

LEAP Families and Students,

LEAP's 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." That mission is sustained by a commitment to providing "Camden City students with the knowledge and skills to pursue post-secondary education, while building and sustaining an environment where all members of the educational community are committed to continuous growth and development toward high academic standards and are partners in building a positive, collaborative and nurturing community and dynamic learning environment."

Culture of learning and scholarship and high expectations: LEAP Academy is committed to building a school culture that leads to achievement for all children and engagement from all stakeholders. This process is driven by four fundamental commitments listed below that set the moral and philosophical foundation for the school:

1. All children are ready to learn succeed in school;
2. All children experience high quality learning experiences and have access to school-linked services that meet the needs of the whole family;
3. All families and students have access to an integrated health and human services system; and,
4. All families and students are empowered to achieve self-sufficiency and maximize their potential.

There are a number of structures at the school that promote a culture that is successful and inclusive of all stakeholders. Some of those structures and practices are:

- **Expanded Learning Time: Students attend 200** days and the day begins at 8:00 a.m. and ends at 4:00 p.m. In addition, LEAP provides expanded learning opportunities for students beyond the regular school day and during the summer and weekends. During the period of 4-6 p.m., students receive targeted tutoring support as well as participate in enrichment activities that include academic clubs, music, dance, sports, and other areas. During the summer, an intensive program is offered for students that are facing academic difficulties, for students that are new to LEAP and for students that are transitioning into a new academic level.
- **Strong Family Engagement:** Family engagement is paramount to the school's success. Parents and families have varied opportunities for personal and educational growth and for direct participation in school policy decision-making.
- **Comprehensive Health and Human Services:** As much as possible, the school will engage in partnerships that will result in on-site services for students and their families.

- **School Mission Aligned to Local Community Needs:** LEAP Academy is guided by the principle of shared leadership and ownership as evidenced by a vibrant and capable base of residents, families, community leaders, and faith-based partners.
- **Character Building and the Personal Development of Students:** Character education is integrated within teacher's lessons plans and supplemented by special activities all geared at building the self- esteem, social skills and leadership potential of the students. Positive messages are displayed all over the school and student work is also displayed. Two character education programs are been utilized-- Character Counts, which is research based program based on the premise that children's success and happiness depend on whom they are inside, not what they have or how they look. The program is based on the Six Pillars of Character, as follows: Trustworthiness, Respect, Responsibility; Fairness; Caring; and Citizenship. In addition, this year, the school also adopted the Leader in Me, Franklin Covey's whole school transformation process that teachers 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.
- **School Based Health Services:** Through a unique partnership with Rutgers and its School of Nursing, a self-standing health clinic provides comprehensive services for families (adults and children). The clinic is located at the STEAM Building with a satellite office at the Elementary School. The Health Center accepts health insurance and is engaged in working with LEAP staff on health promotion activities, such as a Sex Health Education Programs for students in grades 6-7; a Diabetes Prevention Programs for High school students; and an Asthma Prevention Programs for Elementary students.
- **Healthy Food and Nutrition:** The school, through its Food Service Company, Metz provides quality and nutritious meals at each of its four kitchen/cafeterias. Staff from Metz, led by its Executive Chef, Michelle Pastorello provides nutrition workshops and programs for both parents and students.
- **School Code of Conduct Concerning Outside Food/Drinks:** Due to several factors including discipline, academic distraction, medical, and cleanliness to name a few, the administration of LEAP Academy University Charter School decided to no longer allow outside food or drink to be brought onto the school campus. The only food or drinks allowed on campus will be those purchased from the cafeteria. This does NOT pertain to bringing your healthy snack or bringing your lunch. The same regulations will apply in terms of the cafeteria. Students who violate this rule will be required to throw away the product and be subject to disciplinary action.
- **Wellness:** A Fitness Center and access to gymnasiums and outdoor playgrounds are maximized to provide students with opportunities to exercise and learn technique for fitness and a healthy lifespan.
- **Student Leadership Development:** LEAP creates a variety of opportunities for students to build leadership skills. These programs are offered during the extended day as well as

through in-school interdisciplinary activities that include: Gates Millennium Scholars, Rotary Interact Club, Student Ambassadors, Wellness Ambassadors, National Honor Society, Junior National Honor Society, Rutgers' Future Scholars, Alfredo Santiago Scholars, Student Safety Team, Student Council, Marshal Brennon Pre-Law Program, Cooper/Rowan Biomedical Mentoring Program, Summer academic internships at Ivy League and Top Tier Schools, National leadership institutes and Girls Scouts.

