



**Family/Scholar Handbook
2018 – 2019**

Table of Contents

THE SCHOOL (pg. 5)

- Overview
- Our Mission
- Our Vision
- Our Core Values

GENERAL SCHOOL INFORMATION (pg. 6)

- Visitors
- School Schedule

RESPONSIBILITY AND ACCOUNTABILITY (pg. 65)

- Family/Scholar/Faculty Accountability Contract

ATTENDANCE (pg. 6)

- Attendance Policy
- Absences
- Punctuality
- Early Dismissal Policy

ACADEMICS (pg. 9)

- Academic Requirements
- Academic Advisory
- College and University Courses
- Grade Point Average
- Scholar Assessment
- Make-Up Work/Retake Policy
- Extension Policy
- Final Grades
- Progress Reports
- Student/Parent Portal
- Credit Accumulation
- Retention
- Office Hours/Tutoring
- Foundation Collegiate Academy Graduation Requirements
- Senior Research Project
- Community Service Hours
- Academic Recognition
- Academic Intervention

CODE OF CONDUCT (pg. 18)

- Introduction
- Prohibited Scholar Conduct
- Systems of Discipline
- Discipline of Scholars with Special Needs
- Scholar Rights
- Other Systems of Discipline
- Merits and Demerits
- Foundation Collegiate Academy Honor Code
- Dress Code

SCHOOL-WIDE EXPECTATIONS (pg. 42)

- School-wide Norms
- Co-Curricular Activities / Enrichment Programs
- Athletics
- Food
- Chores
- School Phone Usage
- Adult Supervision
- Technology and Internet Use
- Scholar Cellphones and Other Electronics
- Supplies
- Textbook Policy
- Parent-Teacher Conferences
- Co-Curricular Program
- Community Service
- Textbook Policy
- Parent-Teacher Conferences

BUILDING WELLNESS, SAFETY AND SECURITY (pg. 50)

- School Closing
- Emergencies & School Closings
- Fire Safety and Evacuation Procedures
- Pick-Up Procedures
- Scholar Health
- Child Study Team
- Intervention & Referral Services (I&RS)
- Family Involvement
- Grievance Procedures
- Transfer Procedures
- Other Rules

APPENDIX (pg. 56)

Equal Education Opportunity
Nondiscrimination/Affirmative Action

RESOURCES FOR CHILDREN AND FAMILIES (pg. 58)

THE SCHOOL

Overview

Foundation Academies is an independent, college preparatory school in Trenton, New Jersey. We opened in August 2007 and serve grades K-12.

Foundation Academy was founded by a group of educators and parents, and is staffed by experienced and proven educators with a diverse range of expertise and experience. Having already developed the reputation as the hardest working school in Trenton, we hope to build on our success until we are one of the top-performing schools in the country.

Our Mission

The mission of Foundation Academies to ensure that all of our students secure the academic knowledge and skills to prepare them for the nation's finest colleges, and to instill in them the core values of caring, respect, responsibility and honesty.

Our Vision

As a community of educators, families, and scholars we believe in providing our scholars with rigorous instruction, space to cultivate their social, emotional and health needs, and instilling in them a civic duty to deeply impact their community. As a result, students will be able to plan and decide on post-secondary options that best align with their interests, skill sets, and career aspirations. Our FCA community will continue to support 100% of our scholars as they pursue their purpose.

Core Values

Our core values are:

Caring

- We take care of each other.
- We help each other.
- We do not hurt each other physically or emotionally.
- We work to improve our community and the world.

Respect

- We treat each person as valuable.
- We accept individuals for who they are.
- We show our respect at all times for each other, for property, for differences, and

for opinions different from our own.

Responsibility

- We believe that we have the power to control our lives and shape our futures.
- We are committed to the highest level of achievement: academic, social, and personal.
- We recognize our strengths and try to improve on our weaknesses.
- We participate fully in everything that we do – we do not do things halfway.

Honesty

- We are honest with each other.
- We act with fairness toward each other.
- We admit our mistakes when we make them, accept responsibility for them, and we take steps to correct them.

GENERAL SCHOOL INFORMATION

Visitors

At Foundation Academy, we welcome all families to visit; however, in order to ensure the safety of our students and staff, we ask that all visits and meetings be pre-scheduled. Parents & visitors will need to be accompanied by a staff member when in the building. If you would like to schedule a meeting during the school year please contact the Main Office. All guests must be prepared to show ID.

School Schedule

The daily school schedule is as follows:

- 7:30 a.m. Scholars May Enter School Building
- 7:40 a.m. Advisory Begins
- 7:40 a.m. Scholars are Officially Late
- 7:43 a.m. Scholars are Officially Late to advisory
- 3:30 p.m. Scholar Dismissal
- 4:25 p.m. Detention Dismissal

ATTENDANCE

Attendance Policy

Foundation Collegiate Academy believes that high academic achievement requires good attendance. Parents/guardians must ensure excellent scholar attendance.

- Scholars are expected to arrive at school each day by 7:40 a.m. Scholars will not be permitted to enter the school building before 7:30 a.m.
- The regular school day ends at 3:30 p.m. and scholars should be picked-up promptly or have pre-arranged transportation at that time.
- The mandatory summer session runs for two weeks in August. It is a required part of Foundation Collegiate Academy's program and mandatory for all scholars.
- Scholars must be present in school for more than 4 hours in order to be eligible to participate in or attend any school event held that day or evening (must arrive to school by 11:25 and cannot leave school until after 11:30).
- If a scholar misses 3 or more days within a quarter due to unexcused absences, he or she may fail that quarter. Cumulatively, if a scholar misses more than 12 days within a year-long class or more than 6 days within a semester-based class due to an unexcused absence, he or she is in danger of failing the class(es) for the school year.
- If a scholar is going to be absent from school, the parent/guardian should call the school by 8:00 a.m. to report the reason for absence. If a scholar is absent from school and the school has not been notified of the reason for absence, the school will send out an automated call to the parent/guardian.
- Scholars requesting work prior to an absence must give the teacher 48 hours advanced notice.
 - Scholars who miss work due to an unexpected absence are required to request work from their teacher immediately upon their return to school or via email/ phone.

Absences

- Scholars must attend school unless the absence is excused for one of the following reasons:
 - Illness or injury documented by a doctor note
 - Illness or injury determined by the school nurse
 - Required court appearance documented by court subpoena
 - Death in the family documented by an obituary
 - Religious observance documented by a parent note. A religious holiday is defined as "a day set aside by custom or by law to celebrate/commemorate a tradition of religious significance".
 - Participation in a school-sponsored or school-related, pre-approved activity (e.g. college tours or college interviews)
 - Suspension

- Absences for reasons not listed above or absences that are not accompanied by the required documentation immediately upon the scholar's return to school are considered unexcused.
- *If a scholar accumulates more than 12 unexcused absences during the school year in any given class (including the summer session), he or she will be at risk of not being promoted to the next grade level or participating in graduation exercises.*
- *Scholars are responsible for coordinating the immediate making up of any work (including tests and quizzes) upon the first day back following an absence. This applies regardless of whether the absence is excused or unexcused.* The scholar will have one day for each day of absence in which to make up the work.
- Parents/guardians will be notified as scholars become at risk of retention for excessive absences. When a scholar accumulates more than 12 unexcused absences, the parent/guardian will be notified that the scholar may be retained.
- The parent/guardian has the right to appeal a retention decision under this policy to the Principal. The appeal must be made in writing, must state the basis for the appeal, and must be made within ten (10) school days of being notified by the school that the scholar will be retained.
- Continued failure to maintain regular attendance may result in a referral to the court system.

Punctuality

School begins promptly at 7:40 a.m. in order to ensure a smooth start to the school day students are expected to enter the building by 7:30 am. Punctuality is expected of all scholars.

- The tardy will be considered unexcused except for the following reasons:
 - o Medical or dental appointments which cannot be scheduled outside of school hours documented by a doctor note
 - o Medical disability documented by a doctor note
 - o Death in the family documented by an obituary
 - o Court appearance documented by a court subpoena
 - o School-related or school-based activity (e.g. college interview)
- *All punctuality documentation must be submitted within 24 hours following the return to school in order for it to be considered for excusing the scholar*
 - *Students who take public transportation MUST take transportation that will ensure timely arrival.*
- Tardiness for reasons not listed above or tardiness that is not accompanied by the required documentation immediately upon the scholar's arrival to school is considered unexcused until the appropriate documentation is presented to the school.
- Three (3) unexcused tardies will be equivalent to one (1) unexcused absence.
- *Every three unexcused tardies or early dismissals will be recorded as an unexcused absence and will put the scholar at risk of retention.*

Early Dismissal Policy

The regular school day ends at 3:30 p.m. and scholars are expected to be present until that time. However, we understand that occasional circumstances may make it necessary for a scholar to be dismissed early.

No scholar shall be permitted to leave the school before the close of the school day unless he or she is met in the school office by his or her parent/guardian or a person authorized in writing by the parent/guardian to act on his or her behalf.

- An early dismissal shall be considered unexcused unless for the following reasons:
 - Medical or dental appointments which cannot be scheduled outside of school hours documented by a doctor note
 - Medical disability documented by a doctor note
 - Death in the family documented by an obituary
 - Court appearance documented by a court subpoena
- **All early dismissal documentation must be submitted within 3 schools days following the return to school in order for it to be considered for excusing the scholar.**
- Early dismissals for reasons not listed above or early dismissals that are not accompanied by the required documentation prior to the scholar's dismissal from school are considered unexcused.
- Early dismissals before 11:30 am will be considered absences.
- Scholars may receive an after-school detention for each unexcused early dismissal. The detention earned will be served on the next scheduled day detention is held following the unexcused early dismissal.
- **Three (3) unexcused early dismissals will be equivalent to one (1) unexcused absence and will put the scholar at risk of retention.**

ACADEMICS

Academic Requirements

Academic requirements correspond with the State of New Jersey graduation requirements. Please note that on average the minimum credits earned at FCA are 155 and any additional credits may be necessary to meet the requirements of a specific secondary education/program goal.

	Grades 9-12
--	-------------

NJ Department of Education Required Assessments	PARCC Exam *The graduating class of 2021 MUST pass the Algebra I PARCC and 10th Grade English PARCC to graduate NSLA-Science
English/ Language Arts	40 Credits (Including English I-IV)
Health & PE	At least, 3.75 Credits per year in Physical Education, Health & Safety distributed as 150 hours per week
Mathematics	30 Credits (Including Alg1-2 and Geometry)
Science	15 Credits (Including Lab Bio and/or Lab Chem and/or Lab Physics and/or Envir. Sci)
Social Studies	15 Credits (Including World, US I and US II)
World Languages	5 Credits
21st Century Life and Careers	5 Credits
Financial, Economic and Entrepreneurial Literacy	2.5 Credits
Visual & Performing Arts(Art, Music, Drama, Dance)	5 Credits
Electives	15 Credits
Total Number of Required Credits	155 Credits

- Each grade level must earn the minimum required credits for promotion. Within the 120 state minimum; sophomores must earn 30 minimum credits,

juniors must have 60 minimum credits, and seniors must have 90 minimum credits. Due to the average credits for FCA students being 155, sophomores earn a minimum of 40 credits, juniors earn a minimum of 80, and seniors earn a minimum of 100 to determine grade level status.

Foundation Collegiate Academy Graduation Requirements

In addition to the academic requirement mandated by the New Jersey Department of Education; Foundation Academies Board of Trustees has outlined additional requirements for our scholars to meet graduation status.

2.0 Policy:

The 2.0 Grade Point Average (GPA) Policy states that, in addition to credits, students must maintain a cumulative GPA over a 2.0 prior to entering senior year to avoid retaking courses. If the average credits per grade level has been achieved, but the GPA is lower than a 2.0, that student will be required to retake classes they earned low or failing grades in until the student's GPA rises over a 2.0. a 2.0 GPA correlates to a C average (74-76 numerical grade), based on the general scale. Therefore, a student can pass every class according to the 70 cut off but may need to retake some of the classes to earn at least a C and raise the GPA to over a 2.0. If a student has not successfully increased their GPA over a 2.0 prior to entering their senior year, a student *may* be retained or complete a 'gap' year thus delaying a student's graduation. A gap year is when a student retakes courses they earned low passing grades in, in order to raise the GPA.

