



*Union County T.E.A.M.S. Charter School and High School/College Leadership Academy*  
K-8 Building Shiloh Baptist Church (SBC) Campus: 515-517 West 4th Street Plainfield, NJ 07060  
9-12 Building St. Mary's Church (SMC) Campus: 513 West 6th Street, Plainfield, NJ 07060  
\*SBC PHONE 908.754.9043 \*SMC PHONE: 908-941.5910 \*FAX 908.754.9053  
Email: [info@ucteams.org](mailto:info@ucteams.org) Website: [www.ucteams.org](http://www.ucteams.org)

# ***PARENT/STUDENT HANDBOOK***

## ***Mission Statement***

*The Union County T.E.A.M.S. Charter School for Technology, Engineering, Architecture, Math, and Science and High School/College Leadership Academy is a small learning community, grades K – 12, where all scholars achieve high academic standards by using the 'built environment' as a learning laboratory. scholars gain the tools and confidence necessary for successful post-secondary education and the world of work. scholars will interact with professionals in various careers including the construction community and manifest by their experiential learning ...*

***"We Are Community Builders...Aiming High and Achieving Greatness"***

Sheila L. Thorpe  
Executive Director/Founder

Vice Principal/Director of Operations

Eleanor Worrill  
Director of Curriculum, Instruction & Assessment



## Table of Content

<b>School Information</b>	<b>4</b>
<b>A</b>	
<b>Absence</b>	<b>5</b>
<b>Attendance</b>	<b>5</b>
<b>Arrival</b>	<b>5</b>
<b>B</b>	
<b>Breakfast</b>	<b>6</b>
<b>Bullying, Harassment, and Intimidation</b>	<b>6</b>
<b>Bus Transportation</b>	<b>6</b>
<b>C</b>	
<b>Cell Phone Policy</b>	<b>6</b>
<b>Candy/Gum</b>	<b>6</b>
<b>Class Parents: TBD</b>	<b>6</b>
<b>Code of Conduct</b>	<b>6</b>
<b>Communication</b>	<b>7</b>
<b>Computer Use Policy</b>	<b>8</b>
<b>Counselor</b>	<b>9</b>
<b>D</b>	
<b>Dress Code Policy</b>	<b>10</b>
<b>Dress Code Violations</b>	<b>11</b>
<b>E</b>	
<b>Early Pick Up During the Day</b>	<b>12</b>
<b>Electronic Devices Replacement and Misplaced</b>	<b>13</b>
<b>Email</b>	<b>13</b>
<b>Enrichment Opportunities</b>	<b>13</b>
<b>Extra-Curricular Clubs/Activities</b>	<b>13</b>
<b>F</b>	
<b>Family Educational Rights and Privacy Act (FERPA)</b>	<b>14</b>
<b>Directory of Information</b>	
<b>Family Five Hours Volunteer System</b>	<b>14</b>
<b>Field Trips/Experiences</b>	<b>15</b>
<b>Fire Drills &amp; School Safety Drills</b>	<b>15</b>
<b>H</b>	
<b>Half Days</b>	<b>15</b>
<b>Harassment, Intimidation and Bullying (HIB) Definition</b>	<b>15</b>
<b>Homework</b>	<b>15</b>



<b>I</b>		
	<b>Inclement Weather Closings</b>	<b>16</b>
	<b>Information &amp; Referral Services (I&amp;RS)</b>	<b>16</b>
<b>L</b>		
	<b>Leadership</b>	<b>16</b>
	<b>Lunch/Recess</b>	<b>16</b>
<b>M</b>		
	<b>Medication at School</b>	<b>17</b>
<b>N</b>		
	<b>Nurse</b>	<b>17</b>
<b>P</b>		
	<b>Pandemic Insert</b>	<b>17</b>
	<b>Parking</b>	<b>17</b>
	<b>Parent Conferences</b>	<b>17</b>
	<b>Pick-Up</b>	<b>17</b>
	<b>Pillars of Character</b>	<b>18</b>
	<b>Physical Education</b>	<b>18</b>
<b>S</b>		
	<b>Stand and Deliver</b>	<b>18</b>
	<b>Scholar Parking</b>	<b>18</b>
<b>T</b>		
	<b>Tardy Students</b>	<b>19</b>
	<b>Tardy Students (High School)</b>	<b>19</b>
	<b>Textbooks</b>	<b>19</b>
<b>U</b>		
	<b>Uniform Policy</b>	<b>19</b>
<b>V</b>		
	<b>Visitor Policy</b>	<b>19</b>
	<b>Code of Conduct</b>	<b>20-21</b>
	<b>Conflict Resolution</b>	<b>22</b>
	<b>Policy-Advisory Grievance Committee</b>	<b>24</b>
	<b>Parent Grievances</b>	<b>25</b>
	<b>Qualities of Leaders</b>	<b>26</b>
	<b>Signature Page</b>	<b>28</b>









## **SCHOOL INFORMATION:**

**Mission:** *The Union County T.E.A.M.S. Charter School for Technology, Engineering, Architecture, Math, and Science and High School/College Leadership Academy is a small learning community, grades K-12, where all Scholars achieve high academic standards by using the 'built environment' as a learning laboratory. scholars gain the tools and confidence necessary for successful post-secondary education and the world of work. scholars will interact with professionals in various careers including the construction community and manifest by their experiential learning .... "We are Community Builders...Aiming High and Achieving Greatness"*

### **Background and Vision:**

At the origin and foundation of this 21<sup>st</sup> Century Small Learning Community, we envisioned a community of learners, who would frame the walls and build the infrastructures necessary for academic achievement in Technology, Engineering, Architecture, Math, and Science. With the Executive Director/Founder to guide their thinking, we sought building Administrators with assertive leadership, skilled and hardworking staff members focused on academic excellence, additional supportive personnel who would provide the essential nuts and bolts, and families such as you, who would entrust us with their scholars and allow us to nurture their growth and development in both the cognitive and affective domains. Today we enter our **Eighteenth Year** with our vision aloft, as we are constantly reminded of the goals, we set out to accomplish. We are now a K-12 Charter, where we continue to strive for academic excellence using the 'built environment' which is "an interdisciplinary approach that addresses the design, construction, management and use of man-made structures and their relationship to humankind." We still believe all scholars will have the opportunity to gain the tools and confidence necessary for success in any endeavor they choose. This will be exhibited by their experiential learning where they will declare... *We are Community Builders...Aiming High and Achieving Greatness* in every sense of the idea.

