

ACADEMY CHARTER HIGH SCHOOL HANDBOOK

I have read and reviewed the Academy Charter Student Handbook. I understand and pledge my support of the policies and procedures it describes. As a student I will abide by the terms and conditions. I further understand that violations of school policies result in appropriate consequences.

Student Name (Print)

Date

Student Signature

I have read and reviewed the Academy Charter Student Handbook. I understand and pledge my support of the policies and procedures it describes. As a parent I will support my child in following the terms and conditions. I further understand that violations of school policies result in appropriate consequences.

Parent/Guardian Name (Print)

Date

Parent/Guardian Signature

PLEASE SIGN AND RETURN TO THE MAIN OFFICE

Phone: 732.681.8377

Fax: 732.681.8375

www.academycharterhs.org

Academy Charter High School 2021-2022

SEPTEMBER 2021 19						
S	M	T	W	R	F	S
			Δ	Δ	Δ	4
6	o	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	{25}
26	27	28	29	30		

OCTOBER 2021 21						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	o	12	13	14	15	16
17	18	19	20	21	22	{23}
24	25	26	27	28	29	30
31						

NOVEMBER 2021 19						
S	M	T	W	R	F	S
	1	{2}	{3}	o	o	6
7	8	9	10	11	12	{13}
14	15	16	17	18	19	20
21	22	23	{24}	o	o	27
28	29	30				

DECEMBER 2021 17						
S	M	T	W	R	F	S
			1	2	3	4
6	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	{23}	o	25
26	o	o	o	o	o	

JANUARY 2022 19						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	o	18	19	20	21	22
23	24	25	{26}	{27}	Δ	29
30	31					

FEBRUARY 2022 19						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	{18}	19
20	o	22	23	24	25	26
27	28					

MARCH 2022 23						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	{11}	12
13	14	15	16	17	18	19
20	21	22	23	24	{25}	26
27	28	29	30	31		

APRIL 2022 16						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	{9}
10	11	12	{13}	{14}	o	16
17	o	o	o	o	o	23
24	25	26	27	28	29	30

MAY 2022 21						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	{14}
15	16	17	18	19	20	21
22	23	24	25	26	o	28
29	o	31				

JUNE 2022 11						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	{14}	{15}	Δ	Δ	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2021

Sept. 1-3 Staff In-Service
 Sept. 7 First Day of School
 Sept. 25 Saturday Session

October 2021

Oct. 11 School Closed - Columbus Day
 Oct. 23 Saturday Session

November 2021

Nov. 2 Block 1 & 2 Mid Term Exams
 Nov. 3 Block 3 & 4 Mid Term Exams
 Nov. 4 & 5 School Closed

NJTEA Teacher's Convention

Nov. 13 Saturday Session

Nov. 24 Half Day

Nov. 25 & 26 School Closed - Thanksgiving

December 2021

Dec. 23 Half Day

Dec. 24 - 31 School Closed - Winter Break

January 2022

Jan. 17 School Closed - Dr. Martin Luther King, Jr.

Jan. 26 Block 1 & 2 Final Exams

Jan. 27 Block 3 & 4 Final Exams

Jan. 28 Staff In-Service

February 2022

Feb. 18 Half Day

Feb. 21 School Closed - Presidents' Day

March 2022

March 11 Half Day w/ Staff In-Service

March 25 Half Day w/ Staff In-Service

April 2022

April 9 Saturday Session

April 13 Block 1 & 2 Mid Term Exams

April 14 Block 3 & 4 Mid Term Exams

April 15-24 School Closed- Spring Recess

May 2022

May 14 Saturday Session

May 27 & 30 School Closed - Memorial Day Weekend

June 2022

June 14 Block 1 & 2 Final Exams

June 15 Block 3 & 4 Final Exams

June 16 Graduation

185 Days for Students

190 Days for Staff

o School Closed for Staff and Students

Δ School Closed for Students - Staff Inservice

{ } Half Day - Noon Dismissal - No Lunch

Academy Charter High School is a caring, safe environment in which students receive a quality education. The school is committed to the development of the whole person as stated in our mission and core values:

Mission -

As a child centered school, Academy Charter High School is dedicated to providing a challenging environment in which each child's social and academic potential is maximized. The students who graduate from ACHS will have the self-esteem, self-discipline, intellectual curiosity, and critical thinking skills to maintain their status as lifelong learners.

Core Values - I REACH FAR

Integrity Respect Empathy Acceptance Community Honesty Focus Accountability
Responsibility

The strength and success of Academy Charter is dependent on the cooperation and dedication of administrators, staff, students and their families. Parents/Guardians are welcome and needed partners in the educational process. We hope that all families take an active role and participate in school activities, program and meetings.

Faculty and Staff

For an updated list and contact information for all Faculty and Staff please refer to our website at

www.academycharterhs.org

Notice to All Parents and Guardians:

The policies you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These policies support, but do not limit, our authority.

ACHS expects students to be mentally and physically prepared for the process of learning:

- Nourished, Rested, and Properly Dressed According to Dress Code
- Academically Motivated
- Free of Drugs and Alcohol

ACHS expects students to demonstrate respect for people and property, especially the overall classroom environment. **Disruptive behavior will not be tolerated.**

- Be courteous and polite
- Foster care for school, facilities and property
- Tolerate others' beliefs and opinions

ACHS expects students to use time and other resources well, without the need for constant supervision.

- Complete all homework, class work, and Exams. **Participate!**
- Come to school with notebooks, textbooks, and other needed resources. **Prepare!**
- Recognize school is work and academic growth is the primary result. **Be Positive!**

ACHS expects students to share responsibilities when working as members of a group.

- Cooperate, contribute, and share with peers and other groups. **Teamwork!**
- Volunteer and participate in school-community activities outside of school. **Be a leader!**

ACHS expects students to be accountable for their own actions, accepting constructive criticism, and disagreement when necessary.

- Accept rewards and reprimands- **Be Accountable!**
- Listen to points of view of others- **Be Accepting!**
- Make choices based on reasonable decisions- **Be Aware and Appropriate!**

ACHS expects students to fulfill behavioral expectations of the school community.

- Attend school regularly and on-time- **Be Punctual!**
- Accept all rules and standards- **Set a Positive Example and be Proud!**

ACHS expects students to exhibit socially accepted standards for their own behavior.

- Display truth, honesty and good sportsmanship- **Qualities of a Mature Person!**
- Recognize and respects others standards- **Qualities of a Respectful Person!**
- Develop personal standards in the absence of rule- **Qualities of an Honest Person!**
- Accountable for all work without CHEATING- **Qualities of a Trustworthy Person!**

ACHS expects students to meet the class requirements unique to each setting.

- Attend All Classes Regularly- **Show up and be on Time!**
- Know and Meet All Class Requirements- **Be Knowledgeable and Successful!**

ACHS expects students to communicate appropriately with school personnel as well as with their peers.

- Learn when and how to listen- **Be a Good Listener!**
- Learn to use oral and written communication appropriately- **Communicate Well!**

Affirmative Action -

It is the policy of ACHS not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, nation origin, or social or economic status in its educational programs or activities and employment policies as required by Title II of the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, NJAC 6:11 et, seq., Public law 101-336. Questions, complaints or requests for additional information may be forwarded to:

Mr. Matsutani, Section 504 Compliance Officer

Academy Charter High School, 1725 Main St. Lake Como, NJ 07719

Change of Address and Phone -

When a student changes address or telephone number, he/she must immediately report the change to the main office.

Emergency School Closing -

Delayed Opening - The decision for the delayed opening will be made by 5:30 am. Delayed announcements will be made through our direct connect system and will be received by parents and students through CrisisGo. The message can also be viewed through the school website at www.academycharterhs.org. With a delayed opening the buses will run their routes two hours later than normal. School will begin at 9:50 am. Field trips will be cancelled. Lunch will be served at the usual time. Dismissal will be at the usual time. Decision regarding after-school and athletic activities will be made by the Director and Athletic Director by 2 pm.

School Closing - When an emergency or inclement weather results in the need to close school, the announcement will be made beginning at 5:30 through the direct connection system, CrisisGo, and the school website at www.academycharterhs.org. If a situation develops during the school day, which requires an early dismissal, notice will be posted through the same medium as above. It is important that parents/guardians download the free CrisisGo app on their phone or tablet.

Emergency Evacuations (Fire Drills, Etc.) -

Teachers will post a map of the evacuation locations near the classroom door and inform the students where their class should regroup outside the building depending on the drill. Students must immediately leave the building by the nearest available exit and move quickly and quietly so that necessary instructions may be heard. Students must go directly to your assigned regrouping area and remain there while the attendance is taken and until the signal to return is given. Failure to be properly accounted for will be considered as an unauthorized absence from class.

Inappropriate Display of Affection -

Kissing, fondling, and inappropriate touching, whether consensual or not, is strictly prohibited.

Hall Lockers / Lockers -

Upon entering school, each student will be assigned a locker. This locker is equipped with a combination lock. This lock guarantees security for your property, if you use the lock properly and if you do not give the combination to other students. It is the student's responsibility to keep his/her locker locked at all times. Students are reminded that the school's insurance policy does not cover lost or stolen property. Lockers will be issued to the students who will be held responsible

for them. The Dean of Students designates locker assignments. Lockers may be routinely inspected and /or searched at various times for security, cleaning, disinfecting, health, illegal substance, and/or repairs. Students are not permitted to share lockers or give their combination to others. Whoever is assigned the locker will be responsible for all contents held within. Students are permitted to go to their lockers between classes and with permission from their teachers with a hall pass.

Lost and Found -

Lost and found articles should be turned in and called for at the Main Office.

Distribution of Literature -

The Board Trustees recognizes the rights of students to publish or distribute newspapers, magazines, and other literature not sanctioned by the school district. However, the Board reserves the right to prohibit the distribution of such material on school property, if it has not first been submitted for administrative review. Pupils should submit all print and not-print materials to the Director's office for review prior to distribution. The Director has the right to designate and prohibit the distribution of printed materials, which are not protected by the right of free expression because they violate the rights of others. None of the views expressed by individual students or student clubs are to be considered the views of the Academy Charter High School, Board of Trustees, or its Administration. Students who distribute materials in contradiction of this policy and the rules of the district are subject to the penalty outlined in the student handbook.

