

ALOMA D. JOHNSON CHARTER SCHOOL CODE OF CONDUCT FOR STUDENTS AND PARENTS

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Director's Message:

I am honored to be a part of the Aloma D. Johnson family and work with the amazing staff here. We will continue to "do whatever it takes" for student success.

By partnering with our parents/guardians, the work ahead of us will be accomplished in a successful manner and we will have our students off on the right track to college. It is our job to work together to ensure the elementary years are successful for both academics and behavior. In order to turn out completely well-rounded students, both areas need to be at a high level of success.

Students will work hard but will have fun while doing so. Our classrooms will be engaging, hands-on and full of an excitement for learning. Aloma D. Johnson Charter School is a place where staff love coming to work, students love learning and parents can be involved as much as possible.

Our belief is that ALL of our students will go to college after graduating high school. Working together, we can begin that process here. Thank you for supporting the staff and students! Together, we will be successful!!

Best Regards,

Dr. Richards

*"Our students are worth **whatever it takes**"*

MISSION

The Aloma D. Johnson Charter School (ADJCS) fosters students' intellect, physical, social, and emotional growth, helping students acquire the knowledge, skills and abilities they need to reach their full learning potential. The school is focused on high academic achievement and prepares all students to meet New York State Learning Standards in an environment of high expectations. The ADJCS is committed to sustaining a safe and caring learning community that respects diversity, encourages strong home, school and community partnerships. With its small school learning environment, intensive focus on building student reading and math achievement, ongoing commitment to staff development, inter disciplinary themes of business and leadership and the use of innovative tools such as Creative Problem Solving and Project Based Learning, the Aloma D. Johnson Charter School prepares students to direct and participate on the renaissance of their neighborhood, community and city.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

Purpose: To provide a positive framework for supporting and reinforcing appropriate behavior within the school environment. ADJCS believes in reinforcing and rewarding excellence in everyday actions.

Mode: Eagle Tickets

Frequency of Delivery: Throughout each school day students will have an opportunity to earn Eagle Tickets for positive behavior choices they make each day. When a student earns a Eagle Ticket it cannot be taken away. Teachers will provide classroom points for class wide reinforcement as well as individual Eagle Tickets for positive choices students are making during their day.

Reinforcement: Student will have the opportunity to cash in their Eagle Tickets for WEEKLY, MONTHLY and QUARTERLY prizes and recognition.

- Weekly School Store Cash-in
- Monthly Director's lunch
- Quarterly: Movie and Popcorn/Fund Friday's/ Special Donated Lunches

DRESS CODE

At ADJ, school uniforms are a part of our charter. We firmly believe that students attire can have an encouraging impact on attitude, class work, behavior, and overall school morale. Therefore, all staff will be enforcing the dress code EVERYDAY. The dress code is as follows:

- TOPS: Burgundy. Yellow polo shirts will be allowed for warmer weather months (i.e. August-September; May-July)
- BOTTOMS: Navy blue pants, shorts, skirts/skorts, jumpers. All bottoms must be below the knee.
- SHOES: Black shoes (Sneakers can only be worn during gym classes)
- SWEATERS: Must be Blue, Burgundy or Gray. No hoods or hoodies are allowed.

ENFORCEMENT: Students who do not follow the dress code will have the following consequences that include, but are not limited to:

1. Verbal Warning and Phone Call Home
2. Meeting with the Dean of Students and Phone Call Home
3. Parent Meeting with the Dean of Students
4. In-School Suspension

****If a parent is facing unusual or unexpected circumstances, please contact the Parent and Community Engagement Administrator or Dean of Students 716-856-4390 for assistance.**

ELECTRONICS POLICY

Cell phones, pagers, two-way radios (FCC Licensed or unlicensed), and all other electronic devices with wireless communication capabilities (i.e. handheld computers, IPADS, IPODS, Bluetooth etc..) are NOT PERMITTED in school or at school functions. THESE DEVICES WILL BE TREATED AS CONTRABAND.

