

Uncommon  
Schools |

**CAMDEN PREP**

**Student and Family  
Handbook  
2020-2021**

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## **Welcome to Uncommon Schools: Camden Prep!**

Uncommon Schools: Camden Prep starts and operates outstanding urban public schools that close the achievement gap and prepare students from low-income communities to graduate from college. Our goal is to lead the best and highest performing K-12 schools in the nation.

### **School Profile**

Camden Prep is committed to preparing each student to succeed in college and life beyond. Since our founding in 2014, Camden Prep has grown to serve over 800 students in grades K-9. Camden Prep will eventually serve over 1,000 Camden students in 4 schools across the city. In order to guarantee the same high-quality education for every child, Camden Prep supports student achievement with educational excellence and a strong school culture.

### **Educational Excellence**

Uncommon Schools: Camden Prep believes our students' potential is limitless and we are proud of all our alumni have accomplished and become. We support our students to meet our high standards of academic achievement through rigorous academic assignments, projects, and assessments. We meet our students where they are, and help them develop intellectually and emotionally, and through their own hard work and dedication. Our college acceptance and graduation rates are among the top in the country.

### **Family Partnership**

Uncommon Schools: Camden Prep is a community of students, parents/guardians, teachers, staff, and school leaders. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. Although the job of making decisions about school policy belongs to the Board of Trustees and the School Leader, family involvement is not only welcomed, but absolutely critical to the success of our students and the school. We appreciate our families' active involvement in the education of their child.

Uncommon Schools: Camden Prep parents/guardians are asked to:

- Provide a quiet space for your child to study.
- Partner with your child's teacher in support of student growth, achievement, and character development.
- Support other Uncommon Schools: Camden Prep families.

### **Welcoming, Safe, and Supportive Environment**

Uncommon Schools: Camden Prep values and embraces its inclusive and diverse school communities and strives to provide a welcoming, safe and supportive environment for all

students and families regardless of their race, color, ethnicity, religion, gender, disability, sexual orientation and gender identity. If a student or family would like to explore a particular accommodation based upon cultural or religious practices, or due to one's disability, sexual orientation, or gender identity, the student or the student's parents or guardian should contact a School Leader to schedule a meeting to discuss a plan to address the student's particular circumstances and needs.

# School Culture

## Core Values

Uncommon Schools: Camden Prep strive to build a culture that is supportive of our students and staff, and that fosters strong student learning and development. The ethos of our community is one of mutual care and respect. We believe engagement is fostered when students are known and cared for by all of the faculty and staff, when their life within the school is meaningful to them, and when they are actively engaged in their own learning. Administrators and teachers strive to ensure that rules are fairly and consistently enforced.

Core Values are at the heart of Uncommon’s community and represent the cornerstones of the school’s Code of Conduct. It is expected that all students will live by these values. The Core Values at each grade span are slightly different, but all gradespans emphasize the importance of Respect. School leaders will spend time at the beginning of the year and during the morning circles teaching the importance and application of these core values. Teachers will make frequent reference to the core values when giving instructions and ensuring students are engaged. The core values are not only codes that students should live by inside of Uncommon, but by internalizing the lessons, these values will help lay the foundation for responsible decision making outside of the Uncommon Community.

<b>Elementary School</b>	<b>Caring</b> <ul style="list-style-type: none"><li>● We take care of each other.</li><li>● We help each other. We notice when someone needs help and we lend a hand.</li><li>● We do not hurt each other physically or emotionally.</li></ul> <b>Respect</b> <ul style="list-style-type: none"><li>● We treat each person as valuable, worthy of greatness and goodness.</li><li>● We accept all individuals for who they are.</li><li>● We show our respect at all times for each other, for property, for differences, and for opinions different from our own.</li><li>● We are honest with each other.</li></ul> <b>Responsibility</b> <ul style="list-style-type: none"><li>● We believe that we have the power to control our lives and shape our future.</li><li>● We are committed to the highest level of achievement: academic, social, and personal. We recognize our strengths and try to improve on our weaknesses.</li><li>● We participate fully in everything we do. We do not do things halfway.</li></ul> <b>Courage</b>
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	<ul style="list-style-type: none"> <li>● We show courage in the face of adversity.</li> <li>● We speak loud and proud.</li> <li>● We do what is right, even when doing the right thing is more difficult.</li> </ul> <p><b>Justice</b></p> <ul style="list-style-type: none"> <li>● We act with fairness towards each other.</li> <li>● We get involved when members of the community are in trouble or need help.</li> <li>● We work to improve our community and our world.</li> </ul>
<b>Middle School</b>	<p><b>Caring</b></p> <ul style="list-style-type: none"> <li>● We take care of each other.</li> <li>● We help each other. We notice when someone needs help and we lend a hand.</li> <li>● We do not hurt each other physically or emotionally.</li> </ul> <p><b>Respect</b></p> <ul style="list-style-type: none"> <li>● We treat each person as valuable, worthy of greatness and goodness.</li> <li>● We accept individuals for who they are.</li> <li>● We show our respect at all times for each other, for property, for differences, and for opinions different from our own.</li> <li>● We are honest with each other.</li> </ul> <p><b>Responsibility</b></p> <ul style="list-style-type: none"> <li>● We believe that we have the power to control our lives and shape our futures.</li> <li>● We are committed to the highest level of achievement: academic, social, and personal.</li> <li>● We recognize our strengths and try to improve on our weaknesses.</li> <li>● We participate fully in everything we do. We do not do things halfway.</li> </ul> <p><b>Courage</b></p> <ul style="list-style-type: none"> <li>● We do not make excuses for ourselves.</li> <li>● We get involved when members of the community are in trouble or need help.</li> <li>● We stand up for what is right, even when others do not.</li> <li>● We will not allow negative people or other outside influences distract us from our goals</li> </ul>
<b>High School</b>	<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>● We present ourselves as professionals through our actions and speech at all times. We act as professionals when we represent Camden Prep in non-school settings.</li> </ul>

	<p><b>Reflection</b></p> <ul style="list-style-type: none"> <li>● We regularly reflect on our current practices, habits, and mistakes. We welcome both positive and critical feedback while constantly looking for ways to improve. We reflect on our learning and make connections between concepts, subjects, the world, and ourselves.</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>● We exhibit integrity by doing what is right, because it's right, even when others do not. We are role models for other students and the larger community by carrying ourselves with dignity and respect at all times.</li> </ul> <p><b>Determination</b></p> <ul style="list-style-type: none"> <li>● We are determined. We embrace challenges and overcome obstacles in order to achieve our goals. We work hard daily, do not make excuses, and act with purpose recognizing that we control our own destiny. We will not allow negative people or other outside influences distract us from what is important.</li> </ul> <p><b>Enthusiasm</b></p> <ul style="list-style-type: none"> <li>● We are hungry to learn! We are eager to get to school on time and participate fully and appropriately in every aspect of school life. We actively participate and excel in both academics and extra-curricular activities. We actively learn about the world around us.</li> </ul>
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- **Community Building:** The core values and emphasis on community are also instilled via our school community activities. At circle, the community is called to attention in ways that are unique to each school, such as the beating of drums by students, as is tradition in many African and Caribbean cultures. Community circle is not only a forum to announce important events, but it is a time when stories are told that emphasize the core values of Uncommon Schools: Camden Prep. Circles are also a place where the community celebrates students' accomplishments and displays their learning. Assembling the community together is one of the ways that Uncommon sets a positive tone for learning to occur. Circle is an opportunity to celebrate the identities of each of our students and their backgrounds.