Cell Phones, I-Pods, Head Phones, Tablets

All devices must be placed in student lockers upon arrival to ACHS. They must be kept there until the student leaves the ACHS premises. ACHS is not responsible for preventing theft, damage, or vandalism to any cell phone/electronic device that is brought onto school property. Using the video feature on a phone to record anyone without their permission is forbidden. Students who choose to carry any electronic device around with them during the day are subject to the consequences listed in the ECRD policy.

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Trustees ("Board") believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, wearable technology, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in the café during lunch, in an emergency situation as approved by an administrator or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Director or designee and the student will be subject to appropriate disciplinary action.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present without the express written permission of the Director. The student must submit a

written request and establish to the satisfaction of the Director a reasonable basis for the possession of the device. The written request must include the purpose for the student possessing and/or bringing the device on school property and the date or dates in which the student requests to possess and/or bring the device on school property. The written request must also include the date in which the student will no longer need to bring and/or possess the device on school property.

The Director, upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a remotely activating paging device will be provided to the student. Permission will only be provided for the school year.

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Director or designee shall immediately notify the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy. The Director or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

Sale of Commodities -

Students are not permitted to sell any commodities on school property at any time without prior approval of the administration.

Food Delivery -

Students are not allowed to have food delivered to school from outside restaurants or conveniences. Students may not leave school premises to purchase food at 7/11 or any other store and bring the food back onto school property for themselves or any other students. Students found in violation of this policy will have their food confiscated and not be entitled to any refund. Parents may drop off food for students. The food should be dropped off in the main office. Parents may NOT order food and have it delivered.

Skateboards and Rollerblades

Skateboards and Rollerblades are not to be used on school property at any time. Skateboards and Rollerblades brought to school must be put in lockers. They are not to be carried around school.

Students driven to and from school -

Students who are brought to school by parents should be "dropped off" by the main entrance. PLEASE KEEP THE BUS LANES CLEAR! Cars blocking bus lanes and driveways create a safety hazard and are in violation of the Board of Trustees Policy. Students who drive to school must park on the street where permitted. Students will not be allowed to park in the faculty lot or at the store across from the school. Students are obligated to follow all local traffic laws.

Supplies/School Property -

The Board of Trustees provides instructional materials for classroom and study use. A student who is issued a book or calculator is responsible for the care of the items. If the item is damaged or lost, the Board must be reimbursed. Any property including items purchased by the school for staff or student use or structural parts of the building should be treated with respect by all students. If any items considered part of Academy Charter High Schools property are damaged it is the students responsibility to pay for the replacement or repair of the damaged or broken item. The cost will be designated in the Main Office, where the fine will be paid. Unpaid fines will prevent a student from; attending school functions including but not limited to graduation and prom, receiving grades, diplomas, and other important documentation, until it is paid in full.

Telephone -

Students may not use the office or other school telephones for personal calls during class. If an emergency arises, permission may be requested in the Main Office.

Visitors -

Visitors to the building **must report to the Main Office and identify themselves. No visitor will be permitted to walk around the building or school premises without obtaining a visitor pass from the main office.** Any student, who wishes to have a visitor, must present a written request to the Director, who will then provide the student with an approval form to be signed by all of his/her teachers. This approval form must be returned to the Director for final approval at least one day prior to the date of the requested visit. **Under no circumstances should you bring a visitor to school without permission.** The number of visitors permitted on any one day will be determined by the administration.

Working Papers -

Students between the ages of 14 to 18 years who wish to engage in outside employment must secure working papers. The necessary forms may be obtained during any school day in the Main Office. All portions of the forms must be completed and a birth certificate or some legal proof of age must accompany the forms before the working papers will be issued.

Attendance

Philosophy

Regular attendance is of prime importance to each student. Good attendance is a prime factor in school success and school absence is a major contributing factor to student failure. Academy Charter High School assumes responsibilities for upholding the law requiring regular school attendance of each student enrolled in the school. Tardiness after 8:45am is considered an absence from first block. Excessive absence from school jeopardizes the ability of a student to satisfactorily complete the curriculum and violates New Jersey Statutes requiring compulsory school attendance (N.J.S.A. 18A: 38-25-30). Students cannot receive the maximum benefit from their instructional program if they are not in school. Families will be held accountable to the municipal court in their town of residence if their child accumulates more than ten (10) unexcused absences during the school year. Any student who exceeds sixteen (16) days of cumulative absences in a semester cannot receive credit for their classes or be eligible for makeup hours.

Absence Procedure

Students who are absent must have a parent or guardian call the main office at 732.681.8377 prior to 8:30 a.m. on the day of the absence. Upon returning to school after an absence, students are responsible for bringing in a note signed by the parent or guardian verifying the absence. This does not automatically excuse the absence. If a student is going to be absent for more than three (3) consecutive days, the parent should call the main office to make arrangements so that the student's educational program is not interrupted.

Absence Excuses (Non-Cumulative)

Recognized acceptable reasons for absences or tardiness to school that WILL NOT count towards the eight (8) absences rule include:

- Religious holiday as approved by State Commissioner of Education
- Home Instruction

Absence Excuses (Cumulative)

Recognized as excused absences, but WILL impact student's overall attendance and credit completion as per the eight (8) absences rule include:

- Serious illness: a licensed medical practitioner must sign a note verifying the illness. ***This note must be received within one (1) week of the appointment.***
- Medical and dental appointments, which cannot be scheduled outside of school hours.
- Motor Vehicle Test with verification of appointment.
- College visitation (for juniors & seniors) with official documentation
- Court appearance
- Death in the family
- Teacher supervised field trips
- Out -Of-School suspension

The school reserves the right to verify the authenticity and content of any medical note, court appearance, parent note, etc. **A doctor's note must be received within one (1) week to excuse the absence on the student's record. Notes will not be accepted after 1 week.**

Absence Unexcused (Cumulative)

An unexcused absence is generally defined as any not listed above such as not feeling well, baby-sitting, shopping, missing the bus, vacations, working, oversleeping, completing school work. It should be noted that even though the school is notified of an absence, it still counts as an absence from school/class on a student's official attendance record. The student Parent/Guardian will receive a notification letter after accumulating a total of four (4) cumulative absences in a semester. When the student reaches a total of eight (8) cumulative

absences in a semester a parent/guardian must appear before the faculty attendance committee and the student is in danger of losing credit. When a student reaches a total of (10) days unexcused absences in a semester truancy charges will be filed by the school with the court of the student's residence. Students shall not be considered absent while participating in school sponsored activities, such as field trips, athletic events, or if suspended from school. **Students are responsible to make up all work missed**

Credit Completion

A student who misses more than eight (8) days (cumulative) in a semester fails all classes for reason of attendance. Credit completion may be completed as per the approved board policy provided the total number of absences does not exceed sixteen (16). Students in excess of 16 unexcused absences will not be eligible for credit completion hours and will not receive credits for their classes. Credit completion hours for the fall semester must be completed by Spring Break. Credit completion hours for the spring semester must be completed by the first week of August.

Early Dismissal

The school recognizes four reasons, which create a legitimate need for release from school.

- Illness, which manifests itself after having reported to school. Students who leave from the nurse's office may not return to school for the remainder of the day or participate in extra-curricular activities or sporting events.
- Verified appointment with a physician/dentist
- Driver's test with a verification of appointment
- Request by a parent when arrangements have been made with the main office

All requests for early dismissal must be in writing and signed by the parent/guardian. Only individuals listed on the Emergency Form on file in the main office may take the students out of school. It is important that the school receives continual updates of emergency contact numbers.

Academy Charter High School will record each student's absences every day (If a student misses more than one-half of a class period, the pupil will be considered absent for that class). Students arriving at school after the start of period 3 or sent home by the nurse prior to the beginning of period 3 will be considered absent for the day. **Teachers are responsible for every student in each of their classes.** The teacher will admit all students who are late and discipline them on individual basis. A student who is over 10 minutes late to class without an appropriate pass will be recorded as a cut.

CURRICULUM and GRADUATION

Academy Charter High School diplomas shall be granted only to students who have completed their requirements for graduation as required by the State of New Jersey and the Board of Trustees. All students must meet all graduation requirements in order to participate in graduation ceremonies. These requirements shall include the following:

Skills

Students must achieve at or above the established statewide minimum level of proficiency on all applicable state assessment tests.

Those students who do not achieve at or above the established statewide minimum level of proficiency on the state assessment test will receive remediation in the area(s) lacking proficiency. If a student is unable to demonstrate proficiency on the state assessment test, he/she may still qualify for graduation if able to demonstrate proficiency when applicable. Requirements established by this policy shall apply to classified students unless exempted in the Individual Education Plan (IEP) required for each special education student.

Behavior / Graduation: Students who have unpaid fines for missing or damaged property of Academy Charter High School may be removed from graduation ceremonies and not receive a diploma until all fines are paid. Students who partake in "pranks"/mischief or misconduct that severely disrupt the order of the school or endanger the safety of others may be prohibited from graduation ceremonies or any other senior related celebratory events including but not limited to; prom, trips, picnics, rewards dinners. Seniors found in violation of school rules or policy during the end of the year may lose graduation ceremony privileges as a consequence at the discretion of the Dean of Students or any school administrator.

Course Requirements

Each student must complete a minimum of 125 credits fulfilling the state and local requirements.

Course	Total number of Credits
English/ Language	20 credits
Health & Physical Education	3.75 credits per year of enrollment
Mathematics	15 credits (including Algebra 1 & Geometry)
Science	15 credits (including Lab Chemistry and/or Environmental Science)
Social Studies	15 credits (including World History/ Geography US History I & II)
World Language	5 credits
21st Century Life & Careers (Senior Project)	5 credits
Economics	2.5 credits
Visual Arts	5 credits
Electives	To total 125 credits

All students must meet statewide assessment requirements as outlined in state regulations, policies, and statutes.