1. Students are discouraged from carrying cell phones or any other electrical devices to and from school.
2. Upon entering the School **all cell phones and electronic devices** must be stored in the teacher's desk. The cell phone must be stored "OFF" or in non-operational mode. ADJCS assumes no responsibility for lost or stolen devices.
3. Students **may not carry about or operate cell phones or electronic devices** in school buildings.
4. Any students **carrying** or **operating** a cell phone or electronic device in school will be subject to having that item confiscated by school staff.
5. Such devices will be treated as contraband and confiscated until the end of the day. A Parent/Guardian must meet with building administrator to recover the item.

7. Pagers, two-way radios (FCC Licensed or unlicensed), and all other electronic devices with wireless communication capabilities (i.e. handheld computers, PDA, Bluetooth etc..) are **NOT PERMITTED** in school or at school functions. THESE DEVICES WILL BE TREATED AS CONTRABAND.

8. Should a student be found to violate this procedure on another occasion, this item shall be confiscated for a period of no less than 10 calendar days. The device shall be delivered to Building Administrator and held for the specific period. The Parent/Guardian must make arrangements to pick up the item. **In addition to the confiscation of the cell phone or other devices students consequences will be applied as deemed appropriate by the Building Principal/Dean of Students.**

CONTRABAND POLICY

Students found to have in their possession the following destructive items will be suspended from Aloma D. Johnson Charter School.

Beverages which contain alcohol

No tools of any kind (screw drivers, hammers, knives etc.)

Elicit Materials (pornography or magazines)

Matters of substance (drugs not approved by Director or Nurse

Flammable Liquids

Cigarettes or E-Cigs

Magic Markers (Markers can be brought in for classroom use only).

BELL TIMES/SCHEDULE

BREAKFAST: 8:45-9:30

First Period Begins: 9:30

Last Period Ends: 4:10

ATTENDANCE POLICY

At ADJCS we believe that attendance is critical to being successful within the classroom. There is a direct link between attendance and academic success. As such, any absence must be accompanied by a note when the student returns to school. **Students are expected to be in attendance at minimum 85% of each marking period.** If you are in need of assistance, please see the Parent Engagement Administrator or Dean of Students.

Tardy: A student is deemed tardy if they arrive after the designated start time. **Any student who is tardy more than one time in a week without a medical note is subject to a mandatory detention (Lunch/Enrichment/After-school).**

Absences: Excused absences require parent/guardian notification prior to or immediately after the absence. All unexcused absences are subject to disciplinary action.

Excessive Absences: Excessive Absence is when a student is absent 80% or more of the current semester or cumulative year.

ADJCS recognizes the following as legally excused absences:

- Medical/Dental appointment
- Illness **(If 2 or more consecutive days absent, a medical note is required)**
- Death of a family member
- Religious holiday
- Court or governmental services appointments **(must have documentation from court or agency)**
- Weather or other environmental conditions preventing school attendance

A student will NOT be counted absent for the following reasons:

- Pre-approved school activity (field trips, school competitions, travel to sporting events, school testing, etc.)
- Any student assigned to Student Support Room
- Any student who is placed on Hospital-homebound (Assigned work must be turned in before additional work is assigned)

Truancy: Truancy constitutes any absence without supporting documentation from a parent/guardian. All truanies are subject to disciplinary action.

Excessive Absence: If any student has 3 unexcused absences within a 4-week period, the school will take the following steps in an attempt to increase attendance:

- Phone Call to parent/guardian

- Letter Home to parent/guardian
- Home Visit to parent/guardian
- Referral to outside agency (Including Child Protective Services)

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

ALL STUDENTS AND PARENTS HAVE A RIGHT TO:

1. A safe, healthy, orderly and civil school environment.
2. To take part in all school activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, disability or political affiliation, age or marital status.
3. Present their viewpoint of a particular incident or event to appropriate school personnel.
4. Access school rules and, when necessary, receive an explanation of those rules from appropriate school personnel.
5. To be protected from intimidation, harassment, or discrimination based on actual or perceived connection to race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability by employees or students on school property or at a school-sponsored event, function or activity.

