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VISION STATEMENT

LEAP's vision is to empower tomorrow's global citizens.

MISSION STATEMENT

LEAP's founding mission is to enhance opportunities for the children and families of Camden through the collaborative design, implementation, and integration of education, health, and human services programs and through community development.

Over its trajectory, LEAP has developed foundational elements that anchor its work and support its mission: LEAP has utilized the concept of "charter schools" as a platform for transforming educational options for parents and children.

Embedded in the college preparation academic focus is a rigorous curriculum that focuses on the STEM/STEAM (Science, Technology, Engineering, Arts and Mathematics).

LEAP has purposefully placed college and career readiness at the center of the school's organizational structure through a focus on high expectations for all students, educators, and families.

LEAP continues to build on its commitment to develop a solid educational pipeline that sustains children from infancy through college, to ensure that the academic and socio-emotional needs of children are addressed as early as possible, and additionally supports parent's educational advancements.

LEAP Academy capitalizes on a strong fiscal and operational base that is aligned to the instructional and support priorities of the school.

LEAP invests in its people, as the human capital of the schools is one of its most treasured assets.

MESSAGE TO OUR FAMILIES

Fall 2022

Dear Students, Parents and Guardians:

The success of our students is central to everything we do here at LEAP Academy University Charter School. As we start our new school year, I would like to extend a warm welcome to all of our school families. I invite all parents and guardians to become actively engaged in your child's education this year. Our Mindset is that All Students Can Learn and Be Successful, but we need your support to make that happen. We at LEAP want every child to reach their goal of being a successful college graduate and productive citizen. And this process starts in kindergarten!

Our Centers of Excellence need you to be involved in the programs, activities and workshops that support your child's education and provide you with valuable information and training. The College Access Center, Family and Student Support Center, Parent Engagement Center are depending on you to be part of a great team to support your child. Please read the handbook and become familiar with LEAP's policies and procedures. Discuss with your child the importance of grades, doing homework, reading, attending school on time, being prepared, and properly dressed in uniform every day.

As the Lead Person/ Chief Operations Officer of LEAP, I encourage you to be active and stay informed. I welcome your suggestions, questions and concerns and look forward to meeting you and being partners in your child's successful year here at LEAP. Please do not hesitate to contact me by email, phone or schedule a visit.

Stephanie Weaver-Rogers

Lead Person/ Chief Operations Officer LEAP Academy University Charter School 130 North Broadway

Camden, New Jersey 08102 Office: 856.614.5768

Fax: 856.614.5099

Building Contact Information

<u>STEM Elementary School Building</u>	
Address	639 Cooper Street Camden NJ 08102
Main office	P: 856-614-2088 F: 856-614-5601
Samantha Rodriguez, Instructional Principal	856-614-5361
Jimmy Pineda, Vice Principal	856-614-5097
Amanda Mercado, College Access Advisor	856-614-5617
Nurse	856-614-2097

<u>STEM 4-5 School Building</u>	
Address	532 Cooper Street Camden NJ 08102
Main office	P:856-614-3292 F:856-614-0526
Samantha Rodriguez, Instructional Principal	856-614-5361
Jimmy Pineda, Vice Principal	856-614-5097
Amanda Beltran, College Access Advisor	856-614-5799
Nurse	856.614.3239

<u>STEM Junior High School Building</u>	
Address	549 Cooper Street Camden NJ 08102
Main office	P: 856-614-5094 F: 856-342-7190
Chrystal R. Walker, Instructional Principal	856-614-5088
Tamika Rice, Vice Principal	856-614-
Shameka Shoultz, College Access Advisor	856-614-3243
Nurse	856-614-5094

<u>STEAM High School Building</u>	
Address	130 North Broadway Camden, NJ 08102
Main office	P: 856-614-5640 F: 856-338-1036
Harold Shaw, Instructional Principal	856-614-5641
Dana Rivas, Vice Principal	856- 614 5351
Theodore Johnson, Dean of Students K-12	856-614-5640 Ext:
Steven Nunez, College Access Director	856-614-5640 Ext: 700607
Nurse	856-614-5640 Ext: 700606

WHAT TO DO IF...

You have a student/academic-related concern: 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.

You want to check your child's grades or attendance: You may access your child's grades or attendance through On PowerSchool on the LEAP website at <http://www.leapacademycharter.org>. Click on the Parental Access link labeled My Grade Portal.com 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 your building office manager. Each year a letter will be sent to parents that includes login information.

You want to visit the school:

We take the safety of our students seriously. All adults, staff included, must present a valid picture I.D. to enter the building and sign in at the security desk. You are to then report to the main office. Contact the classroom teacher who will then contact the building principal regarding any and all celebrations in the classroom.

You want to meet with your child's teacher: 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.

School	Number	Address
K-3 STEM Elementary School	856-614-2088	639 Cooper St., Camden, NJ 08102
4-5 STEM School	856-614-5094	532 Cooper St., Camden, NJ 08102
6-8 STEM Junior HS	856-614-3292	549 Cooper St., Camden, NJ 08102
9-12 STEAM Senior HS	856-614-5640	130 N. Broadway, Camden, NJ 08102

You want homework assignments for your child who is absent due to an illness: If your child will be absent for more than one day be sure to first call the school office manager and notify them of the absence. Then, request the assignments directly from the teacher.