Grading System

<u>Grade</u>	<u>GPA Equivalent</u>
97 - 100	4.5
95 - 96	4.25
93 - 94	4.0
90 - 92	3.6
88-89	3.3
85-87	3.0
82-84	2.6
79-81	2.3
77-78	2.0
75-76	1.6
73-74	1.3
70-72	1.0
67-69	0.8
65-66	0.6
63-64	0.4
60-62	0.2

Academic Recognition

To achieve Honor Roll status, a student must have a weighted average of 85 or better in all classes, which earn a numerical grade, with no grade lower than a 70. To achieve High Honor Roll status, a student must have a weighted average of 93 or better in all classes, which earn a numerical grade, with no grade lower than a 70.

National Honor Society

To be eligible for consideration in the National Honor Society, a junior or senior must have a cumulative grade point average of 3.75 or above. Then a student must be evaluated on the basis of character, service, and leadership, and be elected to membership by a Faculty Council.

Honors Courses

In every course, assignments will be made available on different levels. A student who completes at least eighty percent of the assignments at the advanced level will receive Honors credit for the course. All courses for which a student receives Honors credit will be weighted for the purpose of calculating class rank. Advanced Placement will also be weighted for the purpose of calculating class rank. Honors courses have a weight of 1.1. AP courses are weighted as 1.15. Courses through dual enrollment are pass/fail.

Exams

Final and Mid-term examinations will be given to all students in all subjects. Mid-term exams will reflect work completed in the first half of a semester, while the final exam will reflect work completed in the second half of semester. Each exam will represent 10% of the final grade for that subject. Students that score 85 or higher on the mid-term exam and have a coursework grade of 93 or higher by the designated date are exempt from the final exam.

Rank

Class rank is calculated at the end of each semester. All courses are ranked with the exception of Seminar.

Academic Coaching

Students who are failing three classes in total or two classes with a grade of 60% or below will be referred to this program. Students who are referred will be expected to stay from 3:00-5:00pm two days a week with the Academic Coach. The Academic Coach will assist each student with assigned class work and homework in an attempt to improve these at risk student's grades. Any student who is referred to the Academic Coaching program will be restricted from all extra-curricular activities until academic improvement has been achieved. Weekly progress reports will monitor each student's progress.

Report Cards

Progress reports are issued once a month. Parents, students and teachers should use the progress reports to determine if remediation or make-up work is needed. Credit is given or withheld on the basis of the final average at the end of the semester. This is reflected in the semester report cards.

Withdrawal

Students who come to ACHS for admission should bring with them or have mailed to the office of the Director a transfer slip from their previous school. An officer of the school from which they come should sign this slip. Every effort will be made to place the student properly. When a student wishes to withdraw from ACHS, he/she should report to the Director's Office several days prior to his/her last day of attendance. All obligations must be fulfilled and all books must be returned before any transfer records are sent to the new school. In order to withdraw from school, a parent/guardian must come to the Main Office to properly sign a student out.

Discipline Policy and Procedures

Expectations for Student Behavior

Students, teachers, parents, school administrators and board of trustee members all agree that positive student commitment and behavior are essential for effective learning. We believe that they are important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. Given the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions, which contribute to the effectiveness of schools and the worth of their learning experiences by choosing to believe in ways that enhance the social relationships of the school and facilitate learning.

Philosophy

Primary -to develop on the part of students those ideals, interest, habits and skills that make for self-government and good citizenship.

Secondary- to establish and maintain a suitable learning environment free from distractions and misbehavior, respect for authority within the school, and to develop an overall sense of individual responsibility and accountability that make for productive citizens.

These objectives of discipline have been divided into primary and secondary areas in order to point out that the emphasis should be placed on permanent educational values as compared with that placed on maintaining order in school at all costs; on teaching students to do acceptable and useful things rather than destructive and harmful things; on teaching the individual to govern his own conduct rather than being governed by others. It is our aim to have constructive programs of discipline. Our goal of discipline is for students to understand the need for personal responsibility, accountability, and academic discipline in order to succeed.

Each teacher is responsible for managing their overall classroom structure, standards and expectations, in order to instruct students more effectively. Democratic rather than autocratic or laissez-faire procedures and philosophies are preferred. The teacher has the primary responsibility to interview students and to consult with parents, in order to find possible solutions to particular disciplinary problems. The teacher has the further responsibility of supervising student behavior outside his/her classroom (hall, cafeteria, lavatories, etc.) and on the school grounds.

Maintain a safe, secure environment: students and staff have a right to attend a school with a safe and secure environment, without fear of danger and/or harm themselves or others. Therefore, in cooperation with the Monmouth County Prosecutor's Office, Belmar Police Department and the Academy Charter High School Board of Trustees, it may be necessary to use stationary and or mobile magnet detectors similar to the ones used in airports to search individuals entering school, to inspect the contents of book bags, etc., for the limited purpose of discovering and removing illegal or dangerous products commodities.

In maintaining a safe, secure environment at Academy Charter High School lockers will be periodically checked. Audio and videotaping may be used in the classroom at the teacher's discretion. Video cameras are placed throughout the school in order to maintain a secure and safe educational facility.

Student Discipline Rules and Regulations

The purpose of rules and regulations are to present a firm, fair, and orderly process for handling individual and repeated infractions of schools rules and regulations. Though this policy attempts to match the seriousness of an offense with appropriate levels of punishment, the Dean of Students and Director must be offered some latitude in handling individual cases.

The purpose of these policies is to present a firm, fair, and orderly process for handling individual and repeated infractions of the ACHS rules and regulations. We are a school of excellence and we should all expect the best out of each other. Though the policies attempt to match the seriousness of an offense with appropriate levels of punishment, the Dean and Director must be offered some latitude in handling individual cases.

Behavior Modification System

School Wide Pyramid Discipline Policy

The teachers are responsible for the implementation of the school wide pyramid policy. These infractions include, but are not limited to the following: FOOD/DRINK IN CLASS, USE OF PROFANITY, BACKPACKS, HEAD6EAR, and IMPROPER CONTACT. The consequences are in six stages and are outlined and posted in every classroom. Problems that are habitual or are of such a nature that they disrupt the educational process should be referred to the Dean of Students. When possible, the teacher will confer with the Dean of Students prior to sending the student out of the classroom. Once a student is referred to the Dean of Students, resolution of the problem rests with the Dean of Students and/or Director.

Late to Class: Students are expected to arrive to class on time. Tardiness to class will be monitored cumulatively. Disciplinary actions are as follows:

Late 3 times: Administrative Detention

Late 6 times: In-School Suspension

Late 10 times: Out of School Suspension

Discipline is assigned on a cumulative basis, not per class. Teachers are required to hand in a sheet of late arrivals daily.

Teacher's Detention: Students will need to attend the teacher's detention that is assigned to them. Teachers may assign detention before or after school. If the student is unable to attend a detention then a phone call or a signed note from the parent/guardian indicating a reason why their child cannot attend must be made. Detentions not served without a legitimate excuse will be rescheduled and an administrative detention will be assigned.

Administrative Detentions: Administrative detention will be held on Monday, Tuesday, or Wednesday in a designated classroom from approximately 3:00pm to 5:00pm. Students arriving after 3:15 will not be allowed in. Students will be given (2) appointment options that they can choose from. If the student is unable to attend an administrative detention then a phone call or a

signed note from the parent indicating an acceptable reason why their child cannot attend must be made. Administrative Detentions not served within the agreed time frame, without a legitimate excuse, will result in an In-School Suspension. *An In-School Suspension does not take the place of an administrative detention. The missed administrative detention will be reassigned and the student must attend. Failure to make the reassigned detention may result in a suspension.

In-School Suspensions: In school suspension will take place in the Dean of Student's Office on Tuesdays and Thursdays. Students will stay in the office for the entire day including lunch. Students are required to do work while in In-School suspension and are not permitted to be on their phone.

Saturday School Detention: Saturday detention will be served in a determined location on the day Saturday school is scheduled. Students will be in a class room from approximately 8:00am-12:00pm and are expected to do work and are not permitted to be on their phone. If the student is unable to attend the detention then a phone call or a signed note from the parent/guardian indicating a reason why their child cannot attend must be made. Saturday School Detentions not served without a legitimate excuse will result in an Out-Of School Suspension.