**Main School Address:** 515-517 West 4<sup>th</sup> Street Plainfield, New Jersey 07060

**Phone Number:** (908)754-9043      **Fax:** (908)754-9053

**High School Address:** 513 West Sixth Street, Plainfield, NJ 07060

**Phone Number:** (908) 941-5910      **Fax:** 908-754-9053

**School Theme:** "We Are Community Builders...Aiming High and Achieving Greatness"

**Main Office Hours:** 7:30am – 4:30pm      **Scholars Day starts at:** 7:50am – 3:30pm

**School Website:** [www.ucteams.org](http://www.ucteams.org)

**School Email:** [info@ucteams.org](mailto:info@ucteams.org)

**School Colors:** Gold and Blue

**School Mascot:** RAM

### **School Cluster Names**

<b>K – 2<sup>nd</sup> Grade = Junior Achievers</b>	<b>6<sup>th</sup>- 8<sup>th</sup> Grade = Scholars</b>
<b>3<sup>rd</sup> – 5<sup>th</sup> Grade = Achievers</b>	<b>9<sup>th</sup> – 12<sup>th</sup> Grade = Leaders</b>

**School Uniform:** Dress Code for each Cluster is located on pages 9-10

**ALL Grades: Black Shoes OR Solid Black or White Sneakers -- NO EXCEPTIONS!**

**SCHOOL PLEDGE:** Scholars will recite the school pledge at the beginning of each school day.

**I pledge to trust myself and others, to cooperate like sisters and brothers. I pledge to be respectful and follow the rules, to be a good citizen in my community, home, and school. I pledge to be heard and seen to achieve my goals and fulfill my dreams. UC T.E.A.M.S. is the place to be to learn, to grow and to empower me.**



1. AIM HIGH
2. BELIEVE IN MYSELF
3. USE MY BRAIN
4. BE READY TO GO
5. NEVER QUIT
6. EXPECT TO WIN

**A** **ABSENCE:** If a scholar is going to be absent or late the parent or guardian should call the K-8 office (908)754-9043 or High School office (908) 941-5910 by the start of the school day or leave a message on the 24-hour voice mail at that number. If the school is not notified, the parent or guardian will be called. The school must account for all scholars every day. If the school cannot obtain information regarding a scholar's absence, a home visit may be necessary. Absences more than three days require excused documentation/note upon return.

Excused Absences are: (1) Original doctor's note; (2) Death in Family with documentation; Religious holiday (officially noted on calendar); (4) Take Your scholars to Work Day with documentation; (5) College or School Visitations with documentation; (6) Critical family illness; and other special situations.

**ATTENDANCE:** Scholars are expected to be in school by **7:50 am** every day and to be on time. The first 30 minutes of the day sets the tone for the remainder of the day. A student must be in attendance for 165 or more days in order to be considered to have successfully completed the instructional program for his/her grade. Excessive absences/tardiness will result in administrative action, a truancy complaint filed with the local municipal court, and/or enrollment review.

**ARRIVAL:** Scholars are required to enter the school building by **7:50am** and **report directly to the homeroom teacher. (subject to revision as needed)** The building will open at 7:15am for breakfast. *Scholars who arrive after 8:05am must enter the building and report to the security desk for a late pass.*

**ARRIVAL:** **Shiloh Baptist Church (SBC) Campus, 515-517 West Fourth Street Entrance**

**GRADES K-5** meet their teachers in the lobby on the MAIN LEVEL on the West Fourth Street entrance. **Late scholars** who arrive after 8:05 am must enter at the Liberty Street entrance and sign the tardy book before entering the school. Late K-2 scholars must be escorted by a parent.

**GRADES 6-8:** Scholars enter through the Liberty Street Entrance at 515-517 West Fourth Street. Scholars who arrive after 8:05 am must enter the building at Liberty Street and report to the security desk for a late pass.

**GRADES 9-12 – ARRIVAL:** **St. Mary's Parish School (SMC) Campus, 513 West Sixth Street ENTRANCE,** meet their teachers in the 2<sup>nd</sup> Floor Auditorium. Scholars who arrive after 8:05 am must enter the building at the West Sixth Street entrance and report to the security desk for a late pass.



**B BREAKFAST:** Breakfast is available to ALL SCHOLARS every morning beginning at 7:15am until 7:50am. Breakfast/lunch menu is posted monthly on the school website. The Fees for breakfast and Lunch are posted on the website.

**BULLYING, HARASSMENT, and INTIMIDATION:** Harassing, intimidating, and/or bullying of any scholar or staff member is prohibited. At UC T.E.A.M.S. it is the right of every scholar to learn and grow in a caring, respectful, and peaceful environment. Therefore, acts of bullying, harassment, and intimidation are always unacceptable on school premises and at school-sponsored events. All reported incidents will be investigated, reported, and processed as required by law. **(Please see HIB Policy on Website!)**

**BUS TRANSPORTATION:** Scholars who reside within the bus-pick up zone will be transported to and from school-by-school bus. In the morning, all bus scholars must remain on the school premises. A bus monitor (assigned staff) will make sure your scholars' safely board the bus every day during the dismissal period. **The B6T Transportation Form must be completed and returned in order for your scholars to ride the bus.** You must reside within the required radius to qualify for bus transportation services.

## C

### **CELL PHONE POLICY - Grades K-12.**

It is our effort to maintain an optimal learning environment for all of our scholars and to ensure safety and limit distractions, therefore, cell phone use is strictly prohibited in all areas of the school building. All cell phones must be turned off before entering the school. During homeroom scholars will place cell phones, earbuds, and smart watches in a secured locked bag. All locked bags will be stored securely with the homeroom teacher. Scholars shall retrieve all devices at the end of the last period of the day. Scholars who require to phone home due to an emergency will use the Main Office telephone. Scholars who do not follow the rules can face disciplinary action leading to suspension.

**PARENTS/GUARDIANS. IF YOU NEED TO REACH YOUR SCHOLAR DURING THE SCHOOL DAY, PLEASE CALL THE MAIN OFFICE.**

**PARENTS/GUARDIANS. CALLING/TEXTING YOUR CHILD DURING THE SCHOOL DAY ON THE CELL PHONE IS STRICTLY PROHIBITED.**

**CANDY/GUM:** Candy/gum and/or other food items are prohibited during the school day. The sale of candy/gum during school hours is also prohibited. Any candy and/or other food items brought into the school or classroom will be confiscated and discarded.

**CLASS PARENTS: TBD** Each class will have two class parents to support the teacher with special activities, projects, and events. Class parents also help with class communication. Contact your scholars' teacher if you are interested in serving as a Class Parent.

**CODE OF CONDUCT:** The scholars Code of Conduct at Union County T.E.A.M.S. Charter School is aligned with policies adopted by the Board of Trustees. Our goal in implementing this code is to work collaboratively with the scholar that may be demonstrating inappropriate behavior, the teacher and family to change disruptive behavior.