You want a message delivered: Only emergency messages may be delivered to students during the academic school day. 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. Any student found in possession of and/or using a cell phone in school will receive immediate disciplinary action. Any electronic device confiscated from a student will only be returned to a parent/guardian.

You want to visit the classroom during the school day:

We welcome all parents/guardians to visit the classroom, but we request that you schedule a time with the main office. During visits/observations, parents/guardians may observe only and not interact with any student, even your own, or staff members during your visit.

Your child is to leave with another adult: Only adults on the student's emergency contact list are permitted to pick up students. The adult must report to the Main Office/Security desk and is required to present a valid picture I.D. To modify your student's emergency contact list, please contact your office manager. Emergency changes to the list can be made through contacting your office manager, in writing.

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 and given to the school nurse. Any medications (with few exceptions) administered at school must be administered by the School Nurse ONLY. Students will NOT be permitted to administer any type of medication (including over the counter) without proper authorization from a physician. See page 13 for more information on "Medication Procedures."

You suspect that your child has been bullied, harassed, or intimidated: Report the incident immediately to the school vice principal (HIB specialist). Please see page 44 for more information on our Harassment, Intimidation and Bullying (HIB) Policy. A complete copy of our HIB Policy can be found on our website at: www.leapacademycharter.org.

You change your address or telephone number: If your address has changed you must contact the Enrollment Office within five (5) business days to provide proof of residence and to update or change any transportation services. Please contact our Enrollment Administrator at 856.614.3242 or 856-614-2092.

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:

Early College Program: All seniors will have the opportunity to earn college credits and complete their year with up to 30 college credits. Students that graduate from high school with two or more college semesters completed, enter the university with an advantage in terms of college readiness, credits completed, and money saved for their first year of college. They are provided with an opportunity to finish college on time and to perform at a higher academic level.

Rutgers/LEAP Center for College Access: Provides students with comprehensive pre-college programs (e.g., academic preparation and college readiness) and career exploration through our STEM/STEAM Academies 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 both college and careers.

Health & Wellness Center: Provides convenient, accessible, and comprehensive health services for children and adolescents where they spend the majority of their time—in school. The range of services varies from basic primary care, preventative medicine, including immunizations to urgent care. The Pediatric Center is open to the public, LEAP students and their siblings (birth to 23 years of age).

Family & Student Support Center: Provides comprehensive services aimed at achieving educational success and physical, social, and emotional well-being for students, families, and community.

Parent Engagement Center: Provides ongoing personal development opportunities for parents such as ESL classes, Parent Academy, Parent Council and Parent Advocacy. Families with financial difficulties are also supported through various services and resources.

Early Learning Research Academy: Provides birth to five programming for students and opportunities for families to engage in early literacy activities.

Fabrication Lab: Focuses on the creation and implementation of innovation delivered across grade levels by utilizing a problem-based/hands-on approach, where students can create something needed to continue their project. It not only enhances traditional teaching in STEM, but also provides students with the experiential element that resonates within the K-12 curriculum.

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

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 must be worn in good condition. Students must present themselves in a neat, clean, and professional manner at all times. Any uniform that exhibits stains, holes, tears, or is soiled may not be worn at LEAP Academy. All school uniforms must 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 must comply with the Uniform Policy.

Uniform requirements:

Approved School Uniform Supplier:

Flynn O'Hara Uniform 2240 W. Marlton Pike Cherry Hill NJ 08002 Phone:856-931-8838

Girls K-3 Navy and red plaid jumper, Navy blue long dress pants are optional (CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE), collared white buttoned-down blouse, crisscross 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), Mary Jane black school shoes.

Boys K-3 Navy blue dress 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 black dress shoes (ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE).

Girls 4-8 Navy and red four kick pleat plaid skirt, Navy blue long dress pants are optional (CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE), collared white buttoned-down blouse, crisscross plaid tie, navy blue blazer, burgundy V-neck sweater vest with LEAP logo, navy blue socks or tights, and black dress shoes (NO WHITE SOCKS). Navy blue long dress pants are optional.

Boys 4-8 Navy blue dress pants (WORN AT THE WAIST; CARGO OR ANY OTHER STYLE OF PANTS ARE NOT ACCEPTABLE), black belt worn accordingly, navy blue blazer, burgundy V-neck sweater vest with LEAP logo, collared white buttoned-down dress shirt tucked in (POLO SHIRTS ARE NOT ACCEPTABLE), blue tie, and black dress 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 long dress pants are optional (CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE), navy blue blazer, collared white buttoned-down blouse tucked in, burgundy V-neck sweater vest with LEAP logo, navy blue criss-cross tie, black dress shoes, and navy blue socks or tights (SOCKS OR TIGHTS ARE PERMITTED SEPARATELY. THEY ARE NOT TO BE WORN TOGETHER – NO WHITE SOCKS). Navy blue long dress pants are optional.

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 black dress 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.

