



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

“NEXT STEPS TO GREATNESS: BLUE RIBBON BOUND !!”

PARENT/STUDENT HANDBOOK 2017 - 2018



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 students achieve high academic standards by using the ‘built environment’ as a learning laboratory. Students gain the tools and confidence necessary for successful post-secondary education and the world of work. Students 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”

**A Parent/Guardian Signature Consent Form found on page 21
MUST BE SIGNED AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER**

Sheila L. Thorpe
Executive Director

Brian A. Albanese
Principal

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 students achieve high academic standards by using the 'built environment' as a learning laboratory. Students gain the tools and confidence necessary for successful post-secondary education and the world of work. Students 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 21st 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 children and allow us to nurture their growth and development in both the cognitive and affective domains.

Today we enter into our tenth 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 students will have the opportunity to gain the tools and confidence necessary for success in any endeavor they chose. This will be exhibited by their experimental 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 4th Street Plainfield, New Jersey 07060

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

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

Main Office Hours: 7:30am – 4:30pm **Student Day:** 8:00am – 3:30pm

School Website: www.ucteams.org **School Email:** info@ucteams.org

School Colors: Gold and Blue **School Mascot:** RAMS

School Cluster Names:

Kindergarten – Second Grade:	Junior Achievers
Third Grade – Fifth Grade:	Achievers
Sixth Grade – Eighth Grade:	Scholars
Ninth Grade – Twelfth Grade:	Leaders

School Uniform: Dress Code for each Cluster is located on pages 7 - 8

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

SCHOOL PLEDGE:

Students will recite the school pledge at the beginning of each school day.

**(I) I pledge to trust myself and others,
to cooperate like sisters and brothers.**

**(III) I pledge to be heard and seen,
to achieve my goals and fulfill my dreams.**

**(II) I pledge to be respectful and follow the rules,
to be a good citizen in my community, home,
and school.**

**(IV) UC T.E.A.M.S. is the place to be
to learn, to grow and empower me.**

A

ABSENCE: If a child 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 children every day. If the school cannot obtain information regarding a child's absence, a home visit may be necessary. Absences in excess of 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 Child to Work Day with documentation; (5) College or School Visitations with documentation; (6) Critical family illness; and other special situations.

ATTENDANCE: Students are expected to be in school by 8:00am 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: Students are required to enter the school building by 7:50am and report directly to the homeroom teacher. The building will be opened before 8am for students who take breakfast. *Students who arrive after 8:10am must enter the building and report to the security desk for a late pass.*

GRADES K-8 – ARRIVAL: Shiloh Baptist Church (SBC) Campus, 515-517 West Fourth Street Entrance.

Students will not be permitted to enter the school at the Fifth Street entrance. Late students must enter at the Liberty Street entrance and sign the tardy book before entering the school. Late K-2 students must be escorted by a parent.

GRADES 9-12 – ARRIVAL: St. Mary's Parish School (SMC) Campus, 513 West Sixth Street ENTRANCE. Students who arrive after 8:10am 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 STUDENTS 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 student or staff member is prohibited. At UC T.E.A.M.S. it is the right of every student to learn and grow in a caring, respectful, and peaceful environment. Therefore, acts of bullying, harassment, and intimidation are unacceptable at all times 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: Students who reside within the bus-pick up zone will be transported to and from school by school bus. In the morning, all bus students must remain on the school premise. A bus monitor (assigned staff) will make sure your child safely boards the bus every day during the dismissal period. **The B6T Transportation Form must be completed and returned in order for your child to ride the bus.** You must reside within the required radius to qualify for bus transportation services.

C

CELL PHONE POLICY - Grades K-8 ONLY : Cell phone use is strictly prohibited in the school building. All cell phones must be turned off and placed **in the student's back pack** before entering the school. Cell phones are not to be in the student's possession during school hours. Cell phones will be collected from all students during standardized testing. Any cell phone in a teacher's or staff member's view will be collected and held in the main office until the end of the day for Parent/Guardian retrieval.

Parents/Guardians if you need to reach your child during the school day call the main office, as all cell phones MUST be turned off. CALLING/TEXTING YOUR CHILD DURING THE SCHOOL DAY ON THE CELL PHONE IS STRICTLY PROHIBITED.