When a scholar displays inappropriate behavior in the classroom, the other scholars are affected, and scholar learning is impacted. Disruptions have negative effects on the academic program. Every effort will be made to assist scholars and families to resolve behavioral concerns. Scholars who are continually disruptive in class or continually disregard school rules as defined in the scholar/parent handbook, or who engage in persistent violence toward self or others will not be allowed to continue their education at UC TEAMS Charter School. (See pages 19-21) for full documentation)



All classroom teachers will make every effort to maintain acceptable behaviors in the classroom through their own individual strategies. Administration and Teachers will enforce rules of conduct in a consistent manner, so all scholars are treated with equity. Consequences will be meted out in direct proportion to the age, grade, and severity of the behavior. Additional strategies and consequences are as follows:

- **In-Class Time Out** – Separate the scholar from the group to calm down and get back on task and give the scholar the opportunity to move back into the group as soon as possible.
- **Out-of-Class Time Out** – Remove the Scholar from the classroom due to disruptive behavior that prevents the rest of the class from proceeding. In this instance, the scholar may be sent to another classroom. The scholar may be asked to write a reflection. Parents will be notified through phone or written correspondence of the matter.
- **Lunch/Recess Detention** – Repeated and persistent behaviors may require that the scholar lose the privilege to eat with his/her peers by remaining in the classroom or designated room for lunch and/or recess. Parents will be notified by the scholar's teacher with a personal note to the parent requiring a signature and parent comment on the following day.
- **Office Referral** – This referral is always accompanied with an *“Incident Form”* which identifies the violation, the measures exhausted by the teacher to modify the behavior. The administrator records the administrative actions taken and secures scholar signature. Parents are notified via note, phone call, or email. **THE OFFICE REFERRAL IS NOT THE FIRST COURSE OF ACTION WITH A SCHOLAR THAT IS DISRUPTIVE.**

#### Consequences of Office Referrals/Principal or Designee Intervention

Consequences of Office Referrals may include, but are not limited to, one or more of the following examples depending upon the behavior.

- |   |   |
|---|---|
| ➤ Counseling/Mediation/Conflict Resolution                                | ➤ Time Out                                |
| ➤ Written and Verbal Apology  | ➤ Call to Parent/Guardian                 |
| ➤ Confiscation of Item  | ➤ Conference with Parent/Guardian         |
| ➤ Loss of Privileges – Exclusion from classroom or school wide activities | ➤ Short Term Suspension (1- 3 days)       |
| ➤ After School Detention  | ➤ Long Term Suspension (4 or more days)   |
| ➤ Monetary Restitution  | ➤ Referral to Executive Director/Founder  |
|   | ➤ Expulsion (Recommendation to BOT)       |
|   | ➤ Alternative Placement (Parental Choice) |

Enrollment at UC TEAMS Charter School is a school of choice and not a required school for any scholar. For scholars and families who do not comply with the scholars Code of Conduct Policy recommendations will be made to the Board of Trustees by the Executive Director/Founder regarding enrollment.

**COMMUNICATION: Parent Contact Information changes must be provided immediately to the Main Office.**

**Home address changes must be brought to the Main Offices' attention and must be verified by proof (e.g., utility bill, lease, certified letter).**

**Cell and Telephone changes must be reported immediately to the Main Office for the safety of your scholars.**





## **Computer Use Policy**

- **PARENTS MUST SIGN THE COMPUTER USE POLICY IN ORDER FOR THEIR CHILD TO RECEIVE AND USE THEIR CHROMEBOOK.**
- Grades K-5 will have a Chromebook assigned in their classroom.
- Grades 6-12 will be assigned a Chromebook to take home with them.
- Scholars are not allowed to swap any of the equipment.
- Scholars must report all damages and faults to the teacher immediately.
- Scholars must also complete a Damage form along with turning in defective computers.
- Scholars will be held responsible for ALL damages applied to their device.
- Chromebook replacement cost \$350.00
- Breaches of this policy and the Internet Access Agreement may result in the scholar being excluded from using the school's computer equipment.
- Scholars will receive their Chromebooks at the start of the year and will need to return them at the end of the school year.
- Scholars are to take proper care of their Chromebook (Screen care, carrying Chromebooks, etc.)
- If your Scholar's Chromebook is under repair, they will receive a loaner if any are available.
- If your Scholar leave their Chromebook at home 3 times or more, they will be required to leave their Chromebook in their homeroom with the charger for up to three weeks. (Same applies to uncharged Chromebooks)



**COUNSELOR:** UC TEAMS Charter School has two Counselors. The School Counselor is located at the St. Mary's Campus with grades 9 thru 12. The SEL Counselor is located at the Shiloh Baptist Church Campus with grades K thru 8. The two counselors work closely together to ensure the needs of scholars are addressed. The counselor's office is ALWAYS open to scholars. The counselor (s) may be contacted in the office between classes, before or after school, or at lunch time. Parents/guardians are welcomed to schedule an appointment for consultation (generally after school and by special appointment.) The role of the school counselor and SEL counselor is to deliver a comprehensive school-counseling program, encouraging all scholars' academic, career and /social-emotional development.

The following services will be offered for the 2022-2023 school year by:

#### **School Counselor**

Individual sessions to help students adjust to school or help with personal issues on an as needed basis. Classroom lessons with emphasis on personal/social skills, bullying prevention, academic development, scholarships, college readiness and career exploration. Referral assistance to other programs and services in the community.

#### **MCC High School Bridge Program:**

- ✦ The High School Scholars program provides eligible students the opportunity to earn Middlesex County College credit while still in high school.
- ✦ Registration and Advisement for this program is provided by UCTEAMS.
- ✦ Preparation to become eligible for this program by passing NJ State Assessments including SAT, PSAT, Accuplacer, ASVAB, and ACT.

#### **SEL Counselor**

- ✦ Being available for social and emotional support to both Scholar and parent.
- ✦ Providing short-term crisis intervention as needed.
- ✦ Working with scholars on social-emotional learning and conflict resolution skill throughout the year.
- ✦ Providing ongoing education support related to social and emotional support to faculty and parent groups as needed or requested.
- ✦ Working closely with administration to ensure a healthy educational environment for all Scholars.

The goal of the School Counselor/SEL Counselor is to assist all Scholars in maximizing their individual scholar achievement. Services provided by the counseling department include individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom presentations. The Counselors maintain "confidentiality" except in the following situations: disclosure about intent to harm self or others; to comply with a court order or subpoena; or a disclosure of the commission of a crime.

#### **Working Papers**

Working papers are in the Counselor's office. A written request should be submitted to the Main Office.

#### **High School Transcript Requests**

**Submit transcript requests in writing to the Main Office for processing. Please be reminded that there is a (10) day turn around for all transcript requests.** Transcript requests will be processed in the order they are received.



