



A K – 12 SERVICE LEARNING SCHOOL

Board Minutes

**BOARD OF TRUSTEES MEETING
AUGUST 21, 2018 - 7:00 PM
360 FIRST STREET, 2ND FLOOR
HOBOKEN, NJ 07030**

Call to Order

Roll Call

<i>TRUSTEE</i>	<i>PRESENT</i>	<i>ABSENT</i>
Jason Altberger	✓	
John Berger		✓
Lauren Calmas	✓	
Anthony Felella	✓	
Lisa McIntyre		✓
Jose Rivera		✓
Christine Sheedy	✓	
Mark Silberberg	✓	

Deirdra Grode, Executive Director

Morton Mark, Business Administrator/Board Secretary

Also in attendance: Elizabeth Palma, Principal K-8 and Joanna Weintraub, Principal 9-12

Reading of the Open Public Meeting Statement

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed and acted upon. This is a public meeting of the Board of Trustees of the Hoboken Charter School. At the public meeting action will be taken on a variety of motions.

In accordance with the requirements of the Sunshine Law, the meeting was announced on June 29, 2018 at City Hall and the City Clerk's Office on Washington Street and by advertisement in the *Hoboken Reporter* and the *Jersey Journal*.

Summary Notes from the Meeting

Policy

The board meeting began with a discussion on proposed new school policies. First readings were conducted around a revised Dress Code policy, the 9-12 Electronics and Recreational Equipment Policy and the K-12 Attendance Policy. Deirdra Grode, Executive Director, shared that the revisions to the dress code were made to support equitable educational access and to prevent the reinforcement or increased marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The revised Electronics and Recreational Equipment Policy allows for more flexibility in technology use than has been allowed previously in the upper school with greater clarity on allowable usage. The Attendance Policy revisions engage upper school families and students in action planning after fewer late arrivals than previously. Policies that had previously been presented to the Board (Code of Student Conduct, School Lunch/Food Policy and the K-8 Electronics and Recreational Equipment Policy) were approved.



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Educational Planning

The upper school is moving to the use of an agency to deliver world language instruction to its students. A course preference survey was conducted with students and this feedback informed language programming decisions for this coming school year. The upper school is excited to offer Spanish and French this coming school year and is exploring additional languages to offer in the future.

Finance

Business Administrator Mort Marks shared that the medical plan for the staff is coming up for renewal. The finance committee is exploring options to improve the high deductible plan to save costs while improving coverage. Making the high deductible plan comparable in benefits will enhance school savings for the future and potentially save staff on their contributions to the plan. Board Trustee Tony Felella offered to speak with the staff at orientation the following week about the plan.

Board of Trustees and Staff Reports

Joanna Weintraub, Upper School Principal, presented to the Board about current initiatives in the upper school. In order to promote a positive learning environment, the upper school will be promoting social-emotional learning (SEL) through developing relationships and a growth mindset this school year. The goal is to improve student achievement through a comprehensive plan to increase student voice and therefore engagement resulting in a positive learning environment. First steps towards this goal include: changing the schedule to include room for more electives, more effective and comprehensive Tier II supports, restorative practices, student group meetings and academic support; adding new courses such as Chemistry, Criminal Justice, Studio Art, Media Art, Forensics, Civics, Intro to Psychology, Journalism, Physics of Superheroes, French and an internship program; revising the advisory program to include more SEL skill components; expanding upon the tradition of senior projects by allocating the time and resources needed to make them meaningful reflections on personal growth and plans through a service learning and social justice lens; and including opportunities for students to make choices in their work through inquiry-based and learner-centered education.

Lizzie Palma, Lower and Middle School Principal, shared that she had reached out to all lower and middle school families to set up parent feedback meetings. She has met with sixty-one families to date and will be meeting with more in the coming weeks. Parents have been sharing their feedback around academic and extracurricular programming; school climate and culture; communication; policies and procedures and other general areas. As a means to further support HCS's mission of learner-centered education, as well as to meet the needs of our advanced learners, the K-8 program will be focusing on project-based learning (PBL) for the 2018-2019 school year. In middle school, students will have a dedicated PBL period (replacing independent reading) that will allow them to research and present projects around meaningful questions. PBL will also be infused into instruction in the lower school. HCS will be working with Rutgers University this year to provide professional development to staff on PBL practices.

Deirdra Grode discussed having a first read at the September board meeting of a proposal to weight the lottery for candidates living in poverty. In 2014, the U.S. Department of Education issued updated guidance that expanded the circumstances under which public charter schools may elect to use a weighted lottery in admissions. The weighted lottery specifications are still under consideration, but some criteria are: the child is living in public or Section 8 housing or qualifies for Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefits.



