

### **Purpose of this Manual**

Welcome to STEMCivics. We are delighted that you are part of our family. We believe people rise to expectations. We have great expectations for you, and we will do everything possible to ensure your experiences at STEMCivics will be rewarding.

The purpose of this manual is to give an overview of our expectations. This manual is not an all-inclusive set of rules. This manual will be amended from time-to-time, and we will inform you of amendments. We have every desire for you to be successful.

### **STEMCivics' Mission**

The mission of STEMCivics is to use STEM as a motivator to inspire academic success, civic engagement, and ensure students are ready for college and careers.

Everyone plays a role in achieving this mission. STEMCivics places the highest value on honesty and integrity. We recognize that no one is perfect, we all make mistakes, yet it's how we learn from our mistakes that helps us grow. STEMCivics believes that the truth is a very strong shield, and by always being honest in your words and actions, you will enhance your opportunities for success here and beyond.

### **Culture**

Three words describe the culture of Trenton STEM-to-Civics Charter School: caring, collaborating, and community.

STEMCivics believes students and staff members perform at their best when they feel nurtured and when they have the opportunity to continually develop academically, socially, emotionally, professionally, and athletically. Thus, the environment at STEMCivics is one in which people demonstrate genuine care for each other, supporting one another, as we all move to the next level in everything we do. Culture can't be mandated; it can only be modeled. We expect everyone to be models.

STEMCivics believes the power of many is greater than the power of one. Collaboration is embedded in the project and career-based learning activities at STEMCivics. Students and staff members will collaborate with students and staff from other schools, as well as learn from mentors and volunteers from our friends and partner organizations.

STEMCivics believes citizens have a responsibility to enhance the lives of members of its community on the local, national, and global levels. Many projects at STEMCivics are designed to benefit Trenton and will be easily replicated to benefit other communities. Further, STEMCivics participates in projects in developing countries, as students and staff members travel abroad in life-shaping activities.

## **ACADEMICS**

### **Philosophy**

STEMCivics stresses science, technology, engineering, and math. There are no electives. Everyone takes the same program. We believe our curriculum will prepare students for success in STEM and non-STEM fields. We aim to enhance students' critical thinking and life-long learning skills, and believe STEM provides a strong foundation for such.

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### Graduation Requirements

Science	20 credits including at least five credits in laboratory biology/life science; an additional laboratory/inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/inquiry-based science course
Math	20 credits including algebra I and geometry or the content equivalent* and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers
Engineering	10 credits
English	20 credits aligned to grade nine through 12 standards
PE / Health	3 ¼ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5,7,8
Visual / Performing Arts	5 credits
Social Studies	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings
Language	15 credits or student demonstration of proficiency
Financial, Economic, Business, and Entrepreneurial Literacy	2.5 credits
21st Century Life and Careers or Career Technical Education	5 credits
Technology Literacy	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum

\* 127.5 credits are required for graduation

B. Student Course Load and Sectioning.

The Program of Studies is outlined on our website. Every student takes a full set of courses. There are no part-time students.

**Grading System**

Major Assessments 40%,  
Minor Assessments 35%,  
Participation 25%,

The grading system is an easily recognizable system: A thru F, with (+/-), correlated to a 100 point scale. When classes begin in the fall, each faculty member will distribute a course assessment guideline to students, clearly stating how student work is to be evaluated. This grading system still allows teachers to incorporate non-quantifiable factors into this final evaluation, including a student's overall synthesis of course material, contributions to the class, effectiveness in meeting deadlines, and consistency of effort.

A	93-100	Superior
A-	90-92	Excellent
B+	87-89	Exceeds course expectations
B	83-86	Very Good
B-	80-82	Fine Quality
C+	77-79	Good
C	73-76	Satisfactory
C-	70-72	Adequate
D	65-69	Minimally acceptable
F	0-64	Failing No credit

**Incomplete Grade**

An "incomplete" (I) grade indicates that the student is granted extra time to complete missing assignments. The student will receive a written comment, indicating an agreed-upon deadline for completing the work. The student must meet the deadline in order to receive a grade and credit for the course.