ALL STUDENTS AND PARENTS HAVE A RESPONSIBILITY TO:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Students attend school every day unless they are legally excused, and be in class, on time and prepared to learn.
4. Students work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond in a respectful, positive manner to all directions given by teachers, administrators, other school personnel, and other school authorized adults.
6. Seek help in solving problems that might lead to a disciplinary situation.
7. Dress appropriately for school and school functions in accordance with the Dress Code.
8. Accept responsibility for their action with their academic performance, adult and peer interactions and school rules and expectations.

9. Conduct themselves as representatives of the school when participating in or attending school sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
10. Report to the proper authorities as soon as possible any information they have on the possession or possible possession of a weapon, alcohol or illegal substance by a person on school property, or a threat made by any person to do harm to another or to property.
11. Behave in a socially acceptable manner, which includes using appropriate language, treating others fairly, not using racial, harassing or discriminating words or actions, not putting another persons' property in reasonable fear of harm, respecting personal and public property and not using verbal or physical aggression.
12. Refrain from smoking within sight of the boundary of the school property. Department of Education facilities are strictly non-smoking.

VISITING POLICY

At ADJCS we believe in parents being an active part of our educational team. We do believe in an "open door" policy, but we request that all individuals coming into the school observe the following rules:

1. All visitors must sign into the visitor's book located at the front desk and the classroom will be called to announce the arrival of the visitor. If there are special circumstances such as testing, a visitor may be asked to come back at an alternative time or day.
2. Visitors must not interrupt or distract a teacher while classroom instruction or learning activities are underway.
3. Visitors must accept the authority of the teacher and abide by the teachers rules of observing (i.e. area where they are placed in the room) and may be asked to leave if the presence or behavior is distracting to the students or teacher.
4. Visitors must not discipline a child that is not their own or speak to a child who is not theirs about behavior.
5. Visitors are prohibited from taking pictures or video-taping within the classroom or taking pictures due to Confidentiality Laws.
6. Visitors may not bring in any home baked good into the school to give to others. Any such item must be pre-purchased store bought items.
7. Visitors must report any unusual incidents to school personnel.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity For All Students Act (DASA) provides all public school students with an environment that is free from the following, as well as to foster civility in public schools:

- **Harassment:** The creation of a hostile environment by conduct or by threats, intimidation or abuse
- **Bullying (including cyber bullying):** Intimidation that includes, but is not limited to, engaging in actions and/or statements that put an individual in fear of harm whether bodily or psychologically.
- **Discrimination:** Negative treatment against any student by a student or students and/or employee or employees on school property, or at a school function based upon a person's actual or perceived membership in certain groups.

Acts of harassment, bullying and discrimination are prohibited. Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- **Race:** A group of persons related by a common descent or heredity, such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc.
- **Color:** The apparent pigmentation of the skin, especially as an indication or possible indication of race.
- **Weight:** Aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".
- **National Origin:** A person's country of birth or ancestor's country of birth.
- **Ethnic Group:** A group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.
- **Religion:** Specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.
- **Religious Practice:** Includes practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.
- **Disability:** Any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

BEHAVIOR POLICY

At ADJCS we use **RESTORATIVE PRACTICES** which teach and stress the importance of students being able to “make right” the wrong their behavior created. We use **PROGRESSIVE DISCIPLINE**, which means the severity of the consequence will match the severity and frequency of the behavior.

- **EXPECTED CONDUCT**
 - SEE STUDENT AND PARENT RESPONSIBILITIES
- **PROHIBITED CONDUCT:** Conduct that is prohibited is anything that would be deemed:
 - Offensive
 - Disruptive to the educational environment
 - Disrespectful
 - To put others in harm (physical or psychological)
 - To violate the rights of others
 - Using language or gestures that are considered profane, vulgar, lewd or abusive
 - Any other behavior that is in violation of the school’s general code of conduct.

- **CONSEQUENCES**

It is our goal that every student at ADJCS be successful in every area of their lives. However, students engaging in behaviors that violate the rules of ADJCS will be subject to disciplinary action. Disciplinary actions include, but are not limited to, the following:

INFORMAL TALK	A school administrator will talk to the student and try to reach an agreement regarding how the student should behave and identify a manner to “make right” the wrong their behavior created.
CONFERENCE	A formal conference is held between the student and one or more school administrators. During the conference the student must agree to change his/her behavior. A behavior contract may or may not be required in order to transition the student back to their normal schedule.
PARENT CONFERENCE	A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school official and other individuals involved. A behavior contract may or may not be required in order to transition the student back to their normal schedule.