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Approve Minutes

Minutes of the previous public Board meetings held July 17, 2018 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on July 17, 2018 be approved.

Moved by____Mark Silberberg____ Seconded by____Christine Sheedy____

Action taken____ OK _____

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger			✓	
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			

Public comment/questions on agenda items for the meeting

A 15 minute period of time is provided for the public to ask questions on agenda items or make statements to the Board of Trustees. If there are many speakers, the chair will ask for a 3 minute speaking limit per speaker. The Board may extend the public comment portion by motion if necessary.

1. Policy

Motion by: _____Christine Sheedy_____ Seconded by: _____Mark Silberberg_____

- I. Resolved, that the Board of Trustees will approve the revised Code of Student Conduct Policy.
- II. Resolved, that the Board of Trustees will approve the revised Electronics and Recreational Equipment Policy K-8.
- III. Resolved, that the Board of Trustees will approve the revised HCS School Lunch/Food Policy.

First Reading

- IV. Resolved, that the Board of Trustees will conduct a first reading of the revised HCS Dress Code Policy.
- V. Resolved, that the Board of Trustees will conduct a first reading of the revised Electronics and Recreational Equipment Policy 9-12.
- VI. Resolved, that the Board of Trustees will conduct a first reading of the Attendance Policy.



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Roll Call Vote

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			

2. Educational Planning

Motion by: _____ Jason Altberger _____ Seconded by: _____ Mark Silberberg _____

- I. Resolved, that the Board of Trustees approves the professional development request for Deirdra Grode, Executive Director to attend the New Jersey Charter Schools Association's 10th Annual Conference on October 11, 2018 at the Robert Treat Hotel in Newark, NJ for a cost of \$195.

Roll Call Vote

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			

3. Motions Related to Personnel

Motion by: _____ Jason Altberger _____ Seconded by: _____ Mark Silberberg _____

- I. I move that the Board of Trustees approves the submission of a NJDOE waiver application (N.J.A.C.6H-9-6 5C) to the County Office for the hiring of school staff and/or substitutes while formal criminal history is processed.
 - Melody Moyse
 - Carlos Diaz
 - Willa Flax
 - Erode Jean-Pierre
- II. I move that the Board of Trustees approves the following personnel for the daily assignments as school staff and/or substitutes pending completion of a county sub license and/or criminal background check.
 - Melody Moyse
 - Carlos Diaz



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- Willa Flax
- Erode Jean-Pierre

- III. Resolved, that the Board of Trustees approves Willa Flax as part-time Guidance Counselor.
- IV. Resolved, that the Board of Trustees approves Erode Jean-Pierre as Substitute Teacher.
- V. Resolved, that the Board of Trustees approves the resignation of Kiersten Franz.
- VI. Resolved, that the Board of Trustees approves an agreement between Hoboken Charter School and Foreign Language Department to provide language services to the Upper School program starting September 2018 pending revisions to agreement proposed by School.

Roll Call Vote

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			

4. Finance

Motion by: _____Anthony Felella_____ Seconded by: _____Christine Sheedy_____

I. Cash and Fund Balance

Period	Cash Bal	Fund Bal
07.31.18	930,124	843,592

- II. Resolved, that the Board of Trustees approves the Board Secretary Report as of July 31, 2018, as received in the monthly financial report as per DOE requirements.
- III. Resolved, that the Board of Trustees approves the Treasurer's Report, as of July 31, 2018, as received in the monthly financial report as per DOE requirements.
- IV. Resolved, that the Board of Trustees approves the Budget Transfers as received in the monthly financial report as per DOE requirements.
- V. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- VI. Pursuant to N.J.A.C. 6A:23-2.11(c)3, the Board of Trustees acknowledges and accepts the certification from the Board Secretary that as of July 31, 2018, this board secretary report that no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23-2.11(a).



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VII. Be it resolved, that the Board of Trustees acknowledges the receipt of the Report of the Treasurer and the Report of the Board Secretary for the month ending July 31, 2018.

VIII. Further Resolved, the Board of Trustees certifies that no budgeted line item, major account or fund has been over extended in violation of N.J.A.C 6A:23-2.11(a) and (b) and that sufficient funds are available to meet the school's financial obligations for the remainder of the year.

