

# LEAP Academy University Charter School



# Student and Family Handbook 2012

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**EMERGENCY OR INCLEMENT WEATHER CLOSINGS**  
**SCHOOL NUMBER: 639**  
**KYW Radio, 1060 A.M.**  
**Local News Channels**

## **Message from Administration**

Fall 2011

Dear Families,

The beginning of the school year is always an exciting time for us at LEAP Academy because it represents new opportunities for success. Our families are key to ensuring that this excitement leads to successful educational outcomes for your children throughout the year. We are delighted to invite new and returning families to join us as we work to support you and your children as they learn, explore and grow as members of the LEAP Academy community. We depend on our parents to be partners with us in this endeavor.

We have designed and revised our HANDBOOK so that information regarding academic and nonacademic policies are clear. Please take the time to read the entire handbook and discuss the policies and procedures with your child(ren). We have included important information such as grading, attendance, homework and how to contact us if you have questions or need assistance.

We have high expectations for ALL students and we believe that the information communicated in the HANDBOOK supports and reinforces this ideal. LEAP continues to focus on preparing our future leaders, educators, entrepreneurs, politicians and parents by making certain that linkages to our families and community are strong through consistent communication.

We welcome and encourage you to contact us with any questions, concerns or suggestions you may have that will improve your child's education. As a new member of the LEAP Academy family I look forward to meeting you and working with you. Please do not hesitate to contact me by email, phone or stop by for a visit.

Yours in Education,

Dr. Nancy Hopkins-Evans  
Chief Academic Officer  
[Nh73@camden.rutgers.edu](mailto:Nh73@camden.rutgers.edu)  
856-614-5083

## WHAT TO DO IF...

**You Have a School-related Problem:** As a parent/guardian, your first point of contact on most issues is your child's teacher; however, you are always welcome to contact the Principal or Vice-Principal of your child's school (**Grades Kindergarten through Grade 6 are served by the "Lower School"**; **Grades 7 through 12 are served by the "Upper School"**; **S.T.E.M. grades 9<sup>th</sup> and 10<sup>th</sup> are served by the "S.T.E.M. High School).**

**You Want to Meet with Your Child's Teacher:** Please call your child's teacher via the school's office manager to arrange a conference.

**856-614-5600    Lower School    639 Cooper St., Camden, NJ 08102**  
**856-614-0400    Upper School    549 Cooper St., Camden, NJ 08102**  
**856-506-4423    S.T.E.M. School Camden County College**  
**(Adams Hall), Blackwood, NJ 08012**

**You Want Homework Assignments for your Child Who is Absent Due to an Illness:** If your child attends the Lower School, you can get this information by leaving a message for your child's teacher with the school's office manager prior to 12:00 noon. If your child attends the Upper School/S.T.E.M. and will be absent for more than three days, you can get this information by leaving a message for your child's teacher(s) with the school's Office Manager or by sending your child's teachers an email message via the school's website at [www.leapacademycharter.org](http://www.leapacademycharter.org). All class and homework assignments will be posted on the teacher's webpage that can be found by clicking on the homework online link.

**You Want a Message Delivered:** Only emergency messages may be delivered to students. In case of an emergency, please leave a message with the school's office manager, and it will be communicated to the student. Please do not call your child on his/her cell phone. The use of cell phones in the school building is strictly prohibited. See page 45.

**Your Child is to Leave With Another Adult:** Please send a written note giving the school permission for your child to leave with that adult. The adult must report to the Main Office to pick up the child. Proper identification will be requested.

**Your Child Needs to Take Medicine During School Hours:** As per the policy of the Board of Trustees, written permission is required from the parent/guardian **AND** the family physician. All medicines must be in their

original container. Students will NOT be administered any type of medication (including over the counter) without proper authorization from a physician. See page 10 for more information.

**You Suspect that Your Child Has Been Bullied, Harassed, or Intimidated:** Report the incident immediately to: School Principal, or Gladys Robreno, Antibullying District Coordinator, Carmen Ubarry, Antibullying Specialist for the Upper School, Jorge Calixto, Antibullying Specialist for the Lower School and/or Barbara Dunlap, Antibullying Specialist for the S.T.E.M. School. Please see page 50 for more information on our new Harassment, Intimidation and Bullying Policy. A complete copy of our Harassment, Intimidation and Bullying Policy can be found on our website at: [www.leapacademycharter.org](http://www.leapacademycharter.org).

**Your Child Loses Something on the School Bus:** Please call the Camden Board of Education's Transportation Office and report the loss. The article will be traced and you will be notified if it is found. LEAP Academy University Charter School district is not responsible for lost or stolen items.

**You Change Your Address or Telephone Number:** Contact information is used for school to parent communication. Current and correct addresses, phone numbers and emails ensure you will be notified of all school announcements or emergencies. Please contact the main office immediately upon changing your phone numbers. If your address has changed you must contact the enrollment office within five (5) business days to provide proof of resident and to update or change any transportation services.

**You Require Early Dismissal for Your Child:** Please refer to page 16.

**Your Child is Late for School:** Please refer to page 17.

**You Want to Check Your Child's Grades or Attendance:** You may access your child's grades or attendance through PowerSchool on the LEAP website at <http://www.leapacademycharger.org> . Click on the Parental Access link and log on using the assigned login WebID and password given to each student annually. Should you have any questions or need assistance, please contact Vanessa Jones, Family Engagement Coordinator at 856-614-5617. Each year a letter will be sent to parents that includes login information.

## **VISION STATEMENT**

Our vision is to provide Camden City students with the knowledge and skills to pursue post-secondary education, while building and sustaining an environment where all members of the educational community are committed to continuous growth and development toward high academic standards. At LEAP Academy University Charter School, everyone is a partner in building a positive, collaborative, and nurturing community and a dynamic learning environment.

## **MISSION STATEMENT**

The mission of the LEAP Academy University Charter School is to enhance the lives of the children and families in Camden through the collaborative design, implementation, and integration of education, health and human service programs and through community development.

We believe that all children are capable of success in and out of the classroom. We believe in instilling our students with a love of learning, a belief that they can achieve the highest goals, and the means to reach those goals. We take a holistic approach to empowering our students and families to take the actions needed for success.

Our primary goal is to ensure that all students have a productive, effective, and fulfilling adulthood; to function creatively; to become collaborating members of a democratic society; and to become lifelong learners. Our students develop solid learning strategies, actively seek knowledge, think critically, solve problems independently, and communicate effectively with others. Our graduates view themselves as important, contributing members of a community and play a role in the continuous improvement of the community.

Due to the unique nature of our learning environment, all faculty and staff must be committed to the School's educational approach, maintain a willingness to continue their professional learning, be willing to learn a second language with the students, and be prepared to share in the School's vision of high standards and achievement. Our faculty and staff are expected to continually demonstrate knowledge of the learner, including students from diverse backgrounds and with diverse learning needs; knowledge of the learning process, including how children and adults learn; knowledge of pedagogy, including the use of research-based strategies to accelerate the

performance of students with learning problems; knowledge of the subject matter in which they teach, including the effective use of technology; engagement in sponsored action research; demonstrate leadership in and out of the classroom; model appropriate behaviors at all times; design and implement events that benefit the students and the entire school community; and contribute meaningfully in the improvement of the School's instructional program.

### **CENTERS OF EXCELLENCE - THE PARTNERSHIP WITH RUTGERS UNIVERSITY**

The LEAP Academy University Charter School is supported by Rutgers University through its Centers of Excellence. Staffed and operated by Rutgers University, these centers enhance opportunities for the children and families of Camden through the integration of education, health and human service programs, and community development. The Centers provide an opportunity for faculty, staff and students to engage in the development and delivery of multidisciplinary, collaborative, and long-term approaches intended to improve the lives of Camden City residents. The Centers of Excellence include:

**Professional Development Center:** Offers training opportunities and technical assistance for teachers, staff, principals, administrators, parents, and students.

**Health and Human Services Center:** Provides a spectrum of social work services and primary health care for families and children.

**Family Support Center:** Provides a range of services related to children's behavioral health care, including social/emotional support services and preventative health care.

**Law Clinic:** Provides school-based legal services for families, including housing issues, public benefits, and family law.

**College Faculty and Student Academic Exchanges:** Provides university faculty with an opportunity to engage in applied research and service opportunities.

**Student Volunteer Program:** Provides college students with an opportunity to engage in academic internships and civic service.

**Parents Academy:** Provides ongoing personal development opportunities for parents.

**Early Learning Research Academy:** Provides a pre-school program for students and opportunities for families to engage in early literacy activities.

**Rutgers/LEAP Center of College Access:** Provides students with comprehensive pre-college programs (e.g., academic preparation and career awareness) from kindergarten through grade twelve. The College Access Program plays a major role in working with teachers, students and parents in preparing LEAP students for college.

### **SCHEDULE FOR ACADEMIC PROGRESS REPORTS**

	<b>1<sup>st</sup> Marking Period</b>	<b>2<sup>nd</sup> Marking Period</b>	<b>3<sup>rd</sup> Marking Period</b>	<b>4<sup>th</sup> Marking Period</b>
Marking Period Begins	09/01/11	11/14/11	01/31/12	04/23/12
Mid-Marking Period Reports Due	10/06/11	12/16/11	03/08/12	05/29/12
Mid-Marking Period Reports Mailed	10/10/11	12/20/11	03/12/12	05/31/12
Marking Period Ends	11/09/11	01/30/12	04/20/12	06/26/12
Grades Due From Teachers by 8:00 a.m.	11/11/11	02/02/12	04/23/12	06/28/12
Report Cards <b>* Distributed at Parent/Teacher Conferences</b>	<i>NOV 17 *Parent/Teacher Conferences 1:30-6:30 pm</i>	<i>FEB 7 *Parent/Teacher Conferences 1:30-6:30 pm</i>	<i>APR 25 *Parent/Teacher Conferences 1:30-6:30 pm</i>	<i>JUL 3 *Final Report Cards mailed home</i>

**BELL SCHEDULE**

<b>Lower School</b>									
<b>HR/ Period One</b> 8:48– 9:33	<b>Period Two</b> 9:36– 10:21	<b>Period ThreeA</b> 10:24– 10:46 <b>ThreeB</b> 10:49– 11:11	<b>Period FourA</b> 11:24– 11:46 <b>FourB</b> 11:29– 11:51	<b>Period Five</b> 11:54– 12:16	<b>Period SixA</b> 12:19– 12:41 <b>SixB</b> 12:44 – 1:06	<b>Period SevenA</b> 1:09– 1:31 <b>SevenB</b> 1:33– 1:55	<b>Period Eight</b> 2:00– 2:45	<b>Period Nine</b> 2:48– 4:00	<b>Period 10/ snack/ dismissal</b> 4:00- 5:30
<b>Upper School/ S.T.E.M School</b>									
<b>HR/ Period One</b> 8:30– 9:25	<b>Period Two</b> 9:27– 10:14	<b>Period Three</b> 10:16– 11:03	<b>Period Four</b> 11:05– 11:52	<b>Period Five</b> 11:54– 12:41	<b>Period Six</b> 12:43– 1:30	<b>Period Seven</b> 1:32– 2:19	<b>Period Eight</b> 2:21– 3:08	<b>Period Nine</b> 3:11– 4:00	<b>Period 10/ snack/ dismissal</b> 4:00- 5:30

## **UNIFORM DRESS CODE**

LEAP Academy University Charter School District has implemented the school uniform policy to promote and develop a school climate and culture of uniformity, pride, loyalty, and equality among all the students while projecting a level of professionalism and collegiality.

LEAP Academy holds the appearance of the uniform to the highest esteem; therefore all uniforms are expected to be worn in good condition. Students are expected to present themselves in a neat, clean, and professional manner at all times. Any uniform that exhibit stains, holes, tears, or is soiled may not be worn at LEAP Academy. All school uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and color choices as indicated in LEAP's uniform requirements as listed below.

All students at LEAP Academy University Charter School District are expected to comply with the Uniform Policy.

## **UNIFORM DEMERIT PROGRAM**

LEAP Academy has instituted a demerit system to document and track repeated violations of the uniform policy. If a LEAP Academy student has violated the uniform policy, the student will receive a demerit and the faculty/staff member will record the demerit on Powerschool.

