44 min
8	1:55	2:39	44 min
9	2:41	3:25	44 min

EARLY DISMISSAL DAY			
Period	Start Time	End Time	Minutes
Breakfast	8:00	8:25	25 min
1	8:30	8:57	27 min
2	8:59	9:35	36 min
3	9:37	10:04	27 min
4 - Lunch	10:06	10:33	27 min
5	10:35	11:02	27 min
6 - Lunch	11:04	11:31	27 min
7	11:33	12:00	27 min
8	12:02	12:29	27 min
9	12:31	12:58	27 min

2 HOUR DELAY - LATE START			
Period	Start Time	End Time	Minutes
Breakfast	10:00	10:25	25 min
1	10:30	11:01	31 min
2	11:03	11:34	31 min
3	11:36	12:07	31 min
4 - Lunch	12:09	12:40	31 min
5	12:42	1:13	31 min
6 - Lunch	1:15	1:46	31 min
7	1:48	2:19	31 min
8	2:21	2:52	31 min
9	2:54	3:25	31 min



MORNING ACTIVITY DAY			
Period	Start Time	End Time	Minutes
Breakfast	8:00	8:25	25 min
1	8:30	9:06	36 min
2	9:08	9:44	36 min
3	9:46	10:22	36 min
ASSEMBLY	10:24	11:44	80 min
5	11:46	12:21	35 min
4 - Lunch	12:23	12:58	35 min
6 - Lunch	1:00	1:35	35 min
7	1:37	2:12	35 min
8	2:13	2:48	35 min
9	2:50	3:25	35 min

*If BPLA does not participate they will remain on their regular schedule eat lunch during their regular time of 11:37-12:21 and ignore the shift in bells.

**If BPLA does participate then they will follow the schedule and eat lunch 5th period.

AFTERNOON ACTIVITY DAY - NO BPLA			
Period	Start Time	End Time	Minutes
Breakfast	8:00	8:25	25 min
1	8:30	9:07	37 min
2	9:09	9:46	37 min
3	9:48	10:25	37 min
4 - Lunch	10:27	11:04	37 min
5	11:06	11:43	37 min
7	11:45	12:22	37 min
6 - Lunch	12:24	1:01	37 min
8	1:03	1:40	37 min
9	1:42	2:19	37 min
ACTIVITY	2:21	3:25	1 hr 4 min

BPLA WILL NOT participate in the activity

BPLA will Remain on their regular schedule and will ignore the shift in bells.

BPLA will eat lunch during their regular time from 11:37 to 12:21

AFTERNOON ACTIVITY DAY - WITH BPLA			
Period	Start Time	End Time	Minutes
Breakfast	8:00	8:25	25 min
1	8:30	9:07	37 min
2	9:09	9:46	37 min
3	9:48	10:25	37 min
4 - Lunch	10:27	11:04	37 min
5	11:06	11:43	37 min
6 - Lunch	11:45	12:22	37 min
7	12:24	1:01	37 min
8	1:03	1:40	37 min
9	1:42	2:19	37 min
ACTIVITY	2:21	3:25	1 hr 4 min

BPLA WILL participate in the activity and follow the same bell schedule; lunch remains 5th period