Roll Call Vote

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			

5. Information Items

July 17, 2018

<i>Grade</i>	<i>Current</i>	<i>Grade</i>	<i>Current</i>	<i>Grade</i>	<i>Current</i>
<i>K</i>	22	<i>5</i>	22	<i>9</i>	24
<i>1</i>	22	<i>6</i>	22	<i>10</i>	25
<i>2</i>	22	<i>7</i>	22	<i>11</i>	24
<i>3</i>	22	<i>8</i>	22	<i>12</i>	25
<i>4</i>	22			<i>Total</i>	296

School Calendar Reminder

- August 27 to August 30 – All staff professional development.
- August 31 to September 3 – School closed for Labor Day weekend.
- September 4 – First day of school – full day.
- September 10 – School closed for Rosh Hashanah.
- September 13 – Professional development for staff. 1:00 p.m. dismissal for students. Movie Day will be available.
- September 19 – School closed for Yom Kippur
- September 17 – Board Meeting 7:00 p.m. – 713 Washington Street
- September 26 – Upper School Back to School Night 6-8 p.m. (5:30-6:00 p.m. refreshments with the FoHCS at 360 1st Street)
- September 27 – Lower and Middle School Back to School Night 6:30-8:30 p.m. (5:30-6:30 p.m. refreshments with the FoHCS at 713 Washington Street)

Board of Trustees Committee Reports

New Business

Public Comments



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Looking Ahead

- Strategic Plan update on Sept. 17, 2018
- MOA to be signed on Sept. 17, 2018
- HCS Standardized Testing Overview on Sept. 17, 2018
- First read on a proposed weighted lottery on Sept. 17, 2018
- First read on a proposed Human Resources handbook on Sept. 17, 2018

Executive Session

- Matters related to personnel, finance and legal matters
- Executive matters

Adjournment of Meeting

Whereas, the business of the regular meeting has been concluded, now, therefore be it resolved that the HCS Board of Trustees adjourned their meeting of Tuesday, August 21, 2018.

It is hereby certified that the foregoing resolution was duly adopted by the HCS Board of Trustees, by the vote below indicated at the regular meeting held on Tuesday, August 21, 2018.

Moved by Mark Silberberg Seconded by Christine Sheedy

Action taken _____

Certified by Board Secretary _____

Date 8.21.18 Adjournment 9:38pm

Roll Call Vote

TRUSTEE	YES	NO	ABSTAIN	ABSENT
Jason Altberger	✓			
John Berger				✓
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre				✓
Jose Rivera				✓
Christine Sheedy	✓			
Mark Silberberg	✓			



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CODE OF STUDENT CONDUCT (CSC)

The Hoboken Charter School is only as strong as the character of its individual citizens. The Board of Trustees earnestly solicits the cooperation of every student, every parent and the community at large in its effort to develop positive character and to maintain order and safety in the Hoboken Charter School. Students are expected to treat others with respect, behave in a responsible manner and demonstrate high standards of integrity.

The Hoboken Charter School Code of Student Conduct is grounded in the belief that every member of the school must listen, be reflective and accept individual responsibility for his or her own words and actions. The following are essential elements of the school's CSC:

- A sustained commitment to supporting the learning and teaching process
 - Responsibility for oneself and one's actions
 - An insistence on a fundamental respect for others
 - Responsibility to help others in need
- Commitment to the following values: honesty, trustworthiness, loyalty, kindness and courtesy
- Respect for diversity including the physically and mentally challenged, people of different races, cultures, genders, religions and belief systems and sexual orientation
- An understanding of each person's right to be treated with respect, kindness, dignity and fairness
 - Respect for property and the belongings of others and of the school
 - An absolute ban on violence
- Individual responsibility for intervention when a student observes a violation of the CSC

STANDARDS OF DISCIPLINARY CONDUCT AND INTERVENTION MEASURES

The Code of Student Conduct provides comprehensive guidelines for determining unacceptable behaviors. In providing a range of permissible disciplinary measures, the Code ensures both consistency and equitable treatment for all students, including students with disabilities, and enables teachers and administrators to exercise discretion and educational judgment.

It is important that there be maximum consultation and cooperation between the school and the home. Students, parents and school staff have a role in making the schools safer and must cooperate with one another. In order to ensure that parents become active and involved partners and that they instill a sense of responsibility in their children, they must be familiar with the Code of Student Conduct. Educators are responsible for informing parents about their child's behavior and for nurturing the skills students need to succeed in school and in society. As role models, parents and school staff should exhibit behavior that they would like to see emulated.

The standards set forth in the Code of Student Conduct apply to behavior of all students in school during school hours, before and after school, while on school property, while traveling on vehicles funded by the Board of Trustees, at all school-sponsored events and on other-than-school property when such behavior can be demonstrated to endanger the health, safety, morals or welfare of the school community.