- **Competitive Sports:** LEAP High School students participate in interscholastic sports programs that include Girls/Boys Basketball, Girls/Boys Volleyball, Baseball, Softball, Soccer and Cheerleading. Middle school students participate in basketball teams and compete in local tournaments

- **Academic and Social Clubs:** A number of academic and social clubs are available for students including: aviation, FAB lab, drama, visual art, choir, robotics, creative writing, poetry, science club, dance, yearbook, digital entertainment club, athletic/ fitness club, anime, math club, business academy club, debate club

- **Student Discipline:** Student discipline is centered on the 6 Pillars of Character Education and the 7 Habits of Highly Effective people. Teachers and administration integrate these concepts into daily instruction as well as all conversations regarding behavior expectations. We teach our students foundational skills such as leadership, problem solving, responsibility, communication, and team work to enhance confidence, motivation to achieve, and increase their academic performance and civic responsibility.

- **Building Rituals:** A number of strategies and rituals provide the foundation for building a strong culture at each building:
 - a. School uniforms for all students promote pride and identity.
 - b. Intensive orientations for families and students before and during the school year, including orientations for families that enroll mid-year.
 - c. Building artifacts that showcase student's work celebrate student success and represent the larger Camden community.
 - d. Daily morning meetings with teachers and students to practice 7 Habits of Learning.
 - e. Monthly school celebrations of student achievement.
 - f. Monthly school celebrations to reinforce the rich culture of Camden and the families.
 - g. Rites of Passage Events.
 - h. Putting students first by honoring them through pictures in school hallways.
 - i. Ethnic and nutritious food is cooked daily to honor wellness and healthy habits.
 - j. Points of Pride of best practices in every building.
 - k. Parents as Partners.
 - l. Strong Discipline Code to build character and civility.

LEAP Academy University Charter School District believes that students and staff learn in safe and orderly environments. We want to include all students, families, parents, guardians, staff, and community members as partners in maintaining clear procedures and expectations for receiving all of our students in our school buildings as well as in their dismissal to return home. The LEAP model is built on a holistic approach of wrap-around services that are administered through the Centers of Excellence: Center for College Access, Family Support Center, Parent Engagement, and Fitness Center. We are committed to supporting our students and expect to work together to maintain and sustain a positive teaching and learning environment.

All students will adhere to our procedures as follows:

EMERGENCY AND SAFETY RELATED INFORMATION

In the event that any or all of the LEAP Academy University Charter School will be closed for an emergency or weather related issue, students and staff will receive an automated phone message as early as possible after a closing has been determined. The most up-to-date details regarding the closing can also be found on the school district website:

www.leapacademycharter.org

LEAP Academy also participates in the School Closing Announcement System, as offered by the City of Philadelphia through its Emergency Communication Headquarters. Many of the news sources that display or announce our closings will use the school name or our identified school number. Our district number is 639.

Emergency Drills

In accordance with the requirements of New Jersey school law, fire drills, lock-down drills, and emergency evacuation drills are held twice a month throughout the school year. These drills are a means of preparing staff and students, in the event that an emergent situation occurs.

The following procedures are to be followed during fire alarms:

1. Students will immediately begin evacuating the building under the supervision of their classroom teachers.
2. Each classroom has a sign directing the students how to leave the building. Students should follow the directions on the signs located in the building.
3. In case of a fire alarm during the change of classes, all students will immediately proceed to the nearest exit and evacuate the

building. Once the building is clear, instructions will be given to account for students.

4. If an exit is blocked, teachers will re-direct students to the nearest available exit.
5. Groups in the cafeteria and auditorium are to separate, as directed, to efficiently utilize all available exits from those areas.
6. There is to be no talking during the building evacuation.
7. Students may enter the building upon sounding of the “all-clear” signal.

Any student activating or tampering with fire alarms or safety devices will be immediately suspended from school, and charges may be filed with the local police department.

Instructions for lock-downs and other emergency evacuations will be discussed with students in their homerooms. Our staff has been, and will continue to be, trained regarding the issues that may be faced in the event of an emergency. In the interest of the safety and welfare of our staff and students, this information is not published in this handbook. Any questions or concerns regarding evacuations and/or lock-downs can be addressed to the school principal.