### Functions of Community Circle

- Building school culture and reinforcing core values. Many morning circles will begin with a story, such as a folktale or parable. These stories will often follow a theme for a week, such as "leadership" or "caring". Students will often be asked about the lesson of the story being told.
- Celebration. This is an ideal time to recognize the achievements of classes or individual students.

- Sharing. Circle is an appropriate venue for classes to share speeches, class projects, or current events.
- Communication. Although this is not the primary function of morning circle, important school-wide announcements can be made at this time
- Enthusiasm. The morning circle is a good opportunity to start the day with energy and a positive attitude. One of the Call-and-Response chants or another instructional chant can help to get students ready for the day.

## Pandemic Policies

The policies in this section will be in place for the 2020-21 school year due to the ongoing COVID-19 pandemic. In addition, schools will be sharing information directly with families about specific changes to school schedules, as well as protocols and procedures in place to ensure student and staff safety when school resumes in person. Parents are encouraged to visit the SY 20-21 parent website at <https://uncommonschools.org/school-reopen-2021> for up to date information, and to contact the school with any additional questions.

Uncommon Schools: Camden Prep's top priority is to ensure the health and safety of our students, staff, and families during the COVID pandemic. We have revised a number of our policies for the school year, which can be found in the pages that follow. **For the duration of the COVID pandemic, or until otherwise noted, these policies supersede any other policies found in the school handbook.** As with all COVID-related policies, due to changes in law and the fluid nature of the COVID situation, these policies may need to be revisited in the future. **Your child's school will contact you as new policies are added or changed.**

## Visitor Policy

Partnership between schools and families is critical to the success of our work and the experience of each student. In creating the safest possible educational environments, Uncommon is working to reduce the risk of infection from COVID-19 to the school community, including family members. In order to reduce the spread of COVID-19 and protect our school community and families, Uncommon must restrict access to its school facilities to visitors, including family members of students. We look forward to a time when we can return to in-person engagement with all families, but for the time being, we must prioritize the safety of our students, families and staff. We will continue our partnership with families remotely and devise mechanisms to ensure that our partnership remains strong and meaningful.

This policy applies to all parents, guardians, siblings, and anyone authorized as an emergency contact for a student inside of our school facilities once we return to school or work in any in-person capacity.

Below provides further detail around what this restriction means for families:

- Drop-off and pick-up will take place outside the building.
- Families should use email and telephone to communicate with the school
- If a meeting is needed or requested, that meeting should take place over the phone or videoconference
- Family events and gatherings will not occur in person during this phase. The school is committed to connecting with families in other ways.

The school will do the following to partner successfully with families while these restrictions are in place:

- Return phone calls and emails
- Provide flexibility for phone and videoconference meetings to accommodate family schedules
- Communicate about student progress through written and electronic mechanisms (progress reports and report cards, etc.)
- Update drop-off and pick-up procedures to accommodate for social distancing requirements, including procedures for midday pick-ups due to illness, doctor's appointments or suspensions
- Update the family visitor policy in the family handbook and the corresponding operational procedures

There are limited exceptions to the policy above. These are outlined below:

- In the very rare circumstance that a child experiences a medical or behavioral crisis or emergency that requires immediate intervention from a parent or guardian, that individual will be permitted to enter the school wearing a mask and will be brought to a private space in the building with their child until the situation is deemed safe.

### **Student Send Home, Stay Home and Clearance for Return**

The health and safety of our students and staff are our primary priority and guiding principles behind our exposure, dismissal, and return to school policy. As such, we have created this policy to ensure that students who are exposed to COVID-19, develop symptoms of COVID-19 at home or at school are closely observed, separated, and dismissed accordingly, and that students who return to school after suspected or confirmed cases of COVID-19 or exposure to COVID-19 are safe to do so, both for themselves and for the rest of the community.

The symptoms below are currently associated with COVID-19 and could change at any time. Please reference [cdc.gov](https://www.cdc.gov) for the most up to date information.

- Temperature 100.0 degrees Fahrenheit or higher when taken by mouth
- Chills
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

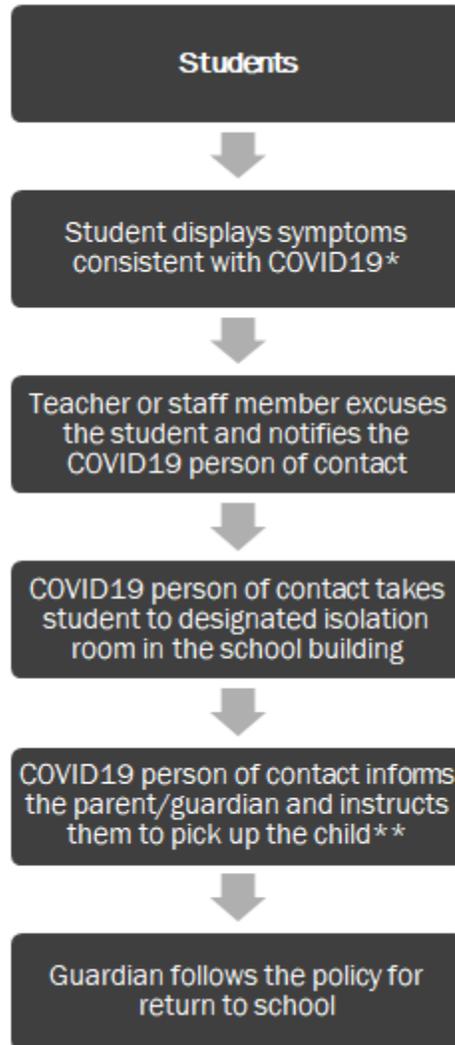
Stay Home and Clearance to Return Policy