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INFRACTIONS AND ASSIGNED LEVELS OF SEVERITY

The enumerated infractions are not all inclusive. Students who engage in misconduct that is not listed are subject to appropriate disciplinary measures by the teacher, administrator or Board based on violation of school rules. To ensure that students and families are aware of standards of behavior, classroom rules/norms and school policies should be in writing and distributed to students and families and reviewed with students throughout the school year. **Please be aware that specific policies around dress code; usage of Internet, electronics and recreational equipment; attendance and truancy; substance possession or abuse; and harassment, intimidation and bullying are delineated in the K-8 Policies and Guidelines booklet.**

NOTE: All infractions given a minimum rating of 3 or higher must be reported to parents. When a student is believed to have committed a crime, the police must be summoned and parents must be contacted.

DISCIPLINARY AND INTERVENTION MEASURES

Each infraction carries one or more levels of severity. Each level of severity contains minimum and maximum disciplinary actions that can be imposed. A non-exhaustive list of other measures, e. g., counseling, which may be used when appropriate in conjunction with the disciplinary measures, is also set forth in the enclosed table.

A student's age, maturity, previous disciplinary record (including the number and severity of infractions) and the circumstances surrounding the incident should be considered when deciding the appropriate disciplinary and intervention measures.

All entries in student records must be made in accordance with State Education Law. All suspensions and removals from classroom must be effectuated substantively and procedurally in accordance with appropriate Board of Trustees Bylaws and critical policies, State Education Law, and Federal Law.

Infraction	Level of Severity
1 Failing to adhere to class norms/rules and school policies established by the staff	1 to 4
2 Repeating violations of class norms/rules and school policies established by the staff	1 to 4
3 Behaving in a manner which disrupts the educative process (e. g., making excessive noise in a classroom)	1 to 4
4 Cutting class	1 to 4
5 Leaving class or school premises without permission of supervising school personnel and/or not being in assigned place on school premises	1 to 4
6 Being late to class	1 to 3
7 Posting or distributing material on school premises in violation of Board policy and/or school rules (This infraction applies to oral, written and electronic communications.)	1 to 3
8 Gambling	1 to 4
9 Engaging in scholastic dishonesty which includes but is not limited to: 1. Cheating a) copying from another's test paper; or	1 to 4 (Academic sanctions related to the infraction may



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	b) using material during a test which is not authorized by the person giving the test; or c) collaborating with another student during the test without authorization; or d) knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; or e) submitting for another student or permitting another student to substitute for one's self to take a test; or f) bribing another person to obtain a test that is to be administered; or g) securing copies of the test or answers to the test in advance of the test; or 2. Plagiarizing appropriating another's work and using it as one's own for credit without the required citation and attribution; or Colluding 3. engaging in fraudulent collaboration with another person in preparing written work for credit	also be imposed.)
10	Fighting/ engaging in physically aggressive behavior	1 to 5
11*	Using profane or obscene language or gestures	1 to 4
12	Lying or giving false information to school personnel	1 to 4
13.	Using cell phones, iPods, PDA's, and other "SMART technologies" out of compliance with the school electronics policy during the school day	1 to 4 (See the K-8 or 9-12 electronics policy for further detail and corresponding consequences depending on student's grade.)
14	Causing harm to another student	1 to 5
15*	Using slurs based upon race, ethnicity, national origin, religion, gender, sexual orientation or disability	2 to 5
16*	1. Engaging in sexual harassment (e. g., sexually suggestive comments, innuendoes or propositions, inappropriate physical contact of a sexual nature such as touching, patting, pinching, etc.) 2. Making inappropriate or offensive comments or engaging in inappropriate or unwanted physical contact	2 to 6 (for grades 4-12) 2 to 5 (for grades K-3)
17	Defying the lawful authority of school personnel; insubordination or insolence	1 to 5
18*	Posting or distributing obscene, libelous or defamatory material or literature or material containing a threat of violence, injury or harm	1 to 6
19	Engaging in or causing disruptive behavior on school bus or bus used	1 to 5
20*	Engaging in or causing behavior off the school premises which can be demonstrated to affect negatively the educative process or which presents a danger to the health, safety, morals or welfare of the school community. A nexus between the act and the school community must be demonstrated.	1 to 6 (for grades K-4) 1 to 7 (for grades 5-12)
21	Bringing unauthorized visitors to school in violation	3 to 5
22	Tampering with, changing or altering a record or document of a school by any method, including but not limited to computer access or other electronic means	3 to 5



