



# Students & Families Handbook

**LEAP** Academy  
University  
Charter School



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

## Message to Our Families

Fall 2019

Dear Students, Parents and Guardians:

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

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

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

### [Mr. Manuel Delgado](#)

Lead Person/ Chief Operations Officer  
LEAP Academy University Charter School  
130 North Broadway  
Camden, New Jersey 08102  
Office: 856.614.3234  
Fax: 856.614.5099

**Lower Elementary School Building**

639 Cooper Street  
Camden, NJ 08102

Main Office	856.614.2088
Shanell Hartman, Instructional Principal	856.614.2088
Barbara Dunlap, Building Manager Principal	
Nurse	856.614.2097
Fax	856.614.5601

**STEM School Building**

532 Cooper Street  
Camden, NJ 08102

Main Office	856.614.3292
Lisely Mendez, Instructional Principal	
Jovita Veguilla, Building Manager Principal	856.614.5088
Scott Lunn, Vice Principal	856.614.5605
Jozian Molina, College Access	856.614.5779
Nurse	856.614.3239
Fax	856.614.0526

**STEM Junior High School Building**

549 Cooper Street  
Camden, NJ 08102

Main Office	856.614.5094
Lisely Mendez, Instructional Principal	856.614.
Jovita Veguilla, Principal	856.614.5088
Amir Ayres, College Access	856.614.3243
Nurse	856.614.5091
Fax	856.342.7190

**STEAM Senior High School Building**

130 North Broadway  
Camden, NJ 08102

Main Office	856.614.5640
Ian Fallstich, Principal	856.614.5641
Dr. Omar Simpson, Director of High School and Student Success	
Kassandra Alvarado, Dean of Students	856.614.5640 ext. 700607
Nurse	856.614.5640 ext. 700606
Fax	856.338.1036

## **WHAT TO DO IF...**

**You have a student/academic-related concern:** As a parent/guardian, your first point of contact on most issues is your child's teacher; however, you are always welcome to contact the principal or vice-principal of your child's school.

**You want to check your child's grades or attendance:** You may access your child's grades or attendance through On Course on the LEAP website at <http://www.leapacademycharter.org> . Click on the Parental Access link labeled My Grade Portal.com and log on using the assigned login WebID and password given to each student annually. Should you have any questions or need assistance, please contact your building office manager. Each year a letter will be sent to parents that includes login information.

**You want to visit the school:**

We take the safety of our students seriously. All adults, staff included, must present a valid picture I.D. to enter the building and sign in at the security's desk. You are to then report to the main office.

Contact the building principal regarding student celebrations in the classroom.

**You want to meet with your child's teacher:** Please call your child's teacher via the school's office manager to arrange a conference.

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

**You want homework assignments for your child who is absent due to an illness:** If your child will be absent for more than one day, you can get this information by leaving a message for your child's teacher(s) with the school's Office Manager or by sending your child's teachers an email message via the school's website at [www.leapacademycharter.org](http://www.leapacademycharter.org).

**You want a message delivered:** Only emergency messages may be delivered to students. In case of an emergency, please leave a message with the school's office manager, and it will be communicated to the student. Please do not call your child on his/her cell phone. The use of cell phones in the school building is strictly prohibited. See page 37.

**You want to visit the classroom during the school day:**

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

**Your child is to leave with another adult:** Please send a written note giving the school permission for your child to leave with that adult. The adult must report to the Main Office, **with a valid picture I.D.** to pick up the child. Proper identification is required, and the person is required to be listed on the emergency contact list.

**Your child needs to take medicine during school hours:** As per the policy of the Board of Trustees, written permission is required from the parent/guardian **AND** the family physician. All medicines must be in their original container and given to the school nurse. Students will NOT be permitted to administer any type of medication (including over the counter) without proper authorization from a physician. See page 13 for more information on "Medication Procedures."

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

**Your child loses something on the school bus:** Please call the Bus Company and report the loss. **LEAP Academy University Charter School district is not responsible for lost or stolen items.**

**You change your address or telephone number:** Contact information is used for school to parent communication. Current and correct addresses, phone numbers and emails ensure you will be notified of all school announcements or emergencies.

Please contact the main office immediately upon changing your phone numbers. **If your address has changed you must contact the enrollment office within five (5) business days to provide proof of residence and to update or change any transportation services.** Please Contact Ms. Norma Agron, our Enrollment Administrator at 856.614.5089.

**You require early dismissal for your child:** Please refer to page 16.

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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

**Over its trajectory, LEAP has developed foundational elements that anchor its work and support its mission:**

1. LEAP has utilized the concept of "charter schools" as a platform for transforming educational options for parents and children.
2. Embedded in the college preparation academic focus is a rigorous curriculum that focuses on the STEM/STEAM (Science, Technology, Engineering, Arts and Mathematics).
3. LEAP has purposefully placed college and career readiness at the center of the school's organizational structure through a focus on high expectations for all students, educators, and families.
4. LEAP continues to build on its commitment to develop a solid educational pipeline that sustains children from infancy through college, to ensure that the academic and socio-emotional needs of children are addressed as early as possible, and additionally supports parent's educational advancements.
5. LEAP Academy capitalizes on a strong fiscal and operational base that is aligned to the instructional and support priorities of the school.
6. LEAP invests in its people, as the human capital of the schools is one of its most treasured assets.

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

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

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

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

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

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

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

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

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

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

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





## UNIFORM DRESS CODE

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

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

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

### UNIFORM PROGRAM

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

1. Students not wearing all the pieces of the uniform will receive one (1) violation for the following infractions but not limited to: wearing a polo shirt in lieu of the mandated collared white-buttoned shirt, shirt not tucked in, ties not worn properly, scarfs, incorrect ties, blazer or sweaters not worn properly or at all, wearing headgear, wearing unapproved layers of clothing that are visible, earrings larger than a quarter for girls, earrings of any size for boys, bandages covering earrings, uncovered gang-related visible tattoos, excessive and large bracelets or necklaces and/or any jewelry depicting derogatory messages, headbands (1/2 inch or less), bandannas, slips, sweatbands, caps/hats, headbands with bows.
2. Students will also receive one (1) violation if the uniform exhibits stains, holes, tears, or is soiled.
3. Students that are missing items will receive 1 violation and report to the Parent Coordinator or designee who will contact the parent. The parent must:
  - a. Bring a proper uniform or missing item (s) to the school immediately and the student changes accordingly. The student is excluded from class until the uniform violation is corrected; or
4. A student can receive more than 1 violation for the same uniform infraction or multiple uniform infractions in the same day.