(K-12) Boys: Navy sweatpants or basketball shorts, navy t-shirt or sweatshirt (no insignias, logos, or graphics), white socks, and sneakers.

Uniform Violation:

LEAP Academy has instituted a violation system to document and track repeated infractions of the uniform policy. If a LEAP Academy student has broken the uniform policy, the student will receive a violation and the faculty/staff member will record the infraction on PowerSchool.

Students not wearing all the pieces of the uniform will receive one (1) violation for the following infractions but not limited to:

- a. wearing a polo shirt in lieu of the mandated collard white-buttoned shirt
- b. shirt not tucked in
- c. ties not worn, not worn properly, not a leap approved tie
- d. Bonnets/night scarves/wave caps/bandanas
- e. Hats/ski-masks/sweatbands
- f. blazer or sweaters not worn properly or at all
- g. wearing unapproved layers of clothing that are visible
- h. earrings larger than a quarter
- i. excessive and large bracelets or necklaces
- j. items depicting derogatory messages/controlled substance paraphernalia
- k. non-uniform-approved shoes (Crocs, slides, Uggs/boots, etc.)

All non-uniform accessories will be confiscated and must be picked up by the parent (with the exception of accessories needed for inclement weather – which students can retrieve at the end of the school day).

CONSEQUENCES FOR UNIFORM VIOLATIONS:

1. Violation 1 - Parent/Guardian will be contacted and the child will not be able to eat with their peers or play in recess
2. Violation 2 and 3 - Parent/Guardian will be contacted and an After-School Reflective Session (3:15pm –4:00pm) as assigned by the school administration. Busing will NOT be provided after an After-School Reflective Session.
3. Violation 4 - Parent/Guardian will be contacted for mandatory parent meeting as well as possible additional reflective sessions

*Consequences for repeated violation of the uniform policy will be at the discretion of school administration.

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

ATTENDANCE

Parents/Guardians should report all student absences. Absences may be reported 24 hours a day. Student absences should be reported by 7:15 am on the morning of the absence. Reporting absences by telephone, however, **does not excuse the absence**. To report absences please call:

School	Number	Address
K-3 STEM Elementary School	856-614-2088	639 Cooper St., Camden, NJ 08102
4-5 STEM School	856-614-5094	532 Cooper St., Camden, NJ 08102
6-8 STEM Junior HS	856-614-3292	549 Cooper St., Camden, NJ 08102
9-12 STEAM Senior HS	856-614-5640	130 N. Broadway, Camden, NJ 08102

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.

Chronic absenteeism – Chronic absenteeism is when a student is absent 10% of the school year.

Any student who is chronically absent (absent more than ten (10) days) is in danger of failing for the academic school year. In addition to full-day absences, the following will count towards the 10-day limit:

1. Students will be marked absent (excused) for the day if they are sent home by the nurse. This will not be counted toward absences.
2. If a student is absent more than five (5) days excused, there will be a mandatory meeting with the principal, student, and their parent/guardian.

B. EXCESSIVE UNEXCUSED ABSENCE PROCEDURES

Excused absences will count towards a student's attendance record, except in the case of:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or 8
- The closure of a busing district that prevents a student from having transportation to the receiving school

1. Family vacations are **unexcused**
2. At the third consecutive absence, a letter will be sent home and an administrator will make a wellness check. All missed work must be made up to prevent failure.
3. At the fifth consecutive absence, a letter will be sent home and an administrator will make a wellness check. The building principal or vice principal will request a parent meeting. All missed work must be made up to prevent failure.
4. At the seventh consecutive absence, a letter will be sent home and an administrator will make a wellness check. The building principal or vice principal will request a parent meeting. All missed work must be made up to prevent failure.
5. At the 10th consecutive absence, a letter will be sent home and an administrator will make a wellness check. The student, however, can be unenrolled from Leap Academy University Charter School.
6. Student unexcused absences of ten (10) days should be treated as truancy. This involves parent notification and possible court appearances for compulsory education. All missed work must be made up to prevent failure.
7. Upon the tenth consecutive **medically excused** absence, LEAP will provide home instruction for the student. Home instruction will be provided up to the date of the return of the student to the school building.
8. Upon a student's tenth (10th) absence, the student can be excluded from participation in
 - extracurricular activities and field trips

- sports practices or games
 - Promotional activities, including (but not limited to) graduation or moving up ceremonies
9. The accumulation of more than ten (10) absences will place the student on Non-Credit status. Non-credit students must complete credit recovery/summer school in order to pass to the next grade level or course.

** All parents/guardians are given attendance updates with the progress reports and report cards

C. EARLY DISMISSAL REQUESTS

1. Appointments should be conducted after school hours when possible.
2. All students entering and leaving the school building while school is in session must sign in/out in the main office/security desk. Only the parent/guardian (or other adults listed on the student's emergency contact listing) with an ID may sign their child in/out.
3. These procedures apply to all students, including those who are 18 years old and older.
4. **Students who do not complete the school day may not participate in any after-school co-curricular activity.**
5. **No early dismissal allowed before 2:30pm.**

D. LATENESS

1. Lateness will be considered after 7:45 am.
2. Any student who arrives late to school must report to the main office/security desk. All students must sign the late log, obtain a latepass 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. At the discretion of the building administrator a consequence(s) can be implemented. Some examples may include:
 - lunch reflective session, after school reflective session, exclusion from extended day programs or sports, as well as additional consequences.