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23	Falsely activating a fire alarm, bomb threat or other disaster alarm	4 to 5
24	Engaging in theft or knowing unauthorized possession of property belonging to another	3 to 6
25	Possessing or using controlled substances without appropriate authorization	4 to 6 (for grades K-4) 4 to 7 (for grades 5-12)
26*	Engaging in intimidation, coercion or extortion or threatening violence, injury or harm to another or others	3 to 6 (for grades K-4) 4 to 7 (for grades 5-12)
27	Engaging for the fourth time in a trimester in substantially disruptive behavior or behavior which substantially interferes with the teacher's authority over the classroom which previously had resulted in three classroom removals by a teacher during the trimester	4 to 5
28	Engaging in harassment, intimidation and/or bullying (See the school HIB policy which outlines protocol for acts that meet the statutory definition of Harassment, Intimidation and Bullying as per the Anti-Bullying Bill of Rights.)	3 to 6 (for grades K-4) 4 to 7 (for grades 5-12)
29	Engaging in retaliatory behavior	3 to 6 (for grades K-4) 4 to 7 (for grades 5-12)
30	Engaging in dating violence as defined in the HCS Dating Violence Policy	3 to 6 (for grades K-4) 3 to 7 (for grades 5-12)
31	Engaging in vandalism or other intentional damage to school property or property belonging to the school, staff or other students	4 to 6
32	Threatening, while on school property, to use any instrument that appears capable of causing physical injury or death	5 to 6 (for grades K-4) 5 to 7 (for grades 5-12)
33	Engaging in physical sexual aggression	5 to 6 (for grades K-4) 5 to 7 (for grades 5-12)
34	Possessing any weapon as defined in Category II	5 to 6 (for grades K-4) 5 to 7** (for grades 5-12)
35	Engaging in behavior which creates a substantial risk of or results in injury (e. g., committing arson or causing a riot)	5 to 6 (for grades K-4) 5 to 7 (for grades 5-12)
36	Possessing or using tobacco or illegal drugs, devices (e.g. vapes) or alcohol	5 to 6 (for grades K-4) 5 to 7 (for grades 5-12)
37	Using any weapon as defined in Category II to attempt to inflict injury upon school personnel, students, or others	6 (for grades K-4) 6 to 7 (for grades 5-12)
38	Possessing any weapon, other than a firearm, as defined in Category I	6 (for grades K-4) 6 to 7 (for grades 5-12)
39	Using force against or inflicting or attempting to inflict serious injury against school personnel	6 (for grades K-4) 6 to 7 (for grades 5-12)
40	Using extreme force against or inflicting or attempting to inflict serious injury upon students or others	6 (for grades K-4) 6 to 7 (for grades 5-12)
41	Selling or distributing illegal drugs, controlled substances or devices (e.g. vapes)	6 (for grades K-4)



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		6 to 7 (for grades 5-12)
42	Using any weapon, other than a firearm, as defined in Category I or Category II to inflict injury or Category I to attempt to inflict injury upon school personnel, students or others	6 to 7 (for grades K-4) 7*** (for students who have not turned 17 prior to the beginning of the school year) 8 (for general education students who turned 17 prior to the beginning of the school year)
43	Possessing or using a firearm	7*** (for students who have not turned 17 prior to the beginning of the school year) 8*** (for general education students who turned 17 prior to the beginning of the school year)

* This infraction applies to oral, written and electronic communications.

** The maximum permissible action for this infraction is extended suspension for one year and recommendation of transfer to an alternative educational setting.

*** This disciplinary measure may be modified on a case-by-case basis.

Note: Please see the list of Category I and II weapons. Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g. a nail file, the principal must consider whether there are mitigating factors present.

LEVEL OF SEVERITY	MINIMUM ACTION	MAXIMUM ACTION	Other Measures <i>Available at all severity levels</i>
1	Student/ teacher conference	Reprimand by school staff (e. g., teacher, advisor)	<ul style="list-style-type: none"> • Intervention by mental health staff • Individual/ group counseling • Conflict resolution • Peer mediation • Referral to appropriate community agencies • Restitution Initiating criminal action