Electronic Surveillance

The Board of Trustees authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within the school district may be monitored using such devices.

Students’ Use of Buildings and Grounds

1. Students are not permitted to leave the property or exit the school building at any time during the school day without notice and approval from the main office. In cases of emergency, students **must** contact the main office to gain approval to leave. Other areas off limits to students without permission are the cooking area of the cafeteria, boiler rooms, IDF Rooms, and all roofs. Students in violation of these rules will be subject to the penalties of Leaving School Grounds.
2. Students are not to be in the corridors during class time without a pass. Students found in the hallway or an unassigned area will be subject to the penalties for General Misconduct and/or Class Cutting.
3. Students are not to ride or tamper with the elevator(s) at any time. If medically documented, a student may receive permission to use the elevator(s) from the nurse and/or the assistant principal’s office. **Students who are issued an elevator pass may have one other student with them for assistance.** Students tampering with the elevator(s) or who are unauthorized to use the elevator(s) will be subject to the penalties for General Misconduct.

Identification Cards (Student ID's)

For safety purposes, identification cards should be worn or carried at all times while in school. School identification is required for entrance to all after school functions.

PARENT/GUARDIAN VISITATION

All parents/guardians **must** present a valid picture identification to enter the building, sign in at the appropriate security desk, and proceed to the main office stating reason for their visit. While we want our parents as partners, we want to ensure that any visitation is not disruptive to instructional time. If you are visiting to observe your child's behavior, your visit must be scheduled with the teacher and the school administrator. We must work together to ensure that all students are receiving maximum instructional time.

BUS PROCEDURES

Eligible students riding the bus to and from school are expected to follow the guidelines below.

1. Students are expected to present their ID/Bus Pass to board their designated bus.
2. Students are to demonstrate respect to bus drivers, bus aides and anyone on the bus.
3. Remain in the safety zone while waiting for the bus.
4. Remain seated while on the bus and wear seatbelts at all times until directed by the bus driver to exit. Students should exit the bus in an orderly and respectful manner.
5. Be respectful of themselves and others as well as responsible for their actions and words.
6. No fighting, crowding, pushing, shoving, etc. is permissible and may result in disciplinary action, including possible expulsion.
7. Public display of affection is not allowed on the bus.
8. Nothing should be thrown either in or from the bus.
9. No eating food or drinking on the bus.
10. Students are responsible for all of their personal belongings. Students will ensure that their seat is clear of any debris.

Failure to adhere to these procedures will result in disciplinary action up to and including suspension of bus privileges.

BICYCLES

Students who ride their bicycle to school assume complete responsibility for them. Therefore, it is important that students bring locks in order to secure bicycles to racks located near the school.

ARRIVAL ADMISSION SCHEDULE FOR STUDENTS

The start of the school day is 8:30 a.m.

Eligible students on bus routes begin arriving at 7:45 a.m. Students will report to their assigned school and designated area. At this time, breakfast will be offered free of charge to all students arriving from the bus.

For students walking to school and/or arriving by other means of transportation i.e. students driven to school, public transportation, arrival time for enjoying breakfast, at no charge, is 8:00 a.m. **Students should not be dropped off at the school premises before the official arrival time.** Supervision is not provided prior to the arrival time. Please be assured that we value the safety of all of our students and need your support and cooperation in securing their safe arrival.

DISMISSAL SCHEDULE FOR STUDENTS

All students are dismissed at **4:00 p.m.** Students eligible for school bus transportation will report to their assigned locations. For students not involved in afterschool activities, please remember that we expect parents to pick up students at dismissal time. Habitual late pick up is a violation of the LEAP Parent/Student Contract and may result in administrative review for further action. All other students (i.e. walkers, students driven to school, public transportation) should exit the building according to each school's dismissal procedures.

AFTERSCHOOL EXTRACURRICULAR ACTIVITIES

Any student remaining afterschool for approved extracurricular activities **must** have submitted a parental school permission form signed by a parent/guardian. Students not involved in afterschool extracurricular activities must be picked up at dismissal time and may not remain at the school awaiting evening activities without prior authorization from the building Principal or designee.