### **Promotion and Retention**

Students must acquire thirty (30) credits annually to move to the next grade. All courses shall follow the sequence outlined in the STEMCivics Program of Studies above.

Middle school students will be promoted to the next grade level if a grade of 65 or higher is earned. Middle school students are eligible for summer school—but do not retake courses. Any student who fails two or more core subjects (English, Math, Science or Social Studies) is in jeopardy of being retained.

STEMCivics believes the collaboration of school, parents, and students can identify a pathway for student success. By having ongoing communication, we can build on student strengths, keep students on the path to graduation, and identify issues that might inhibit such. We will seek to work in a proactive manner, communicating with parents and students, identifying enrichment opportunities and community resources that will meet students' needs to ensure they can successfully complete the program. A minimum grade of D is required for credit.

Parents and students shall be notified in writing, each quarter, if the student is not passing a specific subject. If a student's academic performance indicates that he/she may not meet the required proficiency standards to successfully complete the course:

- The teacher will schedule a conference with the student and parent
- Factors affecting achievement will be reviewed
- An improvement plan will be developed
- The head of school will be notified
- Continual monitoring of performance and feedback to parents will be conducted

If by ten days before the end of the academic year, achievement has not reached the level for a student to acquire the thirty (30) credits for promotion, the parent will be notified in writing and a plan designed for students to make-up the credit by:

- Online coursework
- Summer school
- Independent study

### **Participation**

To represent the school in any extracurricular activity (elected office, athletic team, play, etc.) a student must meet satisfactory standards of scholarship and citizenship. Each case in question will be decided individually by the administration and, when appropriate, in conference with the teachers, athletic coaches and advisors concerned. A student who is on academic probation may not run for elected office. For students to participate in school-sponsored trips they must have all academic work up to date. No student may be barred from any regularly scheduled physical education activity for academic reasons without the approval of the administration.

### **Medical Leave/Incomplete**

Extended absence due to illness or other medical conditions will result in a conference that will include the student's teachers and advisor. At that time, it will be determined whether a medical incomplete should be given. The head of school, in consultation with the faculty, will investigate ways for making up the credit.

### **Leave of Absence**

The parents of a student considering a leave of absence for medical or other reasons, or wishing to participate in an outside program requiring an extended time away from STEMCivics, should contact the head of school in a timely manner and follow-up with a formal written request. The head of school will review the request on an individual basis.

### **Truancy**

NJ state law governs truancy. A student is considered truant if the student is absent from school without the knowledge and consent of his/her parent/guardian. A student who is truant is required to meet with the grade level dean with his/her parent/guardian upon return to school. A student who is under 16 years of age may have a complaint filed against him/her in the municipal court. The student and the parent may have to appear before the court and may be fined for each day of the truancy.

### **Unique Opportunities**

Since its inception, STEMCivics has attracted an outstanding and diverse group of friends who are eager to support the school in its mission, thus providing unique opportunities for students. The group includes:

- Government agencies on the national and state levels (the United States Geological Society and the New Jersey Department of Environmental Protection)
- the Liberty Science Center
- Institutions within Princeton University (the PACE Center for Civic Engagement, and the Community-Based Learning Initiative)
- We Care Solar, an organization that orchestrates building solar-powered suitcases and their deployment to medical facilities in developing countries that do not have reliable electricity
- Siemen's
- Scistarters and its sister group, Science Cheerleaders
- Trenton Soup Kitchen
- Squads Abroad
- Trenton Circus Squad
- Stockton University
- Syracuse University
- TCNJ
- Take the Lead Dancing Project
- NJMEP: New Jersey Manufacturing Extension Program
- Mercer County Technical School

### Civics

In June 2012, the founder met with Rich Coley of ETS, co-author of the then just-published landmark study *Fault Lines in Our Democracy*, which identified a clear delineation of the profiles of voters and non-voters. In a sense, one group of citizens, those who vote, make decisions through the ballot box for another group of citizens -- those who don't vote.