***Any student that receives an Afterschool Detention will not be able to participate in any afterschool activities or take school transportation home.**

E. 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. 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

GRADING SYSTEM

Kindergarten, Kindergarten - 3rd Grade (Special Areas Only)

- M - Mastery (90-100)
- S - Satisfactory (80-89)
- D - Developing (70-79)
- N - Needs Improvement (50-69)

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 | (77-82) 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 | (69-50) Failed to meet minimum expectations: no student will be assigned a grade lower than 50

* Students who fail 1-2 courses will be required to attend credit recovery during the school year, summer school, or at their sending district, pending availability. Students must pass all credit recovery courses with a minimum of 75% or higher to pass onto the next grade level.

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 (including the reason and length of time to be excused). Any student who is medically excused from physical education class may not participate in athletics on the day they are excused.

Students who are not prepared for physical education with the complete gym uniform as per the uniform requirement, will receive a 50% for the day or receive an alternate assignment for credit.

HIGH SCHOOL PROMOTION

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

1. 9th grade students must achieve 35 or more credits to become a sophomore.
2. 10th grade students must achieve 75 or more credits to become a junior.
3. 11th grade students must achieve 110 or more credits to become a senior.
4. 12th grade students must achieve 135 or more credits to graduate (in addition to other NJ State requirements see Graduation Requirements).

*Credit deficits may be made up by enrolling in an approved year-long or summer school credit recovery program and/or by increasing the number of courses taken during the next school year. Students must pass all credit recovery courses with a minimum of 75% or higher to pass onto the next grade level.

HIGH SCHOOL RETENTION

A student in 9th through 12th grades will be considered for retention in their grade level if they:

- Have more than 10 absences and/or
- Failed two or more of the subjects required by the State of New Jersey as a graduation requirement and/or

- Failed a testing requirement, including but not limited to: reading/language arts, math, science

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 3rd or 4th 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 to collaboratively 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 120 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.

GRADE BOOK

Letter Grade	Description	Standard Grade Points	Dual Credit/Honors Grade Points	Cut Off Percent
A	Superior	4.00	5.00	95
A-	Exceeds Grade Level Requirements	3.67	4.50	92
B	Meets Grade Level Requirements	3.33	4.00	86
B-	Good	3.00	3.50	83
C	Average	2.67	3.00	77
C-	Satisfactory	2.00	2.50	74
D	Needs Improvement	1.67	2.00	70
F	Failure to meet minimum requirements	0.00	0.00	50
I	Incomplete	0.00	0.00	0

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

Classwork	20 assignments	20% of grade
Homework	10 assignments	10% of grade
Projects/labs	4 assignments	20% of grade
Tests	4 assessments	30 % of grade
Quizzes	6 assessments	20% of grade

Special Area Classes: Visual and Performing Arts, Music, Technology, other

Participation	Daily	25% of grade
Classwork	5 assignments	25% of grade
Homework/Practice	5 assignments	25% of grade
Project/Performance	1 (with rubric)	25% 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.

Generally, teachers shall assign homework according to the following guidelines:

Grades K-1	10 minutes per assignment
Grades 2-3	30 minutes total , 15 minutes maximum per assignment
Grades 4-6	60 minutes total , 20 minutes maximum per assignment
Grades 7-8	105 minutes total , 35 minutes maximum per assignment
Grades 9-12	not to exceed two total hours per evening, at the discretion of teacher, but

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

HIGH SCHOOL 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 (135 total credits), and a passing score on the State’s ELA and Mathematics Assessment or a State approved pathway.

LEAP Academy University Charter School’s Graduation Requirements		
135 total credits are required for graduation as follows:		
Subject Area	Credit Value Per Course	Total Needed for Graduation
4 years of Language Arts Literacy	5 Credits	20
4 years of Health/Physical Education	3.75 Credits	15
3 years of Mathematics*	5 Credits	15
3 years of Science: Physics, Biology, Chemistry, Elective	5 Credits	15
3 years of Social Studies: World Cultures, US History I, US History II	5 Credits	15
2 years of World Languages	5 Credits	10
2 years of Arts	5 Credits	10
½ year of Wealth Management/Financial Literacy	2.5 Credits	5
Elective Courses/Clinic		20

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2020, 2021, and 2022:

All graduates must demonstrate proficiency in one of the following three pathways:

1. Demonstrate proficiency on New Jersey Graduation Proficiency Assessment in ELA/Mathematics in 11th grade
2. Demonstrate proficiency in ELA and or Mathematics by meeting the designated cut score on one of the alternative assessments such as other NJSLA assessments, the PSAT, SAT, ACT or ACCUPLACER
3. Demonstrate proficiency in ELA and/or Mathematics by submitting and passing, through the district, a student portfolio to the NJDOE.

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, technology fees (where applicable), lunch bills and senior dues.