Scenario	Do I need to stay home?	For how long do I stay home?	Who should I tell?	Who confirms when I can return to school/work?
Close Contact / Exposure	Yes	14 days from the time of exposure  <i>If symptoms develop during quarantine, see "Symptoms" requirements</i>	<b>Student:</b> Guardian must call the school to report exposure; reach out to medical provider	<b>Student:</b> Director of Operations
Present at least 1 <a href="#">symptom commonly associated with COVID19</a>	Yes	Option 1: Meet 3 requirements: <ul style="list-style-type: none"> <li>• 10 days since symptom onset;</li> <li>• 24 hours fever free without the use of a fever reducer;</li> <li>• Other symptoms of COVID-19 are improving (<i>Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation</i>)</li> </ul> Option 2: Meet 3 requirements: <ul style="list-style-type: none"> <li>• A negative COVID-19 test is received, submitted to School</li> </ul>	<b>Student:</b> Guardian must call the school to report symptoms; reach out to medical provider	<b>Student:</b> Director of Operations

		<p>Director of Operations</p> <ul style="list-style-type: none"> <li>• 24 hours fever free;</li> <li>• Other symptoms of COVID-19 are improving (<i>Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation</i>)</li> </ul>		
<b>Positive Diagnosis</b>	Yes	<p>Meet 3 requirements:</p> <ul style="list-style-type: none"> <li>• 10 days since symptom onset;</li> <li>• 24 hours fever free without the use of a fever reducer;</li> <li>• Other symptoms of COVID-19 are improving (<i>Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation</i>)</li> </ul> <p><i>If all three criteria cannot be met, a student or staff member must stay home until all three criteria are met</i></p>	<b>Student:</b> Guardian must call the school to report case; reach out to medical provider	<b>Student:</b> Director of Operations
<b>Travel</b>	Yes	<p>Follow state guidelines</p> <p><i>If symptoms develop during quarantine, see "Symptoms" requirements</i></p>		<b>Student:</b> Director of Operations

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**Process for Students Who Present with Symptoms During the School Day:**



\*Students or staff who arrive at school or work with symptoms will be sent home immediately upon arrival.

\*\*In extreme emergencies, the COVID-19 person of contact may decide to call 911, contact parents/guardians for students and staff emergency contacts in advance if at all possible.

**Full Remote Instruction Policy**

During COVID-19, students at any Uncommon school may elect for a full remote instruction option when it is deemed medically necessary by a physician or when a family selects that option of learning for their child.

- **Requesting Full Remote Instruction** If a family would like to explore a full remote instruction option, they should contact their school leader to sign up for fully remote instruction.

### **Student Attendance Policy**

The safety, well-being and educational success of our students are our primary priority and guiding principles behind the attendance policy. While students are expected to be present and engaged in learning every day, we know that there are extenuating circumstances during this time which may require a student to be absent.

Our hybrid and remote model is designed to ensure that students can be actively engaged in learning and have the opportunity to thrive at school, whether in-person or remote. If a student is absent from hybrid or remote learning for the day, we ask that a parent/guardian contact their teacher or the school's operations team through the school's e-mail to notify us of your child's absence. Families should provide a doctor's note or other documentation for absences whenever possible.

The School will track students' attendance, whether online or in person, and will follow up with families if students are repeatedly absent without notifying the school, in order to ensure students and families have the support they need for students to engage in learning, whether in-person or remote.

### **State Travel Advisory**

If students and/or household members are traveling to states that have been placed on their local advisory list, students and families **must** follow all state or local quarantine requirements in order to keep themselves and our community safe. This may include students needing to participate in school remotely until the end of a student or household's quarantine period. Families should consider this when making their travel plans. Parents/guardians are encouraged to contact the school to discuss any questions you have about this policy and how it may apply to plans to travel to states on the travel advisory list.

### **Field Trip Policies**

Field trips are on pause until at least 2021. At this time, we will revisit the policy and protocols for student field trips.

## Academics & Learning

Uncommon Schools: Camden Prep is committed to nurturing the growth and development of students while maintaining a rigorous academic program that prepares them to graduate from a four-year college. To achieve this goal, Uncommon Schools: Camden Prep is committed to the following:

- **Comprehensive, Rigorous Curriculum:** Uncommon Schools: Camden Prep curricula are aligned to the New Jersey Core Curriculum Content Standards and other standardized tests. We also know that learning doesn't end when the final bell rings: after hours, our students are debating on the national stage, contributing to literary journals, performing in musical theater, winning state athletic championships, and so much more. Through rigorous coursework and activities designed to help students find their passions both within and outside the classroom, Uncommon students graduate ready to thrive in college and beyond. In all of these ways, we are getting your child ready to succeed in a college-preparatory environment
- **Top Notch, Caring Teachers:** Teachers lead exciting, innovative, and challenging lessons in the classroom, while building strong relationships with students and families. Uncommon teachers know that students learn material much better when they see how it might apply to their lives and therefore we work to ensure lessons are relevant to our students' lives. We also foster a climate of success through positivity, well maintained and decorated classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills. Across all grade spans, students are provided with additional support from multiple teachers across content areas. Uncommon teachers move at a fast pace so that every minute of class time is engaging and utilized for instruction. Teachers ask many critical thinking questions throughout the course of a day, while planning activities designed to keep students motivated and engaged.
- **High Expectations:** We believe in our students' limitless potential. We believe the best way to help our students achieve that potential is through establishing clear and consistent high expectations for academics and engagement, and supporting them to deliver on those expectations. Students are expected:
  - To be on time to school and to each of their classes and activities every day;
  - To work hard in their studies;
  - To be prepared for class;
  - To be engaged in class;
  - To participate in all activities; and
  - To complete homework assignments, as well as all assigned school projects.
- **Grading:** Clear, fair and rigorous grading standards help ensure that students are demonstrating the learning and progress needed to be successful on each step of the

road to college. In Middle and High School, students are graded on a scale of 70-100. The minimum passing grade is a “C.” In order for a student to pass a course, s/he must earn a cumulative average of at least 70 for the year.

### Report Cards

Report cards are distributed four times during the academic year, at the end of each academic quarter. Report cards are important opportunities for our students, families and teachers to develop a shared understanding of the student’s academic performance and progress. Notes on distribution of Report Cards and Conferences for each gradespan are below:

Elementary School	Middle School	High School
<p>At the end of each quarter, your elementary school will hold “Report Card Conferences.” During these events, parents &amp; guardians must attend a conference with their child’s teachers to discuss their progress.</p>	<p>Progress reports are distributed to students during the midpoints of these quarters.</p> <p>Parents &amp; guardians are required to attend their child’s report card for the 1st, 2nd and 3rd quarters to meet with teachers.</p>	<p>Grade reports are available at all times to all students and parents through PowerSchool access. Parents/guardians of students with a cumulative GPA less than 3.0 are required to attend their child’s report card for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters and to meet with teachers unless granted specific permission by a School Leader.</p>
<p>In order to effectively partner with parents and guardians, we ask them to attend every required conference. Parents/guardians who cannot attend Report Card or Progress Report meeting should reach out to their child’s school leader in advance to schedule an alternative time.</p>		

- **Honor Roll:** In Middle School and High School, students may achieve Honor Roll status each quarter by earning at least all B’s on their report cards or High Honors by getting straight A’s. This distinction is also recorded on their permanent report card.