1. Students wearing all the pieces of the uniform will receive one (1) demerit for the following infractions: wearing a polo shirt in lieu of the mandated collard white-buttoned shirt, shirt not tucked in, ties not worn properly, incorrect ties, blazer or sweaters not worn properly or at all, wearing headgear, wearing unapproved layers of clothing that are visible, earrings larger than a quarter for girls, earrings of any size for boys, bandages covering earrings, uncovered gang-related visible tattoos, excessive and large bracelets or necklaces and/or any jewelry depicting derogatory messages.
2. Students will also receive one (1) demerit if the uniform exhibit stains, holes, tears, or is soiled.
3. Students that are missing items will receive 1 demerit and report to the Parent Coordinator or designee who will contact the parent. The parent must:

- a. Bring a proper uniform or missing item (s) to the school immediately and the student changes accordingly. The student is excluded from class and will report to ISS until the student is in compliance; or
  - b. Pick up the student immediately if unable to bring required uniform or missing items. The student is excluded from class and will report to ISS until the parent picks up the student.
4. A student can receive more than 1 demerit for the same uniform infraction or multiple uniform infractions in the same day.

**CONSEQUENCES OF DEMERIT ACCUMULATION:**

1-2 Demerits	Parent/Guardian will be contacted.
3-4 Demerits	Saturday Detention and the Parent/Guardian will be contacted.
5-6 Demerits	ISS and a mandatory parent meeting for a remediation plan.
7-8 Demerits	Student cannot be admitted without a mandatory parent meeting. Student will be assigned one (1) day of Education Accommodation Program (EAP).
9 or More	OSS and referral to the Board of Trustees.

PLEASE NOTE: Students will not be allowed to deviate from the uniform policy due to the healing process of a new tattoo. While we understand the student’s right to self expression we must maintain a learning environment free from distractions and must adhere to our uniform policy. If a student is unable to adhere to the uniform policy due to the healing process of a new tattoo, the student may not report to school and must provide medical documentation for the absence to be considered excused.

All accessories will be confiscated and must be picked up by the parent. The exception will be given for all accessories needed for inclement weather. Students can retrieve these items at the end of the school day.

## UNIFORM REQUIREMENTS:

### LOWER SCHOOL

- Girls K-4** Navy and red plaid jumper, collared white buttoned-down blouse, criss-cross plaid tie, Prescott red cardigan sweater with LEAP logo, navy blue socks or tights (**ONLY SOCKS OR TIGHTS ARE PERMITTED SEPARATELY; THEY ARE NOT TO BE WORN TOGETHER – NO WHITE SOCKS**), and mandatory Mary Jane black school shoes.
- Girls 5-6** Navy and red four kick pleat plaid skirt, collared white buttoned-down blouse, criss-cross plaid tie, Prescott red cardigan sweater with LEAP logo, navy blue socks or tights, and mandatory Mary Jane black school shoes (**NO WHITE SOCKS**)
- Boys K-6** Navy blue school pants (**CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE**), black belt, collared white buttoned down dress shirt, (**POLO SHIRTS ARE NOT ACCEPTABLE**), navy blue cardigan sweater with LEAP logo, navy and red plaid tie, and mandatory Oxford black school shoes (**ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE**)

### UPPER SCHOOL

- Girls 7-8** Navy and red four kick pleat plaid skirt (**NO SHORTER THAN 4 INCHES ABOVE THE KNEE**), navy blue blazer, burgundy V-neck sweater vest with LEAP logo, collared white buttoned-down blouse tucked in, navy blue criss-cross tie, mandatory Loafer black school shoes, and navy blue socks or tights (**SOCKS OR TIGHTS ARE PERMITTED SEPARATELY. THEY ARE NOT TO BE WORN TOGETHER - NO WHITE SOCKS**)
- Boys 7-8** Navy blue school pants (**WORN AT THE WAIST; CARGO OR ANY OTHER STYLE OF PANTS ARE NOT ACCEPTABLE**), black belt, navy blue blazer, collared white buttoned-down dress shirt tucked in (**POLO SHIRTS ARE NOT ACCEPTABLE**), burgundy V-neck sweater vest with LEAP logo, blue tie, and mandatory Eastland Oxford black school shoes (**ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE**)
- Girls 9-12** Navy blue four kick pleat skirt (**NO SHORTER THAN 4**

**INCHES ABOVE THE KNEE**), navy blue blazer, collared white buttoned-down blouse tucked in, burgundy V-neck sweater vest with LEAP logo, navy blue criss-cross tie, mandatory Loafer black school shoes, and navy blue socks or tights (**SOCKS OR TIGHTS ARE PERMITTED SEPARATELY. THEY ARE NOT TO BE WORN TOGETHER – NO WHITE SOCKS**)

**Boys 9-12** Khaki school pants (**WORN AT THE WAIST; CARGO OR ANY OTHER STYLE OF PANTS ARE NOT ACCEPTABLE**), black belt, navy blue blazer, collared white buttoned-down dress shirt tucked in (**POLO SHIRTS ARE NOT ACCEPTABLE**), burgundy V-neck sweater vest with LEAP logo, blue tie and mandatory Eastland Oxford black school shoes (**ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE**)

**Gym (K-12) Girls:** Burgundy sweatpants or basketball shorts, burgundy t-shirt or sweatshirt (**no insignias, logos, or graphics**), white socks, and sneakers.

**Boys:** Navy sweatpants or basketball shorts, navy t-shirt or sweatshirt (**no insignias, logos, or graphics**), white socks, and sneakers.

### **APPROVED SCHOOL UNIFORM SUPPLIER**

Flynn & O’Hara School Uniforms  
237 Black Horse Pike, Mt. Ephraim, NJ  
Phone: 800-441-4122 or 856-931-8838  
[www.flynnohara.com](http://www.flynnohara.com)

A1 Uniform City  
721 South Broadway, Camden, NJ  
856-963-7680

### **MEDICATION PROCEDURES**

The School Nurse must administer all medications that must be taken by students during the school day. Medications are defined as prescription, non-prescription, or over-the-counter medicines or nutritional supplements, including but not limited to: aspirin, Tylenol, Advil, and cough drops. Whether the medication is prescribed or purchased “over-the-counter”, all

students require a written order from a physician and written consent from the student's parent/guardian before the medicine can be administered. Verbal instructions will not be honored. Medications must be sent to school in the original labeled container or prescription bottle to include the child's name, dosage and specific instructions for administering the medicine. Only students with a life-threatening illness (e.g., asthma) may be allowed to carry and self-administer medication for the treatment of that illness, provided that a physician authorizes such self-administration and certifies that the student is capable of self-administration and the parent/guardian releases the school district of any and all liability. This form is kept in the nurse's office. **The permission to self-medicate must be renewed each subsequent school year.** This self-administration policy encompasses off-site or after-school activities.

### **USE OF MEDICAL DEVICES**

The use of medical devices (breathing machines, crutches, casts, slings, braces and wheelchairs) should not present a risk to other students or unduly interfere with the educational process in the school. Parents/guardians must present written permission and instruction from the physician. Instruction for storage, use, duration of use and assistance to be given by school personnel must be clearly delineated by the student's attending physician.

If you would like additional information on the School's medication procedures, please contact the School Nurse at 856-614-2097 (LS) and 856-614-5091 (US/S.T.E.M.).

### **ATTENDANCE**

Parents/Guardians should report all student absences. Absences may be reported 24 hours a day. Student absences should be reported by 8:00am on the morning of the absence. Reporting absences by telephone, however, does not excuse the absence. To report absences please call:

Lower School	856-614-5600
Upper School	856-614-0400
S.T.E.M. School	856-506-4423

## **A. ABSENCES FROM SCHOOL AND COURSES**

Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates statutes requiring children to regularly attend school (N.J.S.A.18A: 38-25). We cannot succeed at our task of providing a thorough and efficient education unless students are present for all regularly scheduled classroom-learning activities. Recognizing that some absences are unavoidable, for reasons such as illness and appointments that cannot be scheduled during non-school hours, a student may be absent for ten (10) days during a school year without jeopardizing credits earned.

Any student who is absent more than ten (10) days will be placed on No-Credit status. In addition to full day absences, the following will count towards the 10-day limit:

1. Four (4) latenesses to school or four (4) latenesses to homeroom will equal one (1) day of absence.
2. Four (4) early dismissals from school will equal one (1) day of absence.
3. Students will be marked absent (excused) for the day if they are sent home by the nurse and/or they have an early dismissal prior to 10:00am.
4. If a student is absent more than ten (10) days unexcused, he/she must attend credit completion at their sending district.

## **B. EXCESSIVE SCHOOL ABSENCE PROCEDURES**

1. Upon a student reaching the third (3rd) excused/unexcused absence per year, a letter will be sent to the parent/guardian apprising him/her of the situation.
2. Upon a student reaching the fifth (5<sup>th</sup>) excused/unexcused absence within a 3 month period absence the same procedure will apply. In addition, parents will be required to attend a seminar on the importance of student attendance including the need to be on time to school and class. A parent conference will be required to develop a personalized improvement plan.
3. Upon a student reaching the seventh (7<sup>th</sup>) excused/unexcused absence the same procedure will apply.
4. When a student reaches his/her eleventh (11th) excused/unexcused absence, they will automatically be placed on No-Credit status. Notification will be sent to the parent/guardian. At this point, the parent/guardian may appeal to the principal.

\*\* All students are given attendance updates with the progress reports and report cards.

Upon a student's eleventh (11th) absence, the student will be excluded from participation in all co-curricular and student activities, including but not limited to:

- Student activities
- Overnight and/or academic trips including Senior Trips, or field trips.
- Sports practices or games

### C. APPEALS PROCESS

1. The building principal will review all documentation and determine the attendance status of a student. Appeals will not be heard until the student has unexcused absences in excess of ten (10) days. The building principal will review the student's attendance appeal after the parent/guardian provides relevant documentation, such as:
  - a. Medical/Dental note signed by a physician with a specific date that can be verified by the school
  - b. Official verification of required court appearances
  - c. Official verification of the motor vehicles driver's test
  - d. Official verification of a college visit. (Maximum: 3 days)
  - e. Verification of a death in the family
  - f. Religious Holidays (parental note)
  - g. A brief written narrative explaining the reason why, in the opinion of the parent/guardian and the student, credit should be restored
  - h. All excused notes are due by June 1<sup>st</sup>. Only notes related to absences for the month of June will be accepted after this date

### D. EARLY DISMISSAL REQUESTS

For the purpose of the Excessive Absence Policy, four (4) early dismissals will equal one (1) absence. The accumulation of more than ten (10) absences will place the student in a No-Credit status. The following consequences will be administered for unexcused early dismissals. Students in grades 7-12 who receive a detention will serve it on Wednesday from 5:00-7:30pm with the Dean of Students. **(Any student who receives a detention may not participate in the 21<sup>st</sup> Century Enrichment program and/or sports and must be picked up by parent/guardian.)**

<b>VIOLATION</b>	<b>CONSEQUENCE</b>
1 <sup>st</sup>	Warning
2 <sup>nd</sup> – 4 <sup>th</sup>	Parent Notification and After-School Detention (30 minutes per tardy)
5 <sup>th</sup> -6 <sup>th</sup>	2 days of ISS and parent/guardian conference
7 <sup>th</sup>	2 days of ISS, parent/guardian conference and IST referral for a remediation plan
8 or more	2 days of ISS, referral to the IST for an attendance hearing and possible referral to the Board of Trustees

1. Early dismissals will be granted only at the discretion of the Administration. Legitimate reasons include academic, medical and/or legal business that cannot be conducted during non-school hours..
2. Appointments should be conducted after school hours when possible. Early dismissal will be granted only after verification has been secured indicating the necessity of the dismissal. Pupils wishing to be dismissed from school early must present a note signed by a parent/guardian to the attendance office before the end of homeroom. This note must include the time and reason for the early dismissal and the telephone number where a parent/guardian may be contacted. No requests will be approved without confirmation from a parent/guardian. If the student does not have an appointment card, he/she will be expected to bring an appointment card to the attendance office before homeroom the next school day.
3. All students entering and leaving the school building while school is in session must sign in/out in the main office. Only the parent/guardian with an ID may sign their child in/out in the attendance office.
4. These procedures apply to all students, including those who are 18 years old and older.
5. Students who do not complete the school day may not participate in any co-curricular activity.

**E. LATENESS**

1. For the purpose of the Excessive Absence Policy, four (4) latenesses to school or homeroom will equal (1) absence. The accumulation of greater than 10 absences will place the student on No-Credit status. Latenesses

will be considered after 8:30 am.

2. A student who is late to school must report immediately to the security desk. The student must sign the late log, obtain a late pass and then report directly to class. Any student who is late and does not report immediately to the security desk/main office upon arrival will be considered truant.
3. Students must arrive by 10:00 am to participate in any co-curricular activity for that day. Failure to do so will result in the student not being able to participate in the activity for that day.