4-Year College/University Acceptance:

Scholars are offered a College Preparatory Program which guides them from the exploration to the application stage of the college process. The program culminates when each scholar gains their acceptance to an accredited bachelor's degree based post-secondary institution. This must be completed prior to May 1st of the scholar's senior year to be qualified for graduation status. Foundation Collegiate Academy has successfully guided each graduating class toward 100% 4-year College/University Acceptance.

Community Service Hours:

By April 1st of the scholar's senior year, he/she must formally submit documentation of their designated total community service hours based on their graduation year. Beginning for the graduating class of 2019, 80 total community service hours are required starting on their enrollment date at FCA. Graduating classes prior to 2019, have a total of 40 community service hours to complete. Approved community service organizations/agencies can be found through FCA's Community Service Coordinator which must be pre-approved. Failure to provide proof

of these hours will result in the delayed issuance of a scholar's diploma and ceremonial privileges being revoked.

Academic Advisory

Upon enrolling at Foundation Collegiate Academy, each scholar is assigned a staff or faculty Advisor. The Advisor's role is to oversee the scholar's progress while at Foundation Collegiate Academy. A scholar's advisor is their first point of contact for nearly every aspect of school life including:

- Goal Setting
- Academic Support
- Parent-Teacher Conferences
- Conflict Resolution

Parents/guardians will receive a phone call from their child's Advisor upon being assigned during the first few weeks of school. Advisors serve as the parent/guardian's main contact for matters concerning their child, and they will contact parents/guardians if their child is identified as "at-risk" due to academic, behavior, or attendance difficulties.

College and University Courses

Foundation Collegiate Academy scholars may take undergraduate level courses at the local community college when they reach their 12th grade year. Their participation in these courses is determined by obtaining at least a 2.80 GPA at the end of their junior year, completing the required academic requirements for senior year status, and having the availability in their senior year schedule. Students who receive ANY complaints from the professor will no longer be afforded the opportunity to attend. Students who receive lower than a "C-", below a 70, will no longer be afforded the opportunity to attend. Grades obtained in these courses will be included in the student's GPA and will appear on their transcript as a dual enrollment program. Students who fail a course will be required to reimburse FCA for the cost of the class and books. The cost will range between \$250 and \$500 per course.

Service Learning Project

Service Learning

The Service Learning Project is a culminating assessment for 11th graders as they prepare to graduate from high school demonstrating what they know and can do. This opportunity should be a learning stretch for the scholar and will incorporate the skills of time management, planning, writing, researching and presenting.

The Service Learning Project serves several functions. It is:

- An opportunity for scholars to improve their communities through action research
- A culminating high school experience drawing on a variety of skills and knowledge that a scholar has developed over time.
- An opportunity to personalize education deeply by asking a scholar to design a project with consideration of personal academic preferences.
- A form of assessment that is intended to demonstrate a scholar's proficiency in the knowledge and skills required for graduation.
- A means of pushing a scholar to new heights in his or her learning and skills development and to explore new territory in depth.

Scholar Assessment

Letter Grade	Number Range	General	Honors	Advanced Placement
A	94-100	4.00	4.33	4.50
A-	90-93	3.67	4.00	4.17
B+	87-89	3.33	3.67	3.83
B	84-86	3.00	3.33	3.50
B-	80-83	2.67	3.00	3.17
C+	77-79	2.33	2.67	2.83
C	74-76	2.00	2.33	2.50
C-	70-73	1.67	2.00	2.17
F	67-69	1.33	1.67	1.83
F.	60-66	1.00	1.33	1.50
F..	59 and below	0.00	0.00	0.00

Cumulative Grade Point Averages (GPAs) are based on all of the scholars' courses taken during grades 9-12 in which letter grades are earned. GPAs are computed at the end of each semester once course(s) are finalized. FCA calculates a weighted GPA on a 4.0 total scale. Advisory,

enrichment and co-curricular activities may be listed on the report card but not calculated into the GPA.

General courses are graded on a 4.0 grade scale, while honors classes are on a 4.33 scale and AP classes are on a 4.5 scale. Therefore, a student taking AP classes has the potential of significantly increasing their GPA if they earn high scores in the class and can average over a 4.0. In addition, passing the AP administered at the end of the year can earn a student college credit (passing scores are determined by each college).

FAIFA

Foundation Collegiate Academy Charter School administers its own FAIFA (Foundation Academy Interim Formative Assessments) Exams every six to eight weeks. These assessments are a reflection of the skills and knowledge that a scholar should be able to demonstrate at his or her grade level and are important in determining the effectiveness of our teaching and instructional planning. Scholars will take the midterm assessments according to the schedule specified in the school calendar. The last Literacy FAIFA of the school year takes the form of an end of the year project, which is completed individually or in groups outside of school during the 4th quarter. [2]

Standardized Testing

Since our mission is to prepare scholars for college, rigorous and comprehensive course examinations as well as standardized college application assessments are an important part of scholar preparation. Foundation Collegiate Academy requires all scholars to take the following school-wide and standardized assessments:

Foundation Collegiate Academy & State of New Jersey Assessments

- FAIFA – Foundation Academy Interim Formative Assessments (Quarterly including a Final Exam or Project)
- NJ Student Learning Assessment-Science (NJSLA-S) – 1 test annually in Grades 5, 8, and 11.
- PARCC *College Application Standardized Assessments (Independently administered)*
- PSAT – Preliminary SAT/National Merit Scholarship Qualifying Test (Annually)
- SAT – Scholastic Assessment Test sponsored by the College Board (Annually)
- ACT – Sponsored by the ACT (Annually)

Annually, the school will present the school-wide results of these tests. Results of the FAIFAs will be incorporated into scholar's term grades, while End-of-Course Examination results will be transmitted to parents as they are scored.

Standardized examinations such as the PSAT, SAT and ACT are required for the college application process. Scholar's scores are completely handled and distributed by these private organizations. Access to these assessments requires fees. Scholars may be eligible for a

fee-waiver depending on parent income. Our College Advisor will assist students and families with registration for these exams.

Homework

Foundation Collegiate Academy faculty may assign 2.5 – 4 hours of homework each school day. Scholars must remember that homework is a form of responsibility designed to further the scholar's understanding of concepts that are taught in school.

- Scholars are responsible for recording all homework assignments.
- Scholars are responsible for making sure homework gets home, is completed, and is returned on time.
- Contacting a teacher to inform him/her of incomplete homework assignments does not automatically equate to an excused homework designation.
- Scholars may not receive any credit for assignments that are not handed in at the time the teacher requests it.
- The homework grading scale and expectations will be outlined in the scholar's classes.
- 9th and 10th grade scholars will serve an after-school detention on Monday, Wednesday, or Friday if homework is not completed or is not completed to classroom standards.

Quizzes

Foundation Collegiate Academy views quizzes as short assessments that generally take 30 minutes or less to complete. There is no limit to the number of quizzes that scholars may take daily. Advanced notice is not required for pop quizzes.

Make-Up Work / Retake Policy

Make-Up assignments and test retakes are provided to students who were absent when requested by the student and when it is feasible to in fact provide make-up assignments. For example, a group assignment that requires collaboration with group members cannot be made up at a later date. In that instance, the assignment may be excused or replaced. Teachers are not obligated to provide students with make-up assignments, nor are they obligated to provide students with assessment re-takes unless it is outlined in a student's educational plan and/ or in accordance with the teacher's individual class policies. Please see each teacher's syllabus and class procedures.

Extension Policy

Because we are committed to helping all of our scholars become responsible people, communication is an integral part of our school. We recognize that under certain circumstances

(e.g. sudden illness, family emergencies, natural disasters, etc.) scholars may need to request an extension on a major assignment without academic penalty. In those *rare* cases, scholars must contact the teacher to ask for an extension prior to the date it is due. Extensions are not automatic; teachers may use their discretion to grant or not grant the extension.

Final Grades

Full Year Courses

- English courses are broken into four terms each weighted at 22.5% of the cumulative grade, with FAIFA's (end of term assessments) for terms 1-3. Term 4's assessment is a Final End of Year Project weighted at 10% of the cumulative grade.
- Senior year English 12 has the same criteria as above with the exception of the 10% Term 4 assignment consisting of a senior thesis.
- All remaining full year core courses consist of 4 terms weighted at 25% with 3 FAIFA's at 20% category weight within terms 2-4.

Semester Course

- Semester courses are broken into two terms either held semester 1 or 2. Each term is weights as 50% of the cumulative grade.
- Core courses that are semester based will have 2 FAIFA's at 20% category weight.
- Elective courses that are semester based do not hold FAIFA's. Assessments based within test and project categories are provided 3 times per term.

If a scholar receives a yearly grade lower than 70%, he or she fails that course and may have to retake the course depending on New Jersey State academic graduation requirements. Additionally, teachers are required to set the grading floor at 55% with the exception of health and PE that has no set grading floor due to the nature of the class.

Progress Reports

At the midpoint of each term, teachers will prepare and distribute Mid-Term Reports. The Mid-Term Report is an opportunity to communicate with parents/guardians about how their child is doing at the halfway point in the marking period. We encourage parents/guardians to call teachers at any time for further updates. All Progress Reports must be signed and failure to do so may result in a scholar's detention.

Parent Portal

Parents and scholars also have the ability to see a Foundation Collegiate Academy scholar's grades on a "real-time" basis. Information will be provided in the first few weeks of school, in order to obtain a login and password to access this information. Parents are encouraged to visit

this website frequently to stay up-to-date with regard to scholar grades, conduct and bills. Students are encouraged to visit the website regularly in order to maintain an accurate understanding of his or her academic progress and Grade Point Average.

Credit Accumulation

The New Jersey Department of Education defines one credit as a course offered for at least 40 consecutive minutes over the course of a week. As such a course offered five times a week within a full year for at least 40 minutes per session counts as a five-credit course..

Scholars who earns less than a 70% in a core course will be retained in that particular course until the scholar has earned that credit. . In addition, scholars who have failed to maintain adequate attendance/punctuality per the attendance policy articulated in this handbook risk being retained in the current grade level.

Parents will be notified of their child's status at each Parent-Teacher Conference and further notified no later than the course's midpoint conference if their child is at risk of retention for academic and/or attendance deficiencies.

Retention/Summer School

In order to advance to the next grade, students must earn at least 40 credits per year. Students who do not earn the minimum credits required will only be approved to take up to 2 summer school classes to supplement their credits. These classes will be held at the expense of the scholar's parent and completed only during the scholar's own time. If passed with the minimum of a "C-", 70, these classes will recover the student's credits, but will not replace the "F" earned in their GPA.

Note: Students who have lower than a 2.0 GPA and who do not earn enough credits to be promoted to the next grade, will not be eligible to take summer school courses. These students will be retained and required to retake courses the following academic year. .

Office Hours/Tutoring

We understand that each scholar has independent needs, and we are here to help meet those needs. Foundation Collegiate Academy teachers are available during school hours to help those who require additional support as well as evening and weekends via cell phone at times designated on each teacher's syllabus. Every faculty member will have an availability schedule that they will share with their students. Scholars who have received mandatory notice to attend Office Hours/Tutoring may not attend athletic or co-curricular activities held concurrently. Scholars must prioritize mandatory Office Hours/Tutoring.

Academic Recognition

Foundation Collegiate Academy believes in recognizing those who completely meet and exceed our expectations by earning a competitive grade point average (GPA). Acknowledgement for

academic achievement, as well as for upholding the school's values are made on an informal daily and weekly basis but also during quarterly award ceremonies.