ABSENCES FROM SCHOOL AND COURSES (See Student & Family Handbook)

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

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

1. Four (4) latenesses to school or four (4) latenesses to homeroom will equal one (1)

- day of absence. Change to statement about disciplinary absence.
2. Four (4) early dismissals from school will equal one (1) day of absence.
 3. Students will be marked absent (excused) for the day if they are sent home by the nurse and/or they have an early dismissal prior to 12:30pm.
 4. If a student is absent more than five (5) days unexcused, he/she may be required to attend a mandatory parent workshop with their parent/guardian.

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

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

- Student activities
- Overnight and/or academic trips including Senior Trips, or field trips.
- Sports practices or games
- **Students are expected to be on time to EVERY class. Disciplinary actions will be issued for students that are tardy to class.**

EARLY DISMISSAL PROCEDURES

Every student is expected to attend school daily. Early dismissal is only permitted for verified medical, legal, academic and emergency reasons. Only parents/guardians and approved emergency contacts are authorized to remove a student, regardless of age, from school, during the school day. **Proper identification and signature is required** for the early dismissal of any student. Early dismissals are recorded in a student's attendance record. Parents/guardians are not allowed to pick up a student an hour before the official dismissal time.

Students who do not complete the school day may not participate in any after-school co-curricular activity.

CAFETERIA AND LUNCH PRIVILEGES

The school provides a cafeteria where students may purchase all or part of their lunch at nominal prices. Students have the responsibility of maintaining the cleanliness of this common area. This includes placing all trash in trash containers and returning any school cafeteria materials to their proper locations. A clean and comfortable area must be left for the next group.

Any misbehavior in the cafeteria will result in disciplinary action in accordance with the school policies and procedures.

LOCKERS

A hall locker, equipped with a built-in or separate combination lock, is assigned to each student. Valuables, including a sizable amount of money, should never be left in hall lockers or physical education area lockers. If necessary, valuables may be left for the day in the main office.

Students with a broken or jammed locker should report first to the classroom in which they are going to avoid lateness. At that time, the student should express to the teacher the locker situation. The teacher may provide a pass to the student to remedy the locker situation.

Students are responsible to clean out their locker by the end of the last day of school. Students will be held financially responsible for any damages or defacing of their locker OR for failing to clean out the assigned locker. Any vandalism done to a students' locker should be reported to the main office or security as soon as reasonably possible.

SEARCH AND SEIZURE

All students are advised that this handbook serves as notification to students that inspections of their lockers, desks, and other storage facilities on school property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

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. Please refer to the "Student and Family Handbook".

TEXTBOOKS

Textbooks are on loan to all students for all subjects. If a book is damaged by a student, a fine will be charged in proportion to the extent of the damage and the replacement cost of the book. If a book is lost, the student will be charged current full replacement value (including shipping costs). No marks are to be made in the books.

OBLIGATIONS

At the end of each semester, student obligations to the school are entered into OnCourse. These include financial obligations, textbooks, library materials, and athletic equipment which have not been returned following the season. Teachers, coaches, administration, and staff contribute to these lists. It is the responsibility of the student to clear his/her obligations with the initiator of the obligation or with the principal's office. Failure to fulfill an obligation may result in the holding of a student's report card, denial of participation in co-curricular activities (including the graduation ceremony), and/or holding of the student's diploma until the debt is paid.

CELL PHONE/ELECTRONIC DEVICES

All student cell phones/smart watches must be powered off and remain out of sight at all times while in the school building. Students will not be called to the office telephone during school hours, nor should they receive calls or text messages to their cell phones during the course of the school day. In the case of an emergency, messages will be delivered to students from the main office. Arrangements for rides, appointments, and personal business should be arranged before leaving for school. Office telephones are available for student use during their assigned lunch period or upon securing a pass from their teacher for emergencies only. Any unauthorized use of

a cell phone or other electronic devices to record on school grounds or any such use that violates school policy may receive up to a three-day out-of-school suspension. School faculty and staff will confiscate unauthorized electronic devices if they are seen, heard or used. If an electronic device is confiscated, disciplinary consequences will be imposed. Failure to turn in an electronic device to a LEAP staff member when requested will result in further disciplinary action. Please refer to the Student Code of Conduct. A parent/guardian **will be** required to come to the school to retrieve the electronic device.