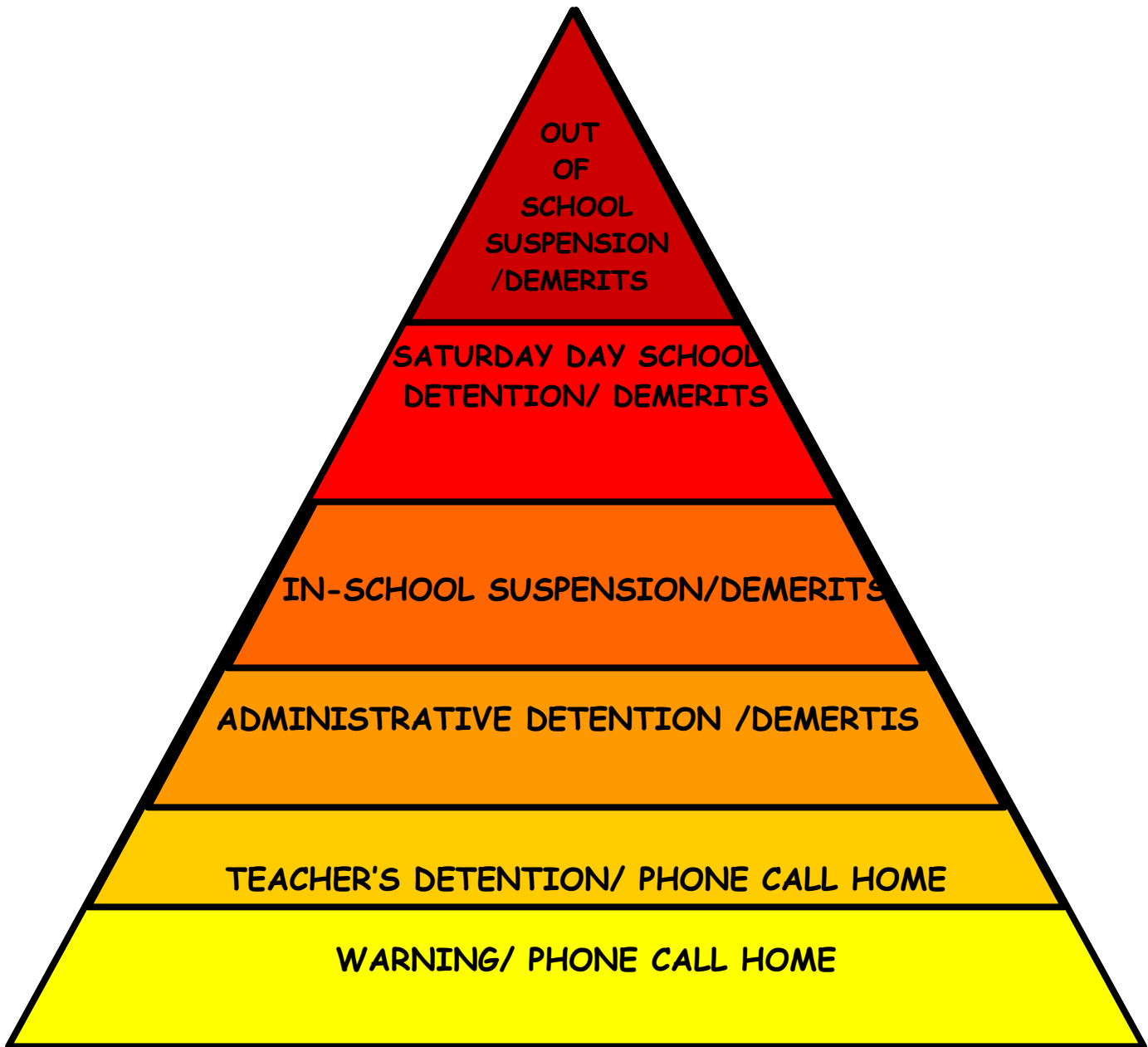
Out of School Suspensions: Students who receive an out of school suspension must have a parent or guardian contacted to have the student picked up for the day or with permission from the parent or guardian placed on the city bus for transportation home. Any incident that occurs during school hours and warrants suspension needs removal from school immediately. If a parent or guardian is not able to be reached when a child needs to be suspended the consequence will result in an In-School Suspension for the day of the incident and the suspension will begin the following day. Students who try to come to school while they are suspended will result in an additional day suspension.

Student Behavior Contracts: A student who does not exhibit improvement on past repetitive / maladaptive behaviors can be placed on a behavior contract by the Dean of Students or any member of the Administration. When a student is placed on a Behavior Contract and they are found in violation of the contract they can be requested to appear before the Board of Trustees. The Board may suggest that the student go for outside counseling for anger management or substance abuse, receive home instruction or recommend an out of district educational placement. A Board of Trustees meeting can be mandatory for incidents including but not limited to; drug and or alcohol possession or distribution, weapon possession or use, assault, fighting, harassment, intimidation, bullying, repetitive noncompliance, willful violation of school rules, and violation of a behavior contract.

Removal of a student from the classroom: A teacher should remove a student only when they are out of instructional control. When a teacher requests that a student is removed from the classroom they must make a phone call to the Security Guard, Dean of Students, a member of the Administration or available supportive staff. It is suggested when possible to wait for a qualified staff member to come to the classroom to receive the student who is being removed. Teachers should not allow a student to leave their classroom without an escort or supervision when possible. Students removed from the classroom setting will be given an opportunity to redeem their behavior by filling out a reaction sheet or allowing for rehabilitation or sensitivity training in order to reflect on the poor decision that was made. If a student refuses this process they can be sent home for the day.

Students are not permitted to have their phone in teacher detentions, administrative detentions, in school suspensions or Saturday school detentions. If students are removed from detention it is reassigned along with additional consequences.

CONSEQUENCES FOR LEVEL 1 OFFENSE



Once students have reached the sixth step and received an out-of school suspension for a tier one infraction they need to be escorted by a parent or guardian upon their return to school. The parent/guardian and student will meet with a disciplinary committee and a plan of action will be drawn for corrective measures to encourage a change of behavior. This action may include a discipline contract and or a meeting with the Board of Trustees

The Merit-Demerit System

The purpose of the system is to:

- a. Develop maturity and responsibility in the students,
- b. Allow time for the students to correct themselves,
- c. Provide a flexible, impartial evaluation of the student's actions,
- d. Keep an accurate account of the student's offenses.
- e. Allow time for staff and parents to institute preventive and diagnostic measures to support the safety and growth of the ACHS community.

Exceptional student behavior will result in the assignment of **merits**. Inappropriate behavior will result in the assignment of **demerits**. The number of merits/demerits in each instance will follow the guidelines outlined below.

Rewards for students with positive merit totals will be organized at regular intervals. Existing merit totals will be retained throughout the year. Exceptional merit totals will be recognized and rewarded throughout the year.

Students have the opportunity to eliminate demerits by earning merits. Below are some examples.

Activity	Merits Earned
Perfect attendance for marking period	10 merits
No referrals for marking period	10 merits
Honor Roll list	10 merits
High Honor Roll list	20 merits
Verified community service	10 merits

Other merits may be awarded by school staff in recognition of desired and/or exemplary behavior.

Infractions and Consequences

Type Of Behavior	First Offense	Subsequent Offense
*ASSAULT: Unprovoked physical assault upon another person	10 demerits Suspension 5 days Parent Conference	20 demerits Suspension 8 days Director's Hearing
Bullying, Intimidation, Harassment	Refer to Policy	Refer to Policy
*Damage (malicious) to school or an individual's property	10 demerits Suspension 2 days Parent Conference Monetary Restitution Beautification Duty	20 demerits Suspension 5 days Director's Hearing Monetary Restitution Beautification Duty
*Defacing Property / Vandalism	10 demerits Suspension 1 day Parent Conference Monetary Restitution Beautification Duty	20 demerits Suspension 3 days Director's Hearing Monetary Restitution Beautification Duty
Dress Code Violations	10 demerits Parent Notification Student sent home	20 demerits Suspension 1 day Parent conference
*Headwear will be confiscated for the day (1 st offense) and for the year (2 nd offense).		
Endangering the Safety of Others	10 demerits Parent Conference Suspension 1 day	20 demerits Parent Conference Suspension 2 days
*False Alarm	10 demerits Suspension 8 days Director's Hearing	20 demerits Suspended pending Board Hearing

*Fighting	10 demerits Parent Notification Peer Mediation session Suspension 3 days	20 demerits Parent Notification Conflict Resolution Suspension 5 days
Play Fighting (Sparring, wrestling, slap boxing) *Without malicious intent Forgery: Notes, Grades, and/or signatures	10 demerits Parent notification Suspension 1 day 10 demerits Parent Notification Loss of Credit for Assignment Administrative Detention	20 demerits Parent Notification Suspension 2 days 20 demerits Parent Notification Loss of Credit for Assignment Suspension 1 day
*Gambling	10 demerits Parent Conference Suspension 1 day	20 demerits Parent Conference Suspension 3 days
Leaving Assigned Area without permission (classroom, café, etc.)	10 demerits Parent Notification Administrative Detention	20 demerits Parent Conference ISS for 1 Block
Leaving School Grounds without permission	10 demerits Parent Notification Suspension 1 day	20 demerits Parent Conference Suspension 2 days
Cell Phone, Pager, MP3/iPod, or any electronic device	10 demerits Phone confiscated <u>Refusal to follow policy will be Insubordination</u>	20 demerits Parent must pick up
*Possession, Use, or Sale of Alcoholic beverages, drugs, or Being under the influence	10 demerits Parent Conference Suspension 5 days Director's Hearing	20 demerits Parent Conference Suspension 8 days Board Hearing
*Possession, Custody, or Use of Any commodities or products that Are illegal, unlawful, or considered Dangerous (weapons, explosives, etc)	10 demerits Parent Conference Suspension 5 days Director's Hearing	20 demerits Parent Conference Suspension 8 days Board Hearing
*Possession of a Weapon	10 demerits Weapon confiscated Parent conference Suspension 8 days Director's Hearing <u>ADHERENCE TO THE ZERO TOLERANCE FOR GUN ACT</u>	20 demerits Weapon confiscated Parent conference Suspension 8 days Board Hearing

*Possession, custody, or use of Stolen property	10 demerits Parent notification Suspension 3 days	20 demerits Parent conference Suspension 5 days
Vulgarity, Profanity directed to Staff	10 demerits Parent notification Suspension 1 day	20 demerits Parent conference Suspension 2 days
Use of profane, obscene, or Vulgar language	10 demerits See Pyramid System	20 demerits
*Sexual Harassment Vulgar language	10 demerits Parent conference Suspension 1 day	20 demerits Parent conference Suspension 3 days
Smoking or use of tobacco Products (Vaporizers)	10 demerits Parent notification Administrative detention Required viewing of video	20 demerits Parent conference Suspension 2 day Required viewing of video
*Stealing / Theft	10 demerits Parent conference Suspension 3 days Director's Hearing	20 demerits Parent conference Suspension 5 days Board Hearing
*Threatening School Personnel	10 demerits Parent conference Suspension 5 days Director's Hearing	20 demerits Parent conference Suspension 8 days Board Hearing
*Threatening Another Student	10 demerits Parent notification Suspension 3 days	20 demerits Parent conference Suspension 5 days
Truancy	10 demerits Parent notification Administrative detention	20 demerits Parent conference Admin. Det. 3 days
Failure to serve teacher detention	10 demerits Parent notification Admin. Det. 1 days	20 demerits Parent notification Admin. Det. 2 days
Failure to report to administrative detention	10 demerits Parent notification In School Suspension 1 day Reassign Admin. detention	20 demerits Parent conference Suspension 1 day Admin. Det. 2 days

Cutting class	10 demerits Parent notification Administrative detention	20 demerits Parent conference Admin. Det. 3 days
Insubordination / defiance (willful non-compliance)	10 demerits Parent notification Suspension 1 day	20 demerits Parent conference Suspension 2 days
Misbehavior on School Bus	Refer to Bus Policy	
Involved in Food Fight / Disruptive behavior in café	10 demerits Parent notification Cafeteria clean-up 5 days	20 demerits Parent conference Suspension 1 day
Inappropriate displays of affection	10 demerits Parent notification Administrative detention	20 demerits Parent conference Admin. Det. 3 days
Unexcused tardiness to School (after 6)	10 demerits Parent notification Counts as an absence	20 demerits Parent conference In-School Suspension

All of the Infractions marked with a () are automatic suspensions and can be reported to the Belmar Police Department with discretion by the administration.