**Students are expected to be on time to EVERY class. The following consequences will be administered for tardiness: (students staying for detention may not participate in extended day programs or sports and must be picked up by a parent/guardian)**

<b>TARDY</b>	<b>CONSEQUENCE</b>
1 <sup>st</sup>	Warning
2 <sup>nd</sup> – 5 <sup>th</sup>	Parent Notification and After-School Detention
6 <sup>th</sup>	2 days of ISS and parent/guardian conference
7 <sup>th</sup>	2 days of ISS and parent/guardian conference and IST referral for a remediation plan
8 <sup>th</sup> or more	2 days of ISS, referral to the IST for an attendance hearing and possible referral to the Board of Trustees
Tardy more than 6 minutes to a class	Counted absent from that class, spend remainder of class period in ISS. Eleven (11) or more absences from class will result in no credit status. For 11-19 absences from class, student is eligible for credit recovery. 20 or more absences from class, student ineligible for credit recovery and will be retained.

**F. FAMILY VACATIONS AND DRIVING LESSONS**

1. Days absent from school because of family vacation will not be considered excused absences and will count toward the 10-day limit.

2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

**Note: Examples of absences, which will be considered to be excused through the appeals process, are: illness with a doctor's note; death in the family; court appearances and religious observances.**

### **G. MAKE-UP WORK: ABSENCES**

Students who are absent are afforded a period of time equivalent to the duration of their absence to make up missed work. **Example:** A student who is absent for six (6) school days has six (6) school days upon his/her return to school to complete the missed work. If a student was present when the course content was taught and/or tests/projects were announced, the student is expected to take the test or submit the project immediately upon their return to school. Make-up work requiring supervision of a teacher must be completed at the discretion of the teacher within the time frame defined above. Students are responsible for securing make-up work with the assistance of teachers.

### **H. CONSECUTIVE ABSENCES**

Any pupil who misses five (5) consecutive school days and does not appear on home assignment, home instruction, and/or is not medically verified as incapacitated will be issued a written notification to report back to school within two (2) school days. Failure to comply will result the following:

1. Pupils under the compulsory school age (below sixteen (16) years of age) shall have presented by their parent a formal written notice of the cause of non-attendance (N.J.S.A .18A:38-29). Failure to comply with the provisions of the law may cause the parent deemed a disorderly person and the parent to be subject to a fine (N.J.S.A. 18A:39-29).
2. Pupils above the compulsory age, but not complying with the notice to return to school will be notified that within five (5) days that they may present to the high school principal an explanation of their absence and that failure to do so will cause them to be dropped from the rolls of the school. They may present a written petition to the high school principal for re-admittance. Each case will be reviewed upon the merits of the petitioner.

## PARTICIPATION IN PHYSICAL EDUCATION

State Law requires every student to participate in physical education. A statement from the student's personal physician is necessary for any student who is physically unable to participate in physical education. This statement must specify the reason for the request and the length of time the student is to be excused. The statement must be provided to School Nurse before a physical education class is missed. Any student who is medically excused from physical education class may not participate in athletics on the day they are excused. All other students must participate in physical education classes.

## GRADING SYSTEM

### Kindergarten

M	Mastery
S	Satisfactory
D	Developing
N	Needs Improvement

### Grades 1 – 12

A (95-100)	Markedly superior expectations related to standards at this time.
A- (92-94)	Superior expectations related to standards at this time
B (86-91)	Exceeds expectations related to standards at this time
B- (83-85)	Meets expectations related to standards at this time
C (77-84)	Average expectations related to standards at this time
C- (74-76)	Near average expectations related to standards at this time
D (70-73)	Below expectations related to standards at this time
F (69-0)	Failed to meet minimum expectations: no student will be assigned a grade lower than a 50 for the first, second, or third marking periods. For a semester course, no student will be assigned a grade lower than a 50 for the first marking period of the semester.

**\*\*Students who are not prepared for physical education with the complete gym uniform as per the uniform requirement, will receive a zero for the day and be required to serve an afterschool or Saturday detention within one school day to complete academic assignments as per the detention officer. Students who fail to attend the assigned detention will be subject to further disciplinary action.**

## **Procedures for Computing Weighted Grade Point Average (GPA)**

Weighted GPA will be determined as follows for each eligible course:

- Adding 8 additional points to the final grade in an Honors course.
- Adding 12 additional points to the final grade in an Advanced Placement or dual enrollment course
- All other courses use the final grade, these are unweighted grades.

Note: The unweighted grades will be reported on transcripts.

## **GRADE BOOK**

Teachers will be expected to assign a minimum number of assignments/assessments per quarter as follows:

Classwork	20 assignments	20% of grade
Homework	20 assignments	10% of grade
Projects/labs	2 assignments	20% of grade
Tests/quizzes	5 assessments	50% of grade

## **HOMEWORK GUIDELINES**

Homework is an important extension of classroom instruction. Accordingly, students are expected to complete homework assignments on time and thoroughly. Homework represents 10% of the course grade.

As a general rule, teachers shall assign homework according to the following guidelines:

<b>Grades K-1</b>	10 minutes per subject per evening
<b>Grades 2-3</b>	15 minutes per subject, per evening
<b>Grades 4-6</b>	25 minutes per subject per evening
<b>Grades 7-12</b>	At the discretion of the teacher

All homework should be relevant to the material presented in class and exhibit evidence that it broadens, deepens, and reinforces the student's knowledge. Homework cannot be used for punitive reasons.

Students who are absent for any excused reason must make up assignments, homework, class work and tests within a reasonable length of time. In most

cases, a reasonable length of time shall be the same as the number of school days missed and/or extended days missed. Parents/guardians should check the teacher's website for any homework and school assignments.

## HONORS

LEAP Academy University Charter School recognizes two levels of honors for the honor roll. In order to be on the honor roll, students must have all A's and B's. Students who have achieved straight A's will be recognized with Distinguished Honors. Upper School students must earn a 3.5 weighted GPA or above for Honor Roll status. Students who achieve Honor Roll for all four marking periods will be recognized as Principal's Award.

## ACADEMIC INTEGRITY

In view of the intensity of academic competition and pressure, the school must do everything possible to encourage academic integrity. It is expected that each teacher will be observant and will skillfully manage the classroom in order to minimize the opportunity for cheating.

A description of several breaches of academic integrity is provided to assist the student in understanding his or her responsibilities:

**Cheating:** Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper; receiving unauthorized assistance during a quiz, test or examination; sharing information about an exam with classmates in advance of the test; using books, notes or other devices such as calculators when these are not authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; copying /lending homework, reports, laboratory work, computer programs, using translation internet services, files from other students, storing data on programmable calculators and retrieving the data to assist during an exam.

**Forgery:** Falsifying a signature of a parent, teacher, student or administrator. Examples of forgery are signing a faculty/staff person's name on a hall pass.

**Fabrication/falsification:** – The unauthorized alteration or invention of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or lab procedures or utilizing translation software to complete tasks in foreign language. Examples of falsification include the false citation of a source of information; altering grade reports or other academic records; or altering a returned examination paper and seeking a better grade.

**Tampering:** Interfering with, altering or attempting to alter school records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade; erasing records or information of a student; unauthorized access to a high school record by computer or unauthorized entry into an office or file; or obtaining information from the high school without proper authorization.

**Plagiarism:** – Presenting the work of another as one’s own without proper acknowledgement. Examples of plagiarism include submitting as your own work the work of another student; the use of a ghost writer, commercial writing service or extensive help from a tutor or parent; downloading and submitting a paper from a web site; directly quoting from a source without acknowledgement; paraphrasing or summarizing another’s work without acknowledging the source; or using facts, figures, graphs, charts, or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse of another’s work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

**Unfair Advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: obstructing or interfering with another student’s efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one’s own use.

**Other Academic Misconduct:** Examples of other academic misconduct include allowing another student to copy from one’s paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration will not be

reported; or taking an examination or test for another student or signing a false name on an academic exercise.

## **EXTRACURRICULAR ELIGIBILITY**

The co-curricular program is regarded as an integral part of school life. Students are urged to participate in one or more extracurricular activities sponsored by the school. To participate, all students must meet and maintain the following eligibility requirements.

**Scholastic Achievement:** To maintain eligibility for extracurricular activities, a student must maintain a scholastic GPA of at least 2.5 during each of the four marking periods. A student is ineligible if he or she receives one or more grades below a 70 during any marking period regardless of his/her total scholastic average or GPA. Only grades in courses taken in that marking period will be used in eligibility computation. A student may have eligibility reinstated by raising his/her scholastic cumulative GPA to at least a 2.5 during the next reporting period and so long as the student is not failing more than one course. A student with a cumulative GPA below 2.5 or who has failed two subjects in June will be ineligible and will remain ineligible unless he/she attends summer school to raise his or her GPA.

**Student Behavior:** The Lead Person or designee may deny eligibility for extracurricular activities to any student who exhibits chronic tardiness (8 or more) or absenteeism (11 or more) or who has exhibited either chronic (4 or more incidents per marking period) or serious misbehavior (**e.g., possession or use of alcohol or drugs, behavior that jeopardizes the health and safety of other students, etc.**). Students who have been assigned ISS or OSS are prohibited from participating in school-sponsored activities during their time of suspension.

## **ATHLETICS**

**Goals and Values:** Participation in athletics is a valuable and vital part of public education. The success of the school's athletic teams is measured not only by student athletes performing up to their physical potential, but also by the realization of more intrinsic values, such as: self-esteem; a sense of pride toward self, team, school, and community; self-reliance; sportsmanship; respect; commitment; responsibility; cooperation; and leadership.

**The Role of the Coach:** The coach's primary role is that of a teacher, who, through their knowledge of a sport, instills and treats student athletes with intelligence and sensitivity and who acts as a role model for students, on and off the playing field.

**Unsportsmanlike Behavior:** Unsportsmanlike behavior refers to any person attending or participating in any School-sponsored athletic event who:

1. Initiates or engages in a verbal or physical threat, harassment, or abuse aimed at any student, coach, official, or parent; or
2. Initiates or engages in a fight or scuffle with any students, coach, official, parent or other person.

**“School-sponsored athletic event” refers to any athletic event—including at a home, away or neutral site—in which LEAP Academy University Charter School participates in interscholastic competition.**

**Interscholastic Athletics:** Participation in the interscholastic athletic program is available to students in grades eight through twelve in sports selected as being appropriate to each grade level, for which facilities are available, and for which a competitive schedule can be arranged with other schools. The Upper School is enrolled as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and participates in approved interscholastic programs sponsored by the NJSIAA. As such, Upper School sports are governed by relevant New Jersey Statutes, by the rules of the State Board of Education, and by the Constitution and By-laws of the NJSIAA.

**Academic eligibility for participating in the interscholastic athletic program is governed by the by-laws of the NJSIAA and is adopted by the Board.**

Any student in grades nine through twelve who wishes to try out for a sport appropriate to his/her grade level may have the opportunity to do so. The Athletic Department will do whatever is feasible to help the student to succeed in the sport. Maximum team sizes for each sport are established by the Athletic Department.

**LEAP Athletic Coaches:**

Mr. Bob Evans	Basketball – (Girls)
Mr. Peter Law	Basketball – (Boys)
Mr. Ray Rossi	Baseball – (Boys)
Ms. Ashley Snyder	Field Hockey – (Girls)

## TEXTBOOKS

Classroom teachers maintain lists of all textbooks assigned. All books lost or defaced during the school year must be paid for by the student before the last day of school in June. Replacement costs for missing or defaced books will be determined by the Principal or designee, based on the condition of the book.

**Students are responsible for books issued to them, even if the books are stolen.**

### Replacement Costs:

**Lost or Stolen**

Full Replacement Cost

## UPPER SCHOOL PROMOTION

Each year, students are promoted to the next grade level on the basis of the following:

1. Freshmen must achieve 35 or more credits to become a sophomore.
2. Sophomores must achieve 70 or more credits to become a junior.
3. Juniors must achieve 105 or more credits to become a senior.