Camden City School District: 2018-2019 Academic Calendar for Families

Approved 4/24/18

	JULY 2018					JANUARY 2019					1 New Years Day—No School for Students 21 Dr. Martin Luther King, Jr. Day—No School for Students
	M	T	W	Th	F	M	T	W	Th	F	
<i>Student Days = 0</i>	2	3	4	5	6		1	2	3	4	
	9	10	11	12	13	7	8	9	10	11	
	16	17	18	19	20	14	15	16	17	18	
	23	24	25	26	27	21	22	23	24	25	
	30	31				28	29	30 ^	31 #		
	AUGUST 2018					FEBRUARY 2019					1 No School for Students 18 Presidents Day—District Holiday
<i>Student Days = 0</i>			1	2	3					1	
	6	7	8	9	10	4	5	6	7	8	
	13	14	15	16	17	11	12	13	14	15	
	20	21	22	23	24	18	19	20	21	22	
	27	28	29	30	31	25	26	27	28		
6 First Day of School for Students 26 Back to School Night for Elementary & Family Schools 27 Back to School Night for High Schools	SEPTEMBER 2018					MARCH 2019					22 No School for Students
<i>Student days = 17</i>	M	T	W	Th	F	M	T	W	Th	F	
	3	4	5	6 # FDOS	7					1	
	10	11	12	13	14	4	5 *	6	7	8	
	17	18	19	20	21	11	12	13	14	15	
	24	25	26 PT	27 PT	28	18	19	20	21	22	
						25	26	27	28	29	
19 No School for Students	OCTOBER 2018					APRIL 2019					15 1:00 p.m. Dismissal for All Students, P/T Conferences for Elem. and Fam. Schools 16 1:00 p.m. Dismissal for All Students & P/T Conferences for High Schools, 19-26 Spring Recess—No School for Students
<i>Student days = 22</i>	M	T	W	Th	F	M	T	W	Th	F	
	1	2	3	4	5 *	1	2	3	4	5	
	8	9	10	11	12	8 ^	9 #	10	11	12	
	15	16	17	18	19	15 ED/PT	16 ED/PT	17	18	19	
	22	23	24	25	26	22	23	24 EMD	25 EMD	26 EMD	
	29	30	31			29	30				
6 Election Day—No School for Students 8-9 NJEA conference—No School for Students 12 Veterans Day—No School for Students 21 1:00 p.m. Dismissal for All Students 22-23 Thanksgiving Holiday—No School for Students 26 1:00 p.m. Dismissal for All Students, P/T Conferences for Elem. and Fam. Schools, 27 1:00 p.m. Dismissal for All Students & P/T Conferences for High Schools	NOVEMBER 2018					MAY 2019					27 Memorial Day—No School for Students
<i>Student days = 16</i>	M	T	W	Th	F	M	T	W	Th	F	
				1	2			1	2	3	
	5	6	7	8	9	6	7	8	9	10	
	12	13	14 ^	15 #	16	13	14	15	16 *	17	
	19	20	21 ED	22	23	20	21	22	23	24	
	26 ED/PT	27 ED/PT	28	29	30	27	28	29	30	31	
21 1:00 p.m. Dismissal for All Students and Staff 24-31 Winter Recess—No School for Students	DECEMBER 2018					JUNE 2019					19 Last day of School (Tentative) 20 Emergency Make Up Day #1 21 Emergency Make Up Day #2 24 Emergency Make Up Day #3 25 Emergency Make Up Day #7
<i>Student days = 15</i>	M	T	W	Th	F	M	T	W	Th	F	
	3	4	5	6	7	3	4	5	6	7	
	10	11	12	13	14	10	11	12	13	14	
	17	18 *	19	20	21 ED	17	18	19 ^ LDOS	20 EMD	21 EMD	
	24	25	26	27	28	24 EMD	25 EMD	26 EMD	27	28	
	31										
Emergency Make Up Days (continued):		No School for Students	#	Marking period begin							Note: Once the last day of school is confirmed, the last 2 days of school will be a 1:00 p.m. dismissal for Students.
Cancellation 4: April 26	PT	District Wide Parent/Teacher Events	*	Marking period mid-point							
Cancellation 5: April 25	ED	Early Student Dismissal	^	Marking period end							
Cancellation 6: April 24	EMD	Emergency Make-up Day									
Cancellation 8: June 26											
	Total Student Days=180										





APPENDIX

EXAMPLE NOTICES AND FORMS

Appendix

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CAMDEN HIGH SCHOOL HARASSMENT INTIMIDATION & BULLYING

Notice of Procedure

Parents, community members, and students are strongly encouraged to report all suspected HIB incidents to the School Principal or Anti-Bullying Coordinator immediately. Each school's website has a "Report Bullying" link on the home page. This link can be used to file a complaint electronically. Additionally, this link displays contact information both for the school's Anti-Bullying Specialist and the District's Anti-Bullying Coordinator. Suspected HIB incidents may also be submitted on paper.

The list below outlines the steps that the Anti-Bullying Specialist must take to complete his/her investigation of the incident. The Anti-Bullying Specialist must complete the investigation and determine whether or not the incident qualifies as a HIB violation within 10 school days of receiving the initial complaint.