MONEY AND VALUABLES

Students should not bring money or any other valuables to school, as the School is not responsible for the safety of those valuables. If however, on occasion, it becomes necessary to bring such items to school, they should be brought to the office or given to a teacher/coach where items can be secured safely. Students must lock their lockers at all times and are not permitted to share a locker with another student. The school is not responsible for items taken from an unlocked or shared locker.

STUDENT CODE OF CONDUCT (See Student & Family Handbook)

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

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

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

Administrative Detention is held at the discretion of the Principals or designee at each school and must be served as assigned. Students are to report to administrative detention from 4-6 pm in each building. Students required to attend detention may not participate in any extra-curricular activities (i.e. games, practices, dances scheduled after 6 pm) and must be picked up by a parent or guardian unless the student has alternate arrangements.

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

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

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.

Kindergarten -3rd Grade Color System

The colors:

Green- Great Day

Blue-Warning

Yellow- Teacher/Parent/Student Phone Conference

Red- Sent to Principal and After School Detention (Teacher who assigned student to Red will call and schedule) *Students who receive multiple reds in a single day or consecutive reds over a period of time (i.e. 3 reds in one month) will be subject to further consequences at the discretion of the administration.

UPPER SCHOOL, STEM HIGH SCHOOL, STEAM HIGH SCHOOL CONSEQUENCES OF DEMERIT ACCUMULATION:

0 Demerits	Great Day
1 Demerit	Warning
2 Demerits	Teacher/Parent/Student Phone Conference
3 Demerits	After-School Detention with Parent Notification
4 Demerits	Immediate Parent/Teacher/Administrator Conference Required. The student will be subject to further consequences at the discretion of the administration.

Demerits are issued at the discretion of teachers, staff and administrators. The demerit system will be by-passed if the severity of the infraction warrants such action.

Students who have multiple infractions of the school wide discipline policy will be referred to the IST, Family Support Center and/or external support agencies or resources.

All incidents of violence, vandalism, or possession of and/or distribution of prohibited substances will be reported to the school administrator, who will forward such report, in accordance with law, to the Chief Academic Officer/Lead Person or designee, who will forward such report in accordance with law to the Commissioner of Education, who will track the incident on the Electronic Violence and Vandalism Reporting System. Students who are found to have committed these infractions will be subject to disciplinary action up to and including referral for expulsion.

DRUG, ALCOHOL, ANABOLIC STEROIDS AND CONTROLLED DANGEROUS SUBSTANCES

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

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

The 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.

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. Please refer to the “Student and Family Handbook”.

SCHOOL UNIFORM

The Board believes school dress can influence pupil behavior and enhance a school’s Academic environment. Therefore, the Board adopts a School Uniform Provision of this Dress and Grooming Policy to require pupils to wear a school uniform.

Girls Kindergarten – Grade 4

Plaid jumper, collared white buttoned-down blouse, crisscross plaid tie, crimson 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), and black dress shoes.

Girls Grades 5 - 6

Four kick pleat plaid skirt, collared white buttoned-down blouse, crisscross plaid tie, crimson red cardigan sweater with LEAP logo, navy blue socks or tights, and black dress shoes.

Boys Kindergarten – Grade 6

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, plaid tie, and dress black shoes (any other type of footwear, including sneakers, are not acceptable).

Girls 7-8

Four kick pleat plaid skirt (no shorter than four inches above the knee), navy blue blazer, burgundy V-neck sweater vest with LEAP logo, collared white buttoned-down blouse tucked in, navy crisscross tie, black dress shoes with a maximum of a 1-inch heel, and navy blue socks or tights (socks or tights are permitted separately, they are not to be worn together).

Boys Grades 7 - 8 Navy blue dress 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, are not acceptable).

Girls Grades 9 - 12

Navy blue four kick pleat skirt (no shorter than 4 inches above the knee), navy blue blazer, collared white buttoned-down blouse tucked in, burgundy V-neck sweater vest with LEAP logo, navy blue crisscross tie, black dress shoes with a maximum of a 1 inch heel, and navy blue socks or tights (socks or tights are permitted separately, they are not to be worn together).

Boys Grades 9 - 12

Khaki dress pants (worn at the waist, cargo or any other style of pants are not acceptable), black belt, burgundy V-neck sweater vest with LEAP logo, navy blue blazer, collared white buttoned-down dress shirt tucked in (polo shirts are not acceptable), burgundy V-neck sweater vest with LEAP logo, navy blue tie and black dress shoes (any other type of footwear, including sneakers, are not acceptable).