### Promotion and Retention Policies

Uncommon is committed to making sure that our students are prepared both socially and academically for success in the immediate future and beyond; therefore, Uncommon does not practice social promotion. Students who do not meet academic standards for their given grade will be retained.

<p><b>Elementary School</b></p>	<ul style="list-style-type: none"> <li>● <b>Elementary School Promotional Policy:</b> Promotion in the elementary grades is determined through a holistic evaluation of the student’s academic and social readiness for the next grade level. Schools take into consideration the following criteria in determining whether a student would benefit from retention in the current grade level: <ul style="list-style-type: none"> <li>■ <b>Academic Assessments:</b> Performance on academic assessments (STEP and Interim Assessments) are used to determine the student’s readiness for the next grade level’s content.</li> <li>■ <b>Attendance &amp; Work Completion:</b> Attendance and work completion are taken into consideration and used with assessments to determine the student’s readiness for the next grade level’s content.</li> <li>■ <b>Overall Learning Profile:</b> In determining whether retention in the current grade level would support the student’s long-term achievement, the student’s holistic learning profile is taken into consideration (e.g. educational history, disability, special services, etc.).</li> </ul> </li> </ul>
<p><b>Middle School</b></p>	<ul style="list-style-type: none"> <li>● <b>Middle School Promotion:</b> Middle school students will be promoted based on their academic performance in core courses (English, Math, History, Science).</li> <li>● <b>Middle School Failure of a Course Policy:</b> Any student who fails two core courses (English, Math, History, Science) will be retained. Any student who fails one core course may be retained. When a student is retained and repeats the grade, it is required that all courses, even those passed from the failed year, be retaken.</li> </ul>
<p><b>High School</b></p>	<ul style="list-style-type: none"> <li>● <b>High School Promotion:</b> High school students will be promoted based on their academic performance in core courses (English, Math, History, Science, Foreign Language).</li> <li>● <b>High School Failure of a Course Policy:</b> Any student who fails one or two core courses (English, Math, History, Science, Foreign Language) must attend and pass Summer School to earn promotion to the next grade. Any student who fails a core course and does not attend or pass Summer School will be retained. Any student who fails three or more core courses will be retained. When a student is retained and repeats the grade, it is required that all courses, even those passed from the failed year, be retaken.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>High School Summer School:</b> Summer School is held for five full weeks over the summer as an opportunity for credit recovery for students who fail a course. Summer School credit recovery grades will replace the original course grades on the transcript. Summer School may begin as early as one week after the normal school year ends. To pass Summer School and earn credit recovery, students are required to: <ul style="list-style-type: none"> <li>■ Be present for at least 90% of all Summer School class time</li> <li>■ Fully complete at least 90% of all Summer School classwork, homework assignments and assessments.</li> <li>■ Earn a grade of 70% or higher for the summer.</li> </ul> </li> <li>● Summer School Credit Recovery Scale: <ul style="list-style-type: none"> <li>■ HP (High Pass) = replacement grade on transcript of 75 =C</li> <li>■ P (Pass) = Replacement grade on transcript of 70 = C-</li> <li>■ F (Fail) = No replacement grade, student must repeat the course or repeat the grade</li> </ul> </li> </ul>
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**Exit Criteria**

We are committed to ensuring students are prepared for success as they transition between grade spans. Therefore, the following criteria must be met for promotion from elementary, middle, and high school.

Elementary School (4 <sup>th</sup> Grade)	Middle School (8 <sup>th</sup> Grade)	High School (12 <sup>th</sup> Grade)
Students are evaluated along the Elementary School criteria for promotion (see Elementary School Promotion Policy above)	<ul style="list-style-type: none"> <li>✓ Minimum of 70% average in English, Algebra, History, and Science</li> <li>✓ Passing grade (70%) on the 8<sup>th</sup> Grade Final Performance Task Rubric</li> </ul>	<ul style="list-style-type: none"> <li>✓ See Appendix for graduation requirements</li> </ul>

## Homework

- **Why homework?** Homework is important because it teaches students to work independently, develop self-discipline, and learn time management skills. It is also an opportunity to reinforce important skills and content learned during the instructional day. It also encourages students to take initiative and responsibility for completing a task. Homework is also an effective way for parent(s)/guardian(s) to have an active role in their child's education and helps them to evaluate their child's progress and curriculum over time.
- **For the 20-21 school year:** Given the changes in student learning models due to the COVID-19 pandemic, students will not be expected to complete large amounts of additional assignments (homework) beyond what is expected during their scheduled worktimes (either during live instruction or during their independent work time), with exceptions for independent reading, and AP Classes in high school which may have additional assignments due to the pace of the classes.
- **Supporting Homework Success: In order to support, parents/guardians can:**
  - Provide a time and quiet place for study.
  - Help the student develop responsibility for completing the assignments.
  - Talk to their child about what he or she learned at school and encourage their child to develop a positive attitude about learning.
  - In Elementary school, read to or with their child every night for at least 20 minutes & sign the reading log.
  - Check your younger child's assignment pad to make sure they did all of their assignments or discuss assignment completion with older students.
  - Review assignments for neatness and accuracy.
  - Contact your child's teacher if you feel that your child is having a homework problem.
  - Help your child get started by asking questions:
    - Do you understand what you are supposed to do?
    - Do you need help in understanding how to do your work?
    - Have you done any problems like the ones you're supposed to do now?
    - Do you have everything you need to complete the assignment?
    - Do your answers make sense to you?

## Logistics, Facilities, & Schedule

### Snow Closings

In the event of poor weather conditions such as heavy snow, please listen to your local television or radio stations, for relevant information regarding school cancellation for Camden Prep.

### Student Meals

We believe student meals are an essential part of their ability to stay healthy and engaged in their learning, and are pleased to offer that all Uncommon students have the option to eat a free school breakfast, snack, and lunch. If a student does not like a particular meal, they may bring in their own. Camden Prep serves milk at breakfast and lunch. Any parents wishing to substitute milk with a different beverage must provide the substitute beverage.

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

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

**Arrival & Breakfast:** The purpose of morning procedures is to establish strong engagement and high student achievement at the onset of the day. It is also an opportunity to greet students with a smile and meal so they can maintain a positive mindset during the school day. Your student's school will share the exact arrival and breakfast schedule prior to the start of the school year.

**Lunch:** At Uncommon, lunch is served in a 30-minute period in the middle of the academic day. Lunch is a moment where students are free to talk and interact with their peers but must remain seated and follow all other school protocols.

**Breakfast & Lunch Fees:** Camden Prep partners with the New Jersey Department of Education to provide breakfast and lunch that is completely free for all students at Camden Prep.