- Step 1: Student, teacher, parent, or witness completes the HIB Complaint Form.
- Step 2: The Anti-Bullying Specialist immediately begins the investigation by contacting all involved parents/guardians (of both the student bullied and the student accused of bullying) to report the alleged incident. All students and staff members with information about the incident must be interviewed.
- Step 3: (Day 10 or before): The Anti-Bullying Specialist reviews the evidence to determine whether or not the case is HIB as defined above
- Step 4a: if the Anti-Bullying Specialist determines that this is NOT HIB as defined above, the victim and alleged perpetrator will be provided with Tier 1-3 interventions as appropriate, in accordance with the Student Code of Conduct
or If the Anti-Bullying Specialist determines that this IS HIB as defined above, Principals determine appropriate disciplinary actions (Tier 3). Follow-up counseling for all involved parties is required.
- Step 5: Regardless of the findings of the investigation, the Anti-Bullying Specialist will submit the HIB report to conduct@camden.k12.nj.us and upload to Genesis.





CAMDEN HIGH SCHOOL HARASSMENT INTIMIDATION & BULLYING

Notice of Procedure cont.

- Step 6: Regardless of the findings of the investigation, parents/guardians of the involved students will receive written information related to the investigation and findings within 5 days of the determination. Parents/Guardians may request a follow-up meeting with the Principal and/or the Anti-Bullying Specialist.
- Step 7: The Superintendent or designee must report all cases to the Board of Education monthly.

All suspected acts of retaliation or false accusation against a victim, witness, or any person who reports an act of harassment, intimidation, or bullying will be taken seriously. Student engagement in retaliation will be treated as a Tier 3 infraction as it pertains to HIB. Examples of consequences for a school employee or a contracted service provider who engages in retaliation may include, but not be limited to: verbal or written reprimand, bans from participating in school programs, disciplinary action, legal action, or termination. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development, and work environment modifications. Consequences for a Board member who engages in retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development. In some cases, the Anti-Bullying Specialist may request a Safety Transfer for one or more of the above parties whether or not the investigation leads to an official HIB classification. To begin this process, the Anti-Bullying Specialist must submit documentation from the investigation to conduct@camden.k12.nj.us and, in the body of the email, request a Safety Transfer.

IMPORTANT

Report Harassment, Intimidation, or Bullying, anonymously online by visiting the Camden High School Website and clicking the report bullying link or pick-up a form from the guidance office.





Notice of Out-of-School Suspension and Reinstatement Meeting

Date: _____

Dear Family Member of _____,

I regret to inform you that your child has exhibited behaviors that were not appropriate for our school community (detailed infractions and attempted interventions attached), and has received an out-of-school suspension for a period of ____ days as a result. He/she is not permitted to report to school on the following date(s): _____.

You are requested to come in with your child for a reinstatement conference from 8:00am – 9:30am on _____ . If this time is inconvenient, please contact 856-966-5100 for another appointment. At the close of our scheduled meeting your child will be readmitted to school. At this time, your child is scheduled to be readmitted to school on:

_____.

The purpose of the reinstatement meeting is so that we can work together to help your child learn from this experience, and not repeat the kind of behavior that resulted in the suspension. As a school team, our teachers and staff will share updates on your child's progress with you, to ensure everyone is on the same page to provide him/her with all the tools they need to be successful.

Sincerely,

CHS Leadership Team



Appendix D

Sample Attendance Letters

3 DAY LETTER – UNEXCUSED ABSENCES
[Month, Day, Year]

To the Parent/Guardian of: Gr XX
[STUDENT NAME] ID# XXXXXX SID# XXXXXX
[PARENT/GUARDIAN ADDRESS – LINE 1]
CAMDEN, NJ XXXXX

For the time period of XX/XX/201X to XX/XX/201X

Dear [PARENT/GUARDIAN NAME],

The purpose of this letter is to inform you that your child has been absent from school for three days (see below) without documentation from you explaining why. These absences are considered unexcused by the school.

Excellent attendance is an essential part of your child’s success in school. Please visit the school or call the school’s guidance counselor at [XXX-XXX-XXXX] to discuss the reason for your child’s absences and to set up an appointment with the school to make a plan to support your child’s attendance and success.