Gym (Kindergarten – Grade 12)

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

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

The following are not allowed: earrings larger than a quarter on girls, earrings of any size on boys, visible tattoos, bracelets or necklaces (tattoos must be covered at all times and are not an excuse to be out of uniform).

A pupil who violates the uniform policy will be suspended from school until he/she reports to school wearing the appropriate uniform.

HARRASMENT POLICY STATEMENT (See Student and Family Handbook)

LEAP Academy University Charter School prohibits any acts of harassment, intimidation or bullying of any of its students. At LEAP Academy we have a commitment to providing and maintaining a safe and civil environment to facilitate learning and the achievement of high academic standards.

Harassment, intimidation or bullying, like other disruptive behaviors, is conduct that disrupts the students' ability to learn and the school's stability to educate its students in a safe and disciplined environment. HIB behaviors are intended to cause an insulting, demeaning effect. It creates a hostile environment and it is meant to cause pervasive physical and/or emotional harm to the victim.

Students learn by example. It is expected that all LEAP Academy staff demonstrate appropriate behavior, treating others with civility and respect despite their faith, sexual orientation, race, country of origin, immigration status, etc. and refusing to tolerate harassment, intimidation or bullying.

GRADUATION REQUIREMENTS

In order to earn a diploma from the LEAP Academy University Charter School, students must fulfill the requirements established by the Board of Trustees and the New Jersey Department of Education, including: successful completion of all required courses and clinics (140 total credits), and achieve a passing score on the PARCC English Language Arts Assessment and achieve a passing score on a PARCC Mathematics Assessment or achieve a passing score on a substitute competency test in Language Arts and Mathematics.

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL'S GRADUATION REQUIREMENT

140 total credits are required for graduation as follows:

4 years of Language Arts (5 credits per year - 20 total)

Literacy

4 years of Health/Physical (5 credits per year - 20 total)

Education

4 years of Mathematics (5 credits per year - 20 total)

4 years of Science (5 credits per year - 20 total)

One Physics, One Biology,
One Chemistry, One Elective

4 years of Social Studies (5 credits per year - 20 total)

Must include 2 years of US History and 1 year of World History

21st Century Life Skills	(5 credits total in 4 years)
2 years of World Languages	(5 credits per year - 10 total)
2 years of Arts*	(5 credits per year - 10 total) *May include Fine, Practical and/or Performing arts
.5 Wealth Management/Financial Literacy	(2.5 credits total)
Elective Courses/Clinics	(12.5 credits total)

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

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

Senior Exemptions from Final Examinations

Academic: To be eligible for exemption from final examination, a senior must average a 95 for the course. This applies to Semester Courses and Full Year Courses. The final grade for the exempt senior will be calculated by averaging the grades per Semester Course or the Full Year Course, excluding the Final Exam Grade. Seniors enrolled in Advanced Placement [AP] courses are eligible for the exemption outlined above **only** if they take the AP exam or achieve a 95 in the class. All other students must take their final examinations during the scheduled time.

Attendance & Discipline: To be eligible for exemption, a student must have less than 4 total absences, for the year, from class eligible for exemption. Students with 10 or more demerits will not be eligible for exemptions. This includes demerits earned from uniform and electronic device infractions.

GRADING SYSTEM

Kindergarten & 1st - 3rd Grade Special Areas

M	Mastery
S	Satisfactory

- D Developing
- N Needs Improvement

Grades 1 – 12

- A (95-100) Markedly superior expectations related to standards at this time.
- A- (92-94) Superior expectations related to standards at this time
- B (86-91) Exceeds expectations related to standards at this time
- B- (83-85) Meets expectations related to standards at this time
- C (77-82) 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 (69-0) Failed to meet minimum expectations: no student will be assigned a grade lower than a 50 for the first, second, or third marking periods. For a semester course, no student will be assigned a grade lower than a 50 for the first marking period of the semester.