**Credit deficits may be made up by enrolling in an approved summer school program and/or by increasing the number of subjects taken during the next school year.**

## RETENTION

A student in grades 1 thru 12 will be considered for retention in grade level if they have more than 20 unexcused absences and/or failed two or more of the subjects required by the State of New Jersey as a graduation requirement and/or testing requirement, including but not limited to: reading, language arts, math, science, social studies, health, world languages, and the arts. Students who fail 1-2 courses will be required to attend credit recovery at their sending district. Students must pass all credit recovery courses with a minimum of a 75% or higher to pass onto the next grade level. If unexcused absences exceed twenty (20) days (for overall school attendance and/or a specific class) students will not be eligible for credit recovery and must repeat the course and/or year. All credit recovery will be made up after the last day of school.

Parents/guardians will be notified no later than the end of the second marking period if problems exist that may lead to retention. Students who develop failing grades and/or attendance problems during the 3<sup>rd</sup> or 4<sup>th</sup> marking periods will be notified during the existing quarter. Such notification may occur through conferences, report card grades, formal letters, and/or referral to the Instructional Support Team. Upon notification of their child's academic progress, parents are expected to contact their child's academic counselor in the College Access Office for the Upper School/S.T.E.M. and the principal for the Lower School to discuss and develop an academic remediation plan. All students who are in danger of retention and/or failing any course will be required to attend academic tutoring as designated by their Personalized Learning Plan developed by the Instructional Support Team.

Final recommendations for retention are made by the Instructional Support Team Hearing Review, who will in turn inform the Board of Trustees at the next regular meeting. At that time the retention recommendation will be considered final. Based on the LEAP Academy Charter enrollment requirement of no more than 60 students per grade level at each school site, students who are retained are not guaranteed enrollment status at their retention grade level. Parents who receive a retention letter must contact the enrollment office to discuss their child's enrollment status.

### **ACCOMMODATIONS**

The LEAP Academy University Charter School's commitment to high academic standards does not discriminate against students with learning needs or diagnosed disabilities of any kind. Every accommodation required by law will be made to enable students to participate in all facets of the School to the greatest extent possible.

**Classified Students:** When a classified student enrolls in the School, he or she will be referred to the Child Study Team. The team will design an appropriate plan for a quality education, accompanied by the design and implementation of meaningful accommodations as appropriate, including (**but not limited to**): alternative assessment methods, course selection requirements, in-class supports, modified instruction, and an alternative promotion policy.

## GRADUATION REQUIREMENTS

In order to earn a diploma from the LEAP Academy University Charter School, students must fulfill the requirements established by the Board of Trustees and the New Jersey Department of Education, including: successful completion of all required courses and clinics (140 total credits), and a passing score on the State's High School Proficiency Assessment (HSPA) or Alternative High School Assessment (AHSA), formerly Special Review Assessment (SRA).

**LEAP Academy University Charter School's Graduation Requirements**  
140 total credits are required for graduation as follows:

<b>4 years of Language Arts Literacy</b>	(5 credits per year - 20 total)
<b>4 years of Health/Physical Education</b>	(5 credits per year - 20 total)
<b>4 years of Mathematics*</b>	(5 credits per year - 20 total) *Effective with the Class of 2011
<b>4 years of Science</b>	(5 credits per year - 20 total) *One Biology, One Physical Science, One Lab Science, One Elective
<b>4 years of Social Studies*</b>	(5 credits per year - 20 total) *Must include 2 years of US History and 1 year of World History
<b>2 years of World Languages</b>	(5 credits per year - 10 total)
<b>2 years of Arts*</b>	(5 credits per year - 10 total) *May include Fine, Practical and/or Performing arts
<b>1 year of Technology</b>	(5 credits per year - 5 total)
<b>1 year of Economics*</b>	(5 credits per year - 5 total) *Beginning with the Class of 2014
<b>Elective Courses/Clinics</b>	(10 credits total)

**Obligations:** All prospective graduates must also meet the School's attendance requirements. Any student who fails a required subject must pass that course before graduation. Seniors will not receive a diploma from LEAP Academy University Charter School until all financial obligations have been met, including, but not limited to, library fines and book fines.

**Note: Students who do not meet all of the graduation requirements and obligations as stated above will be prohibited from participating in all culminating graduation exercises up to and including the graduation ceremonies.**

**Senior Exemptions from Final Examinations:** To be eligible for exemption from final examination, a senior must average a 92 for the course. This applies to Semester Courses and Full Year Courses. The final grade for the exempt senior will be calculated by averaging the grades per Semester Course or the Full Year Course, excluding the Final Exam Grade. Students enrolled in Advanced Placement [AP] courses are eligible for the exemption outlined above regardless of their grade level. All other students must take their final examinations during the scheduled time.

### **COLLEGE ADMISSION**

What College Admissions Officers Look For: While no two colleges are the same in what they seek in a prospective student, all college admissions officers consider the following:

1. A strong four-year scholastic record (GPA of 3.3 or above) and class rank (**colleges generally look for students in the upper half of the class, while more competitive schools want those from the upper quarter or even the top five or ten percent**);
2. Comments and recommendations of respected members of the community, (**e.g., principal, counselors, faculty, clergy, employers, etc.**);
3. College entrance test scores (**SAT Scores: at least 600 in Math, Critical Reading and Writing**);
4. Evaluation of personal qualities by selected teachers;
5. A strong community service portfolio (school, community and religious organization)
6. Participation in extracurricular activities (SGA, Teen PEP, Student Ambassadors, etc.)
7. A strong resume of academic excellence (NHS, NJHS, Rutgers Future Scholars, etc.)
8. Participation in: summer institutes, internships, co-op, job shadowing, and various contests.

Please visit the Rutgers/LEAP College Access Office to learn about the various requirements for schools in and outside of New Jersey programs and for additional admission criteria and benchmarks for specialized majors such as engineering, pre-med, and pre-law. Students are encouraged to meet individually with the College Access staff to discuss all matters pertinent to their programs. Appointments can be made at the request of the counselor, a teacher, a parent/guardian, and most importantly by the student themselves.

## UPPER SCHOOL COURSE REQUIREMENTS

College Preparatory I:

<b>GRADE 9</b>	<b>GRADE 10</b>	<b>GRADE 11</b>	<b>GRADE 12</b>
English 9	English 10	English 11/Pre-AP English	English 12
Algebra I/Algebra I Honors	Geometry/Geometry Honors	Algebra II/Algebra II Honors	Pre-Calculus or Calculus
Physics	Chemistry	Biology	Science Elective
World Cultures	U.S. History I	U.S. History II	Social Sciences Elective
World Language	World Language	Elective	Elective
Visual/Performing/Arts Elective	Visual/Performing Arts Elective	Elective	Elective
P.E./Health	P.E./Health	P.E./Health	P.E./Health

Accelerated College Preparatory:

<b>GRADE 9</b>	<b>GRADE 10</b>	<b>GRADE 11</b>	<b>GRADE 12</b>
English 9 Honors	English 10 Honors	English 11 Honors	English 12/English AP Lit.
Geometry/Geometry Honors	Chemistry Honors	Pre-Calculus	Math Elective
Physics Honors	Chemistry Honors	Biology Honors	AP Biology
World Cultures Honors	U.S. History Honors	U.S. History II Honors	Social Sciences Elective
World Language	World Language	AP World History	World Language/AP Spanish
Visual/Performing/Arts Elective	Visual/Performing Arts Elective	Elective	Elective
P.E./Health	P.E./Health	P.E./Health	P.E./Health

## **RUTGERS/LEAP COLLEGE ACCESS OFFICE**

The Rutgers/LEAP College Access Office offers programs and services that prepare students for entering a college or university in an effort to achieve a college degree. The Rutgers/LEAP College Office works with LEAP teachers and staff in the development and implementation of programs and services that focus on college awareness, college readiness, career exploration and career planning.

Key programmatic areas include:

**Pre-K-6<sup>th</sup> Grade Career and College Awareness:** Students attending the Lower School will be engaged in lessons and activities that provide opportunities for exploring career options and making the connections between school-careers and college.

**Academic Enrichment and Support:** Students will have access to a variety of services and programs that provide them with academic support, so that they can strengthen their scholarly performance and increase their options for admissions into a college or university. These services include tutoring, SAT Preparation, support with Advanced Placement coursework, mentoring, opportunities for participating in specialized pre-college summer programs and internships.

**Career Preparation and Portfolio Building:** Students have access to career preparatory opportunities such as job shadowing, internships, resume and interview workshops, community service and a variety of extracurricular activities and student organizations including Student Government Association, LEAP Ambassadors, National Junior Honor Society, National Honor Society, etc.

**Dual Enrollment:** LEAP Academy has partnered with Rutgers University, Rowan University and Camden County College to provide our students with the opportunity to attend classes on their college campus for the attainment of both high school and college credit.

**College Placement and Advisement:** Students will receive comprehensive services and support with the college application process. Competent staff will work individually with students as they engage in the process of researching, choosing and applying to colleges. Services include: academic counseling, college application essay writing workshops, college tours, college fairs, visits from college admissions counselors and on-the-spot admission sessions.

**Scholarship Opportunities – Alfredo Santiago Endowed Scholarship Fund:** The Alfredo Santiago Endowed Scholarship at Rutgers University was established in 1999 by CSUCL Director, Dr. Gloria Bonilla-Santiago in memory of her husband, Alfredo Santiago, with the goal of helping finance

college opportunities for students from Camden City. The scholarship provides financial assistance to first-year undergraduate students who graduate from LEAP Academy University Charter School and enroll full-time at one of Rutgers University's three campuses. Since 2005, the Alfredo Santiago Endowed Scholarship has made it possible for 25 students from Camden to attend college. The scholarship is awarded annually to eligible LEAP Academy graduates based on academic merit and financial need. Recipients who remain in good academic standing may renew the scholarship for up to three years (four years if they are enrolled in a five-year program).

### CHARACTER DEVELOPMENT

We believe that good character needs to be developed and clearly articulated to the entire LEAP Academy University Charter School district and community and that each member has a responsibility to teach and model these core ethical principles. Our purpose is for students to utilize these skills to successfully and honorably deal with ongoing life experiences. The LEAP Academy University Charter School district will provide our students with an integrated K-12 curriculum and environment that identifies, teaches and reflects these important characteristics

Because **who** we are as individuals makes up **what** we are together, whether family, school, community, or nation, we have established the following character traits as an overall framework for our district and our schools. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Therefore, we identify the following **Six Pillars of Character**:

**Trustworthiness:** The student demonstrates an understanding of honesty, integrity, promise-keeping and loyalty.

**Respect:** The student demonstrates an understanding courtesy, nonviolence, tolerance, and the right to self expression without judgment.

**Responsibility:** The student demonstrates an understanding of duty, accountability, pursuit of excellence and self restraint.

**Fairness:** The student demonstrates an understanding of openness, consistency and impartiality.

**Caring:** The student demonstrates an understanding of kindness, compassion and empathy.

**Citizenship:** The student demonstrates an understanding of civic virtue, lawfulness and common good.

We are committed to a **TEAM** approach in implementing our core values throughout the LEAP Academy University Charter School learning community:

**TEACH Children that their Character Counts.** Tell our students that their success and happiness depend on who they are inside, not what they have or how they look. Teach them the difference between right and wrong and how to guide their thoughts and actions by the Six Pillars of Character. Explain these words and use examples from our own life, history and the news.

**ENFORCE the Six Pillars of Character.** Praise good behavior and discourage undesirable behavior by imposing fair, consistent consequences that prove we are serious about character. Demonstrate courage and firmness by enforcing the core values even when it is difficult or costly to do so.

**ADVOCATE Character.** Continuously encourage our students to live up to Six Pillars of Character. We will not be neutral about the importance of their character and will not be casual about improper conduct. Instead we will be clear and uncompromising about the expectation of our students to be trustworthy, respectful, responsible, fair, caring and good citizens.

**MODEL Good Behavior.** Act on and remember that everything we say and do sends a message about our values, Be sure our actions and messages reinforce what we say and teach, especially when it comes to doing the right thing even when it is difficult. Understand and show that when we slip we are still accountable and will apologize sincerely and pledge to do better.

### **Comprehensive Behavioral Supports**

The LEAP Academy University Charter School district provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the LEAP Academy Board of Trustees:

- Honor Roll recognition
- National Honor Society
- National Junior Honor Society
- Peer Mentoring Group
- Student Ambassadors
- Pinning Ceremony
- Student Government Association
- Sixth Grade Luncheon
- Graduation

- Recognition Celebrations
- Monthly Assemblies

## **STUDENT CODE OF CONDUCT**

An effective instructional program requires an orderly school environment, and the effectiveness of the educational program is reflected in the behavior of students. LEAP Academy expects students to conduct themselves in keeping with the rules and policies established by the Board of Trustees and the School Administration, with the level of maturity, with proper respect and regard to the rights and welfare of other students, for school personnel, for the educational process, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. The best discipline is self imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their actions. Staff members who interact with students shall use preventative disciplinary measures and place emphasis on the students' ability to grow in self-discipline.