After suspensions of this nature the student must be escorted back to school by a parent or guardian for a meeting with student, parent/guardian, and the Dean of Students. A discipline contract and or a mandatory meeting with the Board of Trustees can be issued.

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. Thus, the absence of a specifically listed behavior will not prevent the administration from imposing consequences, including expulsion as warranted.

Moreover the Dean of Students, Director and their designees have the discretion to suspend student privileges including a student's participation in extra-curricular activities and/or athletics due to repeated negligence or violation of school rules and or polices. Examples include, but are not limited to, athletic events, practices, meetings, competitions, concerts, fieldtrips, assemblies, class meetings, prom, senior reception, sports banquet, and graduation. A third violation for any of the prohibited type of behavior described above could result in a discipline contract, and or mandatory meeting with the Board of Trustees, out-of-district placement, or expulsion.

General Information

Cell Phones / Electronic

In order to support sound pedagogical practices it is necessary that all cell phones are turned off and kept inside the students' secured locker for the entire day while in Academy Charter High School. Since cell phones have the capability to record voice and videotape persons without their permission they can be considered unlawfully used in a violation of an individual's rights and in some cases may be considered a tool used for cyber bullying. Persons who decide to carry cell phones with them in the building are putting themselves at risk for potential involvement of unlawful recording or cyberbullying. Those who choose to carry a cell phone on them forfeit the right to have the school become responsible for a phone that has been lost or stolen. It is not the responsibility of Academy Charter High School to assist a student in finding a phone that was misplaced or taken from them if they refuse to keep their phone in their locker. Those not found in compliance with the school's policy which indicates that students should keep their cell phones in their locker are subject to cell phone confiscation, administration detention, in-school suspension or out of school suspension depending on the severity of the offense and frequency of non-compliance. The use of cell phones and electronic devices in the classroom generally serves as a distraction and is not acceptable. Please refer to the ECDR policy for more information. ***Please keep cell phones out of the classroom and adhere to the school's no cell phone policy in educational spaces.***

Change of Class - students have freedom to move in the halls between classes, but **must be on time for class.** Students have four minutes to get to their next class. There will be consequences for students who are excessively late. Students are not to group in doorways, etc. until dismissed by the teacher.

Issuance of Hall Pass - Faculty members will issue a pass to a student any time the student leaves the room. The pass should be completed with all information-date, time, destination and signature. It is the student's responsibility to ask for and to have a pass in his/her possession. The pass must always be returned to the teacher who issues it upon returning to class. Passes may be issued at the discretion of the teacher. There are no passes out of class during the first and last ten minutes of each class period including DDI, Club and Mentoring.

Students detained in an administrative office (or the health office) are to stay in the office unless they are dismissed at the end of the period or given a pass to return to class. Students coming from scheduled classes during class time are not to be admitted to an administrative office (or the health office) without a pass. However, students may stop in offices between classes provided they are able to report to their scheduled class on time. No late passes will be issued unless a member of the administrative staff has detained the student.

Conduct in Halls -Halls will be kept clear, quiet, and free of congestion. Students are expected to show common courtesy at all times and produce a pass upon request. Profane, vulgar or foul language is not acceptable and will not be tolerated anywhere inside or outside the school.

Leaving School Premises - No student is permitted to leave school grounds or buildings at any time unless authorized to do so.

Care of Surroundings - All students should take great pride in ACHS and make every attempt to see that it remains clean and presentable. All litter and trash should be disposed of properly. Beautification duty will be assigned to those who litter anywhere on ACHS property. Beautification duty will consist of cafeteria clean-up, litter pick-up, classroom clean-up and other tasks that will help keep ACHS clean and presentable.

Anyone guilty of damaging or defacing any part of ACHS property or property of a staff or other student will be held financially responsible for the damages. Disciplinary action will be taken in accordance with the extent or intent of the damage and Beautification Duty will be assigned. We are working hard to keep ACHS clean and presentable. Be helpful, not hurtful.

Flag Salute - The school community begins each day with the flag salute and pledge of allegiance. New Jersey law required students to show respect for the flag of the United States of America. Students who are conscientiously opposed to the pledge or salute may abstain from participating in these ceremonies but must remain respectfully silent.

Disclosure Denial - The State has mandated that all schools be obligated to provide, upon request student names, addresses and phone numbers to military recruiters. A "Disclosure Denial Form" may be obtained in the main office if you wish your child's name removed from this list. The form must be turned in to the main office by October 1st.

Lost and Found - The Academy Charter High School Board of Trustees is not responsible for any articles, which are lost or stolen. The school's lost and found is located in the main office.

Lack of Respect for others WILL NOT BE TOLERATED

Lack of respect for others is defined as, "any language or behavior by a student toward a staff member which, in the opinion of the staff member and administration is disrespectful. Action will be taken on "Lack of Respect for Others",

Parent will be notified and as appropriate a conference will be held.

If written work is involved the work will be unacceptable

Demerits may be assigned and detentions or suspensions may result.

Disruption of the School -WILL NOT BE TOLERATED

In order to insure the orderly process of education and business affairs connected with the school, and in order to insure the safety of persons and property, the Board of Trustees directs that the following procedures are to be followed in case of any type of disruptive demonstration on school property or within the school buildings. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning our school, but it must be done in an appropriate and acceptable manner.

We cannot allow students to speak any other language in class and the hallways unless it is Spanish in Spanish class. It has caused a disruption in the past and can provoke unnecessary antagonistic relations between students and staff. Students who willfully violate this request will result in Administrative Detention. This policy is not intended to disrespect

any race, ethnicity, race, or culture it is simply to provide a secure and safe environment.

Demonstrations:

Students participating in a disruptive demonstration shall be directed by the Dean to go to their regular classroom assignments. At the same time, the Dean will arrange for a meeting between the administration and the individuals, leaders of the group, or the club, if feasible, and discuss in a rational, orderly manner the problem, which has caused the disorder.

The Dean or Director will direct non-student demonstrators and other unauthorized persons, to remove themselves from school property forthwith.

In the event the above steps fail to stop the demonstration, the Dean or Director will ask the police to remove the demonstrators and any individuals failing to comply with school policies. When necessary for their safety, students and staff may be directed to leave the building and school property.

At no time, while a demonstration is in progress, is the Dean, Director, or any school or Board personnel to enter in negotiations on the issues with the protesters, either orally or in written form. As soon as normal education and business processes can be resumed, the Director shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board of Trustees in an orderly manner. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Truancy - WILL NOT BE TOLERATED

1. Truancy is illegal and an unexcused absence.
2. Truancy will result in demerits, detentions, a required parental conference, juvenile complaint and/or suspension.

Cutting Class - WILL NOT BE TOLERATED

Cutting class is defined as an unauthorized or illegal absence from any class or assignment on a particular day.

1. Teachers will note every absent student each day.
2. If the student(s) name does not appear on any excused list, the teacher will talk with the student, and attempt to clear up the absence.
3. If the absence is a cut or violation of procedures, the cut will be reported to the Vice-Principal.
4. The student will receive 5 demerits for each class cut, and is responsible for the classwork missed. A missed test, quiz or major assignment will not be made-up.
5. Upon the second cut from the same class, the student will receive 10 demerits and the same procedure outlined above will be followed.
6. Truancy, unexcused absences and unexcused tardies will be reviewed to determine if credit will be granted

*Students who wish to appeal a disciplinary decision regarding cutting may file a written appeal within (3) three school days, to his/her mentor. The Director will hear the appeal and render a decision. All classes must be attended during this appeal process.

Cheating - WILL NOT BE TOLERATED

Cheating is a violation of the disciplinary code as well as a violation of the ethical behavior expected of all that make up the ACHS community. The disciplinary sanctions listed below are designed to minimize cheating, but only a refusal to indulge in or tolerate cheating will bring it to an end. Students are asked to read these rules carefully and to consider the implications of being cited for such behavior.

Teachers are to submit a written report of all incidents involving cheating to the Vice-Principal as soon as possible. Such reports are to identify the student, the nature of the incident, and the disposition. The following disciplinary sanctions then apply:

1. Students who knowingly obtain or provide answers to another student during a test or exam will receive a "0" for the exercise in question. Their parents will be notified of the circumstances surrounding the incident. A second incident will result in suspension and a parental conference prior to their return to ACHS.
2. Students who obtain or are knowingly in possession of stolen tests or exams will be suspended and will receive a "0" for the exercise in question. A parental conference will be necessary prior to their return to ACHS.
3. The individual teacher will deal with incidents involving plagiarism. Students who intentionally plagiarize the work of others will receive a "0" for the assignment in question. Teachers who require research papers will outline their standards regarding plagiarism, in writing.
4. Students who copy the homework of other students will receive a "0" for the assignment in question. Teacher shall define their homework policies in writing.
5. Students who wish to appeal a disciplinary decision regarding a cheating incident may file such an appeal to the Vice-Principal or Director.

It is the intent of Academy Charter High School to prepare students for academic success beyond high school. In order to meet this goal it is imperative that students are aware and have knowledge of the definition of plagiarism. The definition and guidelines below are intended to help the students and staff meet the aforementioned objective.

DEFINITION

1. To steal and pass off (the ideas, words and/or images of another) as one's own.
2. To use (a created product) without crediting the source.

Webster's Collegiate Dictionary, 10th ed., 1993 14

AVOID PLAGIARISM

To avoid plagiarism, you must give credit whenever you use

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings-any pieces of
- Information-that are not common knowledge
- Quotations of another person's actual spoken or written words, or
- Paraphrase of another person's spoken or written words."

PLAGIARISM THE INTERNET AND ELECTRONIC SOURCES

The Internet has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote a WWW site, he/she must cite the source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, he/she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

STRATEGIES FOR AVOIDING PLAGIARISM

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words.
Instead, read over what you want to paraphrase carefully, cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.
3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
4. Be sure to include a work cited page.