Formal acknowledgements are made at the end of each quarter with the following honor roll announcements and awards:

<i>Principal's Award</i>	<i>GPA of 4.00 or higher</i>
<i>Honor Roll</i>	<i>GPA of 3.35 to 3.74</i>
<i>Honorable Mention</i>	<i>GPA of 3.0 to 3.34</i>

Academic Intervention

After each progress report, any scholar who earns less than 74% in all courses may be referred to Intervention and Referral Services (I&RS) and required to create a written Academic Intervention Plan with his or her Academic Advisor. The I&RS Plan may require mandatory attendance at designated teachers' office hours, as well as other teacher assistance, as deemed necessary. Scholars who are placed repeatedly or continuously on Academic Intervention may be required to hold a parent meeting in which all parties (scholar, parents, and Advisor) draft a contract whereby the scholar will be mandated to take certain steps to improve their academic performance including but not limited to the following:

- Parent meeting
- Daily homework check
- Nightly homework check-ins
- Mandatory tutorials
- Weekly progress reports
- Loss of field trips, fitness/athletic, or enrichment activities

Scholars must make an extra effort to call teachers with questions about homework or projects, and schedule after-school tutorials if necessary to meet expectations.

If, according to the next progress report or report card, the scholar is meeting expectations in all classes (74% or above), he or she will be released from Academic Intervention and will become a scholar in good standing. If, according to the next progress report or report card, the scholar is continuing not to meet expectations (below a 2.33 GPA or 75%), then the Academic Intervention contract will be reviewed at a parent meeting and revised as necessary.

CODE OF CONDUCT

High standards for academics necessitate high standards for behavior.

Introduction

Foundation Collegiate Academy is unequivocally committed to providing a safe and orderly environment in which scholars can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behaviors will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. We cannot overemphasize the importance of providing a strong discipline policy that every scholar and family knows and understands. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our Code of Conduct. Foundation Collegiate Academy reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable laws and regulations.

Merit and Demerit System

At the beginning of each marking period **120 Merits** are added to every student's merit bank. **Demerits** are deducted from a student's bank when they receive infractions for violating the school's policies and procedures as listed below. The difference between merits and demerits is represented by the student's **Merit Period Eligibility Count (MPEC)**.

To be eligible for sports, trips, and extracurricular activities students must meet or exceed the minimum **Merit Period Eligibility Count (MPEC)** at the end of the current marking period.

- 1st MPEC score = 70 for the general student body and 95 for Student Government and Athletes
- 2nd MPEC score = 140 for the general student body and 190 for Student Government and Athletes
- 3rd MPEC score = 210 for the general student body and 285 for Student Government and Athletes
- 4th MPEC score = 280 for the general student body and 380 for Student Government and Athletes

Students are able to earn additional merits to make up for demerits lost through level 1 & 2 infractions by requesting:

- o **An MPEC Restorative Service Project** to earn 3 merits for every hour of service.

1 MPEC Restorative Service Projects will be scheduled per student per marking period upon written request.

MPEC Restorative Service Projects may be scheduled after school hours including Saturdays.

- o **An MPEC Appeals process** to be heard by the Student Government Peer Counsel and Culture Leaders

MPEC Appeals can only be requested once per semester.

A primary expectation of Foundation Collegiate Academy scholars is that scholars are in class as much as possible. Scholars who have an unexcused absence or an unexcused tardy for school will earn demerits for the day as we believe (and research has shown) that for a scholar to learn, he or she must be in school.

	Demerits	Max Per Quarter	Total	Consequences & Reasoning
UAbs	10	3	30	More than 12 Unexcused Absences = possible retention/forfeit ability to participate in graduation exercises Attendance alone should not disqualify a student from attending socials, events and trips so 3 UAs per quarter = 30 Demerits.
ULate	3	9	27	3 Unexcused Lateness = 1 Unexcused Absence, more than 36 Unexcused Lateness = possible retention, Lateness alone should not disqualify a student from attending socials, events, and trips so 9 unexcused lateness per quarter = 30 Demerits.
Level 1-2	3	15	45	Loss of 3 merits on their advisory grade. Detention. <i>Offenses that may or may not disruptive in nature i.e. student is unprepared, off task, head down or sleeping.</i>

R E F E R R A L S	Level 3 Conferenc e w/LSC	7	6	42	Offenses that are disruptive in nature and requires LSCs to involvement. (If we have to be called the stakes are raised).
	RISE /ISS	20	2	40	Offenses that are disruptive in nature and requires LSCs to remove and keep students out of class. (Class time is of the utmost importance, if a student has to be removed the stakes are raised).
	OSS	40	1	40	OSS – 1 suspension should not automatically disqualify a student from attending socials, events and trips. However, to be eligible students must conduct themselves accordingly as a suspension is 40 of the 50 merits (80%) a student can lose per marking period.
	Section 1 Offenses (non-violent)				1-5 Days suspension depending on the severity of the incident and history of student infractions.
	Section 2 Offenses (violent)				3-10 Days suspension depending on the severity of the incident and history of student infractions.

Infraction	1 st Offense	2 nd Offense	3 rd Offense
1.0 Cell phones/smart watches and any other smart electronics working or non-working are strictly prohibited and must be placed in the cell phone pouch.	OSS	OSS	OSS
1.1 Violating Dress Code	Sent home/ detention/ Turn in cell phone pouch	Sent home/ detention Turn in cell phone pouch	Sent home/ detention Turn in cell phone pouch
1.2 Arriving to class without a writing utensil or class materials	Detention	Detention	Detention

(reading book, notebook, etc.)			
1.3 Failing to Complete Homework/ submit required paperwork (9th & 10th grades only)	Detention	Detention	Detention
1.4 Late to School or Class	Turn in cell phone pocket / Detention	Turn in cell phone pocket / Detention	Turn in cell phone pocket / Detention
1.5 Cutting class/ school or detention	ISS	ISS with OSS demerits	ISS with OSS demerits
1.6 Disregard for bus rules (remain seated, no profanity, no horseplay) on School-Provided Transportation	Detention	ISS	OSS
1.7 Misbehaving in School (Hallway behavior-running, making excessive noise/loud, loitering)	Detention	ISS	OSS
1.8 Disrupting Class and Preventing Teaching (Such as talking out of turn, teasing another student, throwing an item, turning over desk)	Detention	ISS	OSS
1.9 Being Disrespectful toward a Staff Member or His or her Designee(s) (Making inappropriate gestures, symbols, or comments, using profane or offensive language, tone, verbal insults or giving false	Detention	ISS	OSS

information to school staff			
1.10 Failing to Comply with the Lawful Directive(s) of a Staff Member in the classroom or shared spaces or by His or her Designee(s): (Failure to follow directions, failure to respond to school staff questions or requests)	Detention	ISS	OSS
1.11. Being Disrespectful toward a Scholar (Intentional Conduct-including verbal, physical or written) or electronic communication that is threatening or intimidating. Making inappropriate gestures, symbols, or comments, or profane or offensive language towards another student.	Detention/ ISS/ Suspension/ HIB		
1.12. Abusive or Profane Language or Treatment	ISS	OSS	OSS
1.13 Selling, Using or Possessing Obscene Material	Suspension/ Expulsion		
1.14 Dishonesty: Forging a signature or lying to staff members	ISS/ OSS		

1.15 Chewing gum, and having food/beverages in the classroom/hallways.	Detention	Detention	Detention
1.16 Trespassing	OSS		
1.17 Cheating, Plagiarism, copying Others' Work, or Allowing Others to Copy Work	Detention/rewrite/zero	ISS/rewrite/zero	OSS/rewrite/zero
1.18 Gambling	OSS		
2.1 Mistreatment or Inappropriate Use of Technology or School Property:	Detention	OSS/ restrict usage	OSS/ restrict usage
2.2 Violating the Civil Rights of others	OSS		
2.3 Sexual Harassment	OSS/ Expulsion		
2.4 Engaging in Sexual Activity or Inappropriate Touching	OSS		
2.5 Indecent Exposure: Scholars may not expose the private parts of the body in any manner.	OSS/ Expulsion		
2.6 Hazing	OSS/ Expulsion		
2.7 Using, Possessing, selling Tobacco, Drugs or Alcohol	OSS/ Expulsion		

2.8 Committing a Physical or Emotional Act of Violence or Bodily Harm	OSS/ Expulsion
2.9 Fighting or Unwanted Physical Contact	OSS/ Expulsion
2.10 Possessing, Displaying, Using, or Threatening to Use a Firearm	Expulsion
2.11 Possessing, Displaying, Using, or Threatening to Use a Mock Firearm	Expulsion
2.12 Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object	Expulsion
2.13 Committing Arson	Expulsion
2.14 Setting Off a False Alarm or Making a Threat	OSS/ Expulsion

Prohibited Scholar Conduct

Scholars may be subject to disciplinary action, up to and including suspension and/or expulsion from school, for:

1. **Engaging in Insubordinate and/or Disorderly Conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to:**
Engaging in Violent, Disruptive, and/or Threatening Conduct. Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:

1.0 Cell phones, smart watches and all other smart electronics, working or non-working are strictly prohibited and must be placed in a cell phone pouch. Students who have a device that is NOT in a pouch will be sent home.

1.1 Violating the Dress Code: Parent(s)/guardian(s) may be required to pick up children who are not properly dressed for school, bring the missing Dress Code items to the school, or authorize the scholar to return home to retrieve the necessary items as scholars may not be permitted to attend class. Students who miss class or go home will not be excused. Violations of the dress code also may result in additional disciplinary consequences. Students who borrow a uniform item will turn in their phone pocket in exchange.

1.2 Arriving to Class Unprepared: when class begins, scholars must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.).

1.3 Failing to Complete Homework: Completing homework is essential to the success of individual scholars and the classroom community. Scholars are expected to complete all assignments on time.

1.4 Arriving Late to School or Class: Scholar tardiness disrupts class, inconveniences others, and often results in academic difficulties. Scholars may not be late to school or class. Students who arrive late will leave their phone pouch in the main office.

1.5 Cutting School, Class, Detention, Working Lunch, Mandatory School Events or any other School Activity with Mandatory Attendance: Scholars are required to attend all academic and enrichment classes, assigned detention, assigned Working Lunch, mandatory school events. Scholars are not permitted to have unexcused absences or leave the school building without permission.

1.6 Misbehaving on School-Provided Transportation: Scholars may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus or while preparing to use the city transportation system. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other scholars inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.

1.7 Misbehavior Inside or Outside of Class: Misbehavior inside or outside of class (at school and/or on school grounds; while participating in school-sponsored activities; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on public transportation to and from school or a school sponsored activity) is not permitted. Scholars may not engage in any willful act that disrupts the normal operation of the school community.

1.8 Disrupting Class and Preventing Teaching: Foundation Collegiate Academy can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Scholars may not interfere with or disrupt class or the educational process.

1.9 Being Disrespectful toward a Staff Member or His or her Designee(s): Foundation Collegiate Academy cannot function properly if scholars are permitted to be disrespectful toward adults. For that reason, scholars may not be disrespectful toward a staff member or any other adult associated with the school.

1.10 Failing to Comply with the Lawful Directive(s) of a Staff Member or His or her Designee(s): Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.

1.11 Being Disrespectful toward a Scholar: If scholars do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, scholars may not be disrespectful to other scholars.

1.12 Abusive or Profane Language or Treatment: Scholars may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist or homophobic remarks).

1.13 Selling, Using or Possessing Obscene Material: Scholars may not sell, use, or possess obscene material.

1.14 Dishonesty: Scholars may not forge a signature or lie to staff members

1.15 Gum, Food, and Beverages: Scholars may not chew gum at school. Scholars may not eat or drink at unauthorized times or places at school.

1.16 Trespassing: Any Scholar who is caught in the building without authorization will be suspended.

1.17 Cheating, Plagiarism, or copying Others' Work, or Allowing Others to Copy Work: Cheating and plagiarizing is prohibited and punishable by suspension or expulsion.