### Dismissal

The purpose of dismissal is to ensure the safety of our students as they go home for the day. Our goal is to ensure that students are supervised by staff so they can return home safely and urgently.

- Students are encouraged to stay after school if they are registered for and involved in a structured, supervised, and sanctioned school activity.
- Students who are not involved in a structured, supervised activity must leave the building at their dismissal time.
- If students are picked up from school, parents/guardians (or their designees) are expected: to do so on a timely basis; to be very familiar with the days on which students have scheduled activities; and to communicate in advance about transportation plans.
- Within 15 minutes of dismissal, all students who are not involved in a structured, supervised activity must be picked up.

### **Student Belongings**

Students are not permitted to bring toys, electronics, or other personal items to school unless they are instructed to do so by their teacher, because they can be a distraction or can be easily lost. Uncommon is not responsible for lost or stolen items.

### **Enrichment Programs**

Uncommon Schools: Camden Prep conducts several after-school activities.

- Students are encouraged to participate in enrichment activities.
- Students may be removed from enrichment activities temporarily due to behavioral concerns or academic performance.

**Fire Alarm:** Any time the fire alarm goes off (including regularly scheduled fire drills), students must obey the following procedures, for their own safety and the safety of others:

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

## **Additional Policies**

**Uniform:** At Uncommon, we believe uniforms help build community pride, and support equity amongst all students. School uniforms must be worn at all times. Uniforms are:

- Uniform shirt from designated school vendor
- Uniform pants, skirts or jumpers (these may be purchased from any vendor but must match the school's uniform color)
- Black sneakers or shoes
- Socks of any color
- Ties are no longer required (for those school uniforms that previously required them)

## **Social Media Policy**

Social Media is a powerful and effective tool for keeping people connected and the School respects the rights of parents/guardians to engage in free and open communication of their personal information through personal online activities. When posting classroom photos, please be respectful of the fact that other parents/guardians may not want their child's photograph posted to your Social Media site(s). Do not post photos of your child's classmates without their permission.

## **Bus Behavior Policy**

It should be clear to all students and their families that a public school bus is a form of school-sponsored transportation. Therefore, appropriate behavior as laid out in the Code of Conduct is expected at all times. No adult besides a school staff member may board the bus for any reason without the explicit permission of the bus driver. Violation of this policy may result in a suspension from transportation and/or other consequence.

## **Health Policies**

Camden Prep provides the health services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately. If a student requires medication of any kind (including Tylenol, aspirin, and asthma inhalers), the student's parent/guardian must submit a Medication Administration Form and must give the medication in the original container to the nurse. Students are not permitted to carry or self-administer over-the-counter OR prescription medication without parent or guardian permission and doctor's written order.

- The parent/guardian of any student who is required to carry an asthma inhaler on his/her person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the inhaler with him/her and a second inhaler that is kept in the nurse's office.
- The school abides by all New Jersey State immunization requirements. Each new student must have a certificate of immunization at the time of registration or no later

than the first day of school. Parents/guardians must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Parents seeking to waive the immunization requirement should submit their request to the school nurse. The nurse will review the request and will advise the DOO, who will make the final decision on whether to grant the waiver request.

- As a public school, we are required by law to conduct health screenings for every child which requires parent consent. If you do not want your child participating in these screenings, please write a letter to the school nurse/school administration explaining your reasons. If parent's do not consent to the school screenings, then it is their responsibility to ensure your child receives the required screenings and that proper documentation is provided to the school.
- The school will contact parents or a designated relative or family friend if a student becomes ill or suffers an injury. **Be sure to list all emergency telephone numbers on your child's enrollment information.**
- Please be advised: **Nurses are not allowed to give out any medication (prescription or over the counter) without a doctor's written order & pharmacy label.** This includes all medicines, including aspirin or Tylenol, given for any reason. This consent—which you will receive from your child's doctor—will state the name of the medication, dosage and frequency of dosage.
- Students are not permitted to carry or self-administer over-the-counter OR prescription medication without parent or guardian permission and doctor's written order.

## Student Records

The school administration is in charge of student records. They will discuss, explain, and/or make available to the student or his/her parents/guardians any records on file. If any parent/guardian would like to examine their child's record, the parent or guardian should submit a request in writing to the Office Manager. Within five days, the parent will be allowed to inspect the file and may request a copy of some or all of the information contained in the records. There are two different types of student records, which will be treated differently:

- Directory Information – is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be available to others for specific use without the consent of a parent/guardian. For example, teachers may distribute class lists. If a parent/guardian would not like such information released he/she should submit a request in writing to the Office Manager.
- Confidential Records – include grades, transcripts, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

### **Discipline of Students with Special Needs**

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

### **Public Display of Affection Policy**

Uncommon Schools: Camden Prep is a professional environment and as such all students must conduct themselves appropriately at all times. Therefore, students must show respect for themselves and others by restraining from inappropriate public displays of affection. These actions include, but are not limited to kissing, hand holding, extended hugging, and sitting on another student's lap.

# Code of Conduct

## Introduction

Camden Prep (the “School”)- is unequivocally committed to providing a safe and supportive environment in which students can learn and thrive. To create this environment, students’ behavior must not disrupt the education of others, and students must receive the support they need to learn. Without a consistent discipline policy, none of what we envision for the School can happen. Therefore, there will be appropriate consequences to maintain a safe and supportive environment, and to ensure that students needing additional support can receive it. This is the basis of our student Code of Conduct.

The Code of Conduct applies to school grounds, school sponsored events, and school buses. It will be equitably applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other legally protected distinguishing characteristics. The School 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 law and regulations.

## Disciplinary Procedures

The School believes in the importance of setting forth clear behavioral expectations to ensure a safe, orderly, respectful, and supportive environment for every student. These expectations are outlined in the Code of Conduct and it is the collective responsibility of students, staff, and families to uphold these expectations. The School has put in place systems to reinforce positive behavior and academic success. When student behaviors negatively impact the school environment, behavior interventions and supports will be used to remediate problem behaviors, enabling students to learn from their mistakes and be accountable for their misconduct.

The following disciplinary procedures apply to behaviors that occur on school grounds, at school-sponsored events, or on school buses. Additionally, students may be disciplined for behavior that occurs off of school grounds if it jeopardizes the safety or well-being of other students, teachers or school property or when such behavior can reasonably be expected to impact the educational process and/or create a risk of substantial disruption within the School environment.

- **Consequences**

When students break the Code of Conduct, the teacher will correct them, review the correct behavior and practice the behavior with them. However, if the behavior continues, the students will face a series of consequences agreed upon and supported by all the teachers

and parents/guardians. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences, school personnel will take into account such factors as (i) the type and severity of the conduct; (ii) the harm or potential harm of the conduct (including the disruption of educational processes, physical harm or Emotional Harm to others, damage to property, etc.); (iii) the student's prior disciplinary and academic record; (iv) the student's age; (v) deterrence; (vi) the student's honesty and cooperation when confronted with the violation; and (vii) the future protection of persons and property.