Seniors who do not meet all graduation requirements and obligations as stated above will be prohibited from participating in all culminating graduation exercises, up to and including the senior prom and graduation ceremony.

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

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: State regulations state that to participate in extracurricular activities students must have completed at least 30 credits the previous school year. Tenth, Eleventh and Twelfth grade students can participate in Fall Sports if they have the required credits. To continue participating in the extracurricular activities, students will need to maintain their GPA/Credit standard throughout the year. Incoming ninth graders will be eligible to participate in the fall season and will have to maintain their GPA/Credit standard to continue participating in extracurricular activities. 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 a course grade below 70 during any marking period regardless of his/her total scholastic average or GPA.

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 has attends summer school to raise his or her GPA.

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.

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 (10% or more of the school year to date) or who has exhibited either chronic (3 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 out of school suspension 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. Any person who displays unsportsmanlike behavior will be reported to an administrator who has the authority, if necessary, to remove the individual from the event.

School-sponsored athletic event - refers to any athletic event – including at a home, away or neutral site – 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 High 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, High

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 New Jersey Interscholastic Athletics Association and is adopted by the Leap Academy Board of Trustees.

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 students to succeed in the sport. Maximum team sizes for each sport are established by the Athletic Department.

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 Chief Academic Officer, based on the condition of the book.

***All students are responsible for the textbooks assigned to them. Student records are withheld until all fines are paid in full.**

ACCOMMODATIONS

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

The Intervention and Referral Services (I&RST):

I&RST is a state mandated, school-based committee and referral service for non-classified regular education students. The purpose of the I&RS team is to respond to the diverse educational needs of students by establishing and implementing a coordinated system for the planning and delivery of intervention services that are designed to assist students who are experiencing learning, behavior, or health difficulties within the general education setting.

After the teacher has attempted to address the problems in the classroom by initiating appropriate accommodations, communicating with the student/parents, and seeking the assistance of counselors, supervisors, and administrators, he or she may seek the assistance of the I&RS team. The I&RS team is made up of a variety of teachers and staff members from diverse backgrounds who can offer expertise to the teacher. The team helps to identify learning, behavior, and health difficulties of students, collect information on the identified difficulties, and develop and implement action plans that provide for appropriate school interventions. The team works with teachers to achieve the desired outcomes.

Parental involvement in this process is important since parents play a significant role in a child's developmental and learning process.

Classified Students: When a classified student enrolls in the school, the student 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 or pull-out support, modified instruction, and an alternative promotion policy.

Accommodating students with needs: LEAP Academy University Charter School is committed to high academic standards and as such does not discriminate against students with learning needs, diagnosed disabilities, or qualified individuals with disabilities who have a 504 plan. Every accommodation will be made to enable students to participate in all facets of the school to the greatest extent possible as required by law.

Special Education: LEAP Academy University Charter School provides a wide variety of special education programs for students in grades K thru 12, who require specialized instruction and/or related services such as speech & language services, and occupational therapy to meet student's educational needs. Our current educational program options include: instruction in a General Education classroom with necessary and appropriate support, supplemental instruction, in-class and pull-out resource support programs, and other appropriate modifications and accommodations.

A description of Parental Rights in Special Education (PRISE) is published by the New Jersey Department of Education and can be provided to you upon request. To obtain a copy of PRISE or to discuss special education services at LEAP, please

contact our Director of Special Services.

Child Study Team: LEAP's Child Study Team provides a school-based multi-disciplinary team to assist school personnel with meeting the needs of individual children within the school who are having difficulty in the educational setting. The Child Study Team consists of a School Social Worker, Learning Disability Teacher Consultant, School Psychologist, and related service providers if necessary. Our team is child-centered and facilitates a process that results in the implementation of accommodations, services, and interventions that will enable the child to be successful in school. The options to be considered exist along a continuum of support, ranging from mild accommodations to moderate interventions.

Child Find: Project Child Find is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from birth through twenty-one years of age. Project Child Find develops and distributes information to the public about early intervention services and special education programs throughout New Jersey. Project Child Find's efforts include:

1. Assisting families who are concerned about their child's development.
2. Helping families access community services through referral
3. Promoting community and public awareness of all children with disabilities by providing information
4. Assisting your local school district to identify unserved children (ages 3-21) who are in need of special education and related services.

Information through Project Child Find may be obtained by calling the toll-free number 1-800-322-8174, which is in service 7 days a week, 24 hours a day. All calls received are confidential.

RUTGERS/LEAP CENTER FOR COLLEGE ACCESS

The Rutgers/LEAP Center for College Access offers programs and services that prepare students for entering a college or university in an effort to achieve a college degree. The College Access 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 College Access programmatic areas include:

K-12th Career and College Awareness: All students 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: All 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 (but are not limited to) tutoring, SAT Preparation, support with Dual Enrollment coursework, mentoring, opportunities for participating in specialized pre-college summer programs and internships.

Career Preparation and Portfolio Building: All 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).