<p>DETENTION (LUNCH/ENRICHMENT/AFTERSCHOOL)</p>	<p>A student will be assigned to a separate environment for an identified time period during his/her lunch or afterschool for the length of a class period. If a lunch detention, the student will be allowed to transition back to their normal schedule at the end of their lunch period.</p>
<p>STUDENT SUPPORT ROOM</p>	<p>A student will be assigned to a separate supervised environment away from usual activities within the school, not to exceed 5 consecutive days. The student is excluded from the classroom and related activities during the reassignment. This includes no attendance at afterschool activities. Placement in the SSR room may include a referral to in-house resources. Placement in this room will be recorded in the student's behavioral file</p>
<p>SHORT-TERM SUSPENSION</p>	<p>The student and parent is informed that s/he is subject to a short-term suspension and will discuss the situation with the appropriate school administrator. The student is excluded from school and related activities during the suspension. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. All suspension will be recorded in the student's behavioral file.</p>
<p>LONG-TERM SUSPENSION</p>	<p>The student and parent will be informed that s/he is subject to a long-term suspension and is given the opportunity to discuss the situation with the appropriate school administrator. During a long-term suspension the student is excluded from school and related activities for the length of the suspension. This includes no attendance at after school activities. Parents will be notified in writing of the action taken. All suspensions recorded in the student's behavioral file.</p>
<p>EXPULSION</p>	<p>The student and parent (legal guardian) will be informed that s/he is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, from activities, and all related school functions. The</p>

	<p>hearings officer determines the length of time that a student is expelled. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process explained. Student and parents will be notified in writing of the actions taken. Alternative education programs will be offered to the student. Final determinations and actions taken will be recorded in the student's file.</p>
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STUDENT SUPPORT SERVICES

Any student who demonstrates difficulty maintaining positive behavior with the school-wide behavior support program may be referred for additional support to one or more of the following program supports:

- Check-In/Check-Out (CICO) – A student is linked with a staff member to check in on progress at identified challenging times of the day.
- Conflict Resolution – Individual work with involved students to resolve any issue/dispute that exists.
- Student Mentors – Big Brother and Big Sisters of ADJCS. Upper classmen who demonstrate positive behaviors mentoring younger students who are experiencing challenges.
- Mentoring – A student will be assigned a staff mentor to assist in building positive relationships and supports within the building.
- SAIG Groups – Social-Emotional Academic Intervention Groups are designed to teach positive behavior/skills for a targeted group of students.
- Brief/Complex Behavior Intervention Plan (BIP) – A set of recommendations put in place with input from teachers, parents and related service staff that identifies:
 - The challenging behaviors
 - Method of teaching positive behaviors
 - Replacement strategies
 - Methods of rewarding positive behavior and applying consequences to negative behaviors
- Wrap Around – Referral to a community partner that works with our school community.

CONCERNS/COMPLAINT PROCEDURE

At ADJCS we take seriously any issues that are brought to our attention. Any parent expressing concerns to the school can be expect that the matter is taken seriously and that they will be treated with courtesy and respect while trying to resolve the matter. We ask that all parents/guardians do the following if there is a concern or complaint:

1. A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher.
2. If the outcome is not satisfactory, a conference with the Parent and Community Engagement Administrator can be requested by calling the Main Office 856-4390.
3. If the outcome of the conference with the Parent and Community Engagement Administrator is not satisfactory, the student or parent may request a meeting with the Director.
4. If the outcome of the conference with the Director is not satisfactory, the student or parent may appeal to the School Board .

IMPORTANT

PLEASE READ

SIGN, DETACH AND RETURN TO SCHOOL



(detach).....

Student's Name (s): _____

I have read the *Aloma D. Johnson Charter School Building Code of Conduct for Students and Parents 2015-2016*. I understand that if I have questions or concerns, I should contact the building principal.

Signature(s) of parent(s) or guardians(s):

_____ Date _____

_____ Date _____

Please detach and return this signed statement to your student's school by September 8, 2015.