1.18 Gambling: Gambling is prohibited and will result in suspension or expulsion.

2.Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others. Examples of such conduct include, but are not limited to:

2.1 Mistreatment or Inappropriate Use of Technology or School Property: Scholars must treat computers, printers, and other technology with care. Foundation Collegiate Academy

does not tolerate attempts to access the school's files or other inappropriate uses of technology or the internet. Scholars do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Scholars are prohibited from using school telephones unless directed by school staff to do so. In the event of an emergency, scholars may be allowed to use school telephones, but only at the discretion of school staff members.

2.2 Violating the Civil Rights of Others: Scholars may not violate the civil rights of others.

2.3 Sexual Harassment: Scholars may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.

2.4 Engaging in Sexual Activity or Inappropriate Touching: A scholar may not engage in sexual activity of any kind or touch himself/herself or others inappropriately. Scholars may not use electronic or other devices to communicate inappropriate conversation of a sexual nature.

2.5 Indecent Exposure: Scholars may not expose the private parts of the body in any manner.

2.6 Hazing: Scholars may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club or team.

2.7 Selling or Transferring Drugs or Alcohol: Scholars may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.

2.8 Committing a Physical or Emotional Act of Violence or Bodily Harm: Scholars may not commit assault, including sexual assault, or assault and battery on other scholars, school personnel or their designee(s), or any other person on school property. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Scholars cannot engage in conduct that has the potential of resulting in violence on school property. Scholars can be disciplined for actions that threaten harm to themselves or others.

2.9 Fighting or Unwanted Physical Contact: Foundation Collegiate Academy scholars may not fight with other scholars – from the school or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated.

2.10 Possessing, Displaying, Using, or Threatening to Use a Firearm: Scholars may not possess, display, use, or threaten to use a firearm.

2.11 Possessing, Displaying, Using, or Threatening to Use a Mock Firearm: Scholars may not possess, display, use, or threaten to use a mock firearm.

2.12 Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object: Scholars are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him/her or his or her property.

2.13 Committing Arson: Scholars may not set a fire.

2.14 Setting Off a False Alarm or Making a Threat: Scholars may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat.

Systems of Discipline

Our school's scholar conduct management system is designed to identify and correct misconduct, encourage all scholars to adhere to their responsibilities as citizens of the Foundation Collegiate community, protect scholars, employees and property, and to maintain essential order and discipline. Foundation Collegiate Academy scholars are expected to conduct themselves in accordance to the standards outlined in our Code of Conduct.

Any behavior detrimental to the learning environment will be addressed. Scholars who choose to show disrespect toward scholars or others, especially if interfering with another's access to a quality education in a safe environment, will be subject to disciplinary action.

Foundation Collegiate Academy will adhere to the **Code of Conduct** as a guideline for in-class disciplinary action, suspension or expulsion of scholars. We understand that minor disruptions are natural with young people and that scholars need to be verbally reminded to correct their minor misbehavior.

If the scholar fails to correct his or her behavior after verbal warnings and/or some of the most commonly used consequences listed below, we will move to the more progressive consequences mentioned above.

In-class disciplinary actions may include, but are not limited to:

- Oral Warning
- Written Warning
- Seat change
- Working Lunch
- Written notification to parent/guardian
- Conference with parent/guardian/advisor

- Confiscation
- Detention

The application of the school's disciplinary policies shall assure due process, a clear definition of rule violation, a specific statement of reasonable charges, and a fair hearing for the accused.

Detention

Scholars may earn a detention if their conduct detracts from their ability or the ability of other members of the school community to learn. Teachers administer detentions to scholars and these include lunch detentions and after-school detention.

When a scholar earns an after school detention, he or she must serve it on the next scheduled detention day (detentions are only held on Monday, Wednesday and Friday). During detention, scholars work silently. When a scholar earns an after school detention, parent/guardians will be informed that he or she has a detention and **must** remain after school until 4:25 p.m. Scholars may serve an earned 4 hour detention on half days.

Parents/guardians that have an excused emergency that prevents their child from serving the detention must speak directly with a staff person in the Main Office. The student will be required to serve their detention on the next scheduled detention day.

Group Punishment

Foundation Collegiate Academy Charter School retains the right, during particularly difficult circumstances, to keep groups of scholars or an entire class of scholars after school. The school does not seek to punish the good with the bad, but it believes that we are all responsible for one another – that the actions of some do impact, and are impacted by, the entire group.

In-School Suspension ISS (RISE-Reflection, Insight, and Self- Evaluation)

When a scholar does not appropriately participate in class or display acceptable levels of respect, he or she will be placed on RISE.

Additionally scholars on RISE will serve one hour of detention at the end of the day. While a scholar is in In-School Suspension, he or she will not be permitted to participate in clubs or sports.

Additionally, scholars who earn RISE may be required to write letters of apology to all appropriate parties, write reflective essays rooted in our school values, and/or prepare for a public apology at our next grade-level or whole-school meeting.

Please note that Foundation Collegiate Academy is mandated to report specific incidents of vandalism and violence in an annual report to the New Jersey Police Department and New Jersey Department of Education.

Short-term Suspensions (Less than 5 days)

Short-term suspension means the removal of a scholar for five consecutive school days or fewer from the general education program or the special education program but not the cessation of the scholar's educational services.

In each instance of a short-term suspension, Foundation Collegiate Academy Charter School shall assure the rights of a scholar suspended for five consecutive school days or fewer by providing for the following:

- As soon as practicable, oral or written notice of charges to the scholar. When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided;
- An informal hearing prior to the suspension in which the scholar is given the opportunity to present his or her version of events regarding his or her actions leading to the short-term suspension and provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5:
 - The informal hearing shall be conducted by the Principal or his or her designee;
 - To the extent that a scholar's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the scholar may be immediately removed from his or her educational program and the informal hearing shall be held as soon as practical after the suspension;
 - The informal hearing shall take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - The informal hearing and the notice given may take place at the same time;
- Oral or written notification to the scholar's parents of the scholar's removal from the scholar's educational program prior to the end of the school day on which the Principal makes the decision to suspend the scholar, which shall include an explanation of:
 - The specific charges;
 - The facts on which the charges are based;
 - The provision(s) of the code of scholar conduct the scholar is accused of violating;
 - The scholar's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.6; and
 - The terms and conditions of the suspension.

- Appropriate supervision of the scholar while waiting for the scholar's parent to remove the scholar from school during the school day; and
- Academic instruction either in school or out of school that addresses the Core Curriculum Content Standards.
 - Services shall be provided within five school days of the suspension.
 - Educational services provided to a scholar with a disability shall be provided consistent with the scholar's Individualized Education Program.
 - At the completion of a short-term suspension, the Chief Executive Officer shall return the scholar to the general education program.

The Chief Executive Officer shall report the suspension to the Board of Trustees at its next regular meeting.

During the course of any short-term suspension, scholars may not participate in any extracurricular activities, school functions, sports or graduation exercises that occur.

For a scholar with a disability, the provisions set forth above shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

Long-term suspensions (More than 5 days)

Long-term suspension means removal of a scholar for more than five consecutive school days from the general education program, or the special education program, but not the cessation of the scholar's educational services.

In each instance of a long-term suspension, Foundation Collegiate Academy Charter School shall assure the rights of a scholar suspended for more than ten consecutive school days by providing the following:

- Immediate notification to the scholar of the charges, prior to the scholar's removal from school;
- An informal hearing prior to the suspension in which the scholar is given the opportunity to present the scholar's version of events regarding his or her actions leading to the long-term suspension and the school's actions district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
- Immediate notification to the scholar's parents of the scholar's removal from school;
- Appropriate supervision of the scholar while waiting for his or her parents to remove him/her from school during the school day;
- Written notification to the parents by the Chief Executive Officer, or his or her designee, within two school days of the initiation of the suspension, stating:
 - The specific charges;
 - The facts on which the charges are based;
 - The scholar's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.6; and

- o That further engagement by the scholar in conduct warranting expulsion shall amount to a knowing and voluntary waiver of the scholar's right to a free public education, in the event that a decision to expel the scholar is made by the School's Board of Trustees, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.5. The Foundation Academy Board of Trustees shall request written acknowledgement of the notification of the provisions above from the parents and the scholar subsequent to the removal from the scholar's educational program.
- A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing;
- A scholar with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations incorporated by reference therein;
- Information on the right of the scholar to secure an attorney and legal resources available in the community;
- Educational services, either in school or out of school, that are comparable to those provided in the public schools for scholars of similar grades and attainments.
 - o The services shall be provided within five school days of the suspension.
 - o Foundation Collegiate Academy Charter School shall make decisions regarding the appropriate educational program and support services for the suspended scholar, at a minimum, based on the following criteria:
 - A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
 - The results of any relevant testing, assessments or evaluations of the scholar;
 - The scholar's academic, health and behavioral records;
 - The recommendation of the Chief Executive Officer or other relevant school or community resource;
 - Considerations of parental input; or
 - Consultation with the Intervention and Referral Services team, as appropriate.
 - o Educational services provided to a scholar with a disability shall be provided consistent with the scholar's Individualized Education Program, in accordance with N.J.A.C. 6A:14;
- A formal hearing before the Foundation Academy Board of Trustees, which, at a minimum, shall:
 - o Be conducted by the Board of Trustees or delegated by the Board to a Board committee, the Chief Executive Officer or an impartial hearing officer for the purpose of determining facts or making recommendations. The Board of Trustees as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action;
 - o Include the opportunity for the scholar to confront and cross-examine witnesses, when there is a question of fact; and present his or her own defense and produce oral testimony or written supporting affidavits.
 - o Take place no later than 30 calendar days following the day the scholar is suspended from the general education program;
 - o Not be subject to the provisions of the "Open Public Meetings Act"; and
 - o Result in a decision by the Foundation Academy Board of Trustees, which at a minimum, shall be based on the preponderance of competent and credible evidence;

- A written statement to the scholar's parents of the Board of Trustees' decision within five school days after the close of the hearing that includes, at a minimum:
 - The charges considered;
 - A summary of the documentary or testimonial evidence from both the scholar and the administration that was brought before the Board of Trustees at the hearing;
 - Factual findings relative to each charge and the Board of Trustees' determination of each charge;
 - Identification of the educational services to be provided to the scholar, above;
 - The terms and conditions of the suspension; and
 - The right to appeal the Board of Trustees' decision regarding the scholar's general education program to the Commissioner of Education;
- Immediate return to the general education program if at any time it is found that the scholar did not commit the offense;
- For a scholar with a disability found not to have committed the offense, the scholar's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14; and
- At the completion of a long-term suspension, the Foundation Academy Board of Trustees shall return the scholar to the general education program.

Any appeal of the Board of Trustees' decision regarding the scholar's program shall be made to the Commissioner of Education.

Suspension of general education scholars shall not be continued beyond the Board of Trustees' second regular meeting following the suspension, unless the Board of Trustees so determines. The Foundation Academy Board of Trustees shall determine whether to continue the suspension based on the following criteria:

- The nature and severity of the offense;
- The Board of Trustees removal decision;
- The results of any relevant testing, assessments or evaluations of the scholar; and
- The recommendation of the chief school administrator, principal or director of the alternative education program or home or other out-of-school instruction program in which the scholar has been placed.

When the Board of Trustees votes to continue the suspension of a scholar, the Board, in consultation with the Chief Executive Officer, shall review the case at each subsequent Board of Trustees meeting for the purpose of determining:

- The status of the scholar's suspension;
- The appropriateness of the current educational program for the suspended scholar; and
- Whether the suspended scholar's current placement should continue or whether the scholar should return to the general education program.

When the Foundation Academy Board of Trustees votes to continue the suspension of a general education scholar, the Board of Trustees, in consultation with the Chief Executive Officer, shall make the final determination on:

- When the scholar is prepared to return to the general education program;
- Whether the scholar shall remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in (c)1i through iv above; or
- Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.5.

The Foundation Academy Board of Trustees shall provide a general education scholar suspended under this section with an appropriate educational program or appropriate educational services, based on the criteria set forth under (a)9ii above, until the scholar graduates from high school or reaches the age of 20, whichever comes first.