FAMILY & STUDENT SUPPORT CENTER

LEAP Academy is committed to providing comprehensive services aimed at achieving educational success and physical, social, and emotional well-being for students, families, and community. The Family Support Center is the central unit offering and mobilizing multiple services through the development of programs and partnerships to provide opportunities, optimize assets, and address the identified needs of students, family, and community. These opportunities and services are embedded and integrated into the fabric of daily life in our school community. The Family and Student Support Center has a presence in every building and is anchored on a case management structure that provides a tiered approach to interventions with students. We embrace a holistic approach to our work with children and families that meet students at their level, while also engaging the whole family.

Our services include:

- Individual, Group, and Grief Counseling
- Meditation (Peer and Teacher-Student)
- HIB Education, including age-appropriate anti-bullying workshops, is offered throughout the school year in

the classroom.

- Parental Support and Engagement Programs
- Family and Crisis Interventions
- Nutrition and Wellness Programs
- Social Skill Development Groups
- Behavioral Interventions and Supports

RESPONSIVE CLASSROOM

The Responsive Classroom approach to teaching is comprised of a set of well-designed practices intended to create safe, joyful, and engaging classroom and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Core Belief

In order to be successful in and out of school, students need to learn a set of social and emotional competencies-cooperation, assertiveness, responsibility, empathy, and self-control and a set of academic competencies, academic mindset, perseverance, learning strategies, and academic behaviors.

Four Domains

1. Engaging Academics – Designing and delivering high-quality, rigorous and engaging instruction.
2. Positive Community – Creating a safe, predictable, joyful, inclusive classroom where all students have a sense of belonging and significance.
3. Developmentally Responsive Teaching – Responding to students’ individual, cultural, and developmental learning needs and strengths.
4. Effective Management – Creating a calm, orderly environment that promotes autonomy and allows students to focus on learning.

Guiding Principles

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
5. What we know and believe about our students-individually, culturally, developmentally-informs our expectations, reactions, and attitudes toward those students.
6. Partnering with families-knowing them and valuing their contributions-is as important as knowing the children we teach.

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 follow the rules and policies established by the Board of Trustees and the School Administration.

The best discipline is self-imposed. 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 (subsequent pages), the parent/guardian conference is mandatory.

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

Administrative Detention is held at the discretion of the principals or designee at each school and must be served on the day determined by the principal/designee and students must be in **full uniform.**

In School Suspension (ISS) is an assigned day(s) to address varied school community infractions students in a positive, well-structured educational environment that includes an opportunity for students to complete academic assignments, discuss behavioral concerns, increase conflict resolution skills, and increase student engagement without excluding the student from school.

Out-of-School Suspension (OSS) is an assigned day(s) 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.

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.

At LEAP Academy, discipline is used as a means to teach students positive character, good decision-making and personal responsibility – it is not intended to be punitive. Students are encouraged to reflect on their behaviors and how they impact the school community. Discipline shall be equitable and empowering for all students.

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 parents 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 after school 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.

Administrative Review/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 on the determined day. Students are to report to Afterschool Detention from 3:15-4:15 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 or reflection activity, as determined by the school administrator.

Lunch Detention: Lunch Detentions are held at their 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.

In-School Suspension: The LEAP Academy University Charter School ISS Program will provide a safe, rule-abiding climate that is conducive to learning.

The LEAP ISS program is meant to serve as a preventative and proactive program to identify and address discipline concerns in a positive, well-structured educational environment. This includes an opportunity for students to complete or make up academic assignments, discuss behavioral health concerns, increase conflict resolution skills, and increase student engagement and affiliation with the school.

We will accomplish this by instituting quality academic assignments, positive reinforcement, t involved.

An effective ISS program can allow schools to maintain safety and order in the school building and intervene to address

behavioral issues without excluding students from school. Exclusion from the classroom should be considered thoughtfully in order to be productive and avoid further disconnecting students from the regular classroom.

Out-of-School Suspension (OSS): Students who indulge in disruptive behavior may be suspended. Students on home suspension shall be counted absent (**excused**) unless the duration of the suspension requires home instruction. 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. Students under suspension are prohibited from participating in or attending any School-sponsored activity during the period of their suspension.

Suspended students 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 is reserved by the Board of Trustees, acting upon the recommendation of the School Administration.

Classified students must receive a manifestation determination before ten cumulative days of suspension.

Suspensions for Certain Serious Offenses:

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. 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 extended by the student's teacher, the amount of time permitted to complete missed assignments shall be equivalent to the time missed. Upon their readmission, failure to complete the makeup assignments will result in the grade of a zero and a parent conference.

Suspension Meetings

Note: All decisions will be made on a case by case basis. Suspensions are not limited to the outcomes below.

1st Suspension	Parent Conference prior to student returning. Student and/or Parent Guardian meet with Peer Mediation Team
2nd Suspension	Require meeting with IST and/or outside support services
3rd Suspension	Administrative Review Board; possible referral to the Board of Trustees

Disciplinary Infractions and Offenses

*Students who break State law will forego the school policy and be reported to Law Enforcement.

Disciplinary consequences may be determined at the discretion of the administrator or their designee.

Note: All decisions will be made on a case-by-case basis. Consequences are not limited to the list below and are not in order of implementation.