BLATANT VS. UNKNOWING PLAGIARISM

"Plagiarism may be considered a form of cheating and therefore subject to sanctions. However as there may be a technical plagiarism which is the result of poor learning or poor attention to format, and may occur without intent to deceive, some teacher discretion is appropriate. A teacher may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However a teacher may not penalize the student for plagiarism in any way without advising the student that a penalty has been imposed. The teacher should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism."

www.cla.calpoly.edu/~fflores/plagiarism.htm

CONSEQUENCES FOR BLATANT PLAGIARISM

- 1st time-0 on the assignment
- 2nd time-failure for the marking period
- 3rd time-failure for the course

Parental notification must occur in conjunction with any of the above penalties.

Student Grievance Committee-

A Grievance Committee will consist of student leaders, a teacher and the Dean. The committee will convene as concerns arise. The Dean of Students will attend each meeting and will serve as facilitator. Suggestions will be offered in writing to initiate dialogue. The Board

of Trustees and the ACHS community believe that effective means of communication should be established between the school and its students to insure that concerns and questions relating to the operation of the school are dealt with properly. These questions may also include practices and procedures, which have caused a hardship or problem due to conditions of handicap or harassment.

Grievance Individual Pupils or Parents

- A. Pupils or parents having a concern shall first approach the teacher or administrator who is most closely related to the problem in an effort to resolve the matter.
- B. If the pupil or parent, following the discussions with the staff member, feels that the matter is not resolved, they may present their concern in writing to the Director for her consideration and decision.
- C. If, after the efforts of the Director, the pupil or parent feels that the matter is still not resolved, he/she may submit his/her concern in writing to the Board of Trustees. The Board will meet with the person submitting the concern within a reasonable length of time, not to exceed the next regularly scheduled meeting.

Health Services

Before attending ACHS, students are required to provide a copy of their **most recently updated Immunization Record**. If they are deficient in any of the state mandated immunizations, they will not be permitted to attend until they provide documentation that they have received the required injection(s).

The school nurse's primary responsibility is to care for students who are ill or have other medical issues. The student **MUST** procure a written pass from their teacher before going to the health office. When a student is not feeling well and needs to be sent home, the student's early dismissal may be excused by the nurse. If, however, if said student contacts their parent and leaves without seeing the nurse, the early dismissal will not be excused.

It is strongly encouraged for all students to see their family physician for regular examinations. The student/parents should provide a copy of any paperwork in order that the nurse may accurately document any pertinent findings. Informing the nurse of the student's health status will ensure that safe and appropriate care is delivered to the student, thereby ensuring their continued safety. The school doctor will come to the school twice per year to perform **Sports Physicals only**. The student and the parents will be notified of any abnormal findings and also if the school doctor determines that the student is NOT cleared to participate for any reason. In order for a student to participate in a sport at ACHS, they must have a sports physical dated <365 days prior from either their private physician or the ACHS school doctor.

- When the student's vision is screened, if the results are 20/40 or worse in either or both eyes the student will NOT be cleared to practice or participate in any sports related activity. The student will be expected to seek evaluation by an optometrist and obtain a form of vision correction. The student must then be re-screened by the nurse in order to be cleared to participate.

Annual health screenings for all students are as follows:

- Height, weight and blood pressure : ALL STUDENTS
- Vision: ALL 10th graders
- Hearing: ALL 11th graders
- Scoliosis screening: any 9th or 11th grade student whose parent did not return a written statement refusing that their child be screened.
- Concussion screening: biannually for every student that participates in an extracurricular sport.

Medications

The ACHS medication policy is written in accordance with the NJ State Narcotic and Dangerous Drugs Law. (Title-24:21-16-18)

In order for a prescription medication to be administered in school:

1. The parent/guardian must provide a written doctor's order requesting that the medication be administered during school hours by the school nurse. By providing this written order, the parent is thereby also providing their written request for the nurse to give the medication.
2. Medication **MUST** be in a pharmacy-labelled container that has the student's name and the medication/dose clearly written.
3. The medication must be brought directly to the nurse upon the student's arrival and must be stored in the locked medicine cabinet in the health office.

In order for an over-the-counter medication (ie. Tylenol, Motrin) to be administered in school:

1. The parent/guardian **MUST sign and return the Medicine Permission Form** to the School Nurse. This form is also signed by the school physician and thereby constitutes both a doctor's order and parental permission. **Without this form, the nurse is not permitted to dispense any medication to the student.** Phone requests are NOT permitted.
2. Students are NOT permitted to carry over-the-counter medication on their person or store it in their lockers.

In order for any student to be authorized to carry/use an inhaler or epi-pen on school property or at school sanctioned activities:

All required documentation must be on file in the health office. This includes the following:

1. A statement by the physician prescribing the medication that the student suffers from a potentially life threatening condition or allergy that may require the immediate use of an inhaler and/or epipen. The physician must therein certify that the student is trained in the use of said medication and is capable of self-administration.
2. The parent/guardian must provide an inhaler/epipen identical to the one that the student is authorized to carry. This is to be stored in the health office.
3. The parent shall provide a written request of the school for permission for the student to carry and use said medication. By providing said request, they are providing a written documentation that releases, indemnifies and holds harmless the Board of Trustees and Faculty of ACHS against any and all liability.

A student sleeping in class is not necessarily a mandatory health related matter. If a student is constantly sleeping in class a referral to the Nurse's Office can be made and disciplinary action may be warranted. The student's Parent/ Guardian will be contacted so that they are aware of the issue. If there is corroborating evidence that a student is under the influence of drugs and alcohol such as (glassy/ glazed eyes, red eyes, erratic behavior, incoherent speech/ affect, and a conclusive smell or odor) the student should be escorted to the Nurse's office. The school nurse can do vitals including pulse and blood pressure check and eye dilation screening. If the student is sent by the school for a drug urinalysis screening, the student must go to a medical facility within 6 hours of leaving school and may not return to school without documentation indicating that the screening was conducted by a professional with adequate results.

A DIRECTORY OF PROGRAMS FOR ADOLESCENTS
Brought to you by: The United Way of Monmouth County

FAMILY CRISIS WRAP-AROUND PROGRAMS: 732-542-2444

MENTAL HEALTH 24-HOUR CRISIS HOT LINES

Helpline.....732-219-5325
Emergency Line.....732-222-3030
Hotline.....732-776-4555
Centra State Freehold Mental Health Hotline.....732-780-6023

ABUSE AND NEGLECT ASSISTANCE

Division of Youth and Family Service 24-hour Toll Free.....1-877 - NJ - ABUSE

SUBSTANCE ABUSE INFORMATION AND REFERRAL

Monmouth County Board of Drug Abuse Services.....732-431-6451
National Council on Alcoholism.....732-663-1800

UNITED WAY FIRST CALL FOR HELP.....732-938-2250

...FOR INFORMATION AND REFERRAL on child care, employment and training, health, vocational/career, financial assistance, legal counseling, housing services, social services, emergency services, counseling, and recreation.

If you need further guidance as to available services, please call the school at 732-681-8377 to speak to the office of special services.

Academy Charter High School Child Find

Dr. Mary Jo McKinley is the Coordinator of Special Services. She can be reached by calling the main office. If you have any concerns regarding your child's learning needs-emotionally and academically or would like to learn more about our Special Education Department and the CST please contact her at (732) 681-8377.

Phone: 732.681.8377

Fax: 732.681.8375

www.academycharterhs.org

Message to Students -

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and teacher's best efforts, in the end it is your effort that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. *From: National Commission on Education, Excellence Report, April 1983*

Definition of Maturity

Maturity is the ability to control anger and settle differences.

Maturity is patience, the willingness to pass up immediate pleasure in favor of the long-term gain.

Maturity is perseverance, the ability to sweat out a project of a situation in spite of opposition and discouraging setbacks.

Maturity is unselfishness—responding to the needs of others, often at the expense of one's own desires or wishes.

Maturity is the capacity to face unpleasantness and frustration, discomfort and defeat, without complaint or collapse.

Maturity is humility. It is being big enough to say "I was wrong" and, when right, the mature person need not say, "I told you so."

Maturity is the ability to make a decision and stand by it. The immature spend their lives exploring endless possibilities, and then do nothing.

Maturity means dependability, keeping one's word, coming through in a crisis. The immature are masters of the alibi—confused and disorganized. Their lives are a maze of broken promises, former friends, unfinished business, and good intentions, which never materialize.

Maturity is the art of living in peace with that which we cannot change

Dress Code Policy

1. The school colors are Navy, White, and Khaki.
2. The standard uniform consists of any school-issued shirt, sweatshirt or jacket approved polo shirt with the school logo, **with beige or khaki pants**, shorts, or skirts. Shoes, sneakers, or Boots must be worn. No slippers, Flip-Flops, or backless shoes are permitted. No green, camo, blue, black or sweat pants are permitted.
3. The dress code is in effect by the start of each school day Monday thru Friday and Saturday sessions. During Saturday school students must wear a school uniform shirt but may wear other pants depending on the prescribed activity.
4. To maintain the safe environment of the school and reduce disruptions to the educational environment, the Board of Trustees has decided that all students will be required to tuck their shirts into their pants each and every day from the time that they arrive at school until they leave the building for the day. Students who refuse the tuck in policy will be sent home.
5. ACHS has sweatshirts and pullovers (with the school logo) available for purchase, which may be worn during cooler weather. The top layer of clothing must have the school logo. When wearing a school logo track jacket it must remained zipped up or all students must wear a school logo shirt underneath. No t-shirts or non-logo school shirts are permitted.
5. Hats (any headwear), scarves, coats, and other outerwear must remain in the lockers for the day.
6. Dress Down Passes must be presented to the student's mentor or first block teacher by the beginning of each day. These passes will be turned into the Dean.
7. Families and students need to plan ahead when doing laundry and are responsible. Students **MUST** arrive in uniform every day, no exceptions.
8. Dressing down needs to be appropriate for school. Students are not permitted to wear clothes that are sleeveless exposing too much skin or tightly fitted. Students who dress down inappropriately will be asked to change or be sent home for the day.