Cell phones collected more than 3 times during the school year, will be kept until years' end. NO EXCEPTIONS !!!

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: 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 child's teacher if you are interested in serving as a Class Parent.

CODE OF CONDUCT: The Student 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 child that may be demonstrating inappropriate behavior, the teacher and family to change disruptive behavior.

When a student displays inappropriate behavior in the classroom, the other students are affected, and student learning is impacted. Disruptions have negative effects on the academic program. Every effort will be made to assist students and families to resolve behavioral concerns. Students who are continually disruptive in class or continually disregard school rules as defined in the student/parent handbook, or who engage in persistent violence toward self or others will not be allowed to continue their education at UCTCS. (See pages 16-18 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 matter so all students 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 child from the group to calm down and get back on task, and give child the opportunity to move back into the group as soon as possible.

- **Out-of-Class Time Out** – Remove child from the classroom due to disruptive behavior that prevents the rest of the class from proceeding. In this instance, the child may be sent to another classroom. The student 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 child 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 students 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 student signature. Parents are notified via note, phone call, or email. **THE OFFICE REFERRAL IS NOT THE FIRST COURSE OF ACTION WITH A STUDENT 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 | ➤ Call to Parent/Guardian |
| ➤ Written and Verbal Apology | ➤ Conference with Parent/Guardian |
| ➤ Confiscation of Item | ➤ Short Term Suspension (1- 3 days) |
| ➤ Loss of Privileges – Exclusion from classroom or school wide activities | ➤ Long Term Suspension (4 or more days) |
| ➤ After School Detention(AART) | ➤ Referral to Executive Director/Founder |
| ➤ Monetary Restitution | ➤ Expulsion (Recommendation to BOT) |
| ➤ Time Out | ➤ Alternative Placement (Parental Choice) |

Enrollment at UCTCS is a school of choice and not a required school for any child. For students and families who do not comply with the Student 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 Office’s attention and must be verified by proof (e.g., utility bill, lease, certified letter).

Cell and Telephone changes should be reported immediately to the Main Office for the safety of your child.

COUNSELOR: The School Counselor's Office is located on the first floor across from the main office. The counselor's office is ALWAYS open to students. 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 afterschool and by special appointment.) The role of the school counselor is to deliver a comprehensive school-counseling program; encouraging all students' academic, career and personal/social development. The goal of the school counselor is to help all students in maximizing their individual student achievement. Services provided by the school counseling department include: individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom guidance presentations. The counselor maintains "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 located 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.

Counseling appointments must be made in advance. Students and Families are encouraged to contact the School Counselor directly.

D DRESS CODE POLICY:

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

	K-2	3-5	6-8	9-12
Shirts:	Yellow Golf Shirt w/LOGO	Burgundy Golf Shirt w/LOGO	White Button Down Shirt	
Ties:			Solid Navy, Solid Gray, or Blue-Gold Plaid Necktie/Bowtie/CrissCross Tie	
Bottoms: (Slacks/Scooters/Jumper/Skirts):	Navy Blue Slacks (No Cargos) Navy Jumper/Skirts ONLY	Navy Blue Slacks (No Cargos) Navy Jumper/Skirts ONLY BELT!	Navy Blue Slacks (No Cargos) Navy Blue or Plaid Skirts ONLY BELT!	
Hem of skirt should be no more than 3 inches above the top of the kneecap				
Outerwear:	Navy Blue pullover or cardigan sweater w/LOGO NO VESTS NO HOODIES!			Navy Blazer Required w/LOGO Navy w/LOGO pullover/cardigan sweater OR sweater vest (optional) NO HOODIES!
Shoes and Sneakers:	All Grades: Black Shoes OR Black or White Sneakers ONLY!			
Dress Uniform:	All Grades: GIRLS: white button down blouse, solid black or navy slacks/skirt, black tights or dress socks, dress shoes. BOYS: white button down shirt, solid black or navy slacks/skirt, black/navy tie, dress shoes. NO SNEAKERS OR BOOTS PERMITTED			
Physical Education (P.E.) Uniform:			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 swim suits), and towel. Water Shoes (optional)
<i>Failure to bring uniform including swimwear will result in loss of credit.</i>				
GYM WEAR	Can be purchase online at HTTPS://TEAMLOCKER.SQUADLOCKER.CO M/#/LOCKERS/66621			
Spirit Days are ANNOUNCED:	Spirit wear is for tops only. All Spirit Days are announced in advance at UC TEAMS. Students 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. Students 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 students.**
2. **Skirts and Shorts MUST BE KNEE-LENGTH.** (including dress uniform)
3. Pull over sweaters must be in solid navy blue with or without 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. **Students participating in MS or HS sports may wear their game jersey with khaki pants on game days** (as outlined on the district athletic schedule).
7. **Embroidered and sewn logos are preferred!**
8. **Middlesex County College JUNIORS AND SENIORS ONLY have dress down on Monday, Wednesday and Friday.**
9. **The school logo is available at the BUS Shop, please see address below:**