- Parent/Teacher/Administrative Conference
- Mediation
- Restitution
- Administrative Review Board
- Lunch Detention
- Loss of School Privileges
 - Loss of extra-curricular activities including, but not limited to, field trips, sporting teams, dances, school clubs, etc.
- After-School Detention
- Behavioral Expectation Contract
- Suspension
- Recommendation for Expulsion

Infractions & Consequences

*All offenses will be officially documented

Level I

Infractions:	<ul style="list-style-type: none"> • <i>Refusing to complete assignments</i> • <i>Failure to follow class rules</i> • <i>Playing with toys/cards in class</i> • <i>Eating/drinking in class</i> • <i>Repeat tardiness</i> 	<ul style="list-style-type: none"> • <i>Failure to clean up in cafeteria</i> • <i>Chewing gum</i> • <i>Lack of preparation for class</i> • <i>Sleeping in class</i> • <i>Running/horseplay</i> 	<ul style="list-style-type: none"> • <i>Use of personal audio/video/game equipment</i> • <i>Use of cell phone</i> • <i>Academic dishonesty</i> • <i>Dress code</i> • <i>Excessive noise</i>
1st Offense	2nd Offense	3rd Offense	4th offense
Verbal warning + parent notification by teacher	Parental notification by administrator + reflective recess or lunch session	After school detention + parent notification	Mandatory parent conference with administration and support team to establish action plan

Infractions & Consequences

*All offenses will be officially documented

Level II

(and/or 5th offense of a Level I infraction)

Infractions:	<ul style="list-style-type: none"> • <i>Chronic level I offenses</i> • <i>Habitual use of profanity towards adults</i> • <i>Public display of affection</i> 	<ul style="list-style-type: none"> • <i>Cutting class</i> • <i>Leaving class without permission</i> • <i>Failure to report to detention</i> 	<ul style="list-style-type: none"> • <i>Pulling/tampering with fire or safety alarms or equipment</i> • <i>Lying as a witness during a school investigation</i>
1st Offense	2nd Offense	3rd Offense	4th offense
After school detention + parent notification	Mandatory parent conference to establish action plan	1 - 2 Day suspension (at the discretion of building principal)	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan

Infractions & Consequences

*All offenses will be officially documented

Level III

(and/or 5th offense of a Level II or III infraction)

Infractions:	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • <i>Aggravated Assault</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A	N/A
<ul style="list-style-type: none"> • <i>Physical Altercation/Simple Assault</i> 	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion
<ul style="list-style-type: none"> • <i>Extortion</i> 	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation

	team to establish action plan	team to revise action plan	for expulsion
• Theft	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion
• Sexual Assault	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
• Sexual Contact	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A
• Criminal Threat	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A
• Terroristic Threat	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A	N/A
• Harrassment, Intimidation and Bullying (HIB)	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion
• Arson	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A	N/A
• Damage to property	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion
• Trespassing	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion
• Prohibited substance possession	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan.	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion

	Law enforcement will be contacted.		
<ul style="list-style-type: none"> <i>Prohibited substance distribution</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
<ul style="list-style-type: none"> <i>Prohibited substance use - confirmed</i> 	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion	N/A
<ul style="list-style-type: none"> <i>Prohibited weapon possession</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
<ul style="list-style-type: none"> <i>Prohibited weapon distribution</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
<ul style="list-style-type: none"> <i>Prohibited weapon use</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
<ul style="list-style-type: none"> <i>Failure to return school property</i> 	Parent will be fined and student records will be held.	N/A	N/A
<ul style="list-style-type: none"> <i>Pulling/tampering with security/fire alarms</i> 	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion. Law enforcement will be contacted.	N/A	N/A
<ul style="list-style-type: none"> <i>Chronic Level II offenses</i> 	3 - 5 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to establish action plan	5 - 7 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration and support team to revise action plan	7 - 10 Day suspension (at the discretion of building principal) + Mandatory parent conference with administration for recommendation for expulsion

Expulsion: Only the Board of Trustees may expel a student, and only the School Administration and/or the Administrator Review Board 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.

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

Each student shall be afforded an informal hearing before expulsion, or if circumstances prohibit, as soon as possible after the 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, pending expulsion, 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 (about 3 weeks) 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, at 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. Parents, guardians, visitors, and/or chaperones are legally bound to the HIB policy. A complete copy of our Harassment, Intimidation and policy. Bullying Policy can be found on our website at 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 ensure 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)
- Parent/Teacher and/or Admin Meeting

* "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

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:

- Parent/Teacher and/or Admin Meeting
- 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:

Anti-bullying Coordinator:
Leda Hernandez – District (Grades K – 12)
Ph: 856-614-5792

Anti-bullying Specialist:
Jimmy Pineda – STEM Elementary (Grades K-5)
Ph: 856-614-3292

Anti-bullying Specialist:
Tamika Rice – STEM Junior High (Grades 6– 8)
Ph: 856-614-5779

Anti-bullying Specialist:
Dana Rivas – STEAM High School (Grades 9 – 12)
Ph: 856-614-

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.