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2	Reprimand by school staff (e. g., teacher, advisor)	<ul style="list-style-type: none"> • Parent conference • Detention (1 missed detention=2 detentions and 2 missed detentions = in-school disciplinary action/classroom exclusion.) • Reprimand by appropriate supervisor (e. g., principal) 	
3	<ul style="list-style-type: none"> • Parent conference • Detention (1 missed detention=2 detentions and 2 missed detentions = in-school disciplinary action/classroom exclusion.) • Reprimand by appropriate supervisor (e. g., principal) 	<ul style="list-style-type: none"> • In-school disciplinary action (e. g., mandated service, exclusion from extracurricular activities, classroom exclusion) • Guidance conference with student and parent 	
4	<ul style="list-style-type: none"> • In-school disciplinary action (e. g., mandated service, exclusion from extracurricular activities, classroom exclusion) • Guidance conference with student and parent 	Administrator's suspension up to 10 school days	
5	Administrator's suspension up to 10 school days	<ul style="list-style-type: none"> • Board's suspension which may result in continued suspension for a fixed period of 11 to 30 days • Possible recommendation of transfer to an alternative educational setting 	
6	<ul style="list-style-type: none"> • Board's suspension which may result in continued suspension for a fixed period of 11 to 30 days • Possible recommendation of transfer to an alternative educational setting 	<ul style="list-style-type: none"> • Board's suspension which may result in extended suspension for one calendar year with opportunity to petition for early reinstatement • Recommendation of transfer to an alternative educational setting 	
7*	<ul style="list-style-type: none"> • Board's suspension which may result in extended suspension for one calendar year with opportunity to petition for early reinstatement • Recommendation of transfer to an alternative educational setting 	Expulsion from the Hoboken Charter School	
8*	Expulsion from the Hoboken Charter School		



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* This disposition may be modified on a case-by-case basis for infractions that carry a Level of Severity of 7 or 8 only.

For the purposes of Infractions #32, 33 and 37, the following categories of weapons apply:

Prohibited Weapons – Category I	Prohibited Weapons – Category II
<ul style="list-style-type: none">• Firearms• Knives or instruments that can be used to inflict harm (i.e., razors, box cutters, metal knuckles, etc.)	<ul style="list-style-type: none">• Acid or deadly or dangerous chemicals;• Imitation gun;• Loaded or blank cartridges and other ammunition;• Any deadly, dangerous or sharp pointed instrument that is used or through words is intended for use as a weapon (such as scissors, nail file, broken glass, chains and wire laser beam pointers)

Revised and Approved by the Hoboken Charter School Board of Trustees: October 12, 2011



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LOWER AND MIDDLE SCHOOL POLICY REGARDING PORTABLE ELECTRONICS AND RESTRICTED RECREATIONAL EQUIPMENT

Portable electronics are not to be used in the school building because they prove to be distracting to the educational process, unless directed by a teacher for educational purposes.

Before entering the building, students must turn off all portable electronic devices including but not restricted to MP3 players, cell phones and game systems. The school is not responsible for any lost or stolen electronics, so it is recommended that students leave them at home altogether. Please take note that electronics cannot be used in the classrooms, hallways, stairwells, bathrooms or during lunch or recess unless directed by a teacher for educational purposes. An exception is made for 7th and 8th grade students during outside lunch. Electronics can be used after school only once the child has left the building.

Any portable electronic device used or audibly detected without the consent of school personnel or being used for reasons other than those authorized by school personnel for educational purposes will be confiscated by the staff member present.

- First offense: The staff member will hold onto the item until the end of the school day and contact the parent/guardian of the student. The student will be given the device at the end of the day upon the student's request.
- Second offense: The staff member will bring the electronic device to the principal who will contact the parent/guardian of the student and return the device only once the parent/guardian arrives to pick up the device in person.
- Third offense: The staff member will bring the electronic device to the principal who will contact the parent/guardian of the student and hold onto it until the end of the trimester. Please note that if the device is not picked up by the end of the academic year, it will be donated to a charitable organization.

If a student refuses to hand over his/her device to the staff member, the teacher will notify the principal who will confiscate the electronic device from the student. Disciplinary action will follow.

Recreational equipment including skateboards, scooters and bicycles cannot be brought into the school or school-sponsored functions. If a child rides a bike, skateboard, scooter, or the like, to school or a school sponsored function, he/she must lock it up at the bike stands outside the school building. Please note that the school will not be responsible for any stolen recreational equipment.



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HCS School Lunch/Food Policy

Hoboken Charter School (HCS) participates in the National School Lunch Program (NSLP) and School Breakfast Program. For families wishing to apply for free or reduced-priced lunch for their children, an application is available in each building's main office and by email to Mort Marks, Business Administrator. All student eligibility is kept strictly confidential. No identification is made at the point of service and all meals choices are available to everyone. Should a family's financial circumstances change during the course of the year, they may fill out another application at any time.

Currently, the fee for reduced-price lunch is \$.40 per meal and reduced-price breakfast is \$.30 per meal. Should a family not be eligible for free or reduced-price lunch, the full price is \$2.25 for breakfast and \$3.75 for lunch. Vegetarian and non-vegetarian lunch options are available daily and breakfast is always vegetarian.