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

	<u>Dual-Enrollment</u>	<u>Advanced Placement</u>	<u>Honors</u>	<u>College-Prep</u>
A	5	4.75	4.5	4
A-	4.5	4.28	4.05	3.67
B	4	3.8	3.6	3.33
B-	3.5	3.33	3.2	3
C	3	2.85	2.7	2.67
C-	2.5	2.38	2.25	2
D	2	1.90	1.8	1.67
F	0	0	0	0

GRADE BOOK

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

Classwork	20 assignments	20% of grade
Homework	20 assignments	10% of grade
Projects/labs	2 assignments	20% of grade
Tests	5 assessments	40% of grade
Quizzes	5 assessments	10% of grade

HOMEWORK GUIDELINES

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

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

- Grades K-1** 10 minutes per subject per evening
- Grades 2-3** 15 minutes per subject, per evening
- Grades 4-6** 25 minutes per subject per evening
- Grades 7-8** 30 minutes per subject per evening
- Grades 9-12** At the discretion of teacher, but not to exceed 4 total hours.

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

Students who are absent for any excused reason must make up assignments, homework, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same as the number of school days missed and/or extended days missed. Parents/guardians should check the teacher's website for any homework and school assignments.

HONORS

LEAP Academy University Charter School recognizes two levels of honors for the honor roll. In order to be on the honor roll, in grades K-6, students must have grades of 86% or higher. Students who have achieved straight A's will be recognized with Distinguished Honors. Students in grades 7-12 must earn a 3.5 weighted GPA or above for Honor Roll status. Students who achieve Honor Roll for all four marking periods will be recognized with the Principal's Award.

HIGH SCHOOL PROMOTION

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

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

Credit deficits may be made up by enrolling in an approved summer school program and/or by increasing the number of subjects taken during the next school year.
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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 but are not limited to copying from another student's paper; receiving unauthorized assistance during a quiz, test or examination; sharing information about an exam with classmates in advance of the test; using books, notes or other devices such as calculators when these are not authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; copying/lending homework, reports, laboratory work, computer programs, using translation internet services, files from other students, storing data on programmable calculators and retrieving the data to assist during an exam.

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

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

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

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

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

Other Academic Misconduct: Examples of other academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration will not be reported; or taking an examination or test for another student or signing a false name on an academic exercise; resubmitting past work to fulfill other academic requirements.

RETENTION

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

Parents/guardians will be notified no later than the end of the second marking period if problems exist that may lead to retention. Students who develop failing grades and/or attendance problems during the 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. 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.

The building principal will make recommendations for retention to the Lead Person who will in turn inform the Board of Trustees at the next regular meeting. At that time the retention recommendation will be considered final. 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.

TECHNOLOGY

The LEAP Academy University Charter School District provides information technology resources that offer the opportunity to enhance the educational experience for its students. This

access requires users to act responsibly and adhere to legal and ethical standards. Students are directly responsible to use this tool in an appropriate manner.

The LEAP Academy Charter School is in compliance with the Children's Internet Protection Act and uses a filtering software, which is updated daily, and is utilized to block websites that are considered inappropriate. In addition, staff members supervise student working on the Internet. Since the Internet changes on a minute-by-minute basis, there is no guarantee that every inappropriate website can be blocked. However, if students are following the established guidelines in this agreement, inappropriate material should not be accessed. Students, who access inappropriate Internet websites, whether or not they were blocked, shall be subjected to disciplinary action. If students inadvertently access an inappropriate website, it must be reported immediately to the teacher and the Technology Department.

As a student at LEAP Academy University Charter School District you will be asked to sign an acceptable use policy which specifically states the following:

Specifically, I agree to:

- Use the district Information Technology Resources for educational purposes only;
- Treat with respect and exercise reasonable care in the use of all district computer hardware, software and communications resources;
- Not reveal to anyone else passwords or other access codes assigned to me so that I may use the Information Technology Resources of the district;
- Make no attempt to disable or work around internet filtering system and teacher monitoring software;
- Make no attempt to in any way alter, modify, upgrade, or repair any district hardware, including but not limited to: computers, laptops, tablets, interface cards, monitors, printers, scanners, wiring or cabling;
- Make no attempt to change, modify or upgrade district software;
- Make no attempt to install software of any kind on any district computer or network;
- Make responsible, cost effective use of district consumable supplies such as paper, electronic media and printer ink and toner;
- Not develop, acquire, access, display or transmit any material by electronic means or hardcopy that could be considered by a reasonable person in our community as obscene, scatological, racist, abusive, degrading to men or women by gender, or demonstrating intolerance or prejudice toward any recognized ethnic or religious group; and,
- Not use district technology resources to support political or religious causes or support candidates for public, elected office.