- The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and N.J.A.C. 6A:14-2 and 4.3, whichever is applicable; or
- The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for scholars of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

For a scholar with a disability who receives a long-term suspension, the Foundation Academy Board of Trustees shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the scholar's educational placement to an interim or alternative educational setting.

- All procedural protections set forth in N.J.A.C. 6A:14 and this section shall be afforded to each scholar with a disability who is subjected to a long-term suspension.
- All decisions concerning the scholar's educational program or placement shall be made by the scholar's Individualized Education Program team.

Mandated Scholar Removals from General Education

By law, Foundation Collegiate Academy is required to immediately remove scholars from the school for certain offenses.

Possession of a Firearm - The Chief Executive Officer shall immediately remove any scholar, other than a scholar with a disability, from the school's general education program for a period of not less than one calendar year if the scholar: is convicted or adjudicated delinquent for possession of a firearm on any school grounds, including on a school bus or at a school-sponsored function;

- is convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, including on a school bus or at a school-sponsored function; and
- is found knowingly in possession of a firearm on any school grounds, including on a school bus or at a school-sponsored function.

Firearms are defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921.

The Chief Executive Officer shall remove scholars with disabilities for offenses involving firearms in accordance with the provisions of N.J.A.C. 6A:14 and the applicable Federal regulations incorporated therein.

Assaults with Weapons Offenses – The Chief Executive Officer shall immediately remove any scholar, other than a scholar with a disability, from the school’s general education program for a period of not exceeding one calendar year, if the scholar commits an assault with a weapon upon a teacher, administrator, board member, other employee of the school or another scholar on any school grounds, including on a school bus or at a school-sponsored function, according to the requirements of N.J.S.A. 18A:37-2.2 through 2.5. Assault is defined under N.J.S.A. 2C:12-1(a)1 and weapons includes, but is not limited to, those items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921. The Chief Executive Officer shall remove scholars with disabilities for assaults with weapons offenses in accordance with the provisions of N.J.A.C. 6A:14 and the applicable Federal regulations incorporated therein.

Assaults on Staff Members – The Chief Executive Officer shall immediately remove any scholar, other than a scholar with a disability, from the school’s general education program if the scholar commits an assault not involving the use of a weapon or firearm, upon a teacher, administrator, board member or other employee of Foundation Academy Charter School acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to Foundation Academy Charter School. Assault is defined under N.J.S.A. 2C:12-1(a)1.

The Chief Executive Officer shall remove scholars with disabilities for assaults on staff members in accordance with N.J.A.C. 6A:14.

Expulsions

Expulsion means the discontinuance of educational services or the discontinuance of payment of educational services for a scholar.

In accordance with N.J.S. 18A:37-2, scholars may be expelled from the charter school for any of the following reasons: (note: though the law refers to expulsion from New Jersey schools in general, for the purposes of this document, expulsion shall here refer merely to the expulsion of a scholar from this charter school).

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person, having authority over him/her;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his or her presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or

other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;

- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils; and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

Foundation Academy Charter School may expel, that is discontinue the educational services or discontinue payment of educational services for, a general education scholar from school after the Board of Trustees has provided the following:

- The procedural due process rights set forth at N.J.A.C. 6A:16-7.3 and 7.4, subsequent to a long-term suspension, pursuant to N.J.A.C. 6A:16-7.3; and
- An appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f).
 - o The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14; whichever are applicable; or
 - o The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for scholars of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

Any appeal of the Foundation Academy Board of Trustees' decision regarding the cessation of the scholar's general education program shall be made to the Commissioner of Education.

- The Foundation Academy Board of Trustees shall continue to provide an appropriate educational program or appropriate educational services, in accordance with N.J.A.C. 6A:16-7.5(a)2, until a final determination has been made on the appeal of the district board of education's action to expel a scholar.

An expulsion of a scholar with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

Discipline of Scholars with Special Needs

Foundation Collegiate Academy will uphold the specified disciplinary policies and procedures outlined in the Individual Educational Plans (I.E.P.) of a scholar with a disability. Otherwise, scholars with special needs will be held to the Code of Conduct and discipline systems outlined in this document.

Scholar Rights

In all matters regarding discipline, all members of the Foundation Collegiate Academy community have the right to:

- Advance notice of behaviors that will result in suspension and expulsions. These behaviors are identified within this Code of Conduct;
- Education that supports scholars' development into productive citizens;
- Attendance in a safe and secure school environment;
- Attendance at school irrespective of scholars' marriage, pregnancy or parenthood;
- Due process and appeal procedures pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request;
- Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2 (b)3. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request; and

Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Scholar Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of scholar alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Scholar Records; as well as other existing Federal and State laws pertaining to scholar protections. The actual New Jersey Administrative Code language regarding these due process and appeal rights is available to parents and scholars upon request.

Foundation Collegiate Academy Honor Code

We expect 100% of a student's work to be their own original work. Scholars are expected to following the highest standard of honesty and fairness. As a community of learners, trust and respect among scholars, faculty and staff are essential elements. The following Honor Code has been established to provide a guideline for those standards. Scholars are expected to follow the code and to be aware of the responsibilities and consequences it promotes.

Scholars who engage in the following behaviors violate our community's Honor Code:

- Dishonest behavior

- Copying another scholar's work, giving a scholar one's work, or letting another scholar look at his or her work or test
- Cheating on an exam
- Taking another's work
- Plagiarism (Plagiarism is defined as stealing or using without acknowledgement the ideas, words, formulas, textual materials, online services, computer programs, etc... of another person, or in any way represent the work of another person as one's own.
- Falsifying records

Dress Code

Often a scholar's appearance reflects his or her attitude. Generally speaking, scholars who care about the way they look also care about the way they behave and are concerned about their academic studies. Since one of our goals is to promote a feeling of pride, scholars are expected to wear the proper school uniform each day and to come to school clean and well groomed.

Scholars must remain in uniform at *all times* while on campus. All scholars must arrive each morning on campus in uniform, and may not change into their Foundation Collegiate Academy uniform upon arrival. Any scholar who arrives on campus out of uniform will be sent home to change and given detention or will need to exchange their cell phone pouch for any borrowed uniform item if available for the day. (Please note that those scholars who acquire more than 12 unexcused absences jeopardize their promotion at the end of the year.)

Athletes, see the athletic section for guidelines.

Uniform Guidelines

Tops

9th - 12th Grades – charcoal grey polo and/or royal blue pullover that bear the Foundation Collegiate Academy logo. Any school approved items that bear the Foundation Collegiate Academy logo.

***The above dress code policies are to be adhered to unless otherwise specified.**

Grades 9-12

- a. Shirts should be worn professionally, buttoned up to the second to top button at all times while on campus. Shirts must be of appropriate fit (not too tight) and must

provide appropriate coverage. If a scholar wears an inappropriately sized top, he or she will be required to change. Gym shirts must NOT be worn as an appropriate school shirt.

- b. Solid white, navy, black or grey long sleeve t-shirts and thermals may be worn under Foundation Collegiate Academy shirts. No other colors may be visible under a scholar's uniform.
- c. In cooler weather, scholars may wear navy or royal blue sweatshirts and cardigans that bear the Foundation Collegiate Academy logo or any school approved item that bears the Foundation Collegiate Academy logo. These items must be worn above a Foundation Collegiate Academy shirt.
- d. Solid white, navy, black or grey long sleeve t-shirts and thermals may be worn under Foundation Collegiate Academy shirts. No other colors may be visible under scholars Foundation Collegiate Academy tops.
- e. Scholars may *not* wear hooded shirts or sweatshirts under their Foundation Collegiate Academy shirts.
- f. Any undershirts worn to school must not be visible at any time.
- g. Coats, non-school sweatshirts, or any other outerwear, are not permitted to be worn during school hours or taken anywhere in the building at any time and must be left in the locker all day.
- h. Shirts must always be tucked in whenever scholars are on school grounds for both male and female scholars.
- i. Scholars may not cut, tear, color in, draw on, or otherwise alter their uniform shirts.

Pants

9th – 12th Grades

- a. All scholars must wear navy slacks. Slacks may be purchased from our vendor or any other store of choice. Purchased pants must be navy (pleated or flat), have no extra pockets and no cuffs. Pants must NOT be jean or jean like material
- b. Pants must be worn at waist level. Sagging is not permitted at Foundation Collegiate Academy.
- c. Skirts, capri pants and shorts are not permitted.
- d. Pants may not have tears or holes.
- e. No pockets, loops or straps on pants can be below the hip level.
- f. Pants must not be too baggy or too tight.
- g. Scholars may not cut, tear, color in, draw on, or otherwise alter their uniform pants.

Belts

- a. Boys and girls must wear a solid black, dark brown or navy belt. Belts may not hang down below the waist. Chains, studded belts, and belts with large, blinking, and/or otherwise unprofessional buckles may not be worn.

Shoes

- a. Scholars must wear black sneakers or black dress shoes (flats only) at all times.
- b. Closed-toe shoes must be laced up, with tongue inside, and tied securely.
- c. Heels, open-toed shoes, sandals, flip flops and slides may not be worn. Boots may only be worn at Foundation Collegiate if they fit under the pant leg.

P.E. Attire

- a. Scholars must wear Foundation Collegiate gym t-shirts and athletic shorts or sweatpants for Physical Education classes/or a solid navy tee-shirt, solid navy, white, or black sweatshirt, sweatpants, and/or basketball shorts.
- b. Scholars may not cut off or alter the P.E. attire in any way.
- c. No short-shorts, jeans, jean shorts, cutoffs, lycra or spandex are allowed for P.E.
- d. Scholars must change into and out of gym uniform in their assigned changing room.

Hair and Head Coverings

- a. No hats or other head coverings including scarves, and bandanas are permitted in the building. They must be removed before entering.
- b. Headbands must be black or navy and no wider than two fingers.
- c. Those who need religious exemptions should notify the school at the beginning of the year.
- d. Hair is to be neatly groomed at all times.

Distracting Clothing

- a. Any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process will not be permitted.

SCHOOL WIDE EXPECTATIONS

In order to ensure that we maximize our learning time, Foundation Collegiate Academy has established norms for operating within any Foundation Collegiate Academy classroom and circumstance.

School-wide Norms

Foundation Collegiate Academy scholars will:

- Follow directions the first time they are given.
- Enter class prepared with the necessary materials for learning.
- Act professionally and respectfully towards all persons, property and spaces.
- Maintain professional posture and appropriate eye contact at all times.
- Self-monitor volume at all times.
- Speak in “academic” English at all times.

Locker Use

Foundation Collegiate Academy provides each scholar in the 9th -12th grades a locker each year. To ensure that all scholars’ belongings are secure while in lockers the school maintains a record of combinations should any scholar forget their combination code during the year. In addition, scholars are not to share or give out their combination locks and only one scholar is permitted to use each locker. Locker swapping is not permitted. Foundation Collegiate Academy is not responsible for any missing/lost/stolen items that disappear from lockers.

Scholars will be provided with a locker contract once locker assignments have been given out. Parents and scholars should read over the contract carefully as scholars and parents will be held responsible for all information included in the contract and will be held financially responsible for any damages to lockers. Foundation reserves the right to inspect lockers at any time.

Hallway Transitions

During transitions, scholars are expected to move quickly, quietly and calmly to their lockers and eventual destinations. Students may engage in appropriate conversations and must display appropriate body language as cursing, and inappropriate touching is not permitted. Students must keep to the right in the hallway and use the appropriate stairwell to keep traffic flowing in two directions ,Walk (no running, no dancing, etc.)

Entering Class

Upon entering class, all scholars must be seated, silent, and ready to work *at the beginning of the class period*. Scholars are expected to enter classrooms calmly and silently.

Restroom Use

Scholars may only use the bathroom after the first 15 minutes of class and before the last 10 minutes of class.

Should a 9th - 10th scholar need to use the restroom, they must simply use Foundation Academy’s exit signal to indicate that they need to leave, wait for teacher approval and exit the room. Scholars must always sign out before leaving and sign in upon return.

Upperclassmen are free to use the restroom at any time with the appropriate pass and after signing out. Students may not leave for more than 5 minutes.