To allow for our participation with a contracted offsite meal provider while increasing program management efficiency, we require that all meals are ordered by students' families in the preceding month of the month that they are served. For example, meals for June are pre-ordered online in May. HCS uses PaySchools/PayForIt as an online order and payment system. The parent can choose breakfast and lunch items for any or all days. There is a cutoff time for parents to order each month which is announced. If you miss the cut off, you will be unable to access the ordering system. Program guidance is issued to families annually. For additional instructions, please contact the main office for assistance. Please note that free meal qualifying students are not charged and reduced-price qualifying students have the reduced price as noted above.

In the case that a child has not ordered a meal or brought a meal from home, the school will make an effort to provide an alternative to the child and follow up with the family to ensure that the school and family are working together to provide for every student. Support to families may include support in NSLP application completion or online ordering technical support. Due to the pre-order and pre-pay process, at no point should the school have an unpaid meal charge. With pre-payments, there will not be any refunds for unserved meals or milk. This is the HCS policy to ensure the efficiency of the program and compliance with USDA regulations. HCS has a "serve only" policy for grade K-8 students which supplies a complete meal at the time of delivery. HCS has an "offer versus serve" policy for grade 9-12 students through which students can accept the complete meal or decline a certain number of food components.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or



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write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Any complaints should be addressed to the Executive Director of HCS, Deirdra Grode, and sent to Hoboken Charter School, 713 Washington Street, Hoboken, NJ 07030. You can request a USDA Discrimination Complaint Form – 148 from the office.



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HCS STUDENT DRESS CODE – FIRST READ

Dress Code Philosophy

Hoboken Charter School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without unnecessary discipline or body shaming or the fear of such.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.



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Dress Code

Hoboken Charter School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the HCS's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). HCS is responsible for seeing that student attire does not interfere with the health or safety of any student that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Section 1: Basic Principle – Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.

However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Section 2: Students Must Wear*, while following the basic principle of Section 1 above :

- A **shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes**

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

Section 3: Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Apparel or accessories reflective of affiliation with or membership in a group that engages in or promotes violence, hate, etc.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.



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- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 3 above. Students in violation of Section 1 and/or 3 will be provided two (2) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building principal.



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UPPER SCHOOL POLICY REGARDING PORTABLE ELECTRONICS AND RESTRICTED RECREATIONAL EQUIPMENT – FIRST READ

Hoboken Charter Upper School uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices.

Students may use their cell phones or portable electronics during class time for instructional purposes with the teacher's explicit permission, during lunch, and between classes. Phones must be silent and out of sight during instructional time. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects. Teachers do not have the discretion to allow students to use phones for non-instructional purposes during instructional time.

Cell phones and portable electronics may not be turned on or used during school fire drills or other emergency preparedness exercises, or when serving time in detention or in-school-suspension.

Cell phones may not be used in locker rooms or bathrooms.

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Students are not authorized to use headphones without explicit teacher permission, even in between classes.

In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

Measures will be instituted in a progressive fashion. Such measures may include, but are not limited to:

- warnings
- confiscation of item and return at end of school day
- confiscation of item and return following parent conference
- confiscation of item and return following student entering into behavioral contract
- revocation of privilege to bring item to school.

If a student refuses to hand over his/her device to the staff member, the teacher will notify the principal who will confiscate the electronic device from the student. Disciplinary action will follow.

Students who are in possession of cell phones must adhere to all Board Policies, particularly the Student Code of Conduct, HIB Policy, and the Internet Usage Policy.

Recreational equipment including skateboards, scooters and bicycles cannot be brought into the school or school-sponsored functions. If a child rides a bike, skateboard, scooter, or the like, to school or a school sponsored function, he/she must lock it up at the bike stands outside the school building. Please note that the school will not be responsible for any stolen recreational equipment.



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ATTENDANCE AND TRUANCY POLICY- FIRST READ

The Hoboken Charter School Board of Trustees recognizes its responsibility to provide a thorough and efficient education for every student in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. In order to conform to state regulations and provide for legitimate student absences from school, the Board of Trustees has defined excused vs. unexcused absences from school. This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm. Absences will be excused with a parent/guardian written statement and official documentation as follows:

- Personal illness
- Medical appointments that cannot be scheduled during non-school hours
- Court appearance
- Death in the immediate family (maximum five days)
- Death in the non-immediate family (maximum one day)
- Take Your Child To Work Day
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14
- College/High School visitations (maximum three days)
- Quarantines or uncoverable and/or weeping skin lesions
- Suspension from school (Please Note: Suspended students are forbidden to participate in extracurricular activities including athletic activities, dances, plays, clubs, etc. as spectators or participants).
- Other school mandated exclusions
- Participation in observance of Veterans Day