Parent/Guardian Conferences are intended to strengthen communication and accountability among the student, the parent/guardian, and teacher. When cited as a consequence (subsequence pages), the parent/guardian conference is mandatory.

Teacher-Assigned Detentions and Parent/Guardian Notifications are intended to be creative solutions for addressing behavioral issues.

Saturday School Detention is held between the hours of 8:00am and 12:00pm on designated Saturdays.

In-School Suspension (ISS) is held during school hours in a designated area.

Out-of-School Suspension (OSS) is an assigned day or days when a student is not permitted to attend school or school related functions.

Expulsion Hearings are held before the Board of Trustees and the Chief Academic Officer to determine the continuing enrollment status of a student in the School.

## TIER I INFRACTIONS & CONSEQUENCES

**Tier I behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic environment but do not involve damage to school property or harm to self or others.**

**Tier I behaviors result in classroom level disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher.**

<b>Infractions of Behavioral Expectations</b>	<b>Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Attending class without required class materials or assigned work</li> <li>2. Behaviors that disrupt or interfere with classroom teaching and learning</li> <li>3. Communication with staff and peers that is not polite, courteous, or respectful</li> <li>4. Directing profanity or obscene/offensive gestures toward peers</li> <li>5. Excessive noise in the classroom, hall, or building</li> <li>6. Inappropriate displays of affection</li> <li>7. Noncompliance with an approved dress code</li> <li>8. Off task behaviors that demonstrate disengagement from classroom learning</li> <li>9. Running in the classroom, hall, or building</li> <li>10. Unexcused lateness for school or class</li> </ol>	<ol style="list-style-type: none"> <li>1. Verbal redirection or reprimand</li> <li>2. Teacher/student conference</li> <li>3. Parental contact in writing or by phone</li> <li>4. Teacher/Parent(Guardian) conference</li> <li>5. Teacher supervised In-School Disciplinary Action.</li> <li>6. Behavior contract.</li> </ol>

## TIER II INFRACTIONS & CONSEQUENCES

**Tier II behaviors are those behaviors that cause disruption to the academic environment, involve damage to school property, or may cause minor harm to self or others.**

**Tier II behaviors result in school-based and administrative disciplinary responses.**

<b>Infractions of Behavioral Expectations</b>	<b>Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Directing profanity or obscene/offensive intentional gestures toward staff</li> <li>2. Inappropriate or disruptive physical contact between students</li> <li>3. Intentional misuse of school equipment/supplies/facilities</li> <li>4. Leaving classroom without permission</li> <li>5. Throwing objects that may cause injury or damage property</li> <li>6. Unauthorized presence in hallway during class time</li> <li>7. Unauthorized use of portable electronic devices during school hours (e.g. mp3 players, cell phone, PSP, etc.)</li> <li>8. Unexcused absence from class</li> <li>9. Unexcused absence from school without parent confirmation via a written note or phone call</li> <li>10. Using computer/office equipment without permission</li> <li>11. Documented pattern of persistent Tier I behavior</li> </ol>	<ol style="list-style-type: none"> <li>1. Verbal redirection/reprimand</li> <li>2. Teacher/student conference or Administrator/student conference</li> <li>3. Parental contact in writing or by phone</li> <li>4. Administrator, teacher, student and parent/guardian conference</li> <li>5. Temporary removal of student from classroom for one class period</li> <li>6. In-School disciplinary action</li> <li>7. Behavior contract</li> </ol>

## TIER III INFRACTIONS & CONSEQUENCES

**Tier III behaviors are those behaviors that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences, Tier III behaviors may result in either In-School or Out-of School Suspension.**

<b>Infractions of Behavioral Expectations</b>	<b>Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Academic dishonesty</li> <li>2. Bullying, or using humiliating, or intimidating language or behavior including Internet bullying</li> <li>3. Causing disruption on school properties or at any LEAP sponsored or supervised activity</li> <li>4. Communicating slurs based on actual or perceived race, color, religion, national origin, sex, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, disability, source of income, or place of residence engaging in reckless behavior that may cause harm to self or others</li> <li>5. Intent to fight where there is no injury and no weapon</li> <li>6. Forgery</li> <li>7. Gambling</li> <li>8. Hazing</li> <li>9. Inappropriate use of LEAP computer or network (restricted websites, offensive emails)</li> <li>10. Leaving school without permission</li> <li>11. Lying to or giving misleading information to school staff</li> <li>12. Obscene, seriously offensive, or abusive language or gestures</li> <li>13. Possession of tools or instruments which School Administration deem</li> </ol>	<ol style="list-style-type: none"> <li>1. Referral to IST</li> <li>2. Administrator/student/parent (guardian) conference</li> <li>3. Discussion of interim academic placement</li> <li>4. Review and/or revision of Behavior Contract</li> <li>5. In -School Disciplinary Action</li> <li>6. Grade reduction for academic dishonesty</li> <li>7. In-School Suspension* with provision of appropriate intervention services</li> <li>8. Out-of-School Suspension* Short-Term (3 to 5 days),</li> <li>9. Out-of School Suspension* Medium-Term (5 to 8 days)</li> </ol> <p style="text-align: center;">*In-School Suspension will be available in the upper school. Students may not exceed three referrals to ISS. Students who receive 4 or more referrals to ISS will be referred to the IST team.</p>

<p>could be used as weapons</p> <ol style="list-style-type: none"><li>14. Possession or distribution of obscene or pornographic material on school premises</li><li>15. Possession or use of tobacco</li><li>16. Sale or distribution of any item without authorization</li><li>17. Trespassing</li><li>18. Unauthorized possession, use, or distribution of over-the-counter medication</li><li>19. Use of alcohol</li><li>20. Use of marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, or drug paraphernalia</li><li>21. Verbal, written, or physical threat to person or property (including intimidating postures to self or others)</li><li>22. Documented pattern of persistent Tier II behavior</li></ol>	<p>*Any student that gets suspended will not be allowed to participate in after-school extra-curricular activities.</p>
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## TIER IV INFRACTIONS & CONSEQUENCES

**Tier IV behaviors are those behaviors that cause disruption to the school operation, destroy school property, or cause significant harm to self or others.**

**Tier IV behaviors result in Out-of-School Suspension.**

<b>Infractions of Behavioral Expectations</b>	<b>Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Activating a false fire alarm</li> <li>2. Acts of vandalism, destruction of property, or graffiti (tagging)</li> <li>3. Documented theft of school or personal property without force</li> <li>4. Fighting which creates substantial risk of or results in minor injury</li> <li>5. Inciting/baiting others towards violence or disruption (i.e., posting inappropriate videos on Facebook)</li> <li>6. Interfering with school authorities' daily operation</li> <li>7. Lewd or indecent public behavior or sexual misconduct</li> <li>8. Persistent Harassment.</li> <li>9. Possession of a weapon* or replica, imitation of a weapon (including water guns), other than weapons subject to the requirements of the Gun-Free School Act.</li> <li>10. Retaliation for reporting harassment and sexual harassment</li> <li>11. Sexual harassment</li> <li>12. Tampering with, changing, or altering an official record or document of a school</li> <li>13. Using an article that is not normally considered a weapon to intimidate or threaten another individual</li> <li>14. Documented pattern of persistent Tier III behavior</li> </ol>	<ol style="list-style-type: none"> <li>1. Out-of-School Suspension – Short-Term (3 to 5 days), except in response to unexcused tardiness or absence.</li> <li>2. Out-of-School Suspension – Medium Term (5 to 8 days), except in response to unexcused tardiness or absence.</li> <li>3. Out-of-School Suspension Long Term (7 to 9 days), except in response to unexcused tardiness or absence.</li> </ol>

## TIER V INFRACTIONS & CONSEQUENCES

**Tier V behaviors are those behaviors that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others.**

**Tier V behaviors result in Out-of-School Suspension or Expulsion.**

<b>Infractions of Behavioral Expectations</b>	<b>Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Acts of exceptional misconduct at other school</li> <li>2. Arson</li> <li>3. Assault with a weapon</li> <li>4. Assault/physical attach on student or staff</li> <li>5. Bob threat</li> <li>6. Inciting/baiting others to violence or disruption</li> <li>7. Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to student and/or staff. This includes posting material on internet or sending material electronically (via email or cell phone)</li> <li>8. Causing serious disruption or damage to school’s computer systems, electronic files, or network</li> <li>9. Fighting which results in a serious physical injury</li> <li>10. Participating in a group fight which has been planned, causes major disruption to school day or results in substantial bodily injury</li> <li>11. Possession of drug paraphernalia or controlled substance, irrespective of the amount or type</li> <li>12. Possession of fireworks or explosives</li> <li>13. Possession or distribution of alcohol</li> <li>14. Selling or distribution of marijuana, prescription drugs, controlled</li> </ol>	<ol style="list-style-type: none"> <li>1. Out-of-School Suspension – Long-Term with referral to the Board of Trustee for expulsion</li> </ol>

<p>dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia</p> <p>15. Theft or attempted theft using force, coercion, extortion, intimidation or threat of violence</p> <p>16. Using an article that is not normally considered a weapon to injure another individual</p> <p>17. Vandalism/destruction of property over \$500.00</p> <p>18. Any other intentional use of violence, force, coercion, threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of LEAP Academy University Charter School</p> <p>19. Documented pattern of persistent Tier IV behavior</p>	
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**FAIR ADMINISTRATION OF DISCIPLINE**

Leap Academy University Charter School does not discriminate against, deny benefits to or exclude participation of any person in its programs, activities or employment on the basis of race, gender, color, national origin, creed, religion, disability or any other prohibited by law.

## **Description of (Discipline) Terms**

**Parent/Guardian Contact:** Parent/guardian will be contacted by the Principal/Vice Principal/lead person reporting an incident. The Principal/Vice Principal/lead person is to inform the parent of the infraction and consequence and refer them to the LEAP Academy Student/Family Handbook for further information about repeat offenses. An incident report must be completed and turned into the Principal or designee at the school. The incident report will document the mode of communication used to contact the parent by phone and the outcome of this communication.

**Parent/Guardian Notification:** If the intent is to have a student serve In-School Suspension or detention, the parent/guardian must be notified prior to the student serving the detention/suspension.

**Parent/Guardian Meeting:** A mandatory meeting will be scheduled with the parent/guardian and the Principal or designee at the school.

**Do Not Admit w/o Parent/Guardian Conference:** The parent/guardian will be notified that their student will not be allowed to return to school until a meeting with the Principal or designee at the school.

**Afterschool Detention:** Afterschool Detentions are held at the discretion of the Principals or designee at each school and must be served by the end of the following school day. Students are to report to Afterschool Detention from 5:10pm – 7:00pm in full uniform. Please note: Being tardy to an Afterschool Detention will have the same consequences as being tardy to class. Students are expected to quietly complete any academic assignments as determined by the school administrator.

**Lunch Detention:** Lunch Detentions are held at the discretion and under the supervision of the faculty/staff member that assigns them. The lunch detention must be completed by the end of the following school day. A parent/guardian contact must be made within the 24 hours of the Lunch Detention being held.

**Saturday Detention:** Saturday Detention will be held in the Upper School. Students are to report at 8:00am in full uniform and will be dismissed at 12:00pm. Please note: Being tardy to a Saturday Detention will have the same consequences as being tardy to school. Students are expected to quietly complete any academic assignments as determined by the attending staff member.

**In-School Suspension (ISS):** will be held during school hours in a designated area. Students are expected to sit in silence during ISS and complete all academic assignments as determined by the ISS coordinator.

**Out-of-School Suspension (OSS):** Upon the completion of a Parent/Guardian Notification students will serve an Out of School Suspension to begin the day of the infraction. Students are required to make up all assigned work. The amount of time permitted to make-up assignments shall be equivalent to the time missed. Students will receive a zero grade for any missed work or missed tests that have not been completed in the allotted time given. Exceptions to this rule are solely at the discretion of the teacher after conferring with the Principal or designee at the school.

### **Instructional Support**

- ***IST Referral:*** The IST Referral is the initial meeting in where the remediation plan is comprised and executed. Several IST meetings to follow the progress and outcomes of the remediation plan will follow the IST Referral.
- ***Instructional Support Team (IST):*** The Instructional Support Team is comprised of teachers and administrators that work together to prepare a remediation plan for students that have low grades (D or F), repeated infractions (3 to 5 infractions) and/or attendance (5 absences) and tardiness problems. The IST will also work closely with parents, law enforcement and other community agencies to assist the student in improving grades, behavior and attendance.
- ***IST Hearing:*** The IST Hearing is designed to assess the student's progress in the remediation plan and make any decisions as a result of the assessment.