One scholar at a time from each class will be permitted to use the restroom. Before leaving the class (for any reason), scholars must take the classroom's pass. They must be mindful of their time using the restroom, as others are often waiting their turn.

Co-Curricular Activities /Enrichment Programs

Student participation is contingent upon academic and behavioral performance.

Athletics

All scholars must have a physical examination performed by a qualified physician and must report the examination using Foundation Collegiate Academy's official form. This form **MUST** be completed, signed, and submitted to the School Nurse, before he or she will be permitted to participate in any school athletics.

In addition, student-athletes may be required to submit a deposit for any school uniforms that are issued. Scholars are responsible for the safe-keeping and laundering of athletic uniforms. The school is not responsible for lost or stolen items.

Student athletes must maintain a 2.5 GPA 70% or better in order to join and/or continue to participate in any team sport. Failure to maintain a cumulative GPA of 2.5 may warrant academic probation that may ultimately lead to the dismissal from a team.

Student athletes may be required to dress in either business attire or the school uniform on game days. Failure to adhere to the strict uniform guidelines will result in a game suspension and school suspension.

ACADEMIC RESPONSIBILITIES & CONDUCT

Student-athletes are responsible to meet the goals as outlined in each of their classes and to reflect all the positive qualities of an exemplary FA student.

ACADEMICS

Student-athlete academic expectations include class attendance, effort, behavior and achievement. Student-athletes must remember that their number one priority is academic education; student-athletes are always expected to perform to the best of their abilities in the classroom. Student athletes must inform all of their teachers of any anticipated absence well in advance. It is the responsibility of each student-athlete to obtain any missed class materials, make up any missed class work, retrieve any handouts distributed in his/her absence, and inquire about any assignments he or she may have missed while absent.

CONDUCT

As school representatives, student-athletes are expected to conduct themselves respectfully and with impeccable manners. This applies to all school situations, whether at FA, at any other school, or riding on the team bus. Student-athletes will be held accountable for behavior outside of school as well as conduct unbecoming of a FS student-athlete. Poor sportsmanship, inappropriate language or any form of student misconduct will not be tolerated and will be dealt with on a case by case basis. Remember, it is an honor and a privilege to be an FA student-athlete.

ILLEGAL SUBSTANCES

Alcohol, Drugs, Steroids, Tobacco, Controlled Substances By signing this “Code of Conduct” student-athletes promise to refrain from the possession, use, and distribution of any tobacco products, drugs, alcohol, steroids, and other controlled substances, both on and off school grounds. If it is determined a student-athlete has violated this pledge he/she will be subject to serious disciplinary consequences including suspension or dismissal from the team.

ELIGIBILITY REQUIREMENTS

During the season, academic and behavioral concerns will be discussed with the student-athlete, teacher(s), leader of student culture, and coaches on a weekly basis to ensure that the bi-quarterly and quarterly eligibility expectations are met. Failure to improve will result in disciplinary measures, including possible suspension or dismissal from the team.

The general guidelines for student-athlete eligibility are as follows:

To maintain their eligibility all student-athletes must maintain a **Term G.P.A. of 2.0 or Higher and maintain an advisory score of 85 or above.** For each corresponding marking period the **Merit Eligibility Count** is **85, 170, 255, and 340.**

Food

The appropriate time for food and drink is during lunch. Drinks may not be brought to school in a glass container. Drinks in cardboard or plastic containers must be in an original, sealed container upon arrival at school and remain unopened until lunchtime. Eating anywhere in the building other than the lunchroom is strictly prohibited. **Chewing gum and sunflower seeds, are not permitted at any time.**

Lunches are not to be brought to school during the middle of the school days. Such interruptions to the school schedule can be distracting.

School Service (Chores)

As a part of the Foundation Collegiate Academy community, scholars are expected to pitch in and help out with keeping the school clean. Just like at home, scholars will have chores to do

around the school. In addition, community service work around the school may be assigned as a consequence for violation of the Code of Conduct.

School Phone Usage

Cell phones and smart watches are strictly prohibited. In the event of an emergency, scholars will have access to teacher cell phones and the main office phone. Although Foundation Collegiate Academy Charter School aims to have as much communication as possible with its families, the school must confine scholar phone usage to those situations that stem from health and safety issues, emergencies, or when scholars need to contact parents to let them know they must stay after school for a detention received that day.

Scholars and their parents must arrange pick-up times in advance of school and should not come to expect a daily phone call. In addition, parents should not rely on Foundation Collegiate Academy staff to relay messages to their children during school hours except in emergency cases. Relaying messages to scholars during the school day is highly disruptive to the learning environment. Therefore, only messages regarding true emergencies will be taken.

Adult Supervision

Scholars are required to have passes any time that they are in the building or on campus and not under direct adult supervision. If school is in session and a scholar is out of his or her classroom or lunchroom without a pass he or she is deemed, by definition, to have left adult supervision without permission and appropriate disciplinary action will be taken, including possible suspension.

Technology and Internet Use

Foundation Collegiate Academy Charter School is committed to the effective use of technology to enhance both the quality of scholarly learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our scholars. Safeguards also protect the school's investment in the hardware and software, ensure the benefits of technology and prevent negative side effects.

Foundation Collegiate Academy scholars will receive a school-sponsored and maintained email address by which scholars may communicate electronically with their teachers as well as college admissions officers (during the junior and senior years). The appropriate use of the Foundation Collegiate Academy email address is strictly enforced by the following technology mandates.

All scholars will treat school technology- and all school property- with care and respect. Scholars must sign out all technology prior to use and sign it in upon its return. Degrading, vandalizing or disrupting equipment, software or system performance or the data of another will result in swift and immediate disciplinary action up to and including suspension and expulsion.

School Computers

Scholars are responsible for exhibiting good behavior as they use computers at school. Computer files, including e-mail, are not private. The use of the school computers and networks, computer software, data files, Internet access, and intellectual property is a privilege and is intended for educational purposes only. The privilege may be revoked or other disciplinary action taken for violation of any of the following rules.

Scholars may NOT:

- Share computer account IDs and passwords except when authorized.
- Create, copy, receive, or use data, language, or graphics that are obscene, abusive, or otherwise inappropriate at school.
- Access, change, or delete computer programs, data files or electronic mail without expressed permission.
- Remove or destroy the school's computer hardware or peripherals (printers, monitors, modems, cables, connectors, etc.)
- Remove or destroy computer software or data files owned by the school or other persons.
- Violate or attempt to violate the security of the computer/network systems.
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems.
- Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software.
- Use computers, computer networks, or computer peripherals (printers, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way.

It is the policy of Foundation Collegiate Academy Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. Foundation Collegiate Academy Charter School has the duty to investigate any suspected violations of this policy.

Definitions

Key terms are defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research of other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of Foundation Collegiate Academy Charter School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all the members of Foundation Collegiate Academy Charter School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology department or designated representatives.

No Expectation of Privacy

Given valid reason, Foundation Collegiate Academy Charter School may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Foundation Collegiate Academy Charter School may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the school. The school may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

Scholar Cell Phones and Other Electronics

Cell phones, smart watches and all other smart electronics working or non-working are strictly prohibited and must be placed in the cell phone pouch. Scholars are allowed to possess the cell phone inside the locked pouch while on campus, but the cell phone may never be taken out on campus. If the pouch is damaged in any way or a student is found to be in possession of ANY smart device including but not limited to an Ipad, MP3 player, smartwatch or smart glasses that is NOT in a locked pouch, the student will be sent home.

If their cell phone rings, sounds an alarm or makes any other noise, a Foundation Collegiate Academy faculty member will confiscate the phone pouch immediately and it will be returned at the end of the day. . Our school's authority to implement and enforce a policy related to cell phone usage (including confiscating cell phones) is pursuant to its common law responsibility to maintain a safe and orderly environment at the school. In addition, it is consistent with the statute prohibiting the possession of pager devices on school grounds, *N.J.A.C. 6A:16-5.8*.

There is no acceptable use of a cell phone during the academic day WITHOUT staff permission. **Foundation Collegiate Academy faculty members will not draw distinctions between electronics that are being actively 'used' or not.**

Parents who need to speak with their son or daughter during the day may call the Main Office. Scholars may return parent calls using an office phone. Should a scholar need to contact a family member, younger sibling, etc. during the school day, they should resolve this situation by speaking with a faculty member and using an office phone.

While the Foundation Collegiate Academy will take every reasonable effort to securely store any confiscated personal property, note that Foundation Academy Schools are not responsible for property that is lost, damaged, stolen or misplaced after being confiscated by a staff member.

If scholars do not agree with this policy, they are advised not to bring electronic devices to school.

Foundation Collegiate Academy is not responsible for lost, damaged, or stolen property. Scholars store personal technology items on campus at their own risk.

Supplies

Scholars will need a backpack to tote their materials to and from school. Only medium-sized backpacks with two straps are permitted. In addition, scholars need to have the following supplies at home to complete their homework:

- Access to a Computer
- Access to the Internet
- College-ruled Lined Paper
- Erasers
- Flashcards and Container

- Glue/Tape
- Graphing Calculator
- Markers
- Pencils
- Pens
- Highlighters
- Post-its
- Protractor
- Ruler
- Scissors
- Stapler
- White-Out

Textbook Policy

Use

Foundation Collegiate Academy will provide scholars with multiple textbooks throughout the year to use for their studies. All textbooks and novels that are issued to a scholar are the property of Foundation Collegiate Academy and are loaned to the scholar for use during the school year. Each teacher who issues a book to a scholar will keep a record of the book, the scholar will be responsible for returning it. These textbooks are costly and the Academy trusts scholars with their care. Novels are considered textbooks. Report cards may be withheld for unreturned books.

- Foundation Collegiate Academy will give scholars charge over a particular, assigned textbook. That same text, signed out under a scholar's name, must be returned at the end of the year. If the book is lost or damaged, a fine will be imposed. If a scholar returns a different text at the close of the year, that scholar will be held financially responsible for replacing the assigned text. Fines must be paid before the scholar's report card or transcript is issued to him/her. Books lost during the year must be paid for before a new book is issued.

Parent-Teacher Conferences

Conferences are held three times per year—at the conclusion of the first, second and third marking periods. Your child's Advisor will contact you to schedule your attendance at Parent-Teacher Conferences.

During the first and third Parent-Teacher Conferences, the Advisor will review the scholar's academic transcript and discuss how the quarterly grade report impacts the 4-year academic transcript as well as scholar college options. **Attendance at Parent-Teacher Conferences is mandatory.**

If for some reason, a parent/guardian is unable to attend a conference, report cards must be picked up in the main office within two (2) school days.

BUILDING WELLNESS, SAFETY AND SECURITY

School Closing

In the event that school is cancelled or has a delayed opening because of inclement weather, parents will be notified in the following ways:

- Automated telephone call to your home the morning of the school closing
 - Posting of the delay/closing on Instagram, Facebook, and www.foundationacademy.org
- If for any reason, Foundation Collegiate Academy has an emergency closing during the school day (e.g. snowstorm, power outage, etc.), the school staff will notify the parents/guardians. In the event of extreme delay, parents/guardians of each child will be notified. It is imperative to make arrangements with family and/or neighbors to care for your children if you will not be home.

Emergency Evacuation Procedures

The following procedures will be in effect in the case of an emergency.

Parent Pick-Up

- The Chief Executive Officer and/or Principal will call local radio and television stations to report when parents should pick up their children.
- Parents should not go to the school.
- Parents should not call the emergency site – all communication lines must be left open – please tune in to your radio and/or television station.
- All scholars and staff will be directed to the emergency site.

Fire Safety and Evacuation Procedures

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

- Line up immediately, silently and in the designated order
- Walk silently to the designated exit and line up outside
- Remain silent and await further instructions

Pick-Up Procedures

To ensure the safety of our scholars, the following procedures must be followed if the adult picking up a scholar under the age of 17 is not a parent or guardian:

- All parents/guardians must provide the office with an authorized list of person(s) designated to pick-up their child. In case of emergency parents must call the school to designate a one-time emergency authorization for a new individual.
- The designated person will need to present a valid photo I.D. when picking up the scholar.