DRUG, ALCOHOL, ANABOLIC STEROIDS AND CONTROLLED DANGEROUS SUBSTANCES

The faculty and staff recognize that drug/alcohol abuse presents a growing problem in society and we understand our responsibility to protect all students. LEAP Academy University Charter School pledges to meet state and federal mandates

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.

LEAP Academy will enforce the laws of the State of New Jersey by requiring a program of drug, alcohol, tobacco and steroid education. LEAP Academy 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.

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. Lockers are subject to administrative searches in the interests of school safety, sanitation, discipline and enforcement of school regulations. Refusal to participate in a lawful search will result in the immediate notification of law enforcement, who will then conduct the search. **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 must be performed at the LEAP Academy Health & Wellness Clinic, accompanied by a member of the school staff, designated by the School Administration. If available, a parent or guardian should also accompany the student
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. Refusal or failure to adhere to the immediate examination of the student will result in an automatic five (5)-day, out-of-school suspension, for a first-time offense. Refusal or failure to adhere to the immediate examination of the student, after the first offense, will result in recommendation for expulsion.

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 School Administration/principal or designee 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.

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: taser, gravity knife, box cutters, switchblade knife, dagger, blackjack, metal knuckle, or any other weapon such as firecrackers, smoke bombs, or other fireworks. Other prohibited items include, but are not limited to: pepper spray, mace, any other item intended to injure or cause bodily harm.

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 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.

Weapons/Firearms: 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.

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 school 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, we shall not tolerate student/staff/parent 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/staff/parents 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. Staff/parents/families who perpetrate threatening behaviors

shall be subject to a thorough investigation to be conducted by the Lead Person/law enforcement and consequences shall be determined at the close of the investigation (consequences may include, but are not limited to being banned from school property and events).

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 Child Protection and Permanency (DCP&P) in identifying and reporting all such cases, whether institutional or non-institutional. The Lead Person or designee(s) shall act as liaison between DCP&P and the school. The liaison shall facilitate communication and cooperation between the school and DCP&P, act as primary contact between the schools and DCP&P, and assure annual training on DCP&P reporting requirements to all staff.

The school will gather, maintain, secure and make available to DCP&P the relevant confidential records of any student alleged either by school personnel or DCP&P to be the victim of abuse or neglect as defined by law. The school will also cooperate with DCP&P 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 DCP&P, 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 DCP&P 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 DCP&P in scheduling interviews with any school personnel who may have information relevant to the investigation
- D. Inform parents or custodial parents of contacts with DCP&P 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 DCP&P 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 DCP&P 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 DCP&P 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. A third party (individual(s) who are not directly involved in the behavior but may still experience a hostile environment) may also claim harassment. A third party 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.

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 unless he/she has been so assigned. The school is not responsible for any valuables brought onto school premises, including but not limited to cell phones, headphones/air pods, smartwatches, jewelry, clothing, etc.

ENROLLMENT PROCEDURES

Enrollment Eligibility: Enrollment at the LEAP Academy University Charter School is available to residents of Camden City/out of district. Enrollment preference is provided to students based on the following:

- **First Tier:** Continuing Students enrolled in the School are the priority
- **Second Tier:** Siblings of students enrolled in the School
- **Third Tier:** New families residing in Camden
- **Fourth Tier:** New families residing out of district

Once all available seats are filled (**120 seats for grade levels K-12**), a waitlist is established. Students on the waitlist 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 culture, 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 engage with future families and students.

Continuing Enrollment: An application for continuing enrollment for the upcoming school year (which includes siblings to be enrolled) is sent to every home during the second week of October and is due the last week of 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.

New Enrollment: A call for new applications for the upcoming school year will occur in October. To maximize the opportunities for enrollment, applications are due by the second week of December. Proof of residence is required.

Waitlist: A waitlist is established based on the four tiers discussed above, depending upon 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. Parent/Guardian can apply online via www.leapacademycharter.org or complete a paper application available in the Enrollment Department.
2. The Director of Enrollment will review the application received and proceed to import the application to the portal. Once the application has been imported, it goes to the waitlist and is assigned a number/position for that student on the waitlist.
3. The enrollment department contacts the family via phone calls, emails or letters to schedule an appointment to complete the registration process which requires the following documents:
 - a. **Report card and/or transcripts** from school attending
 - b. **Transfer Card** from the current school attending (**If the student is attending a private school, the parent/guardian must register their child in the public school district in which the student resides**)
 - c. The student's original **birth certificate**, which must include the parent's name(s)
 - d. The student's **immunization records**, approvable by the School Nurse
 - e. The student's complete **physical**, approved 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.
4. Lunch Application
 - a. Parents need to complete an electronic lunch application at: <https://www.nlappscloud.com> or a paper application
 - b. All electronic and paper applications received is automatic calculated by the system and assigns the status based on the family income. Statuses are: Free, Reduce or Paid.
 - c. Parents receive a letter with the lunch status.
5. The Director of Enrollment informs the relevant faculty and staff of the new student and his or her start date via e-mail.

Student Transfer: 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 Enrollment Specialist and Dean of Students meets with the family to discuss reasons for transfer. Upon fulfillment of financial obligations and return of any LEAP Academy school property, the student's records are sent to the student's new school. The Director of Enrollment 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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