### CONSEQUENCES FOR UNIFORM VIOLATIONS:

- |              |                                                                                                                                                 |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Violation | Parent/Guardian will be contacted.                                                                                                              |
| 2. Violation | Same Day After-School Detention (3:15 p.m. – 5:15 p.m., or as assigned by the school administration) and the Parent/Guardian will be contacted. |
| 3. Violation | Administrative Review                                                                                                                           |

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

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

## UNIFORM REQUIREMENTS:

### ELEMENTARY SCHOOLS

- Girls K-3** Navy and red plaid jumper, Navy blue long dress pants are optional (**CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE**), collared white buttoned-down blouse, crisscross plaid tie, Prescott red cardigan sweater with LEAP logo, navy blue socks or tights (**ONLY SOCKS OR TIGHTS ARE PERMITTED SEPARATELY; THEY ARE NOT TO BE WORN TOGETHER – NO WHITE SOCKS**), and mandatory Mary Jane black school shoes.
- Boys K-3** Navy blue dress pants (**CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE**), black belt, collared white buttoned down dress shirt, (**POLO SHIRTS ARE NOT ACCEPTABLE**), navy blue cardigan sweater with LEAP logo, navy and red plaid tie, and black dress shoes (**ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE**)
- Girls 4-8** Navy and red four kick pleat plaid skirt, Navy blue long dress pants are optional (**CARGO PANTS, OR ANY OTHER STYLE OF PANTS, ARE NOT ACCEPTABLE**), collared white buttoned-down blouse, crisscross plaid tie, navy blue blazer, burgundy V-neck sweater vest with LEAP logo, navy blue socks or tights, and black dress shoes (**NO WHITE SOCKS**). Navy blue long dress pants are optional.
- Boys 4-8** Navy blue dress pants (**WORN AT THE WAIST; CARGO OR ANY OTHER STYLE OF PANTS ARE NOT ACCEPTABLE**), black belt worn accordingly, navy blue blazer, burgundy V-neck sweater vest with LEAP logo, collared white buttoned-down dress shirt tucked in (**POLO SHIRTS ARE NOT ACCEPTABLE**), blue tie, and black dress shoes (**ANY OTHER TYPE OF FOOTWEAR, INCLUDING SNEAKERS, IS NOT ACCEPTABLE**)

### UPPER SCHOOL

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

### GYM

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

### APPROVED SCHOOL UNIFORM SUPPLIER

Risse Brothers School Uniform  
901 East Clements Bridge Road, Unit 3B  
Runnemede, NJ 08078  
856-751-0175

## MEDICATION PROCEDURES

The School Nurse must administer all medications that must be taken by students during the school day. Medications are defined as prescription, non-prescription, or over-the-counter medicines or nutritional supplements, including but not limited to: aspirin, Tylenol, Advil, and cough drops. Whether the medication is prescribed or purchased “over-the-counter”, all students require a written order from a physician and written consent from the student’s parent/guardian before the medicine can be administered. Verbal instructions will not be honored. Medications must be sent to school in the original labeled container or prescription bottle to include the child’s name, dosage and specific instructions for administering the medicine. Only students with a life-threatening illness (e.g., asthma) may be allowed to carry and self-administer medication for the treatment of that illness, provided that a physician authorizes such self-administration and certifies that the student is capable of self-administration and the parent/guardian releases the school district of any and all liability. This form is kept in the nurse’s office. **The permission to self-medicate must be renewed each subsequent school year.** This self-administration policy encompasses off-site or after-school activities.

## USE OF MEDICAL DEVICES

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

## ATTENDANCE

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

STEM K-3	Elementary School	856-614-2088
STEM 4-5	Intermediate School	856-614-640
STEM 6-8	Junior High School	856-614-3292
STEAM 9-12	Senior High School	856-614-5640

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

School attendance is essential to academic success. Absences, excused as well as unexcused, can quickly add up to academic trouble. Chronic absences – missing 10 days of school (about 1 day per month), can translate into poor outcomes such as; third graders unable to master reading, sixth graders failing courses and ninth graders dropping out of high school. Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates statutes requiring children to regularly attend school (N.J.S.A.18A: 38-25). We cannot succeed at our task of providing a thorough and efficient education unless students are present for all regularly scheduled classroom-learning activities. Recognizing that some absences are unavoidable, for reasons such as illness and appointments that cannot be scheduled during non-school hours, a student may be absent from a class up to ten (10) days (for a class meeting daily) during a school year without jeopardizing credits earned or promotion.

Any student who is absent more than ten (10) days is in danger of failing for the academic school year (see #6.) In addition to full day absences, the following will count towards the 10-day limit:

1. Four (4) latenesses to school or four (4) latenesses to homeroom (that is not bus related) will equal one (1) day of absence.
2. Four (4) early dismissals from school will equal one (1) day of absence.
3. Students will be marked absent (excused) for the day if they are sent home by the nurse. This will not be counted toward absences.

4. If a student is absent more than five (5) days excused, there will be a mandatory meeting with the principal, student and their parent/guardian.

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

(An **excused absence** is an absence that is **DOCUMENTED** such as: evidence of a doctor's visit/surgery, entrance into a crisis facility, bereavement, homelessness, divorce, abuse, court appearance, driving test, a catastrophic event, an official college visit, or a religious holiday).

1. After each absence the classroom teacher will make a "Call of Care" to the parents at home to inquire about the student, inquire about the return of the student and to make arrangements to make up missed assignments.
2. At the third absence the parent programs coordinator will make a "Call of Care" to the parents at home to inquire about the student, inquire about the return of the student and to ascertain if the parents are in need of assistance. All missed work must be made up to prevent failure.
3. At the fifth absence the building principal or vice principal will make the "Call of Care" to ascertain the need for a parent/principal meeting. All missed work must be made up to prevent failure. A follow-up letter will be sent to confirm the parent meeting. (see #4)
4. In the case of excused absences, upon the fifth consecutive absence, LEAP will provide a teacher to begin home instruction to the student. Home instruction will be provided up to the date of the return of the student to the school building.
5. If the fifth absence has occurred within the same marking period an I&RS meeting will be convened in place of the parent/principal meeting. Parents will be notified. All missed work must be made up to prevent failure. Students will be required to attend the achievement hour of the extended day program for remediation purposes.
6. If the student has been absent for ten (10) or more days at any point in the school year an I&RS meeting is now mandatory. The student is now in jeopardy of repeating the grade and/or core courses. All missed work must be made up to prevent failure.
7. Student unexcused absences of ten (10) days should be treated as truancy. This involves parent notification and possible court appearances for compulsory education. All missed work must be made up to prevent failure.

Upon a student's tenth (10<sup>th</sup>) absence, the student can be excluded from participation in

- extracurricular activities and field trips
- sports practices or games

8. Student absences of 10 to 15 days will result in grade level/course failure. Students will need to attend 60 hours of summer school to regain credit or for promotion after a review of performance during summer school. Any absences from summer school will make this clause null and void and can lead to retention and/or course failure.

Upon a student's (20<sup>th</sup>) absence, the student will be excluded from participation in all co-curricular and student activities, including but not limited to:

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

9. Students absent for 20 days or more will not be eligible to attend summer school to recover credit and will therefore be ineligible for promotion or graduation. They must seek to appeal this decision in writing.