The study concluded that voters are educated citizens and are civically engaged in various ways: volunteering in a

- non-profit organization or government agency
- civic or political organization
- education- or health-related organization

As the founder believes education and civic engagement are the bedrock of society, he decided to incorporate the relevant recommendations of the study into the school's program.

STEMCivics students will be contributing members of society through their volunteer work in these organizations while in high school. Students will develop throughout their adolescent years into adults who are active participants in the democratic process.

### College Counseling

STEMCivics expects every student to graduate and pursue further study in college, a trade school, or the military. The STEMCivics experience is targeted at ensuring students are ready to succeed in college and careers. Toward ensuring such, STEMCivics will provide students with a comprehensive four-year college guidance program that works closely with students and their parents, guiding them through the intricacies of the college admission process. STEMCivics recognizes the importance of assisting students in finding the right match. As STEMCivics counselors will not only know each student, but will understand each student as well, they will play an integral role in the application process.

College guidance will include meetings with each student and family to develop a list of colleges to match individual talents with the unique resources of colleges and universities. Throughout the year, STEMCivics hosts formal information programs as well as informal gatherings in an effort to keep families well informed about the college admission process.

Each grade has its own focus relevant to preparing for college. STEMCivics will start working with students and parents from the ninth grade forward.

### The Dress Code

Students must wear STEMCivics attire, which is:

#### High School Dress Code

- A STEMCivics-sanctioned logo shirt. If a sweater or jacket is worn over the shirt it must also be an official STEMCivics-sanctioned logo item. **Non-STEMCivics outerwear is absolutely prohibited in the school building during the school day.** Please prepare in advance for cooler

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weather by purchasing a STEMCivics sweater, sweatshirt or jacket. Students are also permitted to wear a long-sleeved shirt under their STEMCivics wear.

- Pants: Black or khaki, worn at the waist level; no rips permitted; no blue jeans
- Skirt or Shorts: Black or khaki, hem exceeds the fingertips when hands at the sides (no rips permitted); no jeans permitted
- Footwear: Any colored shoes or sneakers (no sliders, sandals, flip flops, etc.)
- STEMCivics athletic attire for physical education
- **Head coverings of any kind are not permitted (i.e, hats, scarves, bonnets, wave caps, do-rags, etc.) with the only exception being religious head coverings, such as a Hijab, Khimar, Kippah, Tallit, etc.** If a student chooses to wear a STEMCivics hoodie, the hood cannot be worn covering the head or face.
- Pants must be worn at the waist; underwear should not be visible at anytime; no sagging pants or fabric that undergarments are visible through
- FANNY PACKS, SLING BAGS, BACKPACKS and other accessories that can conceal items must be locked in student lockers.
- Sunglasses are not permitted to be worn in the school building
- During the COVID pandemic, all prevention measures enacted for schools by the DOE and the Governor of New Jersey must be followed, including any mask mandates that are issued. T-shirts, bandanas, or other cloth items in their original form may not be used as face coverings. Masks should not be adorned with images or phrases that violate the STEMCivics uniform code.

### Middle School Dress Code

- Grades 6, 7, and 8 must wear STEMCivics polo shirts with professional black or khaki pants, shorts or skirts on regular school days. Hem must exceed the fingertips when hands are at the sides. Jeans, ripped pants, leggings/jeggings are unacceptable.
- Gym uniform (tshirt, sweatpants or shorts) with the STEMCivics logo is acceptable on gym days.
- Footwear: Any colored shoes or sneakers (no sliders, sandals, flip flops, etc.)
- FANNY PACKS, SLING BAGS, BACKPACKS and other accessories that can conceal items must be locked in student lockers.
- Bandannas are unacceptable
- Head coverings of any kind are not permitted (i.e, hats, scarves, bonnets, wave caps, do-rags, etc.) with the only exception being religious head coverings, such as a Hijab, Khimar, Kippah, Tallit, etc. Students are permitted to wear hoodies, but hoods cannot be worn covering the head or face.
- During the COVID pandemic, all prevention measures enacted for schools by the DOE and the Governor of New Jersey must be followed, including any mask mandates that are issued. T-shirts, bandanas, or other cloth items in their original form may not be used as face coverings. Masks should not be adorned with images or phrases that violate the STEMCivics uniform code