**Expulsion:** Only the Board of Trustees may expel a student, and only the School Administration can refer students to the Board for an expulsion review. The Board will consider expulsion only if a student has engaged in repeated misconduct, and seems impervious to efforts by the faculty and staff to bring about a correction or if the nature of a single act presents such a clear possibility of danger to others that immediate action is needed. When expelled, a student shall remain out of school unless and until an appeal has been decided in the student's favor.

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing, and notice will be provided to the parent/guardian of the student involved. In all cases, students will be given

appropriate due process, including notice and an opportunity to be heard. A manifestation determination will be held for all classified students, and juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

- **If a student is younger than 18 years of age is expelled, the Board will continue to supply an educational program for the student.**
- **All parents/guardians of suspended or expelled students will be notified as soon as possible after the time the discipline is instituted.**
- **Classified students will be disciplined in accordance with the recommendations of the Child Study Team and in accordance with all applicable laws and regulations.**
- **The name of a student who has been disciplined shall not become a part of the agenda or minutes of a public meeting. Instead such shall be designated by code.**

### **CELL PHONE**

Any student found in possession and use of a cell phone or other electronic device will be suspended from school and may be subject to further disciplinary action, up to and including expulsion. Any electronic devices confiscated from students will only be returned to parent/guardian.

### **SUSPENSION**

While positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and for students to understand the consequences of disruptive behavior. Students who indulge in disruptive behavior may be suspended or expelled. Students on home suspension shall be counted absent (**excused**) unless the duration of the suspension requires home instruction.

Except when special considerations warrant (**at the discretion of the School Administration**), every effort will be made to give a written warning to students, in the form of a disciplinary notice, that subsequent violations of school regulations may result in expulsion or suspension.

Students under suspension are prohibited from participating in or attending any School-sponsored activity during the period of their suspension. They may not enter the school buildings or grounds of the school without the permission of the Lead Person or designee. Any student under suspension who enters the school buildings or grounds without the permission of the Lead Person or designee may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved by the Board of Trustees, acting upon the recommendation of the School Administration.

Serious violations of school regulations, which create a dangerous or unsafe condition for other students, may cause a student to be suspended upon the first offense.

**Suspensions for Certain Serious Offenses:** Certain offenses, as listed elsewhere in this Handbook (including, but not limited to, assault and possession of a firearm, weapon or dangerous instrument), warrant immediate removal from the educational program and suspension. The Board of Trustees may modify these suspensions on a case-by-case basis. Each student removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. Hearings regarding these particular suspensions shall take place no later than 30 calendar days following the day the student is removed from the regular education program, and shall be closed to the public.

The Lead Person is responsible for the removal of such students and shall immediately report the removal to the Board of Trustees. The Lead Person shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The Board of Trustees shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

**Making up Missed Work:** Unless otherwise specified by the student's teacher, the Lead Person or designee, the amount of time permitted to make-up assignments shall be equivalent to the time missed. Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The Lead Person or his/her designee will notify parents/guardians by telephone and send a letter regarding the telephone conversation immediately.

**Due Process:** Due process before a suspension or expulsion shall include timely notice and an opportunity to be heard. Classified students must receive a manifestation determination after ten cumulative days of suspension. Every effort shall be made to adjust each suspension promptly so that the student can be returned to school with a minimum loss of school time and school work.

**When the Lead Person or his/her designee imposes a medium/long term suspension, he/she must report it to the Board of Trustees.**

Each student shall be afforded an informal hearing before a suspension or expulsion or, if circumstances prohibit, as soon as possible after the suspension or expulsion. However, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Students suspended for a period of time longer than ten school days for offenses other than the certain serious offenses discussed above shall be afforded a formal hearing, which shall take place no later than 21 days after the suspension occurs. It is not required that such formal hearings be conducted before the Board of Trustees, but such a hearing shall take place before the Board of Trustees if it so directs. At the time of the formal hearing, the suspension may be continued, but under no circumstances will a suspension be continued beyond the second regular meeting of the Board after the beginning of the suspension, unless the Board acts to continue the suspension. The Lead Person or his/her designee may terminate a suspension at any time prior to action by the Board.

Any disciplinary hearing that takes place before the Board shall be closed to the public, but should the student or a parent/guardian request the hearing be open to the public, the hearing may be publicly held. Each student suspended for offenses other than the certain serious offenses discussed above, who has requested a formal hearing, may be restored to the regular educational program pending the outcome of the hearing, in the discretion of the Lead Person.

Each such student suspended from the School shall receive individual instruction commencing not later than two weeks after the suspension occurs, except that the Board may, on the recommendation of the Lead Person or designee, assign the student to an alternate educational program to meet his or her particular needs.

## **HARASSMENT, INTIMIDATION AND BULLYING**

The LEAP Academy Board of Trustees expects pupils, staff members, parents and community partners to treat one another with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with an individual's ability to learn and a school's ability to educate its pupils in a safe environment. A complete copy of our Harassment, Intimidation and Bullying Policy can be found on our website at [www.leapacademycharter.org](http://www.leapacademycharter.org).

### **Harassment, Intimidation and Bullying is Prohibited**

In accordance with N.J.S.A.18A:37-15(b) (1) the LEAP Academy Board of Trustees prohibits acts of harassment, intimidation or bullying of a student. The LEAP Academy Board of Trustees has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment intimidation and bullying like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, School Administration, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

### **Definition of Harassment, Intimidation and Bullying:**

This policy prohibits any act of harassment, intimidation, or bullying towards any student or staff member to insure that a safe and civil environment exists in our school. "Harassment, intimidation or bullying" means any gesture or written, verbal, or physical act or electronic communication\* that takes place on school property, at any school-sponsored function or on a school bus and:

- reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- by any other distinguishing characteristic; and that
- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and/or electronic communication, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.; or
- an act of one child exercising power and control over another either in isolated incidents (e.g., intimidation, harassment) or as patterns of harassing or intimidating behavior (e.g., bullying)

*\* "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.*

### **HIB Reporting:**

- All school employees, volunteers, parents and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.
- All other members of the school community, i.e. students, parents, visitors are encouraged to report any act that may be a violation of this policy to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.
- Reports may be anonymous or written on report forms found in the office of the school or on the LEAP Academy University Charter School website: [www.leapacademycharter.org](http://www.leapacademycharter.org)

### **HIB Investigations:**

In accordance with N.J.S.A. 18A: 37-15(b)(6) and N.J.S.A. 18A:37-16(a) the LEAP Academy Board of Trustees requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be initiated by the principal or the principal's designee within one school day of the verbal report of the incident. The investigation shall be completed and the written findings submitted to the principal or principal designee as soon as possible,

but no later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying.

**HIB Consequences:**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth by the LEAP Academy University Charter School’s HIB policy. Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance and will be consistent with LEAP Academy University Charter School’s Student Code of Conduct. The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. A prompt, thorough and complete investigation of the alleged incident will be conducted. The consequences and remedial measures may include, but are not limited to:

- Admonishment
- Temporary removal from the classroom;
- Loss of privileges;
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension (short and long-term)
- Removal from school sponsored program
- Expulsion

**HIB Staff:**

Antibullying District Coordinator:	Gladys Robreno Ph: 856-614-5030
Antibullying Specialist:	Carmen Ubarry (Upper School) Ph: 856-614-5088
Antibullying Specialist:	Jorge Calixto (Lower School) Ph: 856-614-2087
Antibullying Specialist:	Barbara Dunlap (S.T.E.M. School) Ph: 856-506-4423

## GRIEVANCES AND MEDIATION

**Students are encouraged to discuss LEAP Academy University Charter School discipline and school-wide policies with teachers, support staff members and administration.**

**Manifestation Determination Hearings:** Students classified as Students with Disabilities are entitled to a manifestation determination hearing as part of due process proceedings prior to expulsion from school. The purpose of the manifestation determination hearing is to determine whether or not the inappropriate behavior exhibited by the classified student is a part of his or her disability. If it is determined that the inappropriate behavior exhibited by the student is in fact a byproduct of the classified student's disability, then he or she will be referred for a functional behavioral assessment to the Child Study Team. A Behavior Plan will be implemented and monitored frequently by the Child Study Team in cooperation with the classroom teacher. If it is determined that the inappropriate behavior exhibited by the student is not caused by the student's disability, the student will be suspended or expelled from school for a period of time commensurate with the discipline code.

## DRUG, ALCOHOL, ANABOLIC STEROIDS AND CONTROLLED DANGEROUS SUBSTANCES

The Faculty and Staff recognize that drug/alcohol abuse presents a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The School's responsibility is also to protect students who do not abuse drugs/alcohol.

LEAP Academy University Charter School pledges to meet state and federal mandates for an alcohol and drug free school by providing appropriate programs for enforcement, intervention and prevention of drug and alcohol abuse through the School Nurse, Family Support Center and other support staff services.

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1, *et seq.* and all chemicals that release toxic vapors set forth in N.J.S.A. 2A: 170- 25.9, *et seq.* It is the responsibility of the school to safeguard the health, character, citizenship, and academic development of its students. The School, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The misuse of drugs, alcohol, tobacco or steroids threatens the positive development of students and the welfare of the entire

school community. The school is committed to the prevention of drug, alcohol, tobacco and steroid abuse, and prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any school-sponsored event away from the school grounds.

Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as Substance Abuse Awareness Coordinators or by school health personnel who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, which may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Students suspected of involvement with alcohol, drugs or steroids away from school premises will be subject to the discipline policies and referred to outside services.

The school will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The School will provide a comprehensive curriculum for such instruction in grades 7-12, offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A: 40A-1, *et seq.* Drug, alcohol, tobacco and steroid education shall be integrated with the health and science curriculum.

All school personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by students and shall respond to those signs in accordance with procedures established by the Board of Trustees. The Board of Trustees shall periodically review the effectiveness of its alcohol and other drug policies and procedures. The Board and school administration shall solicit community input as well as consult with local agencies recommended by the state department of health in the review process. Any staff member who reports a student to the Director or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A: 40A-1, *et seq.*

The school will fully comply with the confidentiality requirements established in federal regulations found at 42 C.F.R., Part II. Substance

abuse in the school is considered a health risk. It is the expressed position of the school that when school rules have been violated, and when a student's health is at risk, the School must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 C.F.R., Part II. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A: 40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A: 38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1, *et seq.*) laws.

### **ENFORCEMENT OF DRUG-FREE SCHOOL ZONES**

LEAP Academy University Charter School recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property.

The school further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board of Trustees shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county Director of schools. The Memorandum of Agreement shall be consistent with applicable law and regulations.

### **LAW ENFORCEMENT LIAISON**

In order to ensure that such cooperation continues, the LEAP Academy University Charter School has designated a school liaison to law enforcement agencies.

### **SUMMONING LAW ENFORCEMENT AUTHORITIES ONTO SCHOOL PROPERTY FOR THE PURPOSE OF CONDUCTING INVESTIGATIONS, SEARCHES, SEIZURES, AND ARRESTS**

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the Principal who, in turn, shall report same to the Lead Person or designee. The Lead Person or designee shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law

enforcement official, it is determined that further investigation is necessary, the Lead Person or designee will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Lead Person or designee may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Lead Person or designee and staff will cooperate with the law enforcement officials and provide them access to the office of a School Administration or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Lead Person or designee or the School Administration shall immediately notify the student's parent/guardian whenever a student is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the Lead Person or designee has summoned the police to a school building, the Lead Person or designee shall report the reason the police were summoned and any pertinent information to the Board of Trustees at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

## **STUDENT SEARCHES AND SECURING PHYSICAL EVIDENCE**

The Lead Person and/or designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the School, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with appropriate legal standards. School personnel shall not conduct strip searches or body cavity searches of any students under any circumstances.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building Administrator; the School Administration shall immediately notify the Lead Person or designee who shall immediately, in turn, notify the appropriate law

enforcement agency. The School Administration shall ensure that the controlled or dangerous substance and/or drug paraphernalia is secured until law enforcement officials pick it up. The School Administration shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Lead Person or designee shall request that the law enforcement officials conduct the search, seizure, or interrogation.