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

## **C. APPEALS PROCESS**

1. The building principal will review all documentation and reconfirm the attendance status of a student. Appeals will be heard at the request of the parent and/or student. The building principal will review the student's attendance appeal after the parent/guardian provides relevant documentation, such as:
  - a. Medical/Dental note signed by a physician with a specific date that can be verified by the school
  - b. Official verification of required court appearances
  - c. Official verification of the motor vehicles driver's test
  - d. Official verification of a college visit. (Maximum: 3 days)
  - e. Verification of a death in the family
  - f. Religious Holidays (parental note)

- g. A brief written narrative explaining the reason why, in the opinion of the parent/guardian and the student, credit should be restored.
- h. All excused notes are due at the time of the appeal and no later than by June 1<sup>st</sup>. Only notes related to absences for the month of June will be accepted after this date

**D. EARLY DISMISSAL REQUESTS**

For the purpose of the Excessive Absence Policy, four (4) early dismissals will equal one (1) absence. The accumulation of more than ten (10) absences will place the student in a Non-Credit status. Non-credit students must complete credit recovery in order to pass to the next grade level or course. The following consequences will be administered for unexcused early dismissals. Students in grades 7-12 who receive a detention will serve an Afterschool Detention from 3:15 pm to 5:15 pm, or as assigned by the school administration.

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

**E. LATENESS**

- 1. For the purpose of the Excessive Absence Policy, four (4) latenesses to school or homeroom will equal (1) absence. The accumulation of greater than 10 absences will place the student on No-Credit status. Latenesses will be considered after 7:45 am.
- 2. Any student who arrives late to school must report to the main office. All students must sign the late log, obtain a late pass and then report directly to class. Any student who is late and does not report immediately to the security desk/main office upon arrival will be considered truant.
- 3. Students must arrive by 7:45 am to participate in any co-curricular activity for that day. Failure to do so will result in the student not being able to participate in the activity for that day.

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

<b>LATENESSES</b>	
<b>TARDY</b>	<b>CONSEQUENCE</b>
<b>1<sup>st</sup></b>	<b>Warning</b>
<b>2<sup>nd</sup> – 5<sup>th</sup></b>	<b>Parent Notification and Same Day After-School Detention (3:15 p.m. – 5:15 p.m.) PARENTS MUST PROVIDE TRANSPORTATION</b>
<b>6 or more</b>	<b>Parent Conference and Administrative Review Board</b>

**\*Any student that receives an Afterschool Detention will not be able to participate in any afterschool activities**

## **F. FAMILY VACATIONS AND DRIVING LESSONS**

1. Days absent from school because of family vacation will not be considered excused absences and will count toward the 10-day limit.
2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

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

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

Students who are absent are afforded a period of time equivalent to the duration of their absence to make up missed work.

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

## **H. CONSECUTIVE ABSENCES**

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

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

## **PARTICIPATION IN PHYSICAL EDUCATION**

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

## GRADING SYSTEM

### Kindergarten - 3<sup>rd</sup> Grade (Special Areas)

<b>M</b>	Mastery (90-100)
<b>S</b>	Satisfactory (80-89)
<b>D</b>	Developing (70-79)
<b>N</b>	Needs Improvement (69-below)

### Grades 1 – 12

<b>A (95-100)</b>	Markedly superior expectations related to standards at this time.
<b>A- (92-94)</b>	Superior expectations related to standards at this time
<b>B (86-91)</b>	Exceeds expectations related to standards at this time
<b>B- (83-85)</b>	Meets expectations related to standards at this time
<b>C (77-82)</b>	Average expectations related to standards at this time
<b>C- (74-76)</b>	Near average expectations related to standards at this time
<b>D (70-73)</b>	Below expectations related to standards at this time
<b>F (69-50)</b>	Failed to meet minimum expectations: no student will be assigned a grade lower than a 50 for the first, second, or third marking periods. For a semester course, no student will be assigned a grade lower than a 50 for the first marking period of the semester.

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

## HIGH SCHOOL PROMOTION

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

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

<b>Credit deficits may be made up by enrolling in an approved year-long or summer school program and/or by increasing the number of subjects taken during the next school year.</b>
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## RETENTION

A student in grades 9 thru 12 will be considered for retention in grade level if they have more than 10 absences and/or failed two or more of the subjects required by the State of New Jersey as a graduation requirement and/or testing requirement, including but not limited to: reading, language arts, math, science, social studies, health, world languages, and the arts. Students who fail 1-2 courses will be required to attend credit recovery during the school year, summer school, or their sending district pending availability. Students must pass all credit recovery courses with a minimum of a 75% or higher to pass onto the next grade level. If unexcused absences exceed twenty (20) days (for overall school attendance and/or a specific class) students will not be eligible for credit recovery and must repeat the course and/or year. All credit recovery will be made up after the last day of school.

Parents/guardians will be notified no later than the end of the second marking period if problems exist that may lead to retention. Students who develop failing grades and/or attendance problems during the 3<sup>rd</sup> or 4<sup>th</sup> marking periods will be notified during the existing quarter. Such notification may occur through conferences, report card grades, formal letters, and/or referral to the Instructional Support Team. Upon notification of their child's academic progress, parents are expected to contact their child's academic counselor in the College Access Office to collaboratively develop an academic remediation plan. All students who are in danger of retention and/or failing any course will be required to attend academic tutoring as designated by their Personalized Learning Plan developed by the Instructional Support Team.

Final recommendations for retention are made by the Instructional Support Team Hearing Review, who will in turn inform the Board of Trustees at the next regular meeting. At that time the retention recommendation will be considered final. Based on the LEAP Academy Charter enrollment requirement of no more than 120 students per grade level at each school site, students who are retained are not guaranteed enrollment status at their retention grade level. Parents who receive a retention letter must contact the enrollment office to discuss their child's enrollment status.

**Insert grade points for college prep/dual credit/honors**

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

**GRADE BOOK**

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

Classwork	20 assignments	20% of grade
Homework	1 0 assignments	10% of grade
Projects/labs	4 assignments 2	0% of grade
Tests	4 assessments	30 % of grade
Quizzes	6 assessments	20 % of grade

Special Area Classes: Visual and Performing Arts, Music, Technology, other  
 Participation – daily – 25% of grade  
 Classwork- 5 assignments - 25% of grade  
 Homework/Practice - 5 assignments – 25% of grade  
 Project/Performance - 1 (with rubric) - 25% of grade

**HOMEWORK GUIDELINES**

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

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

- Grades K-1** 1 0 minutes per evening
- Grades 2-3** 30 minutes total, 15 minutes, per two subjects, per evening
- Grades 4-6** 60 minutes total, 20 minutes per three subjects, per evening
- Grades 7-8** 105 minutes total, 35 minutes per three subjects, per evening
- Grades 9-12** At the discretion of teacher, but not to exceed two total hours, per evening

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

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



days missed. Parents/guardians should check the teacher’s website for any homework and school assignments. See above, don’t exceed 5 days

### **GRADUATION REQUIREMENTS**

In order to earn a diploma from the LEAP Academy University Charter School, students must fulfill the requirements established by the Board of Trustees and the New Jersey Department of Education, including: successful completion of all required courses and clinics (135 total credits), and a passing score on the State’s ELA and Mathematics Assessment or a State approved pathway.