Scholar Health

Reporting to the Nurse

The nurse and/or first aid certified staff member are available for treatment of minor injuries or illnesses and for discussion of any health concerns that occur during the school day or on a school sponsored trip. A scholar may report to the health office with the consent of his or her teacher, documented with a specific nurse pass or prior phone contact to the nurse. A parent/guardian will be notified if care beyond first aid is required or if a child is too ill to remain in school. Once notified, it is the responsibility of the parent to arrange for immediate transportation if the scholar is to be excluded from school. If guardians, physicians, or other persons designated by the parent cannot be contacted, the school nurse will take whatever action is deemed necessary in her judgment for the immediate health of the scholar. **Diagnosis and treatment of illness are not the responsibility of the school. Any diagnosis/further treatment will be the responsibility of the parent/guardian and private physician/certified nurse practitioner.**

Medical Emergency

In a true medical emergency, 911 will be initiated first, and then a parent/guardian will be notified. Hospital policy requires that the parent/guardian report to the emergency room immediately to authorize care. Foundation Collegiate Academy will not be financially responsible for the emergency care and/or transportation for the scholar.

Communicable Diseases

Foundation Collegiate Academy recognizes that health is essential to the education and well-being of its scholars and staff. Therefore, it is necessary that a scholar with a communicable disease be excluded from school until the danger of contagion has passed. Please know that Foundation Collegiate Academy will follow all recommendations of the State and Local Health Departments in the event of a contagious disease incident. Notify the school nurse if your scholar becomes ill at home. The school may request a note from the scholar's health care provider stating that the condition is no longer contagious and/or be evaluated by the school nurse before the scholar can be readmitted to class. With any illness, a scholar should be free of fever for 24 hours (without the administration of any fever reducing medication) before returning to school.

Medication Administration

Whenever possible, medication should be administered prior to and after school hours. However, Foundation Collegiate Academy recognizes that under certain circumstances, a scholar's attendance/education is contingent upon the receipt of medication during school hours or on school sponsored trips. This form may be obtained from the school nurse. Medication must be brought to school by the parent/guardian in the original bottle and properly labeled by a registered pharmacist with the scholar's name, name of medication, and dosage.

Except those medications for life threatening conditions (refer to provisions below), all medications, including non-prescription, must be stored in the health office and administered by the school nurse. Scholars are not to carry medications of any kinds or self-administer medications during school hours or on school sponsored trips without proper physician documentation and the knowledge of the school nurse. Additionally, we request that you inform the school nurse of any medication changes or any additional medications administered at home that may cause side effects or a change in behavior while at school.

Health Examinations

Please be advised that admission to Foundation Collegiate Academy is conditioned upon the parent/guardian providing written documentation of the following health requirements.

ALL SCHOOL ENTRY PHYSICALS AND SPORT PHYSICALS MUST BE PERFORMED BY THE SCHOLAR'S OWN HEALTH CARE PROVIDER.

1. Completion of the "Annual Athletic Physical Evaluation" form by your licensed physician or certified nurse practitioner. This examination must be than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. (Medical examinations are also strongly recommended at the following developmental stages: pre-adolescence (grades 4-6), and adolescence (grades 7-12).

*****Pre-participation sport physicals are required annually for participation on an extra-curricular sports team.*****

2. Proof of appropriately spaced immunizations including the date, month, and year of each administration.

- a) DPT Vaccine (4 doses; the last dose administered on or after the child's 4th birth date)
Alternately, a child with any total of 5 doses will also be in compliance.
- b) ***Tdap booster (1 dose) for a scholar entering Grade Six or on the 11th birthday, given no earlier than the 10th birthday.
- c) Poliovirus Vaccine (3 doses; the last dose administered on or after the child's 4th birth date)
Alternately, a child with any total of 4 doses will also be in compliance.
- d) MMR Vaccine (2 doses, the first dose administered on or after your child's 1st birth date).
- e) Hepatitis B Vaccine (3 doses).
- f) Varicella Vaccine (1 dose, administered on or after the child's 1st birth date) or proof of disease.

g) *** Meningococcal Vaccine (1 dose) for scholars entering Grade Six or on the 11th birthday, whichever comes first.

OR

a) A written statement to the school, signed by the parent/guardian, that explains how the administration of immunizing agents conflict with your child's exercise of religious tenets and practices.

b) A written statement from a licensed physician or nurse practitioner that the immunization is contraindicated for medical reasons. The medical contraindication must state both the reason and length of the medical contradiction.

An official school record (A-45), a record from any health department, an immunization record from a licensed physician or certified nurse practitioner, or an official record from the New Jersey Immunization System can be accepted as evidence of a child's immunization history.

Immunizations can be provided free of charge for children that reside in the city of Trenton. If this is of interest to you, contact the City of Trenton, Division of Health by calling (609) 989-3242.

Tuberculin Skin Testing

FCA requires proof of tuberculin skin testing and medical evaluation (if the reaction is > 10 mm) for scholars transferring directly from an identified high TB incidence country. The school nurse will contact you directly if this is a requirement of your child.

Emergency Administration of Medication (N.J.S.A. 18A:40-12.5, 12.6)

As according to New Jersey State Law, FCA permits the self-administration of medication by a pupil for potentially life threatening illnesses only (asthma, anaphylaxis). Additionally, the school nurse may designate another employee of the school to administer epinephrine via an auto-injector to a pupil for life threatening anaphylaxis when the scholar does not have the capability of self-administration and the school nurse is not physically present at the scene. The school's "Self Administration of Medication" form must be completed by the scholar's health care provider, signed by the parent/guardian and scholar, and remain on file in the scholar's school health record. This form may be obtained from the school nurse. Medication must be provided by the parent/guardian, properly labeled by a registered pharmacist with the scholar's name, name of medication, and dosage.

Emergency Contact Forms

In order to provide care in the case of accident or sudden illness, a completed "Health Office Emergency Contact" form should remain on file in the Health Office. When completing this form, list only those persons who are available during school hours to assume responsibility/care for your child should he or she become ill or injured. Please contact the school as soon as possible should there be any changes in emergency contact information.

Health History

In order to assess your child's individual health needs, provide comprehensive health care, and develop/maintain a permanent health record, it is necessary for the "Health History" form to be completed. The parent/guardian is responsible for notifying the school of any change in scholar's health or medication.

Health Screenings

The school nurse will provide the following preventive screenings: measurement of height and weight, BMI calculation, blood pressure, vision, and hearing. Scholars will be evaluated for scoliosis (curvature of the spine) every other year. You will be notified in writing if further evaluation by your personal care provider is recommended.

Physical Education

A note from the scholar's private health care provider is required to be excused from Physical Education. This written statement must state length of time that the scholar is to be excluded and/or what limitations/modifications are required.

Should you have any questions about any of the above, please contact the school nurse.

Child Study Team

The Child Study Team professional staff consists of a school psychologist, the school social worker, and a learning disabilities teacher/consultant, as well as a special education and regular education teacher. The Principal, school nurse, and other Faculty members will attend meetings as deemed necessary. A speech language specialist, occupational therapist, or other specialist will be a member of the Child Study Team professional staff as necessary.

The purpose of the team is to work together with the parent/guardian to identify, evaluate and determine a scholar's eligibility to receive special services, develop and review the individualized education program (IEP), and place the scholar in an appropriate program.

The Child Study Team uses the results of an initial evaluation, an annual review, or a re-evaluation to determine what kinds of services are needed for each scholar. Parents' concerns regarding their classified child or their child's possible disability should be brought to the attention of the Child Study Team via the School Social Worker.

Intervention & Referral Services (I&RS)

New Jersey law requires all public schools to establish and implement a coordinated system of intervention and referral services. Foundation Collegiate Academy's Intervention and Referral Services (I&RS) Committee is a multidisciplinary team whose purpose is to plan, organize, and implement programs of intervention and referral services designed to assist scholars who are experiencing academic, social, emotional, behavioral, or health concerns, and to support staff members in addressing scholars' individual needs. Basically, the committee provides scholars

and their teachers with interventions and support to assist in scholar learning. Services are provided to aid scholars in the general education program.

Because the emphasis is on early identification and intervention, the I&RS Committee will most often be the first referral for assistance regarding a scholar. However, it is important to note that a scholar who is suspected of having a disability that requires special education services will be referred directly to the child study team without delay. The Instructional Dean serves as the coordinator of the I&RS team.

Family Involvement

Parent volunteerism is welcomed at Foundation Collegiate Academy. Working together to accomplish common goals creates school pride and spirit. Therefore, we encourage parents/guardians to volunteer their time to Foundation Collegiate Academy as they are able. Parents/guardians who wish to volunteer their time may contact the Dean of Student Culture.

Grievance Procedure

In accordance with the [*Charter School Program Act of 1995*](#), the Board of Trustees must establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the charter school. The committee addresses complaints alleging violations of the Act and makes non-binding recommendations to the Board of Trustees concerning the disposition of complaints.

Advisory Grievance Committee

There shall be a committee of four persons to consider all complaints alleging a violation of the Foundation Academy Charter School charter. Two members of the committee shall be teachers selected by the school's faculty and two members shall be parents selected by the parents of children enrolled in the school. Terms shall be for one year.

The following steps will be taken to address a grievance:

1. Written description of the grievance including the name, address, and telephone number of the grievant, his or her role (parent, scholar, teacher, or other), the alleged violation and the remedy or relief sought, along with any supporting documentation, to be presented by the aggrieved party to the grievance committee no later than one month after the fact. Forms are available in the school's main office.
2. Committee review of the grievance and all supporting materials along with interview of the aggrieved and other relevant parties within one month's time.
3. The Advisory Grievance Committee makes its decision and nonbinding recommendations concerning the disposition of the complaint known to the school's Board of Trustees.

Committee decisions should be completed within one week's time unless there is a call for more information, in which case the process starts again with step (2).

4. The Board of Trustees considers the recommendations of the Grievance Committee at its next regularly scheduled meeting and renders a decision.

5. If the Board decides wholly or partially for the aggrieved, any remedial action is to be taken as expeditiously as possible.

6. If the aggrieved is dissatisfied with the Board's decision, an appeal may be made to the Commissioner of Education.

Transfer Procedures

If a parent wishes to transfer a scholar to another school, parents should notify the Principal and the main office at least two weeks in advance whenever possible. Scholar withdrawal forms need to be completed by parents. All school-owned property (e.g. books) must be returned or paid for before leaving. Scholar records will be held until all books are returned and all fines are paid.

Other Rules

Foundation Collegiate Academy has the right to create, establish or amend school rules as the school organization sees fit.

APPENDIX

**FOUNDATION ACADEMY CHARTER SCHOOL
SCHOLARS FILE CODE: 5145.4**

EQUAL EDUCATIONAL OPPORTUNITY

Foundation Academy Charter School shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other school affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his or her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his or her program, consistent with school goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

1. insisting on reasonable standards of scholastic accomplishment for all pupils;
2. creating a positive atmosphere in and out of the classroom;
3. extending the same courtesy and respect that is expected of pupils; and
4. treating all pupils with consistent fairness.

The Board guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The school's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors-- shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as any gesture that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; that will have the effect (actual or perceived) of harming a scholar or damaging the scholar's property. Harassment also includes any gesture that demeans or insults a scholar or group of scholars in such a way to cause substantial disruption in or interference with the orderly operation of the school.

Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the scholar body may file a formal grievance related to harassment. The Chief Executive Officer or his or her designee will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the school or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The Board shall maintain an academic environment that is free from harassment and provide equal and bias free access for all scholars to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The Board shall ensure that:

1. School classrooms and facilities will be barrier free;
2. The district curriculum will be aligned with the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap;
3. All scholars have access to counseling services; and
4. The physical education program is equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or Chief Executive Officer. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Hate Crimes/Bias Incidents

An employee of the Board who becomes aware in the course of his or her employment that a scholar or other staff person has committed a hate crime or is about to commit one shall immediately inform the Chief Executive Officer. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Implementation

The Chief Executive Officer shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Chief Executive Officer shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the school's affirmative action officer and how he or she may be contacted.