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Students who are out of uniform will be subject to disciplinary action. The first time a student is out of uniform they will receive lunch detention. The second time students will receive a short after school detention. The third time students will receive a two hour detention. Repeated occurrences may lead to suspension at the discretion of administration or the grade-level dean.

STEMCivics clothing is sold through Bits N Pieces in Trenton, located at 4 N. Broad Street. The phone number is 609-392-6500. The STEMCivics logo is registered with the United States Patent and Trademark Office and cannot be used without the express written permission of the head of school.

### **Lockers and Valuables**

We strongly encourage students not to bring valuables (jewelry, money, electronic equipment, etc.) to school; **STEMCivics is not responsible** for any valuables lost or taken from a student at school. In order to provide a place to store school and personal items, we assign a locker to each student. Book bags, backpacks, calculators and other personal items should be put in lockers and locked. Students are to respect the privacy of another student's locker and not go into it without the permission of that student. Although lockers are the property of STEMCivics, students are responsible for the contents stored within; therefore, students are not to store other students' property, share lockers, or share their combination with other students. **Students are not to share lockers. Students are not permitted to leave personal belongings in staff offices or classrooms.**

### **Food Consumption in Class**

We strive to maintain a clean and safe classroom environment. For such reasons, food consumption in the building is allowed only in the designated cafeteria. No drinks or food, with the exception of clear bottles of water, will be allowed in class.

### **Computers and Acceptable Use**

STEMCivics will provide Chromebooks or other primary learning devices in all classrooms. Computers are monitored by our technology department for prohibited content. The administration or grade level Dean will be given a report of any students that attempt to access prohibited material. We expect our students to be good digital citizens and refrain from using computers to participate in negative social media postings. Students will be held responsible for repair and/or replacement cost of any computers, peripherals, or other school electronic devices damaged by students.

## **ACCEPTABLE USE OF THE INTERNET**

### **Purpose**

To support its commitment to providing avenues of access to the universe of information available, the school's system of electronic communication shall include access to the Internet for students and staff.

#### Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

#### Rights and Responsibilities

The computer system is the property of the school, and all computer software and hardware belong to it. Therefore, the school retains the right to monitor all access to and use of the Internet.

#### Access to the System

This acceptable use policy shall govern all use of the system.

#### World Wide Web

All students and employees of the board shall have access to the Web through the school's networked or standalone computers. To deny a child access, parents/ guardians must notify the building principal in writing.

#### Classroom E-mail Accounts

Students shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

#### Individual Email Accounts for Students

Students will have individual STEM Civics accounts. We encourage students to safeguard their personal information, such as usernames and passwords. Students are responsible for the contents of their accounts.

#### Acceptable Use

#### Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access (hacking) to the school system or to any other computer system through the school system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the school's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the school system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of the school.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all school virus protection procedures when installing or downloading approved software.

### System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet “chat room” conversations.

Users shall check e-mail frequently and delete messages promptly.

### Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

### School Furnished Electronic Devices

The school may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. Users are hereby given notice that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device.

### Code of Conduct

The discipline philosophy is based on a three-fold concept: (1) identifying and addressing the cause of the misconduct (2) sanctioning the misconduct, demonstrating clear and consistent consequences and holding students accountable for their actions, and (3) learning from the experience so that students' conduct is appropriate going forward.

STEMCivics believes eliminating inappropriate behavior involves identifying the causes of the behavior. Embedded in the culture of caring, collaborating, and community is the care for each other, and this entails understanding students. STEMCivics will maximize its personnel resources, using everyone's knowledge about students who misbehave, to get to the root of the problem.

We believe all students have the right to attend school in a safe and secure setting.

### CHAIN OF COMMAND:

1. Dean of Class
2. Principal/Dean of School
3. Head of School

### Suspension/Expulsion:

According to Title 18 A: 37-2 Causes for Suspension, expulsions, any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the

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habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience; (ex. repeated cell phone/earbud/device violations, repeated refusal to attend class or refusal to attend class in a timely manner, engaging in or encouraging others to engage in disruptive behavior in the school)
- Open defiance of the authority of any teacher or person, having authority over him; (ex. repeated refusal to respond to school personnel requests to stop for late passes, refusal to comply with instructions of school security, teachers or administrators)
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils; (ex. fighting, threats of violence against school personnel or students, opening exterior school doors at any time, propping open exterior doors, covering or tampering with security cameras or other security devices, avoidance or non-compliance with security procedures including, but not limited to, bag searches and metal detector screens, inviting or encouraging unauthorized visitors to campus, bringing weapons to campus such as knives, shivs, guns, tasers, pepper spray, brass knuckles or other items intended to cause harm; inviting unauthorized persons to campus)
- Physical assault upon another pupil;
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property; (ex. damage to school security systems, chromebooks, the physical building and grounds)
- 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 school or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
- 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;  
Incitement which is intended to and does result in truancy by other pupils;
- 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. (Please note that it is illegal in New Jersey for persons under the age of 21 to possess marijuana or tobacco products, including vape pens and edibles. Schools are drug, tobacco and alcohol-free zones. Students who bring these items to school can be subject to disciplinary action up to and including expulsion)
- Harassment, intimidation, or bullying. Our HIB policy and contact information for the coordinator are on our Website's Home Page and sent to parents via email. In exacting HIB sanctions, STEMCivics takes an especially dim view of situations where a real or perceived power imbalance exists between the parties, and will dispense severe penalties in these instances.

### Cyberbullying and Internet Safety

Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through email, instant messages, cell phones and websites.

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Examples of cyber bullying include, but are not limited to the following:

- Sending cruel, vicious and sometimes threatening messages.
- Creating web sites that contain stories, cartoons, pictures and jokes ridiculing others.
- Posting pictures of classmates online with intent to embarrass them.
- Breaking into an email account and sending vicious or embarrassing material to others.
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others.
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

### Out of School Suspension (OSS)

Students who are suspended out-of-school may not attend or participate in any school-related activity while suspended, nor are they permitted on district school property. Any violation of school rules that is also in violation of the law shall be referred to the police for prosecution.

### Attendance

Students attend 90% of the time to receive credit for the course. As there are 180 days in the school year, students must be present in class at least 162 days. Students absent more than 18 days risk losing credit for the course.

Students who are tardy to school will receive a phone call or email home to inform parents/guardians of the incident. If there is an instance in which a student will be late to school on a regular basis, please inform the school in advance by calling the high school's main office: 609-610-1115 or middle school's main office: 609-651-3333.

Truancy remediation is available for students at risk of retention.

### Tardiness

Students who are late 3 times or more during a day may receive a Saturday detention. Saturday detention provides the opportunity to remediate missed class time and make up missing assignments.

### **Questioning Students**

In order to protect students' rights during the time they are under school control, the head of school or his designee shall interview every person who wishes to question a student on school property during the school day.

### Law Enforcement Officers

- A. If a law enforcement officer has an arrest warrant, the head of school shall ensure that all procedural safeguards as prescribed by law are observed. No student shall be taken from the school without the knowledge of the head of school. The head of school shall make every reasonable effort to notify parents/guardians. The lead person shall be informed whenever such apprehensions take place.

- B. If a law enforcement officer has a juvenile complaint or wants to question a student on school property, the head of school shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the head of school is convinced that the situation justifies questioning, he must attempt to have the parents/guardians informed immediately and shall remain with the student during the questioning.
- C. If the law enforcement officer is an agent of the Division of Child Protection and Permanency (DCP&P), the agent shall determine whether the presence of a parent/guardian or school employee is appropriate.

#### Private Persons

If a private person wishes to question a student on school property during the school day, generally parents/guardians shall be notified of the request and give their permission before the head of school will permit the private person to question the student. In cases involving possible harm to another student which might be prevented by early information, the head of school may permit such questioning if the parent/guardian cannot be reached. The head of school shall be present during the questioning.

#### Student Records

Parents/guardians have the right to review their children's records and make copies of any items. Documents may not be removed from files. We ask that parents/guardians contact us in advance if they choose to review their children's files. In instances that parents/guardians believe material should be expunged from a file, they must contact the head of school.

#### Leaving Campus

Students leaving campus during the scheduled school day is strictly prohibited. Any violations will result in a mandatory three (3) days out of school suspension, and parents will be required to confer with an administrator upon the student's return to school.

#### Lunch

All seniors and juniors in good academic and disciplinary standing are permitted to leave campus for lunch. Freshman and middle school students are not permitted off-campus at any time during the school day.

This lunch privilege can be revoked at any time if the student falls below the academic or discipline threshold. Students must conduct themselves as good citizens and representatives of STEMCivics while in the community or this privilege will be revoked.

As STEMCivics is responsible for the safety and security of all students, it is critical that students do not leave campus without authorization.

Parents may drop off student lunches to the front office. Deliveries of lunches by other parties, such as GrubHub, etc. are not permitted.

#### Cell Phone and Mobile Device Guidelines:

STEMCivics recognizes the importance of communication and collaboration and wishes to create an environment where students can be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- High school and middle school students must have their YONDR pouches daily for entry into school.
- Cell phones and all mobile devices shall be TURNED OFF and placed in provided YONDR pouches when entering school campus.
- Cell phones, smart watches, earbuds and any other communication devices may not be used during school hours.
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes.
- Pouches will be opened at dismissal, allowing students free use of cell phones.
- If a student needs to make an emergency call during the day, he/she must go to the Main Office, Dean, or Guidance Counselor's Office.

### Unauthorized Use

Failure to follow these guidelines will result in the consequences listed below.

Students will be required to turn in their cell phones for the duration of the in-person school day in lieu of suspension at the discretion of the principal/dean. Students who repeatedly violate the cell phone rule will be required to give their phone to the dean upon entry to attend classes.

- Student Phone Guidelines at the Middle School:
  - First time a student is caught with his/her cell phone out of the pouch, the student will receive a detention.
  - Second time the student will receive a two hour detention.
  - Additional occurrences may result in suspension at the discretion of the principal
  - Lying about having a phone may result in suspension at the discretion of the principal
- Student Phone Guidelines at the High School:
  - First time a student is caught with his/her cell phone out of the pouch, the student will receive a one day suspension
  - Second time the student will receive a two day suspension
  - Additional occurrences may result in suspension at the discretion of the principal/dean
  - Lying about having a phone may result in suspension at the discretion of the principal/dean

### Damaged/Lost Pouch

Ripping open a pouch permanently damages the case. Students will be held responsible for damaged or lost pouches and a fee of \$20 will be charged for replacement of lost or damaged pouches.

STEMCivics Charter School  
Athletics Department Expectations

We encourage all students to participate in co-curricular clubs, activities and team sports within STEMCivics Athletics Program. As a student-athlete, or club member, your performance and conduct are a direct reflection of you, your team or club, your family, school, and the community. The following is an agreement that the student-athlete, club member, parent and coach will be expected to adhere to in his/her participation in our program.

RULES AND REGULATIONS

Eligibility

To be eligible for athletics, students must comply with NJSIAA requirements. Their GPA must be a 2.5 or higher and their behavior will be monitored prior to, during, and after the season. Participants are students first, athletes second. If students produce poor grades or behavior, they may be asked to resign from the team or club.

Attendance and Conflicts

- Attendance at all meetings, study halls, events, practices, and/or games is mandatory. If extreme circumstances arise that you cannot attend one of the aforementioned activities, the coaches/advisors must be notified at least 24 hours in advance. Please communicate effectively with coaches.
- Absences from practices, games, et cetera may result in ineligibility, reduced playing time, suspension from the team/club, or dismissal from the team/club.
- Athletic practices officially begin at the time indicated by the coach/advisor. Lateness to practices/games may result in disciplinary action from the coach or Athletic Administrator.
- Students must be in school for half of the school day to be eligible and should supply documentation for late arrival or early dismissal. If a student leaves school for the day from the Health office due to illness, that student is not permitted to return for after-school activities that day.
- Athletes who miss practices/games for an extended period of time due to class trips, vacations, suspension, illness/injury, et cetera, will not participate until they are physically and mentally prepared to compete. This is determined by the coach/advisor and the athletic trainer.

NOTE:

*Certain sports/clubs will have additional rules that are pertinent to their participation situation.*

Transportation: Athletes or club members may not leave for practices or away games/events/activities in their own vehicle, or with another student or parent (unless special arrangements have been made in advance with the coach/advisor). Transportation will be provided by the school.

Expectations of Parents/Spectators

The following is considered inappropriate behavior:

- Discussing anything after a game/contest with a coach/advisor. Please wait 24 hours before contacting a coach with a concern that is not health related. Please schedule a professional meeting with the coach;
- Speaking about other student athletes/club members;
- Demanding playing/participation time;
- Discussing team strategy or play calling;
- Attending practices (practices are closed to spectators/parents);
- Volunteering without prior authorization;
- Demeaning or abusing any student-athlete on any team/club (home or away), coach, official, fan, or person working at or attending a game/contest or event. Your comments and conduct during a game/event should be only positive;
- Contacting the Athletic Director before speaking professionally with the coach/advisor.

Coaches/Advisors' often need parents to:

- Informally tell them about any specific health problems and/or concerns at a mutually convenient time;
- Notify coaches/advisors of any scheduling conflicts well in advance;
- Share strategies that have worked successfully when guiding/mentoring your child.

Procedures to follow if you have a concern to discuss with a coach/advisor:

- Make an appointment with the coach/advisor.
- Please do not attempt to confront a coach/advisor before, during, or following a contest, practice or club activity. They have been advised not to engage in conversation with parents/spectators at this time. (These can be emotional times for both the parent and coach/advisor. This time frame does not promote an objective analysis of the situation and can cause an embarrassing moment for the student.)
- If a coach/advisor cannot be reached, call the Athletic Office or Main Office and the coach/advisor will be given the information and return a call as soon as possible.
- If a meeting with the coach/advisor does not result in a resolution to the problem, you are encouraged to call the Athletic Director to set up an appointment to discuss the situation.

CHAIN OF COMMAND:

4. Coach/Advisor
5. Athletic Director (if related to athletics)
6. Principal/Dean of School (if related to non-athletic issues)
7. Head of School

SPORTSMANSHIP

The New Jersey State Interscholastic Athletic Association (NJSIAA) defines sportsmanship as follows:

*"Sportsmanship is the ability to accept graciously, winning and losing. It is the ability to know that life is made up of both successes and failures and to know that we must be able to deal with both. Sportsmanship is that attitude which projects the opponent as an equal not an enemy. Your rival is worthy of your respect and admiration. Sportsmanship is the ability to recognize the talents and abilities of others, even when it means accepting the fact that someone is more proficient than ourselves. Sportsmanship is the courage it takes to play the game within the rules. It is the ability to accept the decision of the officials and the coach without demonstrating inappropriate behavior. Sportsmanship allows the individual to be able to offer his/her hand in victory in order to console the*

*opponent and to offer his/her hand in defeat in order to congratulate the opponent. Take your responsibility to be a good sport in a very serious manner."*

Student-athletes, club members, and parents/guardians must understand that it is a privilege (not a right) to represent STEMCivics Charter School. Our students are not only representing STEMCivics, but also the community we live and learn in. Good sportsmanship from our entire school community is expected at all times. Poor sportsmanship will not be tolerated.

### Hazing

STEMCivics believes that a school climate that is safe, respectful, and accepting is essential for healthy emotional and psychological development of district students and for supporting academic achievement. The school believes that hazing rituals conducted to determine the inclusion or exclusion of students from school activities are in opposition to an environment that is accepting, respectful and safe. Therefore, the school prohibits hazing.

Hazing is defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that involves harassment, abuse, humiliation, intimidating and/or demeaning behavior, or endangers or has the potential to endanger the physical, emotional, or psychological health and safety of the person. Hazing includes, but may not be limited to, active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Behavior constituting hazing that takes place off District property, but which involves any school activity or organization, is a violation of this policy.

### The organization or any individual involved in hazing commits a violation of this policy by:

1. Engaging in hazing.
2. Soliciting, encouraging, aiding, or directing another engaged in hazing.
3. Intentionally or knowingly permitting hazing to occur.
4. Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge to the Athletic Director or another school administrator.

Therefore, there are consequences for those who perpetrate any type of hazing, and there are also consequences for any students who know of instances of hazing, whether they are witnesses or victims, and fail to report this information. Consequences and remedial measures for a student who commits an act of hazing shall be decided by administration.

### Behavior:

- Behavior is monitored daily. Poor behavior in or out of school (on or off school grounds) may result in consequences or removal from the team.
- Students suspended from school may not participate in practices, games, or club activities. They are not permitted on campus as spectators during the time of their suspension. Additional consequences may be added to students who are suspended or receive detention(s).
- All students are asked to set a positive standard of behavior for others to follow both in and outside of the classroom. Treat all teachers, staff members and fellow students with courtesy and respect.

### SUBSTANCE ABUSE

STEMCivics recognizes that drugs, alcohol, tobacco, and steroids are harmful to the health of students. These substances have a negative effect on behavior, learning and skill development. The misuse of these substances can adversely affect family, classmates, and teammates. These substances do not have a place in the athletic program or the school community. The school also recognizes that student-athletes and club participants possess leadership potential and that their good example will help deter the use of illegal substances in the school community.

Consuming illegal substances and/or attending school sponsored events intoxicated/impaired is prohibited by all persons.

#### The NJSIAA Handbook: Constitution, Bylaws, and Rules & Regulations states:

"Players and coaches involved with alcoholic beverages/illegal substances during or after the game at the game site or on school property, including chartered buses, shall be suspended from NJSIAA tournament play for one year and be denied any championship rights."

The following policy pertains to all athletic team candidates, members and cheerleaders.

In this policy, the term "substance" refers to all illegal drugs, alcohol, tobacco, and steroids. Any student/athlete charged with possession and/or consumption of a substance will first have a meeting with the Principal. Next steps will follow.

### Safety and Security Measures

In order to ensure the safety of all students and staff in our buildings, increased security measures will take place at both the Middle and High School.

#### Middle School Procedures:

- Students must submit to a bag search at morning check-in that will be performed by school personnel or security guards.
- Students will walk through a metal detector at morning check-in.
- Classrooms and public spaces are monitored 24/7 by video cameras.
- Overall increase of security officers inside and around the campus.
- Doors will have alert settings that will sound when opened. Students are not permitted to open doors at any time.
- Panic button is installed in a key area of the school.
- Students must show their ID and Yondr pouch upon arrival.



High School Procedures:

- Students will submit to a bag search at morning check-in that will be performed by school personnel or security guards
- Students will walk through a metal detector at morning check-in. Students that do not clear the metal detector may be subject to additional security screening
- Classrooms and public spaces are monitored 24/7 by video cameras
- The high school has increased the number of security guards at the school, providing monitoring at the front and rear entrances, halls and the perimeter of the school. Students are required to comply with instructions from security staff
- Exterior doors are alarmed and will sound if opened. Students are not permitted to open doors at any time without permission from school officials.
- Panic buttons are installed in key areas of the school
- Students must show their ID and Yondr pouches upon arrival