#### **LEAP Academy University Charter School’s Graduation Requirements**

135 total credits are required for graduation as follows:

<b>4 years of Language Arts Literacy</b>	(5 credits per year - 20 total)
<b>4 years of Health/Physical Education</b>	(5 credits per year - 20 total)
<b>3 years of Mathematics*</b>	(5 credits per year - 15 total) *Effective with the Class of 2011
<b>3 years of Science</b>	(5 credits per year - 15 total) *One Physics, One Biology, One Chemistry, One Elective
<b>3 years of Social Studies*</b>	(5 credits per year - 20 total) *Must
<b>21<sup>st</sup> Century Life Skills</b>	include 2 years of US History and 1 year of World History
<b>2 years of World Languages</b>	(5 credits per year - 10 total)
<b>1 year of Arts*</b>	(5 credits per year - 10 total) *May include Fine, Practical and/or Performing arts
<b>1/2 year of Wealth Management/ Financial Literacy</b>	(2.5 credits per year – 5 total) *Beginning with the Class of 2014
<b>Elective Courses/Clinics</b>	(20 credits total)

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

All graduates must demonstrate proficiency in one of the following ways:

1. Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra 1; or
2. Demonstrate proficiency in ELA and or Mathematics by meeting the designated cut score on one of the alternative assessments such as other high school NJSLA/PARCC assessments, the SAT, ACT or ACCUPLACER; or
3. Demonstrate proficiency in ELA and/or Mathematics by submitting and passing, through the district, a student portfolio to the NJDOE.

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

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

## ACADEMIC INTEGRITY

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

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

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

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

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

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

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

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

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

## EXTRACURRICULAR ELIGIBILITY

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

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

**Student Behavior:** The Lead Person or designee may deny eligibility for extracurricular activities to any student who exhibits chronic tardiness (8 or more) or absenteeism (10 or more) or who has exhibited either chronic (3 or more incidents per marking period) or serious misbehavior (**e.g., possession or use of alcohol or drugs, behavior that jeopardizes the health and safety of other students, etc.**). Students who have been assigned OSS are prohibited from participating in school-sponsored activities during their time of suspension.

## ATHLETICS

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

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

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

1. Initiates or engages in a verbal or physical threat, harassment, or abuse aimed at any student, coach, official, or parent; or
2. Initiates or engages in a fight or scuffle with any students, coach, official, parent or other person. Any person who displays unsportsmanlike behavior will be reported to an administrator who has the authority if necessary, to remove the individual from the event.

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

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

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

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

## TEXTBOOKS

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

**\*All student records until all fines are paid in full.**

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

## ACCOMMODATIONS

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

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

in-class supports, modified instruction, and an alternative promotion policy.

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

**Special Education:** LEAP Academy University Charter School provides a wide variety of special education programs for students in grades K thru 12, who require specialized instruction and/or related services such as speech & language services, occupational therapy, and physical therapy in order to meet student's educational needs. Our current educational program options include: instruction in a General Education classroom with necessary and appropriate supports, supplemental instruction, resource support programs, and other appropriate modifications and accommodations. A description of Parental Rights in Special Education (PRISE) is published by the New Jersey Department of Education and can be provided to you upon request. To obtain a copy of PRISE or to discuss special education services at LEAP, please contact our Director of Special Education.

**Classified Students:** When a classified student enrolls at LEAP, the students file will be referred to LEAP's Special Education Department. The IEP team will then design an appropriate plan for a quality education, accompanied by the design and implementation of meaningful accommodations as appropriate, including (**but not limited to**): alternative assessment methods, course selection requirements, in-class supports, modified instruction, and an alternative promotion policy.

**Child Study Team:** LEAP's Child Study Team provides a school-based mechanism to enable school personnel to meet the needs of individual children within the school who are having difficulty in the educational setting. Our team is child-centered and facilitates a process that results in the implementation of accommodations, services, and interventions that will enable the child to be successful in school. The options to be considered exist along a continuum of support, ranging from mild accommodations to moderate interventions.

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

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

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

### **RUTGERS/LEAP CENTER FOR COLLEGE ACCESS**

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

Key programmatic areas include:

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

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

**Career Preparation and Portfolio Building:** Students have access to career preparatory opportunities such as job shadowing,

internships, resume and interview workshops, community service and a variety of extracurricular activities and student organizations including Student Government Association, LEAP Ambassadors, National Junior Honor Society, National Honor Society, etc.

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

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

**Scholarship Opportunities – Alfredo Santiago Endowed Scholarship Fund:** The Alfredo Santiago Endowed Scholarship at Rutgers University was established in 1999 by CSUCL Director, Dr. Gloria Bonilla-Santiago in memory of her husband, Alfredo Santiago, with the goal of helping finance college opportunities for students from Camden City. The scholarship provides financial assistance to first-year undergraduate students who graduate from LEAP Academy University Charter School and enroll full-time at one of Rutgers University’s three campuses. Since 2005, the Alfredo Santiago Endowed Scholarship has made it possible for 25 students from Camden to attend college. The scholarship is awarded annually to eligible LEAP Academy graduates based on academic merit and financial need. Recipients who remain in good academic standing may renew the scholarship for up to three years (four years if they are enrolled in a five-year program).

## **FAMILY & STUDENT SUPPORT CENTER**

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

We embrace a holistic approach to our work with children and families that meets students at their level, while also engaging the whole family.

Our services include:

- Individual, Group, and Grief Counseling
- Meditation (Peer and Teacher-Student)
- HIB Education, including age appropriate anti-bullying workshops, offered throughout the school year in the classroom.
- Parental Support and Engagement Programs
- Family and Crisis Interventions
- Nutrition and Wellness Programs
- Social Skill Development Groups
- Positive Behavioral Interventions and Supports

## **RESPONSIVE CLASSROOMS**

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

### **Core Belief**

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

### **Four Domains**

1. Engaging Academics – Designing and delivering high-quality, rigorous and engaging instruction.
2. Positive Community – Creating a safe, predictable, joyful, inclusive classroom where all students have a sense of

- belonging and significance.
3. Developmentally Responsive Teaching – Responding to students’ individual, cultural, and developmental learning needs and strengths.
  4. Effective Management – Creating a calm, orderly environment that promotes autonomy and allows students to focus on learning.

### **Guiding Principals**

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

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) - K-8**

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves. PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. An assurance of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, at lunch and on the bus—kids understand what’s expected of them.

#### **PBIS has a few important guiding principles:**

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different, and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child’s behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It’s a framework for teachers, administrators and parents to follow. It’s also important to know that when a school uses PBIS, it uses it for all students.

According to several studies, PBIS leads to better student behavior. In many schools that use PBIS, students receive fewer detentions and suspensions, and get better grades. There’s also some evidence that PBIS may lead to less bullying.

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 4 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

#### **School-Wide Rules**

LEAP Lions **ROAR** they are:

**R**espectful, **O**n Task, **A**chieve Goals, and **R**esponsible.

#### **Comprehensive Behavioral Supports**

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

- Teacher Training in Responsive Classroom
- Alfredo Santiago Scholarship
- Honor Roll recognition
- National Honor Society

- National Junior Honor Society
- Peer Mentoring Group
- Student Ambassadors
- Pinning Ceremony
- Student Government Associations
- Recognition Celebrations
- Monthly Assemblies
- Graduation

## **STUDENT CODE OF CONDUCT**

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

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

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

Administrative Detention is held at the discretion of the Principals or designee at each school and must be served on the subsequent Saturday. Students are to report to Administrative Detention from 9:00-12:00pm in **full uniform**.

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

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

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

### **FAIR ADMINISTRATION OF DISCIPLINE**

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

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

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

**Parent/Guardian Notification:** If the intent is to have a student serve after school/Saturday detention, the parent/guardian must be notified prior to the student serving the detention/suspension.

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



the school.

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

**Afterschool Detention:** Afterschool Detentions are held at the discretion of the Principals or designee at each school and must be served on the subsequent Tuesday or Thursday. Students are to report to Afterschool Detention from 3:30-5:00 in full uniform. Please note: Being tardy to an Afterschool Detention will have the same consequences as being tardy to class. Students are expected to quietly complete any academic assignments as determined by the school administrator.

**Lunch Detention:** Lunch Detentions are held at the discretion and under the supervision of the faculty/staff member that assigns them. The lunch detention must be completed by the end of the following school day

**Saturday Detention:** Saturday Detention will be held in the Upper School. Students are to report in FULL UNIFORM at 9:00am until 12 noon. Please note: Being tardy to a Saturday Detention will have the same consequences as being tardy to school. Students are expected to quietly complete any academic assignments as determined by the attending staff member.

### **On School Suspension**

The LEAP Academy University Charter School ISS Program will provide a safe, rule-abiding climate that is conducive to learning. The LEAP ISS program is meant to serve as a preventative and proactive program to identify and address discipline concerns in a positive, well-structured educational environment that includes an opportunity for students to complete or make up academic assignments, discuss behavioral health concerns, increase conflict resolution skills, and increase student engagement and affiliation with the school. This will be accomplished by instituting Quality Academic Assignments, Positive Reinforcement, A close monitoring of effects, Teacher understanding and support, Parental Involvement, Student follow-up, Mentoring, and Constant communication with all parties involved.

An effective ISS program can allow schools to maintain safety and order in the school building and intervene to address behavioral issues without excluding students from school. Exclusion from the classroom should be considered thoughtfully in order to be productive and avoid further disconnecting students from the regular classroom.

The LEAP ISS program will have the following components:

- **Adequate physical space** - ISS will be held in a consistent space and separate location in each building that is conducive to learning and allows students access to services and facilities. The number of students in the room each day will be limited to 15 students to one teacher ratio or less, allowing staff to give students individual attention.
- **Appropriately placed personnel who can provide students participating in ISS programs with a variety of cognitive and non-cognitive supports** – The ISS coordinator position will be created for each building. The ISS Coordinator will be a certified teaching staff and will be responsible for the day-to-day functions within of the ISS program.
- **A consistent referral process** – ISS should not be the primary intervention for addressing student misbehavior as other less exclusionary measures should be utilized first. The LEAP Code of Conduct should be used by building principals to identify the what infractions qualify a student for ISS.
- **A comprehensive evaluation** – the LEAP ISS Coordinator will maintain a student file which includes an explanation of the student's referral to ISS, including the details of the incident, any other students who were involved and the referring staff member. School level data will be kept which show patterns of student referral from certain teachers, subjects or settings, evidence of student success upon returning to class and the frequency with which individual students are referred to ISS more than once.

Upon completion of ISS, the ISS Coordinator and College Access staff should continue to track the student's progress and follow up with his/her teachers. The ISS coordinator and College Access staff will also meet with the student one week after the ISS has concluded. Notes documenting the student's experience in ISS both from the student and coordinator perspective will be included in the evaluation. Using an ISS student rating sheet or rubric can be an objective way to collect information about student outcomes. If a teacher referred a student to ISS or was involved in the student's referral to ISS, notes on the student's progress in class after ISS will be included as well. In addition, the file will indicate the work that has been completed by the student during ISS and evidence of the student's academic progress during ISS.

- **Family Engagement** - Parents will always be notified as to discipline infractions and consequences students are receiving at school, as well as receiving positive news when students are meeting expectations and contributing

positively to the school environment. In cases of ISS, parents/guardians will meet with the ISS Coordinator and College Access Staff to discuss the creation of the ISS plan. Engaging parents also allows for a conversation that may reveal additional risk factors for the student or provide important context for the student's misbehavior.

During the course of the ISS session, the ISS Coordinator will:

- Review the ISS rules with the student
- Have consequences for rule violations clearly defined and posted  Review the consequences with the student
- Have plenty of work for the students
- Communicate the expectations to students
- Communicate the needs to the teachers of the students in ISS
- Communicate with the parents of the ISS students

The ISS Coordinator will ensure that all teacher assignments and/or tests have been collected and delivered to the students in ISS. Teachers will be notified of an ISS assignment in advance to ensure a continuous flow of work for the students. A designated "In-box" will be placed for all work that will be collected for the day. Teachers may also email the ISS Coordinator the assignments for the day or ISS term. Assignments will be returned via the team leaders' mailbox at the end of the day to be distributed the next school day to the corresponding teacher. For special education students, consideration of their needs will be given in terms of time and support during the ISS term. Unless specified otherwise, the students will only have the allotted ISS time periods to complete work with some time set aside during academic and character education services, if there are no meetings or activities scheduled.

### **The Process**

Once a student is recommended by the principal to the ISS program, a file will be created and kept by the ISS coordinator for each student that will include the offense, the dates the student was/will be in ISS, a conduct report, and a record of any services received. The principal shall receive a copy of the student report to keep for their records at the end of the student's time in ISS. This report will be kept throughout the student's time in the middle schools. A monthly report of ISS will be provided to the Board by the School Leadership.

The ISS students must report to the ISS room before the 1st period late bell sounds. If not, they must make up each additional minute they were late in an ISS isolated lunch detention once their ISS is finished.

Period 1 has additional time (10 minutes) built into it for morning announcements. At this time, the ISS students will be given a copy of the ISS rules and contract to be explained and signed. At the end of this time, and for the rest of the school day, the students will follow the current # period day bell schedule with designated periods for subjects. This rotation is subject to change if the student is to receive services during any of these periods based on availability of staff. Students will be escorted to and from the cafeteria before the regular lunch period begins and lunch will be eaten in the ISS room. At no other time is food or drink permitted in the ISS room. This will include candy and gum. Any infraction of the ISS or School Rules will result in a continuum of disciplinary services including, but not limited to, ISS lunch detention, General Detention, additional days in ISS.

The Specials periods will be structured as "academic and character education services." First, students will be provided with packets that support their current academic subject matter that will be prepared by the grade level teams. Next, ISS students will receive subject and grade level "supplemental" work that will be compiled by each grade utilizing resources from both academic teams. If the students complete the teacher supplied supplemental work, they will then receive computer generated worksheets that reflect the current academic subject matter.

Once academics subjects are completed, work is checked for quality and accuracy by the ISS Coordinator. During the course of the ISS day, the ISS student will be given "Reflective" character education assignments to complete. The ISS Coordinator will explain the assignments and address the assignments with the ISS students. Failure to attempt either academic or reflective assignments will result in disciplinary consequences. i.e. General Detention, ISS Lunch Detention, additional ISS days.

**Out-of-School Suspension (OSS):** Upon the completion of a Parent/Guardian Notification students will serve an Out of School Suspension to begin the day of the infraction. Students are required to make up all assigned work. The amount of time permitted to make-up assignments shall be equivalent to the time missed. Students will receive a zero grade for any missed work or missed

tests that have not been completed in the allotted time given. Exceptions to this rule are solely at the discretion of the teacher after conferring with the Principal or designee at the school.

### **Instructional Support**

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

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

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing, and notice will be provided to the parent/guardian of the student involved. In all cases, students will be given appropriate due process, including notice and an opportunity to be heard. A manifestation determination will be held for all classified students, and juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

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

### **CELL PHONE**

#### **Cell phone use is prohibited in school.**

Any student found in possession and/or uses a cell phone in school will receive immediate disciplinary action. Any electronic device confiscated from a student will only be returned to a parent/guardian.

### **SUSPENSION**

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

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

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

the Board of Trustees, acting upon the recommendation of the School Administration.

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

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

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

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

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

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

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

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

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

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

### Infractions & Consequences

<b>Level I Offenses</b>	<b>Required Action</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th offense</b>
<b>Dress code Violation</b>	parent notification	Verbal warning	After school detention & parent notification	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Repeat Tardiness</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Running or making excessive noise in hall, classroom or building.</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Refusing to do work, or complete in-class assignments</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions

<b>Failure to follow established and/or posted classroom rules</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Playing with toys or cards in class</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Eating and/or drinking outside the cafeteria</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Failure to clean-up after eating in the cafeteria</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Chewing gum</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further

					infractions
<b>Lack of preparation for class (No homework, no school supplies, no notebook)</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Sleeping in class</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Unexcused absence from school for three or more consecutive days</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>The use of any type of personal audio equipment and listening devices</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>The use of any personal electronic games or video player.</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II

					for further infractions
<b>The use of cell phone, including texting</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Habitual use of profanity: profanity towards adults</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>Academic dishonesty</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions
<b>All minor acts of misconduct</b>	parent notification	Verbal warning	After school detention	Saturday detention	Saturday detention & moved to Level II for further infractions



<b>Level II Offenses</b>	<b>Required Action</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th offense</b>
<b>Chronic Level I offenses</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Inappropriate acts of consensual touching or display of public affection</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Failure to report for an assigned detention</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Cutting Class</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Leaving class without permission and without a hall pass</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Failure to return, in a</b>	parent	Saturday	1 day suspension	2 day suspension	3 day suspension

<b>timely fashion, any school property entrusted to you</b>	notification	detention			and moved to Level III for further infractions
<b>Lying as a witness during a school investigation, wheter or not under oath</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Pulling the fire alarm</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions
<b>Tampering with fire extinguisher</b>	parent notification	Saturday detention	1 day suspension	2 day suspension	3 day suspension and moved to Level III for further infractions

<b>Level III Offenses</b>	<b>Required Action</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Simple Assault</b>	Immediate parent notification & Submit to SSDS	Mandatory 3 day Suspension (K-12)	Mandatory 5 day Suspension (K-12)	Mandatory 9 day Suspension with Referral to Board for possible expulsion (K-12)

<b>Aggravated Assault</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day Suspension with referral to Board for possible expulsion		
<b>Fight</b>	Immediate parent notification, referral to counseling, referral to Intervention & Referral Services Team	Mandatory 1 day suspension (K-2), 3 day suspension (3-12)	Mandatory 3 day suspension (K-2), 7 day suspension (3-12)	Mandatory 5 day suspension (K-2), 9 day suspension (3-12), & referral to Board for possible expulsion
<b>Gang fight/Assault</b>	Immediate police & parent notification Submit to SSDS	Mandatory police notification	Mandatory police notification	Mandatory police notification with referral to Board for possible expulsion, Gang Awareness
<b>Extortion</b>	Immediate police & parent notification Submit to SSDS	Mandatory 3 day Suspension & possible civil restitution (K-12)	Mandatory 5 day Suspension & possible civil restitution (K-12)	Mandatory 9 day Suspension with referral to Board for possible expulsion (K-12)
<b>Theft</b>	Immediate parent notification, Submit to SSDS, referral to Intervention, Referral Services Team, & possible	Mandatory 3 day suspension & civil restitution (K-12)	Mandatory 5 day suspension & civil restitution (K-12)	Mandatory 9 day Suspension with referral to Board for possible expulsion (K-12)

	police notification			
<b>Sexual Assault</b>	Immediate Police, DFYS & parent notification, submit to EVVRS, and referral to school counselor, Victim referral to Family Support Center	Mandatory 9 day suspension, referral to Board for possible expulsion		
<b>Sexual Contact</b>	Immediate Police, DFYS & parent notification, submit to SSDS, and referral to school counselor	Mandatory 3 day suspension (K-2), 5 day suspension (3-12) and counseling	Mandatory 5 day suspension (K-2), 7 day suspension (3-12) and counseling	Mandatory 7 day suspension (K-2), 9 day suspension (3-12), counseling, & referral to Board for possible expulsion
<b>Criminal Threat</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day Suspension with referral to Board for possible expulsion and recommendation for criminal proceedings		
<b>Simple Threat</b>	Immediate parent notification & Submit to SSDS	Mandatory 3 day Suspension (K-12)	Mandatory 5 day Suspension (K-12)	Mandatory 9 day Suspension with Referral to Board for possible expulsion (K-12)

<b>Harassment, Intimidation, or Bullying (HIB)</b>	Immediate parent/teacher/staff conference, submit to SSDS, referral to Services Team, referral to school counselor and/or Family Support Services, & possible police notification	3 day suspension (K-2), 5 day suspension (3-12)	5 day suspension (K-2), 7 day suspension (3-12)	7 day suspension (K-2), 9 day suspension (3-12), referral to Board for possible expulsion
<b>Arson</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day suspension, referral to Fire Starters Program, & referral to Board for possible expulsion		
<b>Damage to Property</b>	Immediate parent notification & Submit to SSDS	Mandatory 3 day Suspension & payment required for cost to repair damages (K-12)	Mandatory 5 day Suspension & payment required for cost to repair damages (K-12)	Mandatory 9 day Suspension & payment required for cost to repair damages, with referral to Board for possible expulsion (K-12)
<b>False Public Alarm</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day suspension, referral to Fire Starter Program,		

		& referral to Board for possible expulsion		
<b>Trespassing</b>	Immediate police parent notification	Mandatory Saturday detention with parent conference	3 day suspension (K-12)	5 day suspension (K-12)
<b>Substance Possession</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day suspension, clearance by physician, assessment by certified Substance Abuse Counselor (SAC), Must follow SAC recommendations, & referral to Board for possible expulsion		
<b>Substance Sale/Distribution</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day suspension, clearance by physician, assessment by certified Substance Abuse Counselor (SAC), Must follow SAC		

		recommendations, & referral to Board for possible expulsion		
<b>Substance Use Confirmed</b>	Immediate police & parent notification Submit to SSDS	Mandatory 1 day suspension, clearance by physician, assessment by certified Substance Abuse Counselor (SAC) & must follow SAC recommendation	Mandatory 3 day suspension, clearance by physician, assessment by certified Substance Abuse Counselor (SAC) & must follow SAC recommendation	Mandatory 5 day suspension, clearance by physician, assessment by certified Substance Abuse Counselor (SAC), must follow SAC recommendation, & referral to Board for possible expulsion
<b>Weapon Possession</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day Suspension with referral to Board for possible expulsion		
<b>Weapon Sale/Distribution</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day Suspension with referral to Board for possible expulsion		
<b>Weapon Use</b>	Immediate police & parent notification Submit to SSDS	Mandatory 9 day Suspension with referral to Board for		

		possible expulsion		
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**NOTE: Students who break the state law will forego the school policy and be reported to the local authorities.**

**Disciplinary Consequences are at the discretion of the Administrator or their designee**

**Note:** All decisions will be made on a case by case basis.

Consequences are not limited to the list below and are not in order of implementation.

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



**NOTE: Students who break the state law will forego the school policy and be reported to the local authorities.**

**Suspension Meetings**

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

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

## **HARASSMENT, INTIMIDATION AND BULLYING**

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

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

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

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

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

- reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- by any other distinguishing characteristic; and that
- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and/or electronic communication, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.; or
- an act of one child exercising power and control over another either in isolated incidents (e.g., intimidation, harassment) or as patterns of harassing or intimidating behavior (e.g., bullying)
- Parent/Teacher and/or Admin Meeting

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

### **HIB Reporting:**

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

### **HIB Investigations:**

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

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

**HIB Consequences:**

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

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

**HIB Staff:**

Anti-bullying Coordinator: Emmanuel Zayas                      Ph: 856-614-2094

Anti-bullying Specialist:                                              Lower School (Grades K-3)  
Shanell Hartman & Barbara Dunlap                              Ph: 856-614-2088

Anti-bullying Specialist:                                              STEM & Upper School (Grades 4 – 8)  
Jovita Veguilla & Kaitlyn McWilliams                              Ph: 856-614-5049

Anti-bullying Specialist:                                              High School (Grades 10 – 12)  
Ian Fallstich                                                                      Ph: 856-614-5640

**GRIEVANCES AND MEDIATION**

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

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

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

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

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

For the purpose of this policy, “drug” includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1, *et seq.* and all chemicals that release toxic vapors set forth in N.J.S.A. 2A: 170- 25.9, *et seq.* It is the responsibility of the school to safeguard the health, character, citizenship, and academic development of its students. The School, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The misuse of drugs, alcohol, tobacco or steroids threatens the positive development of students and the welfare of the entire school community. The school is committed to the prevention of drug, alcohol, tobacco and steroid abuse, and prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any school-sponsored event away from the school grounds.

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

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

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

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

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

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

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

### **LAW ENFORCEMENT LIAISON**

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

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

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the Principal who, in turn, shall report same to the Lead Person or designee. The Lead Person or designee shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Lead Person or designee will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Lead Person or designee may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

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

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

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

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

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building Administrator; the School Administration shall immediately notify the Lead Person or designee who shall immediately, in turn, notify the appropriate law enforcement agency. The School Administration shall ensure that the controlled or dangerous substance and/or drug paraphernalia is secured until law enforcement officials pick it up. The School Administration shall then contact the student's parents/guardians to inform them of the occurrence.

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

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

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

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

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

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

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

1. Any professional staff member to whom it appears that a student may be under the influence of intoxicating drugs/alcohol/steroids on school property or at a school function shall report the matter as soon as possible to the school nurse and the School Administration. These cases will be reported to the Board of Trustees for expulsion action.
2. The School Administration shall immediately notify the parent or guardian and the Lead Person, and shall arrange an immediate examination of the student. The approved examination may be performed by a physician selected by the parent or guardian or by a physician chosen by the school nurse. If the chosen physician is not immediately available, the student shall be accompanied by a member of the school staff, designated by the School Administration, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the student
3. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the one recommended by the School Nurse, such examination shall not be at the expense of the school. The examination must be conducted within one hour after parent/guardian notification. Provisions shall be made by the parents for the appropriate care of the student while awaiting the results of the medical examination.
4. A written report of the medical examination shall be furnished to the parent or guardian of the student and the Lead Person by the examining physician within 24 hours. Subsequent urine and or blood test results must be reported to school within 5 working days. In the event the medical report is not completed within 24 hours, the student shall not return to school until the written medical report has been received.
5. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of intoxicating drugs/alcohol, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the student and Lead Person from a physician who has examined the pupil to diagnose drug use. The report shall certify that the student is physically and mentally able to return to school. The student will be subject to disciplinary procedures including an expulsion hearing.
6. While the student is at home because of the medical examination, the school may require additional evaluation for the purpose of determining the extent of the student's drug/alcohol use and its affect on his or her school performance.
7. When a student returns to school after inpatient treatment a conference will be held. This conference will consist of the student, parents/guardians, teachers, SAC officer, Administrator and nurse. At this conference all after-care requirements will be discussed and the discipline policy requirements will be exercised.
8. Any staff member who reports a student to the building Administrator or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A: 62-4 and as provided for under N.J.S.A. 18A: 40-4.2.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Definitions:** “Weapons” are defined as follows:

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

## **VIOLENCE IN THE SCHOOL ENVIRONMENT**

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

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

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

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

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

## **CHILD ABUSE AND NEGLECT**

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

The school will gather, maintain, secure and make available to DYFS the relevant confidential records of any student alleged either by school personnel or DYFS to be the victim of abuse or neglect as defined by law. The School will also cooperate with



DYFS in scheduling interviews with any employee, volunteer, or student who may have information relevant to an investigation of child abuse.

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

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

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

Temporary reassignment or suspension of school personnel or volunteers alleged to have committed an act of child abuse or neglect shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child.

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

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

#### **ABUSE**

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

#### **NEGLECT**

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

### **EQUAL EDUCATION OPPORTUNITY**

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

Staff members must maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to afford each student the rights and respect that is his/her due. Staff members promote a learning environment that encourages fulfillment of each student's

potential in regard to his/her program, consistent with school goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all students;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of students; and
- D. Treating all students with consistent fairness

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

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

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

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

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation, promotion, opportunities, privileges, and other benefits of education
- B. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student
- C. Such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating or hostile educational environment. Sexual harassment is prohibited in the educational setting. Specifically, no person employed by the school or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the students standing in the school setting. Students are forbidden to harass other students or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

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

### **SEARCHES AND SEIZURES**

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

shall not conduct strip searches or body cavity searches of any students under any circumstances.

**School Lockers:** All of the lockers in the school building are built in. All students will be expected to keep their lockers locked. No student is permitted to share a locker with another student unless he/she has been so assigned.