The Chief Executive Officer shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The Chief Executive Officer shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

Legal References:

- N.J.S.A. 2C:16-1 Bias Intimidation
- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- N.J.S.A. 18A:36-20 Discrimination; prohibition
- N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
- N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- N.J.A.C. 6A:11-4.12 Equity in Education
- N.J.A.C. 6A:16-6.3(e) Reporting scholars or staff members to law enforcement Authorities
- N.J.A.C. 6A:17-1.1 et seq. Scholars At-Risk of Not Receiving a Public Education
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-12.1 Reporting requirements
- N.J.A.C. 6A:32-14.1 Review of mandated programs and services 20 U.S.C.A. 1681 Title IX of the Education Amendments of 1972
- 20 U.S.C.A. 794 et seq. Section 504 of the Rehabilitation Act of 1973
- 20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B
- 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq. Comprehensive Equity Plan, New Jersey State Department of Education

Cross References:	2224	Nondiscrimination/affirmative action
	4111.1	Nondiscrimination/affirmative action
	4211.1	Nondiscrimination/affirmative action
	6121	Nondiscrimination/affirmative action
	6145	Extracurricular activities
	6171.4	Special education

FOUNDATION ACADEMY CHARTER SCHOOL
INSTRUCTION FILE CODE: 6121

NONDISCRIMINATION/AFFIRMATIVE ACTION

No pupil enrolled in Foundation Academy Charter School shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of the school on the basis of race, color, creed, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, national origin, place of residence, social or economic condition, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test. The Affirmative Action Team as led by the Affirmative Action Officer shall be responsible for planning, implementing and monitoring the school's affirmative action program with respect to school and classroom practices.

Reporting to the Chief Executive Officer, the Affirmative Action Team shall review the following areas for compliance with state department of education regulations and make suggestions and/or recommendations when necessary.

Curriculum content

The team shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among scholars, regardless of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin, socio-economic status or disability:

1. school climate;
2. courses of study;
3. instructional materials;
4. instructional strategies;
5. library materials;
6. technology/software and audio-visual materials;
7. guidance and counseling;
8. extracurricular programs and activities;
9. testing and other assessments; and
10. reducing or preventing the under representation of minority, female and male scholars in classes and programs.

The team shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States history and inclusion of instruction on the Holocaust and genocide in the curriculum for all school pupils.

Staff training

The Affirmative Action Officer shall suggest a program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An equity inservice program shall be held annually for all staff and for parents and community members as needed to facilitate participation and support.

Pupil access

The team shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

1. ensuring equal access and barrier-free access to all school and classroom facilities;
2. refraining from locating new facilities in areas that will contribute to imbalanced, isolated or racially identifiable school enrollments;
3. assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status;
4. ensuring that pupils are not separated or isolated within courses, classes, programs or extracurricular activities;
5. ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;
6. ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically-advanced instructional assistance;
7. ensuring that all limited English-proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
8. ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
9. ensuring that pupil support services (such as school-based youth services, health care, tutoring and mentoring) are available to all pupils, including LEP pupils; and
10. ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

The Chief Executive Officer will report to the Board of Trustees annually on continuing compliance.

Date Approved:

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:4A-1 et seq. New Jersey Commission on
Holocaust Education
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:35-1 Course in history of the United States in
high school
N.J.S.A. 18A:36-20 Discrimination; prohibition
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity
in Education

Child Care Resources

Child Care Center Licensing	609-292-1021
Child Care Connection (Resource and Referral)	609-989-7770
Child Care Technical Assistance Warmline	800-713-9005
Catholic Charities (Resource and Referral)	732-324-4357

Early Intervention

Mercer County Special Health Services	609-730-4152
Project Child	609-588-8509
Project Child Find	800-322-8174
Statewide Parent Advocacy Network (SPAN)	800-654-7726
Step Ahead Developmental Day Care	609-278-0154
Family Guidance Access Center	800-813-0555
Oaks Integrated Care	609-396-8877
Jewish Family & Children's Services	609-987-8100
Planned Parenthood of Mercer County	609-599-4881
Trinity Counseling Services	609-924-0080
Womanspace (Rape/Domestic Violence)	609-394-9000
Youth Emergency Services @ CHS-Fuld	609-396-6722

Food Pantries

Crisis Ministries	609-396-9355
Hamilton Neighborhood Center (John O. Wilson)	609-393-6460
Community Action Service Center	609-443-4464
HomeFront	609-989-9417
Lawrence Neighborhood Center	609-883-3379
Mercer Street Friends	609-396-1506
Mount Carmel Guild	609-392-3402
Salvation Army	609-599-9373
Trenton Area Soup Kitchen	609-695-5456
United Progress, Inc	609-392-2161

Health Hotlines

AIDS Hotline	800-621-2377
BIBS (Black Infants Better Survival)	888-414-2427
Child Abuse Hotline	800-792-8610
Capital Health Systems (Youth emergency services)	609-396-6722
Domestic Violence – Womanspace	609-394-9000
Domestic Violence Hotline	800-572-7233
Drug & Alcohol (Assessment, evaluation, referrals)	609-396-5874
Lead Screening Information (Extension 152)	609-989-3636
Parents Anonymous	609-243-9779
Trenton Health Department	609-989-3636

Health Insurance

NJ Family Care	800-701-0710
----------------	--------------

Educational Information Services

Association for Retarded Citizens-Mercer	609-406-0181
--	--------------

American Lung Association (Mid-NJ)	609-918-0313
Child Care Connection	609-989-7770
Latinas Unidas (YWCA of Trenton)	609-396-3040
Mercer County Office of the Disabled	609-989-6468
Mercer County Medical Society (Referrals)	609-882-1048
MECHA (Latino Family Services)	609-392-2446
Middlesex County Office for the Disabled	732-745-4013
NJ Center for Outreach for the Autism Community	609-883-8100
Parents Anonymous	609-243-9779
United Way of Greater Mercer County	609-896-1912
United Way of Central Jersey (Middlesex)	732-247-3727
United Way of Somerset County	908-725-6640

Family Support

Big Brothers/Big Sisters of Mercer County	609-656-1000
Catastrophic Illness in Children Relief Fund	800-335-3863
Catholic Charities (Mercer County)	609-394-9393
Children & Adults with Attention Deficit Disorder	732-390-5404
Children's Home Society (Foster care, adoption)	609-895-6274
East Ward Family Resource Center	609-599-5764
North Ward Family Resource Center	609-393-2980
Parents Anonymous	800-843-5437
South Ward Family Resource Center	609-394-2056
Sunshine Foundation (Chronically ill children)	609-538-1994
Union Industrial Home	609-695-1492
West Ward Family Resource Center	609-989-1395

Hospitals

Capital Health System at Fuld	609-394-6000
Capital Health System at Hopewell	609-394-4000
Deborah Heart and Lung Center	800-555-1990
Robert Wood Johnson Univ. Hospital – Hamilton	609-586-7900
Robert Wood Johnson Univ. Hospital – N.B.	732-828-3000
The Medical Center at Princeton	609-497-4000
St. Francis Medical Center	609-599-5000

HIV Counseling & Testing

Henry J. Austin Community Health Center	609-278-5900
Hyacinth AIDS Foundation (Case Management)	609-396-8322
Mercer County HIV Consortium	609-278-9555
Mercer Early Intervention Services (HIV)	609-538-0025
NJ AIDS Hotline	800-624-2377
Planned Parenthood-Mercer County	609-599-4411

Immunization

Henry J Austin Community Health Center	609-278-5900
NJ Department of Health Immunization Line	800-328-3838
Trenton Department of Health	609-396-5874

Information & Referrals Hotline

CONTACT of Mercer 609-896-2120
First Call for Help-Mercer County 609-896-4108

Legal Assistance
Legal Aid Society of Mercer County 609-695-6249

WIC Nutrition Program
Mercer County Office (City of Trenton Health Dept.) 609-989-3636
Statewide(Family Health Line) 800-328-3838

Family/Scholar/Faculty Accountability Contract

The Family/Scholar/Faculty Accountability Contract represents the key ideals and most important responsibilities for being a member of the Foundation Collegiate Academy community.

- **Attendance**

- I understand that a FCA scholar comes to school every day on time to begin school at 7:30 AM.
- I understand that if a scholar is absent more than 12 days of the school year, he or she may have to repeat his or her current grade.
- I understand that it is the responsibility of a scholar to alert teachers of absences in advance when possible, and to promptly make up missed work after absences.
- I understand that an absence is excused if the school has been contacted and provided with a written detailed note regarding scholar illness (from a doctor), documented family emergency (such as a death in the family), or religious observation.
- I understand that a scholar will not earn credit for work missed after unexcused absences, including but not limited to family vacations and attendance at entertainment events, unless pre-arranged with course instructors.
- I understand that a scholar is not permitted to enter school before 7:30 AM and will report to an assigned “before-school” area before 7:30 AM.

- **Homework**

- I understand that a Foundation Collegiate scholar will receive about 2.5 - 3 hours of homework each night. This includes an expectation that scholars will read independently for 20 minutes per evening.
- I understand that a Foundation Collegiate scholar may receive failing grades for any missed or incomplete homework that does not meet classroom standards.
- I understand that a Foundation Collegiate scholar will be placed on Academic Intervention if he or she is earning less than a 2.33 GPA total or 75% cumulative average in all classes.
- I agree to communicate frequently with Foundation Collegiate faculty members, practice scholar advocacy, and do whatever it takes to ensure learning and achievement.

- **Code of Conduct**

- I agree to promote and support the rules of behavior as outlined in the school’s handbook, and accept responsibility as a partner in scholarly learning.
- I understand that a Foundation Collegiate scholar will be required to sit in detention if he or she commits a detention-level infraction.
- I understand that while a Foundation Collegiate scholar is in school, he or she is not permitted to use, or have out in plain sight, cell phones, iPods, music players, or other electronic

devices unless he or she has earned the right to use specific electronic devices at specific points in the school day through the merit system. Otherwise, electronics are not to be seen or heard even through a pocket, book bag, purse, locker, etc...

- **Promotion Policies**

- I understand that a Foundation Collegiate scholar needs to pass all core academic classes in order to be promoted to the next grade.
- I understand that a Foundation Collegiate scholar will be required to retake a core or required course if he or she fails.
- For instance, a scholar is required to pass 9th grade English in order to be promoted to 10th grade English.
- I understand that a Foundation Collegiate scholar may be required to stay after school or during lunch for extra help or tutoring, and that he or she is urged to take advantage of extra help opportunities by teachers even when not required.
- I understand that a Foundation Collegiate scholar may be required to attend a series of working lunches if he or she is failing one or more classes as of the first progress report, for the year or on any subsequent progress report or report card.

- **Scholar Dress Code**

- I understand that a Foundation Collegiate scholar comes to school in the school uniform, according to the guidelines listed in the Family/Scholar Handbook and brings his or her gym uniform as needed.
- I understand that if a Foundation Collegiate scholar comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for appropriate dress to be brought in from home, and/or may receive an automatic detention.

- **Family Advocacy Policy**

As the family member of a Foundation Collegiate scholar...

- I agree to support my scholar's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I agree to pick up my scholar's report card at the Family-Teacher Conferences.
- I agree to attend family meetings and other school-sponsored events on a regular basis in order to stay engaged in the school community and to keep abreast of ways I can support my child.
- I agree to respond to phone calls from any school staff member promptly.

- **Faculty Advocacy Policy**

As a faculty member of Foundation Collegiate Academy...

- I agree to arrive at work on time each day and work diligently to ensure our scholars' success.
- I agree to make myself available to scholars and families and address any concerns they might have in a timely manner.
- I agree to actively communicate with students, parents, and fellow teachers regarding scholars' progress, difficulties, and successes.
- I agree to protect the safety, interests and rights of all individuals in my classroom.