### **CONFIDENTIALITY OF STUDENT INVOLVEMENT IN INTERVENTION AND TREATMENT PROGRAMS**

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program including, but not limited to, the school's own substance abuse prevention programs. All information concerning a student's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. (42 C.F.R., 2 and N.J.A.C. 6:29-10.3.)

**Students Voluntarily Seeking Help for Drug or Alcohol Related Problems:** Students are encouraged to seek help for problems with or related to drug and/or alcohol use. Specific staff members and services are provided for confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use, or use by someone in a close relationship with them.

Prior to the initial meeting with a student, a counselor will provide full disclosure, orally and in writing, of the federal confidentiality laws and guidelines (42 C.F.R., Part 2) and have the student sign that he/she has received a copy of the regulations. The Counselor will be allowed to maintain confidentiality of conversations with students except when:

1. The student's life is in imminent danger
2. The information makes the student assistance counselor accessory to an illegal action, which has taken place on school premises or against school personnel
3. The information indicates that the life of another individual is in imminent danger.

## **Students Suspected of Using Controlled Dangerous Drugs, Alcohol, or Chemical Substances:**

1. Any professional staff member to whom it appears that a student may be under the influence of intoxicating drugs/alcohol/steroids on school property or at a school function shall report the matter as soon as possible to the school nurse and the School Administration. These cases will be reported to the Board of Trustees for expulsion action.
2. The School Administration shall immediately notify the parent or guardian and the Lead Person, and shall arrange an immediate examination of the student. The approved examination may be performed by a physician selected by the parent or guardian or by a physician chosen by the school nurse. If the chosen physician is not immediately available, the student shall be accompanied by a member of the school staff, designated by the School Administration, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the student
3. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the one recommended by the School Nurse, such examination shall not be at the expense of the school. The examination must be conducted within one hour after parent/guardian notification. Provisions shall be made by the parents for the appropriate care of the student while awaiting the results of the medical examination.
4. A written report of the medical examination shall be furnished to the parent or guardian of the student and the Lead Person by the examining physician within 24 hours. Subsequent urine and or blood test results must be reported to school within 5 working days. In the event the medical report is not completed within 24 hours, the student shall not return to school until the written medical report has been received.
5. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of intoxicating drugs/alcohol, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the student and Lead Person from a physician who has examined the pupil to diagnose drug use. The report shall certify that the student is physically and mentally able to return to school. The student will be subject to disciplinary procedures including an

expulsion hearing.

6. While the student is at home because of the medical examination, the school may require additional evaluation for the purpose of determining the extent of the student's drug/alcohol use and its affect on his or her school performance.
7. When a student returns to school after inpatient treatment a conference will be held. This conference will consist of the student, parents/guardians, teachers, SAC officer, Administrator and nurse. At this conference all after-care requirements will be discussed and the discipline policy requirements will be exercised.
8. Any staff member who reports a student to the building Administrator or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A: 62-4 and as provided for under N.J.S.A. 18A: 40-4.2.

### **Students Suspected Of Using Anabolic Steroids:**

1. The staff member who expresses concern will contact the School Administration, and shall complete a confidential notice and referral form to be given to the Director at the time of the incident.
2. The School Administration shall immediately notify the parent or guardian and the Executive, and shall arrange for an examination of the student.
3. A written report of that examination shall be furnished to the parent or guardian of the student and the Lead Person.
4. If it is determined that the student has been using anabolic steroids, the student shall be interviewed by the SAC officer or health care provider for the purpose of determining the extent of the student's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other Intervention and Referral Team member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
5. If it is determined that the student's involvement with and use of these substances represents a danger to the student's health and well-being, the coordinator or other Instructional Support Team member shall refer the student to an appropriate treatment program outside of the school or one which has been approved by the New Jersey Commissioner of Health.

### **Students Admitting To or Being Found Under the Influence of Drugs, Alcohol or Chemical Substances:**

If in the judgment of the Instructional Support Team, abuse is indicated, the student must present documentation to the Lead Person within seven school days, which demonstrates enrollment in an approved treatment center.

The Instructional Support Team reserves the option of requiring a second evaluation for treatment at a later date if increased substance use, questionable behavior, or deteriorating condition is noted. Students enrolled in an approved outpatient treatment program may not continue to attend school until the treatment is completed. Parents/guardians and the student shall be required to sign a Release of Confidential Information in order that the school and treatment program may communicate about a student's progress, without breaching confidentiality. Parents/guardians who, upon the school's recommendation, fail to: 1) Have an immediate examination of student; 2) Have a follow-up examination of student; or 3) Enroll their student in a treatment program within seven days, shall have a report of alleged neglect filed with the Division of Youth and Family Service (D.Y.F.S.).

### **POSSESSION OF WEAPONS OR DANGEROUS INSTRUMENTS**

LEAP Academy University Charter School adopts the following policy regarding the possession of weapons and other dangerous instruments in the school.

It is understood that it is a crime in New Jersey for any person to knowingly have in his or her possession any firearm or imitation firearm in or around the buildings or grounds of any school without the written authorization of the Lead Person or Board of Trustees. It is agreed and understood that this policy is designed to protect children and staff and the educational environment and that violations of this policy are especially serious matters which warrant a prompt referral to and response by law enforcement authorities.

It is further understood that it is a crime in New Jersey for any person to have in his or her possession any of the following without having an explainable lawful purpose: gravity knife, box cutters, switchblade knife, dagger, blackjack, metal knuckle, or any other weapon such as firecrackers, smoke bombs, or other fireworks.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the Board of Trustees to remove the student from the regular education program for a period of not less than one calendar year. A formal hearing before the Board shall occur within 30 calendar days of the removal of the student from the regular education program. Such hearing shall be closed to the public. The School Administration shall be responsible for the removal of such a student and shall immediately report the removal to the Lead Person or her designee. The Board of Trustees may modify a student's removal on a case-by case basis. The School Administration shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Board of Trustees shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the New Jersey Commissioner of Education. Classified students shall be disciplined in accordance with their IEP and a manifestation determination will be held in compliance with law and administrative code. As in all disciplinary cases, due process will be provided.

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

**Procedure:** Any staff member suspecting a student of having any of the above weapons will report directly to the School Administration or his/her designee. The School Administration will investigate the suspicion and do the following:

1. Immediately secure the student and if necessary conduct a lawful search as articulated by school policy
2. Immediately inform the Lead Person
3. Begin the suspension process and notify the student's parents.

The offending student will be entitled to all due process rights as outlined in this Handbook. Possession of any weapon mentioned above will be grounds for a formal referral for expulsion from the LEAP Academy University Charter School.

**Definitions:** "Weapons" are defined as follows:

Firearms or weapons means any handgun, rifle, shotgun, machine gun, automatic or semiautomatic rifle, or any gun, device or instrument in the nature of a weapon, from which may be fired or effected any solid projectile ball, slug, pellet missile or bullet, or any gas, vapor, or other noxious thing, by means of a cartridge or shell or by the action of any explosive or the igniting of any flammable or explosive substance. It shall also include without limitation any firearm which is in the nature of an air gun, spring gun, air pistol, or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed gas, or vapor or compressed air. In accordance with statute and code, penalties shall be assigned for possession and/or of a weapon or dangerous instrument. Infractions shall be reported to the local enforcement agency in accordance with uniform memorandum of agreement between the school and local law enforcement. Confidentiality shall be protected in accordance with Federal and state law.

### **VIOLENCE IN THE SCHOOL ENVIRONMENT**

Physical violence including assault, against another student or a staff member, is unacceptable conduct and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. When appropriate, the classroom teacher should report to the School Administration any disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, so that possible program adjustments may be identified.

The School Administration shall be responsible for removing any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while knowingly in possession of a firearm on any school property, or a school bus or at a school-sponsored function. Such student shall be immediately removed from the regular education program pending a hearing before the Board to remove the student from the regular education program for a period of not less than one calendar year. Such hearing shall take place within 30 calendar days of the student's removal from the regular education program and shall be closed to the public. The School Administration shall immediately report the removal to the Lead Person or his/her designee and to appropriate law enforcement agencies.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the public schools should complete the standard report form and submit it to the School Administration who is responsible for preparing the official report to the Lead Person or

designee.

The Lead Person or designee shall annually, at a public meeting, report to the Board of Trustees all acts of violence and vandalism in the school. A copy of the annual report of violence, vandalism, and substance abuse shall be forwarded to the New Jersey Department of Education.

**Threats of Violence:** LEAP Academy University Charter School is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the School. Students shall inform a teacher, counselor or Administrator when he or she is in possession of knowledge of such threats. Staff shall immediately notify the School Administration of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency. Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

### **CHILD ABUSE AND NEGLECT**

LEAP Academy University Charter School believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. The School therefore believes that it is important to identify and investigate suspected child abuse or neglect immediately. The School will cooperate with the New Jersey Division of Youth and Family Services (DYFS) in identifying and reporting all such cases, whether institutional or non-institutional. The Lead Person or designee(s) shall act as liaison between DYFS and the school. The liaison shall facilitate communication and cooperation between the school and DYFS, act as primary contact between the schools and DYFS, and assure annual training on DYFS reporting requirements to all staff.

The school will gather, maintain, secure and make available to DYFS the relevant confidential records of any student alleged either by school personnel or DYFS to be the victim of abuse or neglect as defined by law. The School will also cooperate with DYFS in scheduling interviews with any employee, volunteer, or student who may have information relevant to an investigation of child abuse.

All staff members having contact with students have a responsibility to report directly to DYFS, at 1-877-NJ ABUSE, and to the School Administration or Lead Person all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury. Institutional abuse, alleged to have taken place in the school or other institutional setting, by paid school staff or a volunteer must be reported on the same basis as non-institutional abuse. Information reported shall include the name, age, and grade of the child, as well as the name and address of the child's parents/guardians. The report shall also include a description of the child's condition, nature and extent of his/her possible injuries, and any other information pertinent to the child abuse or neglect or identification of the suspected perpetrator.

**Procedures:** In the furtherance of this policy, LEAP Academy University Charter School will:

- A. Take prompt action to recommend treatment of such injuries as result from abuse or neglect so as to protect the health of the child
- B. Provide for DYFS investigators to interview alleged victims in the presence of the school Director, designee, or any staff member with whom the child is comfortable
- C. Provide for cooperation with DYFS in scheduling interviews with any school personnel who may have information relevant to the investigation
- D. Inform parents or custodial parents of contacts with DYFS in all cases arising from abuse or suspected abuse
- E. Require that a report of each case of unexplained absence which might be a cause of child abuse or neglect be reported to DYFS as the law provides, and to other appropriate school staff
- F. Require that appropriate school staff follow the progress of the child and maintain communication through the liaison with DYFS in order to ensure continuance of the appropriate educational program for the child
- G. Release all pupil records of the child/children under investigation that are deemed relevant and maintain, secure and release all confidential information about child abuse cases, according to law
- H. Fulfill all other procedural requirements of the law.
- I. Provide staff training on DYFS reporting on an annual basis.

Temporary reassignment or suspension of school personnel or volunteers alleged to have committed an act of child abuse or neglect shall occur if there is reasonable cause to believe that the life or health of the alleged

victim or other children is in imminent danger due to continued contact between the school personnel and a child.

All references to a report of child abuse or neglect against school personnel shall be removed from employee personnel records immediately following the receipt of an official notice from DYFS that such allegations were unfounded.

### **Defining Child Abuse and Neglect:**

#### **ABUSE**

Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.

#### **NEGLECT**

Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.

### **EQUAL EDUCATION OPPORTUNITY**

LEAP Academy University Charter School provides equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, religion, color, national origin, ancestry, age, sex, affection or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the school, social or economic condition, or disability (**including disability related to pregnancy**).

Staff members must maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to afford each student the rights and respect that is his/her due. Staff members promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with school goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for

- all students;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of students; and
- D. Treating all students with consistent fairness

LEAP Academy University Charter School guarantees all students equal access to all academic programs within the learning environment. Students shall respect the rights of other students to receive an education in an environment that is conducive to learning and personal growth. No student shall have the right to abridge another student's right to privacy or right to hold personal beliefs that are different from those of the mainstream.

**Harassment:** The School's affirmative action program is part of each academic program regarding all students. No one, including students, staff members, vendors, volunteers, or visitors, shall commit an act of harassment or discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment. A third party may claim harassment. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly harassed.