Student's Name (Print) _____ Student's Signature _____

Parent/ Guardian Name (Print) _____

Parent/ Guardian Signature _____

ACHS DRUG POLICY

Students are forbidden to possess or use alcoholic beverages and to possess, use (unless prescribed by a physician), or induce others to use illegal drugs or narcotics at any time while they are at a school function, under the jurisdiction of the school, or on school property, or be under the influence of any of the above while attending school or school functions. Smoking by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. For purposes of this policy, smoking shall mean all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, vaporizers, or e-cigarettes.

If a student is found to violate these regulations, it shall be the responsibility of the Dean and/or Director to determine what disciplinary and corrective action is most appropriate. If a student violates these regulations, the Director will invoke the provisions of P.L. 1989 Chapter 96 and 2c: 33-13, which states the Board of Trustees' responsibility to provide a safe, smoke-free environment. This may include mandatory attendance in a smoking cessation program and/or a municipal complaint. In fulfilling this obligation, the administration will communicate fully with parents and make every effort to enlist their cooperation in dealing with the problem.

If a student is suspected by a member of the school staff of being under the influence of drugs or alcohol, he/she shall be reported at once to the Dean. It then shall be the responsibility of the Dean to notify the school nurse and the parents; an immediate medical examination must be arranged, in accordance with the law. School officials will cooperate fully with law enforcement officials investigating the possession, use, or transmittal of illegal drugs or narcotics by students.

The Drug-Free School and Communities Act of 1989 requires that schools implement a developmentally based drug and alcohol education and prevention program. The Board of Trustees has adopted a policy that addresses the implementation of a comprehensive drug education program as well as prohibition of unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activities. In addition, the policy contains guidelines delineating disciplinary Sanctions, the availability of medical examinations, counseling, and rehabilitation for students.

Credit Completion Policy

The Board of Trustees wishes to provide students the opportunity to demonstrate their true academic ability. Students who have passed a class academically but have more than ten but less than twenty unexcused absences in the semester may apply to the Credit Completion Program.

Students will be required to make arrangements with the administration to serve one hour of academic study hall, outside of school hours, for every day over the ten unexcused absences in that class.

For example, if Student A has thirteen unexcused absences in each of his four classes but has passed each class academically, he would serve a total of 3 hours x 4 classes = 12 hours total academic study hall. At the conclusion, his transcript would reflect the awarding of credit and the academic grade earned.

Procedures:

- Student must have completed academic work in the course and have earned a passing grade prior to the scheduled end of the semester.
- The total number of unexcused absences in the class may not exceed twenty days.
- Student must register with the Administration of the school.
- A letter will be sent home notifying the Parent/Guardian of the Credit Completion Program and the number of hours of academic study hall required. The Parent/Guardian must give permission for the student to participate in the Credit Completion Program.
- The hours of academic study hall must be completed by spring break for the Fall Semester and by August 1st for the spring semester.
- The student's Permanent Record Card will reflect the academic grade earned once the Credit Completion hours are completed.

Academy Charter High School Student Use of Internet

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Academy Charter High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of unacceptable use of material not consistent with the educational goals of the school. While it is impossible to control all that is accessible on the network, the school has taken precautions to deny access to controversial materials and has identified acceptable use guidelines for those who are permitted to use the network.

The smooth operation of the network relies upon strict adherence to these acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students. Specifically, these guidelines are detailed in the use agreement to be signed by the student and parents so that parents as well as students are aware of these responsibilities.

If a student violates any of these provisions, his or her access to the Internet will be terminated, and future access could be denied. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and regulations that are unauthorized by law, the student may be subject to criminal prosecution.

The Director's and Dean's Offices will be responsible for the development and promulgation of rules and regulations for student's use of the Internet.

Internet - Terms and Conditions

1) Acceptable Use of the Internet - Acceptable use guidelines for the Internet includes, but is not limited to, the following:

- Student use of the Internet must be in support of education and research consistent with the educational objectives of Academy Charter High School.
- Use must be in accordance with the law.
- Teachers, school administrators will determine what appropriate use is.

2) Unacceptable Use of the Internet

- Use of the Internet for personal, private, or non-educational use is prohibited including, but not limited to, gaming, electronic mail, chat/discussion groups, shopping, IRC, personal internet accounts such as AOL, and filling out forms and surveys.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of the network for religious or political messages is prohibited.
- Use of the network to access, process, or transmit pornographic or text files deemed inappropriate for school use is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are unacceptable.
- Use of the Internet for commercial or for-profit business is prohibited.
- Any Internet use contrary to existing statutes and regulations that are unauthorized by law is prohibited.
- Downloading of any material, not requested by the classroom teacher, is strictly prohibited as it jeopardizes the integrity of the network.

3) Security - Security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. Do not demonstrate the problem to others. No one should use another individual's account. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet. Internet users must close their accounts and log out before leaving the computer.

4) Vandalism - Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any of the agencies or networks that are connected to our Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and possible disciplinary/legal action.

Students are not to attempt to load programs / games from home.
Students may not attempt to access the network or the hard drives of the computer.
Such action may result in loss of computer privileges.

5) Enforcement - The use of the Internet is a privilege, not a right; and inappropriate use will result in cancellation of the privilege. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the appropriate use agreement will be dealt with to the full extent of the law. The school administrators will determine what constitutes serious inappropriate use. The standard appeal process will be followed.

ACHS / BUS POLICY

PARENT RESPONSIBILITY

Parents should study with the pupil the list of transportation regulations. At the same time, the importance of observing these regulations should be stressed to the pupil not only for his own safety but to protect the lives of all students riding the school bus.

Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this, except by proper authorization from a school official.

Insist on habit of punctuality and correct behavior in waiting for and riding the school bus. Cooperate with school officials in discharging discipline requirements in support of the schools' safety program.

The parents' attitudes in these cases are very important, since it must be recognized that discipline is primarily a parental obligation. Failure to discharge disciplinary responsibilities toward the schools' safety program seriously handicaps the entire school administration and places the student in a frame of mind conducive to accidents. Also, please talk with your children about the following safety rules:

- Stay away from the Danger Zones around the bus
- Don't try to pick up something dropped near the bus - the bus driver might not see you.
- Remember that other motorists don't always stop for a stopped school bus -use extreme caution whenever getting on or off the bus.

PUPIL RESPONSIBILITY:

Previous to Loading

- Be on time at your designated bus stop. The bus must keep scheduling to insure the safety of other pupils.
- Never stand in the roadway while waiting for the bus.
- Be careful approaching bus stops enroute from home.
- Bus riders shall conduct themselves in a safe manner while waiting.
- Avoid crowding and pushing in getting on or off the bus.
- Do not move toward the bus at the loading zone until the bus has come to a complete stop.
- Never enter or leave the bus while it is in motion.
- Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued for such action.

While on the Bus

- Keep arms and other part of the body inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Obey the driver promptly and cheerfully. He/she has a large responsibility and pupils must help the driver with his/her job.
- Loud talking, laughter or undue confusion tends to divert the driver's attention. Remember your life depends on the driver watching the road.
- Refrain from conversation with the driver while the bus is in motion. Classroom conduct is expected except for conversation in normal tone.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Treat the bus equipment as you would valuable furniture in your own home. The offender must pay for damage to seats, etc.
- Remember the bus and its equipment serves a purpose. Tampering with any part may result in serious injury to yourself or others.
- Any damage to the bus should be reported immediately to the driver.
- In a case of a road emergency, remain in your seat until instructions are given.
- Leave no books lunches or other articles on the bus.
- Keep your books, packages, coats and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
- Never throw articles inside the bus or from the bus windows.
- Be absolutely quiet when approaching a railroad crossing.
- Smoking is not permitted on the school bus.
- Learn how to get off the bus quickly in case of an emergency.
- Always enter and leave bus through front door, rear door is for emergency only!

After Leaving the Bus

It is suggested that at a discharge point, where it is necessary to cross a highway, the student proceed to a point at least 10 feet in front of the bus. Reaching this point the pupil shall await the signal to cross from the school bus driver. Caution is especially necessary on stormy days. Walk quickly; do not loiter, you may be holding up traffic.

Misbehavior on the Bus

Should students behave on the bus in a way that is a threat to the safety of one or all, the bus driver will give the students causing the disturbance a bus discipline report. The School Administrator will interview the offenders and other witnesses, as necessary, to obtain a comprehensive picture of events that occurred.

- 1st Discipline Report- one week suspension from bus
- 2nd Discipline Report- two week suspension from bus
- 3rd Discipline Report- three week suspension from bus
- 4th Discipline Report- Revocation of bus privileges.

If the students become disorderly on the bus, the bus will pull to the side. The driver will wait there until the students become orderly.

If disorder continues, the bus driver will stay to the side, radio the bus garage which in turn calls the school who will send a representative to the site where it is waiting and who will restore order, or, depending upon the location of the bus when a disruption occurs, the bus may be returned to school until order is restored.

REGULATIONS

1. Bus routes and stops are assigned. Students are to board and be discharged from the bus at these designated stops.
2. Students are not permitted to ride other buses unless specifically authorized by the Director.
3. Relatives or persons visiting students at home are not permitted to ride school buses.
4. No object that will not ride with the student in his seat is permitted on the bus.
5. Students are not permitted to bring radios on a bus.
6. No animals on the bus.
7. No chewing gum, eating or drinking on the bus.
8. No standing on the bus.
9. Students are not permitted to extend arms and head out of the bus windows.

School Nutrition Policy

The Board of Trustees recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- Provide students with healthy and nutritious foods
- Encourage the consumption of fresh fruits and vegetables, low-fat milk and whole grains
- Support healthy eating through nutrition education
- Encourage students to select and consume all components of the school meal, and
- Provide students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards outlines within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy

Schools shall reduce the purchase of any products containing trans-fat. (Federal labeling of

trans-fats on all food products is required by January 1, 2006) All snack and beverage items sold or served anywhere on school property during the school day. Including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- 1) Based on manufacturers nutritional data or nutrient fact labels:
 - No more than 8 grams of total fat per serving, with the exception of nuts and seeds
 - No more than two grams of saturated fat per serving.
- 2) All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing two percent or less fat.
- 3) Whole milk shall not exceed eight ounces

In high schools:

- At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices.
- No more than 40 percent of all ice cream, frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods or minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CF Part 210; school nurse using FMNVs during the course of providing health care to individual students; or special needs students whose Individualized Education Plans (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The Board of Trustees is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so that they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

Fast Start/ Duel Enrollment Policy

The Board of Trustees wishes to provide students the opportunity to attend Brookdale Community College as participants in the Fast Start Program. Academy Charter High School assumes financial responsibility for transportation to the campus, tuition fees, and book (used or new) purchase.