If there is an excused reason for your child’s absence (such as a doctor’s appointment), please provide documentation that explains the absence as soon as possible in order for us to update your child’s attendance information.

Sincerely,
[PRINCIPAL NAME]
Camden City School District

Dates of unexcused absences:

.....

5 DAY LETTER – UNEXCUSED ABSENCES
[Month, Day, Year]

To the Parent/Guardian of: Gr XX
[STUDENT NAME] ID# XXXXXX SID# XXXXXX
[PARENT/GUARDIAN ADDRESS – LINE 1]
CAMDEN, NJ XXXXX

For the time period of XX/XX/201X to XX/XX/201X

Dear [PARENT/GUARDIAN NAME],

The purpose of this letter is to inform you that your child has been absent from school for five days (see below) without documentation from you explaining why. These absences are considered unexcused by the school.



Excellent attendance is an essential part of your child's success in school. Please visit the school or call the school's guidance counselor at [XXX-XXX-XXXX] immediately to discuss the reason for your child's absences and to set up an appointment with the school to make a plan to support your child's attendance and success.

If there is an excused reason for your child's absence (such as a doctor's appointment), please provide documentation that explains the absence as soon as possible in order for us to update your child's attendance information.

Sincerely,
[PRINCIPAL NAME]
[SCHOOL NAME]
Camden City School District

Dates of unexcused absences:

.....

10 DAY LETTER – UNEXCUSED ABSENCES

[Month, Day, Year]

To the Parent/Guardian of: Gr XX
[STUDENT NAME] ID# XXXXXX SID# XXXXXX
[PARENT/GUARDIAN ADDRESS – LINE 1]
CAMDEN, NJ XXXXX

For the time period of XX/XX/201X to XX/XX/201X

Dear [PARENT/GUARDIAN NAME],

The purpose of this letter is to inform you that your child has been absent from school for ten (10) days (see below) without documentation from you explaining why. These absences are considered unexcused by the school.

Excellent attendance is an essential part of your child's success in school. Please visit the school or call the school's guidance counselor at [XXX-XXX-XXXX] immediately to explain the reason for your child's absences and to set up an appointment with the school to make a plan to support your child's attendance and success.

If there is an excused reason for your child's absence (such as a doctor's appointment), please provide documentation that explains the absence as soon as possible in order for us to update your child's attendance information.

New Jersey State law classifies students with ten (10) or more unexcused absences as truant, and requires the school district to file charges against you in a court of law.

Sincerely,
[PRINCIPAL NAME]
[SCHOOL NAME]





Camden High School

1700 Park Boulevard · Camden, New Jersey 08103

Phone: 856-966-5100 · Fax: 856-966-4756

Web Address: <http://www.camdenhs.org>



Notice of Behavior Violation

PRINCIPALS

MR. ALEX JONES
MR. SCOTT SHANKLIN

LEAD EDUCATORS

MS. PIA GARBUTT
MRS. KRISTEN REID

ATHLETIC DIRECTOR

MR. MARK PHILLIPS

OPERATIONS MANAGER

MR. MICHAEL AVERY

Date: **Date** _____

Dear Parent(s)/Guardian(s)

Please be advised that **STUDENT NAME** _____.

H.R. **XXXX**, I.D. # **XXXXXXXXXX**, in the **XX**th Grade, committed the following behavior violation:

- Late/ Leaving Class/Cutting
- Disruptive Behavior
- Unauthorized Electronic Use
- Uniform Violation
- Disrespectful Behavior
- Open Defiance to Authority
- Damage to Property/ Vandalism
- Other _____

Description of incident:

Enter Narrative Here

Teacher: **Instructor Name** _____

Course: **Class & Period** _____

Email: **Email@Camden.k12.nj.us** _____

Is the student currently passing this class? YES NO





Camden High School

1700 Park Boulevard · Camden, New Jersey 08103

Phone: 856-966-5100 · Fax: 856-966-4756

Web Address: <http://www.camdenhs.org>



ACADEMIC CONCERN NOTICE

PRINCIPALS

MR. ALEX JONES
MR. SCOTT SHANKLIN

LEAD EDUCATORS

MS. PIA GARBUTT
MRS. KRISTEN REID

ATHLETIC DIRECTOR

MR. MARK PHILLIPS

OPERATIONS MANAGER

MR. MICHAEL AVERY

Date: Date

Dear Parent(s)/Guardian(s)

Please be advised that STUDENT NAME .