Parent/guardian notes and official documentation must be received in the main office within 24 hours of the student's return to school. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as unexcused to conform to state regulations requiring school districts to define excused and unexcused absences. A student must be in attendance for at minimum one hour in the morning and one hour in the afternoon to be considered present for the school day. It is also recognized that parents/guardians may not always take their child to the doctor every time he/she is sick, thus unexcused absences will be used when it is necessary to miss school and documentation cannot be provided. A parent or guardian taking a student out of school for vacations during the normal course of the school year is an illegal absence pursuant to New Jersey Statutes Annotated (NJSA) 18A:36- 16 and New Jersey Administrative Code (NJAC) 6:20-1.3. One serious impact of unauthorized absence is in the area of homework. Many parents request that the teacher give homework assignments prior to vacation, but for the teacher to do so puts the teacher and the school in a position of condoning the leave from school. Therefore, if a student chooses to be absent from school, any work that is missed must be completed by the student after he/she returns to school.

CREDIT RECOVERY

Student absences in the Upper School are recorded on a course by course basis. A student may be denied course credit when he/she has more than eighteen (18) unexcused absences in a full year course. A student who is in danger of losing course credit due to exceeding the attendance policy may remain in the class to receive a grade of incomplete. If the student does not remain in the class, the student will not be allowed to make up the course in summer school. A student arriving in any class after the first ten (10) minutes of the class period will be recorded as absent for that class. If the reason for arriving late is a result of any of the reasons defined as



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excused (see excused absences) the absence will be recorded as an excused absence providing that the student presents the appropriate documentation. Credit Recovery for students who have exceeded the established limits of the adopted attendance policy in core or elective courses will be required to participate in an approved course recovery program at the expense of the individual student.

ATTENDANCE PROCEDURES: PARENT and STUDENT RESPONSIBILITIES

1. Parents/Guardians are required to notify the main office of the school by phone or email (see contact information below) by 8:00 am if the student is going to be absent or tardy from school.
2. Any student arriving to school after the start of homeroom is required to get a late pass from the main office before entering the classroom.
3. Upon returning to school, students must submit documentation within 24 hours for the eligible absence to be counted as excused.
4. Upon returning to school, students must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the time absent. Responsibility for making up work and scheduling any necessary assistance from the teacher(s) rests with the student.

Lower/Middle School: Phone: 201-963-0222 x 210 office@hobokencs.net	Upper School: Phone: 201-963-0222 x 225 abollhardt@hobokencs.net
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ATTENDANCE: PARENTAL NOTIFICATION AND RESPONSIVE ACTION PLAN(S)

1. Attendance notification letters will be mailed home on a quarterly basis in October, February, April and June to students accumulating five or more absences. Parents are encouraged to closely monitor student attendance through the OnCourse Connect Portal.
2. When a student has accumulated ten unexcused absences, the administrator in charge of attendance will conduct an investigation into the reasons for the unexcused absences, and a meeting will be scheduled for parents/guardians to meet with the administrator to review expectations and consequences regarding truancy, student conduct, promotion, retention and award of credit and to develop an action plan to assist the student in maintaining regular school attendance. Action plans may include:
 - Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8;
 - Testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - Consideration of an alternate placement;
 - Referral to a community-based social and health care provider agency or other community resources;
 - Referral to the court program designated by the New Jersey Administrative Office of the Courts;
 - Referral to the Division of Youth and Family Services in accordance with the provisions of the N.J.S.A.9:6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected, and/or;
 - Team identified course of action to support consistent student attendance.
3. When a student has accumulated eighteen (18) unexcused absences, the parent/guardian will receive a notification letter indicating the number of absences. At this time, the case will be reported to the municipal truancy court and the parent will be issued a summons to appear before the truancy judge with their child.



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TARDINESS TO SCHOOL

Students who are late to school will report directly to the Main Office for a late pass. Failure to do so will result in disciplinary action. Chronic tardiness from lunch will result in loss of open lunch privileges. Continued tardiness to school will result in the following consequences:

Tardies Accumulated	Upper School	Lower School
Every 2	Lunch detention	
10	Afternoon detention	1 morning detention
15	Parent/Student conference with action plan to include subsequent consequences and conferences	2 morning detentions
		4 morning detentions and parent conference with action plan to include subsequent consequences

Upper School lunch detentions will be held at the Multi Service Center from 11:45- 12:10. Upper School Afternoon detentions will be held from 3:00- 3:45 on Thursday afternoon.

Failure to attend an assigned detention will result in loss of lunch privileges for the following day and next school week. Additional consequences will be administered at the discretion of teaching faculty to students who arrive late to individual classes.