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

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

### **MONEY AND VALUABLES**

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

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

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

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

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

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

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

Once all available seats are filled (**120 seats for grade levels k-12**), a waiting list is established. Students on the waiting list fill seats that are vacated during the school year and must complete all pre-enrollment procedures as outlined below:

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

**Continuing Enrollment:** An application for continuing enrollment for the 2020-2021 school year is sent to every home during the first week of October 2019 and is due October 30, 2019. If the School does not receive a family’s Continuing Enrollment application, then the School will assume that the family is no longer interested in continual enrollment; and therefore the student may be replaced with the next student on the waiting list for the next school year. “Continuing Enrollment” applications (**which include siblings to be enrolled**) are identified by “Family Numbers” starting with “000”.

**New Enrollment:** A call for new applications for the 2020-2021 school year will occur on September 23, 2019. To maximize the opportunities for enrollment, applications are due by December 12, 2019. Proof of residence is required. “New Enrollment-Camden” applications will be identified by “Family Numbers” starting with “1000” “New Enrollment- Non-Camden” applications will be identified by “Family Numbers” starting with “2000”. Public lottery for the 2020-2021 school year is scheduled for December 17, 2019.

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

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

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

1. A **Parent Packet** is given to parents/guardians for completion. The Enrollment office will review the contents of the packet with parents/guardians, including:
  - a. Parent Packet **data forms**
  - b. **Transfer Card** from the school in which the student resides (**If the student is attending a private school, then the parent/guardian must register their child in the public school in which the student resides**)
  - c. The student’s original **birth certificate**, which must include the parent’s name
  - d. The student’s **immunization records**, approvable by the School Nurse
  - e. The student’s complete **physical**, approvable by the School Nurse
  - f. Two forms of **proof of residence (e.g., a lease, utility bill, tax papers, etc.) (If the student’s parents/guardians cannot furnish proof of residence, then an affidavit must be completed and notarized. Additionally, the person whose name appears on the lease—if not the student’s parent/guardian—must also furnish proof of residency)**
  - g. Other **documentation for guardianship matters (e.g., custody papers)**, as required.
  - h. If the student does not live in Camden, then the student’s parents/guardians must also complete a **transportation voucher (B6T)** in order to receive transportation services or reimbursement in lieu of those services.
2. Once this is received and completed, the student’s parents/guardians are informed that their child will be enrolled in the School.
3. The Enrollment Specialist informs the relevant faculty and staff of the new student and his or her start-date via e-mail and/or in writing.
4. The Enrollment Specialist informs the student’s parent/guardian of their child’s homeroom teacher, homeroom number, and gym day, and assigns the student to a bus (**if applicable**).
5. The Enrollment Specialist enters the new student’s information into the School’s database and distributes paperwork to the relevant faculty and staff.
6. The Enrollment Specialist updates labels, the master log, and the enrollment count, and informs the Lead Person via email.

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

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

The school will submit to the New Jersey Commissioner of Education an enrollment report for the forthcoming year by June 1. Enrollment counts are conducted on October 15 and at end of the school year. The Enrollment and Data Specialist maintain all daily enrollment information and prepare the enrollment counts in coordination with the School Business Administrator, and building administrators and staff assigned to special services (Special Education and Limited English Proficient (LEP)). The enrollment data are submitted to the Commissioner of Education within three days of the enrollment count. LEAP Academy cannot exceed this average daily enrollment as specified in the charter application.

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

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

**LEAP ACADEMY UNIVERSITY CHARTER SCHOOL**

**BOARD OF TRUSTEES**  
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*Chair Secretary/Parent Affairs Chair*

**Manuel Delgado**  
*Lead Person, Chief Operations Officer*

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**PARENT REPRESENTATIVES**

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**Brenda Ortiz**  
**Hector Nieves**  
**Gladys Novoa**

**BOARD LIAISON**

**Wanda Garcia**

## **CONTACT INFORMATION**

### **District Administration**

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Rafael Roman Melendez Chief Academic Officer	856-614-5768
Kathleen Jackson-Hill School Business Administrator	856-614-3244
Veronica Boone-Gbesi Director of Curriculum & Instruction	856-614-5770
Tameka Matthews Director of Special Services	856-614-5080
Michelle Roman-Colon District Office Manager	856-614-5085

### **Business Office**

Kathleen Jackson-Hill School Business Administrator	856-614-3244
Kimberly Fitzpatrick Assistant to School Business Administrator for Finance & Grant Accounting	856-614-5096
Beverly Johnson Assistant to School Business Administrator	856-614-5090
Sylvia Hunt Accounts Payable Clerk	856-614-5095

### **College Access**

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Khary Golden Director of Innovation & Early College Program	856-225-6902
Marchelle Roberts Director of College Access	856-614-3235
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Jozian Molina College Access Coordinator (4-5)	856-614-5799
Amir Ayres College Access Coordinator (6-8)	856-614-3243

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Grace Begley 856-614-2094  
Enrollment Specialist

**Family Support Services**

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Social Worker

Lisa Lozada-Shaw  
Social Worker

**Human Resources**

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Human Resource Manager

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Director of Technology

Massimo DeSiano 856-614-5092  
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Robert Hinchliff 856-614-5640 Ext. 700312  
Technology Specialist

**STEM Elementary School Administration**

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Instructional Principal (K-3)

Barbara Dunlap 856- 614-2088  
Building Principal Manager (K-3)

Gina Torres 856-614-2088  
Office Manager (K-3)

Maria Cruz 856-614-5084  
Parent Engagement Coordinator

**STEM Intermediate School Administration**

Lisely Mendez 856-614-5088  
Instructional Principal (4-8)



Jovita Veguilla 856-614-5088  
Building Principal Manager (4-8)

Scott Lunn 856-614-5603  
Vice Principal (4-5)

Lidia Rivera 856-614-3292  
Office Manager (4-5)

**STEM Junior High School Administration**

Lisely Mendez 856-614-5088  
Instructional Principal (4-8)

Jovita Veguilla 856-614-5088  
Building Principal Manager (4-8)

Kaitlyn McWilliams 856-614-5094  
Vice Principal (4-8)

Nellybel Nunez 856-614-5094  
Office Manager (6-8)

Fatimah Dale 856-614-5079  
Parent Engagement Coordinator

**STEAM Senior High School Administration**

Ian Fallstich 856-614-5641  
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Kassandra Alvarado 856-614-5640 ext. 700607  
Dean of Students (9-12)

Carmen Nunez 856-614-5640  
Office Manager (9-12)

Abigail Loaisiga 856-614-5619  
Parent Engagement Coordinator

**FOOD SERVICES**

STEM Junior High School 856-614-5081

STEM Intermediate School 856-614-7122

STEM Elementary School 856-614-5625

**SECURITY**

STEAM Senior High School 856-614-3230

STEM Junior High School 856-614-5087

STEM Intermediate School 856-614-3249

STEM Elementary School 856-614-5615

**BUILDING OPERATIONS**

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Edwin Centeno, Facilities Mechanic