The School reserves the right, in its sole discretion, to amend or discontinue any of the policies, procedures, practices or general descriptions set forth in this policy, including to take immediate action when required, and to create alternatives to disciplinary protocols when in the best interests of our students, staff members and/or the School.

The following is a non-exhaustive list of possible penalties that may be issued to a student who is determined to have violated the School's Code of Conduct:

- 1) Oral warning
- 2) Written warning
- 3) Loss of school privileges
- 4) Written notification to parent/guardian
- 5) Conference with parent(s)/guardian(s)
- 6) Confiscation of property
- 7) After-school detention
- 8) Suspension, exclusion and/or removal from a particular class or school function
- 9) Suspension or revocation of school privileges related to the violation (e.g., revocation of computer use privileges);
- 10) Suspension from transportation
- 11) Suspension from social, athletic, after-school, field trip, extracurricular, or other school functions
- 12) In-school suspension
- 13) Short-term suspension (ten days or less) from school
- 14) Long-term suspension (more than ten days) from school\*
- 15) Expulsion from school\*

\* Certain violations, such as bringing a firearm to School, may legally require suspension for a certain time and require reporting to law enforcement agencies.

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

- ✓ Physical contact, fighting or physical assault of another student
- ✓ Physical harm or assault of a teacher, staff member, or other adult at school
- ✓ Attempted or actual theft, loss, or destruction of personal or School property
- ✓ Constant disruptive behavior that threatens safety
- ✓ Violation of Student Use of Technology Policies
- ✓ Excessive disrespect of staff, teachers, peers, or other adults at school
- ✓ Harassment or violent threats, including cyber bullying of any kind and/or creating images or videos of another student in a manner intended to harass or exacerbate an incident of harassment
- ✓ Open defiance of authority that threatens safety
- ✓ Lying to a staff member
- ✓ Skipping class or truancy
- ✓ Possessing, using, or dispensing controlled dangerous substances without legal authority, alcohol, tobacco or nicotine products, or illegal substances (Any illegal substances will also be reported to the police, as required by law.)
- ✓ Repeated uniform violations
- ✓ Skipping detention or tutorial
- ✓ Failure of a child to serve a required detention because the child or parent/guardian refuses to have them serve it
- ✓ Inappropriately using a cell phone in school
- ✓ Engaging in sexual activity or inappropriate touching
- ✓ Academic integrity violations
- ✓ Significant lack of preparation for school (ie, failure to complete homework regularly, failure to complete multiple assignments)
- ✓ Gang recruitment and/or expression of gang membership through symbols, jewelry, insignia, etc.
- ✓ Possession of a weapon
- ✓ Arrest for criminal activity
- ✓ Other actions deemed suspendable offenses by a School Leader

- **Conduct Off of School Grounds**

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

### **Discipline, Including Removal From School, For Certain Offenses**

We will not tolerate violence, or the potential for violence, at school, and reserve the right to take all necessary steps to ensure a safe school for our students. There will be zero

tolerance for weapons at school. This includes, but is not limited to, bringing a gun, knife, taser, or other weapon to school or for any assault on school employees or students. Students who do shall be immediately removed from school and disciplined as appropriate. This includes but is not limited to any of the following offenses:

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

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

### **Expulsion**

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

### **Seclusion and Restraint**

As part of our emergency procedures, physical restraint is permitted in limited circumstances where a student is in imminent risk of injury to him/herself or others and the student is not responsive to less intensive behavioral interventions, including verbal

directives or other de-escalation techniques. No student will be placed in seclusion and/or restrained by school staff as a form of discipline or punishment. As soon as possible, during or after any such use of restraint and/or seclusion, the parent(s) or guardian(s) will be informed when any of these actions have occurred and will be provided with an account of the incident, including the circumstances that led to the use of seclusion and/or restraint. Additionally, situations where there is the potential for significant harm may be reported to crisis services for additional support.

### **Harassment, Intimidation, and Bullying Policy**

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

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

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

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

Camden Prep expects students to conduct themselves in keeping with its Core Values. In addition, Camden Prep strongly believes that passive action can be as significant as active action—witnessing a wrongdoing can implicate the observer. Students are expected to do

what they reasonably and safely can do to divert a situation and must also inform a Camden Prep staff member.

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

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

School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. School leadership shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information

relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information. The results of each investigation shall be reported to the Board no later than the date of the Board meeting next following the completion of the investigation, along with information on any services provided, training established, discipline imposed or other action taken or recommended by the principal. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. A parent or guardian may request a hearing before the Board after receiving the information, and the hearing shall be held within ten days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents. At the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the principal's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, all-school network) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the

school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

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

Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

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

### **Student Interviews and Searches**

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than Camden Prep's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own

interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Camden Prep employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

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

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

### **Substance Abuse Policy**

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

## Student Use of Technology Policies

### Use of Technology, Electronic Devices and Phones at School

We understand that many of our students have phones or other electronic devices, and we have created the following policies for the sake of ensuring that students and families clearly understand school expectations. These policies have been created with the goals of minimizing distraction to our students or risk of loss or theft.

- Students who use cell phones at unauthorized times will have the devices confiscated until a parent/guardian comes to retrieve it. Egregious or repeated violations of the cell phone policy may result in additional consequences, including suspension.
- Camden Prep does not accept financial responsibility for cell phones reported missing during school hours. Students who bring cell phones or other electronic devices to school do so at their own discretion, and the school will not reimburse for phones or other electronic equipment reported as missing while on school grounds.

<b>Elementary School</b>	<ul style="list-style-type: none"> <li>● Students are not permitted to bring cell phones, smart watches, or other electronics to school.</li> </ul>
<b>Middle School</b>	<ul style="list-style-type: none"> <li>● Cell Phones and Smart Watches: In the interest of student safety during commuting, students are permitted to bring cell phones and smart watches to school. However, the following conditions apply:             <ul style="list-style-type: none"> <li>○ Cell phones must be labeled with student name and homeroom, and stowed away according to school procedures.</li> <li>○ Except as noted below, cell phones and smart watches must be completely turned off during the school day from the start of instruction until dismissal.</li> <li>○ With a teacher’s permission, at the end of the day, students are permitted to make phone calls after school or receive text messages from their parents/guardians to coordinate their ride home. Students are not permitted to use cell phones for any other purpose during the school day.</li> </ul> </li> </ul>
<b>High School</b>	<ul style="list-style-type: none"> <li>● High school students may use recreational electronic devices at teacher discretion and in specific ways during breakfast, lunch, and afterschool. Students abusing this policy will have this privilege revoked. In addition, students are responsible for their own electronic devices. While Camden Prep obviously strives to</li> </ul>

	<p>prevent theft of any item, the school will not track down electronic devices that have been reported missing. The following conditions apply:</p> <ul style="list-style-type: none"> <li>■ Except as noted below, cell phones and smart watches must be completely turned off during the school day from the start of instruction until dismissal.</li> <li>■ Students may use electronic listening devices in common areas in during breakfast and lunch, but may not actually engage in cell phone or smart watch use or texting at this time.</li> <li>■ Students are encouraged to be courteous and discreet in their use of cell phones during times and places when they are permitted. Adult visitors to the high school will be given this same instruction.</li> <li>■ Students who use or show cell phones or smart watches at unauthorized times will have the devices confiscated. Please see the Code of Conduct for specifications on consequences that may be assigned for unauthorized use of cell phones and smart watches.</li> </ul>
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### **Student Technology Acceptable Use Policy**

Uncommon Schools: Camden Prep is committed to providing a learning environment designed to meet the needs of students and building a culture of openness, trust and integrity. Students and staff need the ability to use and access a variety of technology resources, including the Internet, as part of their educational process.