Students must meet the following criteria:

- Have a "C" average in their academic subjects at Academy Charter High School
- Must project completion of all academic requirements for graduation that academic year
- Must successfully complete any applicable entrance tests as required by Brookdale Community College
- Must meet all attendance requirements as dictated by Brookdale Community College
- Must earn a "C" average or higher in the Fast Start course. Students failing to achieve this will be responsible for reimbursing Academy Charter High School \$400 towards course and book fees.

Students wishing to take two classes must have a cumulative GPA of 3.5 or greater and must submit two letters of recommendation from current or previous classroom teachers.

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

732-681-8377

Prohibition of Harassment, Intimidation and Bullying Policy

This policy was developed in compliance with N.J.S.A. 18A: 37-13 and is in keeping with the ten required components of the model policy developed by the Commissioner of Education. The policy also takes into consideration the charter school's core ethical values and existing merit-demerit discipline policy. The charter school has accepted responsibility in specifying the consequences and appropriate remedial actions for violators of the policy including but not limited to, persons engaged in reprisal or retaliation for persons who report a violation of the policy and persons who falsely report allegations of harassment, intimidation and/or bullying. The policy also complies with N.J.A.C. 6A: 16, Programs to Support Student Development; N.J.A.C. 6A: 16-5.1 Code of Student Conduct; N.J.S.A. 18A: 36-20 Harassment; N.J.S.A. 10:5-1 Law Against Discrimination; N.J.S.A. 18A: 36-20 Discrimination; as well as the provisions of the Memorandum of Agreement between Education and Law Enforcement Officials.

Policy:

The mission of Academy Charter High School is to provide a safe, challenging, nurturing environment in which each child's social and academic potential is maximized. A safe, mannerly and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate our students in a safe environment. Students learn by example, therefore school administrators, 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. The Board of Trustees prohibits acts of harassment, intimidation, or bullying against any student.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any electronic communication* that is 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. A reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. N.J.S.A. 18A:37-15 (3)(b)(2)

* Electronic Communication means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, incidents that take place on school grounds, off campus but they impact behavior in the school environment, on the school bus, or at any school sponsored event.

The Board of Trustees expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The board recognizes that some acts of bullying may not be motivated by the factors described above but rather are one child attempting to exercise or exert control or power over another.

The Director shall provide annually to students and their parent/guardians the rules of the school regarding student conduct, and the policy and disciplinary guidelines shall appear in all publications of the school's comprehensive rules, procedures and standards of conduct, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Students are responsible for conforming to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority. Students demonstrating good conduct, self-discipline, good citizenship and academic success will continue to be recognized and rewarded through the merit-demerit system and special events.

Peer mediation and application of the merit-demerit policy will apply to students who violate this policy. Bystander support of harassment, intimidation or bullying, whether active or passive, has an overall negative influence on the desired school climate and will not be tolerated. Students will be encouraged through all aspects of the academic and support programs to walk away from these acts when they see them, safely and constructively attempt to stop them or report them to school staff.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions such as peer mediation, detention, deprivation of privileges, and counseling up to and including suspension or expulsion. The school will attempt to actively involve parents in the remediation of the behaviors of concern.

Consequences and Remedial Measures for Acts, of Harassment, Intimidation or Bullying

Students

When it is reasonably necessary for a student's physical or emotional safety and well being or for reasons relating to the safety and well-being of other students, staff or school grounds, school authorities have the right to impose consequences for conduct away from school grounds. Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying may be varied according to the nature of the behavior, the developmental age of the student and the student's disciplinary history. Consequences shall be consistent with our student disciplinary handbook and **N.J.A.C. 6A:16-7**. Consequences and remedial measures shall be designed to:

- A. Correct the Action;
- B. Prevent another occurrence of the behavior;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, bullying, or intimidation.

The board of trustees believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board of trustees believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students

shall proactively apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (parents/guardians, students, administrators, school employees, law enforcement and other community members), the board of trustees has developed general guidelines for student conduct and has directed development of detailed regulations. Board policy requires all students in the school to adhere to the rules and regulations established by the charter school to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

A. Consequences

1. Student Conference/ Parent Notification
2. Administrative Detention
3. In-school suspension/ Directors Hearing
4. Out of School suspension (short or long term)
5. Board of Trustees Hearing

B. Remedial Measures

1. Student Conference
2. Mediation
3. Corrective Instruction or other relevant learning experience
4. Parent conference/ Notification
5. Counseling with Counselor
6. Behavioral Management plan (Monitored contract)

C. Environmental (School Building or Classroom)

1. School and community surveys that may help target conditions or behaviors that may contribute to harassment, intimidation or bullying.
2. Small or large group presentations directed towards the student body to address behaviors or the responses to targeted behaviors.
3. School policy and procedure revisions
4. Professional development programs for certificated and non-certificated staff.
5. Community/ Parent involvement through monthly parent meetings alerting parents to the policy and for prevention.

Classified students are subject to the same disciplinary consequences as non-Classified students. They may be disciplined in accordance with their IEP. However before disciplining a classified student, it must be determined that:

- A. The student's behavior is not the primarily caused by the his or her educational disability.
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions to disciplinary charges. The consequences and remedial measure may include, but are not limited to:

A. Consequences

1. Conference with administrator.
2. Temporary removal from the classroom.
3. Board of Trustees Meeting
4. Suspension
5. Withholding of increment.
6. Legal Action
7. Termination

B. Remedial Measures

1. Conference with administrator
2. Mediation
3. Corrective action plan.
4. Behavioral assessment.
5. Counseling.

C. Environmental (School Building or Classroom)

1. School and community surveys that may target conditions or behaviors that may contribute to harassment, intimidation, or bullying.
2. School policy and procedures revisions.
3. Professional development programs for certificated and non-certificated staff.
4. Professional Development plan for involved staff.
5. Counseling.

Reporting Harassment, intimidation, or Bullying

The chief school administrator, director, and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

Any school employee, student, or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying, must report the incident to the director or his/her designee.

Reports of harassment, intimidation, or bullying in any form, including but not limited to, oral reports, written reports, or electronic reports shall be taken. Reports shall be made to the Department of

Education through the EVVRS. The board of trustees shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.

The board of trustees requires that all violations and complaint reports of harassment, intimidation, or bullying be investigated promptly by the director or his/her designee. All investigations shall be thorough, complete, and shall include, but not be limited to:

- A. Taking of statements from the victim, witnesses, and accused;
- B. Careful examinations of facts;
- C. Support for the victim; and
- D. Determination if alleged act constitutes a violation of this policy.

The director shall maintain all reports and investigations on file.

Range of Ways to Respond to Harassment, Intimidation, or Bullying

The board of trustees recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support systems for the victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response at the school building level or by law enforcement officials. In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstance of the act, the degree of harm, the nature and severity of the behavior, past incidence or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) response include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing an positive school climate and culture as well as the issues surround harassment, intimidation and bullying in the school community;
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation, or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of

- suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role-playing, audio-visual materials, and skill-building sessions on tolerance, courtesy, and conflict management.
 - C. School responses can include theme days, learning programs, parent programs and information disseminated to students and parents. This could include fact sheets or newsletters explaining the acceptable uses of electronic and wireless communication devices.

Retaliation and Reprisal Prohibited

The school prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Director or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and school policies and procedures.

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation, or bullying shall not be tolerated. Any student, school employee, volunteer or visitor who engages in the act or retaliation or reprisal or who falsely accuses another shall be subjected to consequences and appropriate remedial action. In cases where any state or federal law has been allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation, or bullying shall be varied and the nature and circumstances of the act shall be consistent with this policy. Possible consequences may include positive behavioral interventions, notification of parent/guardian, and up to including short or long-term suspensions or expulsion as permitted by law;

B. School Employees

The consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation, or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension and dismissal from service;

C. Visitors or Volunteers

The consequences and appropriate remedial action for a visitor or volunteer found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Director after consideration of the nature, severity, and circumstances of the act, including reports to appropriate law enforcement officials.

A. Consequences

1. Conference with administrator.
2. Temporary removal from the classroom.
3. Board of Trustees Hearing
4. Legal Action

B. Remedial Measures

1. Conference with administrator
2. Mediation
3. Corrective action plan.
4. Behavioral assessment.
5. Counseling.

C. Environmental (School Building or Classroom)

1. School and community surveys that may target conditions or behaviors that may contribute to harassment, intimidation, or bullying.
2. School policy and procedures revision
3. Professional development programs for certificated and non-certificated staff.
4. Professional Development plan for involved staff.

Dissemination and Implementation

The Director or designee shall take the following steps to publicize this policy:

- A. Publicized on district website;
- B. Distributed Annually to all staff, students and parents/guardians;
- C. Printed in school handbooks; and
- D. Posted at the entrance of each building.

All students and staff shall be informed that harassment, intimidation, or bullying is prohibited on school property, at any school-sponsored function or on the school bus. This shall include development of a

process to annually discuss the policy with students. This information shall also be incorporated into the student handbook and employee training manuals and programs. The training needs of school staff for the effective implementation of this policy, procedures, and initiatives of the board of trustees shall be reviewed annually. The board of trustees shall also implement staff training programs consistent with this review.

The extent and characteristics of harassment, intimidation or bullying behavior in our school and implementation of programs, or other response, if appropriate shall be reviewed annually. These programs or other services shall be planned in consultation with the entire school community.

The Director or designee shall ensure that this entire policy will be applied consistently with our school's student code of conduct N.J.A.C. 6A:16-7 and all applicable laws and regulations and that all disciplinary consequences are carried out with necessary due process.

Board of Trustees Meeting 2/4/10