

Englewood on the Palisades Charter School

After-School Accountability Session

A faculty member or school administrator may require a student to remain after school provided the parents have been given at least one (1) day's notice and have agreed to be responsible for their child's transportation at the end of the accountability session period. If the student rides on the bus or van, and the school cannot verify that the parents agree to be responsible for the student's transportation, an after-school accountability session should not be used. The Accountability Session Supervisor shall ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given a "Behavior Reflection" form to complete during the accountability session period. If a student does not work or gets removed from an accountability session due to behavior, then that student will be placed on the next day's accountability session list to serve the accountability session, or s/he may be assigned to out-of-school suspension.

The rules and procedures regarding participation are to be published in the student handbooks. Rules should include, but not necessarily be limited to the following:

- A. Students are to have their own reading material for the period of their accountability session. They will also be required to complete a form that will assist in bringing about a positive change in behavior.
- B. Students are not to communicate with each other unless permission is given.
- C. Students are to remain in their designated seats at all times unless permission is granted.
- D. Students will **not** be allowed to use their Chromebooks, telephones, or to go to their lockers during accountability session.
- E. Students will **not** be allowed to put their heads down or sleep.
- F. Playing cards, magazines, or other recreational articles will **not** be allowed.

accountability session Procedures

- Accountability sessions will be held on Tuesdays and Thursdays, from 3:00-3:45pm. **There will be no accountability sessions on half-days.**
- Students who have been assigned an accountability session must report to the Accountability Session Supervisor in the gym at 3:00pm. The Accountability Session Supervisor will walk the students to a designated classroom. Attendance will be taken.
- Students must complete the “Think Sheet” assigned for their grade level. “Think Sheets” will be sent home for parents to sign, and will be collected by the students’ homeroom teachers. If a student does not return the signed “Think Sheet”, the Accountability Session Supervisor will be notified to contact the parent.
- At 3:45pm, the Accountability Session Supervisor will walk the students to the gym for dismissal. The Accountability Session Supervisor will also ensure that there is adequate supervision of the students until their transportation arrives.
- If a student does not report to the accountability session, another accountability session will be issued, and the parent/guardian will be contacted by the Accountability Session Supervisor.
- **If a child is unable to attend an accountability session due to a doctor’s appointment or other prior arrangements, a parent/guardian must call the main office at 201-569-9765 before 8:30am on the day of the accountability session to get it approved by administration.**
- If any student fails to obey the rules established for in-school accountability sessions, s/he may be assigned to out-of-school suspension.
- Consecutive accountability sessions may lead to more severe consequences, including, but not limited to, out-of-school suspension, removal from field trips or school activities, the decision is at the discretion of the school administration.

Accountability sessions may be assigned for the following reasons:

- ☐ Consistent incomplete/missing classwork/homework (*3 or more assignments in one week*)
- ☐ Poor attendance (*more than 2 unexcused absences per month*)
- ☐ Persistent lateness/lack of punctuality to class (*more than 10 unexcused tardies*)
- ☐ Behavior that is disruptive to the learning environment
- ☐ Behavior that is disrespectful (*cursing, defiant behavior*)
- ☐ Dress code violation (*4th offense*)
- ☐ Excessive Rough Play
- ☐ Use of personal electronic equipment without permission (*including cell phones*)
- ☐ Leaving class without permission

It is the responsibility of the Educational Staff to follow and document these steps of progressive discipline before assigning a student to accountability session:

1. Verbal Warning
2. Brief private conference with student
3. Phone Conference with Parent/Guardian
4. Guidance counselor/social worker conference with student
5. Referral to administration for accountability session
6. Administrator and teacher meet with parent/ guardian and student