- **Conditions for Technology Use**

**Purpose:** To support its commitment to providing access to information necessary for education, Uncommon’s system of electronic communication shall include access to the Internet for students and instructional staff.

- **Acceptable Use**

The purpose of information technology is to facilitate communications in support of education by providing access to informational resources and the ability to collaborate. All users of information technology must follow the existing rules and acceptable use policies incorporated into this document. Transmission of any material in violation of any United

States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- **Access to Technology Resources**

The use of Uncommon Schools: Camden Prep's information technology is not a right. Access is provided in a manner that is at Uncommon's discretion in order to support educational outcomes for our students. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of access. Uncommon may determine appropriate use and may deny, revoke, or suspend any user access based upon a determination of inappropriate use.

- **Oversight**

In order to comply with State and Federal regulations, Uncommon reserves the right to review any material accessed or transmitted by users, including email, therefore users should have no expectation of privacy. Certain aspects of your use are being recorded in logs either for the purpose of system performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs or email will only be reviewed by authorized personnel. In accordance with the law, messages relating to, or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.

Each school shall coordinate access to technology resources in each school by ensuring that teachers and students receive proper training in the use of the system and ensuring that students are adequately supervised when using the system.

- **User Expectations**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal or inappropriate messages or depictions to other users.
- Use appropriate language.
- Do not engage in activities that are prohibited under state or federal law.
- Do not reveal full name, personal address or phone numbers of yourself, other students, staff or colleagues.
- Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.
- Do not use the Internet in such a way that you would disrupt the use of the network by other users.

- Do not install unauthorized software.
- Do not attempt to harm, modify, or destroy data of another user, Uncommon information systems, or the information technology provider. This includes, but is not limited to, the uploading or creating of computer viruses.

- **No Warranties**

Uncommon makes no warranties of any kind, whether expressed or implied, for the service it is providing. Uncommon will not be responsible for any user damages including, but not limited to, loss of data resulting from delays, no-deliveries, misdeliveries, or service interruptions caused by Uncommon's negligence or by the user's errors or omissions. All users need to consider the source of any information they obtain and how valid the source of that information may be. Use of any information obtained via information technology is at the user's own risk. Uncommon is not responsible for the accuracy or quality of information obtained through its services and shall not be responsible for any financial obligations arising through the unauthorized use of the system.

- **Security**

Users should never share their passwords or allow others to use their password. Users should also protect their password to ensure system security and their own privileges and ability to continue their use of the system. Attempts by a student, or non-authorized user, to log on to any Uncommon information systems as another user may result in the cancellation of user privileges. Users shall not install or download software or other applications without permission of the supervising staff person.

- **Procedures for Use**

While using school equipment, a student or staff member may only use Uncommon information technology accounts. Student users must always get permission from their instructors before using information technology or accessing any specific file or application. Users shall not use computer resources for nonacademic activities.

- **Controversial Material**

While access to the Internet, through school computers, is administered by school personnel, Uncommon may not be able to technologically limit access to only those online services that have been authorized for study.

Uncommon has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene as defined in the United States Code. Although Uncommon has installed filtering software, it is impossible to control the content of all data and a user may discover controversial materials when using the

Internet. Users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

- **Improper Use**

Any violation of these rules, or applicable state and federal laws, may result in revocation of a user's access to district technology and/or discipline, up to and including suspension or expulsion.

- **Notification**

Students must sign a "Technology Use Agreement" in order to use Uncommon technology resources (below). Students must also have the form signed by their parent or guardian.

### **Student Use of Technology Agreement**

Uncommon Schools: Camden Prep authorizes students to use technology owned or otherwise provided by Uncommon as necessary for instructional purposes. The use of Uncommon technology is permitted at Uncommon's discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Agreement. Uncommon reserves the right to revoke access at any time, without notice, for any reason.

Uncommon expects all students to use technology responsibly. Uncommon may place reasonable restrictions on the sites, material, and information that students may access through the system.

Each student, and their parent or guardian, who is authorized to use Uncommon technology must sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

- **Definitions**

Uncommon technology includes, but is not limited to, computers, Uncommon's computer network, including servers, and wireless computer networking technology, the Internet, email, wireless access points, tablet computers, smartphones and smart devices, telephones, any wireless communication device whether accessed on or off site or through Uncommon-owned or personally owned equipment or devices.

- **Student Obligations and Responsibilities**

Students are expected to use Uncommon technology safely, responsibly, and for educational purposes only. The student in whose name Uncommon technology is issued is responsible for its proper use at all times. To ensure security, students should not share their assigned account information, passwords, or other information used for identification and authorization purposes, and should use the system only under the account to which they have been assigned.

Students are prohibited from using Uncommon technology for improper purposes, including, but not limited to:

- Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
- Bully, harass, intimidate, or threaten other students, staff, or other individuals.
- Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
- Infringe on copyright, license, trademark, patent, or other intellectual property rights.
- Intentionally disrupt or harm Uncommon technology or other operations (such as destroying Uncommon equipment, placing a virus on computers, adding or removing a computer program without permission from a teacher or other Uncommon personnel, changing settings on shared computers).
- Install unauthorized software.
- Unauthorized manipulation of Uncommon data or other users' data.
- Engage in any activity that is unethical or violates any law or Uncommon policy.

- **Privacy**

Uncommon technology is intended for educational purposes. In order to comply with State and Federal regulations, Uncommon reserves the right to review any material accessed or transmitted by users, including email, therefore users should have no expectation of privacy.

Uncommon reserves the right to monitor and record all use of Uncommon technology, including, but not limited to, access to the Internet or social media, communications sent or received from Uncommon technology, or other uses. In order to comply with State and Federal regulations, monitoring, review or recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution or investigation of improper, illegal, or prohibited activity.