The BUS Shop located at:
410 Leland Avenue, Plainfield, NJ 07062
908-754-8088

D

DRESS CODE VIOLATIONS:

(Parents we need your support with adhering to this policy!)

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

- | | |
|---|---|
| • <i>blue jeans/blue jean jackets</i> | • <i>hats</i> |
| • <i>cargo pants (many pockets)</i> | • <i>caps</i> |
| • <i>shorts more than three inches above the knee</i> | • <i>scarves</i> |
| • <i>sweat pants</i> | • NO SANDALS OR SLIDES OF ANY TYPE |
| • <i>any type of boots (ex. Uggs)</i> | • <i>flip-flops</i> |
| • <i>parachute pants</i> | • <i>sunglasses</i> |
| • <i>athletic pants</i> | • <i>earphones</i> |
| • <i>hooded sweatshirts</i> | • <i>piercings (other than earrings)</i> |
| • <i>leggings / jeggings</i> | • <i>work boots (i.e. Timberlands)</i> |
| • <i>headbands</i> | • <i>any type of gang paraphernalia</i> |

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

1st Dress Code Violation: Students will be sent to the main office. Parents/Guardians will be notified to bring in appropriate uniform attire.

2nd Dress Code Violation: Students will be sent to the main office. Parents/Guardians will be notified for a conference with administration.

3rd 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 14)

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 student must be picked up early, the student will only be released to a parent or another designated person (listed on the emergency form). In the event of excessive early dismissal that information will be reported to the Building Administrator and/or Executive Director for an attendance review. When the authorized person arrives, the office will notify the teacher to send the student(s) to the main office. **Parents are not to go to their child's classroom for early dismissal.**

ELECTRONIC DEVICES: All 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 ELECTRONIC DEVICES INCLUDING CELL PHONES COLLECTED MORE THAN 3 TIMES DURING THE SCHOOL YEAR WILL BE KEPT UNTIL YEARS' END. NO EXCEPTIONS!!

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.

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 child. Therefore, we do not promote any one specific program for 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 child, 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 child. We wish you the best in whatever opportunity you choose to pursue for your child. 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 students who have extended learning opportunities outside of the regular instructional schedule. Projected Activities or Clubs may include but are not limited to:

Basketball	Etiquette Club
Cheerleading/Dance	Leadership Club
Chorus	Orators Club
Drama Club	Peer Mediation

P.E.L.O. (Project Extended Learning Opportunity)
Project RISE (After-school Tutoring)

Robotics Club (PHS)
Science Club
Student Council
Volleyball
Boys to Men Club
Girls Who Code
Sounds of Scholars Instrumental

Technology Engineering Architecture Mathematics (TEAMS) Club

ALL MIDDLE AND HIGH SCHOOL STUDENTS ARE ELIGIBLE AND ENCOURAGED TO PARTICIPATE ON THEIR LOCAL SCHOOL DISTRICT SPORTS TEAMS. (See the website For Fall, Winter and Spring Middle School and High School Sports)

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 child'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 child'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 student'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 child's education records without your prior written consent, you must notify the District in writing by September 15, 2017. Union County T.E.A.M.S. Charter School and High School/College Leadership Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student 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 student's SSN, in whole or in part, cannot be used for this purpose.)

FAMILY FIVE HOURS VOLUNTEER SYSTEM: 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 students in every grade. *This single form serves as consent for all Field Trips/Experiences throughout the school year.* In the event, that a student 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. Students are expected to adhere to the Student Code of Conduct. Students who are in poor academic standing are NOT permitted to attend field trips.

FIRE DRILLS & School Safety Drills: Fire and School Safety Drills (lockdowns evacuations, etc) are held monthly 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 students 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) for additional information. Reporting forms can be obtained in the school counselor's office.

HOMEWORK: Students 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, other electronic devices, and through student planners.

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 system and closings are posted on the website. Parents may also call (908)754-9043 for an emergency closing recording.

<u>TV Stations:</u>	<u>Radio Stations:</u>	<u>Websites:</u>
Channel 4 – WNBC	WOR - 710 AM	www.ucteams.org
Channel 5 – FOX 5	WCTC - 1450 AM	www.wor710.com
News 12 New Jersey	WGMQ – 98.3 FM	www.wctcam.com
Channel 7 - WABC		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 children who are having learning, behavioral and/or health problems. The members of the I&RS Team consists of the child's parents, teacher, school nurse, school counselor, reading specialist, Child Study Team Case Manager, and any other person who has a vested interest in the student. The members of the I&RS Team gather all relevant information on your child 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 child may be experiencing difficulty.

If your child is referred, you will be notified by phone and/or in writing by the I&RS Case Manager that your Child'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 child in school. If you have any questions regarding the process, please contact the School Counselor for additional information.

L **LEADERSHIP:** is required of all 9-12 students, 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 UCC Bridge Program. Students in grades 9-12 are expected to present themselves appropriately in each of the venues. *"21 Indispensable Qualities of Leaders" on page 22.*

LUNCH/RECESS: K-5 Students 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 students in both settings. Middle School students (6-8) will have a 20-minute lunch and no recess. High School Students (9-12) will have a 60-minute lunch with no recess. Refer to the lunch application for the full and free/reduced pricing.

THE LUNCH APPLICATION MUST BE COMPLETED BY ALL FAMILIES and due back to school ON THE FRIST DAY OF SCHOOL - September 7, 2017. A breakfast/lunch menu is available monthly on the website.

M

MEDICATION AT SCHOOL: If your child requires medication during the school day, written parent/guardian consent and authorization by your physician must be given to the school nurse. Students 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 of the students. The School Nurse may be contacted directly, if you have any medical related questions or concerns. In the event that your child becomes ill, the School Nurse will make an assessment and contact the parent/guardian.

P

PARKING: Any student that needs to park in a school parking area must register their vehicle with security. Also, refer to Student Parking on page 14, under Section "S."

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 (firstinitiallastname@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 7:00-7:50am.

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

Grades K-2: West 5 th Street Lot	}	SBC Campus
Grades 3-5: West 4 th Street Exit		
Grades 6-8: West 4 th Street Exit		

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

Parents/Guardians with children in multiple grades must pick-up students from each location.

PILLARS OF CHARACTER: Students 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 Student 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. **Gym Wear can be purchased online at: <HTTPS://TEAMLOCKER.SQUADLOCKER.COM/#/LOCKERS/66621>**

S

S.M.A.R.T.: Saturday Morning Academic and Recovery Tutoring is a program designed for students in Grades 6 through 12 who are in need of additional academic support. This program takes place on Saturday mornings from 8:30 – 11:30am. S.M.A.R.T. sessions are assigned by the Principal or the Principal’s designee based upon days missed for suspension and or excessive absences in order to recover academics missed while away.

SCHOOL SUPPLY LISTS: Located on the school website – www.ucteams.org

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

STUDENT PARKING: (SMC – St. Mary’s Campus). Any student that needs to park in a school parking area must register their vehicle with security. Any additional vehicle being used by a student must also be registered in order to park on UC TEAMS/SMC Campus/Liberty Street parking lot. All students and visitors must park in the Liberty Street lot of the **SMC Campus lot**.

SPECIAL EDUCATION: If your child is receiving special services through an **Individual Education Program (IEP)** and you have questions or concerns; please contact the Special Education Coordinator.

SUMMER PACKETS: Summer packets are posted on the district website. Due dates are posted in the Packets. All work will be graded, discussed and/or presented in the appropriate content area class.

T

TARDY STUDENTS: (GRADES K-8) Students who arrive after 8:10 a.m. will be considered Tardy. Kindergarten – 8th grade students 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 STUDENTS (HIGH SCHOOL): High School Leaders who arrive after 8:10 a.m. must report to security desk to receive a late pass. High School students with excessive tardiness to first period class may result in a loss of credit for the course.

Six (6) tardies 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: Students are responsible for the upkeep and care of all textbooks. Textbooks will be distributed and assigned in the beginning of the school year. Textbook contracts will be required for all students 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 students must dress in the UCTCS uniform. This is a strict policy that all students are expected to adhere to. Students who commit dress code violations will be referred to the office for Parental contact (See Section “D” for Dress Code Violations – pages 8-9).

GYM WEAR CAN BE PURCHASED ON LINE:

<HTTPS://TEAMLOCKER.SQUADLOCKER.COM/#/LOCKERS/66621>

V

VISITOR POLICY: All Parents and Visitors will gain entrance by authorization from the security office at the SBC Campus entrance (K-8 ONLY). SMC Campus West Sixth Street entrance (HIGH SCHOOL ONLY). All visitors must present ID, sign- in and sign-out at the Security desk and receive a visitor’s pass. Visitors must report directly to the school main office to speak to the secretary for assistance. Parents/guardians are encouraged to visit frequently and become involved in our school programs. All visits must be coordinated with the classroom teacher, counselor or administrator prior to visiting the classroom.

VISITOR POLICY (HIGH SCHOOL): All visitors must report to the Security Desk.

VISITORS TO THE CLASSROOM: The staff at UC TEAMS welcome parent visits and know that parents agree with us when we work together to ensure uninterrupted classroom instruction. At no time are parents/guardians permitted to visit classrooms without prior knowledge and appointment with the classroom teacher. This is both a courtesy and shows respect to instruction time for all students. Your cooperation is needed to help us promote a climate of academia, respect and team – together experiencing a mission.



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 students to become decision makers and critical thinkers. Students are made consciously aware of John C. Maxwell's, *Twenty One Indispensable Qualities of Leaders* and/or the Six Pillars of Character. Both of these promote respect for self and others and foster a climate in which optimum learning is possible. When students 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, students, and staff fostering in all students their innate abilities to govern themselves in a productive society.

This policy defines the students' 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 students enjoy these rights, each student 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. Students 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 of 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 students and parents recording date, time, message, or topic of conference. Conferences with parents and students are best conducted with the School Counselor, Cluster Leader and/or principal.

STAFF/TEACHER RANKED CONSEQUENCES

- | | |
|-----------------|--|
| 1 ST | Verbal Warning (log) |
| 2 nd | Student Conference (log) |
| 3 rd | Lunch/Recess Detention |
| 4 th | Parent Call (log) |
| 5 TH | Parent In-School Conference (log) |
| 6 TH | Student Removal from Class (In collaboration w/administration) (log) |
| 7 th | 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 with **S.M.A.R.T.** (Saturday Morning Academic Recovery and Tutoring from 8:30 am until 11:30 am) and some 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 student party prior to an impending fight or altercation. Students 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 students, all students involved may be **suspended from school** and participate in a conflict resolution session with the School Counselor upon return. A **parent** must accompany the student(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 student will receive a **verbal warning** from the Teacher/Staff. The student 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 student 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. Students 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 student's file.
5. If this misbehavior **continues**, the student 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 students who lose time from instruction due to suspension are required to participate in S.M.A.R.T. to complete missed class work and homework for as many consecutive Saturdays as the suspension.

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

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 support. 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 recuse 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 students, teachers, and parents.

Process

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

Student Grievances

In accordance with the Policy on *Student Conduct and Standards of Behavior*, all student 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 Staff 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 14) 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 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 province of the AGC Committee.

Adopted: January 24, 2008



School/College Leadership Academy
515-517 West Fourth Street, Plainfield, NJ 07060 *PHONE: 908-754-9043 *FAX: 908-754-9053 *WEBSITE: www.ucteams.org

Union County TEAMS Charter School and High

PARENT/GUARDIAN SIGNATURE CONSENT FORM

**This Form must be signed and returned on the first day of School (Sept. 7th)
to your child's homeroom teacher.**

DETACH HERE and RETURN

(Print Student's Name) Grade

(Print Student's Name) Grade

(Print Student's Name) Grade

(Print Student's Name) Grade

Dear Parents and Guardians: By affixing your signature below, indicates that you have read and discussed the Parent/Student Handbook with your child/ren and will abide by the policies and procedures as stated within each form and policy. **REFER TO UC TEAMS WEBSITE www.ucteams.org FOR THE FOLLOWING:**

FIELD TRIP PARENTAL CONSENT FORM. I give my child/ren permission to attend and participate in UC TEAMS sponsored field trips this school year. I acknowledge that I have read, understand and approved the statements outlined in the form. _____ (initials)

GOOGLE APPS FOR EDUCATION FORM. I give permission for my child/ren to be assigned a full UCTEAM Charter School Google Apps for Education Account. This means my child will receive an email account, access to Google Docs, Calendar and Sites. _____ (initials)

STANDARD PHOTO RELEASE FORM. I give permission for my child/ren to be published in print, electronic or video format to be used in publications including the website. _____ (initials)

HEADPHONE USAGE . I have read, understand and agree to provide my child/ren with a personal pair of headphones or ear buds as established in the procedure. _____ (initials)

STUDENT CODE OF CONDUCT POLICY. I have read and discussed with my child and will abide by the terms and conditions stated within the policy and the consequences that will be rendered. _____ (initials)

UC TEAMS COMPUTER USE POLICY. I have read, understand and will abide by the protocols and procedures established by the policy statement. I further agree to repair and replacement costs as outlined by the IT Department. _____ (initials)

Parent/Guardian Print Name: _____

Email Address (Print): _____

Parent/Guardian Signature _____ Date: _____



FORMULARIO DE CONSENTIMIENTO DE FIRMA DE PADRE / TUTOR
Este Formulario debe ser firmado y devuelto el primer día de clases (Sept. 7th) Al maestro de su hijo (a).

(Nombre del Estudiante) Grado

(Nombre del Estudiante) Grado

(Nombre del Estudiante) Grado

(Nombre del Estudiante) Grado

Estimados Padres y Guardianes: Al firmar abajo, indica que usted ha leído y discutido el Manual del Padre / Estudiante con su hijo (a) y cumplirá con las políticas y procedimientos establecidos en cada formulario y póliza. **CONSULTE EL SITIO WEB DE UC TEAMS www.ucteams.org POR LO SIGUIENTE:**

FORMULARIO DE CONSENTIMIENTO PARENTAL DEL VIAJE DE CAMPO. Le doy a mi hijo (a) el permiso para asistir y participar en viajes de campo patrocinados por UC TEAMS este año escolar. Reconozco que he leído, entendido y aprobado las declaraciones esbozadas en el formulario.
_____ (iniciales)

APLICACIONES DE GOOGLE PARA EDUCACIÓN. Doy permiso a mis hijos / as para que se les asigne una cuenta completa de Google Apps for Education de UCTEAM Charter School. Esto significa que mi hijo recibirá una cuenta de correo electrónico, acceso a Google Docs, Calendar y Sites. _____ (iniciales)

FORMULARIO ESTANDAR DE LIBERACIÓN DE FOTO. Doy permiso para que mi hijo / a sea publicado en formato impreso, electrónico o de video para ser utilizado en publicaciones incluyendo el sitio web. _____ (iniciales)

USO DEL AUDIFONOS. He leído, entiendo y estoy de acuerdo en proveer a mis hijos con un par personal de audifonos como se establece en el procedimiento. _____ (iniciales)

CÓDIGO DE CONDUCTA DEL ESTUDIANTE. He leído y discutido con mi hijo y cumpliré con los términos y las condiciones establecidas dentro de la política y las consecuencias que se van a producir. _____ (iniciales)

POLÍTICA DEL USO DE LA COMPUTADORA. He leído, entiendo y cumpliré con los protocolos y procedimientos establecidos por la declaración de políticas. Además, acepto los costos de reparación y reemplazo según lo establecido por el Departamento de IT. _____ (iniciales)

Nombre de Padre o Tutor: _____

Correo Electronico (Imprima): _____

Firma de Padre o Tutor: _____ Fecha: _____

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