## D DRESS CODE POLICY:

**Grades K through 12: All scholars **REQUIRED TO WEAR UNIFORMS WITH SCHOOL LOGO!** All parts of the uniform must have the Scholar's first and last name in permanent marker on the tag.**

	K-2	3-5	6-8	9-12
<b>Shirts:</b>	Yellow Golf Shirt w/LOGO	Burgundy Golf Shirt w/LOGO	White Button-Down Shirt	
<b>Ties:</b>			Solid Navy, Solid Gray, or Blue-Gold Plaid Necktie/Bowtie/Criss Cross Tie	
<b>Bottoms: (Slacks/Scooters/ Jumper/Skirts):</b>	Navy Blue Slacks (No Cargos) Navy Jumper/Skirts ONLY	Navy Blue Slacks (No Cargos) Navy Jumper/Skirts ONLY <b>BELT!</b>	Navy Blue Slacks (No Cargos) <b>Navy Blue or Plaid Skirts ONLY</b> <b>BELT!</b>	
<b>Hem of skirt should be no more than 3 inches above the top of the kneecap</b>				
<b>Outerwear:</b>	Navy Blue pullover or cardigan sweater w/LOGO <b>NO VESTS</b> <b>NO HOODIES!</b>			Navy Blazer Required <b>w/LOGO</b>  Navy w/LOGO pullover/cardigan sweater OR sweater vest (optional) <b>NO HOODIES!</b>
<b>Shoes and Sneakers:</b>	All Grades: Black Shoes OR Black or White Sneakers <b>ONLY!</b>			
<b>Physical Education (P.E.) Uniform:</b>			Gold T-Shirt with imprint Navy Blue Sweatpants or Shorts (knee length with biker shorts underneath) Sneakers (color optional) Small Gym Bag	Same as 3-8 with swimwear (girls: one-piece swimsuits), and towel. Water Shoes (optional)
<i>Failure to bring uniform including swimwear will result in loss of credit.</i>				
<b>GYM WEAR</b>	Can be purchase online at <a href="https://TEAMLOCKER.SQUADLOCKER.COM/#/LOCKERS/UC-TEAMS">HTTPS://TEAMLOCKER.SQUADLOCKER.COM/#/LOCKERS/UC-TEAMS</a>			
<b>Dress Up Uniform:</b> (For Special Events & Programs)	All Grades: <b>GIRLS:</b> white button-down blouse, solid black or navy slacks/skirt, navy or black tights or dress socks, dress shoes. <b>BOYS:</b> white button-down shirt, solid black or navy slacks/skirt, black/navy tie, dress shoes. <b>NO SNEAKERS OR BOOTS PERMITTED</b>			
<b>Spirit Days are ANNOUNCED:</b>	<b>Spirit wear is for tops only.</b> All Spirit Days are announced in advance at UC TEAMS. Scholars are permitted to wear white, black, gray, gold, navy or blue UC TEAMS team or club tops and sweatshirts. These tops should represent the school. Scholars should continue to wear the uniform shorts, slacks, skirts, or jumper, appropriate socks, footwear, etc.			

1. **Shirts MUST BE TUCKED IN and BELTS are required for all Scholars.**

2. **Skirts and Shorts MUST BE KNEE-LENGTH.** (Including dress uniform)

3. Pull over sweaters must be in solid navy blue with the embroidered school logo. **A Navy Blue Sweater is the only form of outerwear permitted during the school day.** Blue jean jackets or hooded sweatshirts are **NOT** to be worn during the school day.



4. *Shoes or sneakers may be worn. Shoes must have closed heels and toes. No sandals.*
5. *Tights and socks may be worn in the following SOLID colors only: yellow (K-2), burgundy (3-5), navy blue (6-8) white (9-12). No other colors or patterns for tights or socks are permitted.*
6. **Scholars participating in MS or HS sports may wear their game jersey on game days.**
7. **Embroidered and sewn logos are preferred!**
8. **Middlesex County College JUNIORS AND SENIORS ONLY have dress down on Monday and Wednesday or Tuesday and Thursday depending on schedule.**
9. **The uniforms with school logo is available at Shoppers World, please address below:**

Shoppers World located at:  
686 Oak Tree Road, South Plainfield, NJ 07062  
908-754-1770

## D

### DRESS CODE VIOLATIONS:

**(Parents, we need your support in adhering to this policy!)**

*The following items are dress code violations (in ALL grades):*

*blue jeans/blue jean jackets*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● <i>cargo pants (many pockets)</i></li> <li>● <i>sweatpants</i></li> <li>● <i>Shorts (above the knee)</i></li> <li>● <i>any type of boots (ex. Uggs)</i></li> <li>● <i>parachute pants</i></li> <li>● <i>athletic pants</i></li> <li>● <i>hooded sweatshirts</i></li> <li>● <i>leggings / jeggings</i></li> <li>● <i>hats</i></li> <li>● <i>crocs</i></li> </ul> | <ul style="list-style-type: none"> <li>● <i>caps</i></li> <li>● <i>scarves</i></li> <li>● <b>NO SANDALS OR SLIDES OF ANY TYPE</b></li> <li>● <i>flip-flops</i></li> <li>● <i>sunglasses</i></li> <li>● <i>earphones</i></li> <li>● <i>piercings (other than earrings)</i></li> <li>● <i>work boots (i.e., Timberlands)</i></li> <li>● <i>any type of gang paraphernalia</i></li> <li>● <i>Color sneakers</i></li> </ul> |
|--|---|

**(In the event of inclement weather, scholars wearing boots must change into sneakers or shoes.)**

**1<sup>st</sup> Dress Code Violation:** Scholars will be sent to the main office. Parents/Guardians will be notified to bring in appropriate uniform attire.

**2<sup>nd</sup> Dress Code Violation:** Scholars will be sent to the main office. Parents/Guardians will be notified for a conference with the administration.

**3<sup>rd</sup> Dress Code Violation:** Continuous violations of the dress code will result in an office referral and immediate suspension. Followed by SMART, Saturday Morning Academic Recovery & Tutoring. (See Letter "S" on page 17)

**DISCIPLINE CONFERENCES:** All parent conferences with administration related to a required mandatory parent conference or suspension will be held by appointment after 3:30pm. Extreme Discipline cases, those recommending amended schedules or other measures, will be presented by the Executive Director to the Board of Trustees for enrollment review.





## E

**EARLY PICK-UP DURING THE DAY:** Parents/Guardians are encouraged to schedule all doctor, dental and other appointments on half days and after school hours. In the unlikely event that a scholar must be picked up early, the scholar will only be released to a parent or another authorized person (listed on the Dismissal Form). Listed below are the 9 steps to be followed for early pick up as well as returning a scholar to school.

### Notification of Early Dismissal

1. The Parent/Guardian must notify the School's Main Office to alert the School who, when and why an early dismissal is necessary. This should be done no later than **three days** notice. (except in emergencies).
2. If the parent does not alert the Main Office in advance, then the pick-up will be severely delayed. (Calls to parents/guardians, verifications of pick up as noted in #1. above).
3. The School will request that a photo ID be provided for **ALL** early pick-ups at Security.
4. All Pick-ups are from the Liberty Street entrance.
5. Half day Doctor's appointments are considered an excused absence with the proper doctor's notes, etc.
6. Notification should include the name of person other than the parent or guardian picking up the scholar.

### Authorized Pick-Up

If the authorized person is not listed on the form, the parent must provide the name of another designated person at the time of notification of Early Pick-Up.  
the school of the early pick up.

### Security Personnel

7. The Security Personnel will be notified in advance on the day of pick-up the following:
  - Who (Name of person) who is picking up the Scholar
  - The approximate time of pick-up
  - At the Security Desk, individual picking-up scholar must present Driver's License or another form of picture ID
  - Once the child is received at Security, with the Early Dismissal pass from teacher/Main Office, ID is returned and the student signed out by the parent/guardian/designee.

### **Main Office**

8. The Main Office will notify the teacher to send the child to Security for pick up, (If child no longer has the ED Pass.)

**Parents are not allowed in their child's classroom for early Dismissal or any other time UN-INVITED OR UNANNOUNCED.**

9. **Scholar Athletes (for Practice & Game Days).** Athletes at the High School Building. When there is NO Bus provided, parents/guardians must call and notify the HS Main Office at 908-941-5910.

**In the event of excessive early pick-up that information will be reported to the Building Administrator and/or Executive Director for an attendance review.**



**ELECTRONIC DEVICES:** All personal electronic devices other than a cell phone are strictly prohibited in the school building. Any unauthorized electronic device will be confiscated and held for parent pick-up. **UCTCS IS NOT RESPONSIBLE FOR ANY ELECTRONIC DEVICE BROUGHT TO SCHOOL. UCTCS WILL NOT REPLACE OR INVESTIGATE ANY MATTERS DEALING WITH THE REPLACEMENT OF AN ELECTRONIC DEVICE MISPLACED.**

**ALL CELL PHONES NOT COLLECTED BY HOMEROOM WILL BE KEPT IN THE MAIN OFFICE UNTIL PARENT PICKUP.**

**EMAIL:** ALL communications will be sent home via email or phone blast. Make certain the office has your current/correct email address and phone number. All updates must be sent to [schoolsecretary@ucteams.org](mailto:schoolsecretary@ucteams.org).

**ENRICHMENT OPPORTUNITIES:** At UC TEAMS Charter School and High School/College Leadership Academy, we believe that parents should have multiple opportunities to pursue enrichment for their Scholars. Therefore, we do not promote any one specific program for an enrichment opportunity, and we believe in offering the option to pursue numerous avenues. If you would like to find out about a program for your Scholars, please note the following are examples of opportunities for you to pursue.

**Example programs:** Johns Hopkins, CTY, Rutgers Upward Bound, NJ SEEDS, NJIT, PACE Please know that there are other programs available as well and we are not suggesting you are limited to these options. Rather, they are examples of programs available to your Scholars. We wish you the best in whatever opportunity you choose to pursue for your Scholars. Contact the School Counselor for more information.

**EXTRA-CURRICULAR CLUBS/ACTIVITIES:** Extra-Curricular Clubs or Activities will be offered in support of the school's mission. Our goal is to create well-rounded scholars who have extended learning opportunities outside of the regular instructional schedule. Projected Activities or Clubs may include but are not limited to:

Art  
Basketball  
Book/Reading Club  
Cheerleading/Dance  
Chess  
Chorus  
Drama Club  
Leadership Club  
Orators Club  
Peer Mediation

P.E.L.O. (Project Extended Learning Opportunity)

Robotics Club (PHS)  
Science Club  
Scholars Council  
Volleyball  
Boys to Men Club  
Fierce Girl's Club

Technology Engineering Architecture Mathematics (TEAMS) Club

ALL MIDDLE AND HIGH SCHOOL SCHOLARS ARE ELIGIBLE AND ENCOURAGED TO PARTICIPATE ON THEIR LOCAL SCHOOL DISTRICT SPORTS TEAMS



## F

**Family Educational Rights and Privacy Act (FERPA) Directory Information:** The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Union County T.E.A.M.S. Charter School and High School/College Leadership Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your Scholar's education records. However, Union County T.E.A.M.S. Charter School and High School/College Leadership Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Union County T.E.A.M.S. Charter School and High School/College Leadership Academy to include this type of information from your Scholar's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their Scholar's information disclosed without their prior written consent.

If you do not want Union County T.E.A.M.S. Charter School and High School/College Leadership Academy to disclose directory information from your Scholar's education records without your prior written consent, **you must notify the School in writing by the 15<sup>th</sup> of September**. Union County T.E.A.M.S. Charter School and High School/College Leadership Academy has designated the following information as directory information:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Scholar's name</li> <li>• Address</li> <li>• Telephone listing</li> <li>• Electronic mail address</li> <li>• Photograph</li> <li>• Date and place of birth</li> <li>• Major field of study</li> <li>• Dates of attendance</li> <li>• Grade level</li> <li>• Participation in officially recognized activities and sports</li> </ul> | <ul style="list-style-type: none"> <li>• Weight and height of members of athletic teams</li> <li>• Degrees, honors, and awards received</li> <li>• The most recent educational agency or institution attended</li> </ul> |
|--|--|
- Scholar's ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password etc. (A scholar's SSN, in whole or in part, cannot be used for this purpose.)



## **FAMILY FIVE HOURS VOLUNTEER SYSTEM: PARENT COMMUNITY ORGANIZATION TBD**

Through strong family involvement, community interaction and project-based learning, UC T.E.A.M.S. Charter School and High School/College Leadership Academy will develop lifelong learners prepared to be innovative participants in the global community. We have established a Family Volunteer System. The system is flexible so that every parent can find meaningful ways to contribute to the school's mission. We are requiring EACH family to volunteer a minimum of 5 HOURS each year to support the areas below:

- |                         |                    |                        |
|-------------------------|--------------------|------------------------|
| *birthday round-up team | *classroom support | *lunch/recess monitors |
| *school evening events  | *clerical          | *fundraising           |

Family Volunteer Hours will be tracked in the main office using a Family Volunteer Log. A Staff Member will issue a need for a volunteer through phone blast or e-mail. Parents/Guardians who wish to volunteer must have a confirmed appointment for volunteering with a designated Staff Member. Volunteer Hours are also given to PATCO meeting attendance.

**FIELD TRIPS/EXPERIENCES:** Field Trips are an integral part of the instructional program. A Field Trip Parental Consent Form must be completed at the beginning of the school year by all parents for Scholars in every grade. *This single form serves as consent for all Field Trips/Experiences throughout the school year.* If a Scholar does not have parental permission to attend a field trip/experience, the homeroom teacher must be notified by the parent. As field trips/experiences arise, parents/guardians will be notified of the details in a field trip/experience description letter which will be sent via e-mail a week before the trip. Scholars are expected to adhere to the Scholars Code of Conduct. **Scholars who are in poor academic standing or persistent behavioral incidents or suspension are NOT permitted to attend field trips.**

**FIRE DRILLS & SCHOOL SAFETY DRILLS:** Fire and School Safety Drills (lockdowns, evacuations, etc.) are held monthly as required by law.

**H HALF DAYS:** Refer to the school Calendar for the half-day dates. When there is a scheduled early dismissal, the day is required by law to be at least four hours and twenty minutes long. All scholars will have eaten lunch before dismissal. Dismissal time is 12:30pm.

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB) DEFINITION:**

Any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus. Please refer to the HIB Policy 5131.1 on our school's website ([www.ucteams.org](http://www.ucteams.org)) Reporting forms can be obtained in the school counselor's office.

**HOMEWORK:** Scholars will receive homework daily, unless other directions are given from the teacher. Each cluster will communicate homework policies with parents via e-mail, teacher web pages, and other electronic devices.





## **I INCLEMENT WEATHER CLOSINGS:**

The following Radio and TV stations and websites will have notification of UC TEAMS Charter school closings. We will also send out an automated phone message through the school's automated 15 system and closings are posted on the website. Parents may also call (908)754-9043 for an emergence closing recording.

### TV Stations:

Channel 4 – WNBC

Channel 5 – FOX 5

News 12 New Jersey

Channel 7 – WABC

### Websites:

[www.ucteams.org](http://www.ucteams.org)

[www.wor710.com](http://www.wor710.com)

[www.wctcam.com](http://www.wctcam.com)

[www.News12.com](http://www.News12.com)

## **INFORMATION & REFERRAL SERVICES (I&RS):**

The I&RS is a school-based problem-solving team that assists teachers by designing and implementing strategies for Scholars who are having learning, behavioral and/or health problems. The members of the I&RS teams consists of the Scholar's parents, teacher, school nurse, school counselor, reading specialist, Scholars Study Team Case Manager and any other person who has a vested interest in the scholar. The members of the I&RS Team gather all relevant information on your Scholars and meets to discuss his or her areas of strengths and weaknesses and develop an Action Plan that includes interventions/strategies to address those areas where your Scholars may be experiencing difficulty.

If your Scholar is referred, you will be notified by phone and/or in writing by the I&RS Case Manager that your Scholar's learning, behavioral and/or health status will be discussed by the I&RS Team. The I&RS Team will invite you to participate and may request that you provide information helpful in developing different ways to help your Scholar in school. If you have any questions regarding the process, please contact the school counselor for additional information.

**L LEADERSHIP:** is required of all 9-12th grade scholars, AS WE ARE DEVELOPING Leaders at the High School level. There are 21 indispensable qualities that we expect each leader to know, recite and exhibit in their character while at UCTCS. They are on the list attached. Activities designed around these qualities are many and among them are off site physical education, Service Learning, and the MCC Bridge Program. Scholars in grades 9-12 are expected to present themselves appropriately in each of the venues. (*"21 Indispensable Qualities of Leaders" on page 25*)

**LUNCH/RECESS:** K-5 scholars Lunch/Recess periods are 40 minutes in length, with approximately 20 minutes for each eating and recreation. Instructional aides and teachers supervise and assist the scholars in both settings. Middle School scholars (6-8) will have a 20-minute lunch and no recess. High School scholars (9-12) will have a 30-minute lunch with no recess. Refer to the lunch application for the full and free/reduced pricing on the school's website: [www.ucteams.org](http://www.ucteams.org).

**THE LUNCH APPLICATION MUST BE COMPLETED BY ALL FAMILIES and due back ON THE FIRST DAY OF SCHOOL** A breakfast/lunch menu is available monthly on the website.



**M**

**MEDICATION AT SCHOOL:** If your scholars require medication during the school day, written parent/guardian consent and authorization by your physician must be given to the school nurse. Scholars are not permitted to keep medication in the classroom, backpack or on their person. **ALL MEDICATIONS** must be given directly to the School Nurse.

**N**

**NURSE:** The School Nurse is available to provide medical services for the scholars. The school Nurse may be contacted directly if you have any medical related questions or concerns. In the event, Scholars become ill, the School Nurse will make an assessment and contact the parent/guardian.

**P****PANDEMIC INSERT**

This section will be in place for the 2022-2023 school year due to the ongoing COVID-19 pandemic. Parents will receive new information directly about specific changes to school schedules as well as protocols and procedures to ensure Scholar and staff safety. Parents should always contact the school with any questions.

UC TEAMS priority is to always ensure the health and safety of our Scholars, staff, and families. We have revised our policies to reflect the changes in law and fluid nature of the COVID situation, these policies may need to be revised at any point in the future. Parents and Scholars will be contacted as new policies are added or changed.

**PARKING:** Any Scholar that needs to park in a school parking area must register their vehicle with security. All scholars and visitors must park in the West 5<sup>th</sup> Street Lot.

**PARENT CONFERENCES:** Parent/Guardian conferences must be coordinated in advance with the staff member involved. Staff may be reached through the main office or via email, staff member's first initial and last name @ucteams.org (kboyd@ucteams.org). The school counselor also assists with coordinating conferences. Conferences will only take place outside of instructional time, which will most likely be after school hours starting at 3:30 pm – by appointment or before school from 7:00-7:50 am.

**PICK-UP:** Scholars are **dismissed on full days at 3:30pm and on half days at 12:30pm**. Pick up scholars from the following locations:

Grades K-2: West 5 <sup>th</sup> Street Door	} SBC Campus
Grades 3-5: West 4 <sup>th</sup> Street Door	
Grades 6-8: Liberty <sup>Street</sup> Door	

Grades 9-12: West Sixth Street Door – SMC Campus

Parents/Guardians with scholars in multiple grades must pick-up scholars outside of the building from each location.



**PILLARS OF CHARACTER:** scholars are expected to demonstrate the Six Pillars of Character as outlined below.

***TRUSTWORTHINESS***

- Tell the truth
- Have the courage to do what is right
- Be fair
- Respect the belongings of others
- Be a true friend

***RESPECT***

- Accept the differences of others
- Treat individuals respectfully and with courteous manners
- Care about how we treat others, both verbally and physically
- Use polite language
- Respect school and personal property

***RESPONSIBILITY***

- Accept responsibility for choices made
- Complete assignments with excellence
- Do your best at all times

***FAIRNESS***

- Listen and follow directions at all times from all staff
- Keep the feelings of others in mind

***CARING***

- Be patient
- Have the courage to apologize
- Be polite and courteous at all times

***CITIZENSHIP***

- Follow directions from parents, teachers, school personnel, and community members
- Walk quietly in the hallways at all times
- Care about my environment
- Help UC T.E.A.M.S. become the best that it can

**PHYSICAL EDUCATION:** High School Leaders attend physical education off site. The Scholars Code of Conduct applies to conduct that occurs on school property, at school-sponsored activities, local school district events, and to off-campus conduct when the conduct adversely affects the UC T.E.A.M.S. community and the pursuit of its objectives.

**S**

**STAND AND DELIVER:** To improve Scholar oral presentations skills, Scholars in grade six through twelve will have poems they will be assigned for an oratory presentation. Each year Scholars will be exposed to poems from various cultures, eras, and styles.

**SCHOLAR PARKING:** Any Scholar that needs to park in a school parking area must register their vehicle with security. Any additional vehicle being used by a Scholar must also be registered to park on UC T.E.A.M.S./SBC Campus property. All Scholars and visitors must park in the West 5<sup>th</sup> Street lot. **Parking of Scholar cars is not permitted at the SMC Campus lot.**



**T**

**TARDY SCHOLARS (GRADES K-8):** Scholars who arrive **after 8:05 a.m.** will be considered Tardy. Kindergarten – 8<sup>th</sup> grade Scholars must enter the building at the Liberty Street entrance and **report to the Security Office for a late pass.** Excessive absences/tardiness will result in administrative action, truancy complaint filed with local municipality, and/or enrollment review.

**TARDY SCHOLARS (HIGH SCHOOL):** Scholars who arrive after **8:05 a.m. must report to the security desk to receive a late pass.** High School scholars with excessive tardiness to first period class may result in a loss of credit for the course.

Six (6) tardiest will equal one (1) unexcused absence. Ten (10) unexcused absences will be considered excessive absences and recovery of time and academics will be required. If this is not possible during the school year absences will be reported to the local municipality as a truancy complaint.

**TEXTBOOKS:** Scholars are responsible for the upkeep and care of all textbooks. Textbooks will be distributed and assigned at the beginning of the school year. Textbook contracts will be required for all Scholars who receive a textbook. Any textbook damaged or not returned at the end of the school year will result in a fine and possible withholding of transcripts and final report cards.

**U**

**UNIFORM POLICY:** All Scholars must dress in the UCTCS uniform. This is a strict policy that all Scholars are expected to adhere to. Scholars who commit dress code violations will be referred to the office for Parental contact (See Section “D” for Dress Code Violations- page 10)

**V****VISITOR POLICY:**

MINIMAL VISITORS ALLOWED IN THE BUILDING, DUE TO SAFETY PROTOCOLS ASSOCIATED WITH THE CORONAVIRUS.

Thank you. Your cooperation is greatly appreciated in helping us promote a HEALTHY AND SAFE SCHOOL CLIMATE.







## Union County TEAMS Charter School and High School/College Leadership Academy

515-517 West Fourth Street – Plainfield, NJ 07060

Phone: 908-754-9043 \* Fax: 908-754-7790

### CODE OF CONDUCT

#### Optimum Learning Community

The UC TEAMS Charter School and High School/College Leadership Academy Code of Conduct is a discipline for self-discipline model birthed out of a philosophy that we discipline with dignity and allow scholars to become decision makers and critical thinkers. Scholars are made consciously aware of John C. Maxwell's, *Twenty-One Indispensable Qualities of Leaders* and/or the Six Pillars of Character. Both promote respect for self and others and foster a climate in which optimum learning is possible. When scholars fail to live up to the ideals set forth in these philosophies and internalize them daily, other measures may be required. These are meted out with the total welfare and dignity of the student, the teacher, and the school in mind. An effective school discipline policy will support and encourage an **optimum learning community** and minimize disruptive behavior. School discipline requires cooperation and collaboration of parents, scholars, and staff fostering in all scholars their innate abilities to govern themselves in a productive society.

**This policy defines the scholars' rights and responsibilities. Every student at UC TEAMS has three basic rights:**

- The right to respect him/herself and be safe
- The right to be respected by others and feel safe
- The right to be in an environment of respect and learn

To ensure that all scholars enjoy these rights, each scholar must expect the best of oneself, challenge his/her mind, make responsible choices, accept consequences for his/her choices, and respect all staff, peers, and the school environment. Scholars are challenged to aim high, believe in themselves, use their brains, be ready to go, never quit, and expect to win.

#### FIVE GENERAL INFRACTIONS:

##### **I. Behavior that interrupts the instructional program, including:**

1. failure to dress appropriately in required uniform
2. failure to bring the necessary materials to class such as books, paper, pen/pencils
3. failure to dress in the required P.E. uniform
4. excessive attention-getting and off-task behaviors
5. flagrant tardiness
6. profanity or obscenities,
7. play fighting or inciting a fight
8. excessive absenteeism
9. disobedient or disregard of teacher directives



**II. Behavior that damages, destroys, or causes the loss of personal or school property:**

1. the irresponsible use of instructional materials
2. theft of any kind
3. malicious destruction of property

**III. Behavior that hurts another person's feelings (psychological) including:**

1. name calling and putdowns
2. bullying and intimidation
3. sexual harassment, sexual offenses (AE)
4. behaviors designed to devalue or harm others

**IV. Behavior that physically hurts others, including self:**

1. fighting
2. throwing objects, chairs, furniture
3. possession of dangerous objects and/or weapons with intent to harm another (AE)
4. possession and/or use of a controlled dangerous substance (AE)

**V. Behavior that brings harm to the school:**

1. failure to follow rules of off campus venues (UCC, MCC, & Ricochet)
2. inappropriate behavior on vehicles to and from school
3. inappropriate behavior on field trips and buses
4. inappropriate use of facilities, both male and female
5. inappropriate use of cell phones including making of videos and posting to internet

At all times, cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events, cafeteria, school trips, off campus programs (UCC, Ricochet, MCC), and other activities.

### **Teacher/Staff Actions**

All the infractions encountered by any teacher and/or staff member are handled by the same. The following listed consequences will assist in managing the proper course to take for each. It is intended as a guide, but teachers handle infractions in **Category I** using the ranked consequences below. The Parent Log is used to record contacts with scholars and parents recording date, time, message, or topic of conference. Conferences with parents and scholars are best conducted with the School Counselor, Cluster Leader and/or Principal.

### **STAFF/TEACHER RANKED CONSEQUENCES**

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | Verbal Warning (log)  |
| 2 <sup>nd</sup> | Scholars Conference (log)   |
| 3 <sup>rd</sup> | Lunch/Recess Detention  |
| 4 <sup>th</sup> | Parent Call (log)   |
| 5 <sup>th</sup> | Parent In-School Conference (log)                                     |
| 6 <sup>th</sup> | Scholars Removal from Class (In collaboration w/administration) (log) |
| 7 <sup>th</sup> | Written Incident Report to Principal (log)                            |



Infractions of Categories II, III, IV, and V all require a **Written Incident Report to Administration**. However, ALL infractions carry some disciplinary action; some require suspensions and/or modified schedules, loss of privileges and others require automatic expulsion. Repeated behavioral infractions will require suspension with successive days, three (3), five (5) and ten (10) at the discretion of the administration.

### CONFLICT RESOLUTION AND MEDIATION

Conflict Resolution is a preventative measure used by either scholar party prior to an impending fight or altercation. Scholars are encouraged to seek out the School counselor, Cluster leader, and Building Administrator to reach a solution before a physical confrontation occurs.

However, if there is a verbal or physical conflict between scholars, all scholars involved may be **suspended from school** and participate in a conflict resolution session with the School Counselor upon return. A **parent** must accompany the scholar(s) upon return from the suspension period.

### THESE PROTOCOLS WILL BE FOLLOWED WHEN INAPPROPRIATE BEHAVIOR OCCURS:

1. The **first time** an infraction occurs, in class, in the hallway, any place on school grounds or off school grounds during a school event, the scholar will receive a **verbal warning** from the Teacher/Staff. The scholar will meet with the Teacher/Staff before, during or after class.
2. If a **second** incident (of the same kind) occurs, the **parent** will be notified immediately. The scholar will meet with the Teacher/Staff - before or after class.
3. If a **third** incident (of the same kind) occurs, a written referral must be completed; the parent will be asked to come in for a conference with the teacher. (This may be facilitated by School Counselor, School Cluster Leader, and/or Building Administrator.)
4. Scholars serving a lunch/recess detention will complete a **Problem-Solving Sheet** explaining their behavior and how they will prevent those behaviors in the future in the Comments section. A copy of these notices will be sent home and maintained in the scholar's file.
5. If this misbehavior **continues**, the scholar will be referred to the Building Administrator via the Written Incident Report and possible suspension follows.
6. **Serious** or **repeated** behavior problems will be referred to the Building Administrator and/or Executive Director who will determine consequences, which could include out of school suspension, modified schedule, or recommendation for expulsion. In addition, all scholars who lose time from instruction due to suspension are required to complete missed class work and homework.

\*Note: Once parent notification begins, the parent contact log is utilized.



**Left blank intentionally**





**Policy 1001.1 Advisory Grievance Committee (AGC)**  
**Union County TEAMS Charter School**  
*Revised*

In accordance with the Union County TEAMS Charter School Charter, July 2005 the following Advisory Grievance Committee is established. (Ref. Part I, Section 11, pages 8 and 9 of Charter). This committee shall have five (5) members of which three will be parents and two will be staff members, both certificated and supported. Each of these will be selected by their constituent groups, i.e., PATCO selects parents and staff members select staff members. Each member is to serve a term not to exceed two years. The decision-making process will be by consensus with all members present so that no one group may dominate decisions. At no time should a member with an active grievance serve on the committee, this committee member must rescue him/herself. This committee is advisory by nature and design and makes nonbinding recommendations.

**Purpose**

According to the Charter School Organization Chart an Advisory Grievance Committee will be established by the Board of Trustees to handle unsuccessful conflict resolution among scholars, teachers, and parents.

**Process**

Parents and staff members will be notified by the Board of the establishment of the AGC by letter. Once selections are made, names should be submitted to their constituent groups for selection of their representatives.

**Scholars Grievances**

In accordance with the Policy on *scholars Conduct and Standards of Behavior*, all scholar conflicts will be handled within the confines of the school where peer mediators, teachers, Guidance Counselors, the Lead Teacher and the Principal are charged with such resolutions. The Executive Director/Founder is charged to deal with severe and expulsion type situations and make recommendations to the Board of Trustees.

**Staff Grievances**

In accordance with the Union County TEAMS Charter School Employee Handbook (Adopted July 26, 2005 and revised August 2007), all staff conflicts will be handled within the processes and procedures outlined in that document. (See page 15) The Advisory Committee may only consider grievances that have followed the steps outlined therein.



**Parent Grievances**

When parents have conflicts with staff, they should first discuss their concerns with the staff member in order to reach an agreement. Should this discussion fail or if either the parent or staff member is dissatisfied with the action taken, they should then take the Advisory Grievance Committee if deemed necessary.

The individual parent, student, staff member must file within 10 school days after the Executive Director/Founder has rendered her decision through the appropriate process.

*Grievances involving discipline, employment, salary determination, termination, reprimand or the granting of tenure to staff or any other personnel matters do not fall within the providence of the AGC Committee.*

Adopted: January 24, 2008



## ***21 Indispensable Qualities of Leaders***

**CHARACTER**  
**CHARISMA**  
**COMMITMENT**  
**COMMUNICATION**  
**COMPETENCE**  
**COURAGE**  
**DISCERNMENT**  
**FOCUS**  
**GENEROSITY**  
**INITIATIVE**  
**LISTENING**  
**PASSION**  
**POSITIVE ATTITUDE**  
**RELATIONSHIPS**  
**PROBLEM SOLVING**  
**SECURITY**  
**RESPONSIBILITY**  
**SERVANTHOOD**  
**SELF-DISCIPLINE**  
**TEACHABILITY**  
**VISION**



**Left blank intentionally**







Union County T.E.A.M.S. Charter School and High School/College Leadership Academy  
515-517 West 4<sup>th</sup> Street Plainfield, NJ 07060 \* PHONE: 908.754.9043 \* FAX: 908.754.9053

[info@ucteams.org](mailto:info@ucteams.org) [www.ucteams.org](http://www.ucteams.org)

*"We Are Community Builders...Aiming High and Achieving Greatness"*

**PARENT/STUDENT HANDBOOK SIGNATURE RECEIPT PAGE**

**Directions: COMPLETE, SIGN, DETACH and RETURN to MAIN OFFICE.**

\_\_\_\_\_ (Parent/Guardian initials). I have read and reviewed this handbook with my scholars and agree to the terms and conditions placed herein. My scholars and I understand the expectations of UC T.E.A.M.S. Charter School and High School/College Leadership Academy and the consequences that will be rendered if those expectations are not met.

Scholar's Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar's Signature \_\_\_\_\_

Scholar's Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar's Signature \_\_\_\_\_

Scholar's Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar's Signature \_\_\_\_\_

Scholar's Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar's Signature \_\_\_\_\_

=====

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank You for your commitment towards establishing a partnership of success.**

Sheila L. Thorpe Ex/ecutive Director      Michael J. Chiles Vice Principal, Director of Operations      Eleanor Worrill Director of Curriculum, Instruction & Assessment