H.R. XXXX , I.D. # XXXXXXXX , in the XX th Grade, is currently **FAILING** the following course:

Course: Class & Period

Teacher: Instructor Name

Email: Email@Camden.k12.nj.us

Your current grade is a result of:

- Poor Class Attendance
- Excessive Tardiness
- Incomplete/Missed Assignments
- Poor Test and Quiz Grades
- Incomplete/Missing Homework
- Disruptive Behavior
- Other

You are receiving this notice because you are currently FAILING the course listed above.

Please take the time to **MEET WITH YOUR TEACHER** if you need additional support or if you would like to discuss possible strategies to help improve your grade.

Remember that you must attend school each day and make up work will only be given to students whose absences are excused.

The Current marking period ends on Wednesday November 9, 2016 .

Currently, you have been MARKED ABSENT XX DAY(S).

Additional Comments





Parent/Guardian Request for Alternative Education - Camelot

Date _____

Student Information

Student Name _____ Grade _____

Date of Birth _____ Local ID Number _____ State ID Number _____

Student's current school _____

Parent/Guardian Name _____ Phone Number _____

Address _____

Does the student have an IEP or 504 plan? _____ Yes _____ No If Yes, Classification: _____

Reason(s) for Referral (Check all that apply):

_____ 1. has been previously retained at least one time (*Grade(s) retained* _____)

_____ 2. has failed two or more core courses (English, Math, Science, Social Studies) in the previous school year/semester (*Classes failed* _____)

_____ 3. has been defined as truant (10 or more unexcused absences in the previous school year/semester) (*Number of absences* _____ *Timeframe (previous school year or semester)* _____)

_____ 4. has repeated, documented cases of non-violent behavior which impact the student's ability to remain on track to graduate

_____ 5. has demonstrated behavior that has or likely will impact the student's ability to be successful in school (*Please explain below*)

_____ 6. has previously been expelled from a public school (*School* _____ *Date of expulsion* _____)

Explanation for above choice (if applicable)

Parent/Guardian Signature _____

Date _____



Appendix F

HIB Reporting Form



*This form should be turned in to the school Principal at the victim's home school.
Note: These forms can also be submitted electronically. Each school's homepage has a "Report Bullying" link that will connect to the electronic version of this form.*

Your name (last, first): _____

Title (circle one): Parent/Guardian Student Employee Anonymous

Victim

Name (Last, First): _____

Gender (circle one): Male Female

Grade: _____

Age: _____

Accused

Name (Last, First): _____

Gender (circle one): Male Female

Grade: _____

Age: _____

School: _____

Today's Date: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Names of Witnesses: _____

Describe what happened in as much detail as possible (using additional pages as needed): _____

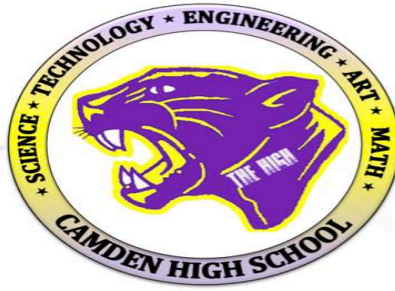
Confirmation:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature (unless anonymous report) _____

Date _____





S.T.E.A.M. ACADEMY

PRINCIPAL

MR. ALEX JONES

CELL PHONE: 856 – 793 – 5204

ALEXJONES@CAMDEN.K12.NJ.US

DEAN OF STUDENTS

MR. DAVID MCKEE

CELL PHONE: 856 – 630 – 4951

DMCKEE@CAMDEN.K12.NJ.US

LEAD EDUCATORS

MS. PIA GARBUTT

&

MS. LATANE` BRADLEY

ATHLETIC DIRECTOR

MR. MARK PHILLIPS

OPERATIONS MANAGER

MR. MICHAEL AVERY

FAMILY OPERATIONS COORDINATOR

MS. MIA ANDERSON-COLES

ATTENDANCE COORDINATOR

MR. JERRY SWINDELL