**Sexual Harassment:** The School maintains an academic environment that is free from sexual harassment. Sexual harassment consists of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a student, by any student to another student, or by any student to a staff member when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation, promotion, opportunities, privileges, and other benefits of education
- B. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student
- C. Such conduct has the purpose or effect of interfering with a

student's academic performance or creating an intimidating or hostile educational environment. Sexual harassment is prohibited in the educational setting. Specifically, no person employed by the school or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the students standing in the school setting. Students are forbidden to harass other students or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Administrator, or designee if appropriate, will receive all complaints and initiate a thorough investigation and will protect the rights of both the student making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the student's status nor affect future grades or class assignments. Findings of discrimination in the form of sexual harassment or violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

### **SEARCHES AND SEIZURES**

School lockers remain the property of the school even when used by students. Lockers are subject to Administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will locate evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the School Administration shall try to inform the parents/guardians and request their presence. School personnel shall not conduct strip searches or body cavity searches of any students under any circumstances.

**School Lockers:** All of the lockers in the school building are built in. All

students will be expected to keep their lockers locked. No student is permitted to share a locker with another student unless he/she has been so assigned.

1. Every student in grades 7-12 is assigned a locker.
2. Lockers, even after assignment, are, nevertheless, the property of the LEAP Academy University Charter School and the Board of Trustees.
3. Searches of lockers and other forms of storage facilities provided for use by the students may be made by the School Administration or other members of the administrative team in circumstances where those persons have a reasonable suspicion that a school rule, policy, city ordinance or law is being violated. Police may also open all lockers during a bomb scare.
4. Any student, who, because of the above provisions or for any other reason, declines to have a locker assigned to him/her, may notify the Administrator in writing at the beginning of each school year.
5. Students are not allowed to put stickers, decals or other objects on the outside of the lockers.

**Searches for Controlled Dangerous Substances/Drug:** Paraphernalia / Alcohol / Firearms / Other Deadly Weapons Searches are conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated and shall be based on the reasonable grounds required by this policy.

### **MONEY AND VALUABLES**

Money and valuables should not be left in student's lockers. Students should not bring money or any other valuables to school, as the School is not responsible for the safety of those valuables. Students must lock their lockers at all times and are not permitted to share a locker with another student. The school is not responsible for items taken from an unlocked or shared locker.

### **ENROLLMENT PROCEDURES (ADOPTED APRIL 23, 2007)**

**Mission:** The mission of the LEAP Academy University Charter School is to provide its students with the knowledge and skills to pursue post-secondary education and become full participants in the workforce. In reaching its goals, LEAP Academy is committed to creating the environment where all members of the educational community are committed to continuous growth

and development toward high academic standards.

The academic focus of the School is to provide students with the knowledge and skills to pursue post-secondary education and become full participants in the workforce. LEAP Academy offers a college prep academic program and curriculum that provides for a balanced educational experience that enhances the intellectual, creative, social, and physical development of students. Through participation in a rigorous academic program, students of the LEAP Academy develop solid learning strategies, actively seek knowledge, think critically, solve problems independently and with others, communicate effectively, and interact socially. Graduates of LEAP Academy will have the skills, attitudes, and knowledge that give them flexibility to choose a variety of future options, particularly post-secondary education. We envision that our students will be able to:

- Function effectively in and contribute to a world of new ideas;
- Think independently, critically, and creatively;
- Be lifelong learners;
- View themselves as important, contributing members of a community; and
- Play a role in the continual improvement of that community

**Enrollment Eligibility:** Enrollment at the LEAP Academy University Charter School is available to Camden City residents and Camden County. Enrollment preference is provided to students based on the following:

- First Tier:** Students enrolled in the School the preceding year
- Second Tier:** Siblings of students enrolled in the School the preceding year and plan to return
- Third Tier:** New families residing in Camden
- Fourth Tier:** New families residing outside of Camden

Once all available seats are filled (**60 seats for each grade level in kindergarten through grade 12**), a waiting list is established. Students on the waiting list fill seats that are vacated during the school year and must complete all pre-enrollment procedures as outlined below:

**Enrollment Orientation:** The Enrollment Orientation has been established to provide families with the opportunity to get to know the School, understand the School’s mission, organization and curriculum, as well as the requirements for families and students. It also provides the School with the opportunity to get to know future families and students.

**Continuing Enrollment:** An application for continuing enrollment is sent to every home during the first week of November and is due the last Friday in November. If the School does not receive a family's Continuing Enrollment application, then the School will assume that the family is no longer interested in continual enrollment; and therefore the student may be replaced with the next student on the waiting list for the next school year. "Continuing Enrollment" applications (**which include siblings to be enrolled**) are identified by "Family Numbers" starting with "000".

**New Enrollment:** A call for new applications will occur on December 1. To maximize the opportunities for enrollment, applications are due by the first Friday in January. Proof of residence is required. "New Enrollment-Camden" applications will be identified by "Family Numbers" starting with "1000" "New Enrollment- Non-Camden" applications will be identified by "Family Numbers" starting with "2000\*".

**Waiting List:** A waiting list will be established in three steps based on enrollment demand (**seats available for a grade level**). First names are used to fill available seats.

**Kindergarten Age Eligibility:** Children entering kindergarten must reach the age of five by October 1 in accordance with N.J.S.A. 18 A: 38-5. An original birth certificate must be submitted and should include the parent's name.

**Enrollment Completion Process:** The enrollment completion process is as follows:

1. A **Parent Packet** is given to parents/guardians for completion. The Enrollment and Data Specialists review the contents of the packet with parents/guardians, including:
  - a. Parent Packet **data forms**
  - b. **Transfer Card** from the school in which the student resides (**If the student is attending a private school, then the parent/guardian must register their child in the public school in which the student resides**)
  - c. The student's original **birth certificate**, which must include the parent's name
  - d. The student's **immunization records**, approvable by the School Nurse
  - e. The student's complete **physical**, approvable by the School Nurse

- f. Two forms of **proof of residence** (e.g., a lease, utility bill, tax papers, etc.) (If the student’s parents/guardians cannot furnish proof of residence, then an affidavit must be completed and notarized. Additionally, the person whose name appears on the lease—if not the student’s parent/guardian—must also furnish proof of residency)
  - g. Other **documentation for guardianship matters** (e.g., custody papers), as required.
  - h. If the student does not live in Camden, then the student’s parents/guardians must also complete a **transportation voucher (B6T)** in order to receive transportation services or reimbursement in lieu of those services.
2. Once this is received and completed, the student’s parents/guardians are informed that their child will be enrolled in the School.
  3. The Enrollment Specialist informs the relevant faculty and staff of the new student and his or her start-date via e-mail and/or in writing.
  4. The Enrollment Specialist informs the student’s parent/guardian of their child’s homeroom teacher, homeroom number, and gym day, and assigns the student to a bus (**if applicable**).
  5. The Enrollment Specialist enters the new student’s information into the School’s database and distributes paperwork to the relevant faculty and staff.
  6. The Enrollment Specialist updates labels, the master log, and the enrollment count, and informs the Lead Person via email.

**Enrollment Counts and Daily Attendance:** All new students are required to register with their local school district prior to enrolling at LEAP Academy University Charter School. The Enrollment and Data Specialist direct new families to the proper district office and ensure that the required registration documentation is filed with the local district.

Daily student attendance is recorded in the school register during school hours each day the school is in session in accordance with N.J.A.C 6:3-9. Students exceeding 10 days absent in a school year (**excluding medical leaves**) may be subject to retention in grade. Four late arrivals count as an absence. Ongoing notification is provided to families to ensure that attendance and late arrival issues are addressed immediately.

The school will submit to the New Jersey Commissioner of Education an enrollment report for the forthcoming year by June 1. Enrollment counts are conducted on October 15 and at end of the school year. The Enrollment and

Data Specialist maintain all daily enrollment information and prepare the enrollment counts in coordination with the School Business Administrator, and building administrators and staff assigned to special services (Special Education and Limited English Proficient (LEP)). The enrollment data are submitted to the Commissioner of Education within three days of the enrollment count. LEAP Academy cannot exceed this average daily enrollment as specified in the charter application.

All functions related to enrollment are housed with the Main Office, including the work area for the Enrollment and Data Specialist. The Enrollment and Data Specialist oversee the final preparation of enrollment counts, communicate with sending districts as needed, and generate monthly enrollment updates for the Board of Trustees. The School Business Administrator adjusts the budget based on enrollment changes after the NJDOE has issued adjustment reports. Budgetary adjustments are ratified by the Board of Trustees at regular meetings. Passwords for accessing the electronic enrollment system are restricted to the Enrollment Specialist and the Lead Person.

**Student Withdrawal:** Families of students enrolled at LEAP Academy University Charter School who wish to transfer their children from the School must complete a transfer request form within 5 days of giving notice of the intent to transfer. When a transfer request is submitted, the Coordinator of Parent Involvement and Student Affairs meets with the family to discuss reasons for transfer, and a record of the exit interview is filed with the student's record. Upon fulfillment of financial obligations and upon request, the student's records are sent to the student's new school. The Enrollment Specialist updates the master enrollment file, calls the next student on the waiting list to fill the vacancy, and informs the relevant faculty and staff of the effective date of transfer.

**LEAP ACADEMY UNIVERSITY CHARTER SCHOOL**

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**EXECUTIVE COMMITTEE**

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**PARENT REPRESENTATIVES**

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**Marlene Gonzalez**  
**Hector Nieves**  
**Brenda Ortiz**

**BOARD LIAISON**

**Wanda Garcia**

## CONTACT INFORMATION

### District Administration

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Pasquale Yacovelli Chief Financial Officer/School Business Administrator	856-614-5086
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Grace Begley Enrollment Specialist	856-614-2094
Colleen Cary Director of Technology	856-614-5605
Kristin Cucinotta Assistant School Counselor	856-614-5031
Anu Dammalapati Data Management Specialist	856-614-5056
Anthony DePetris Director of Administrative and Personnel Services	856-614-5085
Massimo DeSiano Technology Specialist	856-614-5092
Elizabeth Echevarria Clerical/Data Entry Specialist (21 <sup>st</sup> Century Community Learning Center)	856-614-2090
Celeste Fisher Manager of Human Resources	856-614-5084
Kimberly Fitzpatrick Business Office Manager	856-614-5096

Khary Golden Director of Pre-College Programs	856-614-2089
Beverly Johnson Assistant to School Business Administrator	856-614-5095
Vanessa Jones Coordinator of Parent Involvement	856-614-5617
Alessia Marigo, Ph.D. Assoc. Dean of S.T.E.M	856-506-4423
Lavonne Nickels Site Program Coordinator (21 <sup>st</sup> Century Community Learning Center)	856-614-2090
Mary Rivera Director School Wide Grants	856-601-2091
Lidia Rivera Accounts Payable Clerk	856-614-5095
Linette Rivera Pre-College Program Coordinator	856-914-5049
Gladys Robreno Director of Rutgers Family Support Center/Counselor	856-614-5093
Iris Rodriguez Office Manager (District)	856-614-5083
Sage Schmidt Director of Special Education	856-614-5080

**Upper School Administration**

Margaret Martinez Acting Principal Upper LEAP (7-12)	856-614-5097
Annette Perez HS School Nurse	856-614-5091

Michelle Roman-Colon Office Manager	856-614-5094
Carmen Ubarry-Rivera Dean of Students	856-614-5088

**Lower School Administration**

Charles Benito Principal Lower LEAP (K-6)	856-614-5631
Nadina Brown Lower School Nurse	856-614-2097
Diana Cabassa Office Manager	856-614-2088
Jorge Calixto Vice Principal K- 12	856- 614-2087
Jovita Veguilla Vice Principal Lower LEAP (K-6)	856-614-2095
Nancy Walker Coordinator of Literacy	856-614-5600

**S.T.E.M. School Administration**

Nancy Ruiz Principal (Gr. 9-12)	856-227-7200 Ext. 4595
Barbara Dunlap Vice Principal	856-227-7200 Ext. 4595
Lauren Rodgers School Monitor	856-227-7200 Ext. 4595
Tracey Santiago Office Manager	856-227-7200 Ext. 4595

**FOOD SERVICES**

Upper School 856-614-5081  
Lower School 856-614-5625

**HEALTH CENTER**

Receptionist 856-614-5603  
  
Dr. Westerberg 856-614-5603  
Health Center Chief Physician

**SECURITY**

Upper School 856-614-5087  
Lower School 856-614-5615

**BUILDING OPERATIONS**

Mark Paoli, Director of Facilities 856-614-0400  
Jose Algarin, Custodian 856-614-0400  
  
Juan Rivera, Supervisor of Facilities 856-614-5005  
Guillermo Cruz, Custodian 856-614-5005