All passwords created for or used on any Uncommon technology are the sole property of Uncommon. The creation or use of a password by a student on Uncommon technology does not create a reasonable expectation of privacy.

- **Personally Owned Devices**

If a student uses a personally owned device to access Uncommon technology, the student must still follow all applicable policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

- **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of Uncommon technology, the student must immediately report such information to a teacher or other Uncommon personnel.

- **Consequences for Violation**

Violations of the law, policy, or this Agreement may result in revocation of a student's access to Uncommon technology and/or discipline, up to and including suspension or expulsion. In addition, to comply with the law, violations may be reported to proper authorities as appropriate.

## Appendix

### High School Graduation Requirements

- **New Jersey State Credit Requirements:**
  - English: 4 years
  - Math: 3 years
  - Science: 3 years
  - History: 3 years
  - Foreign Language: 1 year or testing exemption
  - Physical Education: 4 years
  - Visual and Performing Arts: 1 year
  - 21st Century Life and Careers: 1 year
  - Financial, Economic and Entrepreneurial Literacy: ½ year
  
- **Camden Prep College Prep Requirements**
  - English: 4 years
  - Math: 4 years
  - Science: 3 years
  - History: 3 years
  - Foreign Language: 2 years
  - Physical Education: 4 years
  - The Arts: 2 years
  - College Readiness: 2 years
  - Financial Literacy: ½ year
  - SAT Requirements: SAT must be taken a minimum of two times
  - Applications to a minimum of two colleges
  - Summer Enrichment--Attend/participate in a minimum of two summer programs (this includes camps, college programs, outdoor education programs, and internships)
  - Pass Senior Research Project

\*Note: Graduation requirements may increase for specific Majors.

### College Placement Program

Camden Prep high school college placement program includes individualized student advising, class curriculum for juniors and seniors, college visits, and parent workshops.

The Office of College Access and Success focuses on building relationships with college admissions representatives and with our students and families. The Office of College Access and Success hosts a number of activities throughout the year. Note that given the COVID-19 pandemic, for the 20-21 school year, many of the activities below have been

modified to take place in a virtual setting, or have been cancelled where that is not possible. During a regular academic year, sponsored activities include the following:

- **College Admissions Visits to Camden Prep:** Admissions officers from all over the country come to Camden Prep to talk about their schools and recruit Camden Prep students. These include, a variety of public and private institutions, both in-state and out-of-state.
- **Camden Prep College Trips:** Beginning junior year, Camden Prep will coordinate various college visits where students will have the opportunity to talk to college students and admissions counselors as well as tour campuses. Depending on the campus, they may have some of the following opportunities: attending college classes, visiting in college dorm rooms, eating in college cafeterias, and talking with university professors and admissions officers.
- **Parent-Student College Nights:** Students and their parent(s) or guardian(s) are required to attend workshops focused on getting ready for college, beginning freshman year. Presentation topics include: saving for college/financial planning, college research, college admissions process, the Educational Opportunity Fund Program, and financial aid workshops.
- **College Fairs:** High school students will be invited to attend college fairs and provide information about various other off-campus college opportunities.

### **High School Summer Enrichment Programs**

Camden Prep placed many high school students into selective college enrichment programs and community service organizations in the summer. Camden Prep's high school students were accepted into the following enrichment programs and internships. While many students earn their own scholarships to summer programs, Camden Prep also encourages students to apply for a scholarship provided by the school:

- Experiment in International Living
- Center for Talented Youth
- College campus-based summer enrichment programs
- BlackRock Internships
- Wishbone Summer Programs
- Jack Kent Cooke Scholars
- Junior Statesman Program at Princeton University
- AFS Intercultural Programs (China, Costa Rica)
- Columbia Community Service
- New Jersey Historical Society
- National Outdoor Leadership School (NOLS)
- Upward Bound—NJIT

- VISIONS Services Adventures (Dominican Republic)
- New Community Corporation
- Developmental School for Youth—AllStars Program
- Camp Eljabar-Spears—Leadership and Counselor in Training Program
- NJ Leep

### **Informal Complaint Procedures**

An informal complaint is a complaint that does not concern the alleged violation of law or charter (examples include, but are not limited to, the following: a concern about an academic grade, the school’s uniform policy, the school’s cell phone policy, or the bus schedule, etc.). If you have an informal complaint, you are encouraged to contact the appropriate staff member at the School by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing.

If an informal complaint is not responded to and resolved promptly or satisfactorily, you may contact the Principal or Director of Operations to discuss the matter; the Principal or Director of Operations shall respond in person, by telephone, or in writing.

### **Formal Complaint Procedures**

Should any complaint involve a potential violation of law, please contact your school’s Principal or Director of Operations for a copy of Camden Prep’s complete Complaint Policy.

### **Title I Parent Involvement Policy**

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

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Camden Prep will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- Camden Prep defines parental involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-
  1. that parents play an integral role in assisting their child's learning;
  2. that parents are encouraged to be actively involved in their child's education at school;
  3. that parents are full partners in their child's education and are included, as appropriate and as determined by Camden Prep, in decision-making and on advisory committees to assist in the education of their child;
  4. carrying out other activities, such as those described in section 1118 of the ESEA.
- Camden Prep will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. This discussion will generally take place at the annual Title I meeting, in conjunction with Camden Prep's Back to School Night.
- Camden Prep implements effective parental involvement activities throughout the year to improve student academic achievement and school performance. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. These activities include but are not limited to ongoing Report Card Nights, Parent University orientations, literacy nights, and college prep evening events for parents. Camden Prep recognizes the important role that parents play in their child's success and requires parents to meet with teachers at the end of each grading period to monitor their child's progress.
- If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Camden Prep will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Camden Prep, as part of its Title I Schoolwide Plan, will involve the parents of all children in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- Camden Prep will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

The school/district will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to,

communicate with, and work with parents as equal partners. In the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools with the following initiatives.

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

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

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

The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the

evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise if necessary (and with the involvement of parents) its parental involvement policies.

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

A. Camden Prep will provide assistance to parents of children, in understanding topics such as the State's academic content and achievement standards, and the State and local academic assessments including alternate assessments. In addition, Camden Prep will work with parents to help them monitor their child's progress and collaborate with educators to further their child's progress.

B. Camden Prep will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. This includes the periodic offering of Parent University orientations, as well as college-prep evening events, which are open to all parents.

C. Camden Prep will educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. These trainings will focus on Camden Prep's ongoing parental involvement events, including Parent University, Report Card Nights, and college-prep evening events.

D. Camden Prep will ensure that information related at school and parent programs, meetings, and other activities, is shared in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

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

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

### **Nondiscrimination**

Camden Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex,

in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Camden Prep on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Camden Prep on the basis of race, sex, color, religion, national origin, or sexual orientation. Finally, pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX). The contact information for the School's Title IX Coordinator to whom complaints may be directed will be provided by